

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

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Mr. Tolson

7-15-54

Executives Conference

Bureau War Plans
FIRST-AID TRAINING General
SEAT OF GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/31/92 BY SP5 CJS

Present at the Executives Conference 7-15-54 were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Heinrich, Boardman, Rosen, Kemper, Nichols and Mason.

The Conference considered whether to resume first-aid training at the Seat of Government. At the present time the regulation is that 25% of our field personnel should be trained in first aid. Done. For Seat of Government regulation is that 15% of personnel in each building be trained in first aid. Facts are:

<u>Name of Building</u>	<u>Percentage of Employees Trained in First Aid As Of 7-1-54.</u>
Justice Building	14.9
Ident. Building	11.18
Old P.O. Building	21.87
General Accounting Office (Adm. Div. supply employees)	0
Clinton Radio Station	9
Waldorf Radio Station	57

It was pointed out to the Conference that at this time the Records Section and the Identification Division are receiving large numbers of new employees and these are the two divisions most needing additional first-aid training. Conference felt the training should be held in abeyance until all the new employees have entered on duty and have been indoctrinated as to their FBI assignments.

EXECUTIVES CONFERENCE RECOMMENDATION:

Conference unanimously recommended that first-aid training be resumed, commencing with the week of September 20, 1954, and that such training be continued until 15% of the personnel of each building has been trained.

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cc: Mr. Sizoo
Mr. Harbo

EX-123 ORIGINAL

RECORDED - 83
INDEXED - 83

66-2554-11583
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ORIGINAL FILED IN 66-17382-262

It is recommended that when first-aid training is resumed, the old schedule be used, which consisted of 22 hours of first-aid training, with each class session lasting 3 hours and there being 3 weekly sessions per class.

If approved, an appropriate tickler will be set up and at the proper time first-aid training will be ordered.

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50 JUL 21 1954

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NOT RECORDED
138 JUL 19 1954

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EX-1

Mr. Tolson

7/14/54

The Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/80 BY SP5 CJP/BS

SUGGESTION

The New York Office by letter dated 7-5-54 captioned "Report Writing" stated that when reports are submitted on security index subjects, or those we believe might be included on the security index, it is believed desirable that the five-point documentation be included wherever it is available; however, it should be agreed that no unnecessary expenditure of time should be spent in order to complete the documentation. An alternative might be that five-point documentation must be filled out if information reported has been received within the last five years, but if not, it should not be mandatory to complete the five-point documentation unless the information is readily available.

PRESENT PROCEDURE

Existing Bureau instructions as set out in 87-C, Manual of Instructions, page 45, require that in security reports on individuals included in the Security Index or who may be included in the Security Index, the information therein be fully documented on the administrative pages as to (1) identity of source, (2) date of activity reported, (3) date the information was received, (4) identity of Agent or Agents receiving the information or who can testify to the information obtained, and (5) location of the original exhibit in the field office files.

ADVANTAGES

New York letter 7-5-54 states it is not felt that the time spent at present to complete this documentation justifies the possible future need.

OBSERVATIONS

RECORDED - 5
INDEXED - 5
66-2557-11585

The Internal Security Section is unalterably opposed to relaxation of our requirements concerning documentation of evidence in security reports. Bureau reports will provide the basis for the apprehension and continued detention of the Security Index subjects in the event the Emergency Detention Program is placed in operation. For that reason it is imperative that our reports be entirely accurate and fully documented with the original

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Mr. Sizoo
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53 JUL 22 1954
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evidentiary material catalogued in order that it may be produced on brief notice in the individual cases. Our instructions take into consideration the fact that there are cases in which certain of the material cannot be documented in that the material was received orally from informants and not committed to memoranda form. Further, the instructions specifically provide that no extensive file reviews are necessary to document fully information appearing in these reports concerning associates of the subject other than to simply identify the source.

EVALUATION

It is believed that our present instructions in this matter are sound and are essential to the discharge of our fixed responsibilities under the Emergency Detention Program.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

/

Mr. Tolson

7/5/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/3/12 BY 513 C/P/S

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION:

The Charlotte Office by letter dated 7/5/54 captioned "Analysis of Report Writing Procedures," suggested that when T symbols are used in the body of a report, it should appear as Charlotte T-1 and not merely as T-1. This suggestion would help eliminate confusion on the part of the Bureau's employees.

PRESENT POLICY

Present policy is that informants are merely referred to as T-1, T-2, etc., with one exception and that is in Security of Government Employees cases. In Security of Government Employees cases the name of the field office is prefixed such as Charlotte T-1. The Manual of Instructions reflects that this will preclude any possibility of confusion on the part of outside agencies in reviewing Security of Government Employees cases which might be caused by the repetitions of the T symbols by numerous offices.

OBSERVATIONS:

Mr. Belmont's Section is opposed to accept Charlotte's suggestion for the following reasons: In security cases it is not desirable to show the location of the informant covered by a T symbol. This would add nothing to the report but would aid in identifying confidential informants covered by T symbols should the report fall into the wrong hands.

Mr. Rosen's Section is opposed to Charlotte's suggestion for the following reasons: The use of an office designation preceding the temporary informant number is setting up a new rule and tends to complicate the situation since we already use office designations preceding permanent confidential informant symbol numbers such as Charlotte - 1-C.

EVALUATION:

Our present system appears to be sound and a change is not necessary.

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- Miss Gandy _____

cc: Mr. Sizoo
Mr. Harbo

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JUL 22 1954

JUL 20 1954

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EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

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Tolson

7/14/54

Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION:

The Baltimore Office by letter dated 7/3/54 captioned "Suggested Reporting Procedure," suggested that the Bureau eliminate regulations which required that the dual character Internal Security - C and Internal Security Act of 1950 be carried in all reports where a subject is employed in a key facility. Baltimore advised from a field standpoint, this serves no useful purpose and elimination would simplify reporting.

PRESENT POLICY:

Current instructions require that the dual character of Security Matter-C or Internal Security-C and Internal Security Act of 1950, be carried in all reports where a subject is employed in a key facility.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/3/92 BY SP5 EJS

OBSERVATIONS:

Mr. Belmont is opposed to the Baltimore suggestion and recommended that we continue the practice of submitting the dual character in Security type cases in which the subjects are employed in key facilities for the following reasons: The instructions regarding the placing of the dual character of Internal Security Act of 1950 in security cases was furnished the field following the passage of the Internal Security Act of 1950 in September, 1950. There are many violations named in the act and the field was instructed to include the dual character to flag the case as one of possible violation. The Baltimore suggestion only refers to those cases in which security subjects are employed in facilities presently designated as key facilities by the Secretary of Defense. Although there can be no prosecutions under the act until such time as the Communist Party or Communist front organizations have registered or have been ordered to register as required by the act, when that does happen the act provides criminal penalties for any person who is employed in a designated key facility and is a member of the Communist Party or belong to a Communist front organization and conceals from the employing agency the fact that he is a member of that Communist front organization.

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- Miss Gandy

cc: Mr. Sizoo

Mr. Harbo

JUL 22 1954

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66-2557-11587

The importance of prompt dissemination to the Intelligence Agency having the security responsibility at the key facility is paramount and every Agent assigned to a case where a security subject is employed in a key facility should be fully acquainted with that fact. The dual character flags the case in the field and readily does the same upon receipt at the Seat of Government. In this manner the cases are quickly identified upon receipt at the Seat of Government and are closely viewed for prompt dissemination here.

In the entire field there are approximately fifteen hundred cases of this type in which the individual's names are in our Security Index.

EVALUATION:

Although there can be no prosecution under the act at this time, it is believed that we should be in preparedness to promptly submit the cases for prosecutive action when the act becomes operable to the subjects. The time consumed in adding the dual character is far outweighed by the benefits gained by high lighting these cases.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

Mr. Tolson

7/14/54

The Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION

The Charlotte Office by letter dated 7-5-54 captioned "Analysis of Report Writing Procedures," suggested that tel type abbreviations be used rather than spelling out the complete words of the character of a report. Charlotte points out that the U. S. Attorneys could be furnished with the same approved abbreviations.

ADVANTAGES

The Charlotte Office states in their letter of 7-5-54 that adopting their suggestion would effect a tremendous saving in stenographic.

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DATE 7/31/78 BY SP5 efs

DISADVANTAGES

(1) Bureau reports are subject to dissemination to many governmental agencies, not only to U. S. Attorneys. These agencies would not be able to determine the character of a case from our teletype abbreviations, and it is considered a distinct disadvantage to have to furnish each of these agencies with a copy of our abbreviations.

(2) In a small office which handles only a small volume of certain types of cases, the stenographer would frequently find it necessary to refer to her list of standard tel type abbreviations to insure that she was typing the correct one on the report. It is believed this would consume far more time than would be saved by using the abbreviations.

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Heinrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that change be made in the current regulations. Conference unanimously favorable.

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Mr. Harbo
Mr. Sizoo

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66-2554-11588

13 JUL 20 1954

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Mr. Tolson

7/14/54

The Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION

The Minneapolis Office by inspection memorandum dated 7-3-54 suggested that a uniform number of copies of reports for the Bureau and for the office of origin should be determined by the Bureau for the following type cases: (1) security, (2) criminal, and (3) applicant.

PRESENT BUREAU POLICY

The Manual of Rules and Regulations, Section 9, specifies the number of copies of reports to be sent to the Bureau and to the office of origin. Reports to the Bureau vary from 2 to 6 copies. The office of origin generally receives 2 copies of a report and in a few instances, 3 copies.

ADVANTAGES

There would be a considerable saving of Agent and clerical time resulting from not having to look up the number of copies and the suggestion would make for more uniformity in our reporting.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/21/95 BY SP5 CJS

OBSERVATIONS

The number of reports specified for the Bureau is based upon the Bureau's fixed responsibilities with regard to dissemination. The number of copies designated for the field has similarly been set in light of dissemination requirements.

EVALUATION

If we set a uniform number of reports to be submitted to the Bureau and the office of origin in security, criminal and applicant cases, it would be necessary to submit additional copies of certain classifications that would not be needed. This would result in a waste of paper and clerical handling. The point Minneapolis appears

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EX-123

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66-2554-11589

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to have overlooked is that the number of copies of reports is not an arbitrary figure but is based entirely upon dissemination factors.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

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Mr. Tolson

7/14/54

The Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION

The Baltimore Office by letter 7-3-54 captioned "Suggested Report Writing Procedures" suggested that the Bureau consider that only the dates be set forth in the period for which made of a report which would show the beginning and the concluding dates of investigation or administrative functions and not each specific date on which investigation or administrative functions were conducted.

PRESENT PROCEDURE

Section 4, page 2 of the Manual of Rules and Regulations, item A-2-(4), sets forth the present instructions which point out that only the dates that investigation or administrative functions were performed are to be included in the space for the period for which made.

ADVANTAGES

Baltimore pointed out that if the Bureau adopts their suggestion there would be a savings in stenographic and Agent time and the appearance of reports would be improved.

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DATE 1/31/92 BY SP5 CJS

DISADVANTAGES

- (1) The procedure recommended by Baltimore would not allow for close supervision.
- (2) It would be practically impossible to tell from the report the number of days the Agent worked on a particular case.

OBSERVATIONS

- (1) It is believed that very little time, if any, would be saved by adopting the Baltimore suggestion.
- (2) Our present procedure allows for close supervision and

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Mr. Harbo
Mr. Sizoo

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JUL 21 1954

permits the supervisor to determine if an Agent is spending the proper amount of time on the case.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

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LBI - 10/12/54
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Mr. Tolson

7/14/54

Executives Conference

SUGGESTED REPORT
WRITING PROCEDURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP5 CJS

SUGGESTION:

The Baltimore Office by letter dated 7/3/54 captioned "Suggested Report Writing Procedure," suggested that the requirement of name, location of the bank and date of the offense in bank robbery cases be eliminated except in unknown-subject cases.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 4, page 3, reflects that in Federal Reserve Act violations the name and location of the bank is to be set out in the report; and that in bank robbery cases the name, location of the bank and the date of the offense is to be set out in the title of the report.

EVALUATION:

The subject may rob several different banks and he may rob banks of the same name, therefore, it is important that we have the names, location and date of the banks set forth in the title in order to keep the various cases separated. If the names, location and date were not listed in the title, undoubtedly, it would cause a great deal of confusion on the part of the Records Section as well as the Supervisors supervising the cases.

EXECUTIVES CONFERENCE CONSIDERATION:

EDH:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kemper, LeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

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cc: Mr. Sizoo
Mr. Harbo

LHR:dnd

EX-123

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Mr. Tolson

7/14/54

Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/90 BY SP5-CL/B

SUGGESTION:

The Charlotte Office by letter dated 5/5/54 captioned "Analysis of Report Writing," suggested that the term "Unknown Subject" be eliminated in the title of Unknown Subject cases.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 4, page 2, reflects that when a subject is unknown the individual will be carried in the title of the report as "Unknown Subject" and the aliases used by the unknown subject are to be set out in the title.

ADVANTAGE:

Charlotte advised that the adoption of the suggestion would effect a saving in stenographic time.

DISADVANTAGE:

Records Section advised that in check cases and types of cases where the victims name is set out in the title, if we do not carry the subject as unknown in the title of the report, that this procedure might cause clerical employees to make an erroneous decision as to identity and they might index the victim as being the subject. Also, clerical employees may think that the alias used in a check case is a true name. The Records Section does not approve of the Charlotte suggestion.

EVALUATION:

The saving in stenographic time appears to be offset by the possibility of errors which may be caused by eliminating "Unknown Subject" from the title.

EX-123 INDEXED-91 66-2554 11592
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EXECUTIVES CONFERENCE CONSIDERATION:

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

Mr. Tolson
Mr. Harbo
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Mr. Tolson

7/14/54

The Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/21/12 BY SP5 efs

SUGGESTION

The New York Office by letter dated 7-5-54 suggested:
"In order to add more clarity and follow-through in reports, it is recommended that in the future the continuity of reports not be broken merely for the sake of characterizing an individual or organization. It is recommended that immediately after the synopsis or table of contents, there appear a glossary which will contain the documentations of organizations or individuals to be mentioned in the reports. These pages need not be made part of the report, that is, not be made numerically a part of the report, but could be made pages a, b, c, d, e, etc."

PRESENT PROCEDURE

Present instructions in this matter are found in the Manual of Instructions, Section 87B-3, page 13, which states:
"Whenever an organization or publication is mentioned in a report and the connection of the organization is set forth for the purpose of showing a subversive ramification the organization or publication should be described with a short authoritative sentence clearly showing the subversive ramification Whenever an individual other than the subject of the report is mentioned for the purpose of showing subversive activity or sympathy on the part of the subject, the individual so mentioned should be described with an authoritative statement reflecting the subversive connection"

ADVANTAGES

This suggested system would preserve the continuity of the report and at the same time eliminate unnecessary review of documentation. Also, the suggestion would save in some cases retyping of many pages to insert the documentation in the body of the details when an Agent errs and fails to document an organization or individual.

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OBSERVATIONS INDEXED - 25 RECORDED - 25

66-2554-11593

EX-123 Similar suggestions have been previously made. By Executive Conference memorandum of 4-7-54 captioned "Suggestion 141-54 Made by SA [redacted] El Paso Office - Security Reports" and by Executive Conference memorandum of 5-13-54.

Mr. Harbo
Mr. Sizoo

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captioned "Suggestion 191-54 Made by SA [REDACTED] New York Office," the same suggestion was considered and the Executives Conference in both instances recommended unfavorable.

New York is assuming that present Bureau instructions require that documentation appear immediately after each organization or individual mentioned. This is not the case. The above Bureau instructions do not specify any particular place in the reports for the insertion of the descriptive data concerning either organizations or individuals. As a matter of practice and to assist in the interpretation of the reports, the documentary data has been set out immediately following each organization or individual when first mentioned in the reports. This practice allows the reader to note at once the subversive character of the organizations and individuals and evaluate their significance at that time.

The procedure suggested by New York is not prescribed by existing Bureau instructions and may be used within the discretion of the field. As noted, previously, however, the general practice is to characterize organizations and individuals as they appear in the reports.

It must be considered that security reports contain information concerning both subversive and nonsubversive organizations and individuals and, in many instances, make collateral references to groups and individuals who have not been identified with subversive movements. It would appear incumbent upon us in preparing our reports to characterize those items which have subversive significance to assist in the interpretation of the reports as they are read and evaluated, without the necessity of recourse to a "glossary" as each individual and organization is encountered in the content.

EVALUATION

Existing Bureau instructions appear sound in all respects.

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

Mr. Tolson

7/15/54

Executives Conference

G. I. R. -9

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION

The New York Office by letter dated 7-5-54 captioned "Report Writing," recommended that sub-section 54 of the handbook be amended to exclude from the administrative section of reports such items as information which may prejudice other investigations or disclose confidential informants or techniques; and information developed by investigation which, because it is unsubstantiated or for other reasons is not suitable for inclusion in the details of reports.

PRESENT PROCEDURE

Part T of the FBI Handbook, page 36, Item U, sets forth: "Information which might cause embarrassment or for any reason is not included in the report shall be set out in a cover letter transmitting the report."

ADVANTAGES

None apparent.

DISADVANTAGES

Inasmuch as the Handbook already sets forth how this type of information should be handled, and since paragraph 54, page 39 of the Handbook sets forth just what data should be included in the administrative section of a report, it is not deemed advisable or appropriate to revise the Handbook to set out just what should not appear in the administrative pages.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that change be made in the current regulations. Conference unanimously favorable.

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Mr. Harbo

JUL 21 1954

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HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY 2754/B

Mr. Tolson

7/14/54 G. I. R. - 9

Executives Conference

SURVEY OF REPORT
WRITING PROCEDURES

SUGGESTION:

The Minneapolis Office by ~~inspection memorandum~~ ^{analytical} dated 7/3/54, suggested that the Laboratory should set out a clear summary of the analysis of their findings and this summary should be incorporated verbatim in the Agent's investigative report.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 4, page 5, requires that a summary of the Laboratory report be prepared and included in the details of the Agent's report by the office requesting the examination.

ADVANTAGE:

Minneapolis advised that the laboratory reports at times are difficult for an Agent without necessary technical knowledge to evaluate and summarize exactly in the same manner as a Laboratory technician would. Also, copies of the reports are sent to U. S. Attorney so he will have the exact benefit of thinking of the Laboratory expert.

DISADVANTAGE:

1. Many laboratory reports are so brief and concise that no summary would be necessary or desirable.
2. In lengthy or complicated laboratory reports, an effort is made to summarize them in the first paragraph where possible. In this connection, it is pointed out that in many instances at the time of the examination, the pertinence of some of the findings cannot be realized either in the Laboratory or in the field and the best summary could not at that time be prepared.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP5 CFB

EX-130 INDEXED-99 RECORDED-99 11595

The Laboratory does at many times prepare summaries and even summary reports where a large number of reports on different submissions are being compiled for prosecutive purposes or being incorporated in a field summary report.

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

cc: Mr. Sizoo
Mr. Harbo

Handwritten initials and signatures: JB, RA, M, Y, etc.

51 JUN 22 1954

EVALUATION:

1. The Laboratory objects to a requirement that summaries be prepared in all Laboratory reports regardless of length or time.

2. It is ^{not} believed necessary to establish a requirement that a summary be prepared in all Laboratory reports since many are brief and also the Laboratory makes an effort to summarize lengthy and complicated reports.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J.E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

✓

Mr. Tolson

50850

7/14/54

The Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION

The Baltimore Office by letter dated 7-3-54 captioned "Suggested Reporting Procedures," states that the office of origin receives at least two copies of all reports except in 100 and 105 classifications where the office of origin receives three copies. The Baltimore Office sees no reason why the field office needs three copies and recommends that the office of origin receive only two copies of reports in 100 and 105 classifications. It is pointed out that the 100 classification pertains to Internal Security or Security Matter - C or R cases, and the 105 classification pertains to Internal Security or Security Matter cases other than C or R.

PRESENT PROCEDURE

The Manual of Rules and Regulations, Section 9, pages 5 and 6, sets forth that the office of origin receives at least two copies of all reports, except in 100 and 105 classifications where the office of origin receives three copies.

OBSERVATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/31/90 BY SP5 CFB

The preparation of three copies of reports in classifications 100 and 105 is fully justified for the following reasons:

- (1) Subjects frequently move from one office of origin to another and the old office of origin must retain a copy of any report which has been prepared in that office even though the office of origin has been changed.
- (2) In the event of an emergency and Security Index subjects are apprehended, one copy of the reports on each subject must be furnished to the appropriate United States Attorney who will handle the hearings.

(3) In the event of hearings following arrests under the Emergency Detention program, the Agent assigned to the case

- Tolson
- Ladd
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- Belmont
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- Glavin
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- Gearty
- Mohr
- Winterrowd
- Tele. Room
- Holloman
- Miss Gandy

cc: Mr. Harbo
Mr. Sizoo

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JUL 23 1954

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will need a copy of report to work from without stripping the office file since the office file must be intact to afford proper supervision. This will be particularly true when hearings are to be held away from the field office city.

(4) Although all subjects of security investigations are not included on Security Index, many will be added at a later date if investigations develop further subversive activities. However, the whole matter is handled in a more simple matter by having a uniform procedure providing for three copies of reports for the office of origin in all cases of this type. To do otherwise would definitely complicate the handling of these matters.

(5) The Emergency Detention program has many variables. It may be necessary to reconstitute Security files in the field should files at the Seat of Government be destroyed by enemy attack. In such an event it will be time consuming to prepare copies of reports for the uses indicated above when our efforts are needed for more important emergency action.

It is the recommendation of the Domestic Intelligence Division that there be no change in the instructions regarding the designation of three copies of reports for the office of origin in security cases. It is the belief of the Division that three copies are an absolute necessity to cover safely the various eventualities.

EVALUATION

Due to the possible need for the third copy of the report, it is believed that the existing rules should not be changed at this time.

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J.E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

Mr. Tolson

7/14/54

The Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

G. J. [unclear]

SUGGESTION

The Charlotte Office by letter dated 7-5-54 recommended there be printed on the first page of the report, Form No. 1, a block which can be checked to show P, C, or RUC; thus the status of the case would always appear on the first page of the report.

PRESENT PROCEDURE

The Manual of Rules and Regulations, Section 4, page 4, under item 9, sets forth that the abbreviated status must be shown at the end of the Synopsis and preceding the Details.

ADVANTAGES

The status of the case will always appear on the first page of the report.

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DISADVANTAGES

If the Charlotte Office recommendation is adopted, (1) Form No. 1 (Investigative Report Form) and FD-72 (Investigative Report Form on mimeograph paper) will have to be revised; (2) instructions must be prepared by SAC Letter advising the field of the revised form and the new procedure for indicating in a report the status of the case; and (3) the manuals (Handbook, Field Stenographers' Manual and the Manual of Rules and Regulations) would have to be revised.

OBSERVATIONS

The expense of making the above-indicated revisions and issuing the necessary instructions would far outweigh any merit this suggestion might have.

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EXECUTIVES CONFERENCE CONSIDERATION

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- ____ Nichols
- ____ Belmont
- ____ Clegg
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- ____ Harbo
- ____ Rosen
- ____ Tracy
- ____ Gandy
- ____ Mohr
- ____ Winterrowd
- ____ Tele. Room
- ____ Holloman
- ____ Miss Gandy

Present at Executives Conference 7/12/54: Tolson, Glavin, Trotter, Parsons, J.E. Edwards, Hennrich, Boardman, Rosen, Harbo, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously favorable.

Mr. Harbo

Mr. Sizoo

Handwritten initials and signatures: 2B, [unclear], [unclear]

JUL 21 1954

Mr. Tolson

7/14/54

Executives Conference

SUGGESTED REPORT WRITING PROCEDURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/90 BY SP5 CEF/JS

SUGGESTION:

The Baltimore Office by letter dated 7/3/54 captioned "Suggested Report Writing Procedure," suggested that the requirement of names of companies involved in any Espionage, Sabotage and Atomic Energy Act violations be eliminated from the title of the report. Baltimore advised that it appears this requirement is not of any importance in these types of cases.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 4, page 3, sets forth instructions that the name and location of companies involved in Espionage, Sabotage and Atomic Energy Act violations should be set out in the title of the report.

EVALUATION:

The names and location of the companies involved in cases of this type are needed for indexing purposes and this permits identification of types of cases occurring in the various companies. The rule requiring that the name and location of the companies must be set forth in the title created a problem because a problem arose from the fact that on 10/31/53, it was not possible to fully determine through Bureau indices the identity of individual cases involving missing documents at General Electric Company, Schenectady, New York, by picking the name of the company in the Bureau indices. Due to this, Mr. Tolson instructed and the Director agreed that the name of the company and location should be set forth in the title of reports. This is reflected in Executives Conference memo to Mr. Tolson, dated 1/6/54, and the field was advised by SAC Letter 54-4 on 1/19/54.

EXECUTIVES CONFERENCE CONSIDERATION:

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

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

cc: Mr. Sizoo
Mr. Harbo

EX-123

66-253-4-11598

RECORDED-91
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13 JUL 20 1954

79 JUL 21 1954

Mr. Tolson

7/14/54

The Executives Conference

REPORT WRITING PROCEDURES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY 73 EIJ/JS

SUGGESTION

The Charlotte Office by letter dated July 5, 1954, captioned "Analysis of Report Writing Procedures," suggested that the name of the Agent conducting each interview or particular phase of Security of Government Employee investigation be shown in the body of the report, together with the date on which particular contacts are made rather than the name of the Agent being shown on the administrative page.

PRESENT PROCEDURE

The Manual of Instructions, Section 69 G (11) concerning Security of Government Employee investigations states: "The fact that more than one Agent conducted the investigation should not be revealed in the report proper. However, on the administrative page a list of the Agents who conducted the investigation, in addition to the reporting Agent, should be set forth with some indication as to the portion of the investigation conducted by each."

These same instructions are contained in Section 112 of the Manual of Instructions covering United Nations loyalty investigative reports.

OBSERVATIONS

EX-123

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66-2554-11599

Mr. Rosen of the Investigative Division does not approve of the Charlotte suggestion for the following reasons:

The reason for the rule of not setting forth the names of all Special Agents and Special Employees conducting investigation in a particular Employee Security or United Nations loyalty case in the body of the report is that each report is submitted to a Hearing Board for the adjudication of the case. It has been found that where the Agents' names are set forth in the details as conducting a certain interview, the Hearing Boards are prone to request the appearance of the Agent at a hearing being conducted in a particular case. The name of the agent in the body of the report serves no purpose and, with rare

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- Holloman
- Miss Gandy

cc: Mr. Harbo
Mr. Sizoo

Handwritten signatures and initials: JS, Ray M, [unclear], [unclear]

7 JUL 21 1954

exceptions, the Agent conducting the particular interview is in no position to furnish competent evidence. It is felt that the present rule of placing the names of the Agents, in addition to that of the reporting Agent, who assisted in the investigation on the administrative page should be continued.

With reference to placing in the body of the report the exact date on which an interview was conducted, it is also felt that this serves no useful purpose in connection with Employee Security and United Nations loyalty investigations. Numerous interviews are conducted in these cases and the repeated stating of dates where not pertinent to the activity of the person under investigation is believed undesirable. Of course, where pertinent, the dates should be and are set forth in the body of the report. In addition, the period for which made sets forth all the dates on which investigation was conducted. The present procedure of not requiring the date of the interview be set forth in each instance has proven to meet the exacting tests and scrutiny of the Hearing Boards.

EVALUATION

Our present policy appears to be sound and no change is necessary.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

Mr. Tolson

7/15/54

The Executives Conference

G. I. R. - 9

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION:

Charlotte by letter dated July 5, 1954, captioned Analysis of Report Writing Procedures, suggested that Bureau prepare a brochure containing approximately 15 or 20 decisions by Justice Cardozo or Justice Holmes wherein they summarize a complicated set of facts in clear, concise language. This should then be submitted with an outline in phraseology of a clear type in such typical situations as interviews of references, neighbors and employers to demonstrate how we accomplish our object with much fewer words than we are using today.

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PRESENT BUREAU POLICY:

1. The Manual of Rules and Regulations, section 4, page 9, reflects that reports are to be dictated promptly, rapidly, and in a clear and concise language.

2. Over a period of years the Training and Inspection Division has requested and instructed new Agents and Agents attending In-Service when dictating to be brief, clear, factual, and to use short sentences. Also, the same instructions have from time to time been set forth in SAC Letters and Bureau Bulletins.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kenner, DeLoach and Mason. Conference recommended unanimously unfavorable. The Training & Inspection Division currently presents improperly prepared reports and examples of properly prepared reports during the course of New Agents' training and this topic is also covered during the practical case problem at Quantico for In-Service Agents. Another suggestion has been received and considered along the same lines and the only

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

cc: Mr. Harbo
Mr. Sizoo

EX-123

RECORDED-91

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13 JUL 20 1954

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item under consideration in connection with the current suggestion
is whether to brief decisions by the two Justices named above
and in that regard the recommendation is unanimously unfavorable.

✓

Mr. Tolson

7/14/54

The Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

G. I. R. -9

SUGGESTION:

The New York Office by letter dated July 5, 1954, captioned Report Writing, suggested that in cases involving married women that the title should read as set forth in the following example:

Mary Jane Doe, nee Roe,
aka: Mrs. John Robert Doe, was.

Should read: Mrs. John Robert Doe, nee Roe.

PRESENT BUREAU POLICY:

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DATE 12/1/92 BY SP8 EJS

The Manual of Rules and Regulations, Section 4, Page 2, requires that the complete name and all aliases be set out in the first report, summary report and report sent to an auxiliary office where such information is necessary to the investigation.

OBSERVATION:

The Records Section advised they have not experienced any difficulty with the manner in which the names of married women have been set forth. Further, that many Agents set out the names of married women as suggested by the New York Office. This New York suggestion meets with the approval of the Records Section.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

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

cc: Mr. Harbo
Mr. Sizoo

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Mr. Tolson

Executives Conference

7/15/54
ALL INFORMATION CONTAINED
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DATE 7/31/92 BY SP5CJS

SURVEY OF REPORT WRITING PROCEDURES

G. I. T.

SUGGESTION:

The New York Office by letter dated 7/5/54 captioned "Report Writing" advised that in preparing the more involved types of security reports considerable Agent time is expended in research to obtain information with which to characterize associates of the subject, organizations with which the subject was affiliated or the officers of an organization if the report is on an organization. New York suggests that in order to facilitate obtaining information for such characterizations, a research unit be set up in the larger offices, whose duties would be to process requests from Agents for characterizations of individuals and organizations. Re: Involved Security Reports

PRESENT POLICY:

Bureau instructions require that where an association with an individual or an organization may have a bearing on the potential dangerousness of the subject under investigation, a characterization of the subversive activities of the organization, or individuals with whom the subject has associated, should be included in the report. Field Offices have been instructed to maintain characterization or thumbnail sketch files on organizations and individuals which are to be readily available to Agents who have need for characterization of subversive organizations or individuals who have engaged in subversive activities and are frequently referred to in reports. These characterizations are to be kept up-to-date and the keeping of the ready-reference characterizations is a continuing procedure in each field office.

OBSERVATIONS:

The purpose of setting up the characterizations of thumbnail sketch files was to avoid a duplication of work on the part of the Agents and to have the material ready for use. Mr. Belmont is opposed to the New York suggestion and advised that there is no need for setting up a research unit as suggested by New York.

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

cc: Mr. Sizoo
Mr. Harbo

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Further, that if additional characterizations are needed by the New York Office, they can be prepared by Agents assigned to the individual cases or by their Correlation Unit in accordance with Bureau instructions and then filed in such a manner as to be ready to the Agents.

EVALUATION:

There appears to be no justification in support of New York's suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

The Director

7/15/54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 7/21/72 BY SP5 CF/JS

IN-SERVICE TRAINING FOR SPECIAL AGENTS

Present at the Executives Conference 7/7/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Edwards, Hennrich, Boardman, Rosen and Mason.

BACKGROUND

The Conference considered a number of observations relating to In-Service training which had earlier been received by the Director. The suggestor felt that persons attending In-Service could be divided into three groups:

- (1) Those who dislike it and receive no benefits;
- (2) Those who like it and obtain benefits;
- (3) Those who receive no benefits but enjoy spending a week at Quantico, enjoy a week in Washington talking with acquaintances and politicking at FBI Headquarters for something they may want.

Several members of the Conference did not subscribe to the above grouping of Agents into categories and it was pointed out this is the first time such a grouping has been presented. On the contrary, interviews with SAGs and a number of Agents attending In-Service have indicated to Inspectors Gearty, Mason, several members of the Conference and Mr. Tolson that the quality of In-Service training has been very good. The program of In-Service training has been constantly revised over a period of years and certain members of every class are contacted for any suggestions they may have as to improvements.

SUGGESTION NO. 1

The Suggestion: Instruct five field Agents reporting for In-Service to be prepared to deliver a one-hour lecture each on what is wrong with the Bureau as related to his field office of assignment.

