

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

SUGGESTIONS #744-54 AND #765-54
PROPOSED REVISION IN FORM O-1
(STATUS OF CASE - FOLLOW-UP LETTER)

FOIA # 323, 013

SUGGESTION #744-54
MADE BY [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/10/82 BY SP5 CFB

b6
b7C

That the Supervisor at the Seat of Government who sends a Form O-1 (Status of Case - Follow-up Letter) place his initials in the lower left-hand corner of the form in order that the sender may be more easily traced when the form is returned to the Bureau.

SUGGESTION #765-54
MADE BY [REDACTED]
DOMESTIC INTELLIGENCE DIVISION

b6
b7C

That the present Form O-1 (Status of Case - Follow-up Letter) be revised so that the last sentence of the narrative paragraph reads as follows:

"In the event a report has been submitted, you should make a notation of the date on which it was submitted on this letter and return it to the Bureau, Room No. _____."

to reflect the room number to which the form should be returned. Attached is a copy of the present Form O-1 and a copy of the form with the proposed revision.

PRESENT PROCEDURE

Forms O-1 are sent out by Supervisors in the Investigative Division and Domestic Intelligence Division to inquire into the status of cases presently pending in the field. These forms are returned to the Bureau after the appropriate notation has been made thereon by the field.

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

ADVANTAGES TO SUGGESTIONS

RECORDED - 373 SEP 16 1954

INDEXED - 87

11906

The suggester points out that often these forms contain so little information as to the type of case involved that an office to office check must be made at the Seat of Government to locate the Supervisor who sent the form out.

Attachments
cc-Messrs. Sizoo and Harbo
dmg

RH

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and research of John Greenewald, Jr., creator of:

The Black Vault



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document clearinghouse in the world. The research efforts here are
responsible for the declassification of hundreds of thousands of pages
released by the U.S. Government & Military.

Discover the Truth at: <http://www.theblackvault.com>

Memorandum to Mr. Tolson

Mr. L. B. Nichols, Records and Communications Division, lists the following advantages of using the room number on Form O-1 in lieu of the Seat of Government Supervisor's initials:

(1) Routing and assorting clerk would not be required to check assignment charts to determine the full name of the Supervisor since only the initials would be set out; (2) Supervisor's initials would not appear on the form. Having these initials on the form would give the field an indication as to the identity of the Supervisor who prepared the form to the field.

Mr. A. H. Belmont, Domestic Intelligence Division, favors use of the room number on Form O-1 and stated this would facilitate handling of mail in the Espionage Section where mail may not necessarily be routed by character and the great majority of these forms must now be checked against an Assignment Card Index in order that they may be routed to the proper Supervisor. Mr. Belmont believes that use of the room number on Form O-1 would simplify the handling of this mail in particular.

Mr. Belmont and Mr. Nichols favor use of room number on Form O-1.

DISADVANTAGES TO SUGGESTIONS

As noted above, Mr. L. B. Nichols pointed out that having the Seat of Government Supervisor's initials on Form O-1 would give the field an indication as to the identity of the Supervisor who prepared the form to the field.

With regard to placing "Room No. ..." on Form O-1, some time can still be spent identifying the proper Supervisor when several Supervisors occupy the same room. Use of room number could increase the possibility of misdelivering mail to the Department since routing clerks and assorting rack employees would route by room number only, Mr. Nichols advised. However, he believes the Records and Communications Division has set up adequate safeguards in the Messenger Service to prevent this.

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, was unanimously opposed to the suggestion that the initials of the supervisor preparing the form be placed on the form. However, the Conference was unanimously in favor of modifying the form when next printed to indicate the room number at the Seat of Government to which the form should be returned since this will expedite the handling of such items by the Records and Communications Division. It was felt that the room number of a supervisor can presently be indicated on the present supply of the form by the supervisor in order that the advantage of the objective may be immediately obtained.

OK/gsr

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

SUGGESTION #513-54
MADE BY MISS [REDACTED]
PHILADELPHIA OFFICE
REVISION IN MANUAL FOR
FIELD STENOGRAPHERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY [REDACTED]

b6
b7c

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

Delete instructions in the Manual for Field Stenographers requiring Stenotypists to write the date of transcription at the top of their set of notes for each letter, report or memorandum; that completed notes be placed weekly in a manila envelope properly identified and placed in a cabinet drawer provided for that purpose.

PRESENT MANUAL INSTRUCTIONS

The stenotypist is required to write the name of the dictating agent and date of dictation. As each fold is transcribed a line shall be drawn through it, and the date of transcription written at the top of the set of notes for each letter, report, or memorandum. Once each week all notes transcribed during that week shall be placed in a manila envelope labeled as to name of stenographer, date of dictation, agent's name and transcription date, and placed in the cabinet drawer provided. These notes should be checked to see that they have been completely transcribed prior to placing them in the drawer. Stenotype notes are not to be destroyed by the stenographer. (Sample of transcribed stenotype notes are attached) Notes are held for thirty days from the last date of transcription, following which they are destroyed by a supervisor.

ADVANTAGES TO SUGGESTION

RECORDED-101
INDEXED-101

66-2354-11807
13 SEP 16 1954

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

Suggester feels since the shorthand stenographer does not write the date of transcription at the top of each completed letter, report or memorandum, it would not appear necessary for stenotypists to do so. The suggesting employee believes elimination of this requirement stenotypists' time can be saved. This employee also feels that, by placing plain paper on top of the stenotypist's notes and by a rubber band and identified as to name of stenotypist, at first dictation and date of last transcription, these notes will be saved. Sizoo and Harbo

Attachment
61 Sent [unclear]

MR. TOLSON

September 14, 1954

The Executives Conference

HANDLING OF DECEASED CASES
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/10 BY 205 ef/B

The Executives Conference on 9/13/54, consisting of Messrs. Harbo, Rosen, Boardman, Sizoo, Parsons, McGuire, Mohr, Holloman, Belmont, and Trotter, considered a proposal of the Identification Division concerning the handling of current deceased fingerprint cards.

It was proposed that all prior contributors in a deceased case be notified of the death of the subject when a current deceased fingerprint card is answered. This would be accomplished by a copy of the record being dispatched from the Identification Division to all previous contributors when the current deceased fingerprint card is answered. By so doing, this will enable other law enforcement agencies to also purge their active searching files of these deceased cases.

It was estimated that we receive approximately 600 deceased fingerprint cards per month and the necessary extra copies would not cause the expenditure of much additional time inasmuch as they will be run on a ditto machine.

Gern for this change resulted from suggestion submitted by [redacted] Ident employee, on 9/6/54. [redacted] proposed Veterans Administration be advised of serviceman's death by copy of outgoing Bureau wire we send contributor of deceased prints. Study of this resulted in foregoing. Letter to [redacted] attached.

The Conference was unanimously in favor of notifying previous contributors of subjects' death so their files could be purged. If you approve, this practice will be placed in effect and letter to [redacted] thanking him for his suggestion will be dispatched.

Attachment
RLT/jl:ldk

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

RECORDED 13

INDEXED - 13

13 SEP 17 1954

EX-112

60 SEP 17 1954

Handwritten notes:
OK
2554-650
11808
b.l.s.

Memorandum to Mr. Tolson

can be more easily stored, thereby effecting a saving of manila envelopes.

SAC L. L. Laughlin, Washington Field Office, sees no harm in eliminating the present requirement and recommends adoption of the suggestion if stenotypists believe time will be saved. Inspector E. D. Mason, Training and Inspection Division, recommends favorably as to adoption of the suggestion to effect uniformity in requirements and a saving in manila envelopes.

EXECUTIVES CONFERENCE CONSIDERATION RTH:gsr 9/15/54

The Executives Conference of 9/17/54, Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Belmont, Holloman and Harbo being present, unanimously recommended as follows: (1) that the stenotypists keep their notes for one week; (2) that they place a piece of plain paper around the week's accumulation of notes bound by a rubber band and place on it the stenotypist's name, date of first dictation and date of last transcription for that week. These notes will be systematically filed which/provided by existing instructions and will be destroyed by the supervising stenographer thirty days after the last transcription which is also provided by existing instructions. Under the proposed change it will no longer be necessary for stenotypists to write date of transcription at the top of their set of notes for each letter, report, or memorandum (this is not required of employees using shorthand) and likewise the Manual provision for use of a manila envelope in which to store completed notes each week will be deleted from the field Stenographers' Manual.

OK
/ pms

Mr. Tolson

9/15/54

Executives Conference

COMBINING AGENTS MONTHLY CASE REVIEW
AND ROUTINE TICKLER REVIEW

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/19/92 BY [signature] CFB

Present regulations require field Supervisors to review monthly with the Agent concerned all pending cases assigned to that Agent. In addition, all pending files, except Atomic Energy Act or other applicant cases, are reviewed monthly on tickler.

In December 1953, the New York Office began an experiment of combining the two reviews. Since March 1954, the Los Angeles Office has experimented with a similar system. Both offices are enthusiastically in favor of the plan and it is considered desirable at this time to suggest it to the entire field, as a time-saving and effective method of following cases. This involves no change in policy, but merely combines the two monthly reviews.

PROCEDURE:

New York and Los Angeles methods differ slightly in the preliminary steps of obtaining the files and preparing for the review.

In the New York Office, on the first of each month, each Supervisor advises the Chief Clerk's office of the date on which each Agent's files will be reviewed. Two days prior to the indicated date, the Chief Clerk's office prepares a list of the cases assigned to the Agent on a proposed form which is called a "Monthly Review Sheet." This sheet is filled out to reflect the location of the file (if it is out), the date the case was opened, the date assigned, and last date of posting. Space on the right-hand side of this form is reserved for the Supervisor's comments following the review. All available files are sent to the Agent concerned on the day before the scheduled review. This allows the Agent one day to familiarize himself with all cases, correct errors, and take action. On the following day, the Agent takes the files in and reviews them with his Supervisor. The monthly review sheets are filed in the Agent's error folder, available for comparison at the next monthly review, and the forms are retained by the Supervisor until the next performance rating.

- Tolson
 - Boardman
 - Nichols
 - Belmont
 - Harbo
 - Mohr
 - Parsons
 - Rosen
 - Tamm
 - Sizoo
 - Winterrowd
 - Tele. Room
 - Holloman
 - Gandy
- cc: Mr. Harbo
Mr. Sizoo
[signature] / jaw
Attachment

RECORDED - 15

46-2534-11809

INDEXED - 15
EX-112

SEP 17 1954

55 SEP 17 1954

At Los Angeles, the monthly review sheet is prepared by the Supervisor's secretary from the blue duplicate assignment cards on the Supervisor's desk, rather than by the Chief Clerk's Office. The sheet is then sent to the Chief Clerk's Office, the files are pulled and sent to the Supervisor on the morning on which the review is scheduled. Los Angeles considers this system preferable to the New York system because each Supervisor's secretary knows on a day-to-day basis what Agents will be available for file review and, hence, the number of readjustments in the review schedule is held to a minimum.

