

MR. TOLSON

8/11/54

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EXECUTIVES CONFERENCE

SUGGESTION #384-54
MADE BY [REDACTED]
MEMPHIS OFFICE
PREPUNCHED MULTIGRAPH PAPER
BE FURNISHED TO FIELD OFFICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/80 BY SP5 EJS

SUGGESTION

It is suggested that the field be furnished with prepunched Multigraph paper, appropriately punched to fit Bureau files.

ADVANTAGES

The suggesting employee stated approximately 98 per cent of Multigraph material run off is placed in file and all of this has to be punched by field office clerical employees. He feels that, inasmuch as the perforator in the Memphis Office only punches 20 sheets at one time, this would save clerical time in assembling reports and would contribute to neatness and uniformity.

SAC G. E. Neeks, Memphis, stated if this were possible he feels it would save clerical time; however, if it is not possible, perhaps better perforators are available.

With regard to the availability of better perforators, Mr. N. P. Callahan, Administrative Division, advised that perforators which punch 25 sheets at one time are available on General Supply Schedule at a cost of \$1.90. Unless some special need exists, it is not felt an office the size of Memphis requires a larger perforator.

DISADVANTAGES

Mr. N. P. Callahan, Administrative Division, advised that Regional Warehouses of General Services Administration stock unpunched paper only and in order to adopt the suggestion this Multigraph paper would have to be supplied from the Seat of Government to all field offices. This would mean that the Bureau would be paying shipping charges to all parts of the United States whereas now the unpunched paper is readily available from the Regional Offices of General Services Administration in close proximity to Bureau field divisions. Therefore, Mr. Callahan recommends the suggestion be considered unfavorably.

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

cc - Messrs. Sizoo and Harbo
AUG 26 1954
EX-115 RECORDED-45 INDEXED-45

AUG 20 1954

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Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

Present at the Executives Conference of 8/9/54 were Messrs. Boardman, Parsons, Mohr, Rosen, McGuire, Sizoo, Belmont, Kemper and Mason. The Conference was unanimously opposed because (1) when holes are punched in paper, a slightly roughened edge appears and makes it difficult to automatically feed such pre-punched paper through a mimeograph machine; (2) additional expense would result because the Bureau would have to obtain, punch, stock, and ship to the field the pre-punch mimeograph paper.

Mr. Tolson

8/16/54

Executives Conference

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DATE 4/9/92 BY SP5 CJS

BUREAU WAR PLANS
CHAIN OF COMMAND

Present at the Executives Conference 8/12/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Henrich, Kemper, Winterrowd, Nichols and Mason.

The Conference was advised that the present chain of command for the Bureau runs through the various Assistant Directors at the Seat of Government and then shifts to the field and to the SACs as indicated below:

- 1 - SAC F. Hallford, Pittsburgh
- 2 - SAC R. J. Abbaticchio, formerly of Philadelphia, now under transfer to Charlotte
- 3 - SAC W. A. Murphy, formerly of Charlotte, now under transfer to Dallas
- 4 - SAC J. H. Lopez, Savannah

Because of the transfers as indicated above, the Conference felt it desirable to propose a new chain of command for the field as follows:

- 1 - SAC J. J. Kelly, New York
- 2 - SAC F. H. McIntire - Detroit
- 3 - SAC D. K. Brown, Baltimore

Despite the tremendous security problem which the SACs would have at New York, Detroit and Baltimore, it was the feeling of the Conference that the best talent in the field should be used in the chain of command and that the field offices would have to be run by ASACs during an emergency period, if necessary, in order to permit the field chain of command to be available at the FBI relocation center should their services be needed in the event of demise or unavailability of the Bureau's staff down

through the Assistant Director level.

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

cc - Mr. Harbo
Mr. Sizoo

EDM:cs

SENT DIRECTOR
8/19/54

RECORDED - 55
INDEXED - 55

13 AUG 20 1954

EX-130

67 AUG 25 1954

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11693
RMW

EXECUTIVES CONFERENCE RECOMMENDATION:

That the chain of command for war or emergency use after the Assistant Director level has been exhausted revert to SACs Kelly, McIntire and D. K. Brown, who are respectively stationed at New York, Detroit and Baltimore.

OK
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✓ Jan 5.

MR. TOLSON

8/3/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5 EJB

SUGGESTION #313-54
MADE BY SA(A) FRED C. FINLEY
NORFOLK OFFICE
~~ASSIGNMENT CARDS (FORM FD-1)~~

SUGGESTION

It is suggested that the field be instructed to discontinue the practice of showing the office of origin on all Assignment Cards. Sample Assignment Card is attached hereto.

PRESENT PROCEDURE

Manual of Rules and Regulations, Section III, page 17, requires that the office of origin be placed on Assignment Cards, except in Applicant Matters, (Bureau is always office of origin in Applicant Matters).

ADVANTAGES

Inasmuch as instructions are that the Assignment Cards be prepared on blue forms when the opening office is origin, and on white forms in those instances where the opening office is a lead office, the suggesting employee feels it is apparent that the color of the Assignment Card would indicate when the office preparing the Assignment Card was the office of origin. This color differentiation serves to separate "Here" and "Other Office" origin cases for administrative report purposes. The suggester feels his suggestion will save time on the part of clerical employees preparing cards in the field.

SAC R. L. Faisst of Norfolk believes this suggestion has some merit and recommends it be afforded consideration.

SAC L. L. Laughlin, Washington Field Office, agrees that this idea would save some clerical time. He pointed out that, as far as the Chief Clerk's Office is concerned, the office of origin doesn't mean too much and the Agents, who usually have the file when they dictate, do not get the office of origin from the Assignment Cards. Inspector Frank H. Strong agrees with the comments set out above.

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

Attachment
cc-Messrs. Sizoo
Harbo

RECORDED - 76

166-354-11694
AUG 23 1954

INDEXED - 76

EX-125

60 AUG 26 1954

ORIGINAL COPY FILED IN 116-354-11694

23

Memorandum to Mr. Tolson

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 unanimously recommended no change.

In recommending unfavorably the Conference took cognizance of the fact that while the color of an assignment card may indicate whether the opening office is origin (blue) or another office is origin (white) at the time an assignment card is initially prepared, this does not always hold true because offices of origin are often changed and new cards are not necessarily prepared. By leaving off the office of origin, confusion could result. Knowing which office is origin is important in preparing administrative reports to the Bureau and in determining who will have responsibility for supervising a given case.

The Conference felt that adoption of the suggestion would lead to confusion and the absence of any strong sentiment elsewhere from the field for a change would indicate that the present practice is working well.

Mr. Tolson

8-11-54

The Executives' Conference

IMPREST FUNDS OF BUREAU FIELD OFFICES

Supplement
#715-301

Imprest or cash funds have been established in Bureau Field Offices whereby immediate payments for small purchases and certain expenses of Special Agent personnel may be made in cash. This procedure saves money through the elimination of the number of vouchers to be presented since one voucher may handle many small purchases.

During the inspection of the Administrative Division it was noted that Bureau instructions issued pursuant to the official regulations covering the operation of these funds did not require Field Offices to maintain any record of the expenditures being made from the funds for future reference or control purposes. A simple cash journal was recommended in order that the Bureau might be able to resolve any question which might arise regarding the payment and to exercise some control in order to prevent duplication of payments.

OPERATIONS OF FUNDS:

The Bureau cashier in the Field Office prepares a voucher in their favor covering several disbursements to Agents and commercial concerns for services rendered. All of the original receipts obtained by the cashier at the time of disbursements are attached to this original voucher. The voucher is processed through the Voucher Unit of the Bureau, scheduled for payment to the Treasury and after payment the voucher together with all original receipts are forwarded to the General Accounting Office. Therefore, under the present system neither the Field Office nor the Bureau will be able to check any question regarding a payment without going to the General Accounting Office since it has the original receipts and because the Bureau has not maintained a record of individual expenditures. The Field Office does maintain a copy of the voucher. However, this voucher does not determine the individual expenditures made and merely reflects the total of the money being claimed in connection with the individual receipts which are attached.

cc: Mr. Harbo

- Tolson Mr. Sizoo
- Boardman _____
- Nichols _____
- Belmont _____
- Glavin if
- Harbo _____
- Rosen _____
- Tamm _____
- Tracy Attachments
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

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DATE 4/9/98 BY 243 efb

RECORDED-62

166-25-4-11695 RDM

AUG 23 1954

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ADVANTAGES OF MAINTAINING A SIMPLE CASH JOURNAL:

(1) It is sound business practice to maintain within ones own organization records sufficient to resolve a question regarding a payment should one arise.

(2) Because of the economy in the utilization of these funds it is anticipated that the funds will be used to a considerable extent in reimbursing Special Agent personnel for certain expenditures which would otherwise be claimed by expense accounts such as cab fare, streetcar fare, telephone calls, etc. Some system of control such as a simple cash journal or a duplicate receipt procedure is necessary to prevent duplicate payments and to generally supervise this type of expenditures.

(3) The cost of maintaining the proposed records is considered minor when compared with the value received.

OBSERVATIONS PRESENTED BY ASSISTANT DIRECTOR J. P. MOHR AGAINST MAINTAINING SUCH RECORDS:

Mr. Mohr presented the following observations against maintaining such records. The joint regulation under which these funds are authorized specifically points out that "It will be unnecessary for the Imprest Fund Cashier to maintain formal records of his transactions and the maintenance of memoranda copies of reimbursement vouchers will suffice for his records." In this connection, the matter has been discussed with Mr. [redacted]

[redacted] of the General Accounting Office who maintains liaison with us, and he likewise feels that a cash journal should not be maintained. The requirement for the maintenance of a cash journal would add to the clerical and overhead cost in the maintenance and operation of the Imprest Funds which they were originally intended to eliminate. Further, the receipts obtained and submitted with reimbursement vouchers by Imprest Fund Cashiers are always available to this Bureau at the General Accounting Office should there be any reason to suspect that duplicate claims are being made on the part of anyone in connection with expenditures made from Imprest Funds. Accordingly, I am opposed to the establishment of any procedure which would add to the administrative operations of these funds. b6 b7C

EXECUTIVE CONFERENCE CONSIDERATION: EDM:jaw 8-11-54

Present at Executives Conference August 11, 1954, were Messrs. Nichols, Boardman, Parsons, Sizoo, Linterrow, Tamm, Belmont, Mohr and Mason.

Conference unanimously felt there should be no change in the present procedure in view of the fact that the General Accounting Office does not believe that subsidiary records need be kept in field offices; additional clerical time would be required in field offices if subsidiary records were kept; it is not possible to legislate honesty,

and keeping of additional records in the field office would not completely prevent the person filing a larger expense claim than he might have actually incurred; it is generally recognized the filing of the same claim twice by any employees would be a most serious offense and would result in most drastic treatment by the Bureau; each reimbursement to an employee is strictly limited to a few dollars.

Unanimously unfavorable.

Mr. Tolson

8/19/54

The Executives Conference

APPEALS AND GRIEVANCE PROCEDURES
IN THE FEDERAL GOVERNMENT

Present at the Executives Conference of August 19, 1954, were Messrs. Mohr, Tamm, Parsons, Sizoo, Boardman, Rosen, Nichols, Holloman and Mason.

The Conference was informed that Congressman Harold C. Hagen of the House Committee on Post Office and Civil Service had completed a study of governmental appeals and grievance procedures. Although legislation has not yet been introduced, Hagen at the next session of Congress will seek to bring about economies in connection with appeals and grievances; afford Federal employees adequate protection from arbitrary and unjust personnel actions. Administrative Division analyzed the lengthy report following Hagen's study. Immediate action is not required as to any portion of Hagen's findings and it appears that his observations relate principally to those Federal agencies where the supervisors and executives do not deal directly and as close with employees as they do in the FBI where each employee initials his performance rating, has an opportunity to discuss it with his supervisor, is contacted immediately and his comments are obtained in connection with any allegation of dereliction, impropriety or any type of personnel or administrative action.

It was pointed out to the Conference that one of Hagen's recommendations was to the effect that special programs should be inaugurated and vigorously prosecuted in all agencies to train supervisors in how to inform their employees of appeals and grievance rights and how to handle grievances on an "across the desk" basis to prevent them going further; supervisors should have special training in correct methods of preparing charges and performing other necessary duties when appeals and grievances are processed beyond their level.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo cc: Mr. Harbo
- Mohr Mr. Sizoo
- Parsons Mr. Mohr (2)
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room EDL: mew
- Holloman _____
- Gandy _____

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AUG 25 1954

RECORDED - 58

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INDEXED - 58

EX - 107

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP3 CJS

RTM

EXECUTIVES CONFERENCE RECOMMENDATIONS:

1. As to whether a special school should be held to train division heads and section chiefs at the Seat of Government on the handling of grievances and appeals, the Conference unanimously felt that this action need not be taken and that the present practice of division heads and responsible supervisors handling personnel actions should continue under close correlation and coordination with the Administrative Division.

2. Correlation and coordination with the Administrative Division could be improved in that there are many items which need to be passed on to various Seat of Government divisions in the interests of uniformity, efficiency and economy, which items should go right to the working level without necessarily requiring personal action and dissemination by the division head. For example, an adjustment in the preparation of time and attendance cards, the determination as to how much space is needed for the viewing of a parade, notification that the bloodmobile will be available on a certain date, notification as to the identity of the Fair Employment Practices Officer, notification as to hospitalization payments, charity drives, and other such data. The Conference believed that division heads and responsible officials should continue to handle personnel matters but that time could be saved and valuable correlation achieved if each division at the Seat of Government would designate a responsible person of Agent status (and a clerk in addition in larger divisions) to attend a meeting to be held every 2 weeks in the Administrative Division. These meetings would last probably a couple hours and would offer opportunity for an exchange of ideas, for the presenting of problems experienced by the Administrative Division along administrative or personnel lines and the availability of such representatives would fill a need in giving the Administrative Division someone to call and deal with on relatively minor items of an administrative nature so that the time of the division head could be conserved. No other duties would be contemplated for these representatives to be designated by their division heads and their primary function would be to handle their regular duties full time except to attend the correlation meeting in the Administrative Division every 2 weeks and serve as a transmission belt to the working level of the division they represent. The Conference was unanimously and very much in favor of this proposal.

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

THE DIRECTOR

8/13/54

EXECUTIVES CONFERENCE

Present at Executives Conference
8/12/54 were Messrs. Nichols,
Mohr, Tamm, Parsons, Sizoo, Belmont,
Henrich, Kenper, Winterrowd, Mason.

SUGGESTION #353-54
MADE BY INSPECTOR JOHN H. WILLIAMS
TRAINING & INSPECTION DIVISION
DAILY REPORTS

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5CF/B

SUGGESTION

It is suggested that Daily Reports emanating from
Special Agents in Resident Agencies be discontinued where there
are two or more Resident Agents assigned.

PRESENT REQUIREMENT

Manual of Rules and Regulations, Section 2C, 14(e),
page 10, states that Agents assigned to Resident Agencies must
submit Daily Reports.

Manual of Rules and Regulations, Section 2, page 18,
states that these Daily Reports must be reviewed, examined and
compared with Number Three Cards and initialed by the Senior Resident
Agent before they are transmitted to the Special Agent in Charge.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

On 6/26/51, Inspector H. B. Long suggested that the
practice of requiring Resident Agents and Road Work Agents to submit
Daily Reports be discontinued. Executives Conference memorandum of
7/9/51, reflects unfavorable consideration of this idea.

OBSERVATIONS

Mr. J. P. Mohr of the Administrative Division feels that
Bureau requirements should continue as at present.

SAC L. L. Laughlin of Washington Field Office states
that he believes where Agents are using Number Three Cards at
Resident Agencies they should not be required to submit Daily Reports
inasmuch as it is felt either record is sufficient for administrative
purposes and, if both are utilized, there is considerable duplication.

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

cc-Messrs. Sizoo
Harbo

RECORDED - 15

66-2554-116-97

INDEXED - 15

23 AUG 24 1954

EX-103

SENT DIRECTOR
10/15/54

RAW

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ab:jmf

(1) Conference unanimously recommends that daily reports be required in the future as in the past from Resident Agents because they are helpful as a supervisory aid and there have been several instances where they have been very helpful to an Agent in showing his whereabouts and activities when it was alleged that he might have been elsewhere.

(2) Incidental to its consideration of the daily report situation, the Executives Conferences initiated a discussion concerning who should approve daily reports prepared by Resident Agents. With regard to whether it is desirable to continue to require field office supervisors to review daily reports from Resident Agents after these daily reports have already been reviewed by the Senior Resident Agents, there was a divided opinion. The majority, Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Heinrich, Nichols, Kemper and Winterrowd, felt that the present practice should be continued because supervisors handling Resident Agents should know generally what Resident Agents are working on. The minority, Mason, felt that when a Senior Resident Agent reviews a daily report, it is useless to require a field supervisor to also review it; some field office supervisors may have to read 20 or 30 daily reports from Resident Agents and they can have only the barest indication of what the Resident Agents are doing unless they make a detailed study of each daily report, in which event time is wasted since the Senior Resident Agent has already read it; in the major offices one supervisor is charged with supervising Resident Agents and these other supervisors do not know the type of work the Resident Agents may have performed during any given period. Senior Resident Agents have the responsibility for assuring production in full measure by Resident Agents and, therefore, responsibility should be clearly fixed on them for the adequacy of all daily reports.

MR. TOLSON

August 20, 1954

EXECUTIVES CONFERENCE

SUGGESTION #492-54
MADE BY ALBUQUERQUE OFFICE
USE OF DEVICE FOR RECORDING
TELEPHONE CALLS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/90 BY SP5 CI/JS

In accordance with SAC Letter 54-36 (Q), 7/13/54, which requested the field to submit their thoughts relative to ways of further improving the Bureau's work, the following suggestion was made.

SUGGESTION

That the Bureau consider authorizing use of a recording device in each field office covering a wide geographical area with a number of road trip and resident agencies. It is suggested that the device be of a standard, approved type available for use of Security Patrol or Night Clerks between the period 5:30 p.m. until midnight each evening for use in recording Air-Tels and teletypes dictated to these employees by resident agents and road trip agents after the departure of the regular stenographic staff. It is proposed that such a recording device be made available for use with one of the telephone extensions in the field office used by the Night Clerk in receiving calls from such agents and not be used for the usual telephone conversations with the field office for other purposes.

ADVANTAGES TO THE SUGGESTION

The suggester pointed out that in an office the size of Albuquerque there is one clerk on duty between 5:30 p.m. and midnight. Resident agents and road trip agents call in during the evening to dictate expedite Air-Tels and teletypes and the clerk, not being a stenographic employee, must write out the Air-Tel or teletype in longhand as it is dictated by the agent by long-distance telephone. He feels a reduction in communications costs will result through adoption of the suggestion, as well as a saving in clerical time. After the call is completed and the dictation accomplished, the Night Clerk can then play back the Air-Tel or teletype and type it.

EX-109 INDEXED-41 RECORDED-41

66-2534-11698

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

SAC, Washington Field favors the suggestion and stated he had been in offices where the night man was a stenographer and found it to be a laborious task to write in longhand expedite Air-Tels and other communications to be prepared. SAC Laughlin believes the device should be definitely limited to the suggested use and not extended in any way.

cc-Messrs. Sizoo and Harbo

1224 [initials]

Memorandum to Mr. Tolson

Inspector E. D. Mason, Training and Inspection Division, favors this suggestion as a means of economically and accurately handling urgent night telephone dictation.

Inspector J. E. Nugent of the Training and Inspection Division favors adoption of the suggestion provided the recording device is appropriately equipped with the required "beep." This would discourage its use for any but the intended purpose.

DISADVANTAGES

Inspector J. H. Williams, Training and Inspection Division, is opposed to the adoption of the suggestion and states the cost of recording machines is too great. There is too much margin for error in relying on the recorder and there are not enough messages to warrant change. In the vast majority of cases the clerk would have to be on the phone anyway to answer questions, and so forth.

Inspector C. W. Stein, Training and Inspection Division, is opposed to recording of conversations on principle. The recording may not be clear and the clerk may make errors.

Mr. Rosen, Investigative Division, is opposed to the adoption of this suggestion and stated use of recording devices in this connection is not condoned at the Bureau.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum 12/18/53, reflects unfavorable consideration of the suggestion made by SA William A. Lamb, Investigative Division (Suggestion #850-53), to the effect that a Dictaphone or similar recording device, which would permit recording of incoming telephone calls, be made available to the Special Agent assigned to week end duty on the midnight to 8 a.m. shift at the Seat of Government.

EXECUTIVES CONFERENCE RECOMMENDATION EDM:fk

Present at the Executives Conference August 19, were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Holloman and Mason. Conference unanimously opposed, feeling that adoption of the idea would lead to certain trouble and possible criticism.

MR. TOLSON

August 20, 1954

EXECUTIVES CONFERENCE

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DATE 4/9/92 BY SP5 CFB

SUGGESTIONS #374, 392, 402, 405,
413, 423, 457, 458, 459, 460, 461,
462, 508, 586 and 593

GENERAL INVESTIGATIVE INTELLIGENCE FILE
CRIMINAL RACKET SURVEY
TOP HOODEUM COVERAGE

In accordance with SAC Letter #54-36 (C), which requested the field to submit their thoughts regarding ways of further streamlining the Bureau's work, the following suggestions were made.

SUGGESTIONS

#462 and #413-54 That the General Investigative Intelligence Summary be discontinued in the field except where known major gangs operate. (Submitted by Charlotte and Indianapolis Offices)

#374 and #461-54 Discontinue submission of General Investigative Intelligence Reports, or in the alternative restrict these reports to information of national significance or of particular interest to the Bureau. (Submitted by Knoxville and Milwaukee Offices)

#392, 402, 405, 457, 458, 459, 460, 586 and 593-54 That the General Investigative Intelligence Report be submitted annually instead of semiannually. (Submitted by Anchorage, Atlanta, Boston, Savannah, Miami, Memphis, Little Rock, Richmond and El Paso Offices)

This same suggestion was previously submitted by SA Ralph H. Jones, Salt Lake City Office, on 1/20/54, Suggestion #42-54. Executives Conference memorandum 2/8/54 recommended unfavorably as to its adoption.

That the Bureau continually re-evaluate the advantages and necessity for continuing with various general surveys and programs, such as General Investigative Intelligence File, Plant Informant and American Legion Contact Programs. (Submitted by Philadelphia Office)

Tolson _____
Boardman #508-54
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Belmont _____
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Rosen _____
Tamm _____
Tracy _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

AUG 25 1954

cc-Messrs. Sizoo Harbo

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EX. - 109

66-2554-11699

13 AUG 24 1954

Memorandum to Mr. Tolson

#423-54 It is suggested the Bureau combine all of the following programs; General Investigative Intelligence File, Criminal Racket Survey and Top Hoodlum Coverage. (Submitted by Denver Office)

VIEWS OF THE INVESTIGATIVE DIVISION

Mr. Rosen, Investigative Division, recommends that none of the above suggestions be adopted, for the following reasons:

Discontinuance of General Investigative Intelligence reports would deprive the Bureau and field of valuable criminal intelligence, which is an important administrative aid in the functioning of the various offices and in keeping the Bureau currently advised of over-all crime conditions.

If these reports were submitted annually instead of semiannually the information therein would be stale and of limited value in affording current coverage.

Current instructions require prompt submission of information of national significance or immediate interest rather than holding it for inclusion in the next General Investigative Intelligence report, and any attempt to limit this survey would result in the Bureau's losing pertinent information which is now developed and reported as a well-rounded picture of crime conditions in every area. This reasoning also applies to limiting submission of summaries to those offices where known major gangs operate.

The primary purpose of the Top Hoodlum Coverage Program is to channel all pertinent information concerning Top Hoodlums into separate files for each one and to follow activities of the individuals listed. It is not believed to be practicable to have this type of information routinely included as an item in reports concerning general crime conditions. A separate memorandum has been submitted setting forth views as to combining the Criminal Rackets Survey with the General Investigative Intelligence File.

EXECUTIVES CONFERENCE RECOMMENDATION EDM:fk

Present at the Executives Conference August 19, were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Holloman and Mason. Conference unanimously opposed to any change in this program. *RH* *OK* *JWS*

MR. TOLSON

August 20, 1954

EXECUTIVES CONFERENCE

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HEREIN IS UNCLASSIFIED

DATE 4/9/92 BY SP5 CJP/BS

SUGGESTIONS #373, 391, 403, 418, 419,
420, 421, 422, 424, 425, 590 and 595-54
CRIMINAL RACKETS SURVEY

In accordance with SAC Letter 54-36 (Q), which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestions were made concerning curtailing or eliminating the Criminal Rackets Survey.

SUGGESTIONS

#401-52, 420-54,
and 425-54 -

Monthly Reports on Criminal Rackets Survey be eliminated. (Submitted by Birmingham, Louisville and Atlanta Offices)

#411-54 and 422-54 -

Criminal Rackets Survey be discontinued in the field. (Submitted by Charlotte and Indianapolis Offices)

#590-54 -

Criminal Rackets Survey be discontinued in the smaller offices not having large seaports. (Submitted by Richmond Office).

#391-54, 419-54,
and 421-54 -

Reports on the Criminal Rackets Survey be submitted semiannually rather than monthly. (Submitted by Anchorage, Oklahoma City and Little Rock Offices)

424-54 -

Criminal Rackets Survey be discontinued on a monthly basis and the information be made a part of the General Investigative Intelligence Report, which is submitted semiannually. (Submitted by Butte Office)

#403-54 -

Criminal Rackets Survey letter be submitted on a six-month basis. (Submitted by Boston Office)

Tolson #373-54, 418-54,
Boardman and 595-54 -

Criminal Rackets Survey report only be submitted by offices where there is a definite known activity along that particular line in a field division territory (Submitted by Knoxville, Savannah and El Paso Offices)

- Nichols _____
- Belmont _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tamm _____
- Tracy _____
- Mohr _____

Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

cc-Messrs. Sizoo
Harbo
AUG 28 1954
1324

INDEXED-41

RECORDED-41

EX. - 109

13 AUG 24 1954

66-2537-11700

Memorandum to Mr. Tolson

VIEWS OF INVESTIGATIVE DIVISION

Mr. Rosen of the Investigative Division recommends that none of the above suggestions be adopted. During the past year there has been considerable publicity afforded various types of rackets perpetrated throughout the United States by the press, radio, television and on the part of Congressional committees. It is felt that the Bureau has a great responsibility in this matter and in order to ferret out Federal violations over which the FBI has jurisdiction the Bureau must have a definite program. It is felt that the Criminal Rackets Survey is the answer to effectively carrying out our responsibility.

Mr. Rosen recommends continuance of this program for nine months, following which an evaluation will be made of the program and reconsideration will be given to the suggestions set out above.

EXECUTIVES CONFERENCE CONSIDERATION EDM:fk

Present at the Executives Conference August 18, were Messrs. Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, Nichols, and Mason. The Conference unanimously felt that any relaxing in the frequency of reports (now submitted monthly) or eliminating certain Offices from having to submit reports would cause the Field to relax its vigilance and the program would swiftly deteriorate; reports as to rackets are needed by the Bureau in order that the Bureau will be aware of concentration of criminals in a given area, be in a position to answer departmental inquiries, develop cases. Mr. Rosen pointed out that the program is good insurance for the Bureau, particularly inasmuch as congressional committees have been investigating racket matters and some of these committees are on tour throughout the United States. The Department of Justice has recently given renewed attention to racket matters. The Conference unanimously recommended continuation of this program without change, but that the matter be reconsidered in approximately nine months.

MR. TOLSON

8-12-54

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b7c

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/9/92 BY SP5 CIB

SUGGESTION #383-54

MADE BY [REDACTED]

MEMPHIS OFFICE

SHIPMENT OF IDENTIFICATION ORDERS,
APPREHENSION ORDERS AND WANTED FLYERS
FROM BUREAU TO FIELD OFFICES

SUGGESTION

It is suggested that all Identification Orders, Apprehension Orders and Wanted Flyers be shipped from the Bureau in smaller boxes, containing only one layer of Identification Orders, Apprehension Orders and Wanted Flyers.

ADVANTAGES

The suggesting employee stated most Identification Orders, Apprehension Orders and Wanted Flyers received in the Memphis Office with two layers per box and, out of eight boxes recently received, seven had to be repaired by the Post Office Department. It was further pointed out that the Identification Orders had slipped around in the box and ends and corners had become bent. Extra clerical time was required in separating them and in running them through the Addressograph machine since the bent corners caused the Addressograph machine to jam. SAC C. E. Weeks of Memphis recommends favorable consideration be given to this matter, if possible.

INDEXED-27
RECORDED-27
66-924-11701
23 1954

VIEWS OF THE ADMINISTRATIVE DIVISION

Mr. J. P. Mohr of the Administrative Division advised that the Mailing Lists for Identification Orders or Apprehension Orders for various field offices run from 500 to 5,000 copies. When more than 600 copies are being shipped to a field office, the #2 carton has been used, holding a maximum of 1,000 Identification Orders or Apprehension Orders. The #1 carton is smaller, holding a maximum of 600 Identification Orders or Apprehension Orders. In the #1 carton there is one layer of Identification Orders while in the #2 carton two layers are made of the Identification Orders being shipped.

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

To eliminate part of the complaint in this suggestion, Mr. Mohr has instructed that a piece of paper be laid between the two layers of Identification Orders so that the top layer will not get down or shift on to the lower layer, making it necessary for

cc-Messrs. Sizoo & Harbo

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Memorandum to Mr. Tolson

field clerical employees to separate them. In addition, Mr. Mohr stated an unbreakable tape will be used around the end of the boxes being shipped in an effort to give them further strength since these boxes undoubtedly receive rough handling in the mails. However, it is noted that there have been very few complaints from the field as to the condition in which such boxes have been received.

In the shipment of these Identification Orders and Apprehension Orders, the Administrative Division is presently using 30 Number One cartons and 101 #2 cartons for each mailing of an Identification Order or Apprehension Order. Number One cartons cost \$.056 each and #2 cartons cost \$.0633, for a total cost of \$8.07 for cartons. If all small cartons were used, 190 would have to be used at a total cost of \$10.64 and there would be considerably more packing, wrapping and tying to be done. It is felt it is to the Bureau's advantage to ship as many copies of Identification Orders and Apprehension Orders as possible in one box, although postal regulations limit shipping to not more than 20 pounds per package. Very often where more than one package of Identification Orders are being mailed to an office one of the packages will be delayed in reaching the office and the office will wire the Bureau stating they have not received sufficient copies. In view of this and the cost factor involved, Mr. Mohr is opposed to exclusive use of the smaller (#1) cartons.

EXECUTIVES CONFERENCE CONSIDERATION EDM:jaw 8-12-54

Present at Executives Conference 8-11-54 were Messrs. Nichols, Boardman, Parsons, Sizoo, Winterrowd, Tamm, Belmont, Mohr, Mason.

Conference unanimously felt no further action was necessary; the action ordered by Mr. Mohr will adequately solve any existing problem of the type specified.

MR. TOLSON

8-17-54

EXECUTIVES CONFERENCE

SUGGESTION #477-54
MADE BY ASAC CURTIS O. LYNUM
MINNEAPOLIS OFFICE
ABBREVIATIONS FOR USE IN AIR-TELS

SUGGESTION

use of ^{*}AIRTEL abbreviation AT for AIRTEL

In connection with the use of Air-Tels within the Bureau, it is suggested the following standardized abbreviations be added to the list contained in Part I of the Agents' Handbook:

REBUAT - Reference is made to Bureau Air-Tel

BEAT - Reference is made to Air-Tel between field offices

OBSERVATIONS

^{*}Airtels to be abbreviated as AT

Mr. L. B. Nichols of the Records and Communications Division recommends unfavorably as to the adoption of this suggestion, inasmuch as the abbreviation "AT" is easily confused with the standard teletype abbreviation for Atlanta, which is "AT".

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference on August 17th 1954, were Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, Holloman and Mason. The Conference recommended unanimously unfavorable.

RECORDED - 77

INDEXED-77

166-2554 - 11702

AUG 23 1954

90

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- Tolson _____
- Boardman _____
- Nichols cc-Messrs. Sizoo
- Belmont _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tamm dmg
- Tracy _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

58 SEP 10 1954

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DATE 4/9/98 BY SP3 C/J/S

MR. TOLSON

8-4-54

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EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 4/19/90 BY SP5 CJS

SUGGESTION #379-54

MADE BY MRS. [REDACTED]

IDENTIFICATION DIVISION

MAILING LIST - IDENTIFICATION DIVISION

CURRENT PROCEDURE

Contributors are enrolled on the Identification Division Mailing List upon receipt of fingerprints or upon request. Addresses used in mailing replies are determined by:

1. An incoming letter received with the fingerprints;
2. The address shown on the fingerprint cards;
3. Memoranda from Bureau officials.

No changes are made in these addresses unless specific request is made by the contributor; however, annually upon receipt of the Mailing Lists from Bureau Field Divisions the indices maintained in the Recording Section, Identification Division, are checked against the Mailing Lists.

SUGGESTED PROCEDURE

It is suggested that, at the close of each fiscal year, a mailing slip from the files of the Typing Section, Identification Division, be sent to each active contributor of fingerprint material to verify the correct title of the interested officer and the correct address for receiving replies to routine fingerprint inquiries. A stamp could be applied to each slip, which would read as follows:

"This is the address to which replies to your routine fingerprint inquiries are being mailed. Please advise the Identification Division of the FBI if any change is desired."

This work can be done by a Grade GS-3 clerk of the Recording Section, Identification Division.

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

ADVANTAGES

It has been found the current procedure is inadequate since Bureau Field Division Mailing Lists deal primarily with personal titles and names used only in correspondence and contain names of

RECORDED-85
INDEXED-85

66-1431-10126
1. 66-2554-11703
AUG 24 1954

Messrs. Sizoo
Harbo
SEP 8

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Memorandum to Mr. Tolson

many officials and agencies which do not appear in Identification Division records as contributors, while the indices of the Identification Division deal with titles of officers interested in receiving fingerprint records. A spot check for the current fiscal year disclosed that, of 100 contributors maintained in the Identification Division, 20 did not appear in Field Division Mailing Lists. Discrepancies are being noted mainly in connection with banks, city or state personnel offices, etc.

It is felt that the use of the individual mailing slip would not only insure use of the correct address to be used in sending replies, but the suggesting employee believes this would also clear the files of surplus mailing slips of agencies and organizations who may no longer find it necessary to clear their prints through the FBI, as in the case of certain applicant prints.

Mr. Quinn Tamm, Identification Division, recommends adoption of this idea and states this would serve a definite purpose in the work of the Identification Division.

COSTS

Present system requires approximately 20 days, full time, of a Grade GS-3 clerk at a cost of approximately \$226.92.

Proposed system would require mailing slips to about 4,000 contributors of fingerprint material, at an approximate cost of \$120., plus the time of one Grade GS-3 clerk for one day, at a cost of \$11.36, for a total cost of \$131.36. This system would save \$95.00, according to the computation made by the suggesting employee.

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 in favor of continuing the procedure.

Conference unanimously recommends a \$10.00 cash award be made to Mrs. [redacted]. The Administrative Division will handle the cash award aspect if approved.

b6
b7c

MR. TOLSON

b6
b7C

8-12-54

EXECUTIVES CONFERENCE

SUGGESTION #490-54
MADE BY MRS. [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
MAINTENANCE OF GENERAL FILES

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5 EJB

SUGGESTION

It is suggested that all general files be restricted to 5,000 serials and when the file contains this many serials, it be sealed off and serialized by years. A new general file would then be opened with an entirely different file number.

ADVANTAGES

The suggesting employee feels that adoption of this idea would increase the accuracy and production of those employees processing the mail. Serial numbers would not go as high as they do now and this would decrease the amount of time necessary for numbering or abstracting a serial.

DISADVANTAGES

Mr. L. B. Nichols, Records and Communications Division, advised that there are general files (O files) where miscellaneous correspondence is filed, for each of the 148 Bureau classifications. There are a number of other general files, such as 62-60527, where miscellaneous name checks are filed and these files and file numbers are widely known throughout the Records Section and Bureau as general files. The information is extremely valuable in many cases in evaluating references, in classifying mail, in handling serial requests, and so forth. In many instances the knowledge that the reference is in a general file eliminates the necessity of requesting the file or seeing the referenced piece of mail. Most general files grow rapidly and it is felt by restricting their growth to 5,000 serials, this would complicate the Bureau's system and actually would increase the work of the Records Section since employees would not be as familiar with the file numbers of general files, as they are at present.