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

Attachments

cc - Messrs. Sizoo

Harbo
Nichols
Mohr

EX-122

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INDEXED-85

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EXECUTIVES CONFERENCE CONSIDERATION AS TO SUGGESTION NO. 1:

Minority View

Messrs. Mohr and Mason felt that although there was no sure-fire assurance that the suggestion would work, the Bureau should, nevertheless, be flexible in its thinking, amenable to suggestions, and that the proposal should be tried in at least one In-Service class and thereafter be evaluated.

Majority View

Messrs. Tolson, Trotter, Parsons, Edwards, Hennrich, Boardman and Eosen, felt that the proposal would lead to a "gossip and gripe session;" the Agents would be criticizing the Bureau and their own field offices to a group of fellow Agents who are powerless to do anything about the matters discussed; more desirable for Agents to make their suggestions to their SAGs or as a part of the suggestion program of the Bureau or to Inspectors. The majority felt that if Agents are instructed to talk for an hour on what is wrong, they will feel forced to dream up some complaints to present and there may be some difficulty in preventing repetition and properly planning a schedule. Consequently, the majority was opposed.

I concur

H.

SUGGESTION NO. 2

The Suggestion: Abolish examination presently given at end of In-Service training.

EXECUTIVES CONFERENCE RECOMMENDATION AS TO SUGGESTION NO. 2:

Minority View

Mr. Mohr favored proposal; felt present examination serves no useful purpose.

Majority View

Messrs. Tolson, Trotter, Parsons, Edwards, Hennrich, Boardman, Rosen and Mason favored continuance of In-Service examination because: examinations are changed frequently; there are six sets (copy of each attached); examinations are given under strict supervision at end of In-Service training; grades are recorded and reported to field by letter; the

examinations force employees to review the FBI Handbook during course of In-Service training. Without examination some Agents would probably never review FBI Handbook or if they did review it, would review only the parts relating to the type of work generally assigned to them.

OK
H

SUGGESTION NO. 3

The Suggestion: Devote three hours of In-Service class to a period for each Agent to think about and write an essay on some topic such as "How the Informant Program can be Bettered," or "How Police Relations can be Improved."

EXECUTIVES CONFERENCE RECOMMENDATION AS TO SUGGESTION NO. 3:

Minority View

Mr. Mohr favored this proposal, feeling that it would cause employees to present observations.

Majority View

Messrs. Tolson, Trotter, Parsons, Edwards, Hennrich, Boardman, Rosen and Mason were opposed. A period of three hours to think about and write an essay on the topics would be insufficient time for full consideration; the time would have to come from some other important phase of In-Service training; there would be a great deal of work relating to correcting the papers; no useful purpose would be served.

OK
H

SUGGESTION NO. 4

In considering all of the suggestor's views, the Conference felt that these were contrary to those generally received and the question was presented as to whether each SAC should be required to obtain suggestions regarding In-Service training; what to add; what to delete; what to revise

if any; how to improve In-Service training; and furnish written comments to the Bureau.

EXECUTIVES CONFERENCE RECOMMENDATION AS TO SUGGESTION NO. 4:

Unanimously favorable. Proposed SAC Letter attached.

OK
H

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7-18

Mr. Tolson

7/20/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP5 CI/JS

SUGGESTION NO. 309-54
MADE BY SA [REDACTED]
NEW YORK OFFICE

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THE SUGGESTION:

That when forms FD-122 (Request for Security Index Card) and FD-128 (Notification of Change of Office of Origin) are next printed the words "Director, FBI" be added after "To:" and "SAC" be added after "From:". (Samples attached.)

PRESENT PROCEDURE:

The words "Director, FBI" and "SAC, _____" must be typewritten. It is noted Form FD-122 is transmitted to the Bureau to request authority to prepare a Security Index card on an individual or to specify a change to be made on an existing index card. Form FD-128 is transmitted to the Bureau by the field to advise the Bureau of a change in office of origin in a security case.

ADVANTAGES OF THE SUGGESTION:

Supervisor Frank J. Smith of the New York Office and E. D. Mason, Training and Inspection Division, are in favor of adoption of the suggestion as it will save typing time in preparing the forms.

DISADVANTAGES OF THE SUGGESTION:

None apparent.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 7/19/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Nichols and Mason. The Conference was unanimously favorable that change be made at next printing.

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

Attachments

cc: Mr. Sizoo
Mr. Harbo

EX-122

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13 JUL 21 1954

51 JUL 23 1954

Mr. Tolson

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7/19/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/31/72 BY SP5 CI/BS

SUGGESTION NO. 284-54
MADE BY [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

THE SUGGESTION:

That all enclosures, both in file and behind file, be checked for pamphlets, folders, booklets, and other forms of miscellaneous material for possible removal and ~~destruction~~. The suggesting employee cites an instance wherein the file on the Florida Police Chiefs Association contains a 1937 calendar advertising the annual convention of the Florida Police Unit.

PRESENT PROCEDURE:

The Records and Communications Division is presently reviewing all bulky enclosures for ~~destruction~~. They are also alert to identify and recommend for destruction obsolete and useless material in the files. This is accomplished during regular file consolidations, reviews, and purge programs.

ADVANTAGES OF THE SUGGESTION:

The employee feels adoption would result in a saving of space; would facilitate evacuation of files in case of an emergency; would eliminate repair of enclosures; and eliminate enclosure handling.

DISADVANTAGES OF THE SUGGESTION:

Mr. Nichols, Records and Communications Division, is opposed. He states that while it is true such a calendar as mentioned by the employee has no value at the present time, other pamphlets, folders, booklets, etc., are integral parts of the file and the letters or memoranda to which they are attached would be meaningless if they were removed or destroyed. It is believed it would be too difficult to determine which material is an integral part of the file and that material which is not. The Records Section is not able to make the final decision as to destruction of such material but it is necessary to secure the approval of the interested division. Too much time and lost effort would be involved in pulling every enclosure with the file and forwarding it to the interested division for its approval before its destruction.

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

cc: Messrs. Sizoo & Harbo

31 JUL 1954

RAM

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 7/19/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Nichols and Mason. The Conference was unanimously unfavorable.

Mr. Tolson

7/15/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP5 CJK/B3

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION

The Minneapolis Office by Inspection memorandum dated 7-3-54 recommended that the Bureau consider the information in the handbook and manuals as the final instructions insofar as report writing is concerned, rather than the latest SAC Letters and Bureau Bulletins which have been issued subsequent to the latest manual change.

PRESENT PROCEDURE

Manual and handbook changes usually are several weeks behind the changes which are set forth in SAC Letters. The Bureau advises the field of urgent and necessary changes and new procedures by SAC Letter or Bureau Bulletin. It is imperative that the field be notified of these changes quickly and SAC Letters and Bureau Bulletins can be sent to the field much sooner than manual changes.

ADVANTAGES

The Agents would only have to look into one source, namely, the handbook or manual, for the most current instructions.

DISADVANTAGES

It is believed this would be a very poor practice for the field to get into. The purpose of sending out SAC Letters and Bureau Bulletins is that the field have the advantage of the latest instructions on all matters. It would lead to considerable confusion if the field were not required to follow the latest instructions. Some offices would be sending in reports under the old instructions, and some would be adhering to the new instructions. Uniformity would be impossible.

EX-130 RECORDED-85
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EXECUTIVES CONFERENCE CONSIDERATION

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

Present at Executives Conference 7/13/54 were Messrs. Tolson, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, DeLoach and Mason. Conference unanimously recommended.

favorable; considered impractical. Until a year ago manual changes

Handwritten initials and signatures: JPK, YAN, RB, RB, RB

JMF 51 JUL 22 1954

were issued quarterly; to solve the problem manual changes have since then been issued monthly. It is not physically possible to issue manual changes with the same degree of rapidity as SAC Letters and Bureau Bulletins; many items contained in SAC Letters and bulletins are not suitable for manual revisions. No change recommended.

✓

Mr. Tolson

6/29/54

Executives Conference

b6
b7c

SUGGESTION NO. 236-54
MADE BY SE [REDACTED]
CLEVELAND OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/2/92 BY SP3 CJ/JS

THE SUGGESTION:

That the Bureau, on a quarterly basis, advise the field concerning Maintenance problems which arise in connection with Bureau automobiles.

PRESENT PROCEDURE:

Automobiles

Present Bureau policy provides for the solicitation of advice from authoritative sources, such as National Bureau of Standards, automotive manufacturers, special study groups dealing with automotive engineering and Bureau research work involving new products that provide maximum safety and economy of automotive operations. Such information is disseminated to the field through the medium of SAC Letters as the data is developed.

ADVANTAGES OF THE SUGGESTION:

The employee set forth four specific maintenance problems which had occurred in the Cleveland Office and felt that if these situations and the preventive measures taken were circularized to the field, they might be of assistance. Mr. N. P. Callahan, Administrative Division, feels that an SAC Letter should go forth and such an SAC Letter is attached for approval.

DISADVANTAGES OF THE SUGGESTION:

Mr. N. P. Callahan, Administrative Division, is not in favor of disseminating this information on a quarterly basis, but feels such information should be made available to the field whenever it is determined such information will promote maximum safety and economy of operation.

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

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATN

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

JUL 28 1954 \$458

RECORDED - 28
INDEXED - 28
EX-129

66-2554-11607

JUL 21 1954
51

cc: Messrs. Sizoo & Harbo
atn

ORIGINAL FILED IN 66-1980-7-2465

Memorandum to Mr. Tolson

The Conference was unanimously opposed to the Bureau submitting quarterly advice to the field concerning automotive maintenance problems experienced, but the Conference felt unanimously that the Administrative Division should issue helpful observations to the field regarding automotive maintenance whenever there is sufficient data available to make it worth-while.

The Conference unanimously recommends issuance of the attached SAC letter.

Attached for approval is a letter to the employee.

Mr. Tolson

7/14/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP3 CE/B

SURVEY ON REPORT WRITING PROCEDURES

SUGGESTION

The New York Office by letter dated 7-5-54 captioned "Report Writing," suggested that Part I, page 37, of the FBI Handbook be amended to reflect an exception in Security of Government Employee cases in connection with the listing of exhibits immediately after the details and preceding the administrative pages of reports.

PRESENT PROCEDURE

Part I, page 37, FBI Handbook, under the caption "Enclosures," states in part: "At the conclusion of the details and immediately preceding the administrative pages, set forth an itemized list containing appropriate descriptive data concerning all enclosures transmitted with the report...."

OBSERVATIONS

In the preparation of reports in Security of Government Employee and United Nations loyalty cases, however, the exhibits or enclosures are described in the details of the reports and referred to as Exhibits A, B, C, etc., as reference is made to the specific exhibit or enclosure. For that reason they are not listed again at the end of the details. It is, therefore, believed the recommendation made is sound and that the manuals should be amended in this regard. It is pointed out, however, that since other exceptions concerning the preparation of reports in these type cases are set forth in the report writing sections of Chapters 52 and 53 (Security of Government Employees and Loyalty of Employees of the United Nations and Other Public International Organizations) of the Handbook, it is felt that this exception concerning enclosures should be added to these chapters in Part III of the Handbook rather than in Part I which contains instructions of a general nature. It is also recommended that these changes be made in Sections 69 and 112 of the Manual of Instructions, which Sections also relate to Security of Government Employees and Loyalty of the United Nations and Other Public International Organizations. Section 3 D, Page 16, of the Field Stenographers' Manual should also be amended.

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

cc: Harbo
JUL 22 1954

RECORDED - 81

INDEXED - 81

13 JUN 21 1954

EX-129

LHR: jmf
SKK

66-2534-11608

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. The Conference recommended unanimously favorable. This requires a manual change only to reflect the current procedure and does not require any adjustment in the procedure.

If approved, the appropriate manual change will be made by the Training & Inspection Division.

Mr. Tolson

7/15/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/30/10 BY SP5 CIP/JS

~~SURVEY OF REPORT WRITING PROCEDURES~~

SUGGESTION

The Charlotte Office by letter dated 7-5-54 captioned "Analysis of Report Writing Procedures," suggested that the Bureau adopt a distinct color paper for use as administrative pages.

PRESENT PROCEDURE

Administrative pages are currently typed on ordinary white paper.

ADVANTAGES

Colored paper would serve as a definite flag that the information contained therein is not to be disseminated outside the Bureau and would serve as a flag for mail clerks to double check copies of reports directed to U. S. Attorneys.

DISADVANTAGES

This same suggestion was made previously by SA [redacted] of the Chicago Office and the results of the Executives Conference consideration of the suggestion are set forth in Executives Conference memorandum dated 6-16-54. The Conference was opposed to the suggestion, pointing out that it was not believed checking for this colored sheet should be the extent of the examination to see that the administrative pages were deleted; that 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; and there would be an extra cost of ten cents per thousand for colored sheets.

b6
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EXECUTIVES CONFERENCE CONSIDERATION

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

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Harbo, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

INDEXED - 81
RECORDED - 281
EX-129

66-2534-11609

53 JUL 22 1954

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SMZ

Mr. Tolson

7/14/54

Executives Conference

SUGGESTED REPORT
WRITING PROCEDURE

ALL INFORMATION CONTAINED
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DATE 7/31/92 BY SP5 CFB

SUGGESTION:

The Baltimore Office by letter to the Bureau dated 7/9/54 captioned "Suggested Report Writing Procedure," recommended that the names of victims be eliminated from the title of reports, and that a requirement be set forth in the Manual of Rules and Regulations that the names of victims where appropriate be indexed.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 4, page 2 and 3, reflects that the names of the victims will be set forth in the title of reports in the following cases: White Slave Traffic Act, Extortion, Kidnaping, Civil Rights, Involuntary Servitude and Slavery, Killing or Assaulting Federal Officers, Crime on Government Reservation and High Seas, and Obstruction of Justice cases.

EVALUATION:

It is necessary to have the names of victims set forth in the title of the above listed cases where the identity of the subject or subjects are not known for indexing, filing and supervision purposes. Also subject may be involved in several different cases and, if the names of the victims are not set forth in the title, it will cause a great deal of confusion in the filing and supervision of the reports.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

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

Mr. Tolson
53 JUL 22 1954

RECORDED - 81 66-2554-11610
INDEXED 381
EX-129
JUL 14 1954
RKM

gm
Mr. Tolson

7/20/54

The Executives Conference

SUGGESTION 322-54
MADE BY SAC W. A. MURPHY
CHARLOTTE DIVISION

SAC Murphy, Charlotte, suggested that ~~daily~~ report forms of Agents be revised to add the following:

Regular Overtime _____
Travel Overtime _____
PCI Time _____
PSI Time _____
Per Diem charged _____
Time in Office _____

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. The Conference could see no need for such a recapitulation appearing at the bottom of the daily report form.

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DATE 7/21/78 BY SP5 CJP/JS

RECORDED-88

INDEXED-88

EX-129

106-2554-11611
13 JUL 21 1954
R.K.M.

cc: Mr. Harbo
Mr. Sizoo
Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____
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51 JUL 22 1954

MR. TOLSON

EXECUTIVES CONFERENCE

SUGGESTION #249-54
MADE BY ASAS ELMER F. ENRICH
EL PASO OFFICE

~~CONFIDENTIAL~~

7/14/54

Classified by *S/Sgt JCS*
Declassify on: OADR
FOIA 3/3/83

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HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.~~

PRESENT PROCEDURE

Existing instructions are the same as those wherein investigation is requested in foreign countries, as set out in Section 90F (2) 12, page 21, Volume 3, Manual of Instructions. Under these instructions an office developing information as to the location of a fugitives or Selective Service violator in Mexico is required to submit the usual report setting out the results of this investigation, to prepare a blind memorandum with substantially identical information set forth, and forward the latter to the Bureau by cover letter setting forth the exact nature of the investigation desired by the Legat in Mexico City.

SUGGESTED PROCEDURE

Although the suggesting employee realizes such procedure is generally necessary in connection with leads to be handled by other agencies in foreign countries, it is suggested the Bureau consider whether it would be sufficient in connection with leads in Mexico, irrespective of the type of case involved, to have submitted an additional copy of the investigative report setting out the background and basis for the lead, with the usual cover letter specifically indicating the nature of the investigation desired by the Legat. This would obviate the necessity of preparing, transcribing and submitting a blind memorandum duplicating information in the report. RECORDED-88

ADVANTAGES

ASAC Enrich points out this would result in considerable saving of stenographic time, especially in the Mexican border offices where numbers of such requests are being directed to the Legat.

DISADVANTAGES

Mr. A. H. Belmont of the Domestic Intelligence Division believes the rule should be uniform relative to the preparation of requests for investigation abroad rather than to have an exception made for Mexico. He expressed the opinion that border offices

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

cc-Messrs. Sizoo

Harbo

dmg

~~CONFIDENTIAL~~

66-2054-11612

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EX-129

JUL 22 1954

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

have more leads of that type than other offices and, therefore, might save some time through the proposed procedure; however, the saving would probably be offset by confusion in other offices over the procedure of preparing leads for different foreign offices. Mr. Belmont feels the present system is necessary for Canada and other places where blind memoranda are given to the foreign investigative agency and, therefore, the suggested system could not be used for all foreign offices. Mr. Belmont recommends unfavorably as to adoption of this suggestion.

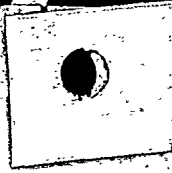
EXECUTIVES CONFERENCE RECOMMENDATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

~~CONFIDENTIAL~~

Handwritten initials



Mr. Tolson

7/15/54

Executives Conference

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DATE 7/31/92 BY SP5CI/JS

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION:

The Minneapolis Office by inspection report dated 7/3/54 suggested that a uniform number of days be established by the Bureau in all cases which require that a report be submitted within a prescribed period of time and this suggestion should eliminate some confusion.

PRESENT POLICY:

We have a uniform 45-day deadline for the majority of cases but we do have certain cases which have deadlines of less than 45 days, and in these cases certain classification of reports are submitted within 10 days, some within 2 weeks and some within 30 days. The nature of these cases require separate and distinct deadlines.

OBSERVATIONS:

Due to the type of cases which require rapid dissemination and those which are subject to publicity and possible criticism such as Civil Rights, Extortion, Bank Robbery, Sabotage and others, it is necessary to have distinct deadlines for submission of reports of less than 45 days. Each of these exceptions is governed by different factors which dictate the deadline for the submission of the initial and subsequent reports. An effort is made in many of these exceptional cases to complete the investigation and submit reports in the shortest time possible. Mr. Rosen and Mr. Belmont are not in favor of the Minneapolis suggestion.

EVALUATION:

It appears that the Bureau is as uniform as possible in the establishment of deadlines for the submission of reports and all exceptions are submitted in one of three categories; 10 days, 2 weeks or 30 days.

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

EXECUTIVES CONFERENCE CONSIDERATION:

Present at Executives Conference 7/15/54 Messrs. Tolson, Hahan, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen,

cc: Mr. Sizoo
Mr. Harbo

amb

RECORDED-88

INDEXED-88

EDM:cs


EX-129

66-2557-11613

51 JUL 22 1954

Handwritten signatures and initials: RBM, etc.

Kemper, DeLoach and Mason. This is a matter which has been the result of separate and detailed studies by the Bureau and the deadlines currently required have been made uniform to the greatest possible degree. It does not appear that the individual types of cases can be given a standard deadline in all instances and it is noted that the shorter deadlines apply to the most important types of offenses and particularly those where we must alert the Department or other agencies. No change is recommended.



Mr. Tolson

7/15/54

The Executives Conference

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DATE 9/24/72 BY SP6 CJS

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION

The Minneapolis Office by inspection memorandum dated 7-3-54 made the following suggestion. Letters written which contain leads should be written in the following manner. The first part of the letter should set forth a general summary and background of the matter. The next portion of the letter should contain any descriptive data necessary. A third part of the letter should set forth the instructions, recommendations or leads thereafter listed in numerical order. Minneapolis also suggested a numerical listing of leads in reports if there is more than one lead in the same city.

BUREAU POLICY

The Manual of Rules and Regulations, Section 4, page 8, specifies the following with regard to leads in reports: "Set out leads to develop all investigation which appears desirable from the information obtained and recorded in the investigative report. Indicate clearly the investigation desired by other offices using specific language.

ADVANTAGES

Would probably prevent a lead from being missed.

It would materially assist administrative operations, both in the field and at the Seat of Government if specific instructions were set out in letter form for the handling of undeveloped leads.

OBSERVATIONS

The procedure suggested by Minneapolis may be followed at the discretion of the field under existing Bureau instructions. It remains the primary responsibility of the field supervisory personnel to insure that the leads in any Bureau case are sound and are stated clearly and concisely.

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- Nichols _____
- Belmont _____
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- Rosen _____
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- Gearty _____
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- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

Mr. Harbo
Mr. Sizoo

RECORDED - 28

INDEXED - 28

66-2554
13 JUL 21 1954

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[Handwritten signatures and initials: "RAM", "WV", "11/14", "10/14", "10/14"]

EVALUATION

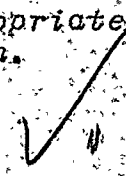
Present Bureau instructions appear entirely sound and practical. The suggested procedure is permitted under existing Bureau regulations.

EXECUTIVES CONFERENCE CONSIDERATION:

EDH:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Keiper, DeLoach and Mason. Although what Minneapolis proposes is not currently required, adoption of the proposal should assist in bringing about a greater degree of uniformity in the preparation of letters and memoranda. Under existing regulations what Minneapolis proposes is permissible. It is believed desirable to make it mandatory.

In the event the proposal is approved, appropriate instructions will be prepared by the Training & Inspection Division.



MR. TOLSON

7/21/54

EXECUTIVES CONFERENCE

SUGGESTION #253-54
MADE BY SA WILLIAM H. CROWDER, JR.
PORTLAND OFFICE
~~SELECTIVE SERVICE -~~
~~CONSCIENTIOUS OBJECTORS~~

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DATE 1/31/90 BY SP5 CTF/B

PRESENT PROCEDURE

At present the Selective Service System procedure is to have conscientious objectors file their claim for relief from military service when it appears they may be inducted. The claim is then processed through the local board and, if denied, is appealed and the Bureau ultimately investigates the registrant. If the claim is then denied, the registrant is given the physical examination and is inducted or rejected.

SUGGESTED PROCEDURE

It is suggested that the Bureau confer with the Selective Service officials with a view to changing the procedure so that a registrant is given the physical examination prior to being investigated by the Bureau.

ADVANTAGES TO THE SUGGESTION

The suggester states experience has shown conscientious objectors, for the most part, are unusual persons and it is believed at least half of them would be classified as 4-F, thus eliminating a number of these lengthy investigations.

DISADVANTAGES TO THE SUGGESTION

Although such an arrangement could be beneficial and result in fewer cases referred to the FBI, the Investigative Division believes this should be an internal arrangement within the Selective Service System, and states any action on our part could conceivably be used by Selective Service System as a basis for requesting additional appropriations.

The Investigative Division further states such an arrangement was in effect, not only with respect to claimants to conscientious objections, but with respect to all cases on appeal.

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

cc-Messrs. Sizoo Harbo

RECORDED-20

INDEXED - 20
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13 JUL 21 1954

66-2554-11615

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KIA

Memorandum to Mr. Tolson

to Appeal Boards until some time in 1951, when the practice was discontinued because inductions and, concurrently, physical examinations were so numerous due to the conflict in Korea that permitting appellants to await physical examinations in effect granted them deferments.

The Investigative Division is opposed to the adoption of the suggestion for the reasons set out above.

EXECUTIVES CONFERENCE RECOMMENDATION: EDM:mew

Present at the Executives Conference of July 20, 1954, were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kemper, and Mason. The Conference was unanimously unfavorable of above suggestion.

Mr. Tolson.

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Executives Conference

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DATE 7/31/92 BY SP5 EJP

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.

SUGGESTIONS:

1. The Butte Office has suggested that a section be designated for Bureau forms showing the number of copies and whether or not abstracts are required, such as:

<u>Form</u>	<u>No. of copies</u>	<u>Abstract</u>
FD-9	1 (original only, notation in file FD-9 submitted)	No
FD-10	"	No
FD-12	1 Bureau, 1 office of origin	No

It is suggested that all forms which a stenographer or typist might use be listed in numerical sequence and include all special instructions. It is pointed out that much time is presently lost by the stenographers having to check first the Field Stenographers' Manual, then the Manual of Rules and Regulations, and the Manual of Instructions.

2. The Kansas City Office has suggested that the Field Stenographers' Manual include instructions on the preparation of form FD-191, information relative to Arrest of Juveniles; samples and instruction on the preparation of source of information, confidential source, PCI, CI, SI, PSI, American Legion and Plant Informant cards; instructions on the preparation of the Selective Service form used for verification of information through social security - this form sometimes applies to deserter type cases and may be amended to delete the Selective Service classification.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED-20
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EX-130

66-7534-11610

13 JUL 21 1954

JUL 27 1954

RBM

3. The New Haven Office suggested that the samples of the forms set forth in section 6 of the Field Stenographers' Manual might be omitted since all such forms are readily accessible in the form book. New Haven Office suggests that this section containing instructions on the forms should be amplified to include information concerning, if not all forms, at least many of the less common ones, such as those Selective Service forms which are sent to Baltimore, with a brief statement as to the number of copies, etc.

4. The Pittsburgh Office suggests that the samples of the various forms set out in section 6 of the Field Stenographers' Manual should be filled in and the number of copies, etc., noted thereon. Also, more explanation should be given to the various forms such as FD-142, FD-143, FD-196, FD-198, etc.

OBSERVATIONS:

The present section 6 of the Field Stenographers' Manual is devoted to forms. Listed therein are the most frequently used forms in numerical sequence with instructions for their use. Nineteen forms are listed with instructions; however, this information is set out in paragraph form rather than in columns as suggested by Butte and set out above, as there may be more instructions changes than the number of copies and information as to the abstract. It is felt the format of the present section is adequate.

It is not felt that all forms which a typist might use should be set out in this section. For example, a typist would type an assignment card but there is certainly no need for instructions to be in the Field Stenographers' Manual for this form. Further, it is not believed necessary to include in the Field Stenographers' Manual instructions on the preparation of source of information, confidential source, PCI, CI, SI, PSI, American Legion and Plant Informant cards, as suggested by Kansas City since it is felt this type of work applies to the Chief Clerk's Office.

No doubt, it would be helpful to have the instructions on all the forms a stenographer would use in this section. At the time the Manual was compiled, only the most frequently used forms were included. In view of the fact that four offices have suggested that more forms be included, it is felt that this should be done. However, it is pointed out that in 1950, the

instructions concerning the Selective Service forms were removed from the Agents' Handbook due to the confidential nature of this source and, therefore, it is felt that we should not put any instructions in the Field Stenographers Manual regarding this form.

In connection with suggestion #3 above, it is not necessary to have the samples of the various forms included in this section. It is very expensive as each time a form is revised the Manual has to be revised just to include the most recent copy of the form. It is believed that these samples should be omitted from section 6 of the Field Stenographers' Manual. The stenographer has to secure a copy of the form to fill it out, therefore, the copy in the Manual serves no purpose.

If suggestion #3, which is favored, is adopted, this would cancel Pittsburgh's suggestion to fill in the various samples. It is believed to be much more desirable and less expensive to have the forms and specific instructions regarding them listed rather than having the samples with instructions thereon in the Manual.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 7/20/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kemper and Mason. The Conference recommended unanimously unfavorable.

✓

Mr. Tolson

7/21/54

The Executives Conference

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HEREIN IS UNCLASSIFIED
DATE 11/21/92 BY SP5 EJP/BS

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION:

The Charlotte Office by letter dated July 5, 1954, captioned Analysis of Report Writing Procedures, made the following suggestion:

Where subject's name is known recommend that when a title is changed we merely underline the new names or aliases being added in the title block and not indicate in the first paragraph of the details the reason for the change. Also, if a name is being dropped from the title that it not be mentioned in the details nor in the title block. Further, that the repeated phraseology "The Title is Being Changed" in the first paragraph of the details is needless repetition of words and should be deleted.

PRESENT BUREAU POLICY:

The Manual of Rules and Regulations, section 4, page 3, reflects that if a subject or victim is added or eliminated or if changes occur in the spelling of their names or if additional-aliases discovered during the course of investigation, the new or correct names and aliases should be listed in the report setting out such investigation; and the title is to be marked "Changed" and an explanation of the change is to be set forth in the first paragraph of the details.

EVALUATION:

I. The Records Section advised that the suggestion that, where the subject's name is known and the title is being changed, we underline the new name or alias which is being added in the title block meets with their approval and they also approve the suggestion that it is not necessary to set out in the first paragraph the reason for this change.

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

cc: Mr. Harbo
Mr. Sizoo

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66-2554-11617

EX-130

The views of Mr. Eames of the Records Section were secured concerning this matter.

13 JUL 21 1954

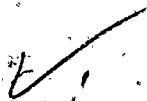
JUL 22 1954

RK

2. The Records Section does not approve of the suggestion that when a name is being dropped from the title that it not be mentioned. The Records Section advised that this suggestion might cause a mix up in identities, that U. S. Attorneys and some other agencies file under the first name set out in the title and if the first name is deleted without some type of flag to indicate that it is being deleted these agencies would probably have trouble locating their files. The explanation should continue to be set forth in the first paragraph of the details.

EXECUTIVES CONFERENCE CONSIDERATION. - EDM:mew

Present at the Executives Conference of 7/20/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Henrich, Boardman, Rosen, Kemper, & Mason. The Conference recommended unanimously unfavorable.



MR. TOLSON

7-15-54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP5 EJS

SUGGESTION #282-54

MADE BY [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
PROCESSING OF COURIER SERVICE MAIL

b6
b7c

SUGGESTION

It is suggested that individual ~~rubber~~ stamps be made up containing the names of the following agencies:

Director of Central Intelligence;
Superintendent of Pouch Rooms,
Department of State;
U. S. Civil Service Commission;

Atomic Energy Commission
Deputy Director, Plans,
etc.

It is contemplated that these rubber stamps would be used to stamp in the name of the addressee and the agency on Form 4-54, which is a receipt card for special messenger mail.

ADVANTAGES

Forms 4-54 (Receipt Card for Special Messenger Mail) are prepared at least twice each working day to other Government agencies and use of stamps would contribute to legibility and neatness, inasmuch as handwriting is often illegible. Two copies of Form 4-54 are attached for information purposes. One of these forms is typed and the other is filled in with handwriting.

Mr. L. B. Nichols of the Records and Communications Division believes the suggestion has some merit, the extent of which can be determined only by a trial run, which is recommended. If approved, one stamp could be prepared and used for a period of one week. After one week's trial, a determination can better be made as to the specific advantages of the suggestion.

Mr. J. P. Mohr of the Administrative Division advised that rubber stamps can be made up at a cost of 10¢ per line.

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

EXECUTIVES CONFERENCE RECOMMENDATION: 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.

RECORDED-61

Attachments

EX-123 INDEXED-61

66-2554-11618
JUL 22 1954

63 JUL 27 1954
Sizoo Harbo
dmg

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Unanimously favorable. Mr. Nichols will put into effect and submit recommendations after appropriate trial period.

Mr. Tolson

7/21/54

Executives Conference.

SUGGESTED REPORT WRITING PROCEDURES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/21/82 BY SP5 CFB

SUGGESTION:

The Charlotte Office by letter dated 7/5/54 to the Bureau captioned "Analysis of Report Writing Procedures," suggested that after listing the subject or subjects following the semicolon the word "victim" should appear followed by the names of the victims in the title of our reports in contrast to our present policy where we list all the names both the subjects and victims, and at the end, merely set forth the word "victim."

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 4, page 2 and 3, reflects that the names of the victims, with aliases, will be set forth in the title of the reports following the names of the subject or subjects, with aliases.

ADVANTAGE:

The Charlotte Office suggestion will probably eliminate any confusion on the part of a new employee as to whether an individual listed in the title is a subject or a victim, but there has not been any previous indication that there has been any confusion on the part of the Bureau's employees as to being able to determine from the title whether an individual is a subject or a victim. Records Section approves of this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 7/20/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kemper and Mason. The Conference unanimously recommended unfavorably.

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

cc: Mr. Sizoo
Mr. Harbo

LHR:dmb/mew

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INDEXED-61

EX-123

66-2554-11619

13 JUL 21 1954

51 JUL 22 1954

File

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R W m

Mr. Tolson

7/21/54

Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

SUGGESTION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY 275 C/JS

The Baltimore Office by letter dated 7/3/54 to the Bureau captioned "Suggested Report Writing Procedures" pointed out that in Security of Government Employees cases the job title is carried in the title of the case and in Special Inquiry and Departmental Applicant cases the job description is carried in the character of the case. Baltimore suggested that in the interest of uniformity the job description should be carried in the title of the case in these classifications.

PRESENT POLICY:

The Manual of Instructions, Sections 69 and 112, reflects that the job title in Security of Government Employees and United Nations Loyalty investigations is to be set forth in the title. Section 19 C of the Manual of Instructions reflects that in Departmental Applicant and Special Inquiry cases the job description will be set forth in the character of the case.

OBSERVATIONS:

Mr. Rosen is opposed to the Baltimore suggestion and gave the following reasons:

1 - Security of Government Employees and United Nations Loyalty reports are different from applicant reports and it is not seen why uniformity is necessary as to them any more than it is necessary or desirable with regard to Bank Robbery and White Slave Traffic Act reports.