In both offices, special ticklers are prepared by the Supervisor on any case which must be followed on a more frequent basis, and these ticklers are pulled on schedule. In Los Angeles, no other case ticklers are used. In New York, the case tickler is filed by each Supervisor behind the Agent's name and thus becomes the control by which the volume of assignments is followed. ASAC MacLennan of New York advises that the blue duplicate, which is normally on the Supervisor's desk under the master, or 4-card system, is filed in the Chief Clerk's Office, behind the Agent's name, and postings are made to these cards as well as to the master assignment cards. The data as to each Agent's production and delinquency are prepared from these cards at the end of each month for the benefit of the Supervisors and Executives. The disadvantage of this system lies in the fact that it requires the services of three clerks to post to the blue duplicates and to prepare the monthly review sheets and the statistical data as to each Agent's production. However, MacLennan states this has been found to be more satisfactory than having Supervisors' secretaries and Agents do the clerical work because the information is accurate, prepared on time, probably results in a considerable saving of employee time because the clerks can prepare the monthly review sheets faster than the Supervisors' secretaries, with the interruptions which occur, and the information concerning the individual Agent's production and delinquency is available promptly at the end of the month regardless of whether the Agent himself is present in the office.

The Los Angeles system appears to be preferable to the New York system because it does not entail duplicate posting in the Chief Clerk's Office and it is more flexible in that it permits the scheduling of Agents for the monthly review of their files on the basis of their availability, rather than on a fixed schedule prepared at the first of each month. Fewer adjustments in the schedule would have to be made under the Los Angeles system. The attached proposed SAC letter outlines to the field the basic procedures of the Los Angeles Office in connection with this combined file review. The suggested procedure has been modified, however, to make it adaptable to offices of all sizes.

ADVANTAGES OF THE COMBINED REVIEW SYSTEM:

1. Time saved by having files pulled only once per month for review purposes as against twice a month under the usual procedure.

2. Special searches for files are reduced, since, if file is out, the Agent himself frequently has it or the stenographer has it. In the latter case, the Agent can explain why the stenographer has it and the need for obtaining it for immediate review is eliminated since it will shortly cross the Supervisor's desk with the typed material.

3. Clerical time is saved through the elimination of the handling of ticklers on closed files. In routine pulling of ticklers for review, it is necessary to check the jacket and determine if case is closed. A verifying check of the closed files section is often necessary. This is eliminated under the proposed system, since only the pending files are listed on the monthly review sheet.

4. It is the conclusion of both New York and Los Angeles that the combination review has resulted in a more effective file review and in a saving of both supervisory and clerical time.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr 9/15/54

The Executive Conference of 9/13/54, Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Belmont, Holloman and Harbo being present, unanimously recommended that the attached SAC Letter be sent to the field advising of the advantages of combining agents' monthly case review and the present routine tickler review. The proposed SAC Letter does not make this system mandatory but desires that each office give it serious consideration. It is pointed out that in some of the smaller offices where the majority of the work is handled outside of the headquarters city this system would have comparatively little advantage. The Training and Inspection Division will follow up on this matter.

OK
H

WOK 5

RA
Mr. Tolson

9/16/54

○ Executives Conference

SUGGESTION NO. 509-54
MADE BY PHILADELPHIA OFFICE
(Miss)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY 213 CFB

b6
b7c

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:

That abbreviations and teletype language be used on administrative pages of reports, since these are not transmitted outside the Bureau.

PRESENT PROCEDURE:

No abbreviations or teletype language is used on the administrative pages of reports.

ADVANTAGES:

Saving of typing time.

RECORDED - 30
INDEXED - 50

DISADVANTAGES:

None noted by suggester.

66-2554-11810

OBSERVATIONS:

EX-125

13 SEP 17 1954

Mr. A. H. Belmont, Domestic Intelligence Division, states it has been his experience that many times this language is so abbreviated that it cannot be properly understood. He recommends the suggestion not be adopted.

Mr. A. Rosen, Investigative Division, states the saving in typing time would be very slight and would be offset in time used for deciphering the abbreviations. He recommends the suggestion not be adopted.

Mr. L. B. Nichols, Records and Communications Division, believes the use of abbreviations and teletype language on the administrative page would not slow down the File Review work.

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

cc: Messrs. Sizoo & Harbo
attn: _____

J

Rosen

Memorandum to Mr. Tolson

Information for reviewing is usually found in the body of the report and very seldom do the reviewers find it necessary to refer to the administrative page. In the event this language is used, the reviewers are familiar with this type since they now review teletypes during the course of their regular work. He recommends the suggestion be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 9/16/54

The Executives Conference of 9/14/54, Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Rosen, McGuire, Belmont, and Harbo being present, recommended unanimously unfavorable.

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

Mr. Tolson

9/16/54

Executives Conference

SUGGESTION NO. 638-54
MADE BY OKLAHOMA CITY OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 CEF/JS

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 the Chief Clerk or some other designated clerical
employee be authorized to initial bulky exhibit envelopes for
filing.

PRESENT PROCEDURE:

Section 3, D 6 (f), of the Manual of Rules and Regu-
lations, requires that "only the field supervisor, AEAC or SAC
may initial bulky exhibit envelopes for filing. Official is to
examine package prior to filing in order to determine if any
part of such property may be disposed of and in order to permit
discussion with Agent who acquired such exhibit as to any property
which is not useful as evidence or necessary for retention."

ADVANTAGES:

Savings of supervisory and clerical time.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

EX-125
Inspectors C. W. Stein, J. E. Nugent, and J. H. Williams,
Training and Inspection Division, believe the suggestion is good
in theory but point out they often find evidence which should
have been disposed of even under the present practice. They are
opposed to the suggestion.

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

cc: Mr. Sizoo
Mr. Harbo

67 SEP 1 1954

RECORDED - 58

2534-11811

INDEXED - 58

18 SEP 17 1954

WOKS

J

RHM

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 9/16/54

The Conference of 9/14/54, composed of Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Rosen, McGuire, Belmont, and Harbo, recommended unanimously unfavorable.

V. per S.

Mr. Tolson

9/16/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5 CE/JS

SUGGESTION #723-54
MADE BY DOMESTIC INTELLIGENCE DIVISION
PAPER SUPPLIES

In accordance with SAC Letter 54-36 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:

That through the General Services Administration an effort be made to obtain stronger thin letterhead paper for the Bureau's use.

ADVANTAGES OF SUGGESTION:

The suggester feels that the thin letterhead stationery which the Bureau presently uses is too weak to withstand much erasing and when corrections are necessary it is frequently necessary to rewrite the entire page.

DISADVANTAGES OF SUGGESTION:

RECORDED - 58
INDEXED - 58
EX-125
66-2534-11812

Mr. J. P. Mohr, Administrative Division, advises that the Bureau at the present time is utilizing 8 pound 50 per cent rag manifold paper, which costs plain \$1.12 per thousand sheets, and the Government Printing Office can furnish a better grade of paper slightly heavier, which is 9 pound 100 per cent rag manifold paper plain, at a cost of \$2.40 per thousand sheets. The cost of printing would be the same for each type of paper. In view of the more than double cost of the high-grade manifold paper, Mr. Mohr recommends no change at this time and suggests that stenographers and typists exercise greater care in making erasures. The suggester points out, however, that the higher cost of more satisfactory thin paper would be more than offset by the saving in stenographic and agent time in connection with rewrites.

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

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr 9/16/54

The Executives Conference of 9/14/54, composed of Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Rosen, McGuire, Belmont, and Harbo recommended unanimously unfavorable.

67 S. 20 1954

per S
RTH

Mr. Tolson

9/7/54

Executives Conference

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

On 9/7/54, the Conference, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo, unanimously recommended that the following two men be invited to appear as speakers on the next National Academy graduation program, November 19, 1954:

Senator John W. Bricker of Ohio. He was re-elected in 1952 with his present term expiring in January 1959.

Charles S. Thomas, Secretary of the Navy.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 CFI/JS

cc - Mr. Sizoo
Mr. Harbo

RTH:cs

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

RECORDED - 23

INDEXED - 23

SEP 17 1954

EX-125

11813

66-2554-11813

SEP 21 1954

Mr. Tolson

9/15/54

Executives Conference

SUGGESTION NO. 678-54
SUBMITTED BY NEWARK OFFICE
CERTIFICATION FOR SICK LEAVE
IN RESIDENT AGENCIES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY [signature]

In accordance with SAC Letter 54-36 (C) 7/19/54, re-
questing field offices to submit their thoughts relative to further
streamlining the Bureau's work, the following was received.

SUGGESTION:

Section 2D (4d), page 15b, Manual of Rules and Regula-
tions, be changed to read, "If a No. 1 Register is used in the
resident agency, sick leave must be certified thereon."

PRESENT PROCEDURE:

Section 2D (4d), page 15b, Manual of Rules and Regula-
tions, states, "Agents submitting daily reports must certify
therein for sick leave of three days or less; however, if a No. 1
Register is used in the resident agency, sick leave may be certi-
fied thereon."

The Manual of Rules and Regulations provides that where
two or more agents are assigned to a Resident Agency one of them
will be designated as a Senior Resident Agent and that No. 1
Registers will be maintained and checked daily in Resident Agencies
where there is a Senior Resident Agent. Daily reports are sub-
mitted each day by each Agent. (Copy of FD-28, Daily Report, and
FD-31, Field Office Register No. 1, attached.)

ADVANTAGES OF SUGGESTION:

Suggester feels adoption of the suggestion would result
in a saving of time on the part of the Time and Attendance clerk,
who now must check both daily reports and the No. 1 Registers for
sick leave certification. It would also provide uniformity of
sick leave certification procedure in Resident Agencies and head-
quarters city.

DISADVANTAGES:

Proposed by suggester.