Mr. Nichols is opposed to the adoption of Mrs. [REDACTED] suggestion because no advantage would be derived.

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

cc-Messrs. Sizoo Harbo

RECORDED-77
INDEXED-77

166-254-1170
SEP 23 1954

2 SEP 8 1954

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Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION

EDM: jaw 8-12-54

Present at the Executives Conference 8-11-54 were Messrs. Nichols, Boardman, Parsons, Sizoo, Winterrowd, Tamm, Belmont, Mohr, Mason.

Unanimously unfavorable. Conference agreed with the unfavorable recommendation of Mr. Nichols, which was to the effect that adoption of the suggestion would not result in any advantage to the Bureau but might well cause the expenditure of additional time.

MR. TOLSON

8/24/54

EXECUTIVES CONFERENCE

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DATE 4/9/95 BY SP5 C/LJS

SUGGESTION #556-54
MADE BY DENVER OFFICE
PHOTOGRAPHS OF AGENTS

In accordance with SAC Letter 54-36(Q), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

That the Bureau discontinue the preparation of photographs of Special Agents, except Bureau officials, until such time as new ones are needed.

ADVANTAGES TO THE SUGGESTION

SAC C. W. Brown, Denver, stated photographs are presently submitted every three years and he believes considerable savings could be effected in money through adoption of his suggestion. SAC, Denver states apparently agents' photographs are not used often enough to warrant the expenditure of money involved, particularly since credential cards are no longer reissued each time there is a new Attorney General.

DISADVANTAGES TO THE SUGGESTION

Mr. J. P. Mohr, Administrative Division, is opposed to adoption of this suggestion and recommends no change in the present procedures. Contrary to the statement that photographs are not used frequently, he advised they are frequently used in reviewing various proposed personnel actions involving Special Agents, such as reallocations, transfers, designation as Resident Agent or Senior Resident Agent, selection for special assignments or advancements and appearance being the important factor it is for a Special Agent the use of photographs in this connection is entirely natural.

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

RECORDED - 18 66-2554-11705
INDEXED - 18
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1 AUG 26 1954

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 8/24/54, composed of Messrs. Nichols, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen and Harbo, recommends unanimously unfavorable.

RH

OK

✓ JWS

MR. TOLSON

8/24/54

EXECUTIVES CONFERENCE

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4/9/92 SP5 CI/JS

SUGGESTIONS #584-54 and #618-54
PRODUCTION RECORDS - NUMBER OF
CASES CLOSED BY AGENTS

In accordance with SAC Letter 54-36 (Q), 7/13/54, requesting the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestions were made.

SUGGESTIONS

- #584-54 The practice of compiling comprehensive records regarding productivity of agents in the Richmond Office and offices of similar size be discontinued. (Submitted by Richmond Office)
- #618-54 The bookkeeping on the number of cases closed per agent be eliminated. (Submitted by Memphis Office)

ADVANTAGES TO SUGGESTION

SAC, Richmond advised the present system in his office is as follows: Production of work by agents is divided into three classes, i.e., pending reports, closed and RUC reports and other postable communications. Chief Clerk's Office, upon posting any communication maintains a separate record, broken down under the name of each agent the type of communication being posted to the Assignment Card. At the end of the month it is thereby accumulated as to each agent the number of pending reports he has written, and number of closing and RUC reports he has written and the number of other types of postable communications he has written during the month. An over-all average is computed for these three classes of communications reflecting agents' work. SAC, Richmond feels the work of daily keeping such records by the Chief Clerk's Office and compiling the office average figures for the month constitutes an excess of undue administration in an office the size of Richmond. He believes the Special Agent in Charge and Assistant Special Agent in Charge have sufficient personal contact with each agent to afford reasonably close supervision and to be familiar with the general abilities and productivity of each agent in offices the size of Richmond.

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

SAC, Memphis states this type of bookkeeping has little meaning in an office of the type of Memphis. Frequently in one case, leads are distributed to several agents working in different territories. Generally, the agent to whom the case is assigned

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INDEXED - 162

66-2554-11706

cc - Messrs Sizoo and Harbo

EX-125

AUG 26 1954

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51 AUG 26 1954

Memorandum to Mr. Tolson

will have the major portion of the work, but sometimes it turns out otherwise. Naturally, the agent to whom the case is assigned is credited with closing the case. It is also obvious that agents handling 116 (Atomic Energy Act) cases to a large extent will close many more cases than those handling Criminal matters, particularly those agents assigned exclusively to Interstate Transportation of Stolen Motor Vehicle cases, Theft From Interstate Shipment cases, White Slave Traffic Act cases, and so forth. He feels the productivity of an agent must, of necessity, be judged by the type of work he is on and the results he achieves. SAC, Memphis believes the only adequate test of productivity of an agent is through supervisory following of individual agents' work.

OBSERVATIONS

Inspector E. D. Mason, Training and Inspection Division, advised there is no requirement that SACs keep production records on Agents; however, SAC Letter #60, 6/16/51 (G), encouraged the field to do so and the Director expressed a personal interest in this system. SAC Letter #53-41 (I), 6/9/53, again encouraged SACs to keep production records. It is mandatory that the SAC know the production of the individual agents and it would be impossible for him to know this production unless he has records. Consequently, Mr. Mason believes the records are essential, and he favors making mandatory the keeping of production records.

In so far as the Richmond suggestion is concerned, Inspector J. H. Williams and Inspector E. D. Mason of the Training and Inspection Division both agree that apparently there is a cumbersome and time-consuming record, not directed by the Bureau, being compiled and that the SAC can simplify it without changing any rule or policy.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 8/23/54, composed of Messrs. Nichols, Boardman, Holloman, Parsons, Tamm, Mohr, Belmont, Sizoo, Easen and Harbo, unanimously felt that the procedure followed by the Richmond Office was unnecessarily complicated and time-consuming; that the record compiled should be limited to cases closed per month per Agent and should not include such items as the number of pending reports written. If approved, Richmond will be so instructed.

As to the Memphis suggestion that Bureau field offices discontinue making tabulations of the number of cases closed

monthly per Agent, the Conference felt that no change should be made in present Bureau requirements, since such a tabulation should be of assistance to the SAC in closely supervising and evaluating the productivity of the individual Agents.

OK
✓ per S

RH

MR. TOLSON

8/24/54

EXECUTIVES CONFERENCE

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DATE 4/9/92 BY SP5 C/LJS

SUGGESTIONS #599-54 and #631-54
PROPOSED REVISION IN INSPECTION
PROCEDURES

In accordance with SAC Letter #54-36 (c), 7/13/54, in which the field was requested to submit their thoughts relative to ways of further improving the Bureau's work, the following suggestions were made.

SUGGESTIONS

#599-54 Frequency of inspections by Bureau inspectors be curtailed so that such inspections will be held no oftener than every two years.

SACs be required to set up a tickler to inspect each phase of operations covered in the Inspectors' Manual so that his office will be completely inspected by him or his own personnel each six months on a rotating basis. (Submitted by SAC, Honolulu)

#631-54 In instances where the last inspection of a field office was favorable, it is suggested that the next inspection scheduled for that office not be a full-scale inspection.

It is proposed that the Bureau inspector conduct such spot-check inspection and utilize Aides assigned to the field office being inspected. (Submitted by SAC, Omaha)

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66-2554-11707

ADVANTAGES TO SUGGESTIONS

13 AUG 25 1954

SAC, Honolulu believes that, by spacing Bureau inspections at two-year intervals, field divisions would avoid the general disruption of office activities at much less frequent intervals. By substituting continuous self-inspections, each one of which will be completed in a six-month period rather than in a two or three-week period at a designated time, the disruption of field office operations is much less apparent. He states that unless the SAC conducts such continuous self-inspections it is impossible to understand how he can be aware of the condition of his office at any time.

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

53 AUG 26 1954

RJ

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Memorandum to Mr. Tolson

Where the last inspection was favorable, SAC, Omaha believes that a spot-check inspection by a Bureau inspector, assisted by Aides assigned to the field office under inspection, would save considerable personnel time and expense. Although he realizes such an inspection would not be as thorough as a full inspection, he states there are some items which he believes need not be checked on an annual basis and a spot inspection would disclose weaknesses. If necessary, a full-scale inspection could be scheduled.

DISADVANTAGES TO THE SUGGESTIONS

SAC, Honolulu states spacing inspections of field offices at two-year intervals would increase the problem of holding specific personnel responsible for specific errors inasmuch as personnel responsible for errors found may long since have been moved to other positions. However, he feels such errors should be found in the continuous inspection procedure outlined by him to be conducted by the SAC.

With regard to spacing field inspections at intervals of every two years, Inspector E. D. Mason, Training and Inspection Division, states field offices are now inspected on an average of once a year and experience has shown that longer interims result in bad conditions developing to the point where very drastic administrative action becomes necessary. One self-inspection is conducted a year, amounting to one check of the field office every six months. Mr. Mason states it is already the responsibility of every SAC to continually be aware of the condition of his office at any time. He disagrees with the statement that inspection by the SAC would make less apparent the disruption to the field office.

Relative to the proposed use of Inspector's Aides assigned to the office under inspection, Mr. E. D. Mason stated that Mr. Tolson and the Director, after a test of such a procedure for several months ordered it stopped as "silly" and not productive, and Mr. Mason agrees. Such an inspection on a spot-check basis would not be as thorough as inspections presently conducted. Mr. Mason is opposed to the adoption of these suggestions.

EXECUTIVES CONFERENCE RECOMMENDATION. RTH:cs

The Conference of 8/23/54, composed of Messrs. Nichols, Boardman, Holloman, Parsons, Tamm, Mohr, Belmont, Sizoo, Rosen and Harbo, recommends unanimously unfavorable. The Conference believes that the present inspection schedules should be continued.

OK
V. J. S. R.H.

MR. TOLSON

8/24/54

EXECUTIVES CONFERENCE

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DATE 4/9/92 BY SP5 EJS

SUGGESTION #569-54
MADE BY CINCINNATI OFFICE
RESIDENT AGENCIES - ASSIGNMENT
OF GRADE GS-5 CLERK

Amk

In accordance with SAC Letter 54-36 (q), 7/13/54, requesting the field to submit views relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

That Bureau consideration be given to assigning Grade GS-5 Clerks to resident agencies located in state capitals or cities wherein there is a large amount of record checking to be done, where Agent personnel are performing clerical duties of such volume as to justify the employment of a clerk, where the Senior Resident Agent is of such caliber that the clerical help would receive appropriate supervision, and where the requesting field office can justify in dollars and cents the employment of such clerical personnel.

ADVANTAGES

SAC, Cincinnati believes considerable monetary expense could be saved by permitting clerical personnel perform such duties as maintaining office supplies and equipment, maintaining Bureau automobiles, handling routine telephone calls, maintaining liaison with State headquarters of Bureau of Motor Vehicles, Bureau of Vital Statistics, Selective Service records, credit bureaus, National Automobile Theft Bureau, and handling routine criminal checks of police departments and other State and Federal agencies.

Inspector J. E. Nugent feels that such appointments of clerks should be limited to those men who are expected to advance to the position of Special Agent, and that great care

Tolson _____
Boardman _____ will have to be exercised in authorizing such assignments.
Nichols _____ He feels only a few such appointments would appear justified,
Belmont _____ and points out there is a Special Employee now assigned to
Glavin _____ Raleigh, North Carolina, handling such checks. 66-2534-11708
Harbo _____
Rosen _____
Tamm _____

Tracy _____ cc-Messrs. Sizoo
Mohr _____ Harbo
Winterrowd _____
Tele. Room _____ dmj
Holloman _____
Miss Gandy _____

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RH

51 AUG 26 1954

EX-125

Memorandum to Mr. Tolson

DISADVANTAGES

SAC, Cincinnati points out that one disadvantage to this suggestion is that the employee would not receive as close supervision as that afforded in headquarters city.

Inspector C. W. Stein feels such checks are too important to be handled by a clerk. Inspector J. H. Williams is opposed to adoption of this suggestion because he believes it would be courting and inviting personnel trouble.

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

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/23/54, composed of Messrs. Nichols, Boardman, Holloman, Parsons, Tamm, Mohr, Belmont, Sizoo, Rosen and Harbo, recommends unanimously unfavorable. Present Bureau policy permits record checks to be handled by Special Employees when circumstances warrant. The Conference was opposed to having GS-5 clerical employees handle such functions.

✓ J. P. Mohr
RTH

MR. TOLSON

8/24/54

EXECUTIVES CONFERENCE

~~SUGGESTION #567-54
MADE BY CINCINNATI OFFICE
SELECTIVE SERVICE ACT CASES
USE OF CORRESPONDENCE TO
LOCATE DELINQUENTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/92 BY SP5 CI/JS

AWK

In accordance with SAC Letter 54-36 (Q), 7/13/54, requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

That field offices be permitted to use correspondence to locate delinquents in all Selective Service Act cases during the first stages of the investigation, instead of limiting the use of correspondence to two instances.

PRESENT PROCEDURE

Bureau Bulletin #67, 12/1/50, approved the use of six form letters, strictly limiting their use to those cases in which the original delinquency occurred between January 1, 1949 and August 31, 1950, or in which the Selective Service file indicates the registrant is a veteran, as defined by Section 6, Selective Service Act of 1948, and therefore not liable to induction.

ADVANTAGES TO SUGGESTION

SAC, Cincinnati believes adoption of this suggestion would save both time and money in locating many delinquents, provided investigative attention is given to the location of the delinquents after a reasonable period of time subsequent to the mailing of the letters.

INDEXED - 162
RECORDED - 162
66-2554-11709

DISADVANTAGES TO SUGGESTION

13 AUG 25 1954

Mr. Rosen, Investigative Division, states the use of correspondence in attempting to locate Selective Service delinquents is contrary to the Bureau's long-standing policy of investigation through personal interviews and there is no reason for departure from the general policy in Selective Service Act cases. In each case, the Local Board has already made use of the

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

cc-Messrs. Sizoo
Harbo

51 AUG 26 1954

EX-125

RY

92

M

Memorandum to Mr. Tolson

correspondence method and has not succeeded in locating the registrant. Use of correspondence delays initiation of the usual, normal investigation and as a result, leads become "colder" and "old-dog" cases accumulate. Approval of the correspondence method would tend to minimize in the minds of investigative personnel the importance of these investigations. Because of the volume of cases received in this classification an unmanageable backlog can quickly accumulate if the number of cases closed each month does not closely approximate the number of cases received. In keeping the case load at a minimum, there is no substitute for immediate assignment and prompt investigation.

For the above reasons, Mr. Rosen recommends that this suggestion be considered unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION ; RTH:cs

The Conference of 8/24/54, composed of Messrs. Nichols, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen and Harbo, recommends unanimously unfavorable. The Conference felt that the present procedures should be continued.

R.H.

OK
✓ m S

MR. TOLSON

8/24/54

EXECUTIVES CONFERENCE

SUGGESTION #377-54
MADE BY DALLAS OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFI/JS

~~INDEXING -
ATOMIC ENERGY ACT APPLICANT CASES~~

In accordance with SAC Letter 54-36 (0), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

~~SUPERVISION~~

It is suggested that indexing of the name, aliases and variations thereof of applicants in negative Atomic Energy Act Applicant cases be discontinued where no investigation is to be conducted by the field office.

PRESENT PROCEDURE

Where the applicant in Atomic Energy Act Applicant cases has a relative residing in a field office territory, a lead is set out to check the office indices regarding this relative. Many times when the investigation is ordered this is the only lead for a particular field office. The Bureau order letter is retained by the receiving field office and placed in a subsection of the 116-0 file. An index card is prepared and placed in a central index. One year later the Bureau letter and the index cards are destroyed.

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b7C

ADVANTAGES TO THE SUGGESTION

SAC, Dallas feels that discontinuance of this practice would eliminate the necessity of making numerous index cards. He pointed out that in the case of women particularly multiple cards are necessary. For example in the case

[redacted] aka [redacted]

[redacted] (Mrs.)" four cards were necessary. Should subsequent instructions be received necessitating pulling the copy of the

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont cc-Messrs. Sizoo
- Glavin _____
- Harbo Harbo
- Rosen dmg
- Tamm _____
- Tracy _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

RECORDED-101

66-2554-11710

INDEXED-101

PH

AUG 25 1954

EX-107

53 AUG 26 1954

Memorandum to Mr. Tolson

Bureau letter for further action the name and date would be sufficient lead to find the copy easily without indexing. Elimination of the procedure would also eliminate the necessity for re-researching the indices one year later in order to pull and destroy the same index cards.

DISADVANTAGES TO THE SUGGESTION

Mr. Rosen, Investigative Division, advised that although this procedure would eliminate the necessity of making numerous index cards and possibly would be feasible in a small office having only a few Atomic Energy Act Applicant cases, confusion would result from this practice in larger offices upon receipt of additional leads from other division. These communications might or might not make reference to a Bureau order letter and if the name of the appointee were not indexed, considerable time would be expended in locating the Bureau order letter which is filed in a subsection of the 116-0 file. The index card is a quick reference to the location of the Bureau order letter and is useful to the office receiving leads from other divisions.

In the interest of uniformity and in order to eliminate confusion and concern in the field, Mr. Rosen recommends that the suggestion not be adopted at this time.

EXECUTIVES CONFERENCE RECOMMENDATION : RTH:cs

The Conference of 8/23/54, composed of Messrs. Nichols, Boardman, Holloman, Parsons, Tamm, Mohr, Belmont, Sizoo, Rosen and Harbo, recommends unanimously unfavorable. The Conference agreed with Mr. Rosen that the present procedure should be continued.

RH
OK
jms

(Typed June 7, 1954)

EXECUTIVE ORDER

TO ALL FINGERPRINT CONTRIBUTORS:

~~Identification Division~~
Effective immediately, fingerprints submitted to the FBI on individuals who are fingerprinted pursuant to local ordinances or state laws where fingerprinting is mandatory will be retained in the Identification Division files of the FBI. These fingerprints have previously been searched and returned to you with an appropriate "no record" notation or a copy of any record located.

The same procedure will apply to fingerprints of individuals who are fingerprinted for security-type clearances and forwarded through the appropriate branch of the armed services or other Federal agency.

Very truly yours,

John Edgar Hoover
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY 275 cfb

RECORDED-29 *66-2554-11711*
INDEXED-29 76 AUG 26 1954

EX-128

*Approved by the Executive Committee of
the Board of Directors, Rosen, Muller,
Winters, Lipp, Boardman, Whelan, J. Quinn
6/11/54*

7/2/54 [Signature]

15 AUG 27 1954

ORIGINAL COPY FILED IN

MR. TOLSON

8/5/54

EXECUTIVES CONFERENCE

SUGGESTION #358-54
MADE BY SA NICHOLAS J. PURCHIA
NEW YORK OFFICE
ADMINISTRATION OF CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5CJ/JS

SUGGESTION

It is suggested that the initials of a supervisor or relief supervisor be placed on the serial opening, reopening or closing a case administratively, in order to pinpoint responsibility.

MANUAL REQUIREMENTS

The suggester states a reading of Manual of Rules and Regulations fails to disclose that the proposed procedure is a Bureau rule at the present time. It is noted Section 3E, 2b, of this Manual states instructions to the Chief Clerk to place a case in a pending inactive status must be in writing on the appropriate serial, which must be initialed and dated by the supervisory employee, but no mention is made concerning a requirement of having a supervisory employee place his initials on a serial which opens, reopens, or closes a case administratively.

In addition, Section 3E, 7, Manual of Rules and Regulations, relative to posting the status, states that communications closing cases administratively are always to be posted and that communications are to be posted only when a notation to do so is placed on them by a supervisory employee. However, the Manual does not explicitly state the initials of the responsible supervisor are required.

ADVANTAGES

Inspector G. W. Stein of the Training and Inspection Division agrees with the suggestion. Although the supervisory employees in the field generally appear to be following the suggestion made by SA Purchia, Inspector Stein believes the promulgation of a Bureau rule incorporating the proposed suggestion would give rise to uniformity throughout the field, and in addition would facilitate pinpointing responsibility in inspections.

Mr. J. P. Mohr of the Administrative Division and SAC L. L. Laughlin, Washington Field Office, also favor the suggestion. SAC, Washington Field stated supervisory employees of that office are following this procedure to some degree.

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

cc-Messers, Sizoo, Harbo, EX-130

RECORDED - 73
INDEXED - 73

66-237-1172
AUG 26 1954

ORIGINAL COPY FILED IN 66-2117-609

Memorandum to Mr. Tolson

DISADVANTAGES

None apparent.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 8/5/54, composed of Messrs. Boardman, Mohr, Tamm, Conrad, Sizoo, Kemper, Belmont and Harbo, recommended unanimously favorable. The procedure suggested is obviously desirable and should be followed, and in order to insure uniform procedures throughout the field, the rule should be placed in the Bureau manual.

MR. TOLSON

8/3/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/92 BY SP5 CJS

SUGGESTION #315-54

MADE BY [REDACTED]

RECORDS & COMMUNICATIONS DIVISION

REPORT WRITING - DISCONTINUE USE OF

SYNOPSIS IN REPORTS OF ONE PAGE OR LESS

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SUGGESTION

It is suggested that the Bureau discontinue the use of a synopsis on investigative reports of one page or less, especially those containing record checks in Applicant-type reports.

ADVANTAGES

The suggester pointed out a great many investigative reports are submitted containing only negative information on record checks and she feels time can be saved, without lowering the quality of the report, through adoption of her idea.

DISADVANTAGES

Mr. Rosen of the Investigative Division is opposed to adoption of the suggestion for the following reasons:

1. There would be lack of uniformity in investigative reports disseminated to other Governmental agencies. It would mean reports in just about every Applicant case would consist of those with a synopsis and those without a synopsis - as record checks are made in all Applicant-type cases. Such a procedure might be confusing to outside Governmental agencies and could raise a question as to lack of uniformity in our reports.

Executives Conference studied the problem of whether to continue the practice of preparing reports in an Applicant investigation without a synopsis and decided against this practice.

Therefore, standard Bureau procedure is followed in all Applicant-type reports in that they include a synopsis and it is felt the present uniform format should be continued.

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

cc-Messrs. Sizoo
Harbo

dmg
F302

67 SEP 1 1954

RECORDED - 116

INDEXED - 116

EX-130

100-3554-11713

AUG 26 1954

78

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-242-11713

Memorandum to Mr. Tolson

2. To permit omission of a synopsis from a one-page or less report tends to encourage tailoring of the investigation to fit the report and thereby cause the omission of pertinent details in order to keep the report within the required length.
3. There would be many instances wherein it would not be possible to determine if a synopsis would be needed at the time of dictation. It would not be known until the typed notes had been prepared and in finished form. To obtain a synopsis after the preparation of the original dictation would cause delay and repetition.
4. The suggester pointed out the omission of a synopsis would more specifically assist in the preparation of reports reflecting routine record checks and in this connection it should be noted "Form-type" reports have been approved and are in use by field offices handling volume routine record checks. To change the format of this report to conform with the suggestion would make it necessary to destroy those copies in existence and would cause additional expense in preparing new copies.

Mr. C. E. Hennrich of the Domestic Intelligence Division sees no particular objection to the suggestion if it saves time and money, but points out this would add another administrative rule, of questionable value, unfixed by definite conditions and therefore would tend to confuse the field in its application.

Mr. L. B. Nichols of the Records and Communications Division does not agree with the suggestion, states the synopsis does not take much more time and he feels there should be uniformity.

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 unanimously recommended no change.

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INITIALS OF ORIGINATOR

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Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: RELATIONS WITH THE INTERNATIONAL CRIMINAL POLICE COMMISSION (ICPC)

DATE: August 17, 1954

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

4/9/92 SP5 EFB

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.

1 - Mr. Harbo

Attachment

Rec'd B-13-54

AUG 23 1954

206/1

RECE

Harbo

Handwritten initials

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.

MR. TOLSON

August 19, 1954

EXECUTIVES CONFERENCE

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DATE 4/9/92 BY SP5 E/B

~~SUGGESTIONS #388-54 and #660-54~~

~~AUTOMOBILE COST REPORTS~~

~~(FORM FD-111)~~

~~BE SUBMITTED SEMIANNUALLY INSTEAD OF QUARTERLY~~

In accordance with SAC Letter #54-36 (Q), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

Automobile Cost Reports (Form FD-111) be submitted semiannually instead of quarterly. (Submitted by Albany and New York Offices)

ADVANTAGES

In the New York Office approximately two days of clerical time is spent each time the Quarterly Automobile Report is prepared in transferring data from Form FD-150 (Monthly Cost of Operation and Mileage Accrued - Automobiles). Adoption of the suggestion would save clerical time. In addition, it would save time in file handling, voucher handling and computation in each field. Sample Forms FD-111 and FD-150 are attached hereto.

DISADVANTAGES

It is most desirable to continue these reports on a quarterly basis to expedite the location of discrepancies, excessive costs incurred by field divisions, inadequate use of cars as indicated by low mileage, and so forth. However, in the interest of streamlining our procedures and effecting economy, it is possible trouble areas may be spotted on the basis of two reports a year.

RECOMMENDATION

RECORDED-101

12 AUG 27 1954

INDEXED-101

Mr. J. P. Mohr, Administrative Division, recommends semiannual submission of Automobile Cost Reports instead of quarterly submission. He recommends that the dates for the semiannual submission be December 31st and June 30th of each year inasmuch as this information is required to be furnished to General Services Administration and the Bureau of the Budget on a fiscal year basis and cost figures are needed on budget work on the same basis.

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

Acc-Messrs. Sizoo and Harbo
Attachments

Handwritten initials and marks:
my
RM

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE RECOMMENDATION EDM:fk ^{ok}

Present at the Executives Conference August 18, were Messrs. Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen and Mason. Conference unanimously recommended that automobile cost reports be submitted semiannually instead of quarterly. If approved, attached SAC Letter should be dispatched.

Letter
at
to mail
See
8.23.54
J

JM
OK
JMS

JK

TO : MR. TOLSON
FROM : THE EXECUTIVES CONFERENCE
SUBJECT: RADIO SURVEILLANCE TRUCK
BALTIMORE FIELD DIVISION

DATE: Aug. 11, 1954

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

DJP/mek

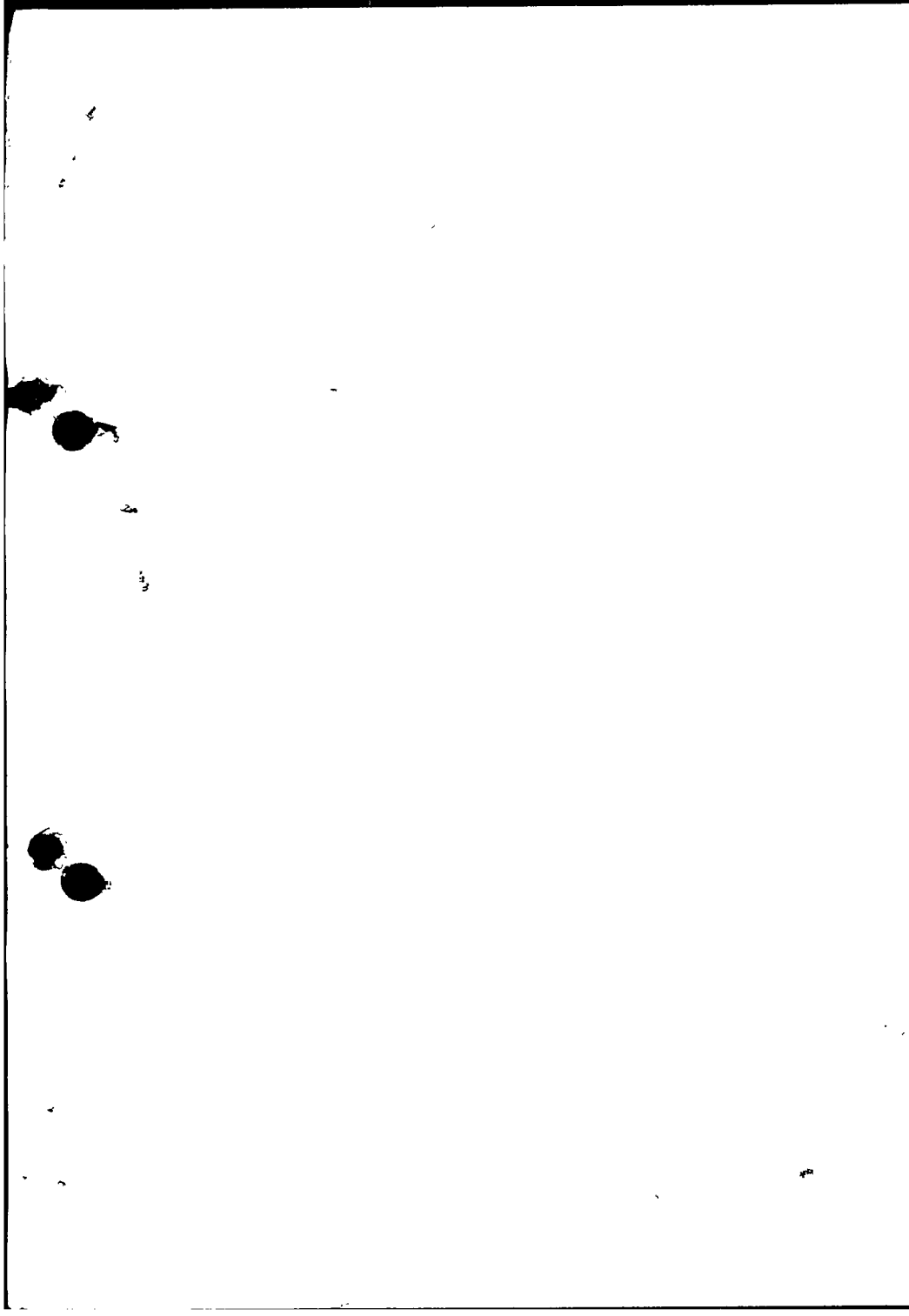
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFB/B

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EX-103 | 188 (AUG 22 1954)

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EX-117

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ORIGINAL COPY FILED IN 61 154

August 18, 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 EIJ/JS

Mr. [Redacted]

Room 1203
Department of Health, Education, and
Welfare Building, North
Washington 25, D. C.

b6
b7c

RE: Maintenance and Cleaning
Identification Building
Federal Bureau of Investigation
2nd and D Streets, S. W.
Washington, D. C.

Dear Mr. [Redacted]

This is in reference to the conference held on the morning of August 16, 1954, between you, Special Agent Guy Kettel, and Inspector G. L. Trotter.

You will recall that a general discussion was had as to the cleaning of the Identification Building by the day and night force laborers. You advised that the General Services Administration made apportionment of cleaning personnel to the various buildings on the basis of square footage of space in each building.

The Identification Building, housing the fingerprint records of the FBI, is required to be open for business 24 hours a day, seven days a week. This is necessary due to the essential nature of the services rendered.

If we were using the space in this building on a regular 8 hour shift, such as is done in those Government buildings not requiring emergency around-the-clock service, I would agree that the cleaning yardstick of square footage of space to be cleaned normally would apply. I cannot help but feel, however, and I offer this observation for your comments, that consideration should be given to more frequent cleaning of this building in view of the constant overtaxing of the normal facilities by its' continuous usage. In other words, we are using the space on a shift basis and in some

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- Tele. Room _____
- Holloman _____
- Gandy _____

OLT/jl

Approved by Executive Conference consisting of Messrs. Belmont, Boardman, Mason, Rosen, Sizoo, Parsons, Nichols, and Tamm on 8-18-54.

Sent from Dir 8/18/54

AUG 22 1954

JR

7-5

Mr.

instances double usage is being made of given areas and in others, triple usage occurs in each 24 hour span.

It is logical to expect, with so many people using the rest rooms, the corridors, and the working space itself, that more frequent cleaning is called for than in a building that is open on a strict 8 out of 24 hours working shift. I can only conclude, therefore, that the system of assigning cleaning personnel on the basis of strict square footage of space is not as equitable as allocation of cleaning personnel on the basis of "usage of square footage".

I desire to also point out to you in furtherance of this position that within the past 90 days we have added to our operating staff in the Identification Building over 1,100 employees. Obviously, with so many more people using the space, increased cleaning services are needed. I would like to have you consider this factor, also, in an effort to step up the cleaning services in the building.

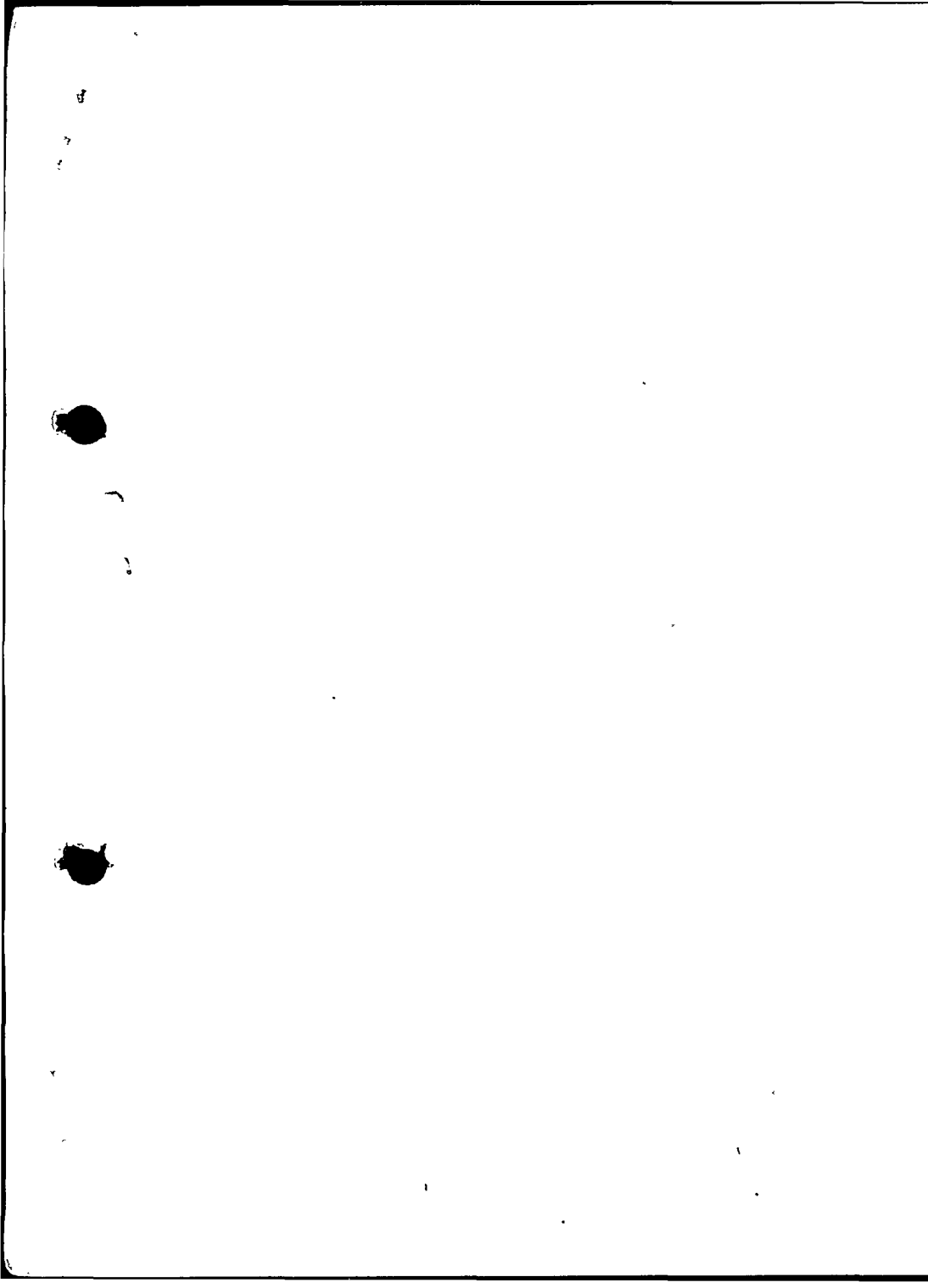
In summation, the more than average space usage on a shift basis coupled with our increased operating staff in the Identification Building to my mind certainly justifies the assignment of additional personnel to the cleaning staff so that more frequent cleanings than every third day may be had.

I do hope that this problem will be given early consideration by you and I respectfully request that I be advised as to the final decision made on this matter.