2 - When the title of an applicant's job is known, with some exceptions, it is placed in the character of the report. This facilitates routing of the reports both in the Bureau and in the Department. In many applicant type cases the job title is not carried in the character because we do not know what job he is being considered for, and in Atomic Energy Act applicant cases we do not include the applicant's job title in the character because it has little use, it is not needed for routing, and the job titles are frequently very long and very involved, in many instances covering 4 to 6 lines.

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

cc - Mr. Harbo
Mr. Sizoo EX - 104

RECORDED-117 66-2334-11620
INDEXED-117

13 JUL 22 1954

51 JUL 22 1954

3. - The reason for setting forth in the title of the report the name of the person under investigation together with the title of his position and the agency in which he is employed as well as the city where employed is that all Security of Government Employees and United Nations Loyalty reports are submitted to the Civil Service Commission for transmittal to the Loyalty Hearing Board or to the appropriate agency where the person is employed or to be employed, and it is necessary to set forth this data for proper routing of the reports and it helps prevent a mix-up in identities.

4 - It is believed that in connection with Security of Government Employees and United Nations Loyalty cases the name as well as the description of the job is necessarily a part of the title. This is in no way part of the character of the case. The character of the employees of the Security of Government Employees or Loyalty in this respect these cases of the United Nations. It is felt that in this respect these cases differ from the applicant type cases. Also the title block is larger than the character block. Some of the cases involving government employees, particularly those involving United Nations employees, have a lengthy title which fits into the title block but would not fit into the character block.

If Baltimore's suggestion is adopted, we would have to put out an SAQ Letter and make Manual and Handbook changes at considerable expense to no good purpose.

EVALUATION:

It is believed that the present procedures are proper and should be continued.

EXECUTIVES CONFERENCE CONSIDERATION: EDW:cs

Present at the Executives Conference of 7/21/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kemper and Mason. Conference recommended, unanimously unfavorable.

MR. TOLSON

July 20, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 1/31/92 BY SP5 e/f/s

*DISCONTINUING REQUESTING DEFERMENTS
FOR CLERICAL EMPLOYEES IN THE RESERVES

The Executives Conference of July 20, 1954, consisting of Messrs. Tolson, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Mason, Kemper, Nichols, and Mohr, considered a recommendation that we discontinue requesting deferments for clerical employees in the Reserves.

It was pointed out to the Conference that the Executives Conference had previously recommended, and the Director had approved, discontinuing requesting deferments for clerical employees in grade GS-6 or above from Selective Service Boards. At that time we did not consider the question of whether the Bureau should also discontinue requesting deferments for clerical employees in grade GS-6 or above who are members of the Reserves of the Armed Forces.

The Conference was advised that the field was informed by SAC Letter Number 29, dated March 27, 1951, that the Bureau would request deferments from active service of those Bureau clerical employees in grade GS-6 or above for a period of at least six months who were then in the Reserves. At that time arrangements were perfected with the Office of the Secretary of Defense to defer our clerical employees in the Reserves. There were then a total of 32 clerical employees for whom we requested such deferment.

As of today there are 20 clerical employees in the Bureau that the Bureau has requested that their names be placed on the respective Armed Forces Deferment List. Of the 20 all but 2 are veterans. It would seem that only the 2 non-veterans are benefiting from our present policy. Members of the Reserves are not normally called to active duty unless their particular unit is activated or during an emergency.

Under existing Bureau policy if a clerical employee in grade GS-6 or above is a Reservist and demonstrates an active interest in his Reserve Unit, such as taking two or more weeks of military leave each year, the Bureau has not been seeking his deferment in the event he is ordered to extended active duty.

The Conference was advised that the Bureau presently does request deferments for all Special Agents who are Reservists.

RECORDED-117
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66-2554-11622

13 JUL 22 1954

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- Boardman _____
- Nichols _____
- Belmont _____
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- Holloman _____
- Gandy _____

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Memorandum to Mr. Tolson from Executives Conference

7-20-54

Re: Discontinuing Requesting Deferments
for Clerical Employees in the Reserves

RECOMMENDATION:

The Conference was unanimous in recommending that inasmuch as we are not requesting occupational deferments for clerical employees in grade GS-6 or higher from Selective Service Boards that we should discontinue requesting such deferments from the Reserves of the Armed Forces. If you agree with the unanimous recommendation of the Conference the Liaison Section will be furnished with the names of employees who are presently on the deferment list of the Armed Forces in order that this list can be presented to the appropriate official in the Office of the Secretary of Defense for the purpose of having the names deleted from the deferment list.

OK
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There is attached a list of the 20 employees in this group.

It is also recommended that the attached SAC Letter be approved advising that the Bureau is no longer requesting deferments for clerical employees who are presently in the Reserves of the Armed Forces.

✓

OK
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- Parsons _____
- Rosen _____
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- Sizoo _____
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- Tele. Room _____
- Holloman _____
- Gandy _____

Mr. Tolson

7/8/54

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 3/1/92 BY SP2 E/B

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 whether clerical employees in field offices who have occasion to drive Bureau cars should be given a driving test; this is done at the Seat of Government for employees here.

There is no current rule relating to field noninvestigative employees. Agents are appropriately tested by the Training and Inspection Division.

In view of the fact that in many states an employee can obtain a driver's license by merely paying \$.50 without taking any test whatsoever, it was the unanimous view of the Conference that SACs should be required to have some qualified Agent determine whether a clerical employee, who holds a valid driver's license, operates a motor vehicle in a safe and sane fashion before permitting him to drive Bureau cars alone. It is necessary for Bureau clerks to drive to pick up mail, to pick up packages, to take the office waste paper a considerable distance away from the office for disposal and perform other occasional driving duties.

Inasmuch as the Civil Service Commission has set up standards for testing chauffeurs applicants, it was the view of the Conference that we should at least in the field ascertain that clerical employees drive safely and properly in addition to holding a valid driver's license and that an appropriate memorandum should be put in the file of any clerical employee authorized to operate an FBI motor vehicle.

An appropriate SAC Letter and an appropriate change for the Manual of Rules and Regulations are attached.

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

Attachments
cc: Mr. Harbo
Mr. Sizoo

RECORDED - 36

INDEXED - 36

JUL 20 1954

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59 JUL 29 1954

EX - 107

ORIGINAL FILED IN 6-1954-9

MR. TOLSON

7/21/54

EXECUTIVES CONFERENCE

SUGGESTION #226-54
MADE BY SA R. B. YADON, JR.
CHICAGO OFFICE

ALL INFORMATION CONTAINED
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DATE 1-31-92 BY SP5 EJ/JS

THE SUGGESTION:

The following index card system be set up to handle exhibits turned over to U. S. Marshals:

Upon receipt of any item to be used as evidence, the Agent will prepare the green sheet (Form FD-192); a clerk will prepare file copies and two proposed inventory cards, (Sample attached). These cards will be charged to the Agent, who will take the exhibit and cards to the Marshal; the Marshal will date stamp and sign both cards to indicate receipt of property; the Marshal keeps one copy and the other is returned to the Agent, who returns it to the Bulky Exhibit Clerk. The clerk then removes the charge-out and files the card numerically by case classification number. When an exhibit must be removed for trial purposes the Agent charges it out from the Marshal and initials the card to show receipt; when the trial is over and the evidence is held the Agent returns it to the Marshal, who date stamps and initials the cards to indicate receipt. When the evidence is returned to the proper owner the Agent signs a receipt on the cards; the cards are then filed in a "closed" section of the card box. Upon receipt of a "closed" receipted card the bulky exhibit clerk marks the green sheet and the matter is considered handled.

PRESENT PROCEDURE

At the present time a copy of the green sheet (Form FD-192) is maintained as an inventory on all bulky exhibits and another copy serves as a tickler. Receipts are given for items turned over to the U. S. Marshals.

FIELD SURVEY

A survey was made of seven field offices to enable the Executives Conference to evaluate the suggestion. Of these seven offices, New York favored the idea; however, Philadelphia, Charlotte, Richmond, Pittsburgh, Mobile and Washington Field Office opposed adoption of this suggestion.

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

Attachments
cc-Messrs. Sizoo
Harbo

RECORDED-117-66-2554-11624
INDEXED-117
13 JUL 21 1954

JUL 23 1954

Memorandum to Mr. Tolson

ADVANTAGES TO THE SUGGESTION

The field survey conducted reflected the following advantages to the suggestion:

1. 3" x 5" cards would be easier to handle than Form FD-192 (green sheet) currently being used. Sample of Form FD-192 attached.
2. Cards would assist in more rapid location of and determination of status of exhibits.
3. Would provide easy, ready index reflecting exact office position on inspection.
4. Receipts for articles released to or obtained from U. S. Marshal could be furnished with minimum of paper work.
5. Would accomplish desirable administrative control of property under which U. S. Marshal would control all property turned over to him by FBI through administrative procedure established within local field office.
6. Cards would furnish assistance during semiannual inventory of exhibits since, if proposed system were followed without deviation, there would be a card for every exhibit required to be accounted for at the time of the semiannual inventory.
7. Such a system could also act as a tickler to be used in advising the Bureau after 30 days that certain property is being held in the office, as required under current regulations.

DISADVANTAGES TO THE SUGGESTION

The field survey reflected the following disadvantages attendant to the proposed system:

1. Too elaborate a system for use by small offices where there no clerical problem in connection with the present procedure in view of the relatively few instances in which property is released to the U. S. Marshal. Charlotte advised that there is no formal U. S. Marshal's office at Charlotte and, therefore, the field office deals with four different U. S. Marshals' offices, all located in resident agency territory. Richmond advised that institution of the proposed system would cause additional work in the Chief Clerk's Office, with little to be gained. The proposed system would accomplish no particular purpose not already achieved through present standards of handling these exhibits.
2. It is not believed the Bureau should expend time and money necessary to set up better administrative procedures in the U. S. Marshal's office.

Memorandum to Mr. Tolson

3. Green Sheet (Form FD-192) in the case file, in addition to the tickler copy of the green sheet, appears sufficient for control over these exhibits.
4. Believe Department of Justice should be consulted since, in effect, Bureau would be imposing upon all U. S. Marshals a system of its own, which requires participation by various U. S. Marshals throughout the United States.
5. Bureau would be placed in position of having to keep index system of its own in balance with the index system of another agency. While FBI offices would desire to file such index cards by case classification numbers, there is little logical reason to believe the majority of U. S. Marshals would care to do this. Believe they would prefer alphabetical or docket number arrangement to conform more logically with their own system of indexing. This would result in further confusion in trying to keep the cards in balance.
6. It is not believed the idea of initialing previously prepared cards is sound basically. Where an individual or office receives for evidence any property, such receipt should be prepared by the person receiving it after careful itemization by such person of the articles changing hands.
7. Proposed system does not encompass all exhibits, but only those turned over to the U. S. Marshal. Thus, progressive numbers placed in the upper left-hand corner of the cards would not be sequence numbers of all exhibits received, but only those turned over to the U. S. Marshal. Exhibits not turned over to the U. S. Marshal would not have such cards prepared on them. Therefore, it is difficult to understand how such cards could act as a positive inventory control of all items held as evidence, as claimed by the suggesting employee.
8. At present a copy of the green sheet is maintained as an inventory on all bulky exhibits, another copy serves as a tickler and it is believed these two administrative aids handle any problem that arises with reference to the maintenance of bulky exhibits, without imposing upon the current system another system which does not cover all bulky exhibits, but only those turned over to U. S. Marshals. It is believed the normal receipt form takes care of any exhibits turned over to the U. S. Marshal. Installation of an additional administrative aid would require more time and effort.

EXECUTIVES CONFERENCE RECOMMENDATION EDH:mew

Present at the Executives Conference of 7/20/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kemper and Mason. The Conference recommended unanimously unfavorable.

MR. TOLSON

6/28/54

The Executives Conference

TECHNICAL SECTION TRAINING PROGRAM
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Boardman, Nichols, Belmont, Mohr, Rosen, Mason, Parsons, Sizoo, and Q. Tamm on June 28, 1954, were advised that in connection with the Identification Division's training of fingerprint searchers, all such training is at the present time conducted on the day force because of the fact that it is necessary to pay a 10% night differential and the Bureau did not feel that such a differential should be paid for training purposes.

However, with the influx of new employees into the Bureau, there are only available in the Identification Division seven classrooms. These classrooms will be completely in use on the day force as of June 30, 1954. The Identification Division recommends that fingerprint training be commenced on the night force effective July 1, 1954.

The Conference unanimously recommends approval.

cc - Mr. Harbo
Mr. Sizoo

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- Nichols _____
- Belmont _____
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- Holloman _____
- Gandy _____

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68 AUG 2 1954

MR. TOLSON

7/8/54

EXECUTIVES CONFERENCE

SUGGESTION #251-54
MADE BY SA ROBERT W. MOLLOY
DETROIT OFFICE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED
DATE 1/21/92 BY SP5 CJS

TRACING AUTOMOBILES FROM THE FACTORY
OR THROUGH STATE REGISTRATION RECORDS

SUGGESTION

That a Bureau Bulletin be issued in order that all Special Agents may have appropriate information when tracing automobiles from the factory or through state registration records. A proposed Bureau Bulletin is included in the attached suggestion.

BACKGROUND

As a result of the decentralization of assembly operations and records by some automobile manufacturers, complete assembly and shipping data in some cases are available only at the plant where the vehicle in question was assembled. Where such records are maintained in Detroit, Michigan, they are in most instances maintained by serial number and a much quicker service can be rendered by the manufacturer at less inconvenience and expense when the serial number, as well as the motor number, is furnished.

Shortly after World War II the American Association of Motor Vehicle Administrators recommended that the automobile industry develop a vehicle identification number which could be used instead of the engine number as the principal means of identification of motor vehicles for registration and titling purposes. They also recommended all of the states adopt necessary legislation to permit the use of this number for registration and titling purposes.

RECORDED-1 INDEXED-91 166-2554-11626

Acting on this recommendation, the ~~not recorded~~ industry representatives entered upon a cooperative study with representatives of the American Association of Motor Vehicle Administrators, the National Automobile Theft Bureau, the National Automobile Dealers Association and of law enforcement. This study resulted in a set of

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RM

Memorandum to Mr. Tolson

visual inspection can be made by opening the door or raising the hood of the car.

These numbers supplement "secret numbers," and it was recommended they be known as "vehicle numbers." In general, they are the numbers usually called "serial numbers," or the equivalent.

ADVANTAGES

The employee points out factory tracings could be started directly at the assembly plant rather than at Detroit, Michigan, and economy would be effected by eliminating unnecessary communications in factory tracings and in checking car registrations, and this would reduce the possibility of obtaining inaccurate information.

SAC F. H. McIntire of Detroit believes the suggestion has considerable merit and that by appropriately advising the field in a Bureau Bulletin of the procedures followed in the automobile industry considerable time and money could be saved through preventing unnecessary leads being set forth in cases involving the tracing of automobiles.

DISADVANTAGES

Mr. Rosen of the Investigative Division advised that the Detroit Office, because of the location of automobile manufacturers within its territory, has a continuing responsibility to keep the Bureau informed of any changes in the manufacture of automobiles which effect the Bureau's interests. He stated most of the data referred to in the attached proposed Bureau Bulletin prepared by the suggesting employee are contained in the book of secret motor number charts supplied by the Bureau to each field office and this is periodically revised. The National Automobile Theft Bureau Manual, available to all Special Agents, also contains mention of much of the same data listed in this suggestion. Mr. Rosen therefore recommends no SAC Letter or Bureau Bulletin be issued inasmuch as this would be repetitious. Recent changes in the manufacture of automobiles, as mentioned in the suggestion, will be incorporated in the next periodic revision of the Bureau's secret motor number charts and will be appropriately distributed to the field. Mr. Rosen is opposed to the adoption of this suggestion.

EXECUTIVES CONFERENCE RECOMMENDATION: EDM:ATN

The Executives Conference on July 8, 1954, consisting of Messrs. Tolson, Trotter, Parsons, J. E. Edwards, Hennrich, Rosen, Nichols, and Mason, was unanimously opposed to the suggestion.

The Director

7/8/54

The Executives Conference

Longueton
#305-54

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 received earlier by the Director relating to special programs of the Bureau and the solution proposed by the suggester is set forth along with the problem as he sees it.

SPECIAL PROGRAMS

I. Some agents in the field seem to think that the special programs of the Bureau constitute a problem. By this is meant they are of the opinion these programs take too much of their time away from their investigative work.

A. When referring to special programs they include:

- 1. ~~American Legion Program~~
- 2. ~~Firearms Program~~
- 3. ~~Police School Programs~~
- 4. ~~In-Service Program~~
- 5. ~~Office Conference Program~~

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B. Again, it is not any one program they complain of so much as they do the accumulative effects of all these programs on their work. They seem to think that some could be eliminated and others curtailed; that they all do not justify an agent's time as they now stand.

POSSIBLE SOLUTION

A. The sponsors, support^{ers} and participators in all special programs rarely ever want to see them eliminated or curtailed. Of course, we all know there is this difficulty.

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

cc: Mr. Harbo
Mr. Sizoo

Attachment

EDH:new

JUL 28 1954

EX - 104

RECORDED - 58

INDEXED - 58

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JUL 23 1954
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1. On the contrary, they probably prefer to see them expanded and can think up different reasons for so doing.
2. At the same time, we don't want to eliminate or curtail the essentials.

The Conference did not feel that in view of the death of 2 Agents within the past 2 years the firearms program could be curtailed any more than it was a month ago. At that time the number of shoots were reduced and the Training and Inspection Division proposed field firearms training which would combine maximum shooting with minimum time involved.

The Conference did not see how the police training program of the FBI could be curtailed particularly in view of a recent re-evaluation by the Executives Conference and emphasis to the field in the form of SAC letters that we conduct police schools only when requested to do so and that there shall be no solicitation for such schools. It was further agreed by the Conference that many benefits result to the FBI from the police school program.

The Conference did not see how it would be possible to further curtail the office conference program. The office conference program is divided into 2 parts: A semiannual conference for each Agent and a separate semiannual conference for each noninvestigative employee; an annual conference with the heads of law enforcement agencies and a separate annual law enforcement conference on a specific topic, which is this year Interstate Transportation of Stolen Property. The Conference unanimously felt, however, that it would be desirable to communicate with the field and obtain their views as to benefits derived from these programs and conferences and an appropriate SAC Letter is attached.

The Conference unanimously recommended the field be asked to submit its views regarding the benefits currently obtained under the American Legion Program and their recommendations as to whether this program should be continued. The Domestic Intelligence Division is very much in favor of continuing the American Legion Program which began in 1950 and was established primarily for the purpose of keeping the American Legion from conducting its own investigations in the security fields.

Although it was believed by the Conference that a number of cases have been reported to the FBI by Legionnaires and much good will has resulted from this contact program, it is the desire of the Conference to obtain more specific facts as to actually how much good will has resulted from this contact and whether it is commensurate with the expense. The bulk of the American Legion Program is now over and within recent months streamlining devices have been designed. For example, a number of posts have been designated as rural so that it is only necessary to contact either the adjutant or the post commander and it is not necessary to make other contacts in those posts; the submitting of annual reports to the Bureau rather than quarterly as in the past, a technique recently approved by the Director, and the program now is principally one of contacting newly elected officials (elections held once a year) and annually making a telephone contact with those informants previously established. Upon receipt of views from the field, this program will be analyzed and reconsidered by the Executives Conference.

The Conference unanimously felt that the views of the field should be obtained as to the desirability of continuing the plant informant program. We develop informants in those plants handling classified contracts for any branch of the Armed Forces and in those plants believed by the SAC to be vital facilities. The benefits of this program aside from its strictly insurance value in time of emergency will be re-evaluated.

The In-Service program for Agents has been made the topic of a separate memorandum which is being submitted separately to the Director.

It will be noted that the suggester felt that the sponsors, supporters and participators in all special programs rarely ever want to see them eliminated or curtailed and it was agreed by the Conference that the inspection staff has been ruthless in trying to curtail programs and has submitted a number of suggestions to the Conference as to curtailment. The recent curtailment of the American Legion and plant informant programs were results of Inspectors' views.

An appropriate SAC letter is attached.

Respectfully,
For the Conference

Glyde Tolson

MR. TOLSON

7/13/54

EXECUTIVES CONFERENCE

BULKY EXHIBITS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/2/97 BY SP5 CFB

Background

Exhibits are retained in a 1-A envelope in the file if size and value will permit. Otherwise, they are packaged and kept with all other bulky exhibits, in the event they are not to be turned over to the U. S. Marshal. The majority of bulky exhibits relate to documents in Security-type cases and are frequently referred to by the agents. When size permits they are kept in manila envelopes. If they will not fit into manila envelopes, they are maintained in red rope folders which will expand to approximately three inches.

Since the New York Office employees refer to documentary bulky exhibits approximately 200 times daily, New York has been keeping the inventory sheet, affixed to each bulky exhibit, in a cellophane envelope.

Suggestion Submitted by [redacted]
of the New York Office

b6
b7c

[redacted] of the New York Office proposed that bulky exhibits (exhibits too large to be put in the case file and not valuable enough to be lodged with a bank, including items which cannot be turned over to the U. S. Marshal) have Form FD-192, an Inventory Sheet, placed on the inside flap of the red rope folder rather than be fastened to the outside of the folder as at present. New York official initially felt the suggestion was a good one; New York tried the suggestion and subsequently found it to be impractical and more costly than the present procedure.

Alternate Procedure Proposed by
R. T. Harbo, Training and Inspection Division

Due to the cost of cellophane envelopes (14¢ each), the New York Office agreed to try the suggestion of Mr. Harbo that cellophane envelopes be eliminated and bulky exhibits prepared in the future have the green sheet contained in a plain manila envelope inside the bulky exhibit folder, the outside of the folder to show the sequence of exhibits (by number) contained in the folder.

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

cc-Messrs. Sizoo, Harbo

EX - 107 RECORDED-48

166-2557-28
JUL 26 1954
R/K/6-28

INDEXED-48

AUG 5
62-83357

ORIGINAL FILED IN

Memorandum to Mr. Tolson

the folder.

Previous Consideration by Executives Conference

The Executives Conference 4/19/54, recommended New York try for a 60-day period the suggestion of Mr. Harbo; meanwhile, keep in bulky exhibit inventory sheets in new folders made up and thereafter submitting a report of findings to the Bureau. Inspectors were also alerted to see if a more simple and economical method of handling bulky exhibits can be devised.

Result of 60-Day Trial in New York Office

The New York Office advised, as a result of the 60-day trial of Mr. Harbo's proposal, that the procedure had not adversely affected efficiency in the handling of bulky exhibits maintained in red rope folders and has resulted in saving estimated at about \$325 to \$350 per year in the New York Office.

The procedure is not recommended in the case of a true bulky exhibit such as a typewriter, cartons of cigarettes, etc., for in such cases it is believed advantageous to have the green sheet duplicate in a cellophane envelope affixed to the carton or wrapping containing the exhibit in order that the contents may be readily ascertained without opening a sealed carton or container.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Conference of 7/13/54, composed of Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kemper, DeLoach and Mason, unanimously favored issuing an SAC Letter advising the field of the successful trial in the New York Office, which is attached.

~~CONFIDENTIAL~~

MR. TOLSON

7-15554

~~EXECUTIVES CONFERENCE~~

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

b6
b7c

SUGGESTION #247-54

MADE BY SA [redacted]

SAN ANTONIO DIVISION

REPORTS WRITTEN BY LEGAL ATTACHES

7/31/92
Classified by SP5 [redacted]
Declassify on: OADR
CAFOIA 223,013
REPORTS

SYNOPSIS

It is suggested Legal Attaches preparing reports designate copies for a regular field division, when it is known these reports should be forwarded to a certain field office. Designation could be made in space provided on reports, such as: 5 - Bureau; (2 - San Antonio). Upon receipt of pouch from State Department, Bureau mail clerk opening this mail can immediately forward appropriate copies to field office interested eliminating further handling at Seat of Government.

Investigative Division and Domestic Intelligence Division both opposed to adoption of suggestion and state this would not increase effectiveness of foreign operations. Bureau is office of origin in all foreign investigations, regardless of whether the investigation is based on information developed locally or on a lead submitted by a domestic field office and this system is necessary to give Bureau adequate control over foreign operations and investigations and permits use of best channels available for inquiries. Results of investigation must be reviewed by Seat of Government Supervisor to determine if investigation adequate and, thereafter, determine whether or not investigation in the United States is warranted, based upon results obtained abroad.

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

cc-Messrs. Sizoo
Harbo

RECORDED - 162

INDEXED - 162

NOT RECORDED

138 JUL 22 1954

~~CONFIDENTIAL~~

60 AUG 4 1954

ORIGINAL COPY FILED IN 66-2554-116291

RW

DETAILS

~~CONFIDENTIAL~~

Present Procedure

Present requirements pertaining to reports written by Legal Attaches are the same as for the domestic field, with the following exceptions:

1. Bureau is office of origin in all cases;
2. Synopsis appears on outside cover page, as does the agent's name;
3. The following page, numbered one, is typed on letterhead stationery and is undated. On this page appears the title, without the character.
4. Leads are set forth on the Administrative Page.
5. In the event of dissemination the top page (bearing synopsis and agent's name) and the Administrative Page are detached. If the Seat of Government Supervisor has no other comments or instructions to add thereto, he attaches this information to Transmittal Form O-25 and sends it to the appropriate field division. However, in most instances he has comments to add or instructions to include.

Suggested Procedure

It is suggested that Legal Attaches preparing reports designate copies for a regular field division, when it is known these reports should be forwarded to a certain field office. The designation could be made in the space provided for this on the report form. For example: 5 - Bureau
(2 - San Antonio).

It is proposed that the two copies for the appropriate field division be clipped separately and that a routing slip be attached to these copies by the Legal Attache, appropriately checked off, so that when the report arrives in the pouch from the State Department and when it is opened, the mail clerk can immediately route these to the field division interested in the investigation, eliminating the necessity for handling and delay at the Seat of Government.

Further, it is suggested that Legal Attaches preparing regular reports carry as the office of origin the field division which is origin instead of the Bureau, as is now being done.

Advantages

The suggesting employee lists the following advantages to his proposals: (1) Would eliminate administrative handling at the Seat of Government and expedite investigation being conducted in the field; (2) Would eliminate confusion as to which office

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~
CONFIDENTIAL

actually supervises the investigation and also establish a uniform policy for all units of the Bureau, irrespective of where reports are being written.

Disadvantages

The Domestic Intelligence Division and Investigative Division are both opposed to adoption of the suggestion and agree upon the following disadvantages attendant to the proposed idea:

1. Supervision of cases referred to Legal Attaches rests with the Seat of Government Supervisor handling the case and he is responsible for determining whether or not the requested investigation is practicable under the circumstances abroad and for guiding the Legat in conducting investigation abroad. Necessarily the results of investigation must be examined by the Supervisor at the Seat of Government. The Supervisor determines whether or not the investigation in the United States is warranted, based upon the results obtained abroad. (X)

2. In many cases it is necessary to forward copies of the Legat's reports to offices other than the office of origin for information or for appropriate action. The Legat in ordinary cases would not possess information reflecting the scope of the investigation in the United States and would not be aware of auxiliary offices interested in the results of his investigation, and therefore could not properly arrive at the proper offices which should be designated to receive copies of his report.

3. It is not advisable or desirable for Legal Attache reports to be sent directly to the domestic field through the Bureau's Mail Room without giving the Supervisor handling the case a chance to determine whether additional instructions are necessary or whether the reports can be forwarded as is.

The routing of Legat reports presently handled by the Supervisor at the Seat of Government does not present any problem as they are normally forwarded to the office of origin and the interested offices by routing slip.

4. The designation of the Bureau as origin in a case referred to the Legat for action is proper inasmuch as for all intents and purposes the Bureau is origin as to investigation abroad since domestic offices are not aware of the facilities available to Legats in handling investigations and the decision as to referring the matter to a Legat rests with the Seat of Government Supervisor.

Present system has worked well and it is believed it should be continued.

~~CONFIDENTIAL~~

Mr. Tolson

7/21/54

The Executives Conference

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DATE 7/31/92 BY SP5 CJS

INTERVIEWS OF PERSONS IN THE
PRESENCE OF THEIR ATTORNEYS

SUGGESTION

It is suggested that the field be permitted to pass upon whether persons in criminal cases may be interviewed in the presence of their attorneys provided no security aspects are involved.

PRESENT REGULATION REQUIRES THE FOLLOWING:

SAC Letter No. 54-13 (H) provides that the interview of an individual, subject or otherwise, places the Bureau in a position of disclosing information from Bureau files by reason of the questions asked by Agents. It is not desired that an attorney be present. There are, however, situations in which the advantages in conducting the interview with the attorney present might outweigh the disadvantages of the interview. In such case it is provided that Bureau clearance should be obtained prior to conducting the interview in the presence of the attorney.

REASONS FOR ADOPTING THE SUGGESTION

66-2554-11630

1. On the basis of experience in the Investigative Division since issuance of these instructions in 1954 appears the desirability of obtaining information outweighs the possible disadvantage of disclosing information through the line of questioning. The Field generally recommends interviews with the attorney present and our files usually contain no significant information regarding such attorneys. We must, therefore, rely on the recommendations of the Field in these matters.

2. In criminal cases we usually secure signed statements from subjects and suspects. Should such persons or their attorneys, at any time, request copies of the signed statement, under existing instructions, such copies are furnished. With statements as a basis, persons interviewed would normally be in position to advise their attorneys as to the line of inquiry pursued by Bureau Agents. In many of our cases, including those involving Fraud Against the Government, Bribery, Antitrust and Federal Reserve Act, businessmen are involved and they frequently desire counsel present at their interviews. Such counsel are usually reputable attorneys dealing frequently with civil rather than criminal practices.

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

cc - Mr. Sizoo
Mr. Harbo

JUL 28 1954

7458 LB R ENU

AR:IS

Memorandum for Mr. Tolson

RECOMMENDATIONS

In the absence of any security aspects, it is believed the Field can be permitted to decide as to whether conducting interviews in criminal cases with attorneys present is desirable, providing the following points are given consideration:

1. Check of attorney's name in Field Office files reflects no information indicating his presence at interview would be undesirable.
2. Belief that information which might be obtained outweighs possible disadvantage in having attorney present.
3. Agents planning interview design questions so as to reveal minimum of information in possession of Bureau and yet accomplish objectives of inquiry.
4. Attached for approval is a proposed SAC Letter informing the Field that it has the responsibility for determining whether interviews are to be conducted with attorneys present in criminal cases where no security aspects are present, after consideration of above-mentioned factors.
5. Also attached for approval is an appropriate Manual of Instructions and Handbook change in line with the provisions of the SAC Letter.

The above recommendations were unanimously approved by the Executives Conference on July 20, 1954, with the following in attendance: Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Mason and Kemper.

The SAC is being held personally responsible in such cases rather than having the Seat of Government pass upon each instance.

✓
OK
71

Mr. Tolson

7/16/54

Executives Conference

Bureau WAR PLANS Auxiliary space for S.O.G.

Present at Executives Conference 7/12/54 were Messrs. Tolson, Mohr, Trotter, Parsons, J.E. Edwards, Hennrich, Boardman, Rosen, Kemper, Nichols and Mason.

The Conference considered how acute a need might exist at the Bureau's emergency evacuation headquarters at Shepherdstown for the use of certain vital records currently stored at Little Rock... and whether these documents should continue in storage at Little Rock or at some closer point.

EXECUTIVES CONFERENCE CONSIDERATION:

1. Records now at Little Rock relate primarily to the program for the retention of Communists, which information is already in possession of the field, the Department, and the Bureau at Washington. Consequently, it is not vital that these records reach Shepherdstown immediately upon an evacuation inasmuch as the field can go ahead and operate if need be. Nevertheless the records should be as close to Shepherdstown as practical and therefore the Conference unanimously recommends transfer of the records from Little Rock to Richmond, Va. Although Richmond is listed as a target area (all field office cities are target areas, except Butte), Richmond is not a critical target area. If the Director approves, records will be moved from Little Rock to Richmond.

OK H

2. Undesirable to locate any records at Shepherdstown inasmuch as we do not have control over the college; not safe to have records in storage unless they are guarded 24 hours per day.

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DATE 7/21/83 BY 272 cjs

OK H

✓

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

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INDEXED-88

EX - 113

66-2554-

11631
RVM

13 JUL 20 1954

51 JUL 30 1954

Mr. Tolson

7/21/54

Executive Conference

Bureau War Plans - EVACUATION

Auxiliary Space For S. G. C.

Present at the Executive Conference of 7/21/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kemper and Mason.

The Conference unanimously agreed that a Liaison Agent should contact the Office of Defense Mobilization to ascertain that the FBI is in possession of all suggestions, instructions and guides the Office of Defense Mobilization has to offer in connection with the preparation and compilation of evacuation and other war plans.

It was believed by the Conference that we should assure ourselves that nothing has been issued which could be helpful in our war planning that might have escaped FBI attention.

If approved, there is attached an appropriate memorandum of instructions.