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

Attachments
cc: Messrs. Sizoo and Harbo
atn/ [signature]

RECORDED - 23

INDEXED - 23

SEP 17 1954

EX-125

66-2554-11814
J3 SEP 17 1954
[signature]

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, states that Resident Agencies having two or more agents and occupying regular office space use a No. 1 Register to record sign-ins and sign-outs and they also use it for sick leave certifications. On the other hand, they may use daily reports instead of the No. 1 Register to record sick leave certifications. He believes there would be no objection to sick leave certifications being confined to one or the other; however, in view of the fact the daily report is always used and the No. 1 Register is used only where there are two or more Resident Agents and regular/office space, it would appear more advantageous to restrict sick leave certifications to daily reports rather than to the No. 1 Registers, as suggested. It is also noted that even in Resident Agencies using No. 1 Registers, an Agent might be on a road trip and the register would not be available for him to make his sick leave certification, and in that case it would be more convenient for him to use the daily report form.

RECOMMENDATIONS:

Mr. Mohr recommends no change in the present procedure.

EXECUTIVES CONFERENCE CONSIDERATION: 9/15/54 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 unanimously recommended no change in current procedures.

OK / per

Mr. Tolson

9/15/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/12 BY SP3 CI/JS

SUGGESTIONS #394-54, 439-54, 440-54, 441-54,
412-54, 443-54, 444-54, 445-54, 446-54, 447-54,
448-54, 449-54, 452-54, 453-54, 582-54, 652-54
NUMBER THREE CARDS

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

SUGGESTION:

- #442-54, made by Birmingham Office
- #443-54, made by Salt Lake City Office
- #444-54, made by Newark Office
- #445-54, made by Minneapolis Office
- #448-54, made by Miami Office
- #582-54, made by Richmond Office

Recommend The above suggestions recommend that the existing requirement that the Senior Resident Agent forward the Number Three Cards to the Special Agent in Charge at the end of each week in order that they may be reviewed and destroyed in the field office be discontinued and that the Senior Resident Agent be authorized to destroy these cards without sending them to the field office. Suggestion #443-54 also recommends that cheaper paper be utilized for Number Three Cards in Resident Agencies if they are to be destroyed by the Senior Resident Agent.

ADVANTAGES:

- (1) Elimination of duplication, since Number Three Cards are reviewed at the Resident Agency by the Senior Resident Agent, and again at headquarters city.
- (2) Saving of clerical time in collecting the cards and routing them to the SAC.
- (3) Saving of postage costs.
- (4) Saving of paper cost.

DISADVANTAGES:

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

Would not provide for the same close and continuous degree of supervision in determining that the cards were being properly executed. It is felt, however, that spot checks could be made when the SAC or ASAC visit the Resident Agency.

cc: Messrs. Sizoo & Harbo

atn 67 SEP 20 1954

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RECORDED - 58

13 SEP 17 1954

EX - 107

66-2554-11815
KAW

Memorandum to Mr. Tolson

RECOMMENDATIONS:

Mr. J. P. Mohr, Administrative Division; Inspector C. W. Stein, Training and Inspection Division, and SAC L. L. Laughlin, Washington Field Office, recommend no change in the present procedure. Mr. E. D. Mason and Inspectors J. H. Williams and J. E. Nugent, Training and Inspection Division, recommend that the suggestion be adopted.

Regarding #443-54 which recommends use of cheaper paper for Number Three Cards to be used in Resident Agencies, Mr. J. P. Mohr believes in the interest of uniformity that this suggestion should not be adopted.

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 procedure should be continued.

SUGGESTION:

#446-54, made by Washington Field Office
#452-54, made by Detroit Office
#447-54, made by New York Office
#652-54, made by St. Louis Office

Suggestions #446-54 and 452-54 propose that Number Three Cards be destroyed by field offices after one year instead of at the expiration of three years under current instructions; Suggestions #447-54 and #652-54 propose these cards be destroyed after six months.

ADVANTAGES:

(1) Would save storage space and decrease clerical time needed in handling these cards.

DISADVANTAGES:

The cards are of value in checking work performed by an Agent more than a year previously. However, the suggester points out such instances are rare.

RECOMMENDATIONS:

Mr. J. P. Mohr, Administrative Division, recommends these suggestions not be adopted and that these records continue to be maintained for three years in order that they may be available for reference purposes.

Memorandum to Mr. Tolson

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PREVIOUS CONSIDERATION:

A suggestion was made during the Chief Clerks' School 3/24-28/52 by Miss [redacted] Assistant Chief Clerk at Newark (Suggestion #106-52), that Number Three Cards be maintained for only one year and then be destroyed. Executives Conference memorandum to the Director dated 4/8/52 states it is not felt the present procedure should be changed. Memorandum from Mr. W. P. Callahan to Mr. Glavin dated 12/4/52 reflected results of contacts made with the General Accounting Office regarding this matter. They advised Number Three Cards are considered to be basic source documents dealing with employees' time worked and annual and sick leave taken, such information being posted to Time and Attendance cards. As such, they have to be retained three years, the same as Time and Attendance cards. It is necessary to get approval of the General Accounting Office before they can be destroyed.

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 we continue to retain the #3 Register cards for three years as at present.

SUGGESTION:

- #394-54, made by Anchorage Office
- #439-54, made by Detroit Office
- #440-54, made by San Antonio Office
- #441-54, made by Springfield Office
- #449-54, made by Memphis Office
- #453-54, made by Oklahoma City Office
- #448-54, made by Miami Office

#394-54 proposes that Number Three Cards and Field Office Register No. 1 (FD-31) be discontinued in the Fairbanks and Juneau, Alaska, Resident Agencies, which are two-man Resident Agencies.

#439-54, 440-54, 441-54 and 453-54 recommend discontinuance of Number Three Cards in all Resident Agencies; #448-54 and 449-54 recommend Number Three Cards be used only in Resident Agencies with one or more agents assigned.

Memorandum to Mr. Tolson

PRESENT PROCEDURE:

Where two or more Agents are assigned to a Resident Agency, Number One and Number Three registers must be maintained. Each Agent also submits a daily report.

ADVANTAGES:

(1) Eliminate duplication of effort. (2) Eliminate unnecessary administrative detail. (3) Save Agents' time. (4) Saving of cost of forms.

DISADVANTAGES:

None noted by suggesters, except that if Number Three Cards are discontinued in all Resident Agencies, in some instances in larger Resident Agencies the card may be needed to assist in locating an Agent.

RECOMMENDATIONS:

Mr. J. P. Mohr, Administrative Division, feels that Number Three cards are frequently of use in the Resident Agencies and recommends that they be retained.

PREVIOUS CONSIDERATION:

It was previously suggested (Suggestion #186-52) that Number Three Cards be maintained only in Resident Agencies where there are five or more Agents assigned. By memorandum dated 5/1/52, the Streamlining Conference presented the matter and on 5/7/52 the Executives Conference recommended that the suggestion not be adopted.

SA Albany Office, suggested (#728-52) that Number Three Cards be discontinued in all Resident Agencies. Executives Conference memorandum dated 11/24/54 reflected that the Conference was opposed to the suggestion, pointing out these cards serve a very definite purpose in Resident Agencies, that most Resident Agencies are covered by more than one Resident Agent, where a Senior Resident Agent is designated. He is responsible for the activities of the Agents assigned. Number Three Cards give the Senior Resident Agent the necessary information to assist him in locating a particular Agent. The daily report is not submitted until the end of the day and would be of no use to Agents assigned to Resident Agencies if it became necessary during the day to get in touch with an Agent for a special purpose.

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b7c

Memorandum to Mr. Tolson

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 procedure be continued.

OK
✓ per S.

Mr. Tolson

9/15/54

Executives Conference

SUGGESTION #695-54 and #707-54
STOCK CONTROL INVENTORY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 EFB/BS

In accordance with SAC Letter 54-36 (C) 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 new stock control inventory (~~dependable property~~), as set up by General Services Administration and presently used by field offices, unless required by law, be discontinued. (Suggestion #695-54 made by San Francisco and #707-54 made by Springfield.)

PRESENT PROCEDURE:

It is noted that General Services Administration (GSA) regulations require that all Executive agencies report on a semiannual basis items having a prescribed inventory level; however, no specific inventory system is set out and any system suited to our needs may be utilized. To insure that reasonable inventory levels of supply and materials are maintained, GSA has established the following general standards for observance by Executive agencies: (1) Supply items listed in the Stores Stock catalog of the Administration shall be limited to not in excess of a three months' supply level. (2) Items obtainable from Federal Supply Schedule shall be limited to not in excess of a three months' supply level. (3) Ordinary materials and supplies readily obtainable from other governmental sources or commercial stocks shall be limited to not in excess of a three months' supply level. (4) Items not readily obtainable from either governmental or commercial sources shall be limited to not in excess of a six months' supply level. (5) Items obtainable only by special manufacture shall be limited to not in excess of one year's supply level. Until December 31, 1952, it was permissible to report estimates; however, effective with the June 30, 1953, report, estimated figures were not permissible and data submitted must be factual, based upon adequate inventory controls. As a result, GSA assisted

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED-57
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RKM

SEP 21 1954

the Bureau in the installation of an adequate inventory control system, which is a GSA and Government Accounting Office approved system, and is known as the two-part stock control record. This system has been selected as the most appropriate for the majority of Federal storage and issue operations and is the result of extensive studies of all types of government storage and issue operations. The advantages of this system are: (1) Integration of desired accounting controls can be easily accomplished by periodic pricing of inventory balances. (2) Seasonal fluctuations are apparent at a glance; a search of inactive files to determine consumption data is eliminated. (3) Data necessary for stock control and replenishment, determination of requirements, budget estimates and management are readily provided. (4) Title inserts provide a permanent detailed description and eliminate repetitive typing of such data on control cards. (5) The historical record card will last for eight years with normal purchase activity.

ADVANTAGES OF SUGGESTIONS

The suggester states that in most divisions the stock room is maintained under the control of the Chief Clerk or Assistant and supplies are maintained and ordered on a six months' basis. The stock control inventory does not necessarily assist this employee in determining the needs of the office and for many years it is believed each division has been able to maintain sufficient supplies and to issue them to employees when needed without such a complicated system. In large offices a stock control clerk is used and is able to determine and maintain proper supplies. The Bureau could make a substantial saving in clerical salary and could save from two to three hours manpower a day by discontinuing this stock control inventory.

DISADVANTAGES OF SUGGESTION

None noted by suggesters. Mr. Mohr, Administrative Division, recommends the suggestion not be adopted.

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 unanimously recommended no change.

J. P. S.

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

SUGGESTION #784-54

MADE BY [REDACTED]

PHILADELPHIA OFFICE

~~FORMS CC-320 (AGENT VOCATION RECORD FORM) AND~~

~~FORM CC-321 (CLERICAL VOCATION RECORD FORM)~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY 2050/ELK

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SUGGESTION

That on Form CC-320 (Agent Vocation Record Form) and Form CC-321 (Clerical Vocation Record Form) the need to duplicate information previously submitted be eliminated.