Sincerely yours,

Quinn Tamm

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60 AUG 31 1954 *W*

INDEXED - 23
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H

August 18, 1954

Mr. [redacted]

Room 1263
Department of Health, Education, and
Welfare Building, North
Washington 25, D. C.

4/9/92 Sp5 cjt/js

Re: Installation of Linoleum Floor
Covering, Room G-143
Identification Building
End and D Streets, S. I.
Washington, D. C.

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b7c

Dear Mr. [redacted]

You will recall that in the Fall of 1952 certain structural changes were made in the basement of the Identification Building in order to provide space for needed expansion. This work was done by General Services Administration and we reimbursed your agency for the work performed. Since October of 1952, this space has been continuously used as office space.

You will further recall that we have recently requested the installation of linoleum flooring in Room G-143 and an original reimbursable estimate of \$1,650. was submitted to us. This estimate was later amended by memorandum from Mr. [redacted] under date of August 6, 1954, to now include a total cost of \$2,690. for materials and labor.

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I would like to direct your attention to GSA Circular #12, dated June 29, 1951, to the heads of all federal agencies, captioned, "Standard Practices in the Management and Services of Buildings". On Page 2 (Item 30) the statement is made that among the services provided by GSA without cost to a building occupant is, "Re-finishing of floors and laying of floor covering such as linoleum or tile". It would appear, therefore, that this particular item would be a service normally to be furnished by you without the requirement of reimbursing GSA from our appropriations.

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- Gandy _____

During a conference held on the [redacted] of August 16, 1954, attended by you, Special Agent [redacted]

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b7c

CLT/jl

Handwritten notes and signatures at the bottom of the page.

12 AUG 1954

[redacted] and Inspector J. L. Trotter, this point was discussed. You will recall at that time you pointed out that the FBI had agreed to having this basement space converted to office space on a reimbursement of funds basis. The FBI did reimburse ASI for the initial conversion costs.

The discussion that took place on August 10, 1954, finally resolved itself into whether this basement space, which is now and has for almost two years, not been utilized as office space, has actually acquired a similar identity under the rules and regulations of GSA. If it is now considered office space by your agency, with the same services being rendered it by GSA as other office space, then it appears that the provisions of GSA Circular #12 apply. The laying of the floor covering would, therefore, be a normal office space service provided by GSA and it would not be necessary to effect a transfer of funds for this particular work. In other words, if Room G-143 is at the present time officially declared as office space by ASI, it is my understanding that no cost would be charged to the FBI for the installation of the linoleum in this room.

The foregoing is being furnished to you with the request that an early decision be made as to whether Room G-143 is now considered as office space so that a final determination can be reached as to whether the floor covering will be placed thereon with or without cost to the FBI.

Sincerely yours,

Quinn Tamm

Approved by Executive Conference consisting of Messrs. Belmont, Boardman, Mason, Rosen, Sizoo, Parson, Nichols, and Tamm on 8-18-54.

QT

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16555

The Director

8/17/54

The Executive Conference

~~CONFIDENTIAL~~

MEMORANDUM FOR PLANS AUXILIARY SPACE FOR S.O. IN
AGENCY CARRYING CASES

Present at the Executive Conference 8/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason.

It was brought to the attention of the Conference that immediately upon the sounding of a signal for evacuation from FBI Headquarters to a relocation site, certain of the evacuees might have in their possession, in the form of current mail on their desks or tables in the office, vital documents. Some of these documents might be essential in carrying out wartime operations.

It was pointed out to the Conference that there are approximately 1,000 heavy leather briefcases equipped with padlocks of the type used by Agents on hand in the Supply Section. It was mentioned to the Conference that perhaps certain officials scheduled for evacuation might desire to have one or more of these briefcases on hand so that without undue delay they could be immediately stocked with vital documents and could be carried along with the evacuee to the relocation site. It was mentioned to the Conference that evacuees would not wish to take with them all mail and documents on their desks but certain documents might necessarily have to go. The briefcases presumably would provide an economical and efficient method for transporting any such vital documents.

The view was expressed at the Conference that difficulty might be encountered in determining what documents would have to be evacuated and it was felt by the Training & Inspection Division that this is a matter which would have to be determined by each individual evacuee and that there would be no practical way of listing every type document which should be moved to the relocation site.

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- Rosen _____
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- Tele. Room _____
- Holloman _____
- Gandy _____

EXECUTIVES CONFERENCE CO. REVISION:

INDEXED-88

RECORDED-88 AUG 26 1954

92-166-2554-11719

The majority of the Conference favored not issuing an SAC Letter calling attention to the availability of briefcases

EX-12

Attached hereto is Mr. Gauthier's memo of 8/11/54 to you and the SAC Letter which he proposed.

NOV 10 1954

ORIGINAL FILED IN 66-17371-

Mr. Tolson

8-26-54

Executives Conference

~~SUGGESTION 531-54~~
~~REALLOCATION OF FIELD~~
~~SUPERVISORS TO GRADE GS-14~~
MADE BY CHICAGO OFFICE

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HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY sp5 ctb/B

SUGGESTION: (Submitted in accordance with SAC Letter 54-36 (Q),
7/13/54, requesting streamlining suggestions.)

Agents who have been field supervisors for one year
and are already in Grade GS-13 be reallocated to Grade GS-14.

PRESENT PROCEDURE:

There are presently few field supervisors in Grade
GS-14.

ADVANTAGES:

Would make Supervisors more willing to serve in that
capacity; would make men working as Agents more anxious to work
harder since they could look forward to receiving a Grade GS-14
upon becoming Supervisors. The suggesting office pointed out
that the work of a Supervisor is much harder than that of an
Agent who works for him, who is in the same grade.

DISADVANTAGES:

None noted.

RECOMMENDATIONS:

Mr. J. P. Mohr, Administrative Division, recommends
no change be made in the present procedure. He states there is
presently no over-all policy for reallocating field Supervisors
to Grade GS-14; however, in deserving cases they have been given
Grade GS-14 on the basis of meritorious performance or duties
and responsibilities handled by the particular Supervisor. This
problem has received consideration in the past and as recently
as December, 1953, the Executives Conference considered the matter.
At that time, no over-all policy was adopted in view of the fact
that no equitable formula could be worked out for setting up the
qualifications to be considered.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED-68

INDEXED-68

66-2554-11720

21 AUG 30 1954

EX-12

Memorandum to Mr. Tolson

Mr. Mohr does not feel all Grade GS-13 Supervisors should be automatically considered for reallocation to Grade GS-14 upon completion of a stated period of supervisory service. It is pointed out most ASAC's are in Grade GS-14 and a field Supervisor ordinarily does not have the responsibility of an ASAC. In addition, the duties of various field Supervisors vary according to the size of the office and the nature of the work they supervise. Some Supervisors are responsible for a large number of Agents as well as a large case load, while others do not have comparable responsibilities, either from the standpoint of Agent personnel under their supervision, or the case load being handled on that particular desk.

EXECUTIVES CONFERENCE CONSIDERATION: GCG: jaw

Present at the Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols, and Gearty.

The Conference was unanimously opposed to this suggestion.

but leaving the matter in the hands of each person who might have to evacuate for a determination as to the most economical and feasible method. The majority pointed out that Agents are already equipped with briefcases and padlocks.

The minority, Mason, felt that an SAC Letter should be issued calling attention to the availability of briefcases.

RA

MR. TOLSON

8-26-54

EXECUTIVES CONFERENCE

SUGGESTIONS #478-54, 479-54,
480-54, 481-54 and 482-54
HANDBOOK FOR FBI EMPLOYEES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CE/JS

In accordance with SAC Letter 54-36(Q), 7/13/54,
requesting the field to submit their thoughts relative to ways of
further streamlining the Bureau's work, the following suggestions
were made.

SUGGESTIONS

#478-54 and #479-54 That the Handbook for FBI Employees not be issued to each employee, but a sufficient number of copies of the Handbook be retained in field offices in order that they may be charged out to new employees to read and review. (Submitted by Miami and New Orleans Offices)

#480-54 That the Handbook for FBI Employees be discontinued. (Submitted by Oklahoma City and Memphis Offices)

#481-54 If the Handbook for FBI Employees is continued, it is suggested it be continued only for clerical employees in large field offices. (Submitted by Memphis Office)

#482-54 That the Handbook for FBI Employees be issued to clerical employees only. (Submitted by Newark Office)

ADVANTAGES TO SUGGESTIONS

With regard to the suggestion that the Handbook for FBI Employees not be issued to all employees, but sufficient copies be retained in field offices for review by new employees, the following advantages were pointed out. This will eliminate the responsibility to each employee charged with possession of this Handbook which, because of its size (4 1/2 x 5 1/2"), can be easily misplaced. This would effect savings in the cost of printing inserts for Handbooks for new employees, the cost of printing inserts for the Handbooks, would eliminate the amount of clerical time now required in issuing revisions and in actually placing inserts in the Handbooks. The Handbook for FBI Employees is seldom referred to by older employees. Postage costs would be reduced in transmitting inserts to field offices.

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

6 AUG 30 1954

RECORDED 1172
RECORDED
10
J.R.H.

Memorandum to Mr. Tolson

With regard to the suggestion that the Handbook for FBI Employees be discontinued, it was stated that this Handbook is the type of thing which can easily be lost or misplaced. Basically, there is nothing in the Handbook which employees cannot obtain from existing manuals or by discussion with supervisors. In general, field personnel with six months or more of experience have no use for it. If the Handbook for FBI Employees is to be continued, it is felt that it should be issued only to clerical employees, or clerical employees in the larger field offices.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum dated 3/23/54, reflects unfavorable consideration of the suggestion made by SAC W. A. Murphy, Charlotte, to the effect that the Handbook for FBI Employees be issued to new clerical employees only and be retained by them for a period of one year.

Executives Conference memorandum dated 7/19/54, reflects unfavorable consideration of the suggestion made by [redacted] FBI Laboratory, to the effect 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.

At that time it was felt that the information contained in the Handbook for FBI Employees cannot be emphasized too much, that there are rights and privileges concerning which employees should be informed 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, and it is planned that this information all be included in the FBI Handbook. There are so many new and changing policies brought to the attention of employees through this medium, that this Handbook 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. The Handbook for FBI Employees contains valuable information relative to the history, jurisdiction and traditions of the FBI and it is felt every employee should constantly refresh himself on this. General information regarding work assignments, working hours, payroll matters, Health Service, employee compensation benefits, housing, educational facilities, recreational activities, cafeteria, and training facilities. Since the personnel counseling program has been abolished, the Conference agreed this information was more valuable than previously.

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b7c

Memorandum to Mr. Tolson

Mr. J. P. Mohr, Administrative Division, is opposed to the adoption of these suggestions.

EXECUTIVES CONFERENCE CONSIDERATION ^{now} ccg:jaw

Present at the Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols, and Gearty.

Conference unanimously of the opinion Bureau should continue to supply the handbook to all Bureau employees.

RA
Mr. Tolson

8-26-54

0
Executives Conference

SUGGESTION NO. 494-54
MAIL COVERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CJP/BS

In accordance with SAC Letter #54-36 (0), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

Mail covers be placed upon the authorization of any supervisory desk in the field office. (Submitted by Albuquerque.)

ADVANTAGES

Before the SAC will approve a mail cover, the supervisory desk handling that particular type of matter must necessarily be consulted by the SAC before approval will be made. It will save the SAC unnecessary time in the approval of mail covers, which could as easily and as accurately be handled by a supervisory desk. This would avoid any delay in the placing of mail covers during the absence of the SAC.

DISADVANTAGES

None noted.

PRESENT PROCEDURE

SAC Letter #54-36 dated 7/13/54 instructed all SAC's to personally pass upon each request for mail covers. Instructions prior to the date of this SAC Letter were to the effect that each mail cover had to be approved by the Bureau.

RECOMMENDATION

RECORDED - 18
INDEXED - 18

66-2554-11722
RECORDED

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

Mr. A. Rosen, Investigative Division, Mr. A. H. Belmont, Domestic Intelligence Division; and Inspectors J. E. Nugent, G. W. Stein and J. H. Williams recommend continuance of the existing instructions that SAC's must personally approve each mail cover requested for the reason that if the controls are relaxed, we

cc: Mr. Sizoo
Mr. Harbo

atn
AUG 30 1954

RAy J

Memorandum to Mr. Tolson

would be again put in a position where mail covers would be placed indiscriminately, thereby incurring the possibility of embarrassing instances arising. Inspectors Nugent, Stein, and Williams feel that the SAC and ASAC are not too busy to pass on mail covers.

EXECUTIVES CONFERENCE CONSIDERATION ^(aw) GCG:jaw

Present at Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols and Gearty.

The Conference unanimously opposed to the suggestion.

Mr. Tolson

8-26-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CEF/B

SUGGESTION NO. 605-54
CHECK CASES (MASTER CHECK CASES)
DEADLINE
MADE BY KANSAS CITY OFFICE

In accordance with SAC Letter #54-36 (Q), 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION:

The deadline in handling leads in Master Check Cases should be amended to set a minimum date of not less than thirty days and the instructions amended to include provisions that the deadline established is no longer to be adhered to after the check writer has been identified and is in custody, if prosecution is authorized.

PRESENT PROCEDURE:

Manual of Instructions, Section 61, Paragraph 8 (d), sub-paragraph 3, provides that all leads in Master Check Cases are to be covered within fifteen days of their receipt in a field office.

ADVANTAGES:

(1) Would permit investigation of these cases in a more routine, yet expedite, manner consistent with deadlines already existing in many Bureau investigations, particularly of the applicant classification. (2) Would permit a more uniform policy of following these cases on administrative basis, thus precluding considerable handling of files by the Chief Clerk's Office and supervisors in following fifteen-day ticklers. (3) Would enable Resident Agents and road trip Agents to handle Master Check Case leads in the course of travel to cover other leads pending in the respective territories. (4) If instructions are adopted to terminate the deadline in Master Check Cases following the identification and incarceration of the subject, additional unnecessary administrative handling of files could be avoided. Such provision would cause the present administrative delinquency rules to apply to these cases.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 18
INDEXED - 18
EX - 107
RWg

21 AUG 30 1954

60 AUG 30 1954
atn

11723

Memorandum to Mr. Tolson

DISADVANTAGES:

In certain cases, a delay of ten days to two weeks over the present time used in covering leads might result; however, in urgent cases each field office could be instructed by the office setting out the leads to expeditiously handle such leads.

RECOMMENDATIONS:

The suggesting office recommended that this suggestion be adopted and such deadlines be extended to not less than thirty days. It is pointed out that check writers generally are not vicious or badly wanted criminals and in view of other investigations involving dangerous criminals, as well as the Bureau's responsibility in applicant investigations, it appears that the present instructions regarding deadlines in these cases are not consistent with the exigencies in these cases.

Mr. A. Rosen, Investigative Division, states in view of the fact subjects of Master Check Cases are the professional type of check passer and their activities are not in any way decreased by identifying the subjects involved or obtaining process for their arrest, it is believed the fifteen-day deadline on leads of this type should remain in force. It is also believed this same deadline should be in force after the subject is in custody, so as to make it possible to complete the investigation on recent encashments in order that this too may be brought to the trial judge's attention before considering sentence of the subject.

EXECUTIVES CONFERENCE CONSIDERATION:

Jan
CCG:jan

Present at the Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols, and Gearty.

The Conference was unanimously of the opinion that the present procedure should be continued.

Mr. Tolson

8-26-54

Executives Conference

SUGGESTION NO. 530-54
MADE BY CHICAGO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CE/JS

In accordance with SAC Letter 54-36 (Q), 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION:

Translated newspapers, together with the translations thereof, be returned to the field without the use of an enclosure envelope by merely stapling the newspapers and translations to the letters of transmittal. An exception would be those instances in which the newspaper itself is an item of evidence.

PRESENT PROCEDURE:

When translated newspapers are returned to the field, the newspaper and the translation are enclosed in an enclosure envelope.

ADVANTAGES:

Expense of enclosure envelopes would be saved and the time necessary to prepare the enclosure envelope and place the material therein would be saved.

DISADVANTAGES:

Mr. D. J. Parsons, FBI Laboratory, states that a survey shows the majority of offices, to reduce correspondence to a minimum, are submitting these newspapers in multiple numbers ranging from two to six copies per submission. The average newspaper requires three and one-half pages of translated summary; since translations are furnished in duplicate to the field, this means we would be trying to staple together anywhere from two to six newspapers and fourteen to forty-two pages of translations. It is believed this insecure fastening would result in numerous instances of detachment, with consequent confusion, delay, and cost in locating entailed.

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

cc: Mr. Sizoo
Mr. Harbo

67 AUG 31 1954

Handwritten initials and a large 'J' mark.

RECORDED - 18
EX-130 INDEXED - 18
66-2554-11724
RECORDED
21 AUG 30 1954

Memorandum to Mr. Tolson

Mr. Parsons also points out it is entirely within the realm of possibility that newspapers which are being submitted by the field on a recurring basis, such as those the Chicago Office has in mind, could assume an evidentiary character at some future time in the event the Department proceeded against the publishers.

RECOMMENDATIONS:

Mr. D. J. Parsons, F.B.I. Laboratory, recommends no change in our present practice of returning translated newspapers to the field in enclosure envelopes.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:jaw

Present at the Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols and Gearty.

The Conference was unanimously opposed to the suggestion.

MR. TOLSON

8-26-54

EXECUTIVES CONFERENCE

SUGGESTION #520-54
MADE BY MILWAUKEE OFFICE
REVIEW OF FILES WITH AGENTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5CJ/JS

In accordance with SAC Letter 54-36 (0), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

That the field be instructed to review files with Special Agents on a quarterly basis instead of every thirty days for headquarters city agents and every sixty days for resident agents.

PRESENT REQUIREMENTS

Manual of Rules and Regulations, Section 3E, 11b, requires that the SAC, ASAC or Supervisor review cases with employees to whom cases are assigned every thirty days.

Manual of Rules and Regulations, Section 2E(4), requires that resident agents go to headquarters city each sixty days and at this time their cases are reviewed.

ADVANTAGES TO SUGGESTION

SAC, Milwaukee states cases are reviewed on a thirty-day basis by tickler at the present time and there appears to be duplication of effort in reviewing the cases with Agents individually during the same period. He feels considerable supervisory time could be saved in the field through adoption of his suggestion and that the time devoted thereto could be spent on other administrative duties.

DISADVANTAGES TO SUGGESTION

Mr. A. Rosen of the Investigative Division, Mr. A. H. Belmont of the Domestic Intelligence Division and Inspector E. D. Mason of the Training and Inspection Division are all opposed.

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

RECORDED-14

INDEXED - 14

21 AUG 30 1954

cc-Messrs. Sizoo
Harbo

60 AUG 30 1954

Memorandum to Mr. Tolson

to the adoption of this suggestion and recommend no change in Bureau rules relative to a review of files by field supervisors with Agents. They pointed out a personal discussion by an Agent with his Supervisor concerning cases assigned to him is a very desirable procedure and through these reviews the Supervisor is in a position to personally bring to the Agent's attention matters involved in particular cases which require handling. Such reviews on a thirty-day basis serve to alert the Agent to the necessity for a thorough, complete and expeditious handling of cases inasmuch as during such reviews the Agents are required to advise the Supervisor of the expected date of completion of outstanding investigations. It is believed this method is more effective than the following of cases on a tickler basis. In addition, they stated it is necessary with regard to new agents to conduct such reviews to insure they do not become merely "lead coverers."

EXECUTIVES CONFERENCE CONSIDERATION ^{jaw} GCG:jaw

Present at Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols and Gearty.

The Conference was unanimously opposed to the suggestion.

OK
✓ per [signature]

Memorandum to Mr. Tolson

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum dated 11/27/53, reflects unfavorable consideration of the suggestion made by Miss DeOpal Decker, Chief Clerk, Milwaukee Office, to the effect that Assignment Cards be revised to provide a space for the Bureau file number.

At that time the Executives Conference felt that posting this additional information to Assignment Cards would consume a substantial amount of time without providing results commensurate with the effort.

EXECUTIVES CONFERENCE CONSIDERATION GCG:jaw

Present at the Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols and Gearty.

Conference unanimously opposed to suggestion.

V. per J.S.

MR. TOLSON

8-26-54

EXECUTIVES CONFERENCE

~~SUGGESTION #739-54
MADE BY SA CARL J. EVENSEN
BOSTON OFFICE
ASSIGNMENT CARDS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CE/JS

In accordance with SAC Letter 54-36(Q), 7/13/54, requesting the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

That the Bureau file number be typed on all Assignment Cards at the time the case is opened in field divisions.

PRESENT PROCEDURE

Bureau file numbers do not appear on Assignment Cards. This necessitates location by the Chief Clerk's Office of the file when preparing the Bimonthly Administrative Report, which requires the inclusion of Bureau file numbers.

ADVANTAGES TO SUGGESTION

Adoption of the suggestion would assist field divisions in readily locating Bureau file numbers in connection with the preparation of the Bimonthly Administrative Report. The suggester feels this would save time in the Chief Clerk's Office and be of convenience to Agents.

SAC Laughlin of Washington Field Office agrees with the suggestion and recommends favorably as to its adoption. He states the slight additional time required to type the Bureau file number on all Assignment Cards would be offset by the convenience of having the Bureau file number accessible when desired.

DISADVANTAGES TO SUGGESTION

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

The suggester pointed out that additional time would be required in adding the Bureau file number to the Assignment Card at the time the case is opened.

RECORDED-14
INDEXED-14
AUG 30 1954
66-2534-11726

EX-130

61 AUG 31 1954

Mr. Tolson

9/1/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5CJ/S

SUGGESTION NO. 608-54
MADE BY LOS ANGELES OFFICE
FORM FD-235 (REQUEST FOR FUNDS
FOR PAYMENT TO INFORMANT)

In accordance with SAC Letter No. 54-36 (Q) dated 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

That the use of Form FD-235 (Request for Funds for Payment to Informant) be discontinued. (Sample attached.)

PRESENT PROCEDURE:

No Number SAC Letter 54-G dated 6/9/54 sets forth a new system of handling the Confidential Fund. When an Agent wishes to obtain funds for payment to an informant he is required to fill out Form FD-235 (Request for Funds for Payment to Informant), which is similar in all respects to the blue slip, except that it also has a space for the check number issued to cover the item and a space for verifying that the item was properly authorized, receipt received, and voucher prepared. This form then has to be approved by the Special Agent in Charge. A blue slip is prepared from this form, it is signed by the SAC and a voucher prepared. Form FD-235 then moves from a folder called "Unvouchered" to a folder called "Vouchered" and remains here until payment is received from the Bureau. (Sample of Form FD-37, Blue Slip, attached.)

ADVANTAGES:

Would eliminate duplicate effort in filling out the blue slip from the Form FD-235.

RECORDED-140
INDEXED-140

66-3554-11727

DISADVANTAGES:

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

Mr. J. P. Mohr, Administrative Division, points out that no copies of the blue slip are maintained in the field; therefore, if Form FD-235 is discontinued, no complete record of the transaction will be available in field records.

cc: Mr. Sizoo
Mr. Harbo
Attachments
atn

J PJ

SEP 3 1954

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. Mohr points out that Form FD-235 is not a copy of the blue slip, but is a request for funds to make a contemplated payment to an informant or other individual, which payment is of a confidential nature. If properly executed, the form contains other necessary accounting data, together with a justification for the anticipated payment. The form acts as a permanent field record of the transaction.

He states it would not be possible for an employee to prepare a blue slip when requesting funds, since he will not know the date payment is made; he cannot know the information which will be furnished; and if the blue slip is executed prior to payment to informant, it would not be a true document as the blue slip states on its face that payment "was actually and necessarily paid by me on" followed by a space for the date of the payment.

RECOMMENDATIONS:

Mr. Mohr recommends continued use of Form FD-235 (Request for Funds for Payment to Informant).

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

THE DIRECTOR

August 30, 1954

THE EXECUTIVES CONFERENCE

PLANT INFORMANT PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/83 BY SP5 CJS

The Executives Conference, consisting of Messrs. Boardman, Nichols, Belmont, Harbo, Mohr, Parsons, Rosen, Tamm, and Sizoo, considered appropriate steps to take in order to curtail the Plant Informant Program.

In 1940, Office of Naval Intelligence and G-2 requested the Bureau to develop undercover Agents in certain industrial plants in lieu of placing Special Agents in those plants in an undercover status. Pursuant thereto, we began developing plant informants in plants considered vital to the national defense and continued this Program until November, 1945. After the outbreak of the Korean conflict, the Executives Conference on July 13, 1950, recommended the reinstatement of the Plant Informant Program. At the time we reinstated the Program, we did discuss the Program with representatives of the Department of Defense, Atomic Energy Commission and other interested agencies and we have reported our progress in reports to the National Security Council.

The present Plant Informant Program includes the following:

1. Facilities on the Key Facilities List.
2. Atomic Energy Facilities.
3. Facilities holding classified contracts.
4. Facilities deemed vital by local Army Area and Naval District Commanders.
5. Facilities deemed vital by the individual Special Agents in Charge.

The first three types of facilities are of extreme importance and informants have been developed in the past due to our responsibilities under the Delimitations Agreement and the Atomic Energy Act. The latter two categories have been included in the Program in order that the Bureau would have all major industries covered.

Our informant program with respect to Strategic Air Command Bases of the United States Air Force is the subject of a separate agreement growing out of the Director's conference with the Secretary of Air on July 11, 1950, and has never been included in the general Plant Informant Program. It should not be affected by any curtailment of the Plant Informant Program.

Attachment

Mr. Harbo
Mr. Sizoo

SEP 3 1954
RDS:lll:pjm

RECORDED - 77

66-2554-11728

INDEXED-77

SEP 2 1954

EX-130

Handwritten signatures and initials: RT, M, Q, and others.

Based upon instructions received to curtail this Program, the following recommendations have been submitted:

RECOMMENDATIONS:

(1) It is recommended that the field be advised that the Plant Informant Program is being restricted to contacts with security officers and/or officials having responsibility for plant protection in the five categories of facilities presently included in the Plant Informant Program and enumerated above. If the Special Agent in Charge feels this coverage is insufficient to assure the Bureau's responsibility regarding espionage, sabotage and subversive activities will be fulfilled, he should advise the Bureau, furnish his recommendations concerning the desirability of additional coverage and obtain Bureau approval in each instance prior to developing informants in addition to the required contacts.

(2) It is recommended that the index cards on the individual informants presently maintained in the field be retained in an inactive status for a period of one year, at which time consideration will then be given to their destruction. It is felt that the retention of these cards will enable us to rapidly implement the Plant Informant Program in the event international conditions require such action. Attached is a suggested SAC Letter. If you approve these recommendations, suggested Manual and Handbook changes will be submitted.

(3) While the military intelligence agencies, Central Intelligence Agency, Atomic Energy Commission and National Advisory Committee for Aeronautics are aware of our Plant Informant Program because we discussed it with them when it was reinstated and on subsequent occasions, since it was reinstated on our own initiative,

it is recommended that these agencies not be advised of the curtailment of the Program but, in the event inquiries are received from them regarding it, we will advise them.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

The Executives Conference recommends that the attached SAC Letter be sent to the field and that the other recommendations contained herein be followed. If you approve, this will be done.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

9/1/54

g
The Executives Conference

PROPOSED SPEAKERS FOR
FBI NATIONAL ACADEMY GRADUATION EXERCISES,
NOVEMBER 19, 1954

On 9/1/54 the Conference, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Mohr, Rosen and Harbo, was advised that Judge Harold Medina had been unable to accept the Bureau's invitation to speak because of a prior speaking commitment on that date.

The Conference unanimously recommends that the following two men be invited to appear as speakers on the program: Dr. Joseph R. Sizoo, School of Religion, George Washington University, and Charles E. Wilson, Secretary of Defense.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5

M

cc - Mr. Sizoo
Mr. Harbo

RECORDED-140

INDEXED-140

66-2554-11729

RTH:cs
23

SEP 2 1954

SEP 1 1954

James

RH

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

30 SEP 3 1954

Mr. Tolson ✓

9-2-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CI/JS

SUGGESTION NO. 697-54
MADE BY SAN FRANCISCO OFFICE
INSPECTIONS (REVIEW OF PENDING CASES)

In accordance with SAC Letter #54-36 (C) dated 7/13/54 requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received.

SUGGESTION:

That the present system of reviewing all pending cases in the field office on inspection be modified and that instead a system be substituted whereby twenty-five per cent of the cases assigned to each agent could be reviewed.

PRESENT PROCEDURE:

All pending cases are reviewed during an inspection.

ADVANTAGES:

(1) Save time of the Inspector and his Aides. (2) By reviewing twenty-five per cent of the cases of each agent, work of all the men would be reviewed and this would provide review of a good cross-section of the work of a particular office. (3) Some duplication would be reduced, since in cases where a report has been written, there is a review of the cases at the Seat of Government, as well as by the Inspector.

DISADVANTAGES:

(1) Some delinquency existing in a case not reviewed might be overlooked. (2) The percentage of error on the cases reviewed might be higher than the percentage of error if all the cases were reviewed and therefore an office might be shown to a greater disadvantage under the proposed system. 62-2557-11730

RECOMMENDATIONS:

RECORDED - 23 7 SEP 3 1954
INDEXED - 23

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

E. D. Mason and Inspectors B. C. Brown and John H. Williams, Training and Inspection Division, are opposed to the suggestion. Mr. Mason states it has been tried and the results were unsatisfactory, since too many weaknesses were missed.

cc: Messrs. Sizoo & Harbo

Sept 8 1954

2149

RB Z

FILED

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: ^{jaw} RTH: jaw 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Mohr, Rosen and Harbo, unanimously recommends unfavorable.

OK /
✓ PWS

MR. TOLSON

8/16/54

EXECUTIVES CONFERENCE

b6
b7c

Frank

SUGGESTION #385-54

MADE BY [REDACTED]

CHARLOTTE OFFICE

MAIL COVERS - ADMINISTRATIVE PROCEDURES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/25/82 BY SP10/amp/lpw

4/9/92 comp 809,635 SP5 CI/JS

SUGGESTION

It is suggested that the Bureau authorize as a part of the Mail Cover Box a breakdown for those cards which are removed within 30 days after the expiration of the mail cover. It is proposed that such cards be retained until the quarterly report is submitted, after which they should be destroyed.

PRESENT REQUIREMENTS

SAC Letter #54-36 (P), 7/13/54, requires that the field submit to the Bureau a quarterly report as to the number of mail covers authorized.

Manual of Rules and Regulations, Section 8(2), page 4, states that index cards are to be removed within 30 days after expiration of the mail cover.

ADVANTAGES

The suggesting employee believes that adoption of his idea would provide an efficient method by which accurate records may be maintained of all mail covers authorized. SAC W. A. Murphy of Charlotte states this suggestion has merit and recommends it be adopted. SAC L. L. Laughlin of Washington Field Office and Inspectors C. W. Stein and J. E. Nugent agree that it is the most practical and accurate way to maintain a record for the quarterly report on mail covers, as presently required.

DISADVANTAGES

None apparent.

INDEXED-80

166-254-11731

SEP 3 1954

RM

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

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

Present at the Executives Conference 8/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason. The Conference recommended unanimously favorable. It was pointed out

cc-Messrs. Sizoo and Harbo

dmg

ORIGINAL COPY FILED IN 62-3052-8090

that the present rule is that the mail cover card be removed at a specified period but there is no regulation that the card be destroyed. The Conference felt a desirable technique would be to place the mail cover card in a separate section behind pending mail cover cards until the quarterly report on mail covers has been submitted; thereafter destroy the unneeded mail cover cards.

Attached is an appropriate letter to Chief Clerk [redacted] [redacted] of the Charlotte Office who is the suggesting employee. The Manual change will be prepared by the Manuals Desk of the Training & Inspection Division.

b6

b7c

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LOHR

DATE: August 19, 1954

FROM : C. L. ROGERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5CJ/BS [Signature]

SUBJECT: ~~FBI EMPLOYEE-SP CONSOLIDATED CHARITY FUND -
RESULTS OF COMMITTEE MEETING AUGUST 18, 1954.~~

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

EXECUTIVES CONFERENCE

A meeting of the full working committee of the FBI Employees' Consolidated Charity Fund was held on August 18, 1954, for the purpose of completing plans for the start of the consolidated drive for the metropolitan area of Washington which starts September 1, 1954. The purpose of this memorandum is to set forth recommendations of the working committee for necessary consideration and approval.

A memorandum to all employees at the Seat of Government and Washington Field Office will appear in the September, 1954 issue of the Investigator which will serve as a basis of announcing the start of the new campaign. The September issue of the Investigator should be in the hands of the employees by September 1, 1954.

1. Timetable for First Few Days of Campaign

The new pledge card being used this year should be ready for distribution to all of the Divisions at the Seat of Government and the Washington Field Office by September 1, 1954. On September 1, 1954, the various Divisions and the Washington Field office will hold necessary meetings with the key men, get supplies in the hands of their key people, and generally use the day to get ready for active solicitation on the following day, September 2, 1954. It is contemplated that the first progress report as to our progress on the campaign will be submitted on Friday, September 10, 1954, it being noted that this will provide approximately five working days for active solicitation before the first report. It should also be noted that the holiday on Monday, September 6, will also fall in this period, cutting down the number of working days when solicitation will be made.

cc: Mr. H. L. Edwards
cc: Mr. A. E. Leonard

RECORDED - 28

INDEXED - 28

66-2554-11732

CLR:rof

SEP 2 1954

EX-124

INITIALS OF ORIGINAL

60 SEP 9 1954

ORIGINAL COPY FILED IN 66-2554-11732-30

Memo to Mr. Lohr from C. L. Rogers

August 19, 1954

RECOMMENDATION:

That the current campaign get under way as recommended with distribution of supplies and necessary meetings being held September 1, and active solicitation to begin the following day, September 2, 1954, with the first report to be submitted as of September 10, 1954.

2. The Over-All Quota to be Spread Among the Divisions and the Washington Field Office

You will recall that the approved budget for the coming campaign totals \$33,050, less the current cash reserve fund of \$3,018.88 or a net cash goal of \$29,961.12. This figure assumed a Community Chest quota of \$19,500 which is the same as our quota of last year. In this regard you will further recall that on August 6, 1954, we furnished the Department, at their request, data as to the number of people employed in the metropolitan area of Washington together with their annual salaries. The figures furnished to the Department reflect that we have around 13 per cent more people on the rolls now than were on the rolls one year ago. Thus, it is entirely probable that we will receive a larger quota than the \$19,500 presently estimated for the Community Chest.

In anticipation of a possible increase in the Community Chest quota, the working committee unanimously recommended that the over-all quota to be spread among the Divisions should not be just the \$29,961.12 net cash figure as above indicated, but that an additional \$2,000 should be added thereto to take care of a probable increase in the Community Chest goal. Thus the net cash figure would be \$31,961.12 which when rounded off is \$32,000.

Memo to Mr. Mohr from C. L. Rogers

August 19, 1954

RECOMMENDATION:

That the over-all quota to be spread among the various Divisions and the Washington Field Office should be on the basis of the recommended \$32,000 figure which includes a \$2,000 "cushion" for a possible increase in our Community Chest quota figure.

3. Division Quotas

The quotas for the various divisions at the Seat of Government and the Washington Field Division were determined last year on the basis of the total number of GS grades represented in each. For example, if we had a total of 1,000 GS grades and an over-all quota in money of \$1,000, each GS grade would represent \$1 and a Division having, say 100 GS grades, would be assigned \$100 of the over-all quota.

This year as of July 31, 1954, we have 6,209 employees in the metropolitan area of Washington assigned either at the Seat of Government or the Washington Field Office. These potential contributors to the FBI employees' Consolidated Charity Fund represent a total of 30,294 GS grades. If the \$32,000 monetary goal above indicated is approved, the Divisional quotas will be as follows:

<u>Division</u>	<u>Quota</u>
Executive Offices	\$ 272
Identification Division	7,715
Training and Inspection Division	650
Administrative Division	2,579
Records and Communications Division	7,693
Domestic Intelligence Division	2,941
Investigative Division	2,554
Laboratory Division	1,494
Washington Field Division	5,802
	<u>\$32,000</u>

Memo to Mr. Mohr from G. L. Rogers

August 19, 1954

RECOMMENDATION:

If the \$32,000 recommended quota is approved, it is recommended that the above spread by Divisions on the basis of GS grades be approved.