✓ *bc*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY 275 cfb/s

Attachment

- cc - Mr. Sizoo
- Mr. Harbo
- Mr. Belmont
- Mr. Boardman

EDH:cs

RECORDED-117
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66-2554-11632

13 JUL 23 1954

EX - 113

RW

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

51 JUL 30 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR ✓
FROM : EXECUTIVES CONFERENCE

DATE: 7/19/54

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

SUBJECT: SUGGESTION #259-54
MADE BY SA WILLIAM E. MILLER
PHOENIX OFFICE
HANDLING OF MAIL ADDRESSED
TO MEMBERS OF TRAINING CLASSES
HELD AT THE SEAT OF GOVERNMENT

[Handwritten signature]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP2 CJK/S

SUGGESTION

It is suggested that the training class number be shown on communications directed to members of training classes held at the Seat of Government. In this connection, it is suggested that employees be requested to furnish the training class number to relatives from whom they expect to receive mail while in training and that the number be included as part of their mailing address.

ADVANTAGES

The suggesting employee had in mind that inclusion of the number of the training class would save considerable time of clerical employees over a period of time, facilitate the handling of such mail in the Bureau and possibly expedite its receipt by the addressee.

Mr. E. D. Mason favors the suggestion in connection with New Agents' Classes and In-Service Classes only. Mr. G. C. Gearty favors only for In-Service Classes.

DISADVANTAGES

Although the suggestion would serve some usefulness in the Training and Inspection Division's mail routing procedures, Mr. G. C. Gearty of the Training and Inspection Division does not feel that when official notification is given to an applicant to report for training he should be given the New Agents' Training Class number since they would receive their mail at Quantico. Immediately prior to their return to Washington, arrangements should be made so that at that time the class can be notified to inform

cc-Messrs. Sizoo
Harbo

ORIGINAL FILED IN

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71 AUG 11 1954
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INITIALS ON ORIGINAL
13 JUL 22 1954

Memorandum to Mr. Tolson

those individuals from whom they will receive mail of their class number so that it can be conveniently routed on its receipt at the Bureau.

It is to be noted there is a Bureau rule that personal mail received at a Bureau office is to be kept to an absolute minimum, if at all. Therefore, the men should have their mail addressed to them at their local address while at Washington.

Therefore, Mr. Gearty recommends against New Agents furnishing the number of their class to relatives from whom they expect to receive mail, and points out the men should have their mail addressed to them at their local address while at Washington.

Mr. J. P. Mohr of the Administrative Division is opposed to the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 7/19/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Nichols and Mason.

Minority view: Mason favored the suggestion.

Majority view: Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen and Nichols were opposed to the suggestion.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

7/21/54

The Executives' Conference

ALL INFORMATION CONTAINED
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DATE 1/31/83 BY 293 CI/B

Bureau WAR PLANS Auxiliary Space For S-O-C.

It was pointed out to the Conference that during the past several months there have been rumors that the President will order an early evacuation of Washington under emergency conditions, however, there has been nothing specific in this respect. It was presented to the Conference that it would be far easier to make specific war plans and plans for the evacuation of Washington if it were possible to ascertain under what conditions the President proposes ordering the evacuation of particularly the Sensitive Agencies whose services are necessary for the continued operation of the Executive Branch. It was suggested that Liaison make some effort to ascertain if the President has laid down any list of circumstances or conditions under which he would order an evacuation of Seat of Government.

EXECUTIVE CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference of 7/21/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Henrich, Boardman, Rosen, Kemper and Mason.

The Conference unanimously felt that it would be entirely possible and desirable for a Liaison Agent in connection with his routine contacts at the Office of Defense Mobilization to ascertain whether the Office of Defense Mobilization desires that sensitive agencies:

- 1 - Plan to evacuate upon the issuance of a yellow alert or other signal that a hostile attack is imminent, or,
- 2 - Plan to remain in Washington until ordered to evacuate by the White House.

In reaching this conclusion the Conference took cognizance of the fact that Federal Civil Defense is planning to advise the public of the imminence of any hostile attack and encourage the public to endeavor to walk out of Washington.

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

Attachment sent 7-22-54

JEN:afp MR

RECORDED-117
INDEXED-117

66-2554-116 333

cc: Sizoo
Harbo
Belmont
Boardman

13 JUL 23 1954

EX - 113

(vehicular traffic prohibited). There appear to be no clear-cut instructions as to when sensitive agencies should evacuate; the Bureau has advised ODI in its war plans synopses submitted periodically that we contemplate evacuating when ordered to do so by the White House. The purpose of this check is to make certain that we are still on sound ground.

If approved, appropriate instructions are attached in memorandum form.

✓

OK
H

MR. TOLSON

7/26/54

EXECUTIVES CONFERENCE

SUGGESTION #264-54
MADE BY ASAC ALIAN GILLIES
BUFFALO OFFICE
*REPORT WRITING

ALL INFORMATION CONTAINED
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DATE 1/21/92 BY SP2 CFB

SUGGESTION:

It is suggested Bureau consideration be given to instructing the field that in non-security-type cases, where no other administrative data is being set out, the reference may be typed below the synopsis on the first page of the report.

The suggester pointed out that in non-security-type cases many administrative pages of reports contain no administrative data other than the reference.

ADVANTAGES:

The suggesting employee believes adoption of his idea would save one page per report of the type described above; would result in economy in stenographic time, mailing and paper costs.

DISADVANTAGES:

The Investigative Division is opposed to the adoption of the suggestion for the following reasons:

1. The reference is administrative material and should not be brought to the attention of individuals outside of the Bureau. Many non-security-type reports are disseminated and placement of the reference on the first page would result in furnishing administrative information outside the Bureau when such reports are disseminated.

2. Adoption of the suggestion would result in a lack of uniformity in report writing.

3. Many reports have other administrative material including leads contained on administrative pages where the reference is now placed. Accordingly, the saving in paper and mailing costs would be negligible. In fact, some reports may have to be retyped prior to dissemination and adoption of the suggestion may result in additional expense.

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

EX-123 RECORDED - 23 66-2354-11634 La
INDEXED - 23

13 JUL 27 1954

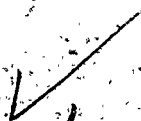
cc Messrs 7-15-54
Harbo 7-4-54
dmo

PKW

EXECUTIVES CONFERENCE RECOMMENDATION

EDM:mew

Present at the Executives Conference of 7/26/54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. Conference unanimously unfavorable.



Mr. Tolson

7/26/54

The Executives' Conference

ALL INFORMATION CONTAINED
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DATE 1/31/70 BY 205 CI/B

The Executives Conference of July 26, 1954, had in attendance Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason.

The Conference was advised by Mason that division heads and officials should take steps to make certain that information is made available on a "need to know" basis to the people who will actually do the work.

The Conference was advised that recently the Director interviewed an official from another government agency and thereafter the Director wrote a memorandum which went only to the division head and the divisional #1 man but was not made available to the section chief, who had a right and need to know the contents of the memorandum inasmuch as it related to work under his scope of responsibility.

It was emphasized to the Conference that we must all be careful to see that the people who will necessarily take action or must necessarily be provided with certain background information are in fact made aware of all matters relating to their operations.

A copy of this memorandum is made available to each division head at the Seat of Government in confirmation and as a means of reminding division heads to follow through.

- cc: Mr. Boardman
- Mr. Nichols
- Mr. Belmont
- Mr. Harbo
- Mr. Mohr
- Mr. Parsons
- Mr. Rosen
- Mr. Tamm
- Mr. Holloman
- Mr. Sizoo

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

EDM:mew

Mead

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INDEXED-117

66-2554-11535

13 JUL 27 1954

EX-123

50 JUL 28 1954

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RAM

RA

Mr. Tolson

7/26/54

Executives' Conference

SURVEY OF REPORT WRITING PROCEDURES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP5 CFB

SUGGESTION:

The following suggestion has been made by the Baltimore, New York, Charlotte, Minneapolis and Philadelphia offices: References in all types of cases should be placed in the same place, either on the first page or on the Administrative page.

BUREAU PROCEDURE:

Manual of Rules and Regulations, section 4, page 5, reflects that references in applicant reports are set forth following the synopsis and preceding the details. In all other reports the reference is set out as a last item on the Administrative page.

ADVANTAGES:

The suggestion will eliminate some confusion and make for uniformity in our reporting procedures.

DISADVANTAGES:

References are needed by the Records Section in searching and assisting in seeing that relating correspondence is tied together. The Records Section would prefer to have a reference set out following the synopsis in all cases. This cannot be done due to our policy of dissemination.

EVALUATION:

EX-123 RECORDED - 58
INDEXED - 58

66-2554-11636

It is desirable to have the reference set out on a separate page so that when dissemination is necessary, this page can easily be detached, therefore, the rule was established requiring the reference in all cases except applicant cases be listed as a last item on the Administrative page. To require the reference in applicant type cases to be put on the Administrative page would require some additional time on the part of clerical employees when searching and filing applicant cases. Do not believe that our suggested present rule should be changed since applicant type case is the only exception.

EXECUTIVE CONFERENCE CONSIDERATION:

(Continued on next page)

EXECUTIVE CONFERENCE

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

cc: 68 JUL 28 1954
Mr. Harbo

RAM

MR. TOLSON

7/26/54

EXECUTIVE CONFERENCE

FIELD STENOGRAPHERS' MANUAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/83 BY 35 efs

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 Pittsburgh office has suggested that examples of blank and blind memoranda be included in the Field Stenographers' Manual.

OBSERVATIONS:

The instructions for preparing blind and blank memoranda are set out in Section 2-D of the Field Stenographers' Manual. It is believed that these instructions are specific and complete. It is felt that examples of these memoranda are not necessary. No change is recommended in the manual in this regard.

EXECUTIVE CONFERENCE CONSIDERATION: EDM: new

Present at the Executives Conference of 7/26/54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. The Conference recommended unanimously unfavorable.

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

Mr. Sizoo
Mr. Harbo

RECORDED - 86

INDEXED - 86

EX. 113

13 JUL 27 1954

68 JUL 28 1954

7457

66-2554-116377
KRM

Present at the Executives Conference of 7/26/54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. Conference recommended unanimously unfavorable.

✓ 1

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2
3

The following is a list of cases which are being reviewed, in order, for the purpose of:

1. Review of the employment history of [Name] of [Address] - [Social No.]
2. Review of the [Name] of [Address] - [Social No.]
3. Review of the employment history of [Name] of [Address] (Special only to cases involving [Name] of [Address] - [Social No.]
4. Review of [Name] of [Address] - [Social No.]
5. Review of [Name] of [Address] - [Social No.]
6. Review of [Name] of [Address] - [Social No.]
7. Other

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/93 BY 215 EJP/JS

66-2554-11658

(PROPOSED FORM)

ENCLOSURE

Mr. Tolson

7/19/54

Executives Conference

b6
b7c

SUGGESTION #281-54
MADE BY [REDACTED]
FBI LABORATORY
HANDBOOK FOR FBI EMPLOYEES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP5 CIP/S

SUGGESTION

It is suggested that the "Handbook for FBI Employees" be recalled from all Special Agents and non-Agent personnel having three or more years' experience in the Bureau.

ADVANTAGES

The suggesting employee feels the publication is intended for the use of newly appointed clerical personnel and its distribution should be so limited. Mr. D. J. Parsons of the Laboratory and the suggester both feel that the savings effected in printing costs and time spent adding inserts to this publication more than offset any possible value that Bureau supervisors and experienced clerical employees might obtain from the Handbook.

DISADVANTAGES

Mr. J. P. Mohr of the Administrative Division feels that the Handbook for FBI Employees should be retained by all employees. He states there are certain minimum regulations with which the Bureau must comply in so far as advising employees in writing of certain matters. For example, an Executive Order of the President, as implemented by the Civil Service Commission, requires that every employee be advised of the name and address of the Fair Employment officer covering his particular agency, and the same regulations suggest this information be constantly available in writing to employees and specifically reiterated at regular intervals. The Handbook for FBI Employees is the only suitable vehicle for bringing such information to the employees' attention.

- Tolson _____
 - Boardman _____
 - Nichols _____
 - Belmont _____
 - Harbo _____
 - Mohr _____
 - Parsons _____
 - Rosen _____
 - Tamm _____
 - Sizoo _____
 - Winterrowd _____
 - Tele. Room _____
 - Holloman _____
 - Gandy _____
- cc: Mr. Harbo
Mr. Sizoo
- dmg/mew
mew

RECORDED-57

INDEXED-57

106-2554-116399

JUL 28 1954

EX-107

INLET ORIGINAL

ORIGINAL COPY FILED IN 66-18923-12

60 AUG 3 1954

Memorandum to Mr. Tolson

Similarly, employees must be advised of their right to appeal their Performance Ratings and must be informed of the general procedures for appeal. This must be in writing and the Handbook is the only currently suitable means of doing this.

There are other rights and privileges which employees should be informed of in writing, such as the rights of veterans enjoying the protection of the Veterans Preference Act, to appeal from adverse decisions, the right to appeal Position Classification Matters, and the like. These are currently being recommended for inclusion in the Handbook for FBI Employees.

The Handbook for FBI Employees contains valuable information concerning the history, jurisdiction and traditions of the FBI and it is felt every employee should constantly refresh himself on this. Also included in this Handbook is general information concerning work assignments, working hours, payroll matters, Health Service, employee compensation benefits, housing, educational facilities, recreational activities, veterans' counseling privileges, cafeteria and training facilities, and now that the personnel counseling program has been abolished, Mr. Mohr believes this information is even more valuable than previously.

It is felt that the information contained in the Handbook for FBI Employees cannot be emphasized too much. There are so many new and changing policies brought to the attention of employees, it serves not only as initial advice to older employees, but enables older employees to keep posted on all important matters so that they will be able to appropriately guide and counsel new employees.

EXECUTIVES CONFERENCE RECOMMENDATION: EDM:mew

Present at the Executives Conference of 7/19/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Nichols and Mason. Conference unanimously unfavorable.

Memorandum

Mr. Tolson ✓

DATE: 7-12

Executives Conference

b6
b7c

SUBJECT: SUGGESTION NO. 262-54
MADE BY SA (A) [redacted]
CLEVELAND OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP3 CCF/B

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 if one or more of the indicated items occur which will require action at the time the case is closed.

DISADVANTAGES OF THE SUGGESTION:

Mr. L. B. Nichols, Records and Communications Division; Mr. A. Rosen, Investigative Division; Mr. A. H. Belmont, Domestic Intelligence Division; and Mr. W. D. Mason, Training and Inspection Division, are opposed. The following disadvantages are noted: (1) Adoption would increase the possibility of omission, in that the Agent might fail to make note of the form at the proper time; (2) It would possibly require 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 Attachment cc: Messrs. Sizoo & Harbo atn

BO... [unclear]

12

CONFIDENTIAL

RECORDED - 40
INDEXED - 40

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NOT RECORDED
198 JUL 26 1954

1 ENCL t
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EX-122


60 AUG 4 1954

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 1A 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. L. Edwards, Hennrich, Boardman, Rosen, Kemper, Nichols and Mason.

Conference unanimously opposed.



The Director

July 26, 1954

The Executives Conference

DEPARTMENTAL ORDER NUMBER 3464
(PROTECTION OF OFFICIAL FILES,
RECORDS AND INFORMATION)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP3 CE/JS

On July 21, 1954, The Executives Conference considered a proposed amendment to Supplement #4 (Revised) of Departmental Order #3464 for the review and the comment of the Bureau. This was furnished informally to the Bureau by Mr. Lindsay of the Criminal Division.

The proposed amendment would in effect relax the present rule and would permit United States Attorneys to furnish to Probation Officers and District Judges information contained in FBI reports for use in connection with the imposition of sentences or the granting of probation to the defendants after conviction or the entry of a plea of guilty, without getting the approval of the Attorney General. (Actually the Assistant Attorneys General make the decisions, depending upon the type of case involved.)

BACKGROUND

1. By way of background, the Department issued an order providing that no information obtained from the FBI should be furnished to sources outside of the Department of Justice without prior clearance from the Attorney General. (Supplement #4 of Departmental Order #3464 dated July 8, 1947.)

2. The Department relaxed this rule, however, on September 3, 1947, by issuing an instruction which permitted the release of information from investigative reports of the FBI to District Judges, United States Commissioners, and Probation Officers in all criminal cases in which those officials might have a legitimate interest and which would facilitate the performance of the duties imposed upon them by law. (Supplement #5 of Departmental Order #3464)

3. Early in 1952, however, in the case of Richard Leroy Steen involving the interstate transportation of a stolen automobile, the United States Attorney at Buffalo, New York,

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 51
INDEXED - 51

66-2554-11646
13 JUL 28 1954

AR: jh
JUL 29 1954
Attachments sent 7-27-54

Memorandum for the Director

furnished to the District Judge the FBI reports in this case which the Judge then made available to the subject's attorney. Our protest to the Department finally resulted in the restoration of the original restriction. This original restriction was that FBI reports are not to be disclosed to any person outside of the Department of Justice except upon the specific authorization of the Attorney General. This order was issued on January 13, 1953. This order revoked the instruction issued hereinbefore dated September 3, 1947. The instruction dated January 13, 1953, is identified as Supplement #4 (Revised) dated January 13, 1953.

RECOMMENDED ACTION

1. The proposed amendment to all previous instructions, upon which the Criminal Division now seeks our advice, upon close analysis would allow our investigative reports to be shown to District Judges and Probation Officers on the discretion of the United States Attorney rather than after clearance by the Department.

2. The Department would not know and could not control the instances in which our reports would be made available to Probation Officers and Judges.

3. Such reports might contain information which could compromise confidential informants, disclose investigative techniques, and possibly embarrass or bring harm to innocent persons.

4. If the Probation Officer is indiscreet, information might be disclosed through him which could very well compromise confidential informants, disclose investigative techniques, and possibly embarrass or bring harm to innocent persons. Information of this sort is of no legitimate interest to the Probation Officer, but nevertheless would be made available to him if the United States Attorney or any of his assistants so felt the reports should be made available to the Probation Officer.

5. Our present procedure has been in effect since January 13, 1953, and not a single instance has been recalled by any of the supervisors indicating that our advice has been

Memorandum for The Director

sought concerning the disclosure of information in any of these reports to Probation Officers or to Judges. It can, therefore, be seen that so far the Department apparently has not been confronted with any problem.

6. The language of the proposed order is general enough to allow the review of all reports in the Office of the United States Attorney by Probation Officers in cases arising out of criminal offenses with the understanding that the information obtained will be held in strict confidence and under no circumstances should confidential sources of information be disclosed. This is no protection to the sources of information in our reports inasmuch as it is dependent solely upon the integrity of any Probation Officer regardless of his honesty, discretion and reliability or lack thereof.

7. It is not unreasonable to assume that if we approve the proposed change and relax the present rule so that United States Attorneys can pass on these matters without referring them to the Department, we are relieving the Criminal Division of any responsibility to pass upon such matters.

UP
Messrs. Tolson, Trotter, Parsons, and Rosen recommend that we formally advise Mr. Olney by memorandum that information in FBI investigative reports should not be disclosed outside the Department of Justice without the express authorization of the Attorney General in each instance; that despite the caution and restrictions set out in the proposed amendment, it is clearly possible that confidential informants might be compromised, confidential investigative techniques might be disclosed, and harm might come to innocent persons. There is attached hereto a proposed memorandum to Mr. Olney in the event this recommendation is approved.

Messrs. Sizoo, Hennrich, Boardman, Mohr, Mason and Kemper are in favor of the proposal of Mr. Olney.

EXPLANATION RE ATTACHMENTS

There is attached hereto a copy of the proposed order for ready reference. It is also proposed that Mr. Olney will

Memorandum for The Director

send a memorandum to Mr. Rogers in the event the amendment is approved, and he has made available a copy of such memorandum which is attached for ready reference.

Respectfully,
For the Conference

✓
Clyde Tolson

In some instances, the field has submitted results of PI's in report form and copies of such reports have been furnished by the Bureau to CSC; however, in most instances the field has continued to submit the results of PI's in letter form. It is, therefore, necessary to consolidate letters from various field offices in a given case and dictate and type a letter to CSC, transmitting the data. Accordingly, it is felt that it would be more practicable for the field to submit the PI's in report form in each case. This would obviate the necessity of having to rewrite the material at the Bureau. Rather, a short letter of transmittal would be prepared at the Bureau, transmitting copies of the reports to CSC. The letter and reports would clearly indicate that the reports contain the results of an appropriate inquiry, do not represent the results of a full field investigation, and should not be construed as such in connection with Executive Order 10450 or 10422 as the case may be. It is believed that the adoption of this procedure would effect the saving of considerable agent and clerical time, both in the field and at the Bureau.

Under existing procedure, when a report is transmitted to CSC, setting out the results of a PI, the report bears the following notation: "This report does not represent the results of a full field investigation and should not be construed as such in connection with Executive Order 10450 (or 10422)." Under the proposed procedure, a similar notation would be used.

If at a future date a request is received from the employing agency for, or substantial disloyal data is received at the Bureau necessitating a full field investigation, it would not be necessary to reprepare a report already submitted as a PI. The field would be instructed to submit a supplemental report covering any remaining investigation, and CSC would be requested to consider any previously submitted PI report as part of the full field.

Attached is a letter to all SAC's, instructing that PI's in these types of investigations should be submitted in report form, suitable for dissemination by the Bureau. The field is being instructed that the same form should be used as that which is used in full field reports; that during the PI investigation should, of course, continue to be directed to specific objectives requested, and other existing instructions relative to PI's in Sections 69 and 112 of the Manual of Instructions should be followed. It will be the responsibility of the field to advise interested offices of any logical leads developed which are to be covered during the PI or to be covered only if a case is converted to a full field investigation.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ROSEN *R*

DATE: July 22, 1954 *[Handwritten initials]*

FROM : C. H. STANLEY *CHS*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP5C/PS

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

SUBJECT: PROPOSED CHANGE TO SUBMIT RESULTS OF PRELIMINARY INQUIRIES IN REPORT FORM; SECURITY OF GOVERNMENT EMPLOYEES, LOYALTY OF EMPLOYEES OF THE UNITED NATIONS AND OTHER PUBLIC INTERNATIONAL ORGANIZATIONS

Stanley
[Handwritten signatures]

SYNOPSIS:

Executive Order

Purpose is to recommend that instructions be issued to field to submit results of preliminary inquiries in report form in cases under Executive Order 10450 (Security of Government Employees) and Executive Order 10422 (Loyalty of Employees of the United Nations and Other Public International Organizations). Executive Order 10450, effective May 28, 1953, has broadened criteria to include nonsubversive derogatory data to be considered by employing agency in determining if continued employment of a Government employee is consistent with the national security. Accordingly, dissemination of this type of data has increased. Cases handled by Bureau under above Executive Orders are either full field investigations or preliminary inquiries (PI's). Full fields are submitted in report form and disseminated by Bureau to Civil Service Commission, Department of Justice and other agencies. PI's are conducted to resolve questions of identity, determine significance of information in Bureau files or to determine employment status when possible disloyal data are available. Field may submit results of PI's in report form on permissive basis; however, most PI's are submitted by letter. Presently necessary to consolidate letters from field offices and prepare Bureau letter for dissemination to Civil Service Commission. Also, if case subsequently converted to full field, necessary for field office to restate information in its letter in report form. In view of increase in dissemination, would be more practicable for field to submit PI's in report form, resulting in saving of agent and clerical time in field and at Bureau. Such reports would be disseminated by Bureau to Civil Service Commission and plainly stamped to indicate they are results of PI's and do not represent results of full field investigation. If case later converted to full field, supplemental report would be prepared, setting forth remaining investigation.

ORIGINAL COPY FILED IN 61-6220-111-75

INITIALS ON ORIGINAL
 NOT RECORDED
 117 AUG 3 1954

CC - Mr. R. T. Harbo *8 AUG 11 1954*
 Attachments
 HAW:mem(rjb) *7-30-54*

RECOMMENDATIONS:

1. That the attached letter be sent to all SAC's. This letter instructs that PI's in the above types of investigations should be submitted in report form, suitable for dissemination by the Bureau. (The field is being instructed that where it has been ascertained that an employee has terminated Federal employment or that he is not identical with an individual mentioned in Bureau files on whom there is disloyal data, an air-tel or letter may be directed to the Bureau.) The field is being instructed that the same form in reporting should be used as that which is used in full field reports; that during the PI, investigation should, of course, continue to be directed to specific objectives requested, and other existing instructions relative to PI's in Sections 69 and 112 of the Manual of Instructions should be followed.

2. That the attached changes be made in the Manual of Instructions and FBI Handbook.

*Unanimously recommended favorably by Executives Conference
7/26/54. Present were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo,
Belmont, Boardman, Rosen, Nichols, Kemper and Mason.*

JK

R/K

DETAILS:

Investigations under Executive Order 10450 (Security of Government Employees) and Executive Order 10422 (Loyalty of Employees of the United Nations and Other Public International Organizations) are handled as either full field investigations or as preliminary inquiries. A full field investigation is initiated where there is substantial information available of a subversive derogatory nature concerning the Federal employee involved. The field submits the results of full field investigations in report form and such reports are disseminated by the Bureau to the Civil Service Commission, the Department of Justice, and other agencies.

Preliminary inquiries (hereafter referred to as PI's) were originally adopted at the beginning of the Loyalty Program in 1947, by the Bureau as an administrative device and not as prescribed by the old Executive Order 9835, or subsequently in Executive Orders 10450 and 10422. PI's are, in effect, a Bureau procedure utilized to determine (1) identity or nonidentity of an employee, including applicants, with individuals mentioned in Bureau files on whom there is possible disloyal data; (2) significance of information in Bureau files, the nature of which is such that it cannot be determined whether or not a full field investigation is warranted until the matter is explored by the field; (3) employment status, where not definitely known, and there are possible disloyal data available.

After the completion of a PI, it is often found that no substantive disloyal data has been developed, and that no basis exists under prevailing standards for conversion to a full field investigation; however, often quasi-subversive and nonsubversive derogatory information is developed, indicating, for example, that the employee drinks to excess, is a drug addict, has a poor employment record, poor credit rating, et cetera. It is necessary for the Bureau to disseminate such information to the Civil Service Commission (CSC) in view of the fact that Executive Order 10450 has broadened the criteria to include data of such nature.

Until recently, the results of the PI's had been submitted only in letter form; however, SAC Letter No. 53-77, dated December 1, 1953, instructed the field as follows: "In the future, it is permissive but not mandatory for field offices to report the results of a preliminary inquiry in Security of Government Employees Investigations and Loyalty of Employees of the United Nations and Other Public International Organizations investigations in report form rather than by letter when the office conducts all logical investigation during the preliminary inquiry that would normally be conducted during the course of a full field investigation."

MR. TOLSON

7/26/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION #344-54
MADE BY [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
SECURITY OF BUREAU'S WORK -
IDENTIFICATION DIVISION BUILDING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/21/92 BY SP5 U/S

SUGGESTION

It is suggested that guards at the Second Street entrance of the Identification Division Building be stationed at the inside set of doors and that the doors at each end of the lobby which enter into the Typing and Filing Sections be closed between 7:30 a.m. and 8:00 a.m., forcing employees of the mentioned sections to enter their sections by way of the doors off the center corridor.

ADVANTAGES

The suggesting employee stated the current method of admitting employees who have forgotten their passes into the Identification Building is definitely lacking in insuring the security of the Bureau's records. The employee believes adoption of his idea would place guards behind the employees who are waiting to be issued temporary passes and to have their supervisors identify them in order that they may be admitted to the building. By closing the two end lobby doors the suggester feels employees would be prevented from side-stepping the guards and entering directly into their sections.

In further explanation of his suggestion, the employee stated that individuals who forget their passes are requested by the guards to sign a ledger and then take a seat at the side of the desk on which the ledger is located. The employee must then wait for his supervisor to come and identify him. The guard then returns to the outer set of doors. This means an intruder could arrive at 7:35 a.m., tell the guard he had forgotten his pass, sign the ledger, and sit unwatched for a few minutes behind the guard who returned to the outer set of doors and, inasmuch as the supervisor would not be on hand to identify a worker until approximately 8 a.m., it is believed an intruder could steal whatever he was after in the unguarded sections of the building and then leave the building before 8 o'clock not once being challenged. The suggester, who is a summer employee, states he knows this to be possible, inasmuch as he has forgotten his pass and had to go through the admittance procedure and at such times observed he could enter or leave the unguarded interior sections of the building without any trouble at all.
cc-Messrs. Sizoo & Harbo.
dmg

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

RAM

RECORDED - 10
INDEXED - 10
EX - 113
20 JUL 29 1954 116411

EXECUTIVES CONFERENCE CONSIDERATION:

EDU:mew

The Conference was advised that Inspector C. L. Trotter looked into the situation carefully. His findings were:

1. Employees are cautioned they must bring their identification passes with them for use in entering the building.

2. When an employee forgets his pass, he must identify himself to the guard, citing his name, section and supervisor and he is seated in the lobby of the building and detained under the specific supervision of one of the five security patrol clerks who act as guards until the employee's supervisor comes to the lobby and identifies the employee. Thereafter admission to the building is granted.

3. Although the suggesting employee recommended locking all doors leading from the lobby except the one going into the central corridor, it would be impractical to do so because this would mean that doors would be locked leading to the Typing Section, the building guard's office, the Health Service and 2 of 4 entrances to Records Section space. Employees of the Posting Section would have to go through a devious route up the central corridor and down through the Typing Section to get to the Posting Section.

4. As recently as July 14, a test security check was made on the guard force; employees do not sit behind guards while awaiting identification by supervisors; they are under surveillance; identifications are effected without delay.

5. It appears that the suggesting employee is offering his views based on his experiences of about a year ago. Since then, procedures have been tightened up.

6. Fire regulations would prevent locking the doors that the employee has in mind.

EXECUTIVES CONFERENCE RECOMMENDATION:

Present at the Executives Conference of July 26, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. The Conference recommended unanimously unfavorable.

OK but when statement by Trotter that procedures have been tightened up is bunk for I checked a few days ago persons were passed with faked credentials #

MR. TOLSON

July 29, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 EJS

BUREAU WAR PLANT - COMMUNICATIONS
EMERGENCY ELECTRICAL NEEDS

On July 29, 1954, the Executives Conference consisting of Messrs. Tolson, Nichols, Kenner, Mason, Boardman, Belmont, Sizoo, Fandy, Mohr and Parsons considered the installation of the gasoline-driven, emergency power generators purchased by the Bureau to provide essential electrical power in the event of failure of the regular power supply during an emergency.

In February, 1952, the Bureau purchased two gasoline-driven, electric power generators which have been delivered and are in the basement of this building but are not installed. These generators will supply essential electric power for the 370 voice radio station, the transmitters of which are in this building, the emergency radio link from this building to our 07 radio stations in Clinton and Caldwell, for the switchboard, teletypes and code room and the emergency switchboard in the basement. They will also supply power for lights and appliances in a limited number of offices. It is proposed that these generators be installed and made ready at a cost of approximately \$775.

In view of the fact that it would take a number of days to run the necessary cables in the event of an emergency, it is also proposed that the necessary cables be run to the power closets on the first, fourth and fifth floors in order to supply emergency power, in addition to the essential communications functions, to the office suites of the Director, Mr. Tolson, Mr. Boardman, Mr. Nichols, Mr. Belmont and five rooms adjacent to Mr. Belmont's office suite. The cost of the cables, terminal boxes and switches plus the labor of the building electricians for this installation will cost approximately \$4,300. Laboratory personnel will on nights and week ends be able to select the necessary power lines for the building electricians to put in separate switch boxes. Thereafter, it will be possible to provide emergency power to the indicated offices and facilities in only the time necessary to throw the switches in the power closets.

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

The Conference unanimously recommends the installation of the emergency generators to provide essential power in any emergency whether due to war, sabotage, strike or other disaster at a total cost of approximately \$5,075.

- Mr. Harbo (1- War Plans)
- Mr. Sizoo
- Mr. Belmont

RECORDED - 9
INDEXED - 9
EX-103

66-2557-11642
23 JUL 29 1954

DJP/mok 67 AUG 3 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: July 28, 1954

FROM : H. L. Edwards *HW*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/3/92 BY *SP5 EJS/BS*

SUBJECT: PROPOSED PROCEDURE FOR MAINTAINING LISTS OF
DOCTORS AND DENTISTS FOR REFERRAL TO EMPLOYEES

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

Executives Conference

You will recall two recent instances wherein information of a derogatory nature reached the Bureau concerning a doctor on the New York Office list and a dentist on the Seat of Government Health Service list. These lists have been maintained for purposes of serving employee requests for the names of doctors or dentists when they are in need of professional attention. The doctor on the New York list has recently been indicted for participation in an abortion ring. The dentist on the Seat of Government list has been reported as using hypnosis instead of Novocain and one Bureau employee-patient recently overheard him making suggested remarks of love-making character to his nurse while our employee was ostensibly hypnotized in the patient chair.

The necessary action has been taken to remove both of these names from the office referral lists. The purpose of this memorandum is to suggest corrective measures for use in the future to insure as much as reasonably possible against such undesirable characters succeeding in getting on our referral lists in the future.