This could be accomplished by changing instructions to require that changes only be noted on the forms and submitted to the Bureau. (Copies of Form CC-320 and Form CC-321 are attached)

PRESENT REGULATION

Manual of Rules and Regulations requires that all employees submit Vocation Record Forms every two years.

ADVANTAGES TO SUGGESTION

Suggester believes adoption of this idea would eliminate duplication, thereby saving money and employee time.

DISADVANTAGES TO SUGGESTION

None noted by suggesting employee.

RECOMMENDATION

SAC N. H. McCabe, Philadelphia, and Assistant Director J. P. Mohr, Administrative Division, both recommend that no change be made in the present rule requiring submission of the Vocation Record Forms every two years.

RECORDED-57

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13 SEP 17 1954

Tolson _____ EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Boardman _____

Nichols _____

Belmont _____

Harbo _____

Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen,

Parsons, McGuire, Holloman and Mason. The Conference unanimously

recommended no change and pointed out that the present system

Tamm _____

Sizoo _____

Winterrowd _____

Tele. Room _____

Holloman _____

Gandy _____

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Harbo

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Rosen

SEP 21 1954

works very well and that each form must be fully processed
whereas if the suggestion is adopted likelihood exists
that certain information would not be submitted at all or
might very well be missed.

V. ok per S.

Mr. Tolson

9/15/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/12 BY SP5CIB/JS

SUGGESTIONS #578-54 & #741-54
STOP NOTICE INDEX

In accordance with SAC Letter #54-36 (Q) dated 7/13/54, the Detroit Office submitted Suggestion #578-54. ASAC Earl E. Brown, Miami Office, submitted Suggestion #741-54.

SUGGESTIONS:

#578-54: That stop notice cards be checked on a quarterly basis.

#741-54: That the requirement that the stop notice index be reviewed once each month to remove obsolete cards and to discontinue unnecessary stops be amended to provide that this be done only in closed cases.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 8, Item 2, page 4, requires that the stop notice index be reviewed once each month to remove obsolete cards and to discontinue unnecessary stops.

ADVANTAGES:

Saving of Agent, Supervisory, and clerical time.

DISADVANTAGES:

None noted by suggesters.

OBSERVATIONS:

#578-54: The suggester points out that when a file is closed, stops are checked and removed if such action is called for; therefore, it would make no difference if the stop notice card remained in the box for a period of two or three months. If a stop is outstanding on a closed matter, it would be checked if no action arose relative to this stop notice and the fact that they were being checked monthly or quarterly would have no bearing on the matter.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED-57

INDEXED-57

EX-112

66-2554-11818

13 SEP 17 1954

SEP 21 1954

SEP 21 1954

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J

RDM

Memorandum to Mr. Tolson

SAC L. L. Laughlin, Washington Field Office, advises that Washington Field has been authorized to check stop notice cards in that office on a quarterly basis in view of the very large number handled. He states that since the stop card box constitutes primarily a tickler system to insure ultimate cancellation of stop notices, he recommends the suggestion be adopted.

#741-54: ASAC Brown states that it is rare when a monthly review results in removing a stop where the case is pending. A pending case, whether assigned or unassigned, is the responsibility of either an Agent or a Supervisor. Under the proposed amendment, the clerk assigned to this matter could first check the stop notice cards against the master assignment cards and in those instances where the case is pending it would be unnecessary to review the files. He believes considerable time would be saved in not having to locate pending files to make such a review. SAC E. J. Powers, Miami, recommends that the suggestion be adopted, stating that while there may be some cases where such a review might more promptly cancel outstanding stops, the period of time involved should not exceed one month.

SAC L. L. Laughlin, Washington Field Office, recommends that the stop notice index be checked on a quarterly basis, as noted above, since the index serves principally as a tickler to insure that stops ultimately are withdrawn. On a percentage basis the number of stops in pending files is insignificant and it would not appear profitable to segregate pending and closed cards and then check only those in the closed files section. He states that it may also be necessary to remove stops in pending files. For example, apprehension of a fugitive may require cancellation of stops and the case could remain pending indefinitely to follow up prosecution. Under the suggestion, the stops would perhaps remain until after the case is closed.

Inspectors B. C. Brown, J. H. Williams and J. E. Nugent, Training and Inspection Division, are opposed since it is necessary that stop notices be removed promptly after they have served their purpose (a) to keep the number of stops in any agency at a minimum, making them more effective and decreasing the possibility of friction with the agency because of over-burdening them with our requests, and (b) it is potentially embarrassing to the Bureau to have an agency advise one of our offices that they have located a subject wanted by us, only to learn then that we no longer are interested in the subject, although we have not removed the stop notice. In small offices the monthly review is not a burden and in larger offices more time is required but it is all the more necessary because the volume in some cooperating agencies becomes large. During the monthly review of files with Agents, Supervisors

Memorandum to Mr. Tolson

should question the necessity for any stops and removal of unnecessary stops at that time will keep the index fairly current; thus, it should be less of a problem to review the stops monthly.)

PREVIOUS CONSIDERATION:

A suggestion (#26-53) was submitted by SA Bertie L. Damron of the Richmond Office, on 1/13/53 that the stop notice index be reviewed on a quarterly or semiannual basis. By letter 1/21/53, Mr. Damron was advised that the Bureau feels the requirement that the stop notice index be checked monthly ^{should} be continued. While it is possible in some offices at certain periods it may appear a monthly review is too frequent, on a field-wide scale constant close supervision of this administrative device is necessary. The Bureau assumes a pressing obligation to remove stop notices promptly when no longer required as a matter of good business and courtesy to those persons who are assisting us in our work.

EXECUTIVES CONFERENCE CONSIDERATION: 9/15/54 RTH:gst

The Executives Conference of 9/14/54, Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Rosen, McGuire, Belmont, and Harbo being present, was unanimously opposed to the suggestions, feeling that our present procedures should be continued for the reasons indicated herein.

610 ✓ per S.

Mr. Tolson

9/16/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SPB/ET/BS

~~SUGGESTIONS #560-54, #688-54, #762-54
FORM FD-212 (MONTHLY AUTOMOTIVE INSPECTION REPORT)~~

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

SUGGESTION:

Suggestion #560-54, made by Denver Office, proposes this form be eliminated.

Suggestion #688-54, made by Newark Office, proposes this form be eliminated in those offices where cars are specifically assigned to agents.

Suggestion #762-54, made by Houston Office, proposes that these forms be submitted quarterly instead of monthly.

PRESENT PROCEDURE:

Manual of Rules and Regulations, Section 7C (2), page 5, states: "Condition. Automobiles must be maintained in good condition. Monthly inspections must be made. SAC or ASAC must spot check them. . . . Monthly Automotive Inspection. Form FD-212. This is a white 8 by 10 1/2 inch form made up so that various parts of automobiles which are inspected can be checked "OK" or "Needs Attention." Automotive maintenance employee is to initial the "Checked" column after items needing attention have been satisfactorily handled. Form FD-212 is filed in the individual automobile file." (Sample attached)

ADVANTAGES:

(1) Saving of Agent and clerical time. (2) With regard to submitting this form quarterly, it is felt with less frequent inspections, a more thorough inspection would be made. (3) Elimination of paper work. It is noted when a car is specifically assigned to an agent, it is his responsibility to keep the car in good condition at all times. Any delinquencies can be detected by proper supervision.

DISADVANTAGES:

None noted by suggesters.

Attachment
cc: Messrs. Sizoo & Harbo
atn

EX-112

RECORDED-57 66-2554-11819
INDEXED-57

SEP 17 1954

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

SEP 21 1954

FILE

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, recommends no change in the present procedure. He notes that utilization of this form in the first instance was in order that there would be some record to fix responsibility in not too great intervals in the event of trouble with the working of the automotive equipment of the Bureau, and if such a form is discontinued, the Special Agent in Charge would lose appropriate administrative devices whereby such responsibility could be fixed under such circumstances.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr 9/16/54

The Executive Conference of 9/14/54, Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Rosen, McGuire, Belmont, and Harbo being present, unanimously recommended that we continue our program of monthly inspections of automobiles and also the requirement that the monthly report form be executed and placed in the administrative file pertaining to the automobile involved.

JK
Parsons

Mr. Tolson

9/16/54

Executives Conference

SUGGESTION NO. 544-54
MADE BY SEATTLE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/92 BY 9501/S

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 the Bureau permit more latitude in the approval
of Agents to serve as relief supervisors; that older, experienced
Agents who can effectively operate on a desk be permitted to serve
as relief supervisors, although they may be lacking in some of the
personal attributes necessary to be considered for advancement beyond
the role of supervisor or despite the fact that such agents may have
no desire to serve in an administrative capacity.

PRESENT PROCEDURE:

At the present time only those agents who are considered
capable of advancing along administrative lines and who have in-
dicated an interest in such advancement are approved for relief
supervisory duties.

ADVANTAGES:

To have these experienced men operating in the absence
of the regular supervisor does not remove the opportunity for
newer employees with a potential for advancement from being trained
in supervisory duties under the desk guidance of a regular super-
visor, but it will result in the work flowing more rapidly, smoothly
and effectively through the office in the absence of a regular
supervisor.

DISADVANTAGE:

None noted by suggester.

RECORDED-14 64-2527-11820

INDEXED - 14 SEP 17

EX-112

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, states that
experience has shown that vacancies in full-time supervisory

67 SEP 20 1954

cc: Messrs. Sizoo & Harbo

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

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RM

Memorandum to Mr. Tolson

positions are frequently filled by promoting an agent who has been serving as relief supervisor. It is felt this policy is sound since the relief supervisor should be generally familiar with the duties and responsibilities of the desk and should be capable of taking over the desk on a full-time basis provided his services as a relief supervisor have been handled in a satisfactory manner for a period of time. It is not felt that agents should be approved as full-time supervisors if they are not interested in advancement or are not capable of advancement. By the same reasoning it is not felt such agents should be approved for relief supervisory positions since this position is definitely considered as a training ground for future full-time supervisors.

If this suggestion is adopted, it is believed that the "gate would be opened" and there would be a tendency to place such agents in relief supervisory positions with the result that a shortage of qualified personnel to move into full-time supervisory positions in the future would occur.

There is no reason why the SAC cannot utilize the services of any experienced agent in a relief supervisory capacity on an emergency basis but under present requirements only approved relief supervisors are to be utilized for relief supervisory duties if they are available.