4. Suggested Gift per Grade

You will recall that in the 1953-54 campaign we had a monetary budget of \$33,000 and had approximately 27,000 total GS grades represented by the employees on the rolls. At that time a yardstick of \$1.50 per GS grade was determined to be used merely to answer the question as to what would be the amount each individual should give per GS grade to assure the success of the drive. It was pointed out that the \$1.50 per GS grade was neither a minimum nor maximum, that it was only a yardstick and that every employee's contribution was voluntary. In the 1953-54 drive, cash in the total amount of \$35,640.31 was realized. Had everyone given in accordance with the yardstick of \$1.50 per GS grade, the drive would have realized about \$40,500.

For the current 1954-55 campaign we had approximately 30,000 GS grades available. The recommended cash goal is \$32,000. There was a split decision of the Working Committee with six of the committee feeling that the suggested yardstick should be lowered from \$1.50 per GS grade to \$1.25 per GS grade. With approximately 30,000 GS grades, and if every one gave \$1.50 per grade, about \$45,000 would be raised. At \$1.25 a grade, if everyone contributed, about \$37,500 would be raised. The \$1.25 yardstick was favored by six members of the group because:

- (a) - The \$1.50 per GS grade was established last year without benefit of experience and since it resulted in a surplus, the yardstick should be lowered and it will be a selling point to other contributors this year.

Memo to Mr. Mohr from C. L. Rogers

August 19, 1954

- (b) - With a yardstick of \$1.50 last year we raised a surplus of about \$3,500. By lowering the yardstick the contributors would be given the benefit of the surplus.
- (c) - Actual giving last year when a yardstick of \$1.50 per GE grade was proposed resulted in actual gifts of about \$1.30 a grade or 20 cents less than the yardstick. With a yardstick of \$1.25, the actual gifts would again probably run about 20 cents less or about enough to equal the recommended cash goal of \$34,000.

The other five members of the committee felt that no change should be made in the \$1.50 yardstick for the following reasons:

- (a) - It is only a yardstick - not a minimum or maximum - and if a decrease were made this year it undoubtedly would have to be raised next year as the fund would no longer have the benefit of a surplus figure.
- (b) - Each Division will have an easier time raising their quota at \$1.50 per grade than if a lesser yardstick figure is mentioned.
- (c) - At this time we have no assurance as to just what the actual Community Chest quota will be. We have provided for a \$2,000 "cushion", it is true, but the Community Chest quota could increase more than this and the \$1.50 per grade provides just a little more "cushion."

RECOMMENDATION:

That a decision be made as to whether the yardstick of suggested giving should remain at \$1.50 per GE grade or lowered to \$1.25 per grade.

The Executives Conference of August 23, 1954, consisting of Messrs. Holloman, Harbo, Boardman, Parsons, Tamm, Belmont, Nichols, Sizoo, Rosen and Mohr, considered the various recommendations set forth in this memorandum and unanimously recommended favorably on recommendations 1 through 3. With respect to recommendation #4 as to the suggested gift per grade, the conference unanimously recommended that this be set at \$1.50.



The Director

9-2-54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5C/BJ

SUGGESTIONS #545-54, #547-54 & #548-54
INFORMANTS (DISCONTINUE REPORTING FILE
DEVOTED TO DEVELOPMENT OF CRIMINAL
INFORMANTS

In accordance with SAC Letter #54-36 (C) 7/13/54, requesting the field to submit views on ways to further streamline the Bureau's work, the following was received.

SUGGESTION:

That the requirement of reporting to the Bureau the time spent each month on the Criminal Informant Program be discontinued. (Suggestion submitted by Memphis, Omaha and Oklahoma City)

PRESENT PROCEDURE:

Field offices are required to submit to the Bureau on the tenth of each month a report concerning the Criminal Informant Program, one of the items required being time spent on the program during the preceding month. In order to compute this time, Agents are required to submit at the end of each month the time they devoted to the program during the month. Special Agents in Charge must maintain an administrative tickler to check on the time spent by Agents. Agents are required to show on their daily reports and Number Three Cards the time spent on the program. Spot checks are made to determine whether the time thus recorded corresponds with the time reported at the end of the month.

ADVANTAGES:

Elimination of administrative detail and saving of Agent time.

DISADVANTAGES:

None noted. (by person submitting suggestion)

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

OBSERVATIONS:

The offices submitting the suggestion feel that the Bureau could evaluate the program of an office on the basis of _____

Sec: 011-31200
Mr. Harbo
atn 3119

RECORDED-101

13 SEP 7 1954

INDEXED-101

EX-1213

Memorandum to Mr. Tolson.

the number and quality of its informants; number and turnover of Potential Criminal Informants. It is felt if the office is not getting results, it is obviously not spending enough time on the program; if it is getting results, it is spending enough time on the program. The informant file will reflect that the informant has been contacted and that he has been contacted as frequently as necessary. It is pointed out that the Special Agent in Charge, Assistant Special Agent in Charge, or Supervisor should be familiar as to whether the Agent is devoting sufficient time to the informant program and whether he has sufficient informant coverage. This matter is checked during inspections and it is felt the quality or quantity of informant coverage is not increased by recording and reporting the amount of time spent on the program.

RECOMMENDATIONS:

Mr. A. Rosen, Investigative Division, is opposed to the suggestion, stating the reporting of time spent on criminal informant development has been a worthwhile device in insuring continuity of the Criminal Informant Program, not only as to the office, but as to individual agents. It is believed this device serves a good purpose and should be continued.

EXECUTIVES CONFERENCE CONSIDERATION: RTH: ^{jaw} 9-2-54

Present at the Executives Conference 9-1-54 were Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Mohr, Rosen and Harbo.

Messrs. Mohr and Harbo favored the suggestion for the reasons set forth herein. It is noted that there is no requirement that reports be submitted to the Bureau each month on the amount of Agent time spent on the security informant program.

Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich and Rosen recommend unfavorably. They feel that discontinuing the present requirement would result in a reduction in the emphasis given the criminal informant program in the field.

OK
X
Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

9-2-54

EXECUTIVES CONFERENCE

SUGGESTION #671-54
MADE BY NEWARK OFFICE
POSTGRADUATE CONTACTS WITH
FBI NATIONAL ACADEMY GRADUATES

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5CJ/JS

In accordance with SAC Letter 54-36(Q), 7/13/54, requesting the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION

It is suggested that the present requirement that each FBI National Academy graduate be contacted at least every sixty days by an Agent be eliminated.

PRESENT PROCEDURE

Manual of Rules and Regulations 1C, 7h(3), requires that each FBI National Academy graduate be contacted by an Agent at least every sixty days for interesting personal activities, all promotions or demotions, training courses conducted by the graduates, interesting cases, and changes of address, position, health, or employment. It is further required that the Bureau be immediately advised by such means as the circumstances dictate concerning the results of these contacts.

ADVANTAGES TO THE SUGGESTION

SAC, Newark feels sufficiently frequent contact is made with FBI National Academy graduates during the normal conduct of investigative activity. This is particularly true in the areas where National Academy Associations are active and the meetings are held regularly. Elimination of this requirement would preclude the necessity of maintaining various administrative devices in field offices used in determining that required contacts are being made.

RECORDED-101

INDEXED-101

61-2574-11734

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

Memorandum J. S. Rogers to R. T. Harbo 8/27/54, states sixty-day contacts are made with National Academy graduates for the following reasons: To keep the field in touch with National Academy graduates, thereby insuring continued cooperation from such graduates with the Bureau. To keep the field in a position to note what is going on in various police departments in order that the Bureau may be advised of any matters of interest, particularly as to the attitudes of the Chief and other ranking officers toward the Bureau. To insure

Attachment
cc-Messrs. Sizoo and Harbo
dmg

SEP 6 1954 1324

Handwritten initials and marks at the bottom right of the page.

Memorandum to Mr. Tolson

that the Bureau will be notified of promotions and demotions of National Academy graduates in order that Bureau records may be kept current and in the case of promotions congratulatory letters may be sent to such graduates within such time after the promotion as to make the letter meaningful. In addition to the above, interesting information is obtained for inclusion in the Newsletter (copy attached), which is distributed among FBI National Academy graduates and to each FBI field office.

Mr. J. S. Rogers and Mr. G. C. Gearty, Training and Inspection Division, recommend that requirements be changed to reflect contacts should be made every six months instead of each sixty days with National Academy graduates. This would aid in further streamlining and would eliminate certain administrative procedures in field offices, such as ticklers maintained and checked on a sixty-day basis relative to these contacts.

EXECUTIVES CONFERENCE CONSIDERATION RTH: ^{jaw} 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Mohr, Rosen and Harbo, unanimously recommended that the existing requirement for contact with National Academy graduates every 60 days be modified to require a contact at least once each six months. The Conference feels that normally National Academy graduates will be contacted on much more frequent basis but feels it would be desirable to reduce administrative work in the field by the proposed change in the rule.

J. Agnew
|
OK
H

Mr. Tolson

9-2-54

The Executives Conference.

SUGGESTION #575-54
SUBMITTED BY DETROIT OFFICE
APPREHENSION ORDERS

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP3 CJ/JS

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

That the field discontinue the searching of Apprehension Orders through the index and the filing of these Apprehension Orders in appropriate FBI files.

ADVANTAGE OF SUGGESTION

The suggester feels that considerable clerical time would be saved in searching the names through the index, locating and routing the files to the appropriate supervisor and later serializing and filing an Apprehension Order in the file. This seems to be a superfluous act since prior to receiving an Apprehension Order each office has already received a radiogram or teletype advising of the apprehension of the subject.

SAC Laughlin, Washington Field, recommends suggestion be adopted, stating it appears the filing of Apprehension Orders does not add anything to the file.

DISADVANTAGES OF SUGGESTION

Mr. Rosen, Investigative Division, is opposed to this suggestion. It is felt Apprehension Orders should be filed in the appropriate files in field divisions so they will be available in the proper place in the event subsequent inquiries are received from various police departments. Police departments cancel Identification Orders upon receipt of these Apprehension Orders and if each field office does not file the Apprehension

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

cc: Mr. Sizoo
Mr. Harbo

EX-117

RECORDED - 40

INDEXED - 40

66-2554-11735

1954

53 SEP 9 1954

FILED

Order in the appropriate file they will not be able to refer to the Apprehension Order if they receive an inquiry from a police agency as to whether or not an Identification Order subject has been cancelled. Since Identification Orders are cancelled by local police with Apprehension Orders, it is felt the field should place these Apprehension Orders in the appropriate field office file as has been the practice in the past.

PREVIOUS CONSIDERATION BY JOINT COMMITTEE

Joint Committee memorandum to the Director dated 8-10-50 reflects unfavorable consideration of a similar suggestion made by SAC Galen N. Willis to the effect that Apprehension Orders no longer be placed in the case file in the field office covering the subject who has been apprehended. The Joint Committee felt it would be a convenience to have information readily available in the file concerning issuance of Apprehension Orders in the event any inquiry was received from a law enforcement officer. This would obviate a question arising in the field as to whether or not an Apprehension Order had actually been issued in a given case.

EXECUTIVES CONFERENCE CONSIDERATION RTH:jam 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously unfavorable.

RH

OK
per S

MR. TOLSON

August 20, 1954.

EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY 75 CIB

SUGGESTIONS #393-54 and #610-54

*PROTECTION OF STRATEGIC AIR COMMAND BASES
OF THE UNITED STATES AIR FORCE (PROSAB) General

In accordance with SAC Letter 54-36 (Q), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestions were made.

SUGGESTIONS

#393-54 & #610-54 That the monthly reports concerning the development of informants for the protection of Strategic Air Command Bases of the U. S. Air Force (PROSAB) be submitted semiannually by the field instead of monthly. (Submitted by Anchorage and Louisville Offices)

That these individuals be recontacted once a year instead of every six months. (Submitted by Anchorage Office)

BACKGROUND

This program arose as a result of a conference between the Director and Secretary of the Air Force in 1950. Air Force has advised bases occupied by the Strategic Air Command are its most important bases and planes from at least some of these bases will carry the atomic bomb in the event of war. Several of these bases are also listed as Class A facilities of the Atomic Energy Commission. Air Force also advised these bases may have the only retaliatory weapons of force in the event of sudden attack upon the United States.

The Bureau previously required the submission of monthly reports concerning the status of this program and for recontacts to be made every six months. However, by memorandum of 7/20/54, from Mr. Belmont to Mr. Boardman, the Internal Security Section initiated a suggestion that the reports on this program be submitted quarterly rather than monthly. This memorandum has been approved and field offices covering Strategic Air Command Bases have been notified of this change. The field was also instructed to continue to recontact these informants each six months.

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

RECORDED - 82 166-2554-1117 3 6
INDEXED - 82 SEP 7 1954
EX-103 92

ORIGINAL FILED IN 98-38030

Memorandum to Mr. Tolson

ADVANTAGES TO SUGGESTION

SAC, Anchorage and SAC, Louisville both feel adoption of the suggestion that these reports be submitted semiannually rather than monthly would save the majority of the paper work involved and considerable agent time in so far as recontacts of these informants are concerned.

SAC, Anchorage stated most of the informants on the Strategic Air Base located at Eielson Air Force Base, Alaska, have already been contacted on several occasions by agents of the Anchorage office and it is believed they are now definitely familiar with the Bureau's jurisdiction in Espionage, Sabotage, and subversive activities, and it is a waste of time to recontact these individuals every six months. Although the importance of the program is fully realized, SACs, Anchorage and Louisville, both feel that semiannual submission of these reports would not defeat the purpose of these reports, nor in any way interfere with the efficiency of this program.

DISADVANTAGES

In view of the tremendous importance of these bases to the defense of this country and the Director's agreement with the Secretary of the Air Force to develop informants in the vicinity of these bases, Mr. Belmont of the Domestic Intelligence Division believes the program should be given extremely close supervision at the Seat of Government and that this can best be done through quarterly reports rather than semiannual reports. For the reasons set out above, it is also believed informants should continue to be recontacted each six months.

EXECUTIVES CONFERENCE RECOMMENDATION EDM:fk

Present at the Executives Conference August 19, were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Holloman and Mason. The Conference felt that the action of July 20, 1954, to change the monthly reports to quarterly constituted as much relaxation of the program as could be reasonably permitted. Conference was opposed to any further change.

gm

Mr. Tolson

8-26-54

The Executives Conference

SPECIAL BUREAU PROGRAMS

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5 CE/JS

305-54

The Executives Conference desired the field to furnish its views concerning the advantages and disadvantages resulting from the Office Conference Program. SAC Letter 54-36 required the field to submit its views as to the Semiannual Conference for Agents.

RESULTS OF VOTE RE SEMIANNUAL CONFERENCE FOR AGENTS:

Number of SACs Voting	-	51
Continue as Is	-	33
Discontinue	-	11
Modify	-	7

REASONS WHY CONTINUE

Necessary opportunity for mutual discussion; new ideas and often result; policies better understood; greater uniformity in procedures result; aid in building morale; opportunity to evaluate participating speakers; necessary to impart SAC Letter instructions; Resident Agents need more contact with office; cost negligible.

REASONS WHY DISCONTINUE:

RECORDED - 54
INDEXED - 54 66-2554-11737

More frequent, shorter squad conferences necessary, rendering this superfluous; results obtained do not justify time consumed.

HOW AND WHY MODIFY:

EX. - 100

13 SEP 8 1954

Number to be held left to SAC's discretion, as the number needed is variable; hold quarterly in view of increase in Bureau instructions to field; hold annually with less lecturing and more discussion as more frequent squad conferences necessary anyway.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:jaw

- Tolson _____
 - Boardman _____
 - Nichols _____
 - Belmont _____
 - Harbo _____
 - Mohr _____
 - Parsons _____
 - Rosen _____
 - Tamm _____
 - Sizoo _____
 - Winterrowd _____
 - Tele. Room _____
 - Holloman _____
 - Gandy _____
- Present at Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols and Gandy. Conference was of the opinion the Semiannual Conference for Agents should be continued.
- cc - Mr. Sizoo
Mr. Harbo

SEP 8 1954

for
OK
per S.
my

Mr. Tolson

8-26-54

The Executives Conference

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HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFB

SPECIAL BUREAU PROGRAMS

305 34

The Executives Conference desired the field to furnish its views concerning the advantages and disadvantages of the Office Conference Program. SAC Letter 54-36 required the field to submit its views as to the Annual Law Enforcement Conference and the Annual Specialized Law Enforcement Conference.

ANNUAL LAW ENFORCEMENT CONFERENCE

RESULTS OF VOTE:

Number of SACs Voting	-	51
Continue As Is	-	16
Discontinue	-	19
Modify	-	16

REASONS WHY CONTINUE:

Improves cooperation of various police agencies; valuable for increasing contacts; cements relations with police agencies; police officers look forward to and expect them.

REASONS WHY DISCONTINUE:

Already too many police conferences; police officers have difficulty getting time off to attend; expense to police officers incidental to traveling to conferences a hardship; police schools achieve same results; of value only during national emergency; time required to put on not commensurate with benefits; attendance of many due to desire to please Resident Agents rather than interest in program; overlaps more beneficial specialized conference.

HOW AND WHY MODIFY:

Tolson _____ Combined with Annual Specialized Law Enforcement Conference
 Boardman _____
 Nichols save time and money; hold as a part of program of the annual convention
 Belmont leading State Peace Officers Association in each field division
 Harbo territory.
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

cc - Mr. Sizoo
Mr. Harbo

RECORDED - 54 66-2554-11738
INDEXED - 54
EX - 109
13 SEP 8 1954
Duf

55 SEP 8 1954

DWT:jaw

ANNUAL SPECIALIZED LAW
ENFORCEMENT CONFERENCE

RESULTS OF VOTE:

Number of SACs Voting	-	51
Continue As Is	-	20
Discontinue	-	23
Modify	-	8

REASONS WHY CONTINUE:

Popular with law enforcement officers; more cases are referred to FBI; opportunity to awaken industry and law enforcement to problems facing both; publicity value; opportunity for industrial leaders to meet with law enforcement; alerts outsiders to certain violations; highlights methods of coping with certain violations; opportunity to clarify FBI jurisdiction.

REASONS WHY DISCONTINUE:

Results do not justify cost; repetitious, as topics are covered at Annual Law Enforcement Conference; attendance in some localities inadequate due to inability of some to get time off; already too many Law Enforcement Conferences; topics covered not always pertinent to the problems in a given locality.

HOW AND WHY MODIFY:

Combine with Annual Law Enforcement Conference to reduce number of conferences and cover same program; hold only in areas and at times when a particular violation is prevalent; hold once every two years; select topics in accordance with needs of each locality rather than on a nation-wide basis; develop program in greater detail to avoid duplication.

GENERAL OBSERVATIONS

It thus appears the holding of both the Annual Law Enforcement Conference and the Annual Specialized Law Enforcement Conference is not popular with the field and that the two should be combined. The SAC in Memphis indicated that police officers do not distinguish the two conferences anyway. The SAC in Savannah pointed out there is a definite possibility that police officers in some localities are "over-conferenced." As between the two the vote indicated the Annual Specialized Law Enforcement Conference to be the most highly regarded. The fact representatives of industry attend renders the latter conferences unique and most certainly presents a favorable field in which to develop new and better contacts.

To integrate the Annual Law Enforcement Conference with the annual convention of the leading State Peace Officers Association in each field division territory would of course, tend to reduce the Bureau's control over the program. The more desirable course appears to continue the Annual Specialized Law Enforcement Conference and integrate the Annual Law Enforcement Conference with it. Inspector E. D. Mason of the Training and Inspection Division favors the continuance of the annual Specialized Law Enforcement Conference with topics to be set by the Bureau and in any office where the topic is not applicable (such as Interstate Transportation of Stolen Motor Vehicles - Honolulu and Anchorage), permit that SAC to offer for Bureau approval a substitute topic of local interest.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:jaw *Jan*

Present at Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols and Gearty.

The Conference was unanimously of the opinion that the Annual Law Enforcement Conference and the Annual Specialized Law Enforcement Conference be continued.

*OK
W. J. P. S.*

MR. TOLSON

8/11/54

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EXECUTIVES CONFERENCE

SUGGESTION #342-54

MADE BY SA [REDACTED]

BOSTON OFFICE

POLICE TRAINING SLIDES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/9/93 BY SP5 CJS

SUGGESTION

It is suggested that in the future police training slides be prepared on 35 m.m. frames instead of 3" x 4" frames, as at present.

ADVANTAGES

The suggesting employee had in mind that it is difficult for field offices to obtain projectors for the larger slides, while smaller projectors are available at practically all photo shops. In addition, the suggester stated the larger projector of necessity is a heavier machine and cumbersome to transport, and he felt the smaller slides would be more economical.

Mr. D. J. Parsons of the Laboratory favors the suggestion and pointed out the following advantages:

1. Cost of Slides: 35 m.m. color slides cost one-fifth as much as 3 1/2" x 4" color slides and would involve much less work in the Bureau.
2. Convenience in Transportation and Shipping: A box of fifty 3 1/2" x 4" slides weighs over 8 pounds while a similar number of 35 m.m. slides weighs only a few ounces.
3. 35 m.m. Strip Film:

In addition to the regular individual 35 m.m. slides, it is very common for strip film to be used where 10 or more slides are placed on a continuous strip of film. Armed Forces Training Programs widely use this and it is the least expensive method of showing slides. Recorded tapes are also commonly used with strip films. 35 m.m. projectors are adapted to project both slides and strips. Some Bureau subjects such as Firearms, Defensive Tactics, Packing Evidence, etc., can be easily visualized on strip films.

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

SEP 14 1954

cc-Messrs. Sizoo and Harbo
dmg

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REC RHM

Memorandum to Mr. Tolson

4. Adaptability of 35 m.m. Equipment:

Sixty-seven Leica cameras and many other 35 m.m. cameras are presently assigned to the field and these can be used by field offices to make many of their own slides. For example, a traffic instructor could take pictures of local scenes a week in advance and make them part of his discussion in a Police School. SACs could show up-to-the-minute slides on problems in their demonstrations during speeches through use of slides made with presently available 35 m.m. cameras.

5. 3 1/2" x 4" Paper Mask Slides:

Field offices now have various 3 1/2" x 4" paper mask slides which are generally unsatisfactory because they curl during storage and during use. Agents attending In-Service Training Classes frequently complain of these slides and some field offices have requested 35 m.m. equipment because of the ineffectiveness of these slides. Several previous suggestions along this line have been turned down because of the cost of replacing projectors.

6. Popularity of 35 m.m. Slides:

The majority of requests made of the Bureau for slides for television purposes is for 35 m.m. slides. 35 m.m. projectors are more readily available for use on a rental or loan basis for use at Police Schools and speeches before various organizations when Bureau-owned projectors are not available.

7. Quality of Picture on Screen:

There would be no appreciable difference in the picture projected by a 35 m.m. projector, as compared with pictures projected by the 3 1/2" x 4" projectors presently in use in the field.

DISADVANTAGES

Mr. J. P. Mohr of the Administrative Division advised all field offices now have projectors for 3" x 4" frames, costing \$170 each. Mr. Mohr sees no reason for changing now because of all of the series of 3" x 4" slides.

Mr. D. J. Parsons of the Laboratory agrees that the cost of purchasing new equipment would be a disadvantage and points out it would be necessary to purchase new 35 m.m. slide projectors for all field offices except Los Angeles and San Francisco, which already have them.

Memorandum to Mr. Tolson

Mr. Parsons states this would cost the Bureau approximately \$3,500, at \$70 per unit; however, he feels the cost of making a 3 1/2" x 4" color slide is over 50¢ more per slide (including labor at the Bureau) than the 35 m.m. slides, and \$3,500 would be saved in making of only 7,000 slides. He believes where projectors are not used frequently they could be borrowed or rented when necessary. Mr. Parsons stated 35 m.m. slides and projectors are more generally used by agencies and persons outside the Bureau than the larger slides and projectors because of convenience and cost and he believes the advantages listed above outweigh the disadvantage of cost to replace the projectors presently on hand.

EXECUTIVES CONFERENCE CONSIDERATION

FD-100

Present at the Executives Conference of 8/4/54 were Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, Kerper, McGuire and Mason. The conference unanimously felt that we should continue to use the projectors now on hand but that we should equip each projector with an appropriate insert at the sum of \$7.00 each, total cost would be \$350.00 (Los Angeles and San Francisco are adequately equipped). Results would be that we could then use all 3 1/2" x 4" slides now on hand and in the future could make up 35 mm. slides, which cost only 12¢ each as compared with 53¢ each for the 3 1/2" x 4" slides.

If approved, the FBI Laboratory will furnish specifications for the projector inserts to the Administrative Division so that the inserts may be ordered.

If approved, there is attached an appropriate letter to SA [redacted] advising of the adoption of his suggestion.

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Mr. Tolson.

9/1/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 C/J/S

SUGGESTION #512-54

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MADE BY MISS [REDACTED]

PHILADELPHIA OFFICE

ASSEMBLING OF REPORTS

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

Assembly jobs of more than ten pages in length be assembled by a Grade GS-2 clerk before being returned to the stenographic pool for preparation of abstract, index cards, and initialling.

ADVANTAGES OF SUGGESTION

Following the mimeographing of reports, they are returned to the stenographic pool where the stenographer who originally typed the material assembles same. The suggester feels that by having GS-2 clerks assemble these reports this would save GS-3 or GS-4 stenographers' time.

DISADVANTAGES OF SUGGESTION

SAC Laughlin, Washington Field, can see no advantage to the suggestion. The time the stenographer would take in referring the job to a lower paid employee could be used in handling the assembling job itself, and something like this could cause confusion. SAC Laughlin recommends unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION

RECORDED - 25
INDEXED - 35
66-2534-11740
RHH:CS 13 SEP 8 1954

Tolson _____ The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Boardman, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unfavorably unfavorable.

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

EX-125

OTC
per S.

F
RY

51 SEP 9 1954

Mr. Tolson

9/1/54

Executives Conference

~~CONFIDENTIAL~~

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

SUGGESTION NO. 580-54
MADE BY DETROIT OFFICE

~~TOPLEV INTERVIEWS~~

~~Classified by 25 CCB/S
Declassify on: OADR~~

In accordance with SAC Letter #54-36 (C) dated 7/13/54 which requested the field to submit their thoughts on ways of further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

It is suggested that Special Agents in Charge be authorized to approve follow-up Toplev interviews in those instances where sound judgment indicates that such interviews should be conducted. Otherwise, the matter should be referred to the Bureau for authorization.

PRESENT PROCEDURE:

There is presently in operation a Toplev program, which is a highly specialized project whereby specially chosen Agents in the field have been brought to the Seat of Government for training and are now interviewing high-level Communists as potential informants. The requirements under this program were all very carefully considered and since its inception in September, 1951, such requirements have done much to make the program a success. Since individuals are being interviewed who have spent their entire lives following ideology diametrically opposed to the American way of life, caution must be exercised in this matter, and as one of the safeguards, it has been established that all interviews must be authorized by the Seat of Government. On occasion, a prospect agrees to be reinterviewed; such reinterviews will consist of perhaps two or three instances and then the individual makes up his mind to cooperate or not. At times the interviews will continue for longer periods, and on those occasions the Bureau will consider giving blanket authority to reinterview that person, providing all instructions are followed under the program relative to interviews.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 25
INDEXED - 20
66-2554-1174

~~CONFIDENTIAL~~
EX-125

57 SEP 9 1954

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Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

ADVANTAGES:

Detroit points out adoption would result in less administrative handling of these matters and would result in a considerable savings to the Bureau in cutting down on the number of teletypes used. It would permit the field to operate with greater speed when such was required.

DISADVANTAGES:

Would decrease the Bureau's detailed control over the program.

RECOMMENDATIONS:

Mr. A. H. Belmont, Domestic Intelligence Division, recommends the suggestion not be adopted and the Toplev program will continue to receive close attention. In any instance where it is felt blanket authority to conduct reinterviews is necessary, it will be given careful consideration in each case. ~~OK~~

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, unanimously concurred with Mr. Belmont that the suggestion should not be adopted.

OK
✓ per S.

~~CONFIDENTIAL~~

Mr. Tolson

9/1/54

Executives Conference

SUGGESTIONS #633-54 & #635-54
LETTERS OF EXPLANATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFB

In accordance with SAC Letter 54-36 (C) dated 7/13/54 which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

That the rule requiring a letter of explanation to be attached to a report where there is a gap of thirty days or more between the last date of "Period for Which Made" and "Date of Report" be eliminated. (#633-54 submitted by Oklahoma City Office.)

~~That the requirement of submitting explanation whenever amended pages of reports are submitted to Bureau be eliminated. (#635-54 submitted by Oklahoma City Office.)~~

PRESENT PROCEDURE:

Section 4A-1(j), Manual of Rules and Regulations, states: "Amended pages of reports are to be submitted to Bureau by cover letter. Cover letter must contain explanation for error, recommendations for any administrative action, if necessary, together with two copies of amended pages of report."

Section 4A-1(i), Manual of Rules and Regulations, states: "When there is a gap of thirty days or more between the last date of the period for which made and the date of the report a letter of explanation must be attached to the report."

ADVANTAGES:

RECORDED - 87

INDEXED - 87

Savings of dictation and transcription time and elimination of administrative detail.

DISADVANTAGES:

EX-125

SEP 8 1954

None noted by persons submitting suggestions.

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

cc: Mr. Sizoo
Mr. Harbo

SEP 9 1954

2 OK per S.
RJ

Memorandum to Mr. Tolson

OBSERVATIONS:

With regard to submitting a letter of explanation where a gap of thirty days or more appears between the period for which made and the date of the report, the suggester states the few instances which have come to his attention were not intentional and in fact unavoidable. Regardless of the explanation, the delay still occurred, and the letter will not remove it. There may be some instances where administrative action would be justified, but they would be isolated. In some instances the Agent dictated or rough drafted within the 30-day period, but did not consider the 5-day delinquency rule in the stenographic pool; when typed on the fifth day the report came within the requirement of this rule; the Agent did not dictate a letter because he believed the report would be typed in time; when the report crossed the supervisor's desk, it had to be sent back to the Agent, thereby delaying it further.

With regard to explanations being submitted with amended pages of reports, the suggester advises in most instances the error is inadvertently made, or it might be a question of difference in judgment between the Agent in the field and supervisor at the Seat of Government. He feels if the Supervisor at the SOG feels an error is grave enough to justify a letter of explanation he should request it in the individual case; the same could apply if the field catches the error on its own initiative.

RECOMMENDATIONS:

Mr. Rosen, Investigative Division, is opposed to both suggestions. He states that the requirement that letters of explanation be submitted have a tendency to make the field submit reports more promptly and to be more careful in their preparation. He states the letters of explanation are generally satisfactory. Requiring letters of explanation tends to cause supervisors to carefully review reports in the field before they are submitted to the Bureau. Mr. Nichols, Records and Communications Division, recommends continuance of the requirements.

EXECUTIVE CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, was unanimously of the opinion that the present procedure should be continued.

Mr. Tolson

9-2-54

The Executives Conference

SUGGESTION 1559-54
MADE BY SAC CHARLES W. BROWN
DENVER OFFICE
RECORDING LONG DISTANCE CALLS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFB

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

That the field be allowed to discontinue the practice instituted during the past two years of recording data concerning all long distance telephone calls, identity of the caller, length of time, and file number involved. Such records are maintained primarily to assist SAC in controlling communications costs.

ADVANTAGES OF SUGGESTION

The suggester feels that by eliminating this daily record it would allow the clerical employee to devote this time to other matters. Control of communications costs can be accomplished through monthly examination of expenditures to determine whether or not they are lower than the figure set by the Bureau.

DISADVANTAGES OF SUGGESTION

SAC Brown, Denver, feels that the only disadvantage in not maintaining this record would be an error that might be made by the Telephone Company in preparing the bill.

Assistant to the Director L. B. Nichols recommends unfavorably, pointing out that without the daily record the SACs have no way of making a daily check on long distance calls to determine who made them, why they were made, and why individual calls could not have been eliminated or

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

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INDEXED - 87

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EX-125

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51 SEP 9 1954

shortened through use of less expensive methods of communication. Monthly telephone bills will reveal only the date, connection and duration of calls and without the daily check by means of the records now being maintained, the use of long distance telephone service could get out of hand in a month's time. An attempt to fix responsibility at that time would consume more time and effort and be less effective than the present method.

EXECUTIVES CONFERENCE CONSIDERATION: RTH: jaw 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Henrich, Mohr, Rosen and Harbo, unanimously recommended unfavorable.

OK
✓ per S.

MR. TOLSON

August 17, 1954

EXECUTIVES CONFERENCE

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SUGGESTION #436-54
MADE BY [REDACTED]
MOBILE OFFICE
PROPOSED REVISION IN FORM FD-4
FIELD OFFICE ROUTING SLIP)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/92 BY SP5 CJS

SUGGESTION

It is suggested that the Bureau consider inserting on Form FD-4 (Field Office Routing Slip) the following wording directly under the heading "Memo To:"

Director, FBI -
Att'n of _____

ADVANTAGES

The suggester believes this would be a time saver to personnel in field divisions and would afford neatness and uniformity.

SAC J. G. Shanklin of Mobile states there are listed in the Manual of Rules and Regulations fifteen different items forwarded to the Bureau by routing slip and he believes these routing slips are used with sufficient frequency that adoption of the suggestion would contribute to a saving of stenographic time.

Mr. Nichols of the Records and Communications Division believes the suggestion has merit and states its adoption would be of assistance to the Routing Unit, Records and Communications Division, as well as to Mail Clerks in various sections of the Bureau. The Forms Desk, Training and Inspection Division, has no objection to this idea and agrees with Mr. Nichols in recommending favorably as to its adoption. Samples of present and proposed form are attached.

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference August 17, 1954, were Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen,

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

Attachment

Messrs. Sizoo and Harbo

SEP 14 1954

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INDEXED - 54 SEP 3 1954

EX-128

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Holloman and Mason. The Conference unanimously recommended the proposed change be made in the field office routing slip at the next printing. New routing slips will be printed in approximately three months.

MR. TOLSON

9/1/54

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EXECUTIVES CONFERENCE

SUGGESTION #750-54
MADE BY SA [REDACTED]
PHOTOGRAPHS OF CRIMINALS
ARRESTED BE MADE IN COLOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP2 CE/B

SUGGESTION

That the Bureau give consideration to obtaining color photographs of the more notorious criminals arrested either by the Bureau or by local agencies.

ADVANTAGES TO SUGGESTION

The suggester believes color photographs would prove their worth as a safety measure in much quicker identification by an investigating Agent; would aid in reducing errors in identification by agents and witnesses, and cooperative citizens who sometimes report they have seen someone resembling a subject the Bureau is seeking.

Although it is not believed practical to maintain a supply of color film in each field office, the suggesting employee believes when an occasion for such colored pictures became desirable, local purchases of color film in small quantities could be made at very little additional cost to the Bureau. He further states there probably two or three agents in each field office who have training in photography and who have had considerable experience in color photography as a hobby.

DISADVANTAGES

SAC J. A. Robey, Birmingham Office, believes the cost of producing color photographs would be quite high and he feels the exhibition of good black and white photographs would serve the same purpose. Mr. J. P. Mohr of the Administrative Division agrees with this view.

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

In addition to the above listed disadvantage, Mr. Rosen, Investigative Division, states very few law enforcement agencies are equipped to take colored pictures and to obtain color photo-

cc-Messrs. Sizoo

Harbo

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RECORDED - 15

INDEXED - 15

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RJ

Memorandum to Mr. Tolson

graphs of persons arrested by them it would be necessary for a Bureau representative to photograph these criminals in local police departments at the time such persons are arrested. Kodachrome prints are prepared in processing laboratories of the manufacturer and this feature would be undesirable; taking colored pictures requires a certain degree of proficiency, special lighting effects and the average Agent does not possess the necessary specialized skill required in taking good colored pictures.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

OK
✓ per S.

MR. TOLSON

August 19, 1954

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EXECUTIVES CONFERENCE

SUGGESTION #956-54

MADE BY [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION
LIST OF FORMER BUREAU EMPLOYEES
WHO ARE NOW IN MILITARY SERVICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFS

SUGGESTION

It is suggested that the Bureau ~~discontinue~~ furnishing the list of former Bureau employees who are now in the military service to employees who are on military leave. It is also suggested that this list be furnished to employees on military leave only upon specific request and that it be transmitted by personal letter. Attached hereto is the most recent list of former Bureau employees who are now on military leave.