PROPOSED PROCEDURE FOR FIELD OFFICE USE

Existing instructions (SAC letter 55-68 dated 10-15-53) require all SACs to maintain a current list of at least three outstanding doctors for use within field divisions, being available for special service to employees, examining prisoners when necessary, and rendering medical service needed following a shooting and to conduct post-mortem examinations of victims such as in a kidnaping case. SACs have been instructed to search the names of these physicians through the field office indices every May 1 and November 1 and to advise the Bureau of the results of this file review. These names are also searched through the indices at the Seat of Government. No investigation has been conducted where the indices check has been clear.

In the future it is suggested that we continue the present procedure in all cases where the name of the doctor or dentist has been referred to the field office by a thoroughly reliable contact from the field office would have sufficient confidence to make such checks unnecessary. However, in any other case where the

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SEP 24 1954

NOT RECORDED
170 SEP 21 1954

source from which the name was obtained is not sufficiently known, it is felt that the best interests of the Bureau would warrant a discreet credit and criminal check as well as a discreet check with reliable office contacts of the same profession and reliable contacts of the Medical Association or Dental Society. As you know, certain doctors or dentists on the lists of some of the field offices are very well known to the field office and whose reliability and reputation would be without question. In these instances no useful purpose would be served in making any more than the usual indices check.

ACTION TAKEN:

The Executives Conference, consisting of Messrs. Tolson, Trotter, Parsons, J. E. Edwards, Hennrich, Rosen, Mason, Nichols, and Mohr, was advised on July 8, 1954, of the proposed action to send the SAC Letter to the field. The SAC Letter in question was read to the Conference and its contents were approved.

Referral lists of doctors and dentists maintained at the Seat of Government for the benefit of the Seat of Government and WFO employees are being handled by separate memorandum because of a special problem existing in this regard.

There is attached a proposed SAC Letter giving these instructions to the field for immediate use and there is also attached a proposed change in the Manual of Rules and Regulations. Likewise there is attached a proposed change in the Inspectors Manual.

RECOMMENDATION:

It is recommended that the attached SAC Letter go forward to the field at this time.

J. E. Edwards
7/29

Mr. Tolson

7/26/54

Executives Conference

SURVEY OF REPORT WRITING PROCEDURES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP5 CFB

SUGGESTION:

The Minneapolis Office by inspection memo dated 7/3/54 and the Charlotte Office by letter dated 7/5/54 captioned Analysis of Report Writing Procedures suggested that the list of classification of cases not requiring negative RUC reports be sent to the Bureau be extended to include all criminal type cases.

BUREAU POLICY:

Manual of Rules and Regulations, section 4, page 5, reflects that in 32 different criminal classifications it is not necessary to submit RUC reports containing only negative information to the Bureau.

ADVANTAGES:

Minneapolis pointed out that the suggestion would eliminate paper work in the field and filing and searching problems at the Bureau. Charlotte pointed out that references to the Manual to check this list causes more concern than any other instructions in report writing in criminal cases.

EVALUATION:

RECORDED-101

INDEXED-101

66-2594-1164B
NOT RECORDED

The suggested procedure has already been extended to include the complete elimination of apprehension reports in routine fugitive-deserter cases and the classifications enumerated in section 4 in the Manual of Rules and Regulations constitute the majority of criminal investigation matters and the greatest volume of work in the Criminal Section at the Bureau. The Investigative Division is opposed to extending this procedure any further at this time.

TYPES OF CASES WHEREIN THE RECOMMENDED PROCEDURE IS ALREADY FOLLOWED:

The Firearms Acts: (a) National, (b) Federal; Migratory Bird Act; Red Cross Act; Theft from Interstate Shipment; Selective Service Act, 1948 (Registrant Delinquency Cases only); Interstate Transportation of Stolen Motor Vehicles or Aircraft; White Slave

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

cc O SEP 9 1954 1324
Mr. Harbo
Mr. Sizoo
LHR:nfp/cs

ORIGINAL COPY FILED IN 66-2593-1468

Traffic Act; Deserter; Deserter-Harboring; Fraudulent Practices Concerning Military and Naval Documents; Seals & Symbols, Agencies of the U. S.; Illegal Wearing of Uniform; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Crime on the High Seas; Impersonation; Theft, Embezzlement, and Illegal Possession of Government Property; Civil Aeronautics Act; Crimes on Indian and other Government Reservations; Bills of Lading Act; Escaped Federal Prisoner or Escape and Rescue; Parole Violator, Probation Violator and Conditional Release Violator; Illegal Use of Government Transportation Requests; Interstate Transportation of Stolen Property; Unlawful Flight to Avoid Prosecution; Unlawful Flight to Avoid Giving Testimony; Unlawful Flight to Avoid Custody or Confinement; Irregularities in Federal Penal Institutions; Interstate Transportation of Stolen Cattle; False Entries in Records of Interstate Carriers; Illegal Use of Railroad Pass; Interstate Transportation of Gambling Devices; Interstate Transportation of Lottery Tickets; Interstate Transportation of Obscene Matter; Interstate Transportation of Prison-Made Goods.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference of 7/22/54 were Messrs. Boardman, Parsons, Mohr, Trotter, Rosen, Sizoo, Keay, Kemper and Mason. The Conference felt that inasmuch as this matter was explored in detail as recently as October, 1953, and the suggestion has already been applied wherever practicable, no further action should be taken.

MR. TOLSON

July 29, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY 295 CFB

IN-SERVICE TRAINING

The Executives Conference of July 29, 1954, consisting of Messrs. Tolson, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Kemper, and Mohr, considered the Bureau's present policy with respect to the time period in selecting Special Agents for In-Service Training.

The Conference was advised that under present Bureau policy new Special Agents just reporting to the field are considered for In-Service Training one year after they report to the field and thereafter on a two year basis. Other Agent personnel are scheduled for In-Service Training every two years. This policy was established by Executives Conference Memorandum dated December 11, 1946.

We also have a policy of having one In-Service Training Class each week, consisting of an average of 50 Special Agents per class. During the calendar year 1953, when we ran short of funds, we discontinued In-Service Training. If we run In-Service Training throughout the year, with one class per week and an average of 50 Agents attending each class, we would have approximately 2,500 Agents attending In-Service each year. In two years we would have approximately 5,000 in for In-Service. At the present time we have approximately 6,100 Agents on the rolls and it can be seen that mathematically we would be falling behind 1,100 Agents, plus, each year.

The Conference considered the various aspects of this matter, including whether or not we should increase the number of In-Service Training classes or make any change in our policy with respect to the time period required for each Agent to attend In-Service.

The Conference felt that it would be preferable to change our rules and hereafter require that new Agents reporting to the field be scheduled for In-Service two years after they report to the field, and every three years thereafter, and that all other Agents be scheduled for In-Service Training every three years. In this way we would be able to keep In-Service Training on a current basis.

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

Mr. Harbo
Mr. Sizoo

RECORDED - 162

66-2554-11644

INDEXED - 162

20 JUL 30 1954

129

AUG 3 1954

Memorandum to Mr. Tolson

July 29, 1954

Re: In-Service Training

RECOMMENDATION:

The Executives Conference unanimously recommended that effective immediately we change our policy with respect to the time Special Agents are to report for In-Service Training and that hereafter new Agents be scheduled for In-Service Training two years after going to the field, and every three years thereafter, and that all other Special Agent personnel be scheduled to report for In-Service Training every three years.

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MB
H.

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

MR. TOLSON

7/28/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION #351-54

MADE BY [REDACTED]

RECORDS & COMMUNICATIONS DIVISION
SPECIAL MESSENGER SERVICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP2 CJS

SUGGESTION

It is suggested that an appropriately marked receptacle be designated in offices where there are four or more employees so that items to be handled by special messenger service may be placed therein.

ADVANTAGE

The suggesting employee pointed out that, when a messenger responds to a request for a special messenger, it is frequently necessary to interrupt the work of several employees to determine who requested the messenger, as well as the particular service desired. He feels by having the suggested receptacle placed in a particular spot in an office, the work of the messenger could be handled more expeditiously and without interrupting the work of the occupants of the room.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference of 7/27/54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont and Mason. The Conference unanimously recommended unfavorable.

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

cc-Messrs. Sizoo
Harbo

RECORDED - 7
INDEXED - 7
EX - 107

20 JUL 30 1954

66-2554-11645
RAW

53 AUG 2 1954

The Director

7/23/54

The Executives Conference

~~SPECIAL INQUIRY INVESTIGATIONS FOR FEDERAL JUDGES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/90 BY SP 3 eif/js

SUGGESTION

On July 22, 1954, the Conference considered the question whether the FBI should continue its present policy concerning special inquiry investigations for Federal Judges.

PRESENT POLICY

As a matter of courtesy and cooperation, our field offices may accept, subject to Bureau approval, requests from Federal Judges to investigate personnel under their jurisdiction, such as law clerks, personnel of the Probation Office, clerk of the court, deputy clerk of court, U. S. Commissioner and bailiff. (Section 19A, Page 3 of the Manual of Instructions, Paragraph B.(5)).

BACKGROUND CONCERNING THESE INVESTIGATIONS

As a matter of courtesy and accommodation, we conduct investigations of an applicant type for Federal Judges in the event they request them. The SAC calls on the Judge and acquaints him with the results of the investigation after the results have been approved at the Seat of Government and the SAC has been advised thereof. In many instances we have requested that the SAC leave the reports with the Judge if he so desires.

We have been doing these investigations for many years and the files indicate that the practice was, in effect as far back as 1939. We do not advertise this fact to the Judges and there is a small volume.

Last fiscal year we had 41 and in computing our estimates for budget purposes, we submitted an estimated number to be received at 50. Our estimate for 1955 includes provisions to handle 15 of these requests. This number of cases, of course, is not earmarked as such in our budget. In considering the over-all number of Departmental Applicants which the Bureau estimates it will handle, there is included in the total figure an approximation of the investigations which we will conduct for the judiciary.

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

cc - Mr. Sizoo

Mr. Harbo

RECORDED - 7866-2554-11096
INDEXED - JUL 30, 1954

AUG 15 1954

EX-130

Memorandum for the Director

RECOMMENDATION

1. Messrs. Boardman, Parsons, Mohr, Trotter, McGuire, Sizoo, Keay and Kemper recommend we discontinue all such investigations for Federal Judges. They indicated that they do not think that this is a proper function of the FBI; that there is an increasing tendency on the part of Congress to require that all persons be investigated by the FBI and that there is also a possibility that, in view of the trend which is developing, in the light of the aforementioned and of the general trend of thinking, it is possible that we may have an increase in the number of such requests.

9
agree
#

Messrs. Rosen and Mason^{filed} recommend that we continue our present procedure inasmuch as it has not placed an unwarranted burden upon the Bureau in that there were 41 cases during the past fiscal year. The practice has been in existence for approximately 15 years and has constituted no burden. Mr. Mason is opposed to curtailing the present practice for the following additional reasons:

1. He pointed out that to arbitrarily change our practice without exploring whether Civil Service can investigate employees of the judiciary might well result in preventing Federal Judges from having an opportunity to get their employees investigated by anybody. (It is seriously doubted that the Civil Service Commission would have authority to investigate employees of the judiciary.)

2. The Department is aware of our practice of investigating employees of Federal Judges when such investigations are requested by the Federal Judge.

3. It is to our advantage in the FBI to put the Judge on notice as to any unscrupulous individual or undesirable person who may be considered for appointment to a court position.

4. Continuation of the present practice will add no new burdens to the FBI; discontinuance will remove negligible burdens of the FBI; curtailing our present practice can only serve to irritate the Judges.

Memorandum for the Director

II. The Conference unanimously recommended that if any Federal Judge requested that we make a name check for him on any individual that we continue to give him this service in the field.

Respectfully,
For the Conference

Clyde Tolson

OK
H.

Mr. Tolson

7/14/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/98 BY SP2 EJS

SURVEY OF REPORT WRITING PROCEDURES

Investigative Reports

SUGGESTION:

The New York Office by letter dated July 5, 1954, captioned Report Writing, suggested that in cases where a subject is commonly known under an alias that this alias appear after his true name in the titles of all communications, even though all aliases are not required to be set forth.

PRESENT BUREAU PROCEDURE:

The Manual of Rules and Regulations, section 4, page 2, sets forth instructions that the full true name, commonly used variations of true name, nicknames and aliases of all subjects with most widely known variations or aliases listed first after true name and other aliases in alphabetical sequence, but it is not necessary to set forth complete name and aliases other than in first report, summary report and report sent to auxiliary offices where such information is necessary to the investigation.

EVALUATION::

The Records Section advised that the New York suggestion would require additional typing, that the Records Section does and prefers to use the true name when searching and this suggestion does not meet with their approval.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

Present at Executives Conference 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. It was recommended by the Conference that no change be made in the current regulations. Conference unanimously unfavorable.

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

cc: Mr. Harbo
Mr. Sizoo

LHR:mew
SAR

AUG 5 1954

EX-104 RECORDED
INDEXED

76 JUL 29 1954

66-2554-47647
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ORIGINAL COPY FILED IN 66-2435-1467

Mr. Tolson

7/26/54

The Executives' Conference

REPORT WAITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/14/92 BY SP5 EJP/B

QUESTION:

Whether the requirement that dates on which file reviews are conducted should be set forth in the block "period for which made" in investigative reports is desirable.

PRESENT REGULATIONS:

Section 4A2a, (4) of the Manual of Rules and Regulations provides as follows:

- "(4) Period for which made
 - (a) In this space are to appear the dates upon which
 - I. Investigation was conducted
 - II. Administrative functions including file reviews were performed.
 - (b) Do not show
 - I. Date of dictation
 - II. Date complaint taken, unless investigation conducted same date"

OBSERVATIONS:

The present requirement has been in effect for years. The reviewing of files is a very important step in the investigation as much valuable information is secured from this procedure. This is particularly true in security cases. File reviews sometimes consume a great deal of time. It is believed that the dates on which file reviews are conducted should continue to be set forth in the "period for which made" block in investigative reports. SACs Laughlin, WFO; Hostetter, Newark; and ASAC Marchessault, New York, agree.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at Executives Conference of 7/22/54 were Messrs. Boardman, Parsons, Mohr, Trotter, Rosen, Sizoo, Keay, Kemper and Mason. Conference unanimously recommended no change in rules.

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

RECORDED-88

66-2554-11648
AUG 2 1954

INDEXED-88

EX-119

61 AUG 16 1954

TMB:n sp

ORIGINAL FILED IN 66-213-1468

Mr. Tolson

7/21/54

RECORDED
INDEXED - 58

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY 2/5 est/B

WAR PLANS
EVACUATION

The Conference was advised that Federal Civil Defense Administration and Office of Defense Mobilization (FCDA and ODM) have since 10/53 been talking about some plan whereby the top echelon of the various sensitive agencies could be successfully evacuated from the Seat of Government under emergency conditions. The President remarked several months ago that he has difficulty moving in normal Washington traffic even with an escort and could see no way of successfully leaving Washington in an emergency period. He suggested helicopters might be the answer.

It was suggested that Liaison contact FCDA and ODM in an effort to ascertain what, if any, plan or procedure has been adopted to evacuate the top echelon of the various sensitive agencies. If no such plan has been perfected or adopted, an effort be made to see if they have objections to the FBI making discreet contact with the various military agencies in an effort to arrive at some plan which will assure insofar as possible Bureau officials being safely evacuated from Washington during a period of emergency so they will be available to organize and direct the operations of the Bureau from our emergency relocation site.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference of 7/21/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kerper and Mason. The Conference unanimously recommends a liaison man contact the Office of Defense Mobilization to see if any plans are in existence which have not been made available to the FBI regarding a relatively sure way of evacuating key personnel of sensitive agencies; if no such plans are in existence, to ascertain whether there is any objection to the FBI contacting the Military to see if plans can be set up for any necessary FBI evacuation by air and to what extent this technique may be employed. If approved, attached memorandum should go forth containing appropriate instructions.

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

Attachment

cc - Mr. Belmont
Mr. Mohr
Mr. Harbo
Mr. Sizoo

RECORDED - 58

INDEXED - 58 66-2554-11649

18 AUG 2 1954

51 AUG 5 1954

EX-130

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51 AUG 5 1954

DETAILS OF ORIGINAL

RECORDED - 65

INDEXED - 65

~~INDEXED~~ RECORDED
80 AUG 3 1954

EX-103

11650

ORIGINAL FILED IN

2370

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: July 15, 1954

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

FROM : MR. F. J. BAUMGARDNER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/16/92 BY [signature]

SUBJECT: ~~RESPONSIBILITIES PROGRAM~~
Bufile 62-93875

DETAILS:

Under existing instructions we require that authority to disseminate information on Security Index subjects coming within the scope of the program be requested by letter from the field in each instance. Such letter must include a brief and concise summary of the subject's subversive activities and each item must have been received from a reliable informant or from public source material.

Since in many instances the state officials receiving the information take action with respect to the particular subjects, it is incumbent upon us to insure that the data are entirely accurate and completely supported by the material available in our files.

In order that the information we furnish under this Program conform to the above standards in all respects, we propose to add this additional requirement:

Authority will not be granted to disseminate any information under the Responsibilities Program until such time as the person, confidential source or security informant who furnished the information has been recontacted and has affirmed the correctness of the data. Such instructions would apply only to live sources and would not affect existing instructions regarding items of information received from other types of reliable sources which can be considered for dissemination under this Program. It is further proposed that in each individual case the Bureau be in receipt of a current investigative report setting out therein any information developed as a result of the recontacts with previous sources spelling out specifically any data modifying, qualifying or varying with that previously furnished by the particular sources.

RECOMMENDATION:

Attached for approval is an SAC Letter embodying our proposed instructions noted above. It should be noted the contents of the attached have been incorporated into a comprehensive unit for insertion in Section 87C of the Manual of Instructions, dealing exclusively with dissemination.

Attachment sent 7-21-54

SEE ADDENDUM PAGE TWO

FJO:mjt:plb

ADDENDUM: (July 19, 1954, CEH:LL:plb) On 7-19-54, the Executives Conference, consisting of Messrs. Tolson, Boardman, Mohr, Rosen, Parsons, Mason for Harbo, Trotter for Tamm, Kemper for Holloman, Sizoo, and Hennrich for Belmont, unanimously approved the sending of the attached SAC Letter to the field.

WBE

OK
H

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WBE

WBE

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2
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EX-107-1 CONFIDENTIAL

INITIALS ON ORIGINAL

INDEXED - 5

RECORDED - 5

207-X3

~~NOT~~ RECORDED
80 AUG 3 1954

11651

ORIGINAL FILED IN

66-6108-131-57

51 AUG 5 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: 7/27/54

FROM : A. Rosen

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5CJ/S

SUBJECT: * LISTENING IN ON AN EXTENSION
LINE WITH CONSENT OF ONE OF THE PARTIES
(TITLE 47 U.S. Code) UPUC

Olney called to advise that some time ago, he thought in security matters, a question came up as to whether blanket authority could be given to the Bureau to have an Agent listen in on an extension without obtaining specific authority in each case.

Olney stated that while it Results be gotten, he did not want to write a memorandum in answer to the problem which had been raised by the Bureau in a memorandum which was in the possession of Mr. Tompkins and which had been presented to the Criminal Division for consideration, that would in any way limit the activity of the Bureau to the point where it wouldn't be able to get information.

He stated that all jurisdictions except the Second Circuit, which is in New York, feel that it is proper to listen in on extensions without being in violation of Section 605, Title 47 (which is the Wire Tap Statute).

He said that in view of the aforementioned, he would like to have a conference with Belmont and Tompkins in order that the problem could be further inquired into.

I inquired of Olney as to whether he could identify the memorandum to which he was referring and he stated that he could and that he would get in touch with Tompkins who has the memorandum and would thereafter advise me of the particular memorandum he was referring to.

ACTION TAKEN

The memorandum to which Olney is probably referring is a memorandum dated May 19, 1954, which was transmitted to the Attorney General in connection with the following captioned matter:

"Title 47, United States Code, Section 605
Unauthorized Publication, or Use of Communications"

cc - Mr. Belmont

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

JRB
sto

ED
C-5

07

Memorandum for Mr. Boardman

This memorandum was submitted to the Attorney General, following the recommendation of the Executives Conference on May 18, 1954, that the Bureau request blanket authority from the Attorney General to in turn authorize the listening in on a telephone extension with the consent of one of the parties to the conversation in cases involving national security or national defense or where human life is in jeopardy in kidnaping and extortion cases.

A follow-up memorandum was transmitted to the Attorney General on July 2, 1954, making reference to the memorandum of May 19.

~~In the meantime, a copy of this memorandum is being transmitted to Mr. Belmont who has orally been advised of the receipt of the call from Mr. Olney.~~

RECOMMENDATION

Inasmuch as Olney has indicated that he wanted a conference with Tompkins and Bureau representatives concerning the matter and inasmuch as we do not know what he may have in mind, it is recommended that we attend a conference, find out what he has in mind and make no commitments until we have a chance to specifically inquire into the questions which he might raise.

I have alerted Mr. Belmont to this matter and a copy of this memorandum is being transmitted to him for his attention.

ATTACHMENTS

There are attached hereto (1) a tickler copy of the memorandum reflecting the Executives Conference action of May 18, 1954, and (2) a copy of the memorandum to the Attorney General dated May 19, 1954, following the Executives Conference recommendation and approval. We are attempting to locate the originals of these memoranda.

*Memo to Boardman
July 27, 1954
R*

*Yes but make no
commitments.*

*H
2 -*

MR. TOLSON

7/30/54

The Executives Conference

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

The Executives Conference, consisting of Messrs. Tolson, Boardman, Belmont, Mohr, Parsons, Rosen, Sizoo, Kemper, and Q. Tamm on July 29, 1954, considered a suggestion submitted by Special Agent in Charge Wily of Butte, Montana, that Special Employees of the Bureau in Grade GS-8 be permitted to join the Special Agents Mutual Benefit Association (SAUBA).

The Conference felt that this would not be advisable. It was pointed out that a distinction would have to be made between the Special Employees and other Bureau clerical employees who are in Grade GS-8 or above. It is not felt that it would be possible to select one group of clerical employees without giving access to all others.

The Conference unanimously recommends unfavorably as to this suggestion. If you approve, there is attached hereto a letter to SAC Wily so advising him.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/16/92 BY SP5 EJP/BS

Attachment

cc - Mr. Harbo
Mr. Sizoo

RECORDED - 98

66-2554-11652
9 AUG 4 1954

QF:edn
JMN

INDEXED - 98

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

68 AUG 5 1954

MR. TOLSON

7/26/54

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EXECUTIVES CONFERENCE

SUGGESTION #345-54

MRS. [REDACTED]

IDENTIFICATION DIVISION
METAL OR PLASTIC LABEL HOLDERS
BE ATTACHED TO CABINETS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP5 CFB

SUGGESTION

It is suggested that a 42 x 82 label holder be secured to each cabinet row in the Technical Section, Identification Division. It is also proposed that these holders be equipped with a celluloid cover in order that the label may be easily removed.

ADVANTAGES

The suggesting employee pointed out that at present labels are attached to cabinets with acotch tape and because the labels are exposed they become finger marked and must be changed frequently. The scotch tape with which they are fastened to the cabinets deteriorates, rolls up and leaves a black, unsightly mark around each label. The type of holder suggested would eliminate this and would add much to the appearance of the Technical Section.

Mr. Quinn Tamm, Identification Division, believes this suggestion has merit and states this would give a neat appearance to the label on the cabinet rows. Approximately 520 label holders would be needed for fingerprint cabinets on the third floor and approximately 210 label holders would be needed for fingerprint cabinets on the fourth floor, or a total of approximately 730 label holders. The cost of adopting this idea would be as follows:

730 label holders @ 20¢ each (including material and time necessary to make).....\$146.00

7 730 celluloid covers @ 4¢ each (including material and time necessary to make).....29.20
175.20

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

RECORDED - 4
INDEXED - 4
66-2554
AUG 4 1954

Present at the Executives Conference of 7/26/54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. Conference recommended unanimously favorable. Attached is appropriate letter to Mrs. [REDACTED] commending her for her suggestion.

Attachment
cc-Messrs. Sizoo
Harbo

ORIGINAL COPY FILED IN 44-1821-10117
1163

b6
b7c

MR. TOLSON

8/3/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 CFB/S

SUGGESTION #306-54
MADE BY SA THOMAS A. BRONSTAD
SAN ANTONIO OFFICE

PROPOSED REVISION IN FORM FD-209
(MEMORANDUM FOR RECORDING CONTACTS
WITH SECURITY & CRIMINAL INFORMANTS)

SUGGESTION

It is suggested that Form FD-209 (Memorandum for Recording Contacts With Security and Criminal Informants) be altered to add two more blanks, as follows:

Payment _____

Time Spent _____

A sample copy of Form FD-209 is attached for information purposes.

ADVANTAGES

The suggesting employee believes that having the payment recorded on the Form FD-209 will facilitate auditing of blue slips. By having time spent in contacting informants recorded on Form FD-209, he feels this will result in such information being set forth by the Special Agent on a document recording the contact and this procedure will aid in supervision and in preparation of reports concerning time spent by Special Agents in contacting informants. Inspector B. C. Brown favors the suggestion.

DISADVANTAGES

Use of Form FD-209 (Memorandum for Recording Contacts With Security and Criminal Informants) is optional with each Special Agent in Charge, in accordance with 108-F, Manual of Instructions.

EX-123

RECORDED - 58
INDEXED - 58

66-2554-11654

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

Uniform field office system of recording payments to informants was put into effect 7/1/54, in accordance with No Number SAC Letter 54-G, 6/9/54.

Investigative Division is opposed to the adoption of the suggestion and points out that the "Time Spent" figure should include only that time spent in developing new informants and should not include all contacts with informants, in accordance with 108-H, Manual of Instructions.

cc - Messrs. Sizoo & Harbo

Attachment

RAM

Memorandum to Mr. Tolson.

Domestic Intelligence Division does not believe that recording of payment on Form FD-209 would serve any worth-while purpose. In addition, they state that, inasmuch as Number Three Cards maintained by all field offices reflect time spent by agents in contacting informants, having this information recorded on Form FD-209 would serve no worth-while purpose.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference of 8/5/54 were Messrs. Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. The Conference recommended unanimously unfavorable.

MR. TOLSON

8/3/54

EXECUTIVES CONFERENCE

SUGGESTION #312-54
MADE BY SA(A) FRED C. FINLEY
NORFOLK OFFICE
ASSIGNMENT CARDS (FORM FD-1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP2 CI/BS

SUGGESTION

It is suggested that the field be instructed to discontinue placing the name of the city where the major portion of work is to be conducted on Assignment Cards, except in those instances in which the case is to be unassigned. Sample Assignment Card is attached hereto.

PRESENT PROCEDURE

Manual of Rules and Regulations, Section III, page 17, requires placement of the name of the city where the major portion of work is to be conducted on Assignment Cards.

In assigned cases; the original Assignment Card is filed behind the name of the agent to whom the case is assigned, by classification and file number. The duplicate card is routed to the agent to whom the case is assigned and the triplicate Assignment Card is filed in a tickler card box under the date on which the supervisor desires to review the file to check the progress of the case, normally 45 days.

In unassigned cases; the duplicate Assignment Card is filed in the Road Work Box under the name of the city where the major portion of the work is to be conducted.

ADVANTAGES

SAC Letter 118, dated 11/7/52, states in Section K, that all active investigative cases should be immediately assigned upon receipt. Section III, page 17, 3-B of Manual of Rules and Regulations states, although it is desirable to assign cases immediately after receipt, sometimes it is necessary to defer the assignment temporarily. From this; the suggesting employee states it would appear that placing of the case in an unassigned status would be a rarity and the main value of such information would be

- Tolson
 - Boardman
 - Nichols
 - Harbo
 - Mohr
 - Parsons
 - Rosen
 - Tamm
 - Sizoo
 - Winterrowd
 - Tele. Room
 - Holloman
 - Gandy
- Attachment
cc - Messrs. Sizoo
Harbo
amg

RECORDED-117

INDEXED-117

13 AUG 4 1954

51 AUG 5 1954

Memorandum to Mr. Tolson

appear to be that clerks could place the duplicate Assignment Card on the unassigned case in the proper section of the Road Work Box (under the name of the city where the major portion of the work is to be conducted). The fact that few cases are presently carried as unassigned would seem to nullify the value of this administrative step, the suggester feels.

DISADVANTAGES

SAC R. L. Falst of Norfolk advised the present system is advantageous to divisions with a large number of Resident Agencies and Road Work territories. It facilitates the constant analysis of workload trends in each area. Such a continuing analysis is necessary to insure efficient utilization of personnel within the division. The degree of usefulness is contingent on the physical setup of the division. For the sake of uniformity, SAC Falst believes the present system should be retained and Inspector Frank H. Strong agrees with these comments.

SAC L. L. Laughlin of Washington Field Office agrees with the statement of SAC Norfolk that the present system is particularly meritorious in those offices which have Resident Agencies and Road Work areas. He states it would not be of any particular value to Washington Field Office.

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

Present at the Executives Conference of 8/9/54 were Messrs. Callahan, Tamm, Parsons, Stead, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. The Conference unanimously recommended no change.

Mr. Tolson

8/3/54

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b7c

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 efb

SUGGESTION NO. 337-54

MADE BY MI S [redacted]

RECORDS AND COMMUNICATIONS DIVISION

PERSONNEL FILES - RECOMMENDING UNFAVORABLY

RECOMMENDED APPLICANTS

SUGGESTION:

It is suggested that a new file entitled "Unfavorable Applicants" be opened in the Personnel Records Section to contain all the mail regarding applicants who are recommended unfavorably for Bureau employment.

PRESENT PROCEDURE:

All pieces of mail on an applicant who has been recommended unfavorably are stapled together and handled as one serial and filed in individual file jackets.

VIEWS OF RECORDS & COMMUNICATIONS DIVISION:

Records & Communications Division is opposed to the adoption of the suggestion for the following reasons:

1. Suggested procedure has been used in the past in the Personnel Records Unit during the Emergency Personnel Program. It is not a satisfactory way to file correspondence. In a great many instances the individual who has been unfavorably recommended for employment will communicate with the Bureau to inquire concerning the status of the application. This requires an answer to the individual. With the additional correspondence, it then becomes essential that a separate individual file be opened and to avoid duplication the material previously placed in the general file is taken out and refiled in an individual file.

2. In connection with locates, it is well known in the Records Section that a general file causes a great deal of difficulty. Correspondence relating to a number of individuals is filed in one file. When the file is in use in connection with handling material relating to one individual, locates develop for the file because of the numerous names and material in the file.

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

cc: Mr. Harbo
Mr. Sizoo

EX-123

RECORDED-117
INDEXED-117

13 AUG 4 1954

51 AUG 5 1954

RA

EXECUTIVES CONFERENCE CONSIDERATION:

EDH:cs

Present at the Executives Conference of 8/3/54 were Messrs. Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kenper and Mason. The Conference recommended unanimously unfavorable.

MR. TOLSON

8/3/54

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EXECUTIVES CONFERENCE

SUGGESTIONS #381-54 & #382-54
MADE BY [REDACTED]
AND [REDACTED]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/83 BY SP3 CJS/B

IDENTIFICATION DIVISION
IDENTIFICATION BUILDING
OR AIR-CONDITION BUILDING

SUGGESTION

It is suggested that the classrooms in the Identification Building (particularly Room 5114) be air-conditioned or that screens be placed on the windows to keep insects out.

ADVANTAGES:

Both suggesting employees indicate that adoption of their ideas would keep insects out of the Identification Building.

It is noted that there are eleven classrooms in the Identification Building.

PREVIOUS CONSIDERATION BY EXECUTIVES CONFERENCE:

Executives Conference memorandum of 8/24/51, points out that ever since the inception of the night force in the present Identification Building, there has been a problem in eliminating insects inasmuch as these insects cause discomfort to the employees.

The building management was requested to screen all windows; however, the cost was too great, they claimed. At this time an estimate was secured by Mr. Glavin as to the cost of screening the building, not counting the basement and the seventh floor. The cost was estimated at \$36,000. For security reasons, some windows on the first floor of the Identification Building were screened at Bureau expense. It should be noted that Mr. N. P. Callahan of the Administrative Division advised in the District of Columbia the FBI's funds are not available for such maintenance items to Federally owned and operated buildings inasmuch as this is the function of General Services Administration, whose funds only are available for such purposes.

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

cc-Messrs. Sizoo Harbo

RECORDED - 63
INDEXED - 63

66-2554-11057

13 AUG 4 1954

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51 AUG 5 1954

EX-130

Memorandum to Mr. Tolson

Re Air Conditioning Identification Building

Executives Conference memorandum of 6/15/53 reflects General Services Administration in September, 1952, advised it might be possible to air-condition one wing on each floor of the Identification Building above the first floor as an experiment to determine whether employees working under air conditioning will produce more work than under ordinary conditions. General Services Administration engineer on air conditioning, Mr. [redacted], stated they were still interested in the experiment; however, they would like to air-condition the third wing of the Technical Section on the fourth floor only, at a cost of approximately \$50,000. Mr. [redacted] stated at that time he would like to compare the production and accuracy of the work of persons assigned to an air-conditioned area with that of employees working in non-air-conditioned areas. This was confirmed by letter from General Services Administration to the Director 11/24/53. Bulet to Mr. Charles A. Peters, Director, Buildings Management Division of General Services Administration 12/8/53 advised that the Bureau is willing to make the space available for such an experiment and in connection with the experiment will be glad to furnish statistics as to production, errors, sick leave and annual leave on the basis of final figures, and requests advice as to when the installation is contemplated. This was approved by Executives Conference 9/30/53.