Mr. E. D. Mason and Inspectors J. E. Hugent, C. W. Stein and J. H. Williams, Training and Inspection Division, are opposed to the suggestion, since our training field is limited and it should be utilized by those who have the ambition and merit to advance.

RECOMMENDATIONS:

Mr. Mohr recommends that no change be made in the present policy.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 9/16/54

The Executives Conference of 9/14/54, Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Rosen, McGuire, Belmont, and Harbo being present, was unanimously opposed to this suggestion for the reasons indicated herein.

[Handwritten signature]

MR. TOLSON

9/16/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/82 BY SP/301/B

SUGGESTION #779-54

MADE BY SA [redacted]

CLEVELAND OFFICE

SECURITY CASE FILES - PROPOSED

MAINTENANCE OF FILE LOG AS TOP SERIAL

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SUGGESTION:

A file log be maintained as the top serial of the current section of Security case files having more than one file section.

Preparation of file log not be mandatory, but be permissible; that the log be prepared in longhand, on an approved form, by the Agent at the discretion of the SAC or Supervisor, and thereafter be maintained by the Agent to whom the case is assigned.
(Sample file log attached)

ADVANTAGES TO SUGGESTION:

The suggesting employee states this would effect a reduction in time necessary to conduct a thorough file review, particularly when the file consists of more than one section. Would offer assurance that necessary investigative and administrative steps have not been overlooked. Would also assure Bureau instructions with respect to the submission of reports have been complied with. Would assist in locating pertinent serials and information in the file.

The suggester points out the sample file log was prepared for Cleveland file 100-10879, which contains 105 serials over a ten-year period. The sample file log contains 23 entries, listing pertinent serials in the file and presenting an over-all picture of the subject's status.

Mr. A. W. Pejeau, Field Supervisor, Cleveland Office, states the suggestion appears to have merit and recommends it be adopted.

EX-112

RECORDED-14
INDEXED-14

66-2554-11822
PERS. FILE

DISADVANTAGES TO SUGGESTION

Mr. A. H. Belmont, Domestic Intelligence Division, states the Manual of Rules and Regulations, Section 3, page 27, specifically requires that "the Agent to whom a case is assigned in the office of origin is personally responsible for supervising the handling of cases by others in his office and the entire investigation in all other offices." Mr. Belmont feels that to properly supervise a case the Agent must be conversant with all aspects of the case and

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

Attachments
cc-Messrs. Sizoo and Harbo

dmg

dm

Memorandum to Mr. Tolson

adoption of any procedure in an attempt to "short-cut" such responsibility appears to be wholly undesirable.

In reducing a voluminous file to selected log entries, a question of what serials are pertinent must be considered. Mr. Belmont states Security cases, to which this suggestion relates, are closed and re-opened in the field, resulting in assignment of a particular case to several Agents over an extended period of time. Obviously, there would be differences of opinion as to items selected for inclusion on the log and undue reliance might well be placed upon the purported history of the case, as reflected in the entries. From a mechanical standpoint, the suggestion appears objectionable in that clerical employees would be required to remove and replace the file log, which would be the top serial, in the process of filing subsequent material.

While Bureau authority has been granted for the field to maintain file logs in case files of Criminal and Security Informants the reasons therefor do not extend to other types of cases, Mr. Belmont advised. In many instances informant files contain both investigative and administrative material and top serials are useful to indicate the particular serials within the files, particularly those pertaining to authority for payment and related matters. No such considerations are present in this suggestion, which encompasses all Security case files which are primarily investigative.

Perusal of the proposed file log revealed several items which Mr. Belmont believes to have limited pertinence. For example, the mere listing and identification of previous Forms FD-122 (Recommendation that Security Index Card Be Prepared) and Form FD-154 (Verification of Information on Security Index Card) serves no purpose since they relate directly to changes in content on Security Index cards. This data is subject to constant change and recording serial numbers of these forms appears to be a waste of time as long as the Security Index cards are in an up-to-date status. Appears to be no purpose in noting subject's photograph is contained in the 1-A serial, inasmuch as that is the logical repository for both the material and any search for a photograph would be directed to that serial in the first instance.

SAC Laughlin, Washington Field Office, agrees with the comments of Mr. Belmont and states, in an involved or drawn-out case comprising numerous sections, such a log would become unwieldy and time spent in preparing it would more than offset any time saved. Mr. Laughlin states in reviewing files it is desirable to look over certain memoranda, as well as adjacent serials, to get the pattern or sequence of developments.

Memorandum to Mr. Tolson

ALTERNATE SUGGESTION BY WASHINGTON FIELD OFFICE

SAC Laughlin, Washington Field Office, believes a modification of the suggestion might be of some benefit, if permitted on a voluntary and not a mandatory basis.

Mr. Laughlin proposes use of a form somewhat similar to that used in Confidential Informant files to pinpoint that certain required actions have been taken, such as advising the individual he is not an employee of the FBI, and so forth. Attached are copies of Form FD-237 (Criminal Informant Review Sheet) and Form FD-238 (Security Informant Review Sheet), to which SAC Laughlin makes reference.

EXECUTIVES CONFERENCE CONSIDERATION RTH:gst 9/16/54

The Executives Conference of 9/14/54, Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Rosen, McGuire, Belmont and Harbo being present, recommended unanimously unfavorable.

OK Parsons



Mr. Tolson

9/16/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/72 BY SP5 CFB

SUGGESTION #732-54
MADE BY ADMINISTRATIVE DIVISION
OUTGOING BUREAU MAIL

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

SUGGESTION I.

It is felt that in a very large percentage of cases where mail is sent from the Seat of Government to a field office that such outgoing mail could bear a notation to the effect that the reply should be directed to a particular section in the Bureau.

ADVANTAGES OF SUGGESTION

The suggester states that if directions were given that replies should be directed to a particular section within a Seat of Government Division this would greatly simplify the handling of mail in the Routing Section of the Records and Communications Division. The suggester pointed out that in outside government agencies and private organizations it is a fairly common practice to place such a notation on mail sent to the Bureau.

Mr. Nichols, Records & Communications Division, advised that this suggestion would work out all right in the routing of mail.

DISADVANTAGES OF SUGGESTION

None noted by suggester.

RECOMMENDATIONS

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

Mr. H. L. Edwards, Personnel Officer, Administrative Division, recommends that favorable consideration be given to this suggestion.

cc: Mr. Sizoo
Mr. [unclear]

RECORDED-14 66-2557-11821
INDEXED - 14 15 SEP 27 1954
EX-112
RHW

6 new
new

SUGGESTION II.

If above suggestion is adopted, it is suggested that rubber stamps be prepared bearing the name of each section and the division in which it is located so that it could simply be stamped on the outgoing letter to save typing time. Such a stamp might bear the statement for example, "Direct reply attention Personnel Section, Administrative Division." A sufficient number of stamps should be issued to each section so that there would be no difficulty in their availability. This, of course, would only apply to that mail where it is obvious that the reply will be handled in a certain section.

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 unanimously recommended no change in the current procedures. It was pointed out by the Conference that there is no question whatsoever as to where certain types of documents should be routed when received at the Seat of Government because of the very specific nature of the topic covered, such as Interstate Transportation of Stolen Motor Vehicles, Espionage, FBI National Academy, but the Seat of Government Supervisors' Manual, page 6, already requires that outgoing correspondence bearing a nonspecific characterization should reflect parenthetically following the character how the reply should be captioned, such as Attention: Crime Records. In view of the existing manual provision, the Conference felt no additional instruction is necessary.

OK
✓ per S

Mr. Tolson

9/15/54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 8/4/92 BY 3511/JS

SUGGESTION NO. 721-54
MADE BY WASHINGTON FIELD OFFICE

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 ~~no reports be submitted in Unknown Subject, Inter-~~
~~state Transportation of Stolen Motor Vehicle cases, but the~~
~~statistical data developed, such as recoveries effected, value,~~
~~etc., be submitted to the Bureau in a separate page added to the~~
~~monthly administrative report.~~

PRESENT PRACTICE:

A closing report must be submitted by the office of origin
in every case concerning Interstate Transportation of Stolen Motor
Vehicle.

ADVANTAGES:

Savings of Agents' dictation and stenographers' time. *as*

DISADVANTAGES:

None noted by suggester.

RECORDED-20
INDEXED-20

66-254-11823

RECOMMENDATIONS:

EX - 107

13 SEP 17 1954

Mr. A. Rosen, Investigative Division, recommends against
adoption of this suggestion, stating without submission of reports
in Interstate Transportation of Stolen Motor Vehicle matters to the
Bureau, it would not be possible for the Bureau to exercise adminis-
trative control over such investigations.

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

PREVIOUS CONSIDERATION:

By letter dated 11/14/52 from Washington Field office
captioned "Report Writing" (Bufile 66-2435-1279) the suggestion

cc: Messrs. Sizoo, Harbo
atn: *SEP 20 1954*

J
ADW

Memorandum to Mr. Tolson

was made with reference to cases involving Interstate Transportation of Stolen Motor Vehicles, Theft From Interstate Shipment and Theft of Government Property, where the subject is carried as unknown throughout the entire investigation, that no reports be submitted to the Bureau and all requests for investigation and all results of investigation be forwarded between field offices in memorandum or report form, whichever is most practical, with no copies designated for the Bureau. It was proposed that statistical data regarding unknown subject cases can be set out on a separate page of the Administrative Report headed "Statistical Accomplishments" on which will be listed any recoveries effected or cases closed during the month.

Memorandum from The Executives Conference to Mr. Tolson 12/11/52 recommended unfavorably as to the suggestion, in view of opposition of the Investigative Division.

Executives Conference memorandum to Mr. Tolson dated 1/27/53 reflects that a similar suggestion was submitted by Supervisor H. L. Gillespie of New York. This suggestion was that in ITSMV cases the Bureau again follow procedure set forth in Bureau Bulletin #70 dated 11/18/47, which provided that in this type of case the regular reports would not be submitted to the Bureau except summary reports; closing reports in automobile ring cases of widespread local or national interest; cases involving technical installations; cases where reports specifically requested by the Bureau; and cases where the SAC believes the matter is of sufficient importance to furnish a report to the Bureau. Statistical data would be furnished in tabulated form with the monthly administrative report.

The Executives Conference recommended this suggestion unfavorably, since it was believed it would be impossible to give proper supervision and control to such cases at the Seat of Government, and it would prevent information from being recorded and indexed in Bureau files where frequent name checks are made.

EXECUTIVES CONFERENCE CONSIDERATION: 9/15/54 EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures.