ADVANTAGES

The suggester feels there is a security risk in furnishing this list to employees now on military leave and this information could fall into the hands of a Soviet agent.

Mr. J. P. Mohr of the Administrative Division advised that this list is compiled quarterly and uses the expression "Bureau" rather than "FBI" and this might well indicate any Bureau. Therefore, security is not a sufficient reason to discontinue sending out the military address list.

However, preparation of this list costs approximately \$160 each quarter for services and material. Aside from the cost factor, the shooting war is over, military and industrial effort which was so vigorous in 1951 has slowed and the country in general seems essentially on a business-as-usual basis. In view of this relaxation, Mr. Mohr feels the Bureau also should relax in this regard and while it should continue to send "The Investigator" to former employees in the military service, it should not go all-out by sending the military address list as well.

To endeavor to furnish employees on military leave with the names of former employees who might also be stationed at the same post is the individual making such a request would be impractical, Mr. Mohr believes, inasmuch as so many of the 629 addresses on the latest list are Army Post Office or Fleet Post Office addresses and the Bureau does not know the particular post of the former employee in such cases.

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

Attachment
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EX-130

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SEP 8 1954

dmd

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION EDM:fk

Present at the Executives Conference August 18, were Messrs. Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen and Mason. Executives Conference consideration unanimously favorable. Letter of commendation to suggesting employee, is attached.

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b7C

OK
✓ *pend.*

Mr. Tolson

9/1/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5CE/JS

SUGGESTION NO. 611-54
MADE BY LOUISVILLE OFFICE
CLERICAL EMPLOYEES' DAILY REPORTS

In accordance with SAC Letter 54-36 (C) dated 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION:

Daily reports of clerks assigned to the Chief Clerk's Office be eliminated, their place to be taken by one over-all report from the Chief Clerk.

PRESENT PROCEDURE:

Individual reports are submitted by each clerk in the Chief Clerk's Office which reflect work still on hand each day.

ADVANTAGES:

It will eliminate a daily task on the part of each clerical employee which appears to be unnecessary, at least in the small offices. It is felt the work of the Chief Clerk's Office can easily be seen at a glance by the SAC and the Chief Clerk and the reports do not mean a great deal and are of no particular help.

DISADVANTAGES:

Mr. J. P. Mohr, Administrative Division, states information as to the amount and type of pending clerical work is vitally necessary to the efficient administration of the office. It would appear in a large office the Chief Clerk would have to rely upon individual reports, whereas in a small office it is likely the Chief Clerk could readily determine the amount of pending work by merely glancing around the office. This method, however, would only secure an approximation of the amount and type of work; to get specific information the Chief Clerk would have to count the items of work on hand or have someone else do it. He stated it would appear that the individual least inconvenienced to make the report and most qualified to make it is the individual clerk.

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

cc: Messrs. Sizoo & Harbo
atn

RAT J

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SEP 8 1954

Memorandum to Mr. Tolson

Mr. L. E. Laughlin, Washington Field Office, states these daily reports are necessary to enable the Chief Clerk to know exactly what work each employee has on hand.

RECOMMENDATIONS:

Mr. J. P. Mohr, Administrative Division, recommends in view of the above that the suggestion not be adopted.

Mr. L. E. Laughlin, Washington Field Office, recommends that if any change is made in the present procedure that it be on a permissive basis; that is, those offices who feel they need such daily reports be authorized to maintain them.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

Mr. Tolson

9/1/54

Executives Conference

~~SUGGESTIONS #626-54, #691-54, #701-54~~ INFORMATION CONTAINED
~~EXTORTION CASES~~ HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CJP/B

In accordance with SAC Letter 54-35 (C) dated 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was submitted.

SUGGESTION:

That the submission of a formal closing report in each and every Extortion case no longer be mandatory and where the facts of a case might be of interest to the Bureau for indexing purposes, a summary of facts would be submitted by air-tel. (Suggestion submitted by Savannah, Newark and Omaha Offices.)

PRESENT PROCEDURE:

Manual of Instructions, Section 38, Paragraph F (1) provides that an investigative report must be submitted in every Extortion Case, even though prosecution may have been declined at the inception or early in the investigation. No case within this classification may be closed administratively in the field.

FBI Handbook, Part 1, Paragraph 44A(2) provides that cases of a trivial and negative information may be closed administratively, except Extortion Cases.

ADVANTAGES:

(1) Would conserve Agent and clerical time. (2) Would conserve file space. (3) Would eliminate furnishing the Bureau with negative and trivial information where no special reason exists for the Bureau being advised. (4) Would reduce exceptions to existing Bureau rules.

Ugo

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

DISADVANTAGES:

None noted, by person submitting suggestion.

66-2554-11748

cc: Mr. Sizoo
Mr. Harbo

RECORDED-68

13 SEP 8 1954

INDEXED-68

RH

atn

51 SEP 9 1954

EX-125

Memorandum to Mr. Tolson

RECOMMENDATIONS:

Mr. A. Rosen, Investigative Division, recommends that the present policy should be continued. He states this is an important violation and frequently one Extortion Case ties into another and through Laboratory examination or other means it is possible to determine that the writer of an extortion note has written similar notes to other victims in the past.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable on the ground that experience has demonstrated the desirability of the present rule.

OK
V. per S.

MA

Mr. Tolson

9-2-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/90 BY SP5CF/B

~~SUGGESTION NO. 640-54
MADE BY SAN ANTONIO OFFICE
STATISTICS - SEMIANNUAL STATISTICAL
REPORTS CONCERNING TRANSPORTATION
OF STOLEN CARS INTO MEXICO~~

In accordance with SAC Letter 54-36 (0) 7/13/54 re-
questing the field to submit views on ways to streamlining the
Bureau's work, the following was received:

SUGGESTION:

That the Bureau eliminate the necessity for the San
Antonio, El Paso, Albuquerque, Phoenix, San Diego, and Los
Angeles Offices to submit semiannual statistical reports con-
cerning the transportation of stolen cars into Mexico.

PRESENT PROCEDURE:

These statistical reports were instituted in 1947 in
order to centralize the information pertaining to stolen cars
transported into Mexico and give an over-all picture regarding
such car thefts. These reports set out (1) Number of stolen
cars located in Mexico; (2) Value of these automobiles; (3)
Convictions in these cases; (4) Prosecutions pending; (5) Car
theft rings in operation; (6) Degree of cooperation between
Mexican police officials and U. S. authorities along the border.

ADVANTAGES:

Would eliminate administrative detail from the field
and permit agents and/or supervisors to concentrate on their
primary objective.

DISADVANTAGES:

The Seat of Government would not be advised of trends,
etc., of the movement of stolen cars into Mexico.

RECOMMENDATIONS:

Mr. Rosen, Investigative Division, is opposed to the
suggestion, since this information can only be obtained through
compilation of the semiannual statistical reports which the
border offices are required to submit.

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

RECORDED - 116 66-2534-11749

INDEXED - 116 13 SEP 8 1954

Accepted by Sizoo & Harbo
at

RC J

Memorandum to Mr. Tolson

jaw
EXECUTIVES CONFERENCE CONSIDERATION: RTH: *jaw* 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Henrich, Mohr, Rosen and Harbo, unanimously recommended unfavorable.

The Conference felt that the present reports should be continued since they are helpful and do not require much time to prepare.

OK / p.s.

Mr. Tolson

9/1/54

Executives Conference

SUGGESTION NO. 703-54
MADE BY SAVANNAH OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/19/92 BY SP5CEJ/S

In accordance with SAC Letter #54-36 (C) 7/13/54 re-
questing the field to submit thoughts relative to further stream-
lining Bureau procedures the following was received.

SUGGESTION:

Notification

That the Bureau consider allowing the field offices
to exercise discretion in notifying the Bureau of receipt of
complaints in certain classifications wherein notification is
now mandatory in each and every instance, regardless of the
merits of the complaints.

PRESENT PROCEDURE:

Field offices are now required to notify the Bureau
immediately upon receipt of information alleging a violation of
certain Federal statutes. Such notification is required in each
and every instance even though some of the complaints are of no
particular significance. Included in this requirement are: Anti-
Racketeering, Bank Robbery, Bribery, Civil Rights, Extortion,
Federal Reserve Act, Fraud Against the Government, Selective
Service-Conscientious Objector, Kidnaping and Involuntary Servi-
tude and Slavery.

ADVANTAGES:

(1) Save clerical, stenographic, agent and supervisory
time in the preparation of letters. (2) Substantial reduction
in paper work.

DISADVANTAGES:

(1) In some isolated instances the field might mis-
judge the significance of a complaint which would in fact be of
immediate interest to the Bureau.

OBSERVATIONS:

EX-125

RECORDED-68

INDEXED-68

13 SEP 8 1954

66-2534-11750

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

Mr. A. Rosen, Investigative Division, states insofar
as the Investigative Division is concerned, in view of the delicate
nature of the violations involved, notification of the receipt

cc: Messrs. Sizoo & Harbo

51 SEP 9 1954

RS

Memorandum to Mr. Tolson

of a complaint is necessary in order to insure proper supervision of these violations at the Seat of Government. To permit the field offices to exercise discretion in notifying the Bureau of the receipt of complaints in these classifications would be undesirable. The violations cited are among the major violations handled by the Bureau and are those concerning which the Bureau receives many inquiries from the Department, Governmental agencies, Congressmen, Senators, and the press.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

OK
✓
Parsons

Mr. Tolson

9/1/54

Executives Conference

SUGGESTION NO. 537-54
MADE BY DENVER OFFICE
PERFORMANCE RATINGS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5CJ/JS

In accordance with SAC letter #54-36 (C) dated 7/13/54 which requested the field to submit their thoughts on ways of further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

That the Bureau should relax its rules with regard to the preparation of certain administrative performance ratings, such as: Transfer of employees to other divisions; transfer of the Special Agent in Charge; transfer out of the country, etc., where performance has not changed in the opinion of the supervisory official since the last rating, and in the absence of difficulty experienced during the interim.

ADVANTAGES:

Will eliminate dictation and clerical time in the field, as well as review and clerical time at the Seat of Government.

DISADVANTAGES:

None noted by person submitting suggestion.

RECOMMENDATIONS:

Mr. J. P. Mohr, Administrative Division, recommends that the Bureau continue to require its present administrative performance ratings, since each serves a definite purpose and contains information which might require the exchange of considerable correspondence to obtain if it were not available in the rating. It is felt that in those instances where the submission of a rating might not be necessary in a particular instance, the question can be resolved as it has been in the past on an individual basis. It is not believed advisable to change the rule in order to fit a few isolated instances.

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

cc: Mr. Sizoo
Mr. Harbo

atn

INDEXED - 23
RECORDED - 25 66-11751

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51 SEP 9 1954

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommended unanimously unfavorable.

Mr. Tolson

9/1/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFB/JS

SUGGESTION NO. 648-54
MADE BY ST. LOUIS OFFICE

** Investigative Reports*

In accordance with SAC Letter #54-36 (C) dated 7/13/54 which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was received.

** Report Writing*

SUGGESTION:

That investigative steps taken which in no way attribute to the solution of a case be summarized in reports. In cases involving bank robberies and other major offenses where extensive neighborhood investigations are conducted, terrain searches made and a large number of interviews are conducted with people along get-away routes, long lists of names and addresses are obtained.

PRESENT PROCEDURE:

Investigation must be set forth in the details of the report in a clear, comprehensive, detailed manner.

ADVANTAGES:

It is felt that by permitting the field to use such language as, "The residents along Green Road were interviewed and with the exception of the following, none had any information pertinent to the investigation," considerable time and effort would be saved. The same could be applied if a terrain search was made. It is noted that the identities of persons contacted usually appears in the file in the form of memoranda.

DISADVANTAGES:

If it became necessary to go back over the same ground to conduct further investigation, it might be well to have the Boardman names and addresses of the persons contacted previously. However, as noted above, these names and addresses usually appear in memoranda in the file.

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

cc: Mr. Sizoo
Mr. Harbo

atn

RECORDED - 50
INDEXED - 50

66-2554-11752
7 SEP 9 1954

Memorandum to Mr. Tolson

RECOMMENDATIONS:

Mr. Rosen recommends against adoption of this suggestion for the reason that Bureau regulations now provide that negative information can be summarized in investigative reports unless such negative information is of value to the United States Attorney, the defendant, or to other field offices. It is essential for the purpose of supervision and placing of responsibility that the names of persons interviewed and the names of agents participating in investigation be included in the reports. The Seat of Government would not be in possession of the above information if it were not placed in the investigative report.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

OK
per S.

Mr. Tolson

9-2-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CI/JS

SUGGESTION NO. 536-54
MADE BY CINCINNATI OFFICE
ATOMIC ENERGY ACT - APPLICANT CASES

In accordance with SAC Letter #54-36 (Q) 7/13/54, requesting the field to submit their views relative to further streamlining the Bureau's work, the following was received.

SUGGESTION:

That in Atomic Energy Act - Applicant investigations, the Civil Service Commission reports be reviewed comprehensively at the Bureau and investigative letters be prepared with appropriate leads for each division.

PRESENT PROCEDURE:

The suggestion refers to AEA-A type investigations conducted by Civil Service Commission under Public Law 298, 82nd Congress. Under this Public Law, when CSC develops substantive derogatory information on the person under investigation, CSC discontinues their investigation and furnishes the Bureau Photostats of reports containing the results of all investigation conducted.

The result of the CSC investigation is reviewed by the Bureau supervisor in the AEA-A Unit of the Special Inquiry Section. Bureau offices are then instructed to cover leads not previously covered by CSC and a Photostat of the reports submitted by CSC is sent to those offices so they will be aware of investigation already conducted by CSC in their territory. CSC also submits a form outlining the reason for referring the case to the Bureau and they set out derogatory information developed. Each office is furnished a copy of the CSC form containing derogatory information developed.

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

ADVANTAGES:

Will eliminate duplication of review. It is noted the CSC reports are first reviewed at the Bureau and then again in the field.

cc: Mr. Sizoo

Mr. Harbo

atn

RECORDED-17

INDEXED-1

66-2557-11753

125

J R

51 SEP 9 1954

Memorandum to Mr. Tolson

DISADVANTAGES:

It would be necessary to assign additional personnel at the Seat of Government to handle the review as it will require an investigative letter setting out specific leads by the Bureau.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states in order to intelligently approach an investigation of this nature, the field must know exactly what CSC has done in its investigation, otherwise we would have duplication and confusion and the Bureau would be criticized for going over ground already gone over by CSC. The only way this could be remedied if we do not send the reports to the field would be for the Bureau supervisor to rehash everything in the reports in a letter to the field, which would require more personnel, time and money than to send the reports of the investigation already conducted and to tell the field to cover leads which it can perceive have not thus far been covered by CSC. Mr. Rosen recommends that the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH: ^{juw} 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously unfavorable.

OK
W. P. S.

Mr. Tolson

9/1/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/95 BY SP5 U/JJ

SUGGESTIONS #573-54 and #612-54
SECURITY PATROL REPORTS (FORM FD-215)

In accordance with SAC Letter 54-36 (Q) dated 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following was submitted.

SUGGESTION:

That submission of Security Patrol Reports (Form FD-215) be discontinued. (Submitted by Louisville Office.) (Sample attached)

That these reports be eliminated and the employee handling the security patrol assignment for a certain shift merely sign a log book showing that he did handle the security patrol for the designated period. No memorandum would be written, except where a delinquency was found. In this case, a memorandum would be prepared, calling the delinquency to the attention of the responsible person, the delinquency would be corrected, and the memorandum destroyed if the delinquency was such that no further action was required. (Submitted by Detroit Office.)

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 8, page 3, paragraph 6(d) states: "The daily report for the Security Patrol Clerk is a letter-size white form made up so that the date, name of employee, hours worked, name of building, area covered, time, and remarks, can be entered. The Security Patrol Clerk must submit this form daily to the SAC for review and approval."

These forms are maintained for a period of six months, after which they are destroyed.

RECORDED-1 66-7554-11754

INDEXED-1
EX-125

7 SEP 6 1954

ADVANTAGES:

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____ (1) Reduce paper work. (2) Security Patrol Clerks will have more time to devote to other work. (3) Save filing and subsequent destruction of the reports. (4) Save supervisors' time now used in initialing and reviewing these reports.
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

Attachment
cc: Mr. Sizoo
Mr. Harbo

atn/

51 SEP 9 1954

J RD

Memorandum to Mr. Tolson

DISADVANTAGES:

The Detroit Office points out a possible disadvantage would be that there would not be a memorandum in the file reflecting the time and date a security check was made. It was pointed out, however, that the security patrol clerk's name in the log would show that he was the responsible person for a particular time.

Mr. J. P. Mohr, Administrative Division, points out:
(1) The present system helps the SAC get a concrete picture of the condition of the security of his office space. (2) The reports serve as a check on the operations of the individual Security Patrol Clerks and minimize possibility of clerks forgetting to check places which should be checked. (3) Reports on being filed provide a record from which a determination can be made later if necessary that a particular security item was given appropriate protection. This would be particularly important if security material should become lost and it would be necessary to establish whether the area was secure.

RECOMMENDATIONS:

Mr. Mohr recommends, because of the importance of these reports and the very small amount of time it must require to execute them, that the suggestion not be adopted.

Mr. L. L. Laughlin, Washington Field Office, recommends that the suggestion of the Detroit Office be adopted, with the modification that entries be made on the Number One Register to provide a permanent record, this to be utilized in lieu of the log book as set out in the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

Mr. Tolson

9-2-54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/82 BY SP5 CJS

SUGGESTION #551-54
MADE BY SAC CHARLES W. BROWN
DENVER OFFICE

*FORM FD-237 (CRIMINAL INFORMANT REVIEW SHEET)

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

Eliminate the requirement that serial numbers be placed on Form FD-237 (Criminal Informant Review Sheet) since to record the serials necessitates a subsequent examination of the file after it has been through the office of the Chief Clerk. (Form FD-237 attached)

ADVANTAGES OF SUGGESTION

The suggester feels the advantage in eliminating this information is that the file must be reviewed after the serials and the file have passed over the desk, and the top serials as they come into the office have not been serialized. The file must be continually reviewed after serialization of various memoranda in order that the serial numbers can be recorded and the purpose it serves is somewhat insignificant in that the greater majority of the criminal informant files are of little thickness.

DISADVANTAGES OF SUGGESTION

Mr. Rosen, Investigative Division, recommends the suggestion not be adopted, pointing out that Form FD-237 was adopted as an aid in reviewing criminal informant files for background data. The form provides for noting the serial numbers as to where in the file appear certain nonchangeable background data. The form can be referred to rather than thumbing through the entire file to locate individual items of information. Form FD-237 was adopted after numerous suggestions from the field along the same line and obviously elimination of the serial numbers would remove the primary benefits to be derived from use of the form.

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

Attachment

cc: Mr. Sizoo
Mr. Harbo

RECORDED-1
INDEXED-1

66-2554-11755

EX-125

SEP 9 1954

51 SEP 9 1954

js 16

EXECUTIVES CONFERENCE CONSIDERATION RTH: jaw 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously unfavorable. The basic objective of the form could not be attained unless the serial number is shown according to present requirements.

MR. TOLSON

9/1/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION #743-54

MADE BY SA [REDACTED]

SAN FRANCISCO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/12 BY SP5 CE/JS

SUGGESTION

It is suggested that the Bureau, through liaison channels, contact appropriate Selective Service officials and suggest a program be inaugurated to publicize the fact that all male citizens of the United States upon reaching eighteen years of age should register for the draft under the Selective Service Act of 1948.

ADVANTAGES TO THE SUGGESTION

The suggester points out numerous delinquencies within this age bracket have been noted by the San Francisco Office. Subjects of these delinquent cases advised they had no knowledge of their duty to register on their eighteenth birthday and many have stated they were only twelve years of age when the Act went into effect. Aliens who have entered the United States for permanent residence stated they received all types of indoctrination regarding their entry into the United States and a general outline of the laws and regulations of the United States, but are never informed of their duties toward the Selective Service Act of 1948. It is believed if literature were distributed to Consulates this would eliminate many of these delinquencies.

b6
b7c

DISADVANTAGES TO THE SUGGESTION

Assistant Supervisor [REDACTED] Deserter Squad, San Francisco Office, noted that Federal Court has taken judicial note that the registration provisions of the Selective Service Act of 1948 are common knowledge and the above suggestion comes within the purview of the Selective Service System. Therefore, it is believed no action should be taken relative to this idea.

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

cc-Messrs. Sizoo
Harbo

dmg [initials]

RECORDED 13
INDEXED - 13

66-256K-11756

EX-125

RJ J

SEP 3 1954

55 SEP 13 1954

Memorandum to Mr. Tolson

The fact that all male citizens must register upon attaining eighteen years of age has received and will continue to receive publicity by the Bureau and by the Selective Service System, Mr. Rosen of the Investigative Division advised.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, unanimously felt that this was not an appropriate time to take action seeking to publicize widely the provisions of the Selective Service Act.

V. per S.

ck
Mr. Tolson

9/1/54

Executives Conference

SUGGESTION NO. 562-54
MADE BY THE DENVER OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/72 BY SP5 CC/JS

In accordance with SAC Letter #54-36 (Q), dated 7/13/54 which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION:

That the Bureau permit a penned notation to be placed in the file to show that a fugitive lead has been covered within thirty days in order to eliminate preparation of a memo.

PRESENT PROCEDURE:

Where a report has not been written within two weeks after the thirty-day period, it is required that a memorandum or other communication be reflected in the file, showing that the lead was covered in thirty days.

ADVANTAGES:

A penned notation can be made in the file by the agent, identifying briefly how the lead was covered, thus saving dictation and transcription time.

DISADVANTAGES:

Mr. Rosen, Investigative Division, states that in cases where a fugitive lead is covered and the Agent makes a penned notation in the file, the Agent may be transferred or resign and would not be able to amplify the notation at the time the investigative report is written. If the notation is not clear, it would be necessary to re-cover the lead, thereby causing unnecessary duplicate investigation. In view of this, he is opposed to the suggestion.

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

RECORDED 13
INDEXED - 13

66-2554-11757

13 SEP 9 1954

EX-125

R#

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

Mr. Tolson

9-2-54

Executives Conference

SUGGESTION NO. 549-54
MADE BY SALT LAKE CITY OFFICE
CRIMINAL INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5U/JS

According to SAC Letter 54-36 (G) 7/13/54 requesting the field to submit their thoughts relative to streamlining the Bureau's work, the following was received.

SUGGESTION:

In connection with the Criminal Informant program, consideration be given to not requiring coverage in comparatively crime-free areas and rural areas.

ADVANTAGES:

Agents would be spending more time in handling other duties instead of endeavoring to develop Potential Criminal Informants and Criminal Informants in the type of area referred to, it being noted that on occasion Criminal Informants can be developed who reside in that type of territory.

DISADVANTAGES:

None noted, by person submitting suggestion.

OBSERVATIONS:

The suggester states in this type of area generally considerable time could be spent in obtaining and attempting to develop Potential Criminal Informants and Criminal Informants which could be more profitably spent on other duties. He believes this program is necessary and valuable but that stress should be placed on areas where they are likely to be developed and needed.

Mr. Rosen, Investigative Division, states there are not in existence any requirements that can be eliminated in connection with this suggestion. The Bureau only requires that adequate coverage be maintained as to type of crime in all geographical areas as needed by the conditions. A "crime-free" area obviously would need no informant coverage. As to rural

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 67

INDEXED - 87
EX-123/10

66-2924-10758

SEP 13 1954

yo

J

Memorandum to Mr. Tolson

areas, many areas that could be so classified have considerable criminal activity, and informant coverage is as necessary as in any other type of locality. Good coverage and resulting good results have been effected by many offices in so-called "rural areas."

EXECUTIVES CONFERENCE CONSIDERATION: RTH: jaw ^{jaw} 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Mohr, Rosen and Harbo, unanimously recommended that no change should be made in the present Bureau policies in regard to informant coverage for the reasons indicated herein.

✓ per S.

Mr. Tolson

9/1/54

Executives Conference

SUGGESTION NO. 572-54
MADE BY THE DETROIT OFFICE
FORM 6-22

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CE/JS

In accordance with SAC Letter #54-36 (C) dated 7/13/54 requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION:

In Unlawful Flight cases, where the Bureau requests the field to check concerning individuals being sought for an offense enumerated under this statute, the field be permitted to answer the Bureau by letter rather than by returning the original of the memorandum sent to the field by the Bureau (Form 6-22).

PRESENT PROCEDURE:

When the Bureau receives information that a person is wanted by a local law enforcement agency for a crime enumerated under the Unlawful Flight statute, the Bureau sends the original and a copy of Form 6-22 to the field, along with an Identification Record, and requests the field to check concerning a possible Unlawful Flight case. The Bureau requires that the original of Form 6-22 be returned to the Bureau with a notation placed at the bottom, and that a copy be retained in the field office file. (Sample of Form 6-22 attached.)

OBSERVATIONS:

Upon receipt in the field office, the original of this form is stamped and serialized and routed for handling, creating a problem in returning it to the Bureau. Mr. Rosen of the Investigative Division points out that the form is furnished in duplicate and there would be no objection by the Investigative Division if the thin white copy of the form is returned to the Bureau with the comments, rather than using the original of the form.

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

Attachment

cc: Mr. Sizoo
Mr. Harbo

INDEXED 66-2567-11759

SEARCHED

EX-111 RCT

SEP 13 1954

Memorandum to Mr. Tolson

Mr. Rosen states the Investigative Division is opposed to this suggestion, inasmuch as the Bureau adopted Form 6-22 as a streamlining measure. Recently, the wording in this form was further changed to further streamline these referrals. Briefly, the Investigative Division has adopted the practice of advising the field by use of Form 6-22 of the fact that various law enforcement agencies have prepared wanted notices with the Identification Division in connection with crimes which are enumerated in the Unlawful Flight statute. As a result of referring these matters to the field, the receipt of new Unlawful Flight cases has increased considerably. Formerly, it was necessary for the field to advise the Bureau of the results of contact with local officials by letter. Form 6-22 was amended in order to allow the field to place its comments on the bottom of a copy of Form 6-22, and return same to the Bureau, thus streamlining the procedure.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:CS

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommended unanimously unfavorable.

OK
V. par S.

Mr. Tolson

9-2-54

The Executives Conference

SUGGESTION #558-54
MADE BY SAC CHARLES W. BROWN
DENVER OFFICE
UNDEVELOPED LEADS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/90 BY SP5 CE/JS

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

Contrasting

That Bureau approval be obtained before field offices request two or more field divisions to contact all Potential Criminal Informants or Criminal Informants for information where this lead is of a general exploratory nature. It was suggested the Bureau formulate a policy in this connection since it appears to be useless effort on the part of Bureau personnel hundreds of miles away to contact all Potential Criminal Informants and Criminal Informants when there is no indication that these contacts will be productive.

PRESENT PROCEDURE

SAC Brown, Denver, states that at the present time many of the offices follow the practice of setting forth an undeveloped lead for numerous divisions to contact all Potential Criminal Informants and Criminal Informants in an effort to obtain information as to the identity of an unknown subject or for other reasons where no logic exists for such a lead.

ADVANTAGES OF SUGGESTION

The suggester feels this will eliminate unproductive use of Agents' time. Of course, where there is some reason for a field division to handle this lead it should be set forth.

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

RECORDED - 120
INDEXED - 120

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66-3554-11760

SEP 9 1954

SEP 10 1954

DISADVANTAGES OF SUGGESTION

Assistant Director Rosen, Investigative Division, does not believe the promulgation of such a rule is necessary in view of existing instructions that SACs do not have leads covered which have no reasonable or logical basis in connection with the aims of the investigation. Leads to contact informants are investigative leads in relation to the same rules of reason that govern all investigation and should be so treated.

EXECUTIVES CONFERENCE CONSIDERATION: RTH: jaw 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, unanimously agreed with Mr. Rosen that the proposed rule should not be adopted.

Parsons

Mr. Tolson ✓

9-8-54

Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/9/83 BY SP5 CE/JS

SUGGESTION NO. 714-54
MADE BY SPRINGFIELD OFFICE

In accordance with SAC Letter #54-30 (Q) dated 7/13/54 which requested the field to submit their views on ways to further streamline the Bureau's work, the following was received.

SUGGESTION:

Discontinue running the yearly tickler on closed files pertaining to Security Index subjects in order to submit the yearly reports, and use form FD-154 (Verification of Information on Security Index Cards) in place of this yearly tickler.

PRESENT PROCEDURE:

Under existing instructions the field is required to submit an investigative report concerning each Security Index subject one year following the date of submission of a summary report which places the investigation in a closed status. In this manner each investigation relative to a Security Index subject is brought up to date on a yearly basis. At the time the case is reopened the investigation is re-evaluated to determine whether the maintenance of the subject's Security Index card continues to be justified in light of the subject's activities as of the time the case is reopened.

The field is required on a semiannual basis, through use of Form FD-154, to verify the employment and residence of each Security Index subject. (Sample of Form FD-154 attached.)

ADVANTAGES:

EX-130

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66-2554-11761

It would eliminate use of an extra administrative tickler on each closed file concerning an SI subject and would eliminate the unnecessary handling of a file on at least one occasion by clerks and supervisory personnel.

DISADVANTAGES:

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

Mr. A. H. Belmont, Domestic Intelligence Division, states it should be noted that verification of residence and

Attachment
Sizoo & Harbo

53 SEP 20 1954

atn

employment will, in many instances, vary depending upon information which is channeled to the subject's file. Should information affecting subject's residence and employment be received other than on the occasions when the verification would have been made on a six-month basis, the original tickler to verify residence and employment on a six-month basis would be amended by the field, and in some instances the case would not, therefore, be reviewed for the purpose of the yearly report.

It is further noted this suggestion would appear to be limited in its application to those offices which have a relatively small number of Security Index cards and where the assignment of Form FD-154 to verify the residence and employment of the subject is handled by the Supervisor who likewise handles the reopening of security investigations for the purpose of the annual report. In larger offices which have the large bulk of Security Index subjects, it should be noted the employment and residence verifications and reopening of security investigations for the purpose of the annual report are two separate and distinct operations handled by two separate field office desks.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:nfp 9/8/54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo recommend unanimously that the present procedure be continued.

✓

Mr. Tolson

9-8 54

Executives Conference

SUGGESTION NO. 700-54

MADE BY SPRINGFIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CE/RS

In accordance with SAC Letter 54-36 (C) 7/13/54, re-
questing the field to submit their thoughts relative to further
streamlining the Bureau's work, the following was received:

SUGGESTION:

That ~~contacts with University professors in the 116
classification (Atomic Energy Act) be confined to those professors
who instructed the applicant within the past ten years, excluding
those cases in which prior derogatory information has been developed.~~

PRESENT PROCEDURE:

Attempts are made to locate the applicant's former
instructors in major courses, regardless of the period of time
that has elapsed since the applicant's attendance at the Uni-
versity.

The Manual of Instructions relating to applicant inves-
tigations and related special inquiries states that, "all periods
of the applicant's adult life must be fully accounted for...."
Under the heading Education, it states that, "interviews with
professors and fellow students should be conducted in addition
to checking records to establish the person's character, loyalty
and associations."

ADVANTAGES:

(1) Elimination of much investigative time, where results
have been largely negative in the past. (2) Derogatory information
is usually contained in the scholastic record and these allegations
can be traced to the original source from this record. (3) Instruc-
tors' contacts with students, even under ideal circumstances, are
formal and the possibility of segregating personalities after a
lapse of a long period of time is extremely difficult for the
professor when the association is routine.

DISADVANTAGES:

Occasionally it is assumed that professors recall

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

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atn

Sizoo & Harbo

EX-1307

RT

Memorandum to Mr. Tolson

particular students regardless of the length of time since their association and in those instances they may be a source of additional leads.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states it has been the experience of the Special Inquiry Section of the Investigative Division that professors often maintain contact with applicants either through correspondence or personal contact over periods longer than ten years, and have furnished valuable information both of a derogatory and laudatory nature concerning them. He notes experience demonstrates applicants who have been students in colleges and universities have often had such close association with professors that without subsequent contact, they recall the applicant even though the elapsed time may be more than ten years. Since professors generally stay in the same profession, they are more readily available and easier to locate than fellow students who have left school and who have gone into different fields of work and professions.

The Special Inquiry Section maintains that to adopt the suggestion would weaken the overall coverage of the investigation and result in merely the verification of school records without interviewing persons who have knowledge of the applicant's character, loyalty, reputation, and association during his college life. The supervisors in the Special Inquiry Section have experienced no difficulty with the field in its handling of investigations relating to the educational phase of applicant investigations under the present rules.

Mr. Rosen believes that to properly and thoroughly account for the person's adult life, efforts must be made to interview professors who have been acquainted with an applicant, and good judgment and common sense should be the determining factors as to this phase of the investigation, and not an arbitrary date set as indicated in the suggestion.

RECOMMENDATIONS:

In view of the observations cited above, Mr. Rosen recommends that the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:nfp 9/8/54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo recommends that the present procedure be continued.

Mr. Tolson

9 8-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5CJP/S

SUGGESTION NO. 132-54

MADE BY NEWARK OFFICE

SUBMISSION OF DAILY REPORTS BY SECRETARIES

In accordance with SAC Letter 54-36 (O) 7/13/54, re-
questing the field to submit their thoughts on further stream-
lining the Bureau's work, the following was received:

SUGGESTION:

That secretaries be excluded from submitting daily
reports.

PRESENT PROCEDURE:

The Bureau Stenographers' Manual, Page 36, paragraph
33E, states: "Persons in secretarial positions shall be required
to submit these reports at the discretion of the heads of the
particular division."

The Field Stenographers' Manual, Section 1E (1), page
3, states, "The stenographers' daily report, Form FD-76, is sub-
mitted daily at the close of business by each stenographer and
typist reflecting the work typed and the pending work on hand."

ADVANTAGES:

(1) Time expended by secretaries in executing a work
sheet may be used for other duties. (2) The amount of work
on a secretary's book has no effect on the functioning of the
stenographic pool and the number of pages typed by a secretary
is not included in the production tabulation of the stenographic
pool.

DISADVANTAGES:

None noted by suggester.

RECORDED - 98

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66-2534-11763

13 SEP 9 1954

INDEXED - 98

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, states with
respect to the secretary position, Civil Service standards state

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

cc: Mr. Sizoo

Mr. Harbo

atn/

J RH

9 SEP 1954

Memorandum to Mr. Tolson

that to be a secretary an employee must devote a substantial majority of time to duties other than stenographic, such as clerical and administrative. Concerning the tabulation of production of stenographers, inspectors obtain individual reports for a period of five days from each stenographer and typist whose duties are fifty per cent or more straight transcription. Therefore, in most cases work of secretaries would not be included in production figures. Daily reports of stenographers aid the chief stenographer in assigning work; however, in most cases she would not be charged with assigning work to secretaries. Stenographic daily reports enable Special Agents in Charge, Division heads, and the Bureau to keep abreast of the stenographic production on an individual and collective basis.

RECOMMENDATIONS:

Adoption of the suggestion is favored by Mr. J. P. Mohr, Administrative Division; E. D. Mason and Inspectors B. C. Brown, J. E. Nugent, and J. H. Williams, Training and Inspection Division. The Inspectors note that the amount of work is examined during inspections.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:nfp 9-8-54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo recommends unanimsly that the present provision of the Field Stenographers Manual continue in effect. It was pointed out that the secretaries of the various supervisors in field offices handle a substantial amount of important dictation and it is important that adequate supervisory control be maintained.

✓

RA
Mr. Tolson

9-8-54

The Executives Conference

SUGGESTION #673-54
SUBMITTED BY NEWARK OFFICE
FORM FD-239 (IMPREST FUND)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CE/JS

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

Eliminate the item which reads, "Approved by Special Agent in Charge" on Form FD-239 (Imprest Funds - Itemization of Expenses and Receipt). A copy of Form FD-239 is attached hereto.

ADVANTAGES OF SUGGESTION

The suggester states that the SAC approves the voucher which contains those items being re-claimed by Form FD-239, and the adoption of this suggestion would eliminate duplicate approval, unnecessary routing and handling.