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Mr. Hottel of the Identification Division advised that General Services Administration has not as yet received their appropriation for this purpose.

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

Present at the Executives Conference of 8/3/54 were Messrs. Boardman, Belmont, Nichols, Callahan, Tamm, Parsons, Sizoo, Rosen, Kemper and Mason. The Conference unanimously felt that the Bureau could take no action at this time inasmuch as FBI funds could not be spent for screening; the General Services Administration has already promised to put in experimental air conditioning but General Services Administration at this time has no funds. The Conference recommended no action at the present time.

Mr. Tolson

7/19/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP5/BJB

BUREAU WAR PLANS - EVACUATION SITE FOR EMERGENCY USE

Present at the Executives Conference 7/19/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Heinrich, Boardman, Rosen, Nichols and Mason.

The Conference considered whether we should continue to consider Shepherd College at Shepherdstown, West Virginia, as the most logical site for emergency evacuation headquarters for FBI or whether we should hold Shepherd College in reserve and consider the Richmond Field Office or the FBI Academy at Quantico as first choice for evacuation.

DISADVANTAGES OF SHEPHERD COLLEGE AS AN EVACUATION SITE:

1. College is not under FBI control; therefore, impossible to store vital records at Shepherdstown; will take a varied period of from several hours up to hook up appropriate telephone and teletype communications; radio facilities limited to contact with Washington and Waldorf-Clinton and very nearby field offices; radio facilities currently installed at Shepherdstown use hand key sending which is slow and contact cannot be made with distant offices without extensive and expensive remodeling.

2. Shepherd College is located right in the town of Shepherdstown with houses interspersed between college buildings so that a guard problem is posed.

3. We are spending monthly the sum of \$1,121.70 for standby communications facilities and can currently get no use out of them and any expenditure we make at Shepherdstown is made on property not under FBI control and no return is likely for any of these expenditures except during an emergency.

ADVANTAGES OF SHEPHERDSTOWN:

1. It is close to High Point (25 miles), the nation-wide evacuation headquarters of Civil Defense and Office of Defense Mobilization; about 25 miles from the evacuation headquarters of the President; rather centrally located as to evacuation points of other key agencies.

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-17321-1 (7-18-52)

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

cc: Mr. Harbo
Mr. Sizoo

RECORDED - 86

AUG 4 1954

INDEXED - 86

EDM:mew&dmg

EX-103

ORIGINAL COPY FILED IN 66-17321-336

66-2554-11658
KAM

Memorandum to Mr. Tolson

(Revised pg. 2, Exec. Conf. memo 7/19/54
re War Plans EDH:mew.)

2. Being in the mountains, it is 75 miles from Washington and thus not likely to be affected in the event of a Washington bombing. Richmond is 110 miles from Washington, Quantico is roughly 35 miles from Washington. Quantico is 70 miles from High Point and Richmond is 150 miles from High Point.

3. We already have a small radio station installed at Shepherdstown and do have a microwave link installed (cost \$50,000). At any evacuation point we must have a microwave link with other sensitive agencies and we would have to explore what it would cost to run microwave to Richmond or to Quantico.

GENERAL OBSERVATIONS:

Every field office city (except Butte) is a target area. Some are critical target areas, such as Washington, New York, Baltimore. We have complete possession of the building at Quantico. We might be able to work out arrangements to use it as evacuation headquarters and take care of any training of Agents during an emergency from buildings at our new ranges. There is some talk of Quantico becoming alternate headquarters for the Marine Corps. SAC Sloan states the feeling among the Marine command is that Quantico will not be a critical target but will be a secondary target in the event enemy bombers could not drop bombs on first target. As you know, the Marines use Quantico as a school rather than as a garrison. We occupy space in the Southern States Building in Richmond; we have no extra space in the Southern States Building. In order to keep us in their building they have already diverted many of their own employees to commercial space elsewhere in Richmond. Possibly we could arrange with Southern States Co-operative to make immediately available to us an additional floor or two above or below the Richmond Field Office in an emergency. If we use Richmond as an alternate headquarters, we could arrange for ample telephone and teletype facilities; already installed is a radio station of identical power with that now at Shepherdstown and this could be increased in power; we would have complete control of the space and could store any vital documents there at will. If we use Quantico, some difficulty might be experienced in putting in additional telephone lines and teletype and this would have to be explored. We would also have to check on whether a radio station could be installed. None is now installed at Quantico.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference unanimously recommended that the Director's approval be obtained to do the following:

Memorandum to Mr. Tolson

1. Have liaison immediately contact the Office of Defense Mobilization and ascertain whether there would be any objections to our considering Richmond as first choice for evacuation headquarters; our facilities at Quantico as second choice for evacuation headquarters. Office of Defense Mobilization is in charge of War Plans for sensitive agencies such as FBI; Civil Defense is in Charge for non-sensitive agencies. All of our War Plans have been submitted to Office of Defense Mobilization. If approved, SAC Sloan, Quantico, will first contact Quantico Commandant to see if he has any objections before Liaison contacts Office of Defense Mobilization.
2. Appropriate facts be obtained as to costs, availability of space and other factors so that the Bureau can reconsider whether to designate Richmond as first choice and Quantico as second choice in lieu of evacuating to Shepherdstown.

In the event the Director approves there is a memorandum attached instructing Mr. Belmont to have Liaison obtain views from the Office of Defense Mobilization. Also attached is an appropriate memorandum to Mr. Parsons instructing that he obtain facts and figures on what it would cost to install a microwave link at Richmond and also the cost for such installation at Quantico, as well as additional costs which might be necessary in connection with increasing radio station power at Richmond and completely installing a radio station at Quantico. The Training and Inspection Division is also securing facts and figures regarding Quantico. Contact by Richmond with Southern States Co-operative will be held in abeyance temporarily pending other findings.

MR. TOLSON

8/3/54

EXECUTIVES CONFERENCE

SUGGESTION #308-54
MADE BY SA JAMES M. CHARVES
BOSTON OFFICE
MAINTENANCE OF FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/85 BY SP5 CJS

SUGGESTION

It is suggested that the present case file be divided into two sections separated by a divider (file cover) or in two separate case files where the case consists of several volumes.

Section I would be the Investigative Section, and would contain copies of all summary and investigative reports. This section would contain all investigative data in report form and provide an orderly presentment of data developed in the course of investigations.

Section II, the Administrative Section, would contain copies of all letters, memoranda, etc., serialized in the order in which they are received.

ADVANTAGES

The suggesting employee states in many instances investigative reports are buried in a maze of administrative data, necessitating lengthy file reviews to arrive at the substance of the investigative report. By adopting his suggestion the employee felt there would be an orderly presentation of facts developed by actual investigation in the file and this would save both agent and supervisory time consumed in the handling of these files.

SAC H. G. Foster of Boston believes the suggestion has merit and should be considered by offices with a large volume of Security cases for a determination as to whether the benefit derived would be sufficient to justify the additional serializing by the Chief Clerk's Office.

DISADVANTAGES

Mr. L. B. Nichols of the Records and Communications Division and SAC Laughlin of Washington Field Office opposed the adoption of this suggestion and pointed out that there is no problem in finding and reviewing investigative reports when filed under our present procedure. To review a file up-to-date it would necessitate going

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

RECORDED - 25
INDEXED - 20

66-2554-11659

57 AUG 5 1954

RIM

Memorandum to Mr. Tolson.

over the material in the so-called administrative section since much of the data received from informants, sources, etc., would be in that section, pending preparation of a report. The suggested procedure would involve handling two files by the reviewing supervisor. From a clerical standpoint, the suggestion would entail additional serializing and handling and also in time this suggestion would require additional file cabinets and space.

A similar suggestion was submitted by Miss [redacted] of the Identification Division on 1/7/54, and was considered unfavorably by the Executives Conference on 1/20/54.

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EXECUTIVES CONFERENCE CONSIDERATION: EDH:cs

Present at the Executives Conference of 8/3/54 were Messrs. Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. The Conference recommended unanimously unfavorable.

MR. TOLSON

July 28, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/6/92 BY SP3 CJP/PS

The Executives Conference of July 27, 1954, consisting of Messrs. Tolson, Tamm, Parsons, Sizoo, Belmont, Mason, Rosen, and Mohr, was advised of the current policy concerning continuing work in hot weather, which is set forth in a policy statement dated July 7, 1954. According to a memorandum from Mr. S. A. Andretta, Administrative Assistant Attorney General, dated July 22, 1954, this policy statement was recently forwarded to the Attorney General by the White House with a memorandum calling attention to the necessity of uniformity in the handling of this matter and urging observance of the policy by all Departments and Agencies in the metropolitan Washington area.

Mr. Andretta advised that no dismissals should be authorized without prior approval from his office and that the necessary reports to the Public Buildings Service concerning any such dismissals would be prepared by the Department.

As a matter of policy we have always followed instructions from the Department concerning the dismissal of Bureau employees from buildings because of excessive heat.

The policy statement dated July 7, 1954, in the first paragraph, sets forth the statement that dismissals due to excessive heat in most work places in metropolitan Washington should be non-existent or rare. It goes on to state that some establishments commonly have very hot conditions but employees are accustomed to them and work as a matter of course and that the only exceptions should be a few installations where working conditions in hot weather become unusually bad. It points out that emphasis should be placed on correction of such places and that until corrected any dismissals should be considered emergency leave. The policy statement goes on to state that employees should be moved from areas where the heat is excessive and that steps should be taken to assist employees in adjusting to weather conditions in Washington.

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

RECOMMENDATION:

The Conference recommended that the attached memorandum go forward to all Assistant Directors and the Special Agent in Charge of the Washington Field Office, with a copy of the policy statement dated July 7, 1954, for their information.

RECORDED - 76

INDEXED - 76

66-2534-11660

cc: Mr. Harbo
Mr. Sizoo
AUG 6 1954

MR. TOLSON

8/3/54

EXECUTIVES CONFERENCE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 CFB

SUGGESTION #297-54

MADE BY SA [REDACTED]

WASHINGTON FIELD OFFICE

USE OF AIR-TELS BE DISCONTINUED

I. SUGGESTION

It is suggested that the use of Air-Tels be discontinued and instead a regular memorandum form be used.

ADVANTAGES

The suggesting employee stated that in Applicant-type cases difficulty has been experienced by reason of the fact the Air-Tel is entirely capitalized, necessitating reading each and every line to be certain all names are noted and, where necessary, are searched through the indices. In regular memorandum form, only the names would appear in capital letters and could be easily spotted. He also noted that at present Air-Tels are typed in capital letters and double-spaced, requiring a minimum of two typewritten pages, whereas if the memorandum form were used and normal typing procedures followed, the entire content of the Air-Tel could be reduced to one page without eliminating any of the words used. The employee felt that such memoranda could be dispatched in the same manner as Air-Tels, by Air Mail or Air Mail Special Delivery, as circumstances require. If the Bureau desires these memoranda could receive preferential treatment by the receiving office such as is accorded teletypes and this could be accomplished by stapling to the memoranda "Special" tags to indicate the communication is to receive preferential processing.

SAC Laughlin of Washington Field Office favors adoption of the suggestion and states the idea will undoubtedly save stenographic time because it will reduce the number of pages in preparing communications, will reduce assembly time, and will promote supervision and clerical processing since the communication will be prepared in normal paragraph form, with only proper names capitalized for easy and quick reference. Savings will also be realized in paper costs.

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

DISADVANTAGES

RECORDED - 9
INDEXED - 6

66-2534-11661

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KRM

Mr. L. B. Nichols of the Records and Communications Division is opposed to abolishing the use of Air-Tels and pointed out the use of Air-Tels has enabled the Bureau to make tremendous

55 AUG 1954 7 65
dmg

cc-Messrs. Sizoo & Harbo

Memorandum to Mr. Tolson

savings in teletype costs. These communications are handled upon receipt as expeditiously as teletypes. To receive such handling they must be distinctive and should not appear as regular memoranda with or without special tags.

Air-Tels received at the Seat of Government must be double-spaced to allow for the insertion of the meaning of teletype abbreviations, such as TESUR and FISUR (Technical Surveillance and Physical Surveillance), before they are routed to the Director's Office. If these communications are to be appropriately paragraphed and only proper names and other matter normally written wholly in capital letters in memoranda be capitalized, they will not retain their current distinctive appearance unless a distinctive form is used.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference of 8/3/54 were Messrs. Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kenper and Mason. The Conference recommended unanimously unfavorable.

II. SUGGESTION PROPOSED AS AN ALTERNATE MEASURE
BY WASHINGTON FIELD OFFICE

If the foregoing suggestion is not approved by the Bureau, it is suggested the same rules now applied to the use of Air-Tels be continued except that instructions be issued that Air-Tels be prepared the same as any other communication, that is, they be single spaced, only proper names be capitalized, and appropriate paragraphing be used to facilitate reading and supervision.

OBSERVATIONS

Mr. L. B. Nichols of the Records and Communications Division suggests that no change be made in the present procedure.

Memorandum to Mr. Tolson

It is noted that similar suggestions have been made previously by Miss [redacted] of the Investigative Division on 2/5/53; by SA [redacted] of the Pittsburgh Office on 8/25/53; and by [redacted] of the Investigative Division on 9/1/53. All of these suggestions were previously considered unfavorably.

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EXECUTIVES CONFERENCE CONSIDERATION; EDM:cs

The Conference recommended unanimously unfavorable.

MR. TOLSON

7/23/54

MR. R. T. HARBO

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/80 BY SP5 EJS

SUGGESTION OF MRS. [REDACTED]
MAY 10, 1954 (PUBLIC HEALTH ADVISOR,
GENERAL HEALTH SERVICES, DEPARTMENT
OF HEALTH, EDUCATION AND WELFARE)

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BACKGROUND

Washington

Under the Government Employees' Suggestion Program which applies to all portions of the Executive Branch of the Government, any employee may make a suggestion relating to any other portion of the Executive Branch. Mrs. [REDACTED] works for Public Health Service, which is a part of the Department of Health, Education and Welfare, which agency is located in the immediate vicinity of the Identification Division Building of the FBI (one block away).

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Parking Space at

In accordance with the regulations of the Government Employees' Suggestion Program that all suggestions be submitted in writing and be considered by appropriate officials, including the Suggestion Committee of each agency, Mrs. [REDACTED] on May 10, 1954, submitted a suggestion to her Supervisor, [REDACTED]. This went through various channels of the Department of Health, Education and Welfare and by memorandum of July 9, 1954, was referred to the FBI from the Executive Secretary, Bureau of State Services, Board on Employee Awards (Department of Health, Education and Welfare).

THE SUGGESTION

"In view of the great demand for parking on the streets in the vicinity of the HEW Buildings, it seems unnecessary that spaces should be assigned for taxicabs along the 3rd Street side of the FBI Building. I have noted that the reserved area is rarely occupied and have wondered why the signs restricting the parking cannot be removed, thereby leaving the area free for a minimum of three cars."

INDEXED-45

EX-130

NOT RECORDED
141 AUG 10 1954

ACTION TAKEN BY FBI AS TO SUGGESTION

Considered by Executives Conference 7/20/54. Present were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Henrich, Boardman, Rosen, Kemper and Mason, who recommended unanimously unfavorable as to the suggestion because:

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

Attachment

71 AUG 18 1954

ORIGINAL COPY FILED IN 66-1437-1031-1072

Memorandum to Mr. Tolson

1. There is space for three taxicabs in front of the Identification Building of the FBI; this space was allotted by the District of Columbia Government.
2. The space is used by taxicabs and also by large trucks which have no other place to unload equipment for the Identification Building employees of the FBI.
3. There is no other emergency parking place adjacent to the Identification Building.

ACTION TO BE TAKEN

In accordance with the regulations under the Government Employees' Suggestion Program which applies to all agencies, the Suggestion Committee of the FBI is required to consider the suggestion. Inasmuch as the Executives Conference is the duly appointed Suggestion Committee of the FBI, the appropriate action has been taken.

It is also required that notification go to employee [redacted], Public Health Service, as to the outcome of consideration. Since we know nothing of the background of Mrs. [redacted] the Executives Conference unanimously recommended that an appropriate letter go to the Executive Secretary, Bureau of State Services, Board on Employee Awards, Public Health Service, inasmuch as that individual first referred Mrs. [redacted] suggestion to the FBI. The Executive Secretary is being requested to appropriately notify Mrs. [redacted]. A suggested communication is attached. If the communication is approved, no further action will be necessary by the FBI.

b6
b7c

RECOMMENDATION:

Attached letter go forth to the Executive Secretary, Bureau of State Services, Bureau on Employee Awards, Public Health Service.

MR. TOLSON

8/5/54

b6
b7c

EXECUTIVES CONFERENCE

~~CONFIDENTIAL~~

SUGGESTION #347-54

MADE BY [redacted]

SAN ANTONIO OFFICE

AND

SUGGESTION #348-54

MADE BY [redacted]

SAN ANTONIO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

Classified by ~~SP5 EJS~~
Declassify on: OADR / ~~FCR~~ 323, 613
FOR INSTRUCTIONS AS TO DISSEMINATION
SEE FILE 66-629-(9-18-52)

SUGGESTION #347-54

use of

It is suggested that when the machine coding device of a field office is out of operation plain text code words be used in teletypes to advise other field offices to discontinue or to commence the use of machine coded communications with the office having the defective machine. in teletypes to advise other office to discontinue or to commence the use of machine

It is proposed that one code word, such as "Xray" would mean "Bureau Codes," one word, such as "Less" would mean "out of order" and another word, such as "Plus" would mean "in service again."

For example: Washington in advising all offices by teletype to discontinue use of machine coded communications with San Antonio: "XRAY. LESS SAN ANTONIO." When San Antonio's machine coding device is back in service, the Bureau is advised: "XRAY. PLUS SAN ANTONIO," and this is then relayed by Washington to the other offices.

ADVANTAGES

RECORDED - 69

INDEXED - 69

66-253-11663
AUG 9 1954

Access to the coding machine is highly restricted. The present system requires both encoding by the addresser and decoding by the addressee, and much time is consumed when it becomes necessary to locate responsible personnel to decode the coded teletype. The suggesting employee feels the suggested method would eliminate all waste of time as the meaning of the teletype would be recognized immediately under the proposed system. In addition, the employee feels the suggested method would reduce the cost of teletypes.

SAC M. P. Chiles, San Antonio, believes this suggestion has merit and he believes the simple signal device, as outlined, would effect a substantial saving in time and effort on the part of personnel used in coding and decoding routine messages of this nature.

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

Harbo

~~CONFIDENTIAL~~

INITIALS ON ORIGINAL

AUG 18 1954

ORIGINAL COPY FILED IN 1670

DISADVANTAGES

~~CONFIDENTIAL~~

The use of arbitrary code words may set a precedent for such arbitrary code words for other situations and the Bureau will be besieged with additional code suggestions. Mr. D. J. Parsons of the FBI Laboratory and Mr. L. B. Nichols, Records and Communications Division, feel this would build up another Bureau code and this would be insecure and undesirable. In addition, they state the suggestion involves some plain text and would have to be limited to teletype use.

ALTERNATE SUGGESTION MADE BY FBI LABORATORY

Mr. D. J. Parsons of the FBI Laboratory advised that the Cryptanalysis-Translation Section favors, for this purpose, use of two additional groups in the C Code Book representing phrases indicating AFSAM 7 (new cipher machines) operative and inoperative.

RECOMMENDATION OF THE FBI LABORATORY

1. Since new AFSAM 7 machines will be furnished to each field division in the near future, it is recommended no action be taken relative to this suggestion until experience demonstrates the extent or existence of a problem.
2. The Communications Section, Records and Communications Division, will follow Bureau experience with AFSAM 7 machine breakdowns for six months and then reconsider these two suggestions.

Mr. L. B. Nichols agrees.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/5/54, composed of Messrs. Boardman, Mohr, Tamm, Conrad, Sizoo, Kemper, Belmont and Harbo, unanimously concurred with the foregoing recommendations that no action be taken at present but that the matter be reconsidered after six months experience with the new coding equipment.

SUGGESTION #348-54

1. San Antonio Office has machine coded radio traffic for Miami. When San Antonio advises San Diego (relay station) that there is traffic for Miami and the coding machine of Miami is inoperative, it is suggested San Diego advise: "QXX MM," - QXX signifying the coding device at Miami is out of service and another coding system or another means of communication should be employed. The signal "QXX" could signify Miami is back in service.
2. It is also suggested that if this idea is adopted, "Q" signals for this purpose be added to the "Q" signal list in effect.

~~CONFIDENTIAL~~

ADVANTAGES

~~CONFIDENTIAL~~

The suggester feels the proposed system would be an expeditious method of advising radio operators concerning machine coded traffic without a breach of security and during an emergency when all radio stations will be in operation there would be no need to bear the expense of teletypes. SAC M. P. Chiles, San Antonio, favors the suggestion and believes it would bring about both savings in time and effort should such a signal system be placed in effect.

Mr. D. J. Parsons of the FBI Laboratory and Mr. Mr. Nichols of the Records and Communications Division state additional radio "Q" signals "QXX" and "QXY" appear to be workable signals for radio contacts, providing there is absolutely no additional radio chatter accompanying them. However, it is pointed out the relay problem cited involving, for example, San Antonio and San Diego, will not be pertinent inasmuch as all offices will be holding AFSAM 7 equipment and should be advised simultaneously when any office has both machines inoperative. (X)

OBSERVATIONS

Mr. Parsons of the Laboratory advised the above suggestions appear to be based on Bureau use of CSP 1700 machines, for which there is but one machine per office for most offices now using cipher machines. Two of the new AFSAM 7 cipher machines and four cipher units for each field division have been ordered to facilitate coding operations and to provide a spare machine in the event of a machine breakdown. This equipment will go into operation in the very near future and it is believed there will be very few instances of both machines being inoperative at the same time for any particular office. (X)

RECOMMENDATION OF FBI LABORATORY

1. Since there will be two AFSAM 7 machines for each field division in the near future, it is recommended no action be taken relative to this suggestion until experience demonstrates the extent or existence of a problem. (X)

2. The Communications Section, Records & Communications Division, follow Bureau experience with AFSAM 7 breakdowns for six months and then reconsider the suggestion. (X)

Mr. L. B. Nichols agrees with the above recommendations.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/5/54, composed of Messrs. Boardman, Mohr, Tamm, Conrad, Sizoo, Kemper, Belmont and Harbo, unanimously concurred with the foregoing recommendations that no action be taken at present but that the matter be reconsidered after six months experience with the new coding equipment.

~~CONFIDENTIAL~~

Mr. Tolson

7/19/54

Executives Conference

FIELD STENOGRAPHERS' MANUAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/6/98 BY SP5 CFB

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 Pittsburgh Office has suggested that the preferred heading on page 2 and subsequent pages of intra-Bureau letters and memoranda be shown.

OBSERVATIONS:

The Field Stenographers' Manual presently requires that the second and subsequent pages of a letter to the U. S. Attorney be headed:

(Name of U. S. Attorney) (Date)

Re: (TITLE OF CASE) RECORDED - 23
(CHARACTER OF CASE) INDEXED - 23
NOT RECORDED

138 (AUG 10 1954)

For all other letters going outside the Bureau the following heading is used:

Mr. John M. Doe (Date)

To date, there has been no requirement concerning the preferred heading on page 2 and subsequent pages of intra-Bureau letters and memoranda. These pages are stapled and it may not be absolutely necessary that any identifying data appear at the heading of the second page or subsequent pages. However, in the interest of uniformity, it might be well to set out a preferred heading and it is suggested that the heading be as follows: Name of the office to which the communication is going, file number of the addressee and date.

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

cc: Mr. Sizoo
Mr. Harbo

FMB:dmb
AUG 19 1954

INITIALS ON ORIGINAL

54-27-366-54

ORIGINAL COPY FILED IN 66-2256-144

RHM

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 7/19/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Henrich, Boardman, Rosen, Nichols and Mason. Conference unanimously unfavorable.

5039-2 366-34

MR. TOLSON

August 4, 1954

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/6/82 BY SP5CFL/BS

SUGGESTION #296-54

MADE BY [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
NAME CHECKS - USE OF SPECIAL INDEX CARD

b6
b7c

SUGGESTION INDEX CARD INDICATING PREVIOUS NAME CHECKS

INDEX CARD NON DEROGATORY NAME CHECKS

It is suggested that a special card be placed in the Bureau's general indices when a name check is handled on a prominent individual on whom there are in the index numerous references, which upon review are found to be non-derogatory in nature. Sample of proposed special index card is attached hereto.

ADVANTAGES

Under present procedures the suggesting employee states when searches are made of prominent individuals it is sometimes necessary to list numerous references appearing in the index, even though the information is not derogatory. Although index cards do contain identifying information, they do not indicate whether the information is derogatory or not. The suggester believes a special card could be made relative to references on prominent persons, thereby eliminating unnecessary listing again of non-derogatory information. His thought was that this could be accomplished by having the reviewing supervisor handling the current name check form send a routing slip notifying the Name Check Unit as to the name of the prominent person on the form, the supervisor's name and room number, the type of form handled and the date he handled the form, together with information as to the fact that the name check was negative and no derogatory information was found in Bureau files. This information would be transferred to a special index card and the card would then be filed in its proper place in the index. In the event of a subsequent name check on the same individual, the suggesting employee's idea was that this special card would eliminate the necessity of again reviewing the numerous references in the Bureau's files prior to the last date listed on the special index card. The suggesting employee felt this would reduce the number of references to be reviewed by the File Review Unit.

DISADVANTAGES

RECORDED-61

66-2551-11665
RECORDED

INDEXED-63

138 AUG 11 1954

Mr. Nichols of the Records and Communications Division advised that, although this suggestion could possibly save some file review work, he was opposed to the adoption of the idea, for the following reasons:

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

cc Messrs Sizoo and Harbo
Attachment

ORIGINAL COPY FILED IN 62-605-7-390

INITIALS

Memorandum to Mr. Tolson

1. Instances in which such a procedure would be of value occur infrequently;
2. Information which may not be considered derogatory at one time may be considered so at a later date;
3. Identifying information submitted may be different one time from another so that what may not be identifiable with the individual at one time may be at another time;
4. Inasmuch as the individuals concerned usually are prominent, it would appear inadvisable to eliminate prior references, based on the suggested procedure;
5. Employee proposes that a card be prepared from a routing slip prepared by the agent handling the name check form in the Name Check Section, Investigative Division. This would mean the preparation of an index card without basis in the files, a practice which does not appear to be desirable.
6. It is understood that the Name Check Section at the present time, in certain instances involving prominent individuals, prepares a memorandum for file. It is believed that present procedures are adequate and that any unusual or involved searches containing numerous references of a negative nature on prominent individuals can be referred to the Name Check Section for appropriate handling in preference to adopting Mr. [redacted] suggestion.

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b7c

EXECUTIVES CONFERENCE CONSIDERATION

The foregoing was rechecked and resurveyed by Mr. Nichols after which the Executives Conference consisting of Messrs. Callahan, Tamm, Parsons, Sizoo, Boardman, Rosen, Mason, Kemper, Belmont and Nichols unanimously disapproved the suggestion on the ground that it would serve no useful purpose.

MR. TOLSON

8/5/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION #350-54
MADE BY [REDACTED]
DETROIT OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/92 BY SP5 CJK/S

SUGGESTION

When reviewing Stop Notice Cards on individuals or property it is frequently necessary for one field division to write another field division as to whether or not the Stop Notice Card should be retained. This is done monthly.

1. It is suggested the attached proposed ^{TO SECURE} ~~form~~ ^{be adopted} for this purpose when securing the requested information from the other field divisions as to whether or not the Stop Notice Cards should be retained.

2. It is proposed that the form be sent to other field divisions in duplicate and that they, in turn, check whether or not the Stop Notice should be retained or destroyed and then return the original copy to the office requesting the information, retaining the duplicate copy for their files. The office requesting the information could make an appropriate notation on the last serial in the file that the form was sent to the other field division.

ADVANTAGES

INDEXED - 20
RECORDED - 20

166-2554-11666

The suggesting employee believes if ⁸⁸ adopted the form would save time in writing letters at both field divisions, as well as time in reviewing the files for the Stop Notices to determine whether or not they should be retained.

SAC F. H. McIntire of Detroit believes this would be a timesaving device which would streamline procedures in checking on Stop Notices and he recommends favorable consideration be given to this idea. SAC L. L. Laughlin of Washington Field Office agrees with the comments of SAC McIntire.

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

The Investigative Division can see no objection to the use of the suggested form. In considering the adoption of the form, Mr. Rosen pointed out that, as worded, the form may not cover all situations involving the placing of stops on names of subjects or property. For example, if a stop was placed on a relative of the subject, the form as worded would not cover this situation. However, it is pointed out that the form could be amended to add a blank space.

Attachment
cc-Messrs. Sizoo and Harbo
amc

AUG 18 1954

ORIGINAL FILED IN 66-3482-2015

Memorandum to Mr. Tolson

in which event if the stop was placed on some individual other than the subject, this individual's name could be written in the blank space. Mr. Rosen believes the use of the proposed form would streamline the procedure of field offices checking with other divisions to determine whether or not stops previously placed should be continued and that this would undoubtedly eliminate some clerical time in the preparation of letters of this type.

DISADVANTAGES

Inspector E. D. Mason, Training and Inspection Division, is opposed to the adoption of the proposed form inasmuch as there has been no previous indication of need for such a form. He states the number of occasions when such a communication (or form) might be necessary is small.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/5/54, composed of Messrs. Boardman, Mohr, Tamm, Conrad, Sizoo, Keaper, Belmont and Harbo, recommended unanimously unfavorable. It is the primary responsibility of the office requesting that the stop be placed to advise the field office when the stop should be removed. Communications of the type concerned should be comparatively infrequent and it is believed more practical to follow the present practice of typing a brief communication.

MR. TOLSON

7/26/54

EXECUTIVES CONFERENCE

SUGGESTION #280-54

MADE BY SAC W. A. MURPHY
CHARLOTTE OFFICE
TRAINING OF NEW AGENTS IN
ACCOUNTING MATTERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP5 CFB

SUGGESTION

It is suggested that the Bureau give consideration to having new agent accountants spend two weeks at the end of New Agents' Training going through the Specialized In-Service Accounting Course which relates almost exclusively to Accounting Matters.

OBSERVATIONS

Mr. G. C. Gearty, Training Section, Training and Inspection Division, is opposed to the adoption of this suggestion. He points out that the only investigative experience these men have had is that gained during New Agents' Training and they have no appreciation of the investigative problems of the field. Further, he states their initial training period in the field is on General Criminal Matters. They have been exposed to a great deal of information during their course of training of a general and specific nature and it is felt this should crystallize in their minds when they reach the field. To confuse them with technical aspects of the investigation of Bureau Accounting Matters at the end of their training course is believed inadvisable. It would appear much more advantageous for them to gain general investigative experience and then, eventually under the guidance of an experienced Accountant (as is the present procedure), learn some of the fundamentals of Accounting work.

It should be noted that new agents are brought back for In-Service Training at the end of one year's assignment in the field and it is felt that at this time they should be given the opportunity of attending the Bureau's Accounting Course. They will have a better understanding of the Bureau's work and can absorb the material in better fashion. In addition, they will be in a position to contribute something to the course.

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

cc-Messrs. Sizoo
Harbo
53 AUG 23 1954

RECORDED-48

INDEXED-48

NOT RECORDED

138 AUG 1-1 1954

66-2554-11667

ORIGINAL COPY FILED IN 1-1

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at Executives Conference 7/22/54 were Messrs. Boardman, Parsons, Mohr, Trotter, Rosen, Sizoo, Keay, Kemper and Mason. The conference recommended unanimously unfavorable.

MR. TOLSON

7/26/54

EXECUTIVES CONFERENCE

b6
b7C

SUGGESTION #345-54

MRS. [REDACTED]

IDENTIFICATION DIVISION
METAL OR PLASTIC LABEL HOLDERS
BE ATTACHED TO CABINETS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/10/92 BY SP3 EJP/BS

SUGGESTION

It is suggested that a 4" x 8" label holder be secured to each cabinet row in the Technical Section, Identification Division. It is also proposed that these holders be equipped with a celluloid cover in order that the label may be easily removed.

ADVANTAGES

The suggesting employee pointed out that at present labels are attached to cabinets with scotch tape and because the labels are exposed they become finger marked and must be changed frequently. The scotch tape with which they are fastened to the cabinets deteriorates, rolls up and leaves a black, unsightly mark around each label. The type of holder suggested would eliminate this and would add much to the appearance of the Technical Section.