Mr. Tolson

9/14/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY p5c/f/s

SEMIANNUAL SUPERVISORS' CONFERENCE

A recommendation is being made that the Semiannual Supervisors' Conference be held on Wednesday, October 27 and Thursday, October 28, 1954, at 3:30 p.m. in the #1 Classroom, Room 5231 - Justice Building. The #1 Classroom will be available on those two dates since one half of the National Academy class will be in the gymnasium from 3 to 4 p.m. and the other half from 4 to 5 p.m. and the half of the class not in the gymnasium will meet in the #2 Classroom, Room 5242.

The Director has indicated that five subjects should be discussed at the next conference, therefore, a program is being suggested which calls for the discussion of these five subjects for the conference. The program is as follows:

<u>Time</u>	<u>Subject</u>	<u>Speaker</u>
3:30 - 3:35	Attendance Record and Opening Remarks	Mr. Harbo
3:35 - 3:55	Personnel - Conduct - Discipline	Mr. Harbo
3:55 - 4:15	Confidential Nature of Bureau Work	Mr. Nichols
4:15 - 4:45	Covering Leads vs Conducting Investigations	Mr. Boardman
4:45 - 5:00	Attitudes - Field Office Administration	Mr. Mohr
5:00 - 5:05	Fair Employment Practices Matters	Mr. H. L. Edwards

The conference will be held in two sessions with half of the supervisors attending October 27 and the other half attending October 28.

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

cc: Mr. Sizoo
Mr. Harbo
Mr. Boardman
Mr. Nichols
Mr. Mohr
Mr. H. L. Edwards

GCG:ATP
Attachments

RECORDED
INDEXED-88

66-2554-11824
11/10/54

SEP 17 1954

SEP 20 1954

EXECUTIVES CONFERENCE CONSIDERATION: EDM: new ^(new)

9/15/54

Present at the Executives Conference of 9/15/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Boardman, Rosen, McGuire, Holloman and Mason.

The Conference unanimously recommended that the Semiannual Seat of Government Supervisors' Conference be held on October 27 and 28 and that the schedule shown on page 1 be followed.

If you agree, there are appropriate instructions to Bureau officials attached.

V. per S.
OK
A

OFFICE MEMORANDUM

TO : Mr. Tolson
FROM : Executives Conference

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 EFB

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:

~~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.

cc: Messrs. Sizoo & Harbo
atn

RECORDED - 3
INDEXED - 3
EX. - 107

66-2554-11825
SEP 17 1954
INITIALS ON ORIGINAL

58 SEP 23 1954

ORIGINAL FILED IN 66-12340-54

Memorandum to Mr. Tolson

Mr. L. L. 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. L. Laughlin, Washington Field Office, recommends that if any changes are 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

9/17/54

Executives Conference

SUGGESTION #408-54
MADE BY BOSTON OFFICE
INFORMATIVE DATA - NOT TO BE FILED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 EIC/B

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

Eliminate "Informative Data - Not to be Filed" communications to the Bureau.

PRESSENT PROCEDURE

In certain classifications, such as 73 (APPLICATION FOR PARDON), 35 (CONSCIENTIOUS OBJECTOR) and 25 (RE-EMPLOYMENT), the Bureau requires that an "Informative Data - Not to be Filed" communication be forwarded to advise of the receipt of the case.

ADVANTAGES OF SUGGESTION

The suggester states the elimination of this practice would save stenographic time plus the clerical time necessary for indexing and filing.

DISADVANTAGES OF SUGGESTION

Mr. Rosen, Investigative Division, advised the Informative Data memoranda are needed by the Investigative Division for the following reasons:

1. They provide immediate notification of receipt of such cases and are needed to give adequate supervision and secure compliance with deadlines.

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

Mr. Sizoo
Mr. Harbo

The information is needed to secure answers for inquiries from Department and other outside sources.

RECORDED-57

INDEXED-57

EX-110 66-2204-11826
RUM

13 SEP 17 1954


71 SEP 21 1954

3. The Informative Data memorandum is very short and economical. To list the needed information on the Administrative Report would cause additional work in the preparation of such report and be of little value in most instance to the Bureau because of the delay in the receipt of this information.

EXECUTIVES CONFERENCE CONSIDERATION

EDH:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Famm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures.



The Director

9/9/54

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 CFS

Bureau War Plans Auxiliary, Same For S.O.C.
QUANTICO AS RELOCATION CENTER

On September 8 the Conference, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Holloman, McGuire, Belmont, Rosen and Harbo, considered the feasibility of changing our emergency headquarters from Shepherdstown to Quantico. The Conference was advised that at the FBI Academy at Quantico there were 32,000 square feet of useable space whereas at Shepherdstown there are approximately 100,000 square feet. At Quantico using only the third floor for sleeping quarters (remainder to be used for office space) 206 could be accommodated using double-deck beds, making 16 per room as compared with the present eight beds per room; at Shepherdstown sleeping quarters for approximately 400 are available. Dining facilities at Quantico are adequate for 175 persons, at Shepherdstown 150 persons. Office space at Quantico can be provided for 205; this is based on using the first and second floors as well as the gymnasium and gun cleaning room in the basement. At Shepherdstown office space exceeds 400.

Proposed office should be checked again. It looks like the cost of our present telephone and teletype facilities at Shepherdstown is \$5,454 per year. This consists of a 2-position switchboard with two outgoing lines now connected to the Shepherdstown exchange and provides for eight additional lines when needed. The board can handle 60 internal calls. It is proposed to move this switchboard to Quantico. The cost per year for maintaining telephone and teletype facilities as set out hereinafter at Quantico would be \$10,928. At Quantico there would be two outside lines providing service to Richmond. From Richmond we would have to rely on the telephone company to connect us with whatever part of the country we desired to communicate. With reference to the possibility of adding additional lines from Quantico to Richmond after an emergency has occurred depends on the capacity of the telephone company at that time. Telephone officials have indicated they will do everything possible to meet our needs. To furnish stand-by telephone facilities at Quantico comparable to those we now have at Shepherdstown would cost \$49,334 per year

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

cc: Mr. Sizoo
Mr. Harbo

RTH:gsr

EX - 107 66-2554-11827

RECORDED - 14
INDEXED - 14
13 SEP 15 1954

30 SEP 22 1954

2-9

which the Conference felt was excessive.

In addition to the foregoing the \$10,928 annual cost for communications facilities at Quantico would provide a direct line from Quantico to Richmond with stand-by connection to Baltimore which would enable connections with our east coast direct line without going through the Washington target area. It also provides a direct line between Quantico and Washington, D. C., which we can obtain the benefit of currently and also have it available for communications in the event it was found that Washington headquarters was operable after a move had been made to the evacuation headquarters.

With reference to teletype facilities at Quantico the plan provides for two full time lines to Richmond, Va. and we would depend upon the telephone company to make connections from there to any of the field offices with which we would desire to communicate. Also it provides one direct teletype line between Quantico and Washington, D. C. The present teletype facilities at Shepherdstown consist of three teletype circuits.

With reference to radio telegraph facilities, at Shepherdstown we presently have one 450 watt transmitter set up in operating condition which would provide a minimum of immediate radio facilities on the outbreak of an emergency. In addition a substantial amount of radio transmitting equipment is stored in the Shepherdstown area so that immediately after the evacuation headquarters is activated the radio personnel of the Laboratory could begin installation of this equipment in order to substantially increase the capacity of radio network. It is proposed that these phases of the plan would simply be transferred to Quantico with the 450 watt transmitter put in operating condition and the remaining equipment placed in storage on a stand-by basis. The Laboratory looked into the possibility of moving our present Clinton and Waldorf radio stations to Quantico. However, it was found that this would involve a total cost of \$273,000 of which \$180,000 would be for clearing 300 acres of land which representatives of the Marine Corps have informally indicated could be made available and \$44,000 would be for the erection of two buildings to house the equipment. The Conference recommends that no further consideration be given to this proposal at this time. It is noted that the Laboratory is negotiating with the National Bureau of Standards working toward the acquisition of a radio site at Sterling, Va. which is considered to be one of the best sites in this area.

At Shepherdstown we have erected a micro-wave station

When is this going to be resolved? H.

which is in operating condition to communicate with the emergency headquarters of other sensitive agencies. At Shepherdstown our only recurring cost at present is a land rental of \$700 per year. It will cost from \$10,000 to \$20,000 to transfer this micro-wave station to Quantico depending upon problems involved in connecting with the Warrenton relay station of CIA. There would be no other costs connected with this move.

Possible advantages of the Shepherdstown location, other than those previously mentioned herein are:

1. In the event of evacuation, Shepherdstown can be reached without using Potomac River bridges.

2. Greater possibilities for expansion of the work force and activities than those available at Quantico using existing buildings.

3. No known reason for enemy attack whereas Quantico is an internationally famous Marine post.

4. Shepherdstown is approximately 20 air miles farther from the Washington target area than Quantico. This could conceivably be of importance if bombs are made larger and more powerful than those presently available.

On the other hand advantages of using the Quantico site other than those previously mentioned are:


1. Upon evacuation, Quantico can be reached by water as well as by highways which may become impassable.

2. The big advantage of using a building presently under our full control is that any installation of equipment, storage of supplies, storage of vital confidential records essential for carrying on the war functions of the Bureau can be made now whereas this could not be done at Shepherdstown.

The Conference unanimously recommends that the Bureau's emergency relocation center be transferred from Shepherdstown to Quantico, feeling that the advantages of using Quantico far outweigh any possible disadvantages. Mr. Belmont, while agreeing with the majority recommendation, desired to point out that he

felt the telephone and teletype facilities to be provided at Quantico under the proposed plan would be inadequate in time of emergency. He feels that, on a continuing basis, the Records and Communications Division should maintain contact with the telephone company officials with a view to the possibility of providing increased telephone facilities at a more reasonable figure than presently quoted.

Respectfully,
For the Conference


Clyde Tolson

- Jagoe*
✓
1. Jagoe & also with Belmont.
 2. Just where has this project been repressing & why the delay?
H.

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

SUGGESTION #748-54
MADE BY SAC J. E. MILNES
ST. LOUIS OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY SP5 EJP

SUGGESTION

That the Bureau consider ~~discontinuance~~ of the present practice of having all Special Agents in Charge report back to the Bureau for a ~~Two-Day~~ Conference the year they do not attend In-Service Training.

In lieu of the present procedure, it is suggested that, on an annual basis, one-half of the Special Agents in Charge at a time report to the Seat of Government for a one-day conference.