DISADVANTAGES OF SUGGESTION

Mr. Mohr, Administrative Division, is opposed to the suggestion. Form FD-239 serves as a receipt and provides for itemization of expenses where Imprest Cashiers reimburse Agents for expenditures which otherwise would be paid by submission of a regular expense voucher. While the SAC would approve the reimbursement voucher being submitted by the Imprest Fund Cashier, it is still felt necessary that the SAC approve items being claimed by the Agent prior to payment by the Imprest Fund Cashier the same as the SAC would do if the Agent had been requesting it by expense account. The Imprest Fund Cashier has no way of ascertaining whether or not the items claimed by the Agent are proper unless the SAC indicates his approval by initialling the form.

Attachment

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

RECORDED-61 66-2554-11764

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SEP 10 1954

EXECUTIVES CONFERENCE CONSIDERATION

RTH:nfp

9-8-54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo recommends unanimously unfavorable.

✓

Mr. Tolson

9-8-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5CE/JS

SUGGESTION NO. 642-54

MADE BY SAN ANTONIO OFFICE

FORM FD-145 (WAIVER OF INDICTMENT)

In accordance with SAC Letter 454-36 (C) dated 7/13/54 which requested the field to submit their thoughts on further streamlining the Bureau's work, the following suggestion was received:

SUGGESTION:

Eliminate use of Form FD-145 (Waiver of Indictment).
(Sample attached.)

PRESENT PROCEDURE:

Whenever an agent arrests and interviews a subject in a felony case, at the time of the interview he is requested to sign Form FD-145 indicating his desire to waive indictment and plead guilty. After the form is signed it is delivered to the United States Attorney.

ADVANTAGES:

The same result could be accomplished by the agent determining orally from the subject whether he desires to plead guilty and waive indictment, since the form carries no legal weight and is of no value to the United States Attorney, the agent, or the Court. It cannot be used in Court, since the law requires the subject must waive indictment in open court. The elimination of this form would eliminate unnecessary administrative detail.

DISADVANTAGES:

There would be no record of the expressed desire of a subject.

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EX-130

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

CONSERVATION:

Mr. E. D. Mason, Training and Inspection Division, feels the form should be continued since the signing of the form has a psychological effect which might keep a subject from changing his mind and subsequently entering a "not guilty" plea.

cc: Messrs. Sizoo & Harbo
atn

J RO

Memorandum to Mr. Tolson

Mr. A. Rosen, Investigative Division, favors continuing use of Form FD-145. He points out that Rule 7B of Federal Rules of Criminal Procedure provides that in an offense punishable by imprisonment for a term exceeding one year or at hard labor, the defendant may be prosecuted by Information if he waives an open court prosecution by Indictment. Form FD-145, if signed by the defendant, is merely an expression of the defendant's desire to be brought to open court in order that he can be advised of the nature of the charge pending against him and of his rights, so that he can decide whether or not he desires to waive indictment and, thereafter, be proceeded against by Information.

Mr. Rosen is of the opinion that the majority of United States Attorneys desire to have this expression of the defendant in writing prior to bringing him into open court for the purpose of waiving indictment. It is felt if the form was eliminated it would then be necessary for Agents to write out the form in longhand or obtain an oral statement from the defendant, which would be transmitted orally to the United States Attorney. This could very well create embarrassment to Agents and the Bureau if, after a United States Attorney had been advised orally of the defendant's desire to be brought into open court, the United States Attorney forgot to have the defendant brought into open court. The Investigative Division feels that if this form is used, then there will be no question as to whether or not the Agent fulfilled his responsibility in obtaining an expression of the defendant's desires in this regard.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:nfp 9-8-54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo recommends unanimously that the present procedure be continued.

✓

Mr. Tolson

9-8-54

Executives Conference ✓

SUGGESTION NO. 778-54

MEMORANDUM FOR MR. TOLSON
IN-SERVICE TRAINING CLASS
TO E. D. MASON, TRAINING
AND INSPECTION DIVISION

SAC LETTERS AND BUREAU BULLETINS (INDEX)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/9/95 BY SP5 CE/JS

THE SUGGESTION:

That an index on a sheet of paper be prepared each six months for all SAC Letters and Bureau Bulletins so Agents would not have to call for a search of indices by the Chief Clerk when seeking a particular type of information.

PRESENT PROCEDURE:

Each topic in an SAC Letter and Bureau Bulletin is indexed and the index cards are maintained in the general indices of an office.

ADVANTAGES:

As noted, Agents would not need to have a clerk search the indices to locate a certain type of information; for example, if he needed to know policies regarding Federal Housing cases he could look at the index to see if an SAC Letter had gone out on this topic.

DISADVANTAGES:

E. D. Mason, Training and Inspection Division, pointed out extra costs would be involved and the index would be out of date within a week after issuance. If a copy of the index should become lost, security would be hampered.

All members of the class were asked for their views and no one else favored the suggestion.

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

EXECUTIVES CONFERENCE CONSIDERATION INDEXED-61
CONFERENCE COMPOSED OF MESSRS. TOLSON, BOARDMAN, TAMM, PARSONS, SIZOO, BELMONT, ROSEN, MCGUIRE AND HARBO RECOMMENDS UNANIMOUSLY UNFAVORABLE.

RECORDED-61 66-1534-11766

SEP 9 1954

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SEP 10 1954

J RO

114- Mr. Tolson

9-8-54

The Executives Conference

SUGGESTION #568-54
SUBMITTED BY CINCINNATI OFFICE
FILMS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/72 BY SP5 CFS

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

When field offices order training films for particular law enforcement agencies within their territorial allocation the Bureau send such films directly to the department requesting, with appropriate instructions for their return to the Bureau.

PRESENT PROCEDURE

The field office orders the police training films from the Bureau on behalf of the various police departments in connection with their police training programs. The field prepares a routing slip or letter to the Training and Inspection Division requesting the film be made available to the local police department. The film is sent directly to the office requesting the film which sends or delivers it to the police agency. Following the use of the film, the police agency returns it to the field office, which returns the film to the Bureau.

ADVANTAGES OF SUGGESTION

The suggester feels by adopting this suggestion the field would be relieved of the task of receiving and forwarding the film to the department requesting it. The police department would send the film directly back to the Bureau and the expense presently borne by the Bureau would be borne by the police department.

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

Mr. Sizoo
Mr. Harbo

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SEP 10 1954

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DISADVANTAGES OF SUGGESTION

The suggester feels that a little less supervision over training films may result but the advantages to the Bureau outweigh this disadvantage.

Mr. Harbo, Training and Inspection Division, is opposed to the suggestion. In most instances the film goes to another office for showing rather than being returned to the Bureau. In many instances instructions as to where a film is to be sent after use will be changed to comply with requests for use of film on dates intervening between commitments. To try to make certain that a police department sends the film to another department after use would be very difficult and in most instances the film may not be sent as required. By having the field offices handle this the film will be returned to Bureau control immediately after use and not loaned to groups not having authority to use them. Films must often be dispatched by the user on the day used in order to reach the next office in time for scheduled showing and the field office handling would insure this. The Bureau could not fix responsibility or take administrative action when films are misdirected. The cost of transmitting films is not great as they go at the same postal rate as books.

EXECUTIVES CONFERENCE CONSIDERATION

RTH:nfp

9-8-54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo recommends unanimously that the present procedure be continued.

✓

RA

Mr. Tolson

9/8/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/85 BY SP5 CJS

SUGGESTION 4692-54
MADE BY NEWARK OFFICE
LEAVE WITHOUT PAY

In accordance with SAC Letter 64-38 C, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

Eliminate the requirement that the Bureau be advised by separate communication that leave without pay be granted unless advised to the contrary by the Bureau.

PRESENT PROCEDURE

The Manual of Rules and Regulations states that leave without pay is not to be granted for vacations or other personal reasons except under the following circumstances, the Bureau to be advised that unless the field office is notified to the contrary by the Bureau the leave is being granted: For marriage prior to departure of fiancée for overseas or when spouse is to be shipped overseas or returns to this country; to be married, maximum one calendar week in addition to accrued annual leave, combined not to exceed two weeks; for illness after expiration of accrued sick and annual leave; for serious illness or death in the family after expiration of accrued annual leave; during first 90 days of employment, only in case of emergency; for injury or illness which is service-connected or for injury which is not service-connected. (Section 2D 3c)

ADVANTAGES OF SUGGESTION

The suggester feels that the suggested procedure would eliminate necessity for preparation of separate communication to the Bureau in each instance where employee would be granted leave without pay. Time and Attendance cards on all employees in leave without pay status are removed.

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

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Mr. Sizoo
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would be sufficient to immediately identify for the Bureau employees on leave without pay so that whatever special handling is necessary could be effected. Suggester does not feel it should be necessary to separately advise the Bureau of each circumstance as it arises.

DISADVANTAGES OF SUGGESTION

Assistant Director Mohr, Administrative Division, recommends the suggestion not be adopted for the following reasons: (1) The regulation that Time and Attendance reports covering employees on leave without pay be segregated from other Time and Attendance reports by the field office submitting them is not always adhered to and if the field inadvertently failed to observe the regulation in a given case the fact of the employee's leave without pay status would not be immediately brought to the Bureau's attention. The Bureau must be up to date because payroll records must be accurate. (2) Although the rules set forth in the manual are as clear and unambiguous as possible, occasionally they are misinterpreted or misapplied and if the Bureau is not notified in advance it would be hard to detect misapplication in advance and by the time the Bureau found out about it employee would be on leave without pay. (3) Some situations wherein leave without pay is requested are such that the Director might want to write a letter of sympathy or condolence. If the Bureau had to depend on Time and Attendance reports for such notification it would often find out the facts so late that a letter would be undesirably delayed.

EXECUTIVES CONFERENCE CONSIDERATION RTH:nfp 9/8/54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo recommend unanimously unfavorable. The Conference felt the present requirements should be continued for the reasons indicated herein.

MR. TOLSON

8/26/54

EXECUTIVES CONFERENCE

SUGGESTION #522-54
MADE BY INDIANAPOLIS OFFICE
NUMBER OF SURVEYS BE REDUCED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CJP/JS

In accordance with SAC Letter 54-36 (Q), 7/13/54, requesting the field to submit their thoughts relative to ways of further improving the Bureau's work, the following suggestion was made.

SUGGESTION

That the Bureau reduce surveys of all types in the field requiring the investigative time of agents to an absolute minimum.

ADVANTAGES TO SUGGESTION

SAC, Indianapolis stated from time to time the Bureau requests surveys in the field requiring investigative time of agents throughout the entire division. Although it is realized under special circumstances surveys are necessary, he believes careful consideration should be given by the Bureau before surveys are requested requiring the time of agents. SAC, Indianapolis feels no survey should be requested of an agent which would have any adverse effect on his investigative time unless it is absolutely necessary and then it should be discontinued as quickly as it has served its purpose. Rather than conduct a survey on any particular problem, he states it would appear adequate in most instances merely to advise the agents if they receive any information on a particular matter that the Bureau should be notified and the agent not be required to answer the inquiry otherwise. He believes such surveys are a heavy drain on the time of agents. Inspector C. W. Stein agrees with this suggestion.

DISADVANTAGES TO SUGGESTION

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

Inspectors E. D. Mason, J. H. Williams and J. E. Nugent state this is the present policy and surveys are conducted only when absolutely necessary.

cc-Messrs. Sizoo Harbo

RECORDED-20

66-2554-11769

RECORDED 138 SET 9 1954

EX

R. [Signature]

72-13

ORIGINAL COPY FILED IN 66-2762-2145

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/25/54, composed of Messrs. Boardman, Mohr, Parsons, Sizoo, McGuire, Hennrich, Tamm, Rosen and Harbo, was unanimously of the opinion that the procedure suggested is the present policy and practice of the Bureau and should, of course, continue to be its policy.

Mr. Tolson

9-2-54

The Executives Conference

SUGGESTION #683-54
SUBMITTED BY NEWARK OFFICE
STATUS OF CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/82 BY SP3 CJP/JS

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

Key + write

That offices be permitted, in reporting the status of a case, to use the single letter "R" for RUC (Referred upon completion to the office of origin).

ADVANTAGES OF SUGGESTION

Suggester feels a savings of time could be effected, considering the number of times RUC is typed and written throughout the field each day.

DISADVANTAGES OF SUGGESTION

Mr. Rosen, Investigative Division, points out that, although the adoption or disapproval of this suggestion would be of no particular concern to the Investigative Division, any savings realized would be meager and the abbreviation RUC is an expressive and well-recognized one.

Mr. Belmont, Domestic Intelligence Division, fails to see any merit in the suggestion. The time saved in striking a single letter is negligible and would be greatly offset by the effort consumed in advising the field of such a change. RUC is thoroughly understood throughout the Bureau for the term "referred upon completion to the office of origin" and such connotation would not be nearly as apparent by using a single alphabetical character. The possibility exists that because of similarity the letter "R" might be misread for "P," the abbreviation used to indicate "pending." Mr. Belmont does not favor adoption of the suggestion.

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- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

Mr. Sizoo
Mr. Harbo

RECORDED 13

INDEXED 13

SEP 9 1954

166-2554-11770

J. R.

INITIALE EN ORIGINAL

ORIGINAL COPY FILED IN 66-2435-11770

SEP 13 1954

jaw
EXECUTIVES CONFERENCE CONSIDERATION: RTH: jaw 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously unfavorable.

MR. TOLSON

8/26/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFP/JS

SUGGESTION #634-54
MADE BY OKLAHOMA CITY OFFICE
TRAINING OF NEW AGENTS IN FIELD OFFICES
- FBI HANDBOOK QUIZ SESSIONS

In accordance with SAC Letter 54-36 (Q), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

The requirement that new agents attend monthly quiz sessions on the FBI Handbook for the first nine consecutive months be abolished.

MANUAL REQUIREMENTS

Manual of Rules and Regulations, Section 1C, 5(c), requires that new agents attend monthly quiz sessions on the FBI Handbook for the first nine consecutive months.

ADVANTAGES TO SUGGESTION

SAC, Oklahoma City favors adoption of this suggestion believing that it would save supervisory and agent time. He pointed out supervisors must prepare quizzes from the Handbook and take time to hold the quiz session, thereby taking the supervisor away from his other work. Some new agents have been in the Bureau six or seven months and are working on road trips or in resident agencies. These sessions require agents to travel into headquarters city unless the responsibility for holding the quiz session is designated to an older agent actually in the resident agency. SAC, Oklahoma City believes these new agents are just as familiar with Bureau rules as some of the older agents, inasmuch as the new agents have so recently attended training school, even though they are less familiar with practical application of Rules and regulations governing the Bureau's operations and investigations.

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

cc-Messrs. Sizoo
Harbo
SEP 14 1954

RECORDED-91
INDEXED-91

166-2534-1177
SEP 3 1954

1-46-63
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Memorandum to Mr. Tolson

Mr. M. H. Scovell, Manuals Desk, Training and Inspection Division, recommends the suggestion be adopted and states the small value resulting from such conferences is far outweighed by the time consumed therein, which could better be expended on more practical matters.

Mr. G. G. Gearty in charge of the Training Section, Training and Inspection Division, favors the suggestion and thinks it works a hardship on the field to arrange to have new agents report back to headquarters for nine consecutive months on Handbook quizzes. Mr. Gearty feels instructions from the Special Agent in Charge that new agents should read their Handbooks should suffice.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 8/25/54, composed of Messrs. Boardman, Mohr, Parsons, Sizoo, McGuire, Henrich, Tamm, Rosen and Harbo, recommends unanimously unfavorable. The Conference was advised that prior to the adoption of the present requirement it was found during inspections that the newer Agents did not have adequate knowledge of the Bureau's handbook. The Agents receive a large amount of varied information during the 16 weeks of training school and it is necessary that they continue their study of the handbook in the field, particularly during the first year they are assigned to the field. It is felt that the present requirement does not impose any undue hardship on the field and it is noted that this suggestion was made by only one field office. The Conference recommends no change in the present procedure.

Mr. Tolson

8-26-54

The Executives Conference

* SPECIAL BUREAU PROGRAMS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CE/JS

The Executives Conference desired the field to furnish its views concerning the advantages and disadvantages of the Office Conference Program. SAC Letter 54-36 required the field to submit its views as to the Semiannual Clerical Conference.

RESULTS OF VOTE RE SEMI ANNUAL CLERICAL CONFERENCE:

Number of SACs Voting	-	51
Continue as Is	-	31
Discontinue	-	12
Modify	-	8

REASONS WHY CONTINUE:

Necessary to interpret and elucidate Bureau instructions; creates feeling clerical employees are integral part of FBI; opportunity to iron out weaknesses; administrative and clerical staffs become better acquainted; builds morale; opportunity to present new ideas; cost no factor.

REASONS WHY DISCONTINUE:

Need for more frequent conferences makes this overlapping; time necessary not justified by results obtained.

HOW AND WHY MODIFY:

Since number needed varies, SAC should hold whenever needed; hold annually to conserve time; hold quarterly with every other conference held jointly between stenographers and clerks and others separate, as problems concerning each are different; hold separate conference for clerks and stenographers every two weeks.

EXECUTIVES CONFERENCE CONSIDERATION:

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- Rosen _____
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- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

Present at Executives Conference 8-26-54 were Messrs. Mohr, Harbo, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols and Gandy. Conference was of the opinion the Semiannual Clerical Conference should be continued.

cc - Mr. Sizoo
Mr. Harbo

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INDEXED-45 13 SEP 10 1954

61 SEP 14 1954
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Mr. Tolson

9/1/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/82 BY SP5 CEF/PS

~~SUGGESTION NO. 571-54
MADE BY DETROIT OFFICE
SECURITY INVESTIGATION DATA
FOR NONSENSITIVE POSITION (FORM SF-85)
SECURITY INVESTIGATION DATA FOR
SENSITIVE POSITION (FORM SF-86)~~

In accordance with SAC Letter #54-36 (C) dated 7/13/54 which requested the field to submit thoughts relative to further streamlining the Bureau's work, the following was received:

SUGGESTION:

In Security of Government Employee full field investigations where substantial investigation is necessary in both headquarters city and a city other than headquarters, that an additional copy of the Security Investigation Data form be furnished by the Bureau.

PRESENT PROCEDURE:

The Security Investigation Data forms (SF-85 and SF-86) are Civil Service Commission forms which are filled out by applicants for sensitive and nonsensitive positions. At present one copy is furnished to the field, and this necessitates typing the leads for areas outside the headquarters city where investigation is to be conducted. (Samples of forms attached.)

ADVANTAGES:

Leads could be assigned immediately upon receipt; clerical and agent time would be saved by eliminating preparation of lead memoranda for Resident Agencies; coverage of leads would be accelerated by elimination of this clerical step.

DISADVANTAGES:

Additional cost for extra copies of the forms. Mr. Kenner, Administrative Division, states cost of photostating one page is fifteen cents. The "nonsensitive forms (SF-85) consist of one page, and "sensitive" (SF-86) forms are four pages in length. At present least one-half of the forms processed are "sensitive" forms. If there were leads to be covered in three cities besides the headquarters city, it would cost \$1.80 for additional Photostats, if this suggestion is adopted.

Attachments

cc: Messrs. Sizoo & Harbo
Holloman
Gandy

RECORDED - 78
INDEXED RJ

66-11-37 - N773

SEP 15 1954

Memorandum to Mr. Tolson

Mr. Rosen, Investigative Division, advises in addition to the cost involved, it should be noted that supervisors at the Bureau process these forms and dictate on them on a volume basis. If the suggestion were adopted, the supervisor would be required to determine how many copies of the form are required in a particular case by checking the Postal Guide, the Territorial Allocation List, and Resident Agency breakdown for each field office concerned where investigation is conducted outside the headquarters city.

RECOMMENDATIONS:

Mr. J. P. Mohr, Administrative Division, and Mr. A. Rosen, Investigative Division, recommend the suggestion not be adopted in view of the extra time and cost involved in handling Security of Government Employee cases at the Bureau.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

Mr. Tolson

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9-2-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/83 BY SP5 CIB/JS

SUGGESTION NO. 772-54
MADE BY [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

THE SUGGESTION:

There are in both the 100 and 105 classifications, several thousand files made up during World War II on forms completed by the War Relocation Authority with regard to re-located Japanese, many of which consist solely of one serial, the relocation form. It is suggested that all files in this category be reviewed and where no derogatory information is found in the file, the index card be stamped "ND" (no derogatory information) for the benefit of subsequent name checks.

ADVANTAGES:

The suggesting employee proposes that special reviewers be assigned to review these files and when it is found there is no derogatory information in the file, the subject and file number would be listed and routed to the General Index. General Index Unit would pull the cards pertaining to these files and stamp them "ND" along with the words "Return all new mail identical with subject to Look Up Desk" or words to this effect. General Index searchers would be instructed that whenever one of these cards is identical with his subject, the reference should be listed with "ND" beside the number on the left side of the search slip. Any time Main Card Searching finds a card that is identical with new mail, the card should be pulled and re-typed to prevent any new mail being added to these files without the "ND" being removed from the card. Through this procedure the employee feels a large amount of extra handling of mail will be saved since it will be unnecessary for Name Check Unit to send any mail to File Review that contains only this number.

DISADVANTAGES:

Mr. L. B. Nichols, Records and Communications Division, states that the cost of the work involved would be greater than the benefits to be derived. It is pointed out the pertinent

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- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Sizoo
58 SEP 10 1954

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Memorandum to Mr. Tolson

files are not particularly active and are therefore no greater problem in the Name Check procedure. A number of the files do contain results of investigations. As the files referred to are not in continuous sequence, there would be considerable work involved, including a drawer-by-drawer examination to identify the files. Mr. Nichols states it would not be desirable to mark an index card "ND", since in some name checks, such as those involving applicant investigations, the references in this category are marked "Ident" and forwarded to the supervisor. Another problem in the suggestion entails a rather involved procedure to be followed by the General Index Unit in handling any subsequent mail regarding individuals who are subjects of these files.

RECOMMENDATIONS:

Mr. Nichols recommends the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:jaw ^{jaw} 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Mohr, Rosen and Harbo, unanimously recommended unfavorable.

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Mr. Tolson

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY SP5 CL/JS

SUGGESTION #637-54
SUBMITTED BY OKLAHOMA CITY OFFICE
APPROVAL OF TELETYPES

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

The ASAC be authorized to approve teletypes regardless of what office he is assigned to and regardless of whether the SAC is present in the office at the time teletype is sent.

PRESENT PROCEDURE

The Manual of Rules and Regulations, Section 4A 11a(4), page 22, provides "SAC or ASAC may approve teletypes in New York, Washington, Los Angeles, San Francisco, Chicago, Philadelphia, Detroit, Boston and Cleveland. In all other offices outgoing teletypes must be approved by SAC or in his absence the ASAC."

ADVANTAGES OF SUGGESTION

Suggester feels this would cut down duplication. If teletype is being dispatched on case supervised by ASAC he has to read and initial teletype before sending it to SAC for final approval. SAC then has to read it, which is duplication. An ASAC should have sufficient judgment to be able to make a determination as to whether a teletype should be sent, particularly in a case that he is supervising.

Inspectors J. E. Nugent and J. H. Williams agree with the suggestion. In big offices the background data reviewed to intelligently handle a teletype makes the procedure inefficient. The ASAC, in many cases, is already familiar with it. SAC should see important ones. Mr. Mason favors suggestion.

DISADVANTAGES OF SUGGESTION

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- Nichols _____
- Belmont _____
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- Mohr _____
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- Gandy _____

Inspector G. W. Stein is opposed to the suggestion, stating it is another indication of "executivitis."

72 cc: Mr. Sizoo

53 SEP 10 1954

EX-10 RECORDED-31 66-2037-11775
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EXECUTIVES CONFERENCE CONSIDERATION RTH: *jaw* 9-2-54

The Conference, 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously unfavorable. The Conference felt that the present requirement is of great aid in holding communications costs to a minimum.

Mr. Tolson

9-2-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY 975 ei/ps

SUGGESTION NO. 598-54
MADE BY HONOLULU OFFICE
THE INVESTIGATOR

In accordance with SAC Letter #54-36 (Q) dated 7/13/54 requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received.

SUGGESTION:

Discontinue publication of "The Investigator".

PRESENT PROCEDURE:

"The Investigator" is presently prepared at the Bureau pursuant to contributions made by Associate Editors throughout the Bureau, is published at the Bureau and disseminated to employees at the Seat of Government and in the field.

ADVANTAGES:

Expenditure of time and money for the publication of "The Investigator" would be saved and could be used for investigative effort.

DISADVANTAGES:

Discontinuance of publication of "The Investigator" might result in some loss of morale and esprit de corps within the Bureau.

OBSERVATIONS:

The suggester states "The Investigator" contains a great deal of material which is of little interest to the average Bureau employee. The FBI has become so large that most employees do not know the individuals whose pictures appear or persons concerning whom articles are written.

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Mr. L. B. Nichols, Records and Communications Division, is opposed to the suggestion and states that the time, effort, and money expended to get "The Investigator" out are insignificant when compared with the beneficial results which accrue to the Bureau. He states that while a new employee may see only an

cc: Mr. Sizoo
Mr. Harbo
atn

EX-117

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Memorandum to Mr. Tolson

occasional picture of someone she knows, there are other features in the magazine which should make interesting reading. Anyone with four or five years with the Bureau undoubtedly will see in any edition a number of familiar faces. "The Investigator" staff tries to maintain proper coverage including both the Seat of Government and the field. He notes that Crime Records receives many comments on "The Investigator" which are favorable. Mr. Nichols states he feels "The Investigator" performs an extremely important morale function.

It is further pointed out that the cost of paper used in making up "The Investigator" is paid from FBI Recreation Association funds.

EXECUTIVES CONFERENCE CONSIDERATION: RTH: jaw 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGutre, Rosen, Belmont and Harbo, was unanimously unfavorable.

Dr. Tolson

9-2-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CJP/JS

SUGGESTION NO. 689-54
MADE BY NEWARK OFFICE
ATOMIC ENERGY ACT - EMPLOYEE
DEADLINE MATTERS

In accordance with SAC Letter #54-36 (Q) 7/13/54 re-
questing the field to submit their thoughts relative to further
streamlining the Bureau's work, the following was received.

SUGGESTION:

That deadlines in Atomic Energy Act - Employee cases
be changed from sixty days to forty-five days.

PRESENT PROCEDURE:

In Atomic Energy Act - Employee cases the field is
given a sixty-day deadline.

ADVANTAGES:

The change of the deadline date will eliminate the
necessity of carrying these cases as being administratively
delinquent even though the deadline has not been missed, which
procedure causes a considerable amount of unnecessary clerical
work.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states these
cases involve individuals who have had access to restricted
Atomic Energy data for many years and are in effect reinvesti-
gations bringing these cases up to date. When the reinvestiga-
tion program was initiated, a sixty-day deadline was set because
those under investigation had been cleared by AEC and were
employed; consequently, there was no urgency in connection with
these cases.

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- Gandy _____

Because these cases have sixty-day deadlines is not to
say that they cannot be completed in forty-five days or less if
a field office is so inclined; however, because of the extreme
pressure of applicant-type investigations with shorter deadlines,
it is not felt the deadline set for reinvestigations should be
changed.

cc: Messrs. Sizoo & Harbo

EX-117

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Memorandum to Mr. Tolson

He notes that while it is true the omission of this listing would save clerical time it would in no way compensate for the burden which would be placed on the entire field if it is to attempt to handle these cases in forty-five days.

Mr. Eosen notes that all AEA-E cases have been ordered and none are contemplated in the near future. The AEC has estimated 15,000 Atomic Energy matters for the current fiscal year and stated that they may give us as many as 2,500 reinvestigations only if necessary to supplement the applicant investigations to meet their quota of 15,000.

RECOMMENDATIONS:

Mr. Rosen recommends that the deadline in AEA-E cases should not be changed from sixty to forty-five days.

EXECUTIVES CONFERENCE CONSIDERATION:

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RTH: jaw 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously unfavorable. If the work of the office permits, these cases should be handled prior to the expiration of the 60-day deadline. With reference to clerical work involved in cases which are considered delinquent under the 45-day rule, the major part of the clerical work consisted of typing information concerning each individual delinquent case every 60 days in connection with the monthly administrative report; however, this provision has just recently been changed to require such listing of individual delinquent cases semiannually.

V. J. ...

MR. TOLSON

PERS. FILES

September 8, 1954

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CEF/BS

The Executives Conference of September 7, 1954, consisting of Messrs. Tolson, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Harbo, McGuire and Mohr, considered the institution of a rule requiring employees resigning or being separated from the service to surrender their FBI Recreation Association membership cards.

The conference was advised that during August, 1954, the Dallas Division advised that former Special Agent Richard M. Clark, who resigned from the New York Office effective April 16, 1954, was stopped for speeding in Richland Hills, Texas, on August 20, 1954, at which time he displayed his FBIRA membership card to the officer stopping him. The Richland Hills Chief of Police reported that former SA Clark had claimed he was on official business in a hurry to see a man in Garland, Texas, and that the Chief would normally have arrested Clark but that in view of his identification of himself with the FBIRA card he did not do so.

Former SA Clark was interviewed by the Dallas Division and advised he was stopped by a police officer; admitted that he was probably driving 60 to 65 mph in a 45-mph zone, but that he had pointed out to the officer that he did not see any 45-mph zone markers. According to former SA Clark he stated he told the officer he was a tax consultant employed by Shurman and Kirkwood in Fort Worth and had been visiting his father in Richland Hills. Former SA Clark said the officer admonished him to be more careful as school would soon be starting, whereupon Clark stated he thanked the officer and realizing he was not going to give him a ticket he took out the FBIRA card and told the officer that until April, 1954, he had been with the FBI. According to Former SA Clark, the officer asked him what the "RA" stood for and he told him. The officer then asked whether Clark was with the FBIRA and Clark told him no, that he had been an agent until April, 1954, but was now a tax consultant in Fort Worth.

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- Holloman _____
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cc - Mr. Harbo
Mr. Sizoo

EX - 117

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66-2554-11798

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Former SA Clark was admonished not to use his former connection with the Bureau in any future contacts and his FBIRA card was taken up by the Dallas Division and destroyed.

It was pointed out to the conference that for the Bureau to require employees who are resigning or otherwise being separated from the service to surrender their FBIRA card would involve a great deal of work for the purpose of picking up a non-official membership card in the FBIRA. It was further pointed out to the conference that employees who are in the Bureau get a membership card each year and there was nothing to prevent employees from keeping the cards from year to year.

The conference was unanimous in recommending that the Bureau institute a policy requesting employees to surrender their current FBIRA membership card at the time they leave the service providing the employee has the membership card readily available. The Bureau official picking up this card should then destroy it and notify the Administrative Division that this has been done. The conference was unanimous that no extensive effort should be made to have the resigning or separating employee obtain the FBIRA card for the purpose of surrendering it since this would involve a great deal of work that would not be worthwhile.

In the event you agree with the unanimous views of the conference, the field and the Seat of Government will be appropriately instructed.

OK
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Mr. Tolson

9/1/54

Executives Conference

SUGGESTION NO. 592-54
MADE BY EL PASO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 UJS

In accordance with SAC Letter No. 54-36 (C) dated 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

That the present basic rule regarding the clerk-agent ratio be liberalized on a showing of need in a particular office.

PRESENT PROCEDURE:

Mr. J. P. Mohr, Administrative Division, advises that at present the Bureau follows the policy as suggested. The clerk-agent ratio is flexible and is liberalized on a showing in a particular office. Exceptions to the fifty per cent rule have been approved by Mr. Glavin in the past; for example, Baltimore was approved for higher than fifty per cent on a basis of the huge volume of name checks; Knoxville and Savannah were approved for more than fifty per cent on the basis of their load of Atomic Energy work. The fifty per cent is a "yardstick" and is not a hard and fast rule.

RECOMMENDATIONS:

Mr. Mohr states the suggestion is without merit, since it is the present practice of the Bureau.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Eosen, Mohr and Harbo, unanimously felt that no action was required on this suggestion since individual consideration is given to its needs as presented by a field office.

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- Holloman _____
- Gandy _____

cc: Mr. Sizoo
Mr. Harbo

atn

55 SEP 13 1954

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EX-129

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4-11779

Mr. Tolson

9/1/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 EIT/JS

SUGGESTION #528-54
DISCONTINUE TELETYPES ON
IDENTIFICATION ORDER SUBJECTS

In accordance with SAC Letter #54-36 (Q), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

That the Bureau, in notifying the field to discontinue investigation after apprehension of an Identification Order subject, not advise the office of origin and apprehending office of the apprehension. (Submitted by Chicago Office.)

PRESENT PROCEDURE

All offices, including the office of origin and the office of apprehension, are notified of the arrest of an Identification Order subject.

ADVANTAGES

Decrease communications cost; save clerical time; save teletype operators' time; save time of supervisors and other officials who are required to read the teletype and initial it for filing.

DISADVANTAGES

None noted. by person submitting suggestion.

RECOMMENDATIONS

EX-130

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

Mr. A. Rosen, Investigative Division, recommends no change in the present procedure. He points out that notification of such apprehensions is usually handled by radiogram; therefore, if the suggestion is adopted, no appreciable saving would result. He points out that the Bureau maintains communications and code clerks and it is necessary for these employees to receive considerable practice in transmitting, coding, and decoding of radiogram messages. He also feels that when the communication

cc: Messrs. Sizoo and Harbo

SEP 10 1954

J RH

Memorandum to Mr. Tolson

goes to each of the divisional offices, the office of apprehension and office of origin should receive the communication in order to avert confusion if the message is referenced in subsequent communications which are received by these two offices. Further in this regard, confusion might result on the part of communications employees in trying to eliminate two offices out of a total of fifty-two.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

Mr. Tolson

9/1/54

Executives Conference

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SUGGESTION NO. 698-54
MADE BY SAN FRANCISCO OFFICE
~~DESTRUCTION OF FILES~~

In accordance with SAC Letter #54-36 (C) dated 7/13/54 which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

~~That there be added to the present group of files which may be destroyed after three years those investigative files which are opened and closed as unknown subject cases.~~

PRESENT PROCEDURE:

These files are destroyed after they are twenty-five years old.

ADVANTAGES:

Savings of filing space.

DISADVANTAGES:

None noted by person submitting suggestion.

OBSERVATIONS:

The suggester proposes that at the time the file is closed the file cover be stamped in a distinctive way to show that it is to be destroyed in three years; for instance, in 1958 for those cases closed this year. When the criminal files are consolidated after being closed six months, these unknown subject files would be skipped and they would be completely destroyed at the end of three. It is pointed out, these cases have little or no value.

RECOMMENDATIONS:

Mr. Nichols, Records and Communications Division, is opposed since he feels there is always a possibility that something might come up regarding these cases.

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

cc: Messrs. Sizoo & Harbo

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Memorandum to Mr. Tolson.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

MR. TOLSON

9-2-54

ALL INFORMATION CONTAINED
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EXECUTIVES CONFERENCE

SUGGESTIONS #523-54, #524-54, and #589-54
TOP HOODLUM PROGRAM

In accordance with SAC Letter 54-36(0), 7/13/54, which requested the field to submit their views relative to ways of further streamlining the Bureau's work, the following suggestions were made:

SUGGESTIONS

- #523-54 That the ~~Top Hoodlum Program~~ be discontinued. If the Bureau desires information concerning a particular hoodlum, then the field division where he is located could be requested to obtain sufficient information to answer the Bureau's inquiry. (Submitted by Indianapolis Office)
- #589-54 That ~~Top Hoodlum coverage~~ be discontinued particularly for small rural offices where crime is at a minimum. (Submitted by Richmond Office)
- #524-54 That the present requirement of submitting a ~~summary on each Top Hoodlum to the Bureau semiannually on March 31 and September 30~~ be discontinued entirely or be changed to require submission of an annual summary. (Submitted by Oklahoma City Office)

PRESENT PROCEDURE

On March 31 and September 30 each year a summary must be submitted to the Bureau on each Top Hoodlum setting forth any pertinent supplementary information received regarding these individuals. Agent handling General Investigative Intelligence Program is required to keep subfiles on each Top Hoodlum current and follow hoodlum's activities through discreet checks and inquiry, strictly limited to reliable confidential informants or established contacts and public sources of material; no active investigation permitted.

ADVANTAGES TO SUGGESTION

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- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
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SACs, Oklahoma City, Indianapolis and Richmond all point out that the benefits derived in their territories do not justify the expenditure of Agent and clerical time spent in the preparation of the semiannual summaries. In addition, it is pointed out that there really are no Top Hoodlums, in the true sense of the term, in rural areas as compared to larger metropolitan areas. Therefore, it is felt it would not be cumbersome to obtain the information from the General Investigative Intelligence File report rather than cc-Messrs. Sizoo and Harbo

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2 RK

Memorandum to Mr. Tolson

prepare separate memoranda on each individual since each individual is handled separately in the General Investigative Intelligence File report.