Mr. Quinn Tamm, Identification Division, believes this suggestion has merit and states this would give a neat appearance to the label on the cabinet rows. Approximately 520 label holders would be needed for fingerprint cabinets on the third floor and approximately 210 label holders would be needed for fingerprint cabinets on the fourth floor, or a total of approximately 730 label holders. The cost of adopting this idea would be as follows:

- 730 label holders @ 20¢ each (including material and time necessary to make) \$146.00
- 730 celluloid covers @ 4¢ each (including material and time necessary to make) \$29.20

RECORDED 37
INDEXED 32

11668

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

EXECUTIVES CONFERENCE CONSIDERATION

EDM: new

Present at the Executives Conference of 7/26/54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. Conference recommended unanimously favorable. Attached is appropriate letter to Mrs. [REDACTED] commending her for her suggestion.

b6
b7C

cc - Messrs. Sizoo
1 AUG 16 1954 Harbo
dmo

MR. TOLSON

8-4-54

b6
b7c

EXECUTIVES CONFERENCE

SUGGESTION #352-54

MADE BY [REDACTED]

MOBILE OFFICE

IDENTIFICATION ORDERS BE REVISED
TO FIT SIZE 10 ENVELOPES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/10/05 BY SP5 CFB

SUGGESTION

CHANGE IN

It is suggested that the size of Identification Orders be changed to fit neatly into a #10 envelope.

ADVANTAGES

The suggester pointed out that Identification Orders are slightly wider than #10 envelopes and when placed in envelopes they do not look as neat as they would if the Identification Orders fit properly. He stated the Mobile Office recently completed circularization of approximately 5,500 tourist courts and motels in Alabama and Florida with an accompanying cover letter for the Identification Order and extra work was involved in stuffing the envelopes and sealing them.

ASAC W. R. Hoaglund of Mobile recommended that consideration be given to this suggestion.

OBSERVATIONS

RECORDED - 6

INDEXED - 6

NOT RECORDED

138 AUG 13 1954

66-2554-11669

2 ENCL
filed with
original

Mr. J. P. Mohr of the Administrative Division and Mr. Rosen of the Investigative Division advised there is no need to change the size of Identification Orders, and state if the present size Identification Order is folded in the center (see attached sample) it will neatly fit into a #10 envelope. It was noted the difficulty encountered by the Mobile Office apparently arose as a result of their using Identification Orders not folded in half.

The procedure presently followed by the Mechanical Section, Boardman Administrative Division, is to fold the Identification Order off center (see attached sample) in order to facilitate the field operation of placing the field division telephone number on the Identification Order, which is done by use of Addressograph machines in the field offices. To obviate any further difficulty, the Investigative Division suggests the attached proposed SAC Letter be sent forth pointing out that the field, in requesting Identification

Attachments
cc - Messrs Sizoo and Harbo

dmg

ORIGINAL COPY FILED IN 66-2271-546

RAB

Memorandum to Mr. Tolson

Orders which are to be placed in an envelope with a circular letter, should stipulate that the Identification Order should be folded in half.

EXECUTIVES CONFERENCE CONSIDERATION EDM:JAW:dmg 8/4/54

Present at Executives Conference 8/4/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Kemper, McGuire and Mason.

Conference unanimously recommended no change and points out that even if the Identification Order is folded slightly off center, it will still fit in the #10 envelope; the Identification Orders are mailed in envelopes only when a circular letter or some other document must also be sent through the mails with the Identification Order. Conference felt that no real problem existed.

MR. TOLSON

8-4-54

b6
b7c

EXECUTIVES CONFERENCE

SUGGESTION #349-54
MADE BY MRS. [REDACTED]
IDENTIFICATION DIVISION
FORM O-10 (ARRIVAL AND
DEPARTURE REGISTER NUMBER ONE)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP6 CE/JS

110-1-13-1

SUGGESTION

It is suggested that Form O-10 (Arrival and Departure Register Number One), which is maintained by leave clerks in the individual sections at the Seat of Government Divisions for the purpose of signing in and out, be prepared by pay period rather than weekly, as is the present procedure.

Sample revised Form O-10 is attached hereto, together with a copy of the present Form O-10.

ADVANTAGES

The suggester believes savings in time consumed in typing the registers each week will be effected if the proposed form is maintained. She feels the proposed register will also result in time saved as a result of posting the registers and will expedite the process of checking an individual's attendance in making a leave analysis or handling a telephone call or request from a supervisor.

Mr. C. L. Trotter of the Identification Division favors this idea and recommends its adoption.

RECORDED-

166-2554-11670

INDEXED-

NOT RECORDED
138 AUG 13 1954

b6
b7c

DISADVANTAGES

A similar suggestion was considered, as reflected in Executives Conference memorandum to Mr. Tolson 11/12/52, concerning the revision in Form O-10, as proposed by SA [REDACTED] of the Records and Communications Division. At that time it was pointed out that instead of facilitating the posting from the register to Time and Attendance Reports and the double-check audit of the registers against Time and Attendance Reports, the proposed register would delay such posting and auditing and increase the possibility of error. By way of background leave clerks in the various divisions usually post from the register to Time and Attendance Reports on a daily basis or perhaps every other day. A daily check is made as to tardiness and the correct manner of designating various kinds of leave taken, such as Annual Leave, Sick Leave and Compensatory Leave.

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

ORIGINAL COPY FILED IN 100-2759-1057

3 ENCL
2/11/54
10/1/54

ATTACHMENT AS OF AUG 23 1954
cc-Messrs. Sizoo & Harbo
amo

RM

Memorandum to Mr. Tolson

While clerks are doing this posting and checking, registers are not available for use of employees wanting to sign in or sign out and, consequently, leave clerks try to perform such posting and checking in the shortest possible time in order that they may release the registers for the use of employees. It is the custom of leave clerks to double check the Time and Attendance Reports against the registers at the end of each week. Usually this audit is conducted on the Monday following the week just ended because the audit is a rather lengthy procedure and must be postponed until the clerks can have registers as long as they need them. A number of leave clerks were contacted for their opinions at that time and stated Time and Attendance Reports must be forwarded to the Leave Section, Administrative Division, by Tuesday of the week following the end of a pay period and the leave clerks feel this would not allow sufficient time to perform the two-week audit required and still send Time and Attendance Reports to the Leave Section, Administrative Division, before the deadline. They felt further if they attempted to perform the audit within the inadequate time which would be available under the suggestion a substantial number of mistakes would occur. (Bufile #66-2087-2289)

The Executives Conference recommended unanimously unfavorably as to adoption of this suggestion in 1952; and Mr. J. P. Mohr of the Administrative Division advised that the views previously expressed in 1952 still apply to this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:jaw 8-4-54

Present at the Executives Conference 8-4-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Kemper, McGuire and Mason.

Conference unanimously opposed.

Mr. Tolson

8/3/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/02 BY SP5 ECK/S

WATT F.M. Central Stations and
Remote Receivers - General

During the recent Smith Kidnaping case at Phoenix, Chief of Police of Phoenix stated that while talking with the Phoenix Office over the telephone he could hear information which was being transmitted by the FM radio in Phoenix. This, of course, is an undesirable situation, and by SAC Letter 54-26 the field was cautioned concerning telephone callers overhearing radio operations, and instructions were issued that the volume of the radio loudspeaker be kept at a relatively low level to reduce the possibility of this sort of thing. It should be noted, however, that radio receivers are available commercially which can intercept radio calls directly and, therefore, there is no appreciable inherent security in radio signals as such. Emphasis has been placed on preventing confidential information of any nature from being furnished over the radio because of the possibility that the conversations might be intercepted.

The field office radios, depending upon the size of the division, may be located in two general areas and fall into three categories:

1. The dispatching room for the 250-watt installations is always a sound-conditioned room, isolated from the switchboard and other office space. One or more employees are engaged full time on radio traffic only. There are 20 such stations. Therefore, individuals calling the field office are not able to overhear the radio conversations unless they are conversing with the dispatcher.

2. Dispatching facilities for the remotely controlled 50-watt transmitters in the smaller offices are frequently located close to the switchboard. The switchboard operator handles telephone calls, answers calls from the radio cars and relays instructions to radio cars during the normal work day. This location was chosen (1) because of economy in operation since neither the switchboard nor the radio work requires the full time of an employee, (2) because of the general advisability of consolidating communications, and (3) because the #3 register is readily available for receipt and delivery of messages to Agents not only by telephone but also by radio. These are installed in 19 offices. No handsets are provided with these consoles.

Safety pending

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

Mr. Harbo

RECORDED - 4
INDEXED - 4
EX-129

66-2554-11671

13 AUG 13 1954

16 AUG 1954
Attachment
EDMS: iam/kmh

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3. The 50-watt stations in 12 offices which do not have a remote control console are a different technical problem in that the transmitter-receiver itself may be located near the switchboard for the same reasons as set forth above under "2." Of these 12 offices new equipment is on order, including remote control consoles, for ten of them. None of the present units are built to operate with a switch which automatically cuts off the speaker when the handset is used to transmit, although they have a handset and a separate switch to turn off the speaker. A handset is like a telephone receiver except that it has a push-to-talk button on it. This third group would also include radio operations where a 10-watt or 50-watt suitcase unit is used in the office as a central control station. These latter units ordinarily have the antenna mounted on the unit itself.

The following are recommended:

I. The possibility of persons overhearing our radio operations when they phoned the offices having 250-watt radio dispatching rooms would be eliminated if instructions were issued that no outside phone calls from non-Bureau personnel are to be given to the dispatching room and no outside phone calls are to be made from the dispatching room. It is noted that Agents frequently have urgent official need to phone the radio room from outside the office for correlating physical surveillances and other matters which may require split-second timing, and this function should not be removed since it presents no problem.

II. It is believed desirable that 50-watt radio offices using a remote console, as described in the second category above, be instructed either (1) to install alternate control lines so the control console can be moved, for major cases and all special investigative matters using radio, from the location near the switchboard to a separate room where no visitors and no outside phone calls from non-Bureau personnel will be received; or (2) to move the dispatching console away from the switchboard and phones at which outside calls are handled to such a new location on a permanent basis. In offices having "100 key" type telephone answering systems, it would be satisfactory to have all outside calls handled at some location other than at the radio console either on a regular basis or only for special case activity. Mr. Conrad states that either of these can be

handled easily from the technical standpoint simply by running two telephone control lines to the desired location and he also believes that wherever the control unit is located, a person must be at hand to answer radio calls not only for emergencies and special cases but also for routine matters or the value and speed of radio communication may be lost. The use of a hang-up handset or desk handset is only a partial solution to the matter so long as the radio operation is carried out within ear-shot of the telephone operation, since the voice of the dispatcher can be overheard in a telephone even when a handset is used for radio dispatching. However, since it has some advantages, the hang-up handset now at the transmitters should be moved to the office dispatching console and a hand microphone obtained locally at a cost of about \$17 to replace it whether or not an office elects to leave the control unit at the switchboard. Thus the speaker will be cut out when the handset is used to dispatch. Mr. Conrad states that necessary wiring changes will be handled separately through the Laboratory. The offices should be cautioned again to keep the speaker level as low as practical to allow incoming radio calls to be heard.

III. In the third category, 50-watt transmitters located at the switchboard and connected to an outside antenna present a greater technical problem which can best be handled by having a long cord (up to 30 feet) on the handset for major case use so the radio can be operated out of ear-shot of the switchboard by a person who neither receives nor makes any phone calls from or to non-office employees. When the transmitter set is operated near the switchboard or other location where outside phone calls are handled and on any other office radio operation where the above handset operation is not technically feasible, Agents must keep the volume of the speaker as low as practical to reduce the possibility of non-Bureau persons overhearing radio calls.

IV. A speaker in the office of the SAC for administrative control of the radio or in the night clerk's office to receive emergency calls presents a similar situation where radio operations may be overheard on the telephone. All offices should be instructed to install speaker On-Off switches near the phone so the speaker can be turned off during phone conversations.

V. The experience at Phoenix indicates the desirability of again reminding all Agents to be discreet in all radio messages since any individual or group may obtain a receiver and monitor both sides of any radio communication within the area covered by that receiver. Instructions should also be issued that whenever office radio facilities are used in a major case or important investigative matter, a separate person should be designated to handle radio dispatching only and is not to receive nor place any phone calls with persons not employed by the Bureau.

A proposed SAC Letter is attached.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference of 8/3/54 were Messrs. Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason. The Conference recommended unanimously favorable.

gm

File

July 29, 1954

PROPOSED ADDITION TO THE
RULES AND REGULATIONS MANUAL

Section 2.

B. PERSONNEL SUPERVISION, page 7

Add after 8 i. number 9.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 EFB/BS

9. ~~Retention of property of employees on indefinite leave.~~

The Government property of all Bureau employees taking any type of leave for an indefinite period of time and which may exceed three months shall be collected by the SAC or Bureau Supervisor at the time such leave commences.

At the Seat of Government the Supervisor shall see that the property is secured and returned to the Property Section of the Administrative Division where it will be retained and may be reissued upon the return to duty of the employee in question. In the field the property should be retained in the field office and reissued upon the return to duty of the employee.

Executive Conference

da

Rules & Regulations revised

frnk

RECORDED - 110

INDEXED - 110

X-121

66-1934-11672
66-2554

AUG 13 1954
47 AUG 13 1954

INITIALS ON ORIGINAL

AUG 19 1954

2-frnk

ORIGINAL COPY FILED IN 66-1934-7147

MR. TOLSON

8-4-54

EXECUTIVES CONFERENCE

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SUGGESTION #872-53
MADE BY [REDACTED]
IDENTIFICATION DIVISION
~~SEARCHING OF FINGERPRINTS -~~
~~DECEASED INDIVIDUALS.~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 CFB

PRESENT PROCEDURE

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

PROPOSED PROCEDURE

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

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

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

cc-Messrs. Sizoo
Harbo

66-2554-11673

RAM

RECORDED-49

13 AUG 13 1954

INDEXED-49

EX-103

5 AUG 16 1954

306

Memorandum to Mr. Tolson

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

The Executives Conference 12/14/53, recommended unanimously that the suggestion be placed in effect for a trial period of six months.

RESULTS OF SIX-MONTH TRIAL PERIOD

Memorandum from G. J. Engert to Mr. Quinn Tamm 7/22/54, states this file now contains approximately 3,500 missing person notices and there have been a total of 197 searches made against this file; however, there have not been any identifications made in this file. The file has served many times as the only means of searching illegible prints, in cases where a complete set of fingerprints could not be obtained or the fingerprints of many unknown deceased individuals. The file serves daily as a help for possible identification of unknown persons submitted to the Identification Division and should in the future prove of assistance in the work of the Technical Section, Identification Division.

The Identification Division has found the file to be of value in cases where all ten finger impressions could not be obtained. If the file were not in existence in the above types of fingerprint cases the Identification Division would not be in a position to make an identification in the fingerprint files. As the file is continuously used possibilities exist that the Identification Division could be of value in making identifications of fingerprints of unknown deceased individuals with the fingerprints of missing persons.

Mr. Quinn Tamm of the Identification Division recommends this file be continued on a permanent basis.

EXECUTIVES CONFERENCE RECOMMENDATION ^{OW} EDI:jaw 8-4-54

Present at the Executives Conference 8-4-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Kasper, McGuire, and Mason.

Conference unanimously recommended continuance.

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Conference unanimously recommends attached letter of commendation to the suggesting employee.

MR. TOLSON

8-4-54

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EXECUTIVES CONFERENCE

SUGGESTION #346-54

MADE BY SA [redacted]

WASHINGTON FIELD OFFICE

INDEXING PROCEDURES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/75 BY [signature]

PRESENT PROCEDURE

Bureau Bulletin 54-17, 7/15/54, states it has been noted on occasion that names of nationally prominent or controversial individuals contacted or interviewed in Criminal-type investigations have been mentioned only in the Details of the investigative reports. Consequently, these names were not indexed at the Seat of Government. Bureau is interested in recording any contact or interview with these widely known individuals who have received considerable publicity. This Bulletin requires in the future, when reporting in Criminal cases the results of contact or interview with an individual who has received widespread publicity and whose name normally would not be mentioned in the title or synopsis of a report, field offices set forth the nature of the contact in a cover memorandum accompanying the report to permit appropriate indexing of the name for future reference.

SUGGESTED PROCEDURE

Rather than submit a cover memorandum with a Criminal report for the sole purpose of having a piece of mail to index, it is suggested Form FD-214 (Suggested Bureau Indexing) be revised in accordance with the attached sample. The proposed revision provides space to check off an item "Index title, synopsis, and those names checked in blue ink on right-hand margin, original pages."

ADVANTAGES

SAC L.L. Laughlin, Washington Field Office, agrees with the advantages set forth by the suggesting employee, if the prime purpose of the Bureau's instructions are to get the name indexed. The suggester had in mind that his proposal would save Agents' dictating time, stenographers' transcribing time and time in carrying out other operations in the handling of such mail.

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

AUG 20 1954

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INDEXED - 13

166-2534-11674
AUG 13 1954
RKM

EX-115

ORIGINAL FILED IN 16-5034-549

Memorandum to Mr. Tolson

Messrs. Rosen of the Investigative Division and Belmont of Domestic Intelligence Division both favor the suggestion.

If the prime purpose of the cover memorandum is to insure the contact or interview with these widely known individuals is called to the attention of the appropriate Bureau officials, SAC Laughlin feels the cover memorandum would be better.

DISADVANTAGES

Mr. L. B. Nichols of the Records and Communications Division advised that Form FD-214 (Suggested Bureau Indexing) was instituted for use with summary reports in Security Matter cases, and relatively infrequent use of the form in Criminal cases would not seem to be a logical or workable step. If it should develop that the Bureau receives a substantial volume of such cover memoranda on Criminal reports, the use of a form or even a modified Form FD-214 might be wise. Memorandum W. G. Eames to Mr. Nichols 6/29/54 pointed out it is not believed such individuals will be contacted with such frequency to warrant use of a form to report such names to the Bureau and this is still the position of the Records and Communications Division.

In view of the Director's personal interest in recording contacts with such controversial subjects, Mr. Nichols feels that a cover memorandum is preferable.

EXECUTIVES CONFERENCE CONSIDERATION EDM: jaw 8-4-54

Present at the Executives Conference 8-4-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Kemper, McGuire and Mason.

Conference unanimously opposed.

Mr. Tolson

7/26/54

The Executives Conference

SUGGESTION #285-54

MADE BY INSPECTOR J. E. NUGENT
REVISION OF AGENTS' HANDBOOK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 CE/B

SUGGESTION:

Part I, Section 47, FBI Handbook, reads in part, "In cases of juvenile delinquency, set out the age of each juvenile subject after the subject's name in the synopsis in addition to the other requirements." It is suggested that it be clarified to read, "In cases of juvenile delinquency, set out the age of each juvenile subject after the subject's name in the synopsis in the initial report to the Bureau or to the U. S. Attorney in addition to the other requirements."

INVESTIGATIVE DIVISION VIEWS:

Mr. Rosen of the Investigative Division stated the suggestion, if adopted, would limit the setting out of the age of each juvenile subject whose name appears in the synopsis to initial reports to the Bureau or to the U. S. Attorney. Mr. Rosen further stated it is believed desirable to have juvenile subjects identified by age whenever their names appear in the synopsis of reports for the following reasons:

1. The listing of age provides a ready reference for U. S. Attorney and FBI to identify juveniles involved in investigations.
2. To list ages in some reports and not in others is not consistent and leads to confusion.
3. To list age after names in synopsis assists Crime Records in compiling statistics relative to Juvenile Delinquency Act.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at Executives Conference 7/22/54 were Messrs.

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

Boardman, Parsons, Mohr, Trotter, Rosen, Sizoo, ~~Ray~~, Kemper and Mason. The Conference unanimously recommended no change.

cc: Mr. Harbo
Mr. Sizoo

NEW

285
77 AUG 23 1954

RECORDED-29

166-2554-11675
NOT RECORDED

INDEXED-204:cs

138 [AUG 16] JA

ORIGINAL COPY FILED IN 62-1987-7150

Rosen

MR. TOLSON

July 15, 1954

THE EXECUTIVES CONFERENCE

DEVELOPMENT OF LATENT FINGERPRINTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/85 BY SP5 EFB

On July 15, 1954, the Executives Conference consisting of Messrs. Tolson, Nichols, Kenper, Mason, Rosen, Boardman, Hennrich, Edwards, Trotter, Mohr and Parsons, was advised of the results of Laboratory research on a new method of developing latent fingerprints.

The Bureau has for years used two methods of developing latent fingerprints on documents. One method uses iodine fumes and the second, silver nitrate, but these methods are not usually successful in developing fingerprints more than a few months old. Research has been conducted on a new method using a ninhydrin reaction and fingerprints more than nine years old have been successfully developed on documents. While it has developed old fingerprints which could not be developed by our other methods, it is usually not as good for recent prints. The one present disadvantage of this method is that the fingerprints developed are not easily removed, as they are with iodine or silver nitrate.

The Conference unanimously recommends:

1. That the new method be adopted by the Identification Division in cases where the fingerprints are known to be old and for selected recent cases where there is no objection to leaving the developed fingerprints on the document. No effort should now be made to apply this method in the field.

2. That further research be conducted by the Laboratory and Identification Divisions in order to improve the method and that a log be maintained reflecting the results of those cases in which this method is used to aid that research.

3. That the attached SAC Letter be forwarded advising the field of this new method to be used by the Identification Division and the possibility of developing latent fingerprints on documents many years old.

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

RECORDED - 72

INDEXED - 72

100-257-11676
J. AUG 16 1954

90

cc: Mr. Harbo
Mr. Sizoo

DJP/mek

Attachment

ORIGINAL COPY FILED IN 100-12-623

Mr. Tolson

8-4-54

D
Executives Conference

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SUGGESTION NO. 310-54
MADE BY SE [REDACTED]
WASHINGTON FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY [REDACTED]

THE SUGGESTION:

That certain indices of the House Committee on Un-American Activities used by Washington Field Office be consolidated into one index and maintained at Washington Field Office.

PRESENT PROCEDURE:

In making record checks at the House Committee on Un-American Activities, each name must be checked through six indices:

(1) Index to Appendix IX (Thumbnail sketches), containing approximately 15,000 names, which is contained in one volume.

(2) Index to Communist Party Nominating Petition signers, consisting of seven volumes, approximately 285,000 names, broken down by years and states. New York State petitions are further broken down into New York City and New York State; Pennsylvania and Philadelphia are also divided in this manner. In order to make an accurate check in this index the state and date of residence is necessary.

(3) Index V (Public Hearings prior to 1953 and reports of HCUA), which is one volume containing about 35,000 names.

(4) Index of 1953-54 Public Hearings and reports, containing approximately 9,000 names, which is being added to daily.

(5) General index (information such as clippings, letters, HCUA investigators' reports, etc).

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

(6) Index to the files of Lieutenant Mike Mills, a Detective with the Chicago Police Department, who collected data on nationwide un-American activities, all files concerning which are located in Chicago. This index consists of roughly 37,500 cards.

cc: Mr. Sizoo
Mr. Harbo

RECORDED
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66-2554-11677 RAM
AUG 16 1954
88

81 AUG 25 1954 1324

ORIGINAL FILED IN 66-2554-2473 M

Memorandum to Mr. Tolson

Miss Anne Turner, Chief, File Section, HCUA, has advised that indices V and 1953-54 will eventually be consolidated into one index.

At the present time as many as nine employees are assigned to HCUA to check these records. They each handle approximately sixty films a day, with an average of two names per film. In handling these, the employee must search the six indices, plus the additional volumes of Communist Party Petition signers where necessary, check references given in the indices and eliminate or report the information found.

ADVANTAGES OF THE SUGGESTION:

The employee feels if the Bureau would make copies of Indices IX, V, Communist Party Petitions, and Lt. Make Mills, consolidate them into one index to be maintained and used in Washington Field (thus making it necessary to check at HCUA only the general index and the 1953-54 index) the amount of work and number of employees kept at HCUA could be cut by two-thirds. References found in this combined index could be checked out at HCUA by employees assigned there. The combined index would also eliminate the necessity of checking numerous volumes for petition signers where the person has lived in more than one place. When the HCUA completes its consolidation of the 1953-54 and V indices, these could be included in the suggested combined index, thereby eliminating one more index.

By cutting down the number of FBI employees assigned to HCUA, much congestion and crowding would be avoided. It is noted all work there must be done in two small rooms 12' x 20' and as many as thirty employees from other Government agencies also check these records.

HCUA indices are closed to outside agencies each Friday at twelve noon and are also closed for extended periods at other times during the year, such as more than two weeks at Christmas. This creates a terrific backlog in HCUA film checks, which would be eliminated if the suggestion is adopted.

DISADVANTAGES OF THE SUGGESTION:

The employee states the only disadvantage which occurs to him is the initial cost of preparing the index, which he estimates at \$6,000.00.

Memorandum to Mr. Tolson

SAC L. L. Laughlin, Washington Field Office, is opposed to the suggestion for the following reasons: (1) Work involved. Mr. [] estimates a typist could make 700 cards a day; however, this is a high estimate and he believes a more accurate estimate would be 500 to 600 cards daily. Even at an estimated 700 cards a day, this project would involve roughly 550 days, or ten employees working consistently for a three-month period. [] estimate does not include cost of material, equipment, or space requirements. Since the project would involve approximately 381,000 cards initially, considerable filing cabinets and space would be necessary. (2) Six indices are involved, four of which are static and two of them change from time to time. They are the general index and the index of the 1953-54 Public Hearings and reports. At the end of a certain period, this latter index is incorporated into Index V (Public Hearings prior to 1953 and reports of HCUA). This would mean that it would be necessary to incorporate the cards in this index into the general indices when they are no longer current. At present, the 1953-54 index contains approximately 9,000 names. Thus, the project would be a continuing one. (3) Washington Field presently has copies of Indices V and IX. To initiate this project, it would be necessary to obtain the other indices from HCUA. While the Committee has approximately four sets of the other indices, there is only one copy of the index to the files of Lt. Mike Mills and to copy this index it would be necessary to send Bureau employees to HCUA, even if it is possible to borrow a set of the other three indices. (4) Based on past experience, applicant work is heavy in the spring and summer but tapers off during the fall and early winter months and can be handled with less personnel during the winter. (5) There is an element of error which might arise in retyping the indices plus the misfiling of cards. These errors would be attributable to the Bureau, and not HCUA.

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COST FACTOR:

1. Cost of typing 381,000 cards: \$5995.00
This cost is based on a rate of 700 cards per day typed by a grade 3 typist receiving a daily salary of \$11. (Only one of the four indices to be copied is now on cards; the other three are in bound volumes which may increase the time required to prepare index cards and would complicate the possibility of photographing the cards in place of having them copied by typing.)

Memorandum to Mr. Tolson

2. Cost of alphabetizing: \$6850.00
Of the indices to be copied, the Lt. Wake Mills index of 37,500 cards is the largest single index and already is in alphabetical order. Therefore, there remain 343,000 cards to be filed into this basic group. Survey by Filing Section shows cost for filing index cards to be two cents per card.
3. Cost of card-index cabinets: \$2701.76
One group of 3 by 5 index-card cabinets consisting of three 18-drawer sections plus base and top costs \$337.72 and would hold 54,000 index cards. Eight such groups hold 432,000 cards at full capacity, allow for expansion beyond the basic 381,000 cards and permit addition of 5,00 new cards each year for 10 years. This cost does not include the cost of office space to house the indices.
4. Cost of index cards: \$ 381.00
381,00 cards at \$1 per thousand.
- TOTAL COST OF PUTTING SUGGESTION INTO OPERATION: \$15,937.76

5. Comparison of manpower costs:
- (a) Present annual manpower cost: \$30,350.00
This figure is based upon the average number of special employees necessary to check names through the six indices and files maintained by the House Committee on Un-American Activities over the period of a year. The employee who submitted this suggestion states that during the past 3 1/2 years the minimum number of such employees has been four and during periods when the work load was heaviest, the number increased up to nine employees, some of whom were Agents. He has estimated the average number of employees assigned to this task as six.

(b) Estimated manpower cost if suggestion is adopted: \$13,070.00

This estimate was furnished by employee who made the suggestion and is based upon his estimate that two special employees (grade 9) could handle all name checks through the remaining two indices at the HCUA as well as necessary file reviews where references are found. SAC, WFO, estimates only 10% of names checked require review of references in HCUA files. In addition, employee estimates that one grade 3 clerk could handle the estimated 494 name checks to be made daily in the consolidated indices which would be maintained at WFO.

ESTIMATED ANNUAL MANPOWER COST SAVINGS IF SUGGESTION ADOPTED: \$17,290.00

6. Estimated Annual upkeep cost: \$ 183.54

It would be necessary to prepare index cards on all names obtained from each current year's hearings prior to the time the cards are incorporated by employees of HCUA into a permanent indices. This has been estimated to constitute 5,000 names per year. Typing costs would be \$78.54 per year, filing costs \$100 and the cost of cards \$5, making the above total of \$183.54. (Additional cabinets not required for 10 years-- see item 3 above.)

From the above it is apparent that if this suggestion is adopted, the savings in manpower cost during the first year would be reduced by the cost of setting up the indices, but according to the above figures would leave a savings of \$1037.24 during the first year and approximately \$17,196.46 annual savings each year thereafter provided, of course, it continues to be necessary to check the indices involved in this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: EDM: jaw 8-4-54

Present at the Executives Conference 8-4-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Kemper, McGuire and Mason.

Conference unanimously recommended unfavorable because:

1) Our reports contain the phraseology "A check of the records of the House Committee on Un-American Activities..." and if we endeavor to duplicate the records of the House Committee, we can no longer accurately report that House Committee records have actually been checked.

2) Changes do occur even in the closed indices of the House Committee on Un-American Activities, and difficulty would be experienced in keeping our duplicate records identically current with the original records in the possession of the House Committee.

3) Even though only the indices were contemplated for duplication by the FBI, the Conference felt this would be undesirable and that we should continue to refer to original records.

4
MR. TOLSON

Aug. 12, 1954

THE EXECUTIVES CONFERENCE

RADIO SURVEILLANCE TRUCK
BALTIMORE FIELD DIVISION

On August 10, 1954, the Executives Conference consisting of Messrs. Boardman, Harbo, Sizoo, Belmont, Kemper, Tamm, Mohr and Parsons, considered the request of the Baltimore Field Division for a radio-equipped surveillance truck such as is now assigned to ten of the larger offices.

Baltimore advised that it has daily need for a radio-equipped vehicle to assist in the over-all investigation of subversive organizations and there are 330 security index subjects in the Baltimore Division. Although they have borrowed a surveillance truck from Washington, Philadelphia, New York and Newark on a number of occasions, frequently there is not one available in sufficient time to obtain it from another city.

The Conference unanimously recommends the purchase of a truck for the Baltimore Division which will be equipped with radio and suitable equipment by the Laboratory at a cost of approximately \$2600.

cc: Mr. Harbo
Mr. Sizoo

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/16/92 BY 205 efb

DJR/ret

RECORDED - 18 66-2554-11678

13 AUG 16 1954

INDEXED - 18

EX-103

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

67 AUG 18 1954

MR. TOLSON

7-29-54

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 CI/B

INDEXING OF PEACE PETITIONS AND
POST CARDS ADDRESSED TO THE PRESIDENT
SPONSORED BY COMMUNIST FRONT ORGANIZATIONS

On July 28, 1954, the Executives Conference, consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Mason, Kemper and Nichols, considered the indexing of approximately 7,000 post cards containing Communist inspired "peace" pleas initiated by an article in the Daily Worker on 5-20-54 captioned "Plan Million Peace Pleas to Capital." These cards, most of which were addressed to the President and referred to the Bureau, are accumulating rapidly and the Records Section has raised the question as to their value, if any, to our records. Many of the names and addresses are illegible, there are indications of forged signatures, and comparison with city directories indicate obvious discrepancies.

This so-called "peace" plan is similar to others sponsored by Communist Front Organizations such as the American Peace Crusade and the Civil Rights Congress wherein post cards, Christmas cards and petitions are sent to the President urging (1) outlawing the H-Bomb, (2) staying out of Indo-China, and (3) a general "peace" program apparently following the Communist Party line. This is also similar to a problem presented in the late 40's when the Bureau received Communist Party Nominating Petitions which at that time were not indexed because of obvious forgeries, duplication, and inconsistencies in the alleged signers of the petitions. At that time the Field was required to index the names that could be deciphered on the theory that this information was potential lead data. However, there is no indication that these post cards are of any value since it is well known that many are signed by spurious names and addresses.

The Executives Conference unanimously recommends that the post cards and similar petitions presently being referred to the Bureau in connection with these matters not be indexed either at the Seat of Government or in the Field but that they be filed in a general file on the Front Organization sponsoring the program.

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

LBN:nle
CC: Mr. Harbo
Mr. Sizoo

RECORDED-88
INDEXED-88

AUG 25 1954

7324

66-2554-1167A

76 AUG 17 1954

ORIGINAL COPY FILED IN

MR. TOLSON

August 5, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/78 BY SP5 C/F/S

Under Eighteen years of Age

The Executives Conference of August 5, 1954, consisting of Messrs. Harbo, Boardman, Sizoo, Conrad, Kemper, Tamm, Belmont, and Mohr, considered a request from the New York Office for an exemption from the requirement that clerical employees cannot be employed in the various Divisional Offices until they have reached their eighteenth birthday.