ADVANTAGES TO SUGGESTION

Under the suggestion it is proposed that this conference be addressed by the Assistant Director or Number One Man of each of the Seat of Government Divisions and that the lectures be of a forum-type, during which time questions could be posed and problems discussed. It is also proposed that the Director address this conference personally concerning problems which have confronted the Bureau on an over-all basis. It is felt that the Director was most helpful, very thorough and most impressive in his discussion of Kidnaping cases at a conference held on July 1, 1954, and that he was able to get across to the Special Agents in Charge his feelings on various problems which have come up throughout the field, in a way which appeared would have been impossible to have done otherwise. *et*

RECORDED - 50 66-2554-1182-68

The suggester states this procedure would effect savings in Per Diem, considerable time of Assistant Directors at the Seat of Government, and would afford Special Agents in Charge an opportunity to discuss with Assistant Directors and Number One Men problems common throughout the field. *SEP 20 1954*

INDEXED-50

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

In the event the Director desired to see a particular Special Agent in Charge regarding problems peculiar to his office, or in the event the Special Agent in Charge had a problem which was not applicable to over-all field operations then it could be arranged for this Special Agent in Charge to stay over another day.

The conference could be called on successive weeks or at different times throughout the year; Special Agents in Charge

SEP 21 1954
cc Messrs. Sizoo and Harbo
dmg

RTM

Memorandum to Mr. Tolson

could be called from all parts of the country rather than from localized areas.

Mr. J. P. Mohr, Administrative Division, states this suggestion has merit, if it wouldn't impose too much of a burden on the Director.

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 unanimously recommended no change. In its consideration of this matter the Conference felt that while the proposal might save the time of certain Bureau officials certain benefits would be lost in that it is preferable to give SACs individual treatment and the opportunity to confer individually with Bureau officials. The Conference felt that the current practice of the Director meeting SACs individually to discuss with them aspects of operations of their office is the most valuable part of the 2-day conferences held at the Seat of Government for SACs.

✓

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/90 BY SP5 CE/BS

SUGGESTIONS #471-54, 472-54 and 473-54
SPEAKING ENGAGEMENTS

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

That the number of speeches given by Bureau representatives be curtailed. (Submitted by Buffalo, Honolulu and Indianapolis Offices)

That the Bureau prepare a film once every six months or once a year suitable for television stations.

That the Bureau prepare a short film on an annual basis suitable for display before unimportant groups requesting Bureau speakers.

That SACs be authorized to decline requests for speeches by Bureau representatives where, in their discretion, it is felt the group would not be in a position to materially assist the Bureau in its work.

That field divisions concentrate only upon the most important groups to FBI work, such as law enforcement organizations and service clubs consisting of business and professional men. (Submitted by Indianapolis Office)

PRESENT POLICY

SAC Letter #54, 6/30/54. (I), sets out Bureau policy with regard to speaking engagements and instructs that the SAC and ASAC personally handle as many of the speaking engagements as possible. The last paragraph of this SAC Letter states "Strict adherence to this policy will, of course, mean that fewer public appearances will be made by Bureau personnel; however, it is felt in view of

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

RECORDED-38

INDEXED-38

66-2534-11829

EX-110 13 SEP 20 1954

60 SEP 21 1954

J RKW

Memorandum to Mr. Tolson

of the tremendous pressures upon the Bureau, we would be thoroughly justified in declining invitations unless a real value would insure to the Bureau."

ADVANTAGES TO SUGGESTIONS

The following advantages were cited relative to curtailment of Bureau speaking engagements by the suggesters: Public speaking commitments are a heavy drain on the time of SAC, ASAC and agents approved as Bureau speakers. Time spent in making appearances before small groups could be more effectively used toward investigative effort. Travel costs in connection with Bureau speaking engagements would be reduced. There is tendency for field divisions to compete with one another in giving greater number of speeches for fear of being criticized for an inadequate number, resulting often in field offices making speakers available to well-meaning, but worthless groups, who request speakers because (1) our speakers are free; (2) they usually are available, and (3) the group desires to be entertained and not necessarily hear any "message."

With regard to the suggestion that the Bureau prepare films for display, the suggester states good films on various phases of our work, suitable for distribution to local television stations, would reach a much greater audience than by speeches and, at the same time, greatly reduce the number of personal appearances draining heavily on manpower.

DISADVANTAGES TO SUGGESTIONS

Mr. Nichols, Records and Communications Division, states the suggestions relative to curtailment in the number of Bureau speaking engagements represent little change, if any, from present Bureau policy, as set out in SAC Letter #54, 6/30/54 (I) calling for elimination of apparently unimportant speeches, concentration on those most important and authorizing the SAC to decline speaking engagements. It is believed the personal approach is far superior to television, booklets or any other form of mass education. One obvious advantage to personal appearance is this enables FBI Agents to become acquainted in cities and towns everywhere with the types of people on whom the Bureau can rely for information and assistance. Films would cost too much and the cost would be too noticeable in this period when the Executive Department of the Federal Government is making every effort to reduce out of pocket costs. In addition, there would inevitably be some dissatisfaction and displeasure with the Bureau when Group A learns the Bureau turned down their request for a speaker but accepted an invitation from Group B. Those turned down are not apt to agree with the implication that their group is unimportant.

Mr. Nichols is opposed to the suggestions and states we have got to keep up our work and let the public know what we do.

Memorandum to Mr. Tolson

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 agreed with Mr. Nichols that our present policies should be continued.

OK
V. Pa S.

Mr. Tolson

9/15/54

Executives Conference

SUGGESTION NO. 674-54
MADE BY NEWARK OFFICE

~~BUREAU CLEARANCE FOR CLERICAL
TRIAL ASSIGNMENTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5EJ/BS

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 Bureau clearance not be required before a field
office places a clerk in a trial assignment in a promotional
vacancy lower than GS-4.

PRESENT PROCEDURE:

SAC Letter 54-30 dated 6/15/54 states that Bureau
clearance must be secured by the field when a candidate is placed
in a vacant position in Grade GS-3 and above. This policy at the
Seat of Government applies to those in GS-4 and above.

ADVANTAGES:

(1) Would cut down correspondence; (2) Do away with
duplication in that the Bureau must at present approve the trial
assignment and sixty days later the employee's promotion, if
recommended; (3) eliminate delay in filling GS-3 vacancies
pending receipt of Bureau clearance; (4) achieve uniformity
between Seat of Government and the field.

DISADVANTAGES:

None noted by suggester

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, states that
when a clerical vacancy arises the Special Agent in Charge (or
Assistant Director) submits a recommendation to the Bureau as to
the identity of the employee to be given a trial in it, looking
toward promotion if his probationary assignment is completed
satisfactorily. Bureau checks to assure itself that the most

EX-110
INDEXED-41
RECORDED-41
66-2554-118300

13 SEP 20 1954

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

Attachments
cc: Messrs. Sizoo & Harbo
atn

60 SEP 21 1954

Handwritten initials/signature

Memorandum to Mr. Tolson

outstanding employee has in fact been selected and also that justification has been submitted for passing over any senior employee. This policy was adopted some years ago and was fully described in SAC Letter 12112/20/51 and restated in SAC Letter 54-30 dated 6/15/54. (Copies attached)

Mr. Mohr states prior Bureau clearance is a cornerstone of the present promotional policy affecting clerical employees, which is aimed to insure that the most outstanding employees are the ones who receive promotions and that any more senior employees who are passed over receive due consideration. There is, of course, correspondence between the Seat of Government and the field. There is no true duplication between the Bureau's reviewing the case so that it can give or withhold clearance, and in case of clearance, reviewing the case again on the SAC's recommendation for the employee's promotion. Consideration given the case in the process of approving the trial assignment can extend only to factors then existing and the consideration afforded the case after the promotion recommendation is received considers any changes which may have occurred in the situation in the interim, such as any disciplinary action taken against the employee involved. It is not believed the present policy entails any undue delay in filling clerical vacancies in the field. No particular reason is seen why uniformity as between the Seat of Government and field policy is necessary, or wherein lack of uniformity is prejudicial to the Bureau's interest.

Mr. Mohr recommends that the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:new

Present at the Executives Conference of 9/15/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, McGuire, Holloman, & Mason. The Conference unanimously recommended no change.

OK / [Signature]

MR. TOLSON

9/16/54

EXECUTIVES CONFERENCE

SUGGESTION #713-54

MADE BY SPRINGFIELD OFFICE DATE 8/4/54 BY SP5 CC/BS
NEW FORMS FURNISHED TO FIELD OFFICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

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 a new form is approved for use by the Bureau three copies be furnished to each field office by SAC Letter, instead of one copy, as at present.

ADVANTAGES TO SUGGESTION

Having three copies of a new Bureau form would enable the field office to immediately place one copy in the FBI Form Book, the second copy could be attached to that particular section of the SAC Letter approving use of the form and thereafter could be filed with that communication. The third copy of the form could be routed to the Chief Clerk, Supply Clerk, or other employee responsible for reproduction of the form in the field office. The suggester feels this would eliminate delay and allow a more complete record of the form as authorization in each field office.

Inspector E. D. Mason, Training and Inspection Division, favors adoption of the suggestion inasmuch as it would facilitate handling in the field. He states the additional cost of printing the forms would be negligible since the greatest part of expense in printing a form is in the preparation of the negative, the plate, inking the machine and preparing it for printing.

DISADVANTAGES TO SUGGESTION

Some additional cost would be involved in printing the forms to be sent out as attachments to SAC Letters. At present 55 attachments for SAC Letters are prepared when the field is being advised of the approval of a new form; under the suggestion approximately 156 attachments would have to be prepared. However, it is felt that the time required to run off the additional forms would be negligible.

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

cc-Messrs. Sizoo
Harbo
Gandy
GMS/21 1954

RECORDED-29
INDEXED-29

EX-110

66-227-11831
2 RHM
20 1954

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION EDM:new

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended adoption of this suggestion and if you agree the Training and Inspection Division and Administrative Division will send three copies of each new form to the field in the future.

OK
✓ 9-17

Mr. Tolson

9/16/54

The Executives Conference

CORRESPONDENCE CONFERENCES
AT SEAT OF GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/92 BY SP5C/PJ

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason.

It was pointed out to the Conference that since March 1953 there has been a conference each two months for Section Chiefs, Bureau Supervisors who preside over correspondence functions and ranking clerical supervisors in order to acquaint them with correspondence delinquencies discovered during the past two months by the Director's Office, Mr. Tolson's Office, and the Reading Room.

These conference have been in addition to individual notification by the Reading Room as to errors or weaknesses found in correspondence and the conferences were commenced because of widespread errors in correspondence found at the Seat of Government.