DISADVANTAGES TO SUGGESTIONS

One of the principal reasons for inaugurating the Top Hoodlum Program was to receive current information relative to activities of the Top Hoodlums throughout the country and assure that the field was properly following the Program by submitting at least twice a year a summary of information developed concerning each of the hoodlums. Mr. Rosen, Investigative Division, states that to discontinue the requirement that summaries be submitted would nullify the Program, and to require the summaries to be submitted only annually would result in the Bureau's receiving information that may be stale in many instances and of little current value. For the reasons set out above, Mr. Rosen recommends that none of these suggestions be adopted.

EXECUTIVES CONFERENCE CONSIDERATION

RTH: ^{JCW}jcw 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously unfavorable for the reasons indicated herein.

Mr. Tolson

9-8-54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5CE/JS

SUGGESTION NO. 702-54
MADE BY SAVANNAH OFFICE
FBI EMPLOYEES' CONSOLIDATED CHARITY FUND

In accordance with SAC Letter 454-86 (C) 7/13/54, requesting the field to submit their thoughts on further streamlining the Bureau's work, the following was received:

SUGGESTION:

That the institution and maintenance of FBI Employees' Consolidated Charity Fund be made optional with Special Agents in Charge in offices where consolidated, or packaged, community charity drives are made.

PRESENT PROCEDURE:

Following a survey of charity drives in the several field divisions, the Bureau, by SAC Letter 454-28 6/1/54 instructed the establishment of an FBI Employees' Consolidated Charity Fund setup in each individual field office.

ADVANTAGES:

Would eliminate an unnecessary and duplicated operation and would result in a saving of both agent and clerical time now required in connection with maintenance and administering of details of the charity fund, as well as time spent in regular audits of the fund.

DISADVANTAGES:

None noted.

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EX-122

46 2254-11783

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OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, states that the SAC Letter also pointed out that the Bureau does not consider the so-called "United Campaigns" in some offices as the equivalent of the FBI Employees' Consolidated Charity Fund wherever such do not include all of the established worthy charities, thus making it necessary to have additional drives during the year. It was noted that the survey conducted disclosed that only Anorville had a single consolidated campaign.

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Holloman _____
Gandy _____

cc: Messrs. Sizoo & Harbo

SEP 13 1954

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Memorandum to Mr. Tolson

SAC Letter #54-28 has as the basic thought the establishment of a true consolidated fund where none exists. If there is already a true consolidation of charity drives in a particular divisional city, such office should so advise the Bureau.

The Suggestion also mentions that where the amount of funds is small the cost of maintaining them in a checking account is material. While funds are usually kept in a checking account, if only a small amount is involved, the office would probably desire to keep the cash in the safe. This is something an office would have to handle on an individual basis.

Mr. Mohr states the suggestion appears to be covered in existing instructions.

EXECUTIVES CONFERENCE CONSIDERATION:

ETH:nfp 9-8-54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo recommends that the Bureau believe that the present instructions for the establishment of a consolidated charity fund in each field office should remain in effect.

Mr. Tolson ✓

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9-8-54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 4/9/95 BY SP5 CI/J3

SUGGESTION NO. 777-54

MADE BY

RECORDS AND COMMUNICATIONS DIVISION
INTERESTING CASES

THE SUGGESTION:

~~That clerical employees be advised of developments on interesting cases over the Public Address system. He further suggests in the event it is not deemed advisable to use the Public Address system, that "The Investigator" reserve space for such news items.~~

ADVANTAGES:

The Records Section and Identification Division have a large number of employees who from time to time have worked on various phases of big cases and it is believed they would enjoy hearing the final results of the investigations. If only a few key lines of a press release were sent out to these sections, the employees would have an exclusive to news items that will appear in the papers. This would help employees to be more cognizant of the work we are doing and at the same time help them in their own work because they will be better informed on current events. If employees were to receive such information first hand in their sections, it would increase esprit de corps throughout the sections, and at the same time benefit employer-employee relations.

DISADVANTAGES:

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None noted by the suggesting employee.

OBSERVATIONS:

Mr. L. B. Nichols, Records and Communications Division,

Tolson states there is some question as to the advisability of speaker announcements on Bureau news items, but it is felt that this material could be presented effectively in regular training classes. This would give the instructor an opportunity to properly pitch the information according to experience, assignment, and age of the various employees, and at the same time tie it in with work operations in the unit whenever possible.

Winterrowd Attachment
Tele. Room cc: Mr. Sizoo
Holloman Mr. Harbo
Gandy

67 SEP 13 1954


J RB

RECOMMENDATIONS:

Mr. Nichols recommends that the suggestion be adopted with the provision that the news releases be made in our regular instruction classes. He states sufficient copies of FBI notes will be furnished to the Records Section for this purpose. FBI Notes are issued monthly. (Sample attached)

EXECUTIVES CONFERENCE CONSIDERATION: BTH:nfp 9-6-54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont Rosen, McGuire and Harbo unanimously agrees with the recommendation of Mr. Nichols as indicated in the preceding paragraph.



MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

SUGGESTION #749-54
MADE BY HOUSTON OFFICE
INVESTIGATIONS INVOLVING
ACCIDENTS IN BUREAU CARS

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DATE 4/9/82 BY SP5 CI/JS

In accordance with SAC Letter 54-36(Q), 7/13/54, requesting the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

That ~~investigations involving accidents in Bureau cars~~ be ordered when personal injury results, or a total of \$100.00 or more damage is suffered.

PRESENT PROCEDURE

Present instructions require that investigation be conducted only where there is a personal injury or the damage is \$25.00 or more.

ADVANTAGES TO SUGGESTION

Ordinary accident of today can total \$25.00 and still be fairly minor in nature, SAC Houston points out. However, he does not recommend any change in so far as the requirement that investigations be conducted where personal injuries are sustained.

DISADVANTAGES TO SUGGESTION

Mr. J. P. Mohr of the Administrative Division is opposed to any change in present procedure.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable. The Conference believes the

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cc-Messrs. Sizoo Harbo

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present procedure should be continued in order to make it possible to fix responsibility in those cases where the Agent should be required to pay for the damage and also to protect the Government against claims submitted by the third party at a later date alleging substantial property damage or personal injury.

✓ Perts

MR. TOLSON

8/24/54

The Executives Conference

FURNISHING FRANKED ENVELOPES
TO FEDERAL AGENCIES FOR
SUBMITTING FINGERPRINTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/9/92 BY SP5 CE/JS

The Executives Conference consisting of Messrs. Nichols, Boardman, Harbo, Rosen, Belmont, Mohr, Parsons, Sizoo, and Q. Tamm on August 24, 1954, considered a recommendation of the Identification Division concerning the furnishing of self-addressed, franked envelopes for purposes of submitting fingerprints to the Identification Division.

The Bureau now pays postage on such self-addressed envelopes and the envelopes are furnished to all contributors of the Identification Division. Recently, by Executives Conference action, approved by the Director, on January 15, 1954, the Bureau discontinued furnishing franked envelopes to the Immigration and Naturalization Service. This was based on the fact that the frank must now be paid by the Bureau whereas formerly it was free. The Identification Division recommends that this policy be made uniform with regard to all Federal agencies and that the Bureau no longer furnish self-addressed stamped envelopes for mailing fingerprints.

The Conference is unanimously in agreement. If you approve, there is attached hereto a letter to one of the Induction Centers of the Air Force so advising them.

Attachment

cc - Mr. Harbo
Mr. Sizoo

EX-110

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Handwritten signature: SP

Mr. Tolson

9/1/54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5CEI/JS

SUGGESTION NO. 607-54
MADE BY LOS ANGELES OFFICE
~~ELIMINATION OF BUREAU AUTHORITY
TO CONDUCT INTERVIEWS IN PRESENCE
OF ATTORNEY OF WITNESS OR SUBJECT~~

In accordance with SAC Letter No. 54-36 (Q), dated 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was submitted.

SUGGESTION:

That Bureau authority no longer be required prior to interviewing a witness or subject by Bureau Agents with the attorney for the individual being present.

PRESENT PROCEDURE:

This suggestion was the subject of SAC Letter 54-39 (B), dated 8/3/54. Pursuant to the provisions of that SAC Letter, the field may, upon authority of the Special Agent in Charge, interview an individual in the presence of his attorney in criminal cases where no security aspect is involved. The authority of the SAC is sufficient for such interviews, provided the name of the attorney has been checked through the office indices; that it is believed information may be secured by such an interview which outweighs the disadvantage surrounding the presence of the attorney; that the Agents frame their questions in such a manner as to reduce to a minimum the information which the attorney might gain from the line of questions.

OBSERVATIONS:

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Mr. A. H. Belmont, Domestic Intelligence Division, advises that because of the delicate nature of security-type investigations and the possible criticism with resultant embarrassment to the Bureau which might arise as a result of interview with security subjects in the presence of their attorneys, it is believed the suggestion is undesirable. These security investigations in which interviews are conducted may well result in unjustified

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cc: Mr. Sizoo

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7 RJ

Memorandum to Mr. Tolson

criticism of the Bureau with respect to infringement of an individual's rights and liberties; might well result in the undue disclosure of investigative techniques and most likely would result in incomplete and unsatisfactory interviews where an attorney is present. It has been the experience of the Internal Security Section that security subjects are inclined to discuss their activities more freely when the interview is not conducted in the presence of a third party. As this is true with respect to third parties, it is more so in those cases where interviews are conducted in the presence of an attorney. It is believed that in each instance where the field desires to conduct an interview with a security subject in the presence of his attorney that it be afforded consideration by the Bureau in light of the recommendations of the field and the SAC.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommended unanimously unfavorable. The Conference felt that the present requirement for prior Bureau approval before interviewing a witness or subject in a security case should be continued.

OK ✓

Mr. Tolson

8-26-54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 4/9/93 BY SP5 CC/JS

SUGGESTION #609-54
(FORM FD-56 (STOP NOTICE CARDS))
SUPERVISOR MAINTAIN OWN STOP CARDS

In accordance with SAC Letter #54-36 (0), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

Each supervisor maintain his own stop cards when placed in connection with files handled on his desk. (Submitted by Los Angeles Office.)

PRESENT PROCEDURE

In accordance with current Bureau instructions, stop cards are maintained in the Chief Clerk's Office by numerical sequence, broken down by classification. The Los Angeles Office has 285 Stop Cards at present. At the time of the monthly check of these Stop Cards, it is necessary that they be listed by classification and sent to the supervisor, who in turn assigns to an Agent the project of checking the card. When the lists are returned following completion of the project, the cards must be again checked against the list, requiring clerical time both in preparing the list and subsequent checking of the list. It is estimated ninety per cent of these stops are repeats, as it applies to their being verified monthly.

ADVANTAGES

(1) Under the suggested system, upon approving outgoing correspondence resulting in setting up the Stop Card, the Supervisor would immediately request the Stop Card and file it himself in his box, obviating several clerical steps. When a closing report or other correspondence necessitating removal of the Stop Card is received, the Supervisor can check his box to see if stops are in existence and decide whether the Stop Card should remain in existence, or if it should be destroyed, he can do so at the time.

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(2) Stop Cards could be checked on a staggered basis, a few files each day, instead of all being checked at the same time.

cc: Mr. Sizoo
Mr. Harbo

atn

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Memorandum to Mr. Tolson

(3) Supervisors would be able to ascertain easily that all Stop Cards are being properly maintained as to form.

DISADVANTAGES

All Stop Cards would not be maintained in one location and at the time a review is made of all such cards, they would have to be obtained from the Supervisors. One individual would not be responsible for the cards, but such responsibility would be allocated to the several Supervisors.

RECOMMENDATIONS

SAC L. L. Laughlin, Washington Field Office, recommends continuance of the present system of maintaining Stop Cards. He states as they are currently maintained, they furnish a record of all stops, as well as providing a system for filing. If we were to disperse the cards to various supervisors, we would have difficulty finding a particular card if a telephonic or similar inquiry were received. The Supervisor, in running his cases, should of course determine the necessity for the stop, whether it should be continued, etc.

EXECUTIVES CONFERENCE CONSIDERATION ^{jaw} GCG:jaw

Present at the Executives Conference 8-26-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, Nichols and Gearty.

The Conference was unanimously of the opinion that the present system should be continued.

OK
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Mr. Tolson

8/31/54

Executives Conference

CONFIRMATORY LETTERS TO UNITED STATES ATTORNEYS

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DATE 4/9/92 BY SP5 CJP/BS

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THE SUGGESTION:

By memorandum from Inspector DeLoach to Mr. Tolson, 7/9/54, captioned "Relations with U. S. Attorney's Office, Reno Nevada," it was pointed out that Assistant U. S. Attorney [redacted] Reno, had written a letter asking for the prompt submission of reports from the FBI and the Bureau of Narcotics. In determining whether FBI reports had been submitted promptly to the U. S. Attorney at Reno, Inspector DeLoach raised the question of whether Bureau offices should go on record by confirmatory letter to the U. S. Attorney on each occasion when: (1) prosecution is authorized, (2) a complaint has been filed, or (3) Preliminary hearing has been held before the U. S. Commissioner.

This question arose because of the fact that there are numerous occasions where prosecution is authorized by the U. S. Attorney or his Assistant at a time when the Bureau's investigation is far from complete. In some instances, prosecution is authorized at the time the case first comes to the attention of the field office and it is necessary to conduct investigation before a report can be prepared which may be several days after prosecution is authorized, the complaint filed, and in some instances, even after a preliminary hearing has been held. This delay, unavoidable in many instances, could be used by the U. S. Attorney or others as an excuse for delayed arraignment and prosecution of the subject.

RESULTS OF SURVEY:

In accordance with the recommendation contained in Inspector DeLoach's memorandum referred to above, ten field offices were requested on 7/21/54 to consider the above suggestion and furnish recommendations for or against its adoption together with a list of advantages and disadvantages. The offices surveyed were New York, Boston, Savannah, Chicago, Omaha, Portland, Houston, San Francisco, St. Louis and Detroit. All of these offices with

- Tolson _____
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- Rosen cc: Mr. Harbo
- Tamm _____ Mr. Sizoo
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- Winterrowd cc: dnb
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the exception of Portland recommended the suggestion not be adopted. Portland conditioned its approval of the suggestion upon the Bureau approving a form letter which could be filled out by the Agent, thus, requiring no dictation or stenographic time. The Bureau hardly could approve a letter of that type for transmittal outside the Bureau.

The estimates as to Agent and stenographic time which would be required, if the suggestion is adopted, ranged from 1/2 day of Agent time and one day stenographic time per month in a small office to as high as 12 Agent days and 24 stenographic days per month in a large office. It should be understood that the amount of Agent and stenographic time required to submit confirmatory letters would vary from office to office depending upon the number of criminal cases handled where prosecution was authorized. It was explained to the field at the time of this survey that one confirmatory letter would suffice for two or more of the prosecutive steps mentioned above where there is no delay or lapse of time between such steps, but all doubt would be resolved in favor of writing a confirmatory letter following each of the prosecutive steps named. It was also understood that when an investigative report could be prepared as quickly as could a confirmatory letter, it would be reasonable to assume that the letter would not be necessary.

RESULTS OF CHECK AT SALT LAKE CITY:

During his check on the submission of reports within the Salt Lake City Office, Inspector DeLoach determined from a review of 320 cases which had been presented to U. S. Attorneys Madison B. Graves (Nevada) and A. Pratt Kesler (Utah), the following facts:

1. U. S. Attorney Graves declined prosecution in 43 per cent of cases presented to him; U. S. Attorney Kesler declined in 68 per cent of cases presented to him.

2. In 58 per cent of the cases, U. S. Attorney Graves received FBI reports prior to arraignment of subject; U. S. Attorney Kesler received reports prior to arraignment in 35 per cent of the cases.

3. Average lapse of time between authorization of prosecution and date report submitted was 16.7 days in cases authorized by U. S. Attorney Graves and 10 days in cases authorized by U. S. Attorney Kesler.

4. There was no evidence in any of the files to indicate that a failure to submit reports was the direct cause of a delay in the arraignment or sentencing of a subject.

5. In those cases presented to U. S. Attorney Graves, there had been a total average lapse of time of 7.7 days between the date of the last investigative period and the date the report was submitted; in cases handled by U. S. Attorney Kesler, the lapse of time averaged 6.6 days.

6. In 89 per cent of all cases presented to U. S. Attorney Graves there still were leads requiring additional investigation following authorization of prosecution; this was true in 73 per cent of cases presented to U. S. Attorney Kesler.

7. U. S. Attorney Kesler advised that FBI reports usually are received far ahead of the time at which they are needed.

POSSIBLE ADVANTAGES:

1. It would provide U. S. Attorney with a written statement of essential facts upon which he had authorized prosecution and which he might need for arraignment of subject.

2. Keep the U. S. Attorney better informed by filling in the gap between authorization of prosecution and submission of investigative report and thus lessen possibility of criticism that Bureau did not keep U. S. Attorney fully informed.

3. Tend to expedite prosecution and disposition of the case by making it unnecessary for U. S. Attorney to wait for FBI report. (Actually it is not necessary for U. S. Attorney to have our report before arraigning subject but some U. S. Attorneys prefer it).

4. Would immediately place in field office file a written statement of essential facts which may not have been included in complaint form or other communication that served as basis for opening new file.

POSSIBLE DISADVANTAGES:

1. Would duplicate part of work of preparing the investigative reports since the same information should be included in the report.

2. Would require expenditure of considerable Agent and stenographic time (see estimates under Results of Survey above), also additional supervisory time in reading and approving the outgoing letters and additional clerical time for filing.

3. In many instances, would serve no useful purpose since U. S. Attorney or his Assistant dictates complaint, a copy of which he keeps, and therefore, has available essential facts to serve his purposes until report is received.

4. Would increase work of U. S. Attorney's Office. He has not asked for such a letter and might object to the extra reading and filing time such letters would require.

5. Might create feeling on part of U. S. Attorney that we do not completely trust him, therefore, are reducing to writing each contact we have with him.

6. In many instances, the Agent could just as readily prepare a short investigative report containing the same information he would put into a confirmatory letter.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, was unanimously opposed to a requirement that a letter be sent to the U. S. Attorney in all instances where prosecution has been authorized, since it was felt this would be an unnecessary and undesirable burden in the field offices. The Conference felt that the problem of prompt submission of reports should be brought to the attention of the field, with emphasis on the fact that it is the obligation of each field office to be aware of the needs of the U. S. Attorney especially in cases where the subject is in custody, and that if a report cannot be furnished in time to fulfill the need, a letter should be promptly submitted containing the essential information. If approved, the Conference recommends that the attached SAC Letter be sent to the field.

OK It is obvious our Field Offices are not as prompt as they should be in getting reports to U.S. Atty. Our Inspectors should make a special effort to correct this. H.

Mr. Tolson

9/1/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/93 BY SP5 CJB

SUGGESTION NO. 690-54

MADE BY NEWARK OFFICE

INTERVIEWS WITH UNION OFFICIALS

In accordance with SAC Letter #54-36 (4) dated 7/13/54 requesting the field to submit their thoughts on further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION

Eliminate the necessity of obtaining Bureau approval prior to interviewing union officials in Labor Management Relations Act, 1947 (Investigative Matter) investigations.

PRESENT PROCEDURE:

Manual of Instructions, Section 67A-E, paragraph B (Policy), states: "In event it becomes necessary to interview a union official under any section of this act, such lead should be held in abeyance and Bureau notified of the name, address and title of the union official to be interviewed, as well as the necessity for such action. No interviews should be conducted with any union official pending receipt of specific Bureau authority."

ADVANTAGES:

The United States Attorney usually requests the subject be interviewed. Adoption of this suggestion would eliminate unnecessary correspondence and delay. It is noted similar type investigations conducted in antiracketeering have no limitations requiring Bureau approval before interview of union officials.

DISADVANTAGES:

EX. 111

RECORDED - 15
INDEXED - 15

66-2554-11790

None noted by person submitting suggestion. SEP 13 1954

RECOMMENDATIONS:

Mr. A. Rosen, Investigative Division, recommends this suggestion not be adopted for the reasons that these instructions

Messrs. Sizoo & Harbo

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

58 SEP 15 1954

RH J

Memorandum to Mr. Tolson

apply only to Labor Management Relations Act and Communist infiltration cases and are necessary to prevent (1) an Agent from unknowingly interviewing a union official who may be involved in an internal security investigation, and (2) a union official from unjustly accusing the Bureau of investigating legitimate union activities.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable. The Conference felt the present rule should be continued.

RA
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jms

Mr. Tolson

9/1/54

Executives Conference

SUGGESTION NO. 643-84
MADE BY SALT LAKE CITY OFFICE
SECURITY INDEX CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/19/92 BY SP5 CI/JS

In accordance with SAC Letter #54-96 (C) dated 7/13/54 which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

That cases involving Security Index subjects other than Key Figures, top functionaries, and employees of key facilities, be maintained by the field in a pending inactive status rather than in a closed status.

PRESENT PROCEDURE:

These cases are kept in a closed status and reopened once a year to prepare a report and for determination of whether the subject is to be continued in the Security Index. A check is made of residence and employment every six months.

ADVANTAGES:

(1) More accurate portrayal of case load and volume of work. (2) Files would be maintained in the pending section and would be more convenient for filing serials, which is necessary and regular in most of these cases. (3) Savings of clerical time in reopening and closing and removing from pending to closed section and vice versa. (4) Files would be maintained as are other cases and special rules and exceptions would not be necessary. Cases could be handled on regular tickler rather than on special administrative tickler.

66-2554-11791

DISADVANTAGES:

None noted, by person submitting suggestion.

EX-112

RECORDED-101

INDEXED-101

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

OBSERVATIONS:

Mr. A. H. Belmont, Domestic Intelligence Division, believes this suggestion should not be adopted. In routine

cc: Mr. Sizoo
Mr. Harbo
atn

J. R.

Memorandum to Mr. Tolson

Security Index cases, the investigation is placed in a closed status upon preparation of a Security Index card, and is re-opened only in instances where a yearly summary report must be submitted and where information is received which requires additional investigation. In the vast majority of cases, these investigations will be reopened only at yearly intervals. Should these cases involving Security Index subjects be maintained continuously in a pending inactive status, a false picture of the case load of the individual offices would be set forth, particularly relating to pending matters on hand in a particular office. Key Figure and Key Facility cases are maintained in a pending active status because of the requirement that those cases be the subjects of reports at six-month intervals. Top functionaries are the subjects of reports at quarterly intervals.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

RH
OK

Office Memorandum • UNITED STATES GOVERNMENT

Mr. TOLSON

DATE: 8-17-54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CJS

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

Rosen
Gandy

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SUGGESTION #354-54
MADE BY INSPECTOR JOHN H. WILLIAMS
TRAINING AND INSPECTION DIVISION
SERIAL CHARGE SYSTEM BE REVISED

QUESTION

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 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.

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- . 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.

RESULTS OF FIELD SURVEY

The Bureau requested the views of SACs, Newark, New York, Richmond, Norfolk, Washington Field Office and Inspector C. W. 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 in addition would also reiterate to the field that continuing

cc-Messrs. Sizoo & Harbo

INDEXED - 175

66-2554-11792

NOT RECORDED
141 SEP 13 1954

INITIALS ON ORIGINAL

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

Att: Mr. Tolson

[Handwritten initials]

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 45 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 (C) RE STREAMLINING

In accordance with SAC Letter #54-36 (C), which requests 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, 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 confusion on the Chief Clerk's Office and causing delay in handling of important material relating to the file. It should be apparent to the supervisor reviewing the case on tickler whether or not a serial charged to the agent would be beneficial to that agent.

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 investigation. Although there 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:jmf 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

9/1/54

Executives Conference

SUGGESTION NO. 646-54
MADE BY SALT LAKE CITY OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/1/92 BY SP3 CJP/JS

In accordance with SAC Letter #54-36 (C) dated 7/13/54 which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

That leads in fugitive cases be considered delinquent after forty-five days instead of thirty days, with the understanding, however, that they are to be handled in accordance with their importance in each instance within the general rule.

PRESENT PROCEDURE:

All leads in fugitive cases are considered delinquent if not handled in thirty days. Where a report is not submitted within two weeks after the thirty-day deadline, the file must contain a letter, dictation slip, or other communication indicating necessary action has been taken.

ADVANTAGES:

(1) Cases would not arbitrarily be placed in a preferred category when they might not rate preferred attention over other more important matters. (2) Saving of clerical and stenographic time, and on occasion Agent time where extra travel would be required to cover the lead within the deadline period. (3) Increased efficiency with respect to stenographic or typing work when regular flow of work is not disrupted to give special preference to this type of case unless the particular case justifies it.

DISADVANTAGES:

None noted by person submitting suggestion.

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

cc: Mr. Sizoo
Mr. Harbo

EX - 117

66-554-11793

13 SEP 14 1954

RECORDED - 23
INDEXED - 23

168
SEP 21 1954

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. Rosen, Investigative Division, is opposed to the suggestion. Since the rule has been in effect it has served to speed up fugitive investigations and has resulted in leading to arrest of the fugitives at an early date thereby aiding in bringing numerous investigations to an early conclusion. This in itself helps cut down field delinquencies and it is felt that if this suggestion is adopted, the field would tend to allow fugitive cases to become delinquent longer than forty-five days, resulting in fewer fugitive apprehensions and increased delinquencies. The suggester points out if the deadline is discontinued, these cases could be handled in accordance with their importance within the general rule. It is felt some offices working on special cases or project-type cases might place fugitive leads at the bottom of their list, importance-wise. Mr. Rosen points out that fugitive leads must be given prompt attention, as old fugitive leads seldom produce successful results.

PREVIOUS CONSIDERATION:

The Executives Conference on 1/14/53 considered a suggestion of SA [redacted] that the thirty-day delinquency rule on fugitive leads be eliminated. The Conference was unanimously opposed to SA [redacted] suggestion, since the cases cannot be properly supervised at the Seat of Government or in the field unless such reports are submitted, and it was believed there should be no extension of the time within which leads in fugitive cases should be handled, since the usual method of capturing fugitives is to cover the obvious leads with promptness.

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EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously unfavorable. Experience has indicated the desirability of the present procedure.

RTH
OK
Viper S

Mr. Tolson

9-2-54

Executives Conference

SUGGESTION NO. 574-54

SUGGESTION NO. 526-54

FORM FD-71 (COMPLAINT FORM)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP3 CI/B

In accordance with SAC Letter #54-36 (C), dated 7/13/54, which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received:

SUGGESTION:

Eliminate preparation of Form FD-71 (~~Field Complaint Form~~) when sufficient information is contained in initial outgoing airtel or teletype. A case would be opened on the copy of the outgoing communication, with the copy to contain notations with respect to data not set out in the body of the outgoing communication. (#526-54 submitted by Chicago; #574-54 by Detroit.) (Sample of Form FD-71 attached)

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 8, paragraph 4 (b), states: "Complaints received in the field office. In person or by telephone. The employee receiving the complaint must complete Form FD-71 immediately. This is a letter-size white form made up so that the name and aliases of the subject, address, character, name of complainant, address, phone number, date and time, facts, recommended action, and name of employee receiving the complaint can be entered."

ADVANTAGES:

Would save typing and clerical time necessary to prepare and handle Form FD-71. In many cases it would provide for more expeditious transmittal of the original information to other offices

DISADVANTAGES:

None noted.

RECORDED-19

INDEXED-19

66-2554-11794

9 SEP 15 1954

RECOMMENDATIONS:

EX-112

SAC L. L. Laughlin, Washington Field Office, recommends that the preparation of Form FD-71 not be mandatory and if a

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

Attachment
cc: Mr. Sizoo
Harbo

67 SEP 15 1954

RJ S

Memorandum to Mr. Tolson

case can be opened and handled through preparation of an outgoing communication or interoffice memorandum, there should be no requirement that in addition Form FD-71 must also be prepared. If the case is opened and handled on the office copy of an outgoing communication or interoffice memorandum, there should be no requirement that it must be in duplicate and the offices should be authorized to open a case thereon, although there is but a single copy of the memorandum or communication.

Mr. Rosen, Investigative Division, recommends the suggestion be adopted, if the necessary data required on Form FD-71 is placed on the outgoing copy of an airtel, teletype or letter.

Mr. A. H. Belmont, Domestic Intelligence Division, recommends adoption, provided that a rule be applied that complaints must be recorded in all instances immediately, whether this recording be done in complaint form, letter, or other type of correspondence.

EXECUTIVES CONFERENCE CONSIDERATION: BTH:jaw ^{Just} 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Henrich, Mohr, Rosen and Harbo, unanimously recommends that the present rule be continued with the exception that the preparation of the complaint form is not necessary in those instances where immediately upon receipt of the complaint a teletype or air-tel is sent out the same day to another field office setting forth the essential facts of the complaint. Any details which would normally appear on the complaint form which do not appear in the body of such a teletype or air-tel should be added to the yellow file copies so that complete data will be available in the files of the office where the complaint was received. If this recommendation is approved, the field will be advised accordingly.

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Mr. Tolson

8/16/54

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 4/9/78 BY SP5CE/JS

BUREAU WAE PLANS -
PAYMENT OF SALARIES AND PAYMENT FOR
NECESSARY SERVICES AND SUPPLIES IN THE
EVENT OF EVACUATION OF WASHINGTON, D. C.

Conference was advised that there is no indication in Bureau records that the Treasury Department has any provision for payment of Bureau salaries or payment for necessary equipment, services and supplies in the event normal procedures now employed cannot be followed.

It was suggested to the Conference that Administrative Division ascertain from the appropriate Treasury officials -

(1) What, if any, plans Treasury has for meeting the payrolls and other necessary disbursements for equipment, services and supplies incurred by government agencies during periods of emergency?

(2) If Treasury plans payments on a regional basis, what steps must the Bureau take to insure that our various Field Offices can certify Bureau vouchers to the Treasury for payment? Similarly, what steps must be taken to certify to the Treasury for payment of vouchers for equipment, services and supplies needed by the various field installations? *le*

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference 8/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason. The Conference unanimously recommended that the Liaison Section make appropriate contact with the Treasury Department to ascertain plans for meeting payrolls during any emergency or evacuation period.

66-2554-11795

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

SEP 28 1954

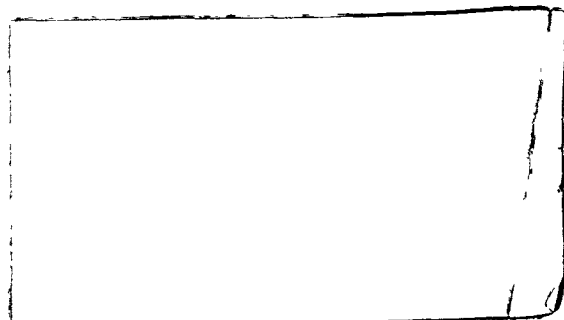
RECORDED - 30

INDEXED - 30

EX-128

60 SEP 17 1954

R/W

DATE OF MAIL 9/2/54

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

SEE FILE 66-2554-7530 FOR AUTHORITY.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5CE/JS

SUBJECT JUNE MAILREMOVED BY 59 SEP 21 1954FILE NUMBER 66-2554-✓

PERMANENT SERIAL CHARGEOUT

MR. TOLSON

8/18/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CFB

WAR PLANS

- 1) MICROFILMING FINGERPRINT CARDS OF SECURITY INDEX SUBJECTS
- 2) IMPROVING FINGERPRINT CLASSIFICATION AND FBI NUMBER IN DESCRIPTION ON REVERSE SIDE OF FIELD SECURITY INDEX CARDS

The Executives Conference consisting of Messrs. Boardman, Belmont, Mason, Rosen, Sizoo, Parsons, Nichols, and Tamm considered a suggestion submitted by Mr. Quinn Tamm in connection with the Bureau's war plans.

Mr. Tamm recommended that Security Flash Notices presently maintained in the Identification Division be microfilmed and the microfilm stored with other such records that are to be stored at Richmond. There are approximately 25,000 such Security Flash Notices on file in the Identification Division, and the Conference was advised that it would cost approximately \$3,000 to microfilm both sides of the fingerprint card containing the Security Flash Notice.

In addition, Mr. Tamm suggested that the fingerprint classification and FBI number be added to the descriptive data on the Security Index Cards presently maintained in the field offices.

Both of these suggestions were submitted for the purpose of facilitating the identification of Security Index subjects in case it becomes necessary.

The Conference unanimously recommends the adoption of the suggestions and if approved, appropriate instructions will be issued to the Identification Division.

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

OK P.S.

RECORDED - 55
INDEXED - 55

66-2554-11796

7 20 1954

F-255
60 SEP 17 1954

EX-117

Mr. Tolson

9-2-54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CI/JS

SUGGESTION NO. 769-54
MADE BY MISE [REDACTED]
GENERAL INDEX UNIT
RECORDS AND COMMUNICATIONS DIVISION

b6
b7c

THE SUGGESTION:

In accordance with instructions set forth in Bureau Bulletin #53-15, (A), dated 6/25/53, motor numbers in Interstate Transportation of Stolen Motor Vehicle cases, where the subject is known, no longer are indexed at the Seat of Government. It is suggested that all such cards made up under the old rule and which would not be made up under the present procedures be destroyed; that is, all index cards made up on the motor number which have a subject listed.

ADVANTAGES:

Under present procedures, these cards would be destroyed eventually, since authority has been given to destroy such cards as they become five years old. It would save clerical time to complete the project in one operation and there would be an immediate savings of approximately three index card cabinets.

DISADVANTAGES:

None apparent.

RECOMMENDATIONS:

Mr. L. B. Nichols, Records and Communications Division, and Mr. A. Rosen, Investigative Division, recommend the suggestion be adopted. Mr. Rosen estimates that approximately once a week the Interstate Transportation of Stolen Motor Vehicle Desk has occasion to attempt to identify a case by checking the motor number which usually results from receipt of a citizen's letter.

In the past it has been found advantageous in answering inquiries

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

cc: Mr. Sizoo
Mr. Harbo

atn 670

RECORDED-57

INDEXED-57

EX-110

66-2554-11797

SEP 16 1954

60 SEP 17 1954

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Memorandum to Mr. Tolson

to promptly identify the case through the motor number of the automobile involved. It is, however, usually necessary to contact the field in these matters and it is felt the advantage of retaining the index cards referred to in the suggestion is not sufficient to counterbalance the advantages of destroying the cards.

EXECUTIVES CONFERENCE CONSIDERATION: RTH: ^{jaw} 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Mohr, Rosen and Harbo, unanimously recommended favorable.

✓ OK for S.

Mr. Tolson

9/9/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/92 BY SP5et/B

SUGGESTION #724-54
MADE BY DOMESTIC INTELLIGENCE DIVISION
SPECIAL SERVICE CONTACT PROGRAM

In accordance with SAC Letter 54-36 (Q), 7/13/54, which requested that thoughts be submitted relative to ways of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

The Special Service Contact Program be discontinued.

PRESENT PROCEDURE

The Special Service Contact Program, originally instituted 12/24/41, was discontinued in April 1946 and re-instituted on 7/31/50, following the outbreak of the Korean War.

Special Service Contacts are prominent individuals who have volunteered their assistance to the Bureau. Bureau approval must be obtained to designate an individual as a Special Service Contact and an annual report concerning each Special Service Contact, relating the services rendered, must be furnished to the Bureau.

ADVANTAGES TO SUGGESTION

Mr. Belmont cited the following advantages: Contact could be made with these individuals by SACs without Bureau supervision just as SAC contacts are presently handled. Existing Special Service contacts would be discontinued as such; in lieu thereof cards would be prepared designating them as SAC contacts and placed in the SAC Contact File where they would continue to be checked during field office inspections just as all SAC contacts have been checked in the past. This would eliminate the requirement for an annual report to the Bureau on Special Service Contacts indicating what services he has rendered. At present each Special Service Contact who has performed no special service or received no assignment in this connection for a period

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- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
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- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 23
INDEXED - 23

file - 2554 - 11798
RJ

SENT DIRECTOR
9-13-54

13 SEP 15 1954

71 SEP 17 1954

RTH:gsr

six months must be re-evaluated by the field for the purpose of removing him from the Special Service Contact list or taking steps toward utilizing his services. Upon receipt of annual reports from all field offices the Domestic Intelligence Division prepares a summary memorandum which would be eliminated under the proposal.