The Conference was advised that the New York Office has pointed out that they are in the process of recruiting additional clerical employees which are necessary to implement the Intensification Program as well as maintain the clerical staff in the New York Office at its authorized level.

The New York Office pointed out that the greatest success in recruiting clerical employees is among high school graduates. They advised that better than 55 per cent of the high school graduates in and around New York City are under eighteen years of age. They further pointed out that the better students graduate from high school under eighteen years of age and that the Bureau requirement that clerical employees be high school graduates and at least eighteen years of age may in many instances necessitate considering the poorer high school graduates.

The New York Office advised that they had satisfactorily worked out arrangements with the Board of Education in New York City for each applicant under eighteen years of age. Each such applicant must fill out a "Pledge of Employment" form with the Board of Education and must obtain the signature of the employer as evidence that he has been assured of employment. The applicant must then take this form to the office of the Board of Education, which requires that he be accompanied by a parent or guardian. When the applicant appears accompanied by a parent or guardian the Board of Education issues a standard employment certificate which is furnished to the employer of the applicant.

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

The Special Agent in Charge at New York pointed out that he is fully convinced that the control of seventeen year old graduates by the Board of Education prior to employment and the requirement of parental consent precludes any possibility of a situation arising in New York in which parental objection could be raised to employment of an applicant under eighteen years of age.

RECORDED - 18

66-2557-11680

81 - UNINDEXED

13 AUG 17 1954

EX - 107

PERS. FILE
OK

cc: Mr. Harbo
Mr. Sizoo

Memorandum from Executives Conference to Mr. Tolson

August 5, 1954

Re: New York Office Request to consider Applicants Under 18

The New York Office requested the Bureau to permit that office to employ as Stenographers, Typists and Clerks those individuals found to be discreet and mature, and who meet all other rigid Bureau qualifications, who have at least attained their seventeenth birthday.

The Conference was advised that we have received requests from a number of other Divisional Offices asking for similar exemption from our requirement that clerical employees must be eighteen years of age.

It was pointed out to the Conference that the situation existing in the various Divisional Offices is unlike that at the Seat of Government in that applicants working in field office usually reside at home and are, therefore, under parental restriction and are afforded parental guidance, which is not the situation when such applicants travel to Washington, D. C. to live and work.

The Conference was unanimous in recommending that the Bureau relax its requirement insofar as the various Field Offices are concerned to permit the employment of applicants seventeen years of age and above in the various Field Divisional Offices.

In the event you agree with the majority view of the Conference our requirements for Field Office appointments will be changed accordingly.

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

esa

SAC, Anchorage (200-1518)

~~CONFIDENTIAL~~ August 17, 1954

Director, FBI

PERSONAL ATTENTION

CONFIDENTIAL

BUREAU AIR PLANS
ANCHORAGE DIVISION

Executive Conference

Reurlet 7-27-54 advising that Lieutenant General Joseph H. Atkinson, Commander in Chief, Alaskan Air Command, Elmendorf Air Force Base, Anchorage, confidentially advised:

- 1) A sneak atomic air bombing of Alaskan air bases is a distinct possibility.
- 2) A paratroop invasion is a likelihood.
- 3) A paratroop invasion would not take place without a preliminary bombing attack.
- 4) The Russians would be "lucky" if they dropped the atom bomb within one mile of the designated target (based on the capacity of the U. S. Air Force to deliver the atom bomb). In this regard it is noted that the City of Anchorage is one and one-half miles from the Elmendorf AFB, which is the headquarters for the Alaskan Air Command.
- 5) The Air Force does not believe the Russians can deliver a hydrogen bomb for at least three years.
- 6) The Russians now can deliver an atomic bomb on Anchorage in one hour flying time from Siberian bases, but our present radar warning system would give one hour advance warning of an impending attack.

Based on the above observations, the Bureau agrees that upon receiving the initial warning of an attack, your efforts should be two-fold:

- 1) To copy our records, and
- 2) To immediately migrate to alternate headquarters. It is noted you specified your alternate location on page 2 of your communication.

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

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MAILED 8
AUG 12 1954
COMM-FBI

RECORDED - 61

EX-127

166-2554-11681

RECORDED

176 AUG 17 1954

FOR INSTRUCTIONS AS TO DISSEMINATION AND FILE 66-17380-4

(7-1852)

51 AUG 23 1954

ORIGINAL FILED IN 66-17380-22-16

~~CONFIDENTIAL~~

The Bureau wishes to emphasize the importance of the decisions which must be made by you to prevent certain records which could be helpful to an enemy from falling into enemy hands and at the same time prevent undue personnel hazards. At the earliest practicable time the Bureau should be notified of any impending attack and action taken by you.

The Bureau does not desire to move the Anchorage Office to Juneau, store any of your investigative files in Juneau, use the facilities of the Post Office at Juneau for the retention of records. It is believed that all records should remain in your office as at present.

You should make certain personnel assigned to your office are consistently available so that they will be ready to participate in an emergency action at the earliest possible time under any conditions, inasmuch as your presentation indicates that advance notice of an impending attack is most likely to be quite short.

You will, of course, plan to evacuate any vital records or documents which do not constitute undue bulk and can be safely and easily transported.

Note: Recommended unanimously by Exec. Conf. 8-4-54, at which time there were present Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Kemper, McGuire and Mason.

~~CONFIDENTIAL~~

The Director

8/11/54

The Executives Conference

~~FREE MOVEMENT OF FBI PERSONNEL
DURING AN EMERGENCY PERIOD~~

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DATE 4/16/92 BY SP5CE/BS

Present at the Executives Conference 8/9/54 were Messrs. Boardman, Parsons, Mohr, Rosen, McGuire, Sizoo, Belmont, Kemper, Tamm and Mason. The Conference considered whether an effort should be made to equip certain employees with SF-138 (Civil Defense personal identification card).

It was pointed out to the conference that a recent survey of the field indicates that the credentials of Special Agents, Special Employees and Radio Operators will be recognized in all states except two and steps have been taken to clear up the problems in those two states. FBI plastic building passes will also be recognized. This recognition will make possible free movement of personnel during emergency periods when Civil Defense wardens and auxiliary police are in control of travel. Under present plans only persons bearing appropriate authority will be permitted to travel during emergency periods. The credentials and clerical building passes mentioned above will be considered sufficient authority.

Since all Agents, Special Employees and Radio Operators have credentials, no problem is involved for these people.

Only a limited number of clerical employees hold the standard FBI plastic building pass. Only 704 of the estimated 3,125 field clerical employees have such passes. Thus the remaining 2,421 field clerical employees have no identification which would permit them to travel to the office in an emergency period. The Domestic Intelligence Division and Mr. Boardman point out that it will be essential to have clerical employees on duty during an emergency period, particularly with regard to handling the switchboard, sending teletypes, receiving teletypes, obtaining files in connection with the program in the detention of Communists, searching indices, taking dictation and performing necessary and absolutely vital functions related to the war effort. Unless these clerks have a means of traveling to the office, even though the Civil Defense has imposed travel restrictions, the field will be greatly hamstrung.

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

cc - Mr. Harbo

Mr. Sizoo

ED:ics dmg

77 AUG 13 1954

RECORDED - 6

INDEXED - 6

13 AUG 17 1954

66-2554-11682
RKM

There are two ways that these employees can be identified for travel despite Civil Defense regulations:

1. By issuing each employee a Civil Defense personal identification card (SF-138). These cards cost \$43.20 per thousand and it would be necessary to have a photograph attached to each card, and for each card to be enclosed in plastic in order to comply with Civil Defense regulations, and the processing would be 25¢ per card for the first 7,000 cards; thereafter 19¢ each. Cartographic could effect the necessary processing, and the cost of all equipment, materials and labor is included in the processing cost.

2. By issuing 2,421 additional FBI plastic covered building passes to field clerks who now have no identification. The advantage here is that these passes can be used as a means of identifying employees assigned to the office. The matter of identifying employees was handled in the last war by issuing each a round badge containing a photograph of the employee. These were discontinued after World War II. New York presently uses a special plastic card, not containing the initials FBI, but using only a number. This card is considered sufficient for admittance to restricted areas in the New York Office. On the other hand, Baltimore, Milwaukee, Omaha and San Francisco Offices find it necessary to use a pass prescribed by the General Services Administration in order to arrange for employees to gain entrance to the building where the field office is located at the present time. The problem of identifying FBI employees becomes most acute in the large offices. FBI building passes would satisfy Civil Defense and FBI requirements; however, they would cost 65¢ each. Exhibits Section has the facilities for issuing these passes at a rate of about 100 per day. Thus to issue Civil Defense personal identification cards would cost a total of \$710.01 whereas to issue FBI building passes would result in an expenditure of \$1,563.75. However, much of this cost would be absorbed in that it would be performed by personnel already on the payroll in the Exhibits Section.

The Conference was requested to consider whether the 4,913 Seat of Government clerks who do not have any personnel badges which are recognized by Civil Defense should be equipped with Federal Civil Defense personal identification cards at a cost of \$1,378.73.

EXECUTIVES CONFERENCE CONSIDERATION:

As to equipping 3,125 field clerks with identification cards:

The minority, Messrs. Rosen, Mohr, Sizoo, Kemper, felt that no action should be taken by the Bureau to equip field clerks with either Civil Defense or FBI identification cards because of the cost involved, the fact that the cards might not be needed until some distant time in the future, the turnover of clerks would make it necessary to prepare new cards from time to time.

The majority, Messrs. Boardman, Parsons, McGuire, Belmont, Tamm and Mason, felt that we should at this time arrange to issue plastic FBI building passes to the 3,125 clerical employees in the field because there is no indication as to when an emergency might occur; when an emergency occurs, it is too late to try to make arrangements for clerks to travel to the office at that time and they will be needed immediately; we have already issued 704 of these building passes to key clerical employees in the field but the SACs felt that all employees will need identification; Civil Defense recognizes these passes; field offices can use these passes for identifying their own employees and granting admittance to the office, turnover in the field is much less on a percentage basis than it is at the Seat of Government so the expense of issuing new cards should not be too great. The majority felt it much more preferable to issue the FBI passes in lieu of the identification cards.

As to issuing SF-138 (Civil Defense personal identification cards) to Seat of Government employees, the Conference unanimously felt that inasmuch as we already have arrangements with Civil Defense for the issuance of a specially marked (red seal) FBI building pass to 375 key clerical employees at the Seat of Government, it would be unnecessary at this time to equip the remaining 4,913 Seat of Government clerks with SF-138 at a cost of \$1,378.73. The red seal FBI building pass is recognized by Civil Defense in Washington and will assure free movement for holders. All other clerical employees at the Seat of Government have identical building passes except that there is a blue FBI seal instead of a red seal. Civil Defense cannot recognize the blue seal pass.

Mr. Tolson

8/13/54

Executives Conference

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SPEAKERS AT FBI NATIONAL ACADEMY GRADUATION

Present at the Executives Conference August 12, 1954, were Messrs. Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont, Heinrich, Kemper, Winterrowd and Mason.

The Conference was advised that the 54th Session of the FBI National Academy will be graduated November 19, 1954. Conference considered whether an invitation should be issued to former President Herbert Hoover to be a graduation speaker and while it was generally felt by the Conference that it would be highly desirable to have him there was strong sentiment to the effect that it might be an imposition on President Hoover to ask him to speak inasmuch as he does not normally make many speeches.

Consideration was also given as to whether Judge Medina should be invited it being noted that he was requested to speak at an earlier graduation of the National Academy and in response expressed his regret because of another commitment involving a class reunion and graduation ceremony at Princeton; his presence being necessitated by virtue of the fact that he was President of his class. Although he declined he appeared to be sincerely sorry that he could not come and his letter indicated that he really wanted to speak before the National Academy.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

1. Unanimously recommends that Judge Medina be invited to deliver the graduation address for the 54th Session of the National Academy, November 19.

2. Unanimously recommends that in the future there be only one graduation speaker rather than two as in the past. Conference felt that having two speakers might cause each of the speakers to feel somewhat slighted; customary practice at universities and other graduations is to have one principle speaker. If approved, the President of the graduating class will still speak. There will be one principle speaker. The introduction of distinguished guests by the Director, the invocation and benediction and the presenting of diplomas. Mr. Harbo, who was not present at the

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

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SENT DIRECTOR
8/14/54

EX-103

11683

13 AUG 18 1954

61 AUG 23 1954

Conference, recommends that we continue to have two speakers as in the past because there is always the possibility that sickness or emergency might prevent one speaker from showing up and we would have a problem getting a last minute replacement; on the other hand with two speakers, it is unlikely that both would be unable to appear.

✓
J. J. Jones
JK

I agree with
Harbo
JK

Mr. Tolson

8/13/54

Executives Conference

FREE MOVEMENT OF FBI PERSONNEL
DURING AN EMERGENCY PERIOD

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DATE 4/16/92 BY SP5 ECF/JS

Present at Executives Conference 8/9/54; Messrs. Boardman, Parsons, Mohr, Rosen, McGuire, Sizoo, Belmont, Kemper, Tamm, Mason. The Conference was advised of results of survey by field and individual contact with State Directors of Civil Defense by SACs. Survey and contacts related to free movement of FBI personnel during war or other emergency period.

Findings:

1. Credentials of Agents, Special Employees, and Radio Operators will be recognized in all states and provide free movement of personnel except that Virginia and California need such instructions from Federal Civil Defense headquarters and these instructions have already been arranged and will be issued shortly.

Same situation exists as to FBI plastic clerical identification cards except that in the District of Columbia we have two types of clerical passes: (a) Those with a red FBI seal which signify a key employee and in accordance with arrangements made several years ago with local Civil Defense, these key clerks will be able to move freely in an emergency. There are 387 such key employees assigned to Washington Field and Seat of Government. (b) All other Seat of Government clerical passes contain a blue FBI seal and Civil Defense cannot recognize these as sufficient to provide free movement of personnel. Bureau is aware that Civil Defense felt it necessary to limit the number of people who would be able to move freely in an emergency in Washington.

2. FBI arm bands in white with red lettering now recognized by all states except Virginia and we have arranged with Federal Civil Defense headquarters to straighten out Virginia.

3. FBI automobile license plates -- yellow with black initials "FBI" recognized in all states except that California will also require Federal Civil Defense standard automobile windshield marker (SF-139).

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Parsons _____
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Holloman _____
Gandy _____

cc - Mr. Harbo
Mr. Sizoo

SENT DIRECTOR
8/15/54

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66-2557-11684

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13 AUG 18 1954

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4. All states will recognize and provide free movement for any automotive vehicle bearing SF-139 which is the standard Federal Civil Defense automobile windshield marker.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

1. The Bureau buy 10,000 SF-139, standard Civil Defense automobile windshield marker, at a total cost of \$144.00.

2. These be issued in adequate supply to each field and Seat of Government division for retention by division heads so that they can be subsequently issued when an emergency is threatened. These markers will provide free movement for FBI cars without the necessity of identifying the vehicle as an FBI car; will make it possible for employees to drive to and from the field office in their own personally owned cars during emergency when travel is restricted for all other personal vehicles. Absolutely essential that employees be able to travel to the field office in personally owned cars because both clerks and Agents will be sorely needed, particularly at the outset of any emergency period.

OK
H

1 pass
7/1

Mr. Tolson

8/17/54

Executives Conference

~~STREAMLINING & ELIMINATE TABLE OF CONTENTS FROM FBI HANDBOOK~~

Present at the Executives Conference 8/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason.

The Conference was advised that the Bureau had received a suggestion that the table of contents be eliminated from the FBI Handbook; this would involve two sheets of paper; the table of contents is necessary in order for individuals to know what is in the handbook. For example, Chapters 17 and 18 have been deleted from the Agent's Handbook and unless a person was on notice that these chapters were deleted, he might very well assume that his handbook was incomplete.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference recommended that the table of contents not be deleted.

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DATE 11/6/92 BY SP5 CFB

OK / PWD
L

cc - Mr. Harbo
Mr. Sizoo

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66-2557-11685
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EX-128

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
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- Holloman _____
- Gandy _____

67 AUG 20 1954

MR. TOLSON

August 17, 1954

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/16/92 BY SP5 CFB

~~RELATIONS WITH THE INTERNATIONAL
CRIMINAL POLICE COMMISSION (ICPC)~~

The Executives' Conference on August 16, 1954, consisting of Messrs. Boardman, McGuire for Nichols, Belmont, Mason for Harbo, Mohr, Parsons, Rosen, Tamm and Sizoo, discussed the recommendation of the Legal Attache at Paris that the Bureau accept an official invitation from the International Criminal Police Commission to attend the October 9-14, 1954, session of the ICPC at Rome, Italy, in the capacity of an observer.

It will be recalled that the Bureau withdrew from the ICPC in December, 1950, for it was felt that the benefits of membership were not commensurate with the time and money spent; the ICPC had circulated wanted notices relative to political refugees who had escaped from Czechoslovakia; the ICPC elected two "honorary consultants" who were American citizens, without consulting the Bureau; and Professor Harry Soderman from Sweden, who was a member of the Executive Committee of the ICPC, was critical of the Bureau's position in protesting the appointment of the consultants.

Reasons for the Bureau's Participation in the Rome Meeting

It was pointed out that the personnel and policies of the ICPC are not the same as existed in 1950. In addition, participation at Rome would serve to cement existing relations between the Bureau's Paris Office and the French police services and would get off to a good start the newly assigned Legal Attache at Rome. Participation at the session would place Bureau representatives in Paris and Rome in close contact with career police officials as distinguished from purely political officials. It was pointed out that should the Bureau attend at Rome, it would only be in the capacity of an observer and that no full-scale membership is involved and, therefore, the Bureau would incur no obligations such as those attached to full-scale membership. The point was also advanced that should the Bureau be inclined to accept the invitation, it could not be considered as a withdrawal from the Bureau's previous stand, inasmuch as there is no question of the Bureau accepting full membership at this time.

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- Tele. Room _____
- Holloman _____
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ADD:scw
1 - Mr. Harbo
1 - Mr. Sizoo
AUG 20 1954

RECORDED - 116

66-2554
JL 686
13 AUG 19 1954

INDEXED - 116

EX-103

Reasons Against Participation in the Rome Meeting

It was mentioned that the Department of the Treasury is the United States representative to the ICPC. It was also mentioned that should the Bureau accept, the French, particularly, might consider the Bureau's position as indicative of a desire to effect closer cooperation and would urge the Bureau to again reconsider its position with respect to the Central Index of Subversive Persons, which Index has been proposed by the French during prior meetings of the North Atlantic Treaty Organization. The Index is described as a common pool to which all members would be asked to contribute information concerning individuals suspected of being subversive and from which member nations could be advised concerning the suspected subversiveness of any individual. The Bureau has constantly rejected such a plan as not being worthwhile and practical. As a consideration against acceptance, it was considered that the Legal Attache at Paris, who would be the most logical choice as an observer, would be away from his office a minimum of six days. It was pointed out, however, there are three Agents presently assigned at Paris and that the two remaining Agents could handle the office during the temporary absence of the Legal Attache.

Executives' Conference Recommendation

The Executives' Conference was unanimous in recommending against the acceptance of an invitation extended by the ICPC to attend their October 9-14, 1954, meeting in Rome, Italy, in any capacity whatsoever. The Executives' Conference believed that to accept an invitation from the ICPC would be compromising the Bureau's position; that the Bureau had good and sufficient reasons for withdrawal from the ICPC in 1950; and that attendance at Rome, even in the capacity of an observer, would be of no benefit to the Bureau at this time.

If you approve, there is attached a letter to the Legal Attache advising him of the Bureau's decision.

OK
per
FH

MR. TOLSON

8-17-54

EXECUTIVES CONFERENCE

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HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP3 cjs

SUGGESTION #354-54
MADE BY INSPECTOR JOHN H. WILLIAMS
TRAINING AND INSPECTION DIVISION
SERIAL RECHARGE SYSTEM BE REVISED

SUGGESTION

1. Present rules requiring serials to be recharged in forty-five days be revised to require that serials be recharged at the end of ninety days.

2. If for some unusual and meritorious reason serials are needed beyond the ninety-day period, it is suggested that they be accounted for on the ninety-day period date and that they then be recharged for an additional forty-five days.

This can be done by Agents in headquarters city who can present these serials to the Chief Clerk's Office for accounting and can be done by Resident Agents by bringing the serials with them to headquarters city on one of their bimonthly visits, or by mailing them in.

PRESENT PROCEDURES

Manual of Rules and Regulations, Section 3, page 11, item #4, states the basis of the Charge-out System is the Charge-out Slip, Form FD-5. This form is made up so that the date, classification and file number, serial number, name of employee to whom serial is charged, and recharge information can be entered. The form is made up when a serial is charged out and it is placed in the file from which the serial was removed, amounting to an accounting system for serials taken out of the file.

Serials may be charged out for forty-five days and on the forty-fifth day the person to whom the serial is charged must submit a recharge if the serial is to be retained. One recharge is permitted.

11687

RECORDED-41
INDEXED-41

AUG 19 1954

Tolson
Boardman RESULTS OF FIELD SURVEY
Nichols
Belmont
Glavin

The Bureau requested the views of SACs, Newark, New York, Harbo, Richmond, Norfolk, Washington Field Office and Inspector C. W. Rosen Stein as to this suggestion. Those in favor of adopting this suggestion were SACs Washington Field Office, Newark, New York and Richmond. Inspector Stein favors adoption of the suggestion and also reiterate to the field that continuing

Tele. Room
Holloman
Miss Gandy
cc-Messrs. Sizoo & Harbo
dmg

RM

Memorandum to Mr. Tolson

emphasis should be placed on instructions now existing that when serials are no longer needed by agents they should be promptly returned to the files. Mr. Stein advised it has been his observation that Resident Agents in many instances retain serials they no longer need.

Inspector Williams feels that the recharge submitted at the end of 45 days does not account for the serial removed and does not demand that the serial be accounted for until the end of the 90-day period, inasmuch as one recharge is permitted, and is, therefore, a useless procedure which consumes a tremendous amount of agent and clerical time when considered field-wide.

SAC, Norfolk states situations could conceivably arise where an agent recharging serials near the end of a 45-day period might discover a serial to be missing and immediate inquiry might then result in recovering the misplaced serial, whereas discovering a serial to be missing at a later date might jeopardize successful recovery of the serial. SAC Norfolk feels a 90-day deadline should be set on all serial charge-outs and prior to the expiration of 90 days, the serials should actually be returned to the Chief Clerk so that a complete accountability thereof may be made. SAC Norfolk believes that, except on rare occasions, Agents should be able to complete action on serials within 90 days and to grant a 45-day recharge privilege at the end of the 90-day period would only encourage a practice of retaining serials for an unwarranted length of time. If serials are again needed by an agent subsequent to the initial 90-day period, the serials could be charged out again by the Agent rather than recharged.

RESULTS OF SAC LETTER #54-36 (O) RE STREAMLINING

In accordance with SAC Letter #54-36 (O), which requested the field to submit their views as to ways of further streamlining the Bureau's work, seven field offices submitted the suggestion that the Bureau's present serial recharge system be revised. SACs, Oklahoma City, Little Rock, Omaha, Springfield, Dallas, and Memphis suggested abolishment of the requirement that serials be recharged after 45 days. Oklahoma City felt that serials should only be recharged in instances where serials are transferred from one employee to another. It was pointed out that, inasmuch as a case is not delinquent for forty-five days, serials should be allowed to be out for a longer period of time. In recharging serials, files are out of place unnecessarily, causing extra burden on the Chief Clerk's Office and causing delay in handling of more important material relating to the file. It should be apparent to the supervisor reviewing the case on tickler whether or not the serial charged to the agent would be beneficial to that agent and

Memorandum to Mr. Tolson.

close supervision of cases would offset any advantage that would be served by having serials recharged every forty-five days.

SAC, Pittsburgh and SAC, New Orleans both favored recharging of serials after 60 days to save clerical time in handling files during the recharging of serials, as well as to conserve agent time. SAC, New Orleans stated that, for economy reasons, resident agents do not travel to headquarters, city with sufficient frequency to maintain their charge-out slips current, based on a review of the files, and by turning in serials on which they have dictated and completed invested in the 45-day period, are some matters which cannot be handled in the 45-day period, due to the volume of work performed, the majority of work is completed in a sixty-day period. By increasing the period of time an employee could retain a serial, much agent and clerical time consumed on this project would be eliminated.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION EDM:jm, 8-18-54

This suggestion was previously considered by the Executives Conference as reflected in memorandum to Mr. Tolson dated 2-5-54, concerning Suggestion #13-54, made by Inspector John H. Williams. (Bufile #16263-1021). At that time the Conference recommended unfavorably as to the adoption of this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference of August 17, 1954, were Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, Holloman and Mason. The Conference was unanimously opposed because:

(1) The present rule requiring recharging of serials each forty-five days causes agents to review those serials and get rid of those not needed; helps to combat the tendency of agents to leave serials at the bottom of their work boxes for extended periods of time without returning the serials to file.

(2) The forty-five-day rule gives better control over serials; helps to prevent losses and if a loss occurs, brings it to light more quickly.

MR. TOLSON

8-4-54

EXECUTIVES CONFERENCE

SUGGESTION #380-54
MADE BY RECORDS SECTION
RECORDS & COMMUNICATIONS DIVISION
ROUTING SLIPS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/6/90 BY SP5 CFB

SUGGESTION

1. It is suggested that as an experimental measure, the next group of Records Section routing slips be printed with red ink. (Sample attached).
2. If this experiment proves successful, it is suggested that all routing slips be printed in red ink.

ADVANTAGES

Most routing slips have an abundance of names and phrases thereon and there is little contrast between check marks made with black pencil and the names being checked on routing slips. Mr. W. G. Eames believes it will be easier for Mail Sorters in the Messenger Unit to route routing slips if there is greater contrast between the printed name on the routing slip and the color of the pen or pencil used to check the name. It is noted that all routing slips are now printed with black ink.

Mr. L. B. Nichols favors this idea.

DISADVANTAGES

Mr. J. P. Mohr of the Administrative Division states this suggestion is impractical for the following reasons:

1. Printing in black ink is standard procedure;
2. Black ink is \$.95 per pound; Red ink is \$2.19 per pound.
3. Each time a request is received for routing slips printed in red ink, a press would have to be cleaned up and re-inked in red. This operation would take 15 minutes of much-needed time and this could happen a few times during the day. A considerable amount of ink would be wasted each time routing slips were run.

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

RECORDED - 6

66-2554-11688

RECORDED
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RKM

W

2 ENCL
L.B. Nichols
J.P. Mohr

W

Memorandum to Mr. Tolson

ALTERNATE SUGGESTION BY ADMINISTRATIVE DIVISION

If greater contrast is desired, it is suggested that it would be more reasonable and economical to use red pencil in checking off names or phrases on routing slips.

EXECUTIVES CONFERENCE CONSIDERATION

^{Joe}
EDM: jaw 8-4-54

Present at the Executives Conference 8-4-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Kemper, McGuire and Mason.

Conference unanimously opposed.

MR. TOLSON

August 19, 1954

EXECUTIVES CONFERENCE

SUGGESTION #390-54
MADE BY ALBANY OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP3 EFB

In accordance with SAC Letter 54-36 (Q), 7/13/54, which requested the field to submit their thoughts regarding ways of further streamlining the Bureau's work, the following suggestion was submitted by the Albany Office.

SUGGESTION

Non-subversive derogatory information in the purview of Executive Order 10450 should be disseminated in routine criminal cases to the Civil Service Commission by routing of a report from FBI Headquarters (i.e. Bureau copy should be indicated for the Civil Service Commission).

PRESENT PROCEDURE

Information is currently disseminated by the Bureau in both routine and nonroutine cases by a memorandum on Bureau letterhead. This memorandum is prepared in the field and transmitted to the Bureau.

ADVANTAGES TO SUGGESTION

SAC, Albany believes adoption of the suggestion would save time necessary to prepare and dictate information and transcription time of stenographers together with some paper saving. There would also be savings effected in mail handling both in the field and at the Bureau by eliminating the memorandum.

SAC, Albany feels every purpose of dissemination would be adequately served. Ordinarily, the Government agency employing the person on whom we would furnish information is aware of his implication in the criminal case, particularly when he is a subject. However, Mr. Rosen of the Investigative Division disagrees with this and states we should not assume this.

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

SAC, Albany does not believe any harm would be done to the investigation by disseminating copies of reports with administrative pages removed to the Civil Service Commission.

cc-Messrs. Sizoo
Harbo

RECORDED-20

66-2534-11689 RHM

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AUG 23 1954

Memorandum to Mr. Tolson

Where some danger might arise, SAC, Albany states it would be entirely feasible to then prepare a memorandum for transmittal and ordinarily this danger would be apparent in the field rather than at the Bureau and would be met by transmitting the currently required memorandum.

DISADVANTAGES

Mr. Rosen, Investigative Division, states that he is opposed to the adoption of this suggestion for the following reasons:

1. Many cases involve numerous subjects and only a portion of the report might apply to a Government employee.
2. Revised instructions would have to be submitted to the field requiring, in certain instances, additional reports to be forwarded to the Bureau. In addition, this would offset alleged paper savings.
3. Nonsubversive derogatory information may be discovered concerning a person who is not the subject of the investigation and, therefore, the dissemination of the reports would not be appropriate.

Therefore, Mr. Rosen recommends continuance of blank memoranda in accordance with the present system.

EXECUTIVES CONFERENCE RECOMMENDATION

Present at the Executives Conference August 18, were Messrs. Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen and Mason. The Conference unanimously opposed the suggestion concerning dissemination of nonsubversive derogatory information and felt that the present practice should continue without change.

Mr. Tolson

August 19, 1954

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Executives Conference

SUGGESTION NO. 742-54
MADE BY MISS [REDACTED]
SAN DIEGO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/82 BY SP3 EFB

THE SUGGESTION:

Instead of making reference to certain paragraphs of SAC Letters as, "Re SAC Let 54-10, Paragraph "M" this be shortened to: "Re SAC Let 54-10-M."

PRESENT PROCEDURE:

There is no present rule on the method of referring to paragraphs of SAC Letters.

ADVANTAGES OF THE SUGGESTION:

SAC Galen H. Willis, San Diego, and E. D. Mason, Training and Inspection Division, are in favor of the suggestion. SAC Willis states that although it is a small item, when multiplied by fifty-two field offices and the numerous references made to various sections of SAC Letters, adoption would result in an appreciable savings of time and effort.

DISADVANTAGES OF THE SUGGESTION:

None apparent.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference August 19, were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Holloman and Mason. Conference unanimously felt that the proposed idea is already the wish of the Bureau, and, inasmuch as the Bureau has insisted on a concise expression wherever possible, no further enunciation of rule need be made.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED-20

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EX-130

13 AUG 20 1954

6 atn
AUG 23 1954

66-2534-11690

MR. TOLSON

August 19, 1954

EXECUTIVES CONFERENCE

SUGGESTIONS #395-54

AND #521-54

~~REPORTS DISCONTINUE REVIEW AND~~

~~PROOFREADING BY AGENTS PRIOR TO APPROVAL AND~~

~~SUBMISSION TO THE BUREAU~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/16/92 BY SP-6 CFB

In accordance with SAC Letter 54-36 (Q), 7/13/54, requesting the field to submit their thoughts regarding ways of further streamlining the Bureau's work, the following suggestions were made.

SUGGESTIONS #395-54 and #521-54

That reports no longer be routed to Agents for approval after being typed. (Submitted by Anchorage and Milwaukee Offices)

ADVANTAGES TO SUGGESTION

SAC, Anchorage feels that most errors found through reading reports have been detected by supervisory personnel rather than the dictating agent, and very little benefit is derived from the administrative procedure required in Manual of Rules and Regulations Section 4, page 22. Agents are required to read reports dictated by them when available to do so and, if approved, initial the first page of the file copy. When corrections are to be made the Agent sends same to the supervisor with corrections indicated.

SAC, Milwaukee believes clerical time in routing would be saved and reading time of Agents would also be saved. In addition, he states there would be no delay in getting these reports in the mail.

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DISADVANTAGES TO THE SUGGESTION

13 AUG 20 1954

EX-125

Mr. Belmont, Domestic Intelligence Division, and Mr. Rosen, Investigative Division, both agree that the Agent who dictated the report is in the best position to detect any errors. The fact that the Agent has to read and initial the report will cause him to be more careful in dictating it and he should not shift the burden to someone else for catching errors. The time saved if the Agent is not required to read his own reports is believed to be very little. Mr. Rosen and Mr. Belmont both oppose adoption of this suggestion.

cc-Messrs. Sizoo and Harbo

- Tolson
- Ladd
- Belmont
- Mohr
- Winterrowd
- Tele. Room
- Holloman
- Gandy

Aug 16 7 AUG 24 1954

Memorandum to Mr. Tolson

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EXECUTIVES CONFERENCE RECOMMENDATION

Present at the Executives Conference August 18, were Messrs. Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen and Mason. Conference unanimously felt that there should be no change in the present procedure; that it is highly desirable to have Agents review typed reports prior to dispatch in order to correct errors and vouch for accuracy; dictating Agents can catch weaknesses which will not be apparent to the Field supervisor who would ultimately approve the report; no change in present procedures recommended.

66-2554-11691