DISADVANTAGES TO SUGGESTION

Bureau would not have record on hand of unusually prominent persons whose services have been volunteered and who can be of assistance to Bureau in connection with unusual matters. Mr. Belmont states availability of such data at Seat of Government may only rarely be of value since SAC would have to handle the Special Service Contacts in any event.

OBSERVATIONS

SAC Contacts are defined as individuals who have the willingness and ability to render unusual services, provide valuable assistance, or perform extraordinary courtesies. Each SAC is required to maintain a list of all SAC Contacts in his office under his personal supervision. The names of SAC Contacts are also indexed in the general office indices so that any incoming information relative to the contact will be brought to the attention of the SAC. No Bureau approval is required prior to designating an individual as an SAC Contact, there are no regulations as to the frequency with which these individuals must be contacted by the SAC except upon assuming the duties of SAC at an office, the SAC must contact all presently existing SAC Contacts.

Special Service Contacts are individuals who are highly placed who voluntarily offer their services and can provide even greater benefits than SAC Contacts, usually on a national plane. SACs are prohibited from actively soliciting Special Service Contacts, however, SACs are encouraged to be alert for such possibilities with respect to individuals who gratuitously offer their services to the Bureau or among individuals previously developed as SAC Contacts. No individual can be designated as a Special Service Contact without prior Bureau approval. In addition, annual reports are required and semiannual evaluation of each Special Service Contact as previously indicated herein.

EXECUTIVES CONFERENCE CONSIDERATION

The Executives Conference of September 8, 1954, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Holloman, McGuire, Belmont, Rosen, and Harbo, submits the following

(d) This program to be handled by the Training and Inspection Division at the Seat of Government, with instructions to the field that all individuals proposed for addition to the SAC Contact file in the future are first to be submitted to the Bureau as indicated above for review and approval.

(e) That each SAC Contact be indexed in the Records Section at the Seat of Government with a notation indicating he is an SAC Contact in a designated field office so that whenever adverse information is received at the Bureau it could be matched with this index card and the information brought to the attention of the appropriate field office.

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Mr. Harbo agrees with the foregoing recommendations with the exception of the last one, Item e. He believes that the work involved in indexing each SAC Contact and reviewing incoming serials which may possibly refer to the same individual; determine whether the information should be referred to the field office would be largely unproductive and not worth the cost involved for the following reasons: (a) if the information comes from the field office covering the residence of the SAC Contact, that office already has the information; (b) if the information comes from some other field office, it would in practically all instances be under circumstances which would indicate to the field office submitting the information the fact that the subject of the communication was an individual of prominence residing in another field division territory and a copy of the communication would be designated for that field office as a matter of course by the office originating the letter.

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recommendations:

1. That the Special Service Contact program as presently conducted be discontinued; in lieu thereof the field would be instructed to prepare SAC Contact cards on presently existing Special Service Contacts and place them in the SAC Contact file.

2. With reference to the SAC Contact program, the Conference recommends:

(a) A specific Manual requirement that the field office indices be searched before an individual is proposed for addition to the SAC Contact file. (This probably is general practice but should be made mandatory.)

(b) On each present SAC Contact the field be required to submit a separate communication containing appropriate background data concerning the individual and an indication as to why he is presently on the list or proposed for addition to the SAC Contact list.

(c) Such communications, upon receipt at the Bureau, can be searched through the Records Section indices with one copy of the form returned to the field office bearing a stamp, "Approved - no derogatory information," when such action is appropriate. Where there is derogatory information or any other reason for disapproving addition of the individual to the SAC Contact file, a separate communication would be sent to the field office furnishing such information and the Bureau's adverse decision.

MR. TOLSON

9/1/54

EXECUTIVES CONFERENCE

SUGGESTION #503-54
MADE BY SA CHARLES B. FLACK
SAN DIEGO OFFICE
~~INVESTIGATIVE TECHNIQUE -~~
~~PHOTOGRAPHIC EQUIPMENT~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/92 BY 302 efb

SUGGESTION (1)

That the FBI Laboratory attempt to obtain or develop a 35 m.m. or smaller camera which may be disguised as a bona fide field glass.

SUGGESTION (2)

If such a device is already available at this time, one be furnished to the San Diego Office for use during the current meeting at Del Mar Turf Club.

ADVANTAGES TO SUGGESTION

The suggester believes such a device would be of value in photographing known and unknown hoodlums and security subjects who are attending sports events without arousing the suspicion of these individuals.

Mr. Rosen, Investigative Division, pointed out that, while it is not deemed desirable to have Bureau personnel frequent race tracks or other sporting places for the purpose of photographing hoodlums and racketeers in connection with the General Investigative Intelligence Program, such a device might have possible advantages in connection with the investigation of criminal cases where surveillances are maintained.

Mr. Parsons, FBI Laboratory, advised there is such a camera available commercially. The Binoca is manufactured in Japan, includes a small 16 m.m. camera in a 2.5 power binocular and is priced at \$32.95.

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

DISADVANTAGES TO SUGGESTION

Mr. A. H. Belmont, Domestic Intelligence Division, stated such a device would have limited application with respect to photographing security subjects inasmuch as its use would be confined to localities such as race tracks and other sporting establishments.

cc Messrs. Sizoo and Harbo

SEP 16 1954

110

RECORDED
INDEXED - 13

66-2554-11799
SEP 16 1954

Memorandum to Mr. Tolson

Mr. Parsons, FBI Laboratory, pointed out that to design and construct a camera into a standard field glass or binoculars would be expensive and time consuming. In 1940, the Laboratory conducted a preliminary experiment to determine the feasibility of making a pair of binoculars, one tube of which would contain a camera. As a result, it was determined the expense of building such a device outweighed the estimated need. The Laboratory has no knowledge of the need of such a device in other field offices.

RECOMMENDATIONS

Mr. Parsons of the FBI Laboratory made the following recommendations concerning the above suggestions:

- (1) That a Binoca camera be obtained to determine its application to Bureau problems.
- (2) That the New York Office be requested by the Laboratory to make inquiries among distributors of photographic equipment in New York City relative to similar units available, inasmuch as local sources have disclosed none.
- (3) That the Laboratory follow this matter with the San Diego Office in an attempt to provide equipment or develop a technique which will assist them in obtaining the desired photographs at the race track.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 8/30/54, composed of Messrs. Boardman, Nichols, Tamm, Parsons, Sizoo, Belmont, Rosen, Mohr and Harbo, recommends unanimously the purchase of one Binoca camera which includes a small 16 m.m. camera and a 2.5 power binocular priced at \$32.95. After the Laboratory has conducted appropriate experiments with this unit, recommendations as to further action will be submitted by the Laboratory.

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RECORDED - 116

INDEXED - 116

61-2554-11800

NOT RECORDED
138 | SEP. 15 1954

FILED ON CASE 44-7

F-248

79 SEP 30 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : Executives Conference

SUBJECT: SUGGESTION NO. 566-54
MADE BY CINCINNATI OFFICE
ATOMIC ENERGY ACT - APPLICANT CASES

DATE: 9-2-54

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Parsons _____
Rosen _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/82 BY SP5 CJS

In accordance with SAC Letter #54-36 (Q) 7/13/54, requesting the field to submit their views relative to further streamlining the Bureau's work, the following was received.

SUGGESTION:

That in Atomic Energy Act - Applicant investigations, the Civil Service Commission reports be reviewed comprehensively at the Bureau and investigative letters be prepared with appropriate leads for each division.

PRESENT PROCEDURE:

The suggestion refers to AEA-A type investigations conducted by Civil Service Commission under Public Law 298, 82nd Congress. Under this Public Law, when CSC develops subversive derogatory information on the person under investigation, CSC discontinues their investigation and furnishes the Bureau Photostats of reports containing the results of all investigation conducted.

The result of the CSC investigation is reviewed by the Bureau supervisor in the AEA-A Unit of the Special Inquiry Section. Bureau offices are then instructed to cover leads not previously covered by CSC and a Photostat of the reports submitted by CSC is sent to those offices so they will be aware of investigation already conducted by CSC in their territory. CSC also submits a form outlining the reason for referring the case to the Bureau and they set out derogatory information developed. Each office is furnished a copy of the CSC form containing derogatory information developed.

ADVANTAGES:

Will eliminate duplication of review. It is noted the CSC reports are first reviewed at the Bureau and then again in the field.

cc: Mr. Sizoo
Mr. Harbo
atn

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ENC. 110

Memorandum to Mr. Tolson

DISADVANTAGES:

It would be necessary to assign additional personnel at the Seat of Government to handle the review as it will require an investigative letter setting out specific leads by the Bureau.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states in order to intelligently approach an investigation of this nature, the field must know exactly what CSC has done in its investigation, otherwise we would have duplication and confusion and the Bureau would be criticized for going over ground already gone over by CSC. The only way this could be remedied if we do not send the reports to the field would be for the Bureau supervisor to re-hash everything in the reports in a letter to the field, which would require more personnel, time and money than to send the reports of the investigation already conducted and to tell the field to cover leads which it can perceive have not thus far been covered by CSC. Mr. Rosen recommends that the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:jaw 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously unfavorable.

RTH

~~CONFIDENTIAL~~

August 2, 1954

SUGGESTION NO. 1

ALL INFORMATION CONTAINED
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DATE 4/9/92 BY SP5 CAP/B

1. The Suggestion:

It is suggested that in Atomic Energy Act Applicant investigations the Civil Service Commission Reports be reviewed comprehensively at the Bureau and investigative letters be prepared with appropriate leads for each division.

2. The Present Procedure:

The results of investigations conducted by the Civil Service Commission up until the cases are referred to the FBI are furnished to the Bureau, where apparently they are reviewed in order to determine what offices have supplemental investigations or investigations to prove or disprove the allegations which are the basis for the referrals. Photostatic copies of the Commission's reports are furnished each field office having investigative leads. It is necessary that each field office review the entire report--these are sometimes voluminous--to pick out the leads to determine what additional investigation must be conducted.

3. Advantages of the Suggestions

The adoption of the suggestion will eliminate a duplication of review. The Civil Service Commission reports are first reviewed at the Bureau and then they are again reviewed in the field.

4. Disadvantages of the Suggestion:

It will be necessary to assign additional personnel at the Bureau to handle the review as it will require an investigative letter setting out specific leads by the Bureau.

5. My Recommendation:

I recommend that the suggestion be adopted inasmuch as the time required for Bureau review and auxiliary office review is greatly in excess of the time required for a thorough review at the Bureau and the preparation of an investigative letter. It would result in a valuable saving of time in the field without a commensurate increase of time spent at the Bureau.

66-2554-1100

ENCLOSURE

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

SUGGESTION #484-54

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

MADE BY OKLAHOMA CITY OFFICE
SAC LETTERS AND BUREAU BULLETINS

DATE 11/9/92 BY SP5 CEF/JS

In accordance with SAC Letter 54-36(2), 7/13/54, in which the field was requested to submit their views relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

That the Bureau appoint a committee on which there will be field representatives to study and evaluate the Bureau's present procedures of determining what should be included in SAC Letters and what should be included in Bureau Bulletins.

ADVANTAGES TO SUGGESTION

The suggester believes this would effect more efficient operation and formulation of a better system to disseminate Bureau instructions and investigative requirements to Agent personnel.

The suggester points out that he is aware of the general procedure used at the Seat of Government for preparation of SAC Letters and Bureau Bulletins, but from the field standpoint in recent years the problem of getting out to Agent personnel Bureau instructions placed in these communications has become an increasingly difficult and burdensome problem. It is not too difficult a problem to disseminate necessary information to Agents in large field offices; however, in smaller offices operating a number of resident agencies, where Agents cannot operate on a squad breakdown and where the principal work is done in the resident agencies, it is extremely difficult to get this information to the Agents who need it in their work. Manual changes are not the answer because there is too much delay in their receipt in the field. FBI Handbook changes are not the answer since everything can't be put in the Handbook. Conferences are not the answer, but it is felt that closer control could be maintained at the Bureau. One copy of a Bureau Bulletin could be sent to each resident agency for maintenance and review by all resident agents instead of sending each agent a copy of the Bulletin.

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- Holloman _____
- Gandy _____

DISADVANTAGES TO SUGGESTION

EX-122 RECORDED - 79
INDEXED - 79

The suggester appreciates that his idea would cause a greater volume of Bureau Bulletins to be issued at far greater cost. Messrs. Sizoo and Harbo

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[Signature]

Memorandum to Mr. Tolson

expense than SAC Letters. He also appreciates the fact that the Bureau desires to curtail the distribution of material in SAC Letters so that it will only be disseminated to those Agents who need the information for their work, so that there will be greater security and less likelihood of loss. However, he points out the fact remains in many offices there can be no specialized squads and all Agents must be able to handle any type of investigation.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum dated 9/2/54, reflects consideration of a similar suggestion, made by H.L. Edwards, Administrative Division, that a committee or panel be designated at the Seat of Government for the purpose of editing all approved SAC Letters and Bureau Bulletins prior to printing, so that they can be reduced to a uniform, simplified, abbreviated style and eliminate verbiage, resolve any ambiguities, and make them more readily readable and understandable, possibly by use of an outline form or some other more desirable means. The Conference recommended unfavorably as to the suggestion and stated each Seat of Government Division should see that SAC Letters and Bureau Bulletins are concisely prepared in accordance with previously issued Bureau instructions.

EXECUTIVES CONFERENCE CONSIDERATION RTH:gsr 9/15/54

The Executives Conference of 9/13/54, Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Belmont, Holloman and Harbo being present, recommended unanimously unfavorable for the reasons indicated herein.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen *Ross*

DATE: September 9, 1954

FROM : Mr. Stanley *AS*

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

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DATE 4/9/92 BY SP5 CFB

Problem:

Prior to November 15, 1949, the Bureau required that work sheets and forms used by Special Employees reflecting the results of their records checks concerning credit, criminal, and similar matters be placed in the LA exhibit envelope of the case file. The Joint Committee by memorandum for the Director dated October 18, 1949, recommended adoption of a procedure suggested by the St. Louis Office that no record check work sheets be filed, but that the name of the employee making the check be shown on the administrative page of the investigative report. This suggested procedure which would result in a saving of time and space was approved by the Director, and Bureau bulletin #77 dated November 15, 1949, instructed the field that such work sheets or flimsies of Special Employees may be destroyed. These instructions have not changed. During a loyalty investigation of [redacted] employed by the Department of the Air Force, in [redacted], the New York Office erroneously reported that Board of Election records, Brooklyn, New York, reflected that [redacted] registered in 1945 as affiliated with American Labor Party (ALP). This record check was made by SA (then a Special Employee) Edward J. Kirk and was reported by SA [redacted] in report dated November 30, 1951. At a hearing before the Air Force Security Board March 31, 1954, [redacted] denied affiliation with ALP in 1945. New York was instructed to recheck Board of Election records concerning [redacted] registration with Election Board for 1945 and this check reflected [redacted] in 1945 did not designate any party affiliation.

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New York letter of May 27, 1954, explained that Board of Election records were checked in 1951 by SA (then a Special Employee) Kirk, who furnished results to agent [redacted] by [redacted] slip. Agent [redacted] dictated that portion of his report from notes furnished by Kirk and these notes were subsequently destroyed.

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RP: je.

(Attach to [redacted] sub on [redacted] date [redacted] in Executive Conference [redacted] 4/14/54 [redacted])

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61 OCT 15 1954

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New York advised that due to lapse of time (two and one-half years) and since notes have been destroyed, responsibility cannot now be definitely fixed.

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

This proposal was considered by the Executives Conference on June 24, 1954, which unanimously recommended no change in present Bureau procedure. A letter was directed to the New York Office on June 25, 1954, advising it that no change should be made in current Bureau ruling to the effect that such notes may be destroyed.

[redacted] subsequently in August, 1954, called at the Washington Field Office and questioned the accuracy of the Board of Election records checks with respect to his mother, father, and brother as were furnished him by the Air Force in its letter of charges.

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New York was then instructed to make a complete recheck of these Board of Election records and submit an up-to-date report for dissemination. New York report dated August 20, 1954, reflects the results of a recheck of Board of Election records which is at variance with the data set forth in its previous report of November 30, 1951, in seven instances.

New York now advises it is still unable to fix responsibility due to lapse of time involved and since SA Kirk's notes have been destroyed.

Present Procedure:

Concerning retention of notes, work sheets and flimsies of Special Employees conducting routine investigations such as credit, criminal, and Government agencies checks, Bureau Bulletin #57 dated November 15, 1949, instructed the field that they may be destroyed. These instructions have not been changed.

Proposed Procedure:

New York previously suggested in order to fix responsibility for this type of error in the future it institute a procedure whereby notes of Special Employees and Agents handling liaison

and record checks will be preserved as part of the case file whenever derogatory or unfavorable information is being reported.

Advantages of Proposal:

Responsibility could be fixed if there were a discrepancy between the Agent's or Special Employee's notes and the communication reporting that information, providing the stenographer or typist correctly transcribes her notes or the rough draft report.

Disadvantages of Proposal:

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

With respect to the above two listed items, the following should be noted:

✓ Since the inception of the loyalty program (Executive Order 9835), the Bureau has conducted approximately 26,500 full-field investigations and approximately 26,800 preliminary inquiries (PI's).

✓ Since the inception of the Security of Government Employees program (SGE) in May, 1953, the Bureau has as of July 31, 1954, conducted approximately 3,500 full-field investigations and 3,000 PI's. In most full-field and in the large majority of PI's of loyalty and SGE investigations such checks as credit, criminal, and other record checks were made by a Special Employee or Agent other than the Agent dictating the report.

As will be seen from the above, if this proposal is adopted a very great amount of clerical time would be taken up in filing these notes or flimsies and a great space problem would result over a period of a year or several years in keeping such notes or flimsies in the case file.

In addition to the above, during the last fiscal year (1954) the Bureau conducted approximately 800 investigations under Executive Order 10422, approximately 26,000 investigations under Public Law 298 (which includes Atomic Energy Act investigations), approximately 5,500 Departmental and other applicant-type

investigations. All of the above investigations have required checks such as credit, criminal and other records checks which were made in the large majority of the cases by Special Employees.

The above figures do not account for the huge volume of investigations conducted by the Investigative Division in the field of criminal investigations or investigations handled by the Domestic Intelligence Division, which in the majority of cases require many such checks by Special Employees.

It should also be noted that in those rare instances when errors such as this occur, they might not be confined solely to Security of Government Employees cases. In view of this possibility, nothing would be gained if the proposal were adopted in SGE cases and the same type of error should occur in any other type of Bureau investigation.

3. The proposal has no value if the stenographer or typist makes an error in transcription of her notes or rough draft or in copying data from Special Employees notes. To correct an error such as this the Agent or Special Employee would have to compare the final report with the notes of the Special Employee.

Observations:

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

Current Bureau instructions in SGE cases and other classifications instruct that dictating Agents should be permitted to review their reports in these cases after they have been transcribed. (Manual of Instructions, Section 69E(2) - for SGE cases only, and general instruction is in Manual of Rules and Regulations, Section 4, page 22.) It is felt that responsibility can be fixed in cases of this type if the Agent dictating the report utilizing notes or flimsies furnished him by other Agents or Special Employees reflecting results of their investigation, such as records checks, would carefully read the report upon transcription or as soon thereafter as possible to insure the information contained therein is accurate before he initials the file copy.

Executives Conference Consideration: AR:jh 9-8-54

Present at the Executives Conference on 9-8-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Harbo, Holloman and McGuire.

Mr. Mohr recommended adoption of New York's proposal in SGE cases only.

All others in attendance recommended no change in the present procedure.

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

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

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

Current Bureau instructions in SGE cases and other classifications instruct that the dictating Agents should be permitted to review their reports after transcription, which would permit the dictating Agent to compare the final report with the notes given him by the Special Employee or other Agent.

After weighing these factors and the disadvantages previously enumerated above, the Conference felt no change should be made in the current rule.

Attached hereto is a letter to the New York Office. This letter forcefully brings to the attention of the SAC the absolute need for accurate reporting and transcription of reports. The

letter instructs the SAC to discuss with Special Agents and Special Employees, stenographers and typists handling similar cases the absolute necessity for accurate and thorough investigations and accurate reporting and transcribing of reports. It also calls his attention to Bureau instructions regarding the review of the reports upon transcription by the dictating Agents and points out the need for Agents who dictate reports, utilizing the notes of other Agents or Special Employees, to make certain that the report submitted to the Bureau contains accurate information as reflected from these notes. This will assist the SAC in fixing responsibility and assuring accurate reporting in the future.

JP

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

SUGGESTIONS #493-54 AND #684-54
MAILING OF IDENTIFICATION ORDERS, APPREHENSION ORDERS,
AND WANTED FLYERS BY SEAT OF GOVERNMENT

In accordance with SAC Letter 54-36(Q), 7/19/54, which requested the field to submit their views relative to ways and means of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTIONS

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DATE 4/9/92 BY SP5 CJP/S

#493-54 Identification Orders and Wanted Flyers be mailed to law enforcement agencies from the Seat of Government by use of an automatic machine which does not require clerical personnel to insert and withdraw the respective Identification Orders and Wanted Flyers as each is addressed. On occasions where special dissemination is desired in local areas then Identification Orders and Wanted Flyers should be addressed in field offices. (Submitted by Albuquerque Office)

#684-54 Bureau conduct survey from economy standpoint with regard to sending Identification Orders, Apprehension Orders and Wanted Flyers directly from the Bureau to their destination. (Submitted by Newark Office)

PRESENT PROCEDURE

Identification Orders and Apprehension Orders, as well as Wanted Flyers, are mailed to field offices where they are appropriately addressed and mailed.

ADVANTAGES TO SUGGESTION

The suggester does not feel the number of items so addressed in field offices warrants installation of expensive automatic machines in those field offices, but points out clerical time could be saved through elimination of the present operation. At present clerks must insert and withdraw each individual Identification Order, Apprehension Order and Wanted Flyer so that it may be addressed by the Addressograph machine. Cost of mailing Identification Orders and Apprehension Orders, as well as Wanted Flyers, to field offices would be saved.

DISADVANTAGES TO SUGGESTION

Mr. J.P. Mohr, Administrative Division, is opposed to adoption of the suggestion and is in full accord with the views set forth in Executives Conference memorandum of 11/24/52, which reflects that this would necessitate maintaining up-to-date mailing lists and

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- Rosen _____
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- Tele. Room _____
- Holloman _____
- Gandy _____

RECORDED - 79 66-257-11802
INDEXED - 79

cc-Messrs. Sizoo and Harbo
dmg
SEP 17 1954

EX-103

Rdm

Memorandum to Mr. Tolson

and Addressograph plates at the Seat of Government for all divisions. This would necessitate continuous correspondence from divisional offices to keep the mailing lists up to date and many times it would be necessary for special instructions to be issued to the Seat of Government on specialized distribution of Identification Orders. In addition, it would be necessary for individual runs to be made for the various offices and the changing of return addresses for each run of Identification Orders, Apprehension Orders and Wanted Flyers addressed. It is believed the present procedure of handling Identification Orders, Apprehension Orders and Wanted Flyers is more economical, Mr. Mohr states.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum of 11/24/52 recommends unfavorably as to the suggestion of John E. Finegan, Albany Office, to the effect that economy could be effected if the Bureau mailed Identification Orders and Wanted Flyers to law enforcement agencies.

A similar suggestion was made by SA(A) [redacted] Pittsburgh Office, on 1/19/53, and was considered unfavorably.

The suggestion of [redacted] San Antonio, made on 3/20/54, was considered during the inspection of the Mechanical Section, Administrative Division, by Inspector Frank H. Strong, Training and Inspection Division, and it was determined that it was not economically feasible to mail Identification Orders and Wanted Flyers directly from the Seat of Government to various police departments and other interested agencies throughout the United States.

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EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/15/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, McGuire, Holloman and Mason. The Conference recommended unanimously unfavorable.

OK / JPS

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Mr. Tolson

9/15/54

The Executives Conference

SUGGESTION #495-54
SUBMITTED BY ALBUQUERQUE OFFICE
FUGITIVE APPREHENSIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CF/JS

In accordance with SAC Letter 54-36 Q, 7-13-54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

That the Bureau consider amending the present policy with regard to the necessity for either the SAC or ASAC to be present at the time a fugitive who has been classified as armed and dangerous is apprehended, and that this rule apply only to fugitives carried in the top ten program and those involved in major case squad investigations outside headquarters city.

PRESENT PROCEDURE

The Manual of Instructions, Volume I, Section 4J(1), provides that when dangerous assignments arise in which the use of firearms might be anticipated, the SAC must personally take charge. SACs must assume leadership in raids or arrests where firearms might be used and in major cases even though there is no indication firearms might be employed. Unless emergency conditions prevent prior notification, the SAC or person acting in his absence must be immediately notified when such a situation arises, before action is taken toward apprehension. The Bureau must be advised by teletype or telephone of the name of the official in charge, and if the SAC or ASAC will not be on the spot in charge, sufficient explanation must be outlined which will indicate reasons for the inability of these official participation.

ADVANTAGES OF SUGGESTION

The suggester states that in an office covering a wide geographical area it is usually necessary for the SAC or ASAC to drive a considerable distance before an individual classified as armed and dangerous is apprehended, even though Agents who made the identification

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

cc: Mr. Sizoo
Mr. Harbo

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66-2554-11803

13 SEP 16 1954

R/Km

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are present and must keep the subject under surveillance until arrival of the SAC. In the case of Everett Lowell Krueger, one of the top ten fugitives, this man was apprehended at Las Cruces, New Mexico, 285 miles from headquarters city. He was identified by the Senior Resident Agent at Las Cruces and in an effort to comply with Bureau policy the SAC, Albuquerque instructed the Senior Resident Agent to maintain surveillance on the fugitive until the SAC arrived to personally handle the apprehension. It was approximately six hours after receiving the call from the Resident Agent before the SAC arrived and during this time several opportunities presented themselves to take the fugitive into custody with a minimum of danger. The Senior Resident was experienced in all types of investigations and was capable of directing the apprehension himself.

By contrast, in the case of Richard Earl Gross, fugitive, the subject was observed at Clovis, New Mexico, 225 miles from the field office. The subject was described as armed and dangerous. The Resident Agent telephonically contacted the SAC, Albuquerque, and was instructed not to make apprehension until arrival of SAC or ASAC unless it was determined that subject made an effort to depart. Prior to arrival of ASAC the Resident Agent telephonically advised that subject had become aware of surveillance and since he was making an effort to depart from Clovis he was apprehended by the Resident Agent. At that moment the ASAC and two Agents were enroute to Clovis in an effort to reach the scene despite the fact that five hours of driving was involved.

DISADVANTAGES OF SUGGESTION

Mr. Rosen, Investigative Division, states that the Manual of Instructions is clear and should not be changed.

9/15/54 EDM:new

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference of 9/15/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, McGuire, Holloman and Mason. The Conference recommended unanimously unfavorable.

OK / JWS

Mr. Tolson

9/15/54

Executives Conference

b6
b7C

SUGGESTION NO. 655-54

MADE BY SE [redacted]

CLEVELAND OFFICE

AUTOMOBILE EQUIPMENT -

"HAND-E-SPOT" SPOTLIGHTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP5 CI/JS

THE SUGGESTION:

That the Bureau utilize "Hand-E-Spot" spotlights on Bureau cars in place of permanently mounted spotlights presently in use.

PRESENT PROCEDURE:

Bureau cars are equipped with permanently mounted spotlights.

ADVANTAGES:

Mr. [redacted] states that the spotlight mounted on the exterior of the car is a definite disadvantage in maintaining a discreet surveillance as subjects who are alert to the possibility of being followed are quick to note the presence of cars so equipped. He states in Ohio and other states the law requires use of a red warning light when a siren is being used. He points out the "Hand-E-Spot" hand spotlight of the type described in the attached sheet uses the same type of sealed beam unit employed in the outside lights. This light may be plugged into the lighter socket or connected under the dash in the same manner as the outside mounted spotlight. A hook can be provided which would make it possible to attach this light to the rear view mirror when it is in use. He notes that since there is no center post in windshields in the newer model automobiles the light would not be obstructed.

b6
b7C

Mr. [redacted] points out that this spotlight is cheaper than the permanently mounted type and when the automobile is sold the spotlight can be removed and used on other cars. He also notes that this light may be utilized as a trouble light in changing a tire or other use within reach of the cord. It may be moved in any direction without moving the car, allowing the operator to use the car as protection if there is danger of shooting. He states it is believed the Bureau could buy these spotlights in quantity, thereby obtaining a lower price. 66-255-1180

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

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Attachment EX-112
atn

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J
R

Memorandum to Mr. Tolson

DISADVANTAGES:

None noted by suggester.

RECOMMENDATIONS:

Mr. J. P. Mohr, Administrative Division, states the suggestion appears to have merit as it will overcome certain disadvantages attached to permanently mounted spotlights on Bureau cars. He recommends that the Training and Inspection Division and Administrative Division study the relative merits of this light and the ones now in use.

COMPARATIVE COST:

According to the attached leaflet, it is noted that "Hand-E-Spot" lights can be obtained at a cost ranging from \$6.45 to \$10.45. Mr. A. M. Newman, Administrative Division, states the cost of the spotlights presently in use by the Bureau is \$10.25. He states this figure includes installation, since the spotlights are included as part of the equipment when new cars are purchased.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 9/15/54

The Executives Conference of 9/13/54, Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Belmont, Holloman and Harbo being present, unanimously recommended that one "Hand-E-Spot" spotlight be obtained at the cost of approximately ten dollars and made available to the Washington Field Office for experimental purposes. After three months a report will be received from the Washington Field Office and the matter will be considered further concerning the desirability of the use of an additional supply of this type of spotlight.

OK
per S

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

16553

SUGGESTIONS #483-54, 485-54, 486-54, 487-54, 404-54, 488-54, 532-54, 542-54, 591-54, 596-54, 601-54
SAC LETTERS AND BUREAU BULLETINS

In accordance with SAC Letter 54-36(Q), 7/13/54, which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestions were made:

SUGGESTIONS

4/9/8 575 CI/JS 323 DIB

#486-54 and 542-54

That greater use be made of Bureau Bulletins in lieu of SAC Letters (Submitted by Kansas City, Chicago and Seattle Offices)

#596-54 and 404-54

That the Bureau consider the advisability of discontinuance of SAC Letters except for instructions which are intended primarily for the SAC, ASAC, or supervisory staff. In lieu thereof, suggested instructions for clerical personnel or investigative staff be placed in Bureau Bulletin, or that Manual changes be issued immediately upon issuance of instructions. (Submitted by El Paso Office & Boston Office)

#483-54 and 485-54

Eliminate material from SAC Letters which is to be disseminated to clerical and Agent personnel in the field. (Submitted by San Antonio and Milwaukee Offices)

#487-54 and 601-54

Bureau exercise more careful discrimination relative to matters which are included in SAC Letters. Suggest matters of interest to Agent personnel be included in Special Agent Bulletins and matters of interest to clerical personnel be included in Clerical Bulletins, with a sufficient number being forwarded to each field office for dissemination. (Submitted by Cincinnati Office and Honolulu Office)

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

#488-54 and 591-54

That the present policy of placing more than one subject matter on a page be discontinued in SAC Letters. That each new subject matter be placed on a separate page. (Submitted by El Paso and Milwaukee Offices)

cc-Messrs. Sizoo

F-255 Harbo

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Chicago 66-25-4-11805

RW

Memorandum to Mr. Tolson

#532-54 That more care be expended on the preparation of SAC Letters at the Seat of Government;

That SAC Letters be divided to facilitate proper handling, for example: sections pertaining to Security Matters be included in one SAC Letter and sections pertaining to another subject matter be included in a separate SAC Letter;

That threats of administrative or disciplinary action be eliminated from SAC Letters. (Submitted by Chicago Office)

ADVANTAGES TO SUGGESTIONS

Relative to the proposal that greater use be made of Bureau Bulletins in lieu of SAC Letters, the suggesters feel that there would be considerable saving of time and expense in the field in furnishing information to Agents. Under present procedures general informative matter included in SAC Letters must be retailed to the Agents. Agents would more fully appreciate direct contact between the Director and themselves. Various items included in SAC Letters, not of a security nature, should be in the possession of Agents in writing, for example: instructions contained in SAC Letters pertaining to Interstate Transportation of Fireworks; procedure to be followed in placing mail covers; mailing lists for motels maintained by Shipping Room Suppliers, Inc., Cincinnati, Ohio; procedures to be followed in Veterans Administration Matters; instructions relating to care of automotive equipment, development of latent fingerprints and Federal regulations of the Lobbying Act, and so forth.

Concerning the suggestion that instructions intended for Agent and clerical personnel not be included in SAC Letters the suggesters state these instructions would reach the appropriate employees more quickly. It is pointed out that, under present Bureau instructions, it is impossible to reproduce an SAC Letter in the field, or any part thereof, without violating Bureau rules. Accordingly, offices covering road work or resident agent territories must find some other means of advising Agents in remote sections of the territory. Under the proposed suggestion, no difficulty would be encountered in the field, and it would not be necessary to call special conferences in order to properly disseminate this information. Although this would be more costly at the Seat of Government, it is felt economy would be effected through elimination of extra handling in the field.

Memorandum to Mr. Tolson

With regard to placing each subject matter at the beginning of a new page in SAC Letters, the suggesters point out when an SAC Letter is broken up for dissemination in field files, it is necessary, where more than one subject matter is treated on one page, to cut up the page and then attach or back it with another sheet of paper so that it can be filed properly. Adoption of the suggestion would eliminate the need for this additional clerical work and would make a tremendous improvement in the appearance and maintenance of field administrative files. In addition, considerable time would be saved by clerks in disseminating the information to the proper files. Some offices mark through the non-pertinent portions of SAC Letters rather than cut them up prior to filing in appropriate field files. This is time-consuming and oftentimes confusing where non-related subject matter is found in a file, even though it is marked through to indicate it does not belong in that file.

Relative to the suggestion that SAC Letters be divided to facilitate proper handling, the suggester stated that, for example, SAC Letter 54-36 contained 29 sections and 35 pages and instructions on as many different subjects as the sections would indicate. As pointed out above, adoption of the suggestion would save clerical time, according to the suggesters, and although it is believed the proposed procedure would be more expensive at the Seat of Government, it would probably be more economical in so far as eliminating extra handling in the field.

DISADVANTAGES TO SUGGESTIONS

Inspector G. C. Gearty, Training and Inspection Division, advised SAC Letters require 1050 copies to be prepared and 1,700 copies when the subject relates to Security matters. Field distribution of Bureau Bulletins requires 7,000 copies. Paper for 1,050 copies of a fifteen-page SAC Letter (taken as an average size SAC Letter) costs approximately \$22.10 while the cost of paper for a five-page Bureau Bulletin (taken as an average Bureau Bulletin) is \$46.00. These cost figures do not include the expenses involved in typing, assembling, running off and mailing these communications.

It should be noted that Manual revisions based on instructions set out in SAC Letters, etc. are issued once each month.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum dated 1/12/53, reflects consideration of a complaint received from SAC Banister (then assigned to Minneapolis Office), who referred to instructions in Manuals, SAC Letters and Bureau Bulletins as "administrative wilderness." Following receipt of this complaint, Mr. Clegg of the Training and Inspection Division was instructed to personally conduct a survey of SAC Letters, No Number SAC Letters and Bureau Bulletins issued for the year 1952, to determine whether they were unnecessary or superfluous. Following this survey, the

Memorandum to Mr. Tolson

Executives Conference recommended SAC Letters be issued once a week and any SAC Letters prepared for issuance prior to the regular weekly SAC Letter would require the approval of the Director or Mr. Tolson.

At that time the Executives Conference felt that the practice of issuing confidential information by SAC Letter in limited number provided adequate security and that furnishing this information to the field in SAC Letters serves to get the information to the Agents with sufficient promptness so that no embarrassment is occurring and it appeared to the Conference that this was a satisfactory method.

Following consideration of the above matter, Memorandum to All Bureau officials and Supervisors dated 1/28/53, advised that Manual revisions would be issued once each month.

RECOMMENDATION

Mr. J. P. Mohr, Administrative Division, recommends no change in present procedures.

EXECUTIVES CONFERENCE CONSIDERATION RTH:gsr 9/15/54

The Executives Conference of 9/13/54, Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Belmont, Holloman, and Harbo being present, recommended unanimously that the present practices should be continued.

OK
Vignis