Each conference has lasted for 1 hour or slightly more and has been devoted to a recapitulation of errors and weaknesses along with suggestions as to how correspondence could be improved. Some sentiment has been expressed that these conferences have now served their need and are no longer necessary.

The Executives Conference of September 16, 1954, felt that correspondence conferences should be discontinued at this time to be reinstated at any future date in the event a need should arise for such conference. If you approve, no further action is necessary.

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

cc: Mr. Sizoo
Mr. Harbo

EX-110

RECORDED - 50

INDEXED-50

66-2564-11832

13 SEP 20 1954

67 SEP 20 1954

OK

est

RH

Mr. Tolson

9/16/54

Executives Conference

b6
b7c

SUGGESTION NO. 79C-54
MADE BY [REDACTED]
INVESTIGATIVE DIVISION
PREPARATION OF ABSTRACTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/4/92 BY SP3 CFB

THE SUGGESTION:

That abstracts accompanying memoranda not be typed by clerks and stenographers, but that they be prepared by the Records Section.

PRESENT PRACTICE:

When preparing a memorandum the stenographer or typist fills out an abstract slip which contains a brief summary of the information appearing therein. Instructions concerning the preparation of abstracts appear on pages 18, 18a and 19 of the Stenographers' Manual.

OBJECTIONS:

The suggesting employee states that a great majority of the abstracts prepared by stenographers are thrown out when they reach the Records Section, resulting in a useless waste of material and money. The Records Section types these abstracts in a way so that only information pertinent to the quick selection of these abstracts from file is typed thereon.

Mr. A. Rosen, Investigative Division, and Mr. L. B. Nichols, Records and Communications Division, feel that the suggestion should not be adopted. It is pointed out that the sharing of this responsibility by all divisions helps to expedite mail processing. Stenographers who type the original memoranda are better prepared to submit a brief and concise picture in abstract form after transcribing their notes, whereas Records Section typists would be materially slowed down if they were required to take over this job in addition to preparing abstracts for outside source mail. Mr. Nichols notes that the majority of abstracts prepared by stenographers are not "thrown out", and in fact, very few are destroyed or retyped.

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

INDEXED 92 RECORDED 82
EXECUTIVES CONFERENCE CONFIDENTIAL

66-7554-11833
EDM:meu SEP 20 1954

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. Conference unanimously recommended no change in current procedures.

60 SEP 21 1954
Mr. Sizoo
Mr. Harbo
ata

MR. TOLSON

9/16/54

EXECUTIVES CONFERENCE

SUGGESTION #780-54

MADE BY [REDACTED]

NEWARK OFFICE
MAINTENANCE OF BULKY EXHIBIT
GREEN SHEETS (FORM FD-192)

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP3 EFB

SUGGESTION

That Form FD-192 (Bulky Exhibits - Inventory of Property Acquired As Evidence), also known as green sheet, be placed inside the bulky exhibit red rope folder as the first item, without first placing it in a manila envelope. (Copy of Form FD-192 attached)

PRESENT PROCEDURE

Formerly certain field offices with regard to documentary bulky exhibits followed the procedure of putting a green sheet (Form FD-192) in a cellophane envelope fastened to the outside of a red rope folder.

As the result of a 60-day trial in the New York Office, SAC Letter #54-37, 7/20/54, advised the field that, in so far as is practical in the handling of documentary bulky exhibits, manila envelopes should be used in place of cellophane envelopes to enclose the green sheet, and this manila envelope should be retained as the first item inside the bulky exhibit red rope folder. The outside of the red rope bulky exhibit folder reflects the file and exhibit numbers; for example, 100-3689, 1A121-139.

ADVANTAGES TO SUGGESTION

The suggester states under the proposed system time would be saved by not having to open manila envelopes, as well as folders, and the green sheet (Form FD-192) could easily be identified and cannot be mistaken as part of the exhibit.

SAC Hostetter, Newark, recommends adoption of this idea.

DISADVANTAGES TO SUGGESTION

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

Inspector B. C. Brown, Training and Inspection Division, states in handling exhibits used only for evidence and opened infrequently, the suggestion would work; however, in connection with exhibits, such as Communist publications, which are opened frequently as reference material, it would be necessary to replace the green sheet periodically because of the wear and tear.

Attachment

Sizoo and Harbo

RECORDED-29
INDEXED-29

66-2554-11834
13 SEP 20 1954

SEP 22 1954

Handwritten initials

Memorandum to Mr. Tolson

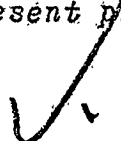
For the sake of uniformity, Inspector Brown is opposed to the suggestion.

SAC, Washington Field Office states, if the green sheet is to be maintained inside the bulky exhibit folder, it needs the protection at least of a manila envelope. It is most desirable that the contents of the bulky exhibit folder be listed on the outside of the folder eliminating the necessity for opening the folder and sorting through the material contained therein.

Mr. Laughlin, Washington Field Office, recommends continuance of the manila envelope to enclose green sheets and states this manila envelope could be fastened to the outside of the folder, either by stapling or use of scotch tape. He further states that all bulky exhibits cannot be retained in a red rope folder and states if the container is a box or some similar item, it would still be possible to affix the manila envelope to the outside, obviating the necessity of opening the containers to find out what is enclosed.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference recommended unanimously that no change be made in present procedures.



MR. TOLSON

9/16/54

EXECUTIVES CONFERENCE

SUGGESTION #787-54

MADE BY SA [REDACTED]

NEWARK OFFICE

REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/98 BY SP3 EFB

b6
b7c

SUGGESTION

- (1) That a standardized procedure be used by Special Agents in preparing informant pages of Security reports.
- (2) Bureau consider adoption of system used in Newark Office during recent summary report writing program which was found to be efficient and expedient. This system is as follows:

Blank 5" x 8" scratch pad used. This pad is perforated along one eight-inch side (1 1/2 inches from the side of the paper). Larger portion of the perforated pad is used to record notes by Agents reviewing case files. Documentary data concerning the source, date received, Agent by whom received, and so forth, is noted on the smaller portion of the perforated pad of paper. (See attached sample). Appropriate "T" symbols are placed on both the upper and lower portions of the pad.

The Agent arranges these sheets in chronological order and then detaches the lower portion. The lower portions are then arranged chronologically and stapled to Form FD-216 (Administrative Page for Security Matters). This can be given to the stenographer as a rough draft to be copied directly.

ADVANTAGES TO SUGGESTION

The suggester states Agents now use all sizes of scratch pads in preparation of Security summary reports or Security investigative reports. Usually this requires rewriting the documentation and often requires rearrangements of "T" symbols before dictation. The suggesting employee has in mind that the proposed procedure would achieve order and sequence in the preparation of Security summary reports and Security investigative reports, as well as eliminating the necessity for rewriting the documentation portion of notes for dictation.

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

Attachment 29 1954
cc-Messrs. Sizoo
dmg Harbo

EX-125 RECORDED-29
INDEXED-29

18 SEP 20 1954

66-2554-7183 RLB

Memorandum to Mr. Tolson

SAC Hostetter, Newark Office, states this procedure would save time in preparation of administrative pages reflecting documentary data concerning the source, date received, Agent by whom received, and so forth, in Security reports, and certainly whenever reports of this nature are prepared after numerous files have been reviewed. Mr. Hostetter recommends adoption of the suggestion or dissemination of the suggested procedure.

DISADVANTAGES TO SUGGESTION

Mr. A. H. Belmont, Domestic Intelligence Division, states while the above-described procedure may have proved satisfactory to certain of the Newark Agents, it does not appear desirable to attempt to bring it to the attention of other offices, as suggested. Procedures used by Agents in preparing cases for dictation simply do not lend themselves to standardization. No problems were voiced by the field in this connection during the recent summary report program, and it is presumed that each Agent in each field office used methods of accumulating both investigative and documentary data adaptable to the particular case involved. Mr. Belmont pointed out that, to attempt to extend the practice suggested, would require making up countless perforated scratch pads, which would apparently serve no other purpose than that proposed in the suggestion.

In addition, Mr. Belmont advised the summary report program has been completed in the field and for that reason the marshaling of documentary material will be done henceforth in connection with investigative reports only. These reports merely bring cases up to date on a yearly basis and would involve no extensive file reviews and note-taking, as experienced in the preparation of the summary Security reports.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures.

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9-17

MR. TOLSON

9/16/54

PERSONAL FILE

EXECUTIVES CONFERENCE

SUGGESTION #788-54

MADE BY [redacted]

RECORDS & COMMUNICATIONS DIVISION

SECURITY COURIER SERVICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/72 BY SP5 CJS

Division FOUR

b6
b7c

SUGGESTION I.

1. That the number of carry-alls presently assigned to the Security Courier Unit be reduced from three to two.
2. The amount of time it takes to travel from the Justice Building to the Identification Building be reduced from fifteen minutes to ten minutes by re-routing the carry-alls.
3. The number of drivers of carry-alls assigned to the Security Courier Service be reduced from six to three.
4. Two boys be assigned to the mail table in Room 1541 for the purpose of meeting the carry-all in order to assist in loading and unloading the carry-all.
5. That the first Security Courier Service run leave the Justice Building at 8:00 a.m. and the last run leave the Identification Building at 7:15 p.m., closing the Security Courier Unit at 7:30 p.m. instead of 8:00 p.m.
6. That the drivers of carry-alls be scheduled on three shifts instead of five shifts, as at present.

PRESENT PROCEDURES

Work shifts for Security Courier Unit employees are as follows: 7 a.m. to 3:30 p.m.; 7:30 a.m. to 4:00 p.m.; 8 a.m. to 4:30 p.m.; 10 a.m. to 6:30 p.m. and 11:30 a.m. to 8 p.m. Two employees are assigned to the 10 a.m. to 6:30 p.m. shift and one employee is assigned to each of the remaining shifts.

At present no person is regularly assigned to the mail room table in Room 1541. This is covered by relief drivers, principally on the 10 a.m. to 6:30 p.m. shift.

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- Mohr _____
- Parsons _____
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- Holloman _____
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RECORDED-29
INDEXED-29
EX-125

66-2554-11836

13 SEP 20 1954

67 SEP 20 1954

RHM

Memorandum to Mr. Tolson

Carry-alls are presently routed down 10th Street, N.W. to Constitution Avenue; down Constitution Avenue, N.W. to 4th Street, N.W. to C Street; left on C Street to 3rd Street; right on 3rd Street to Virginia Avenue, and left on Virginia Avenue to the Identification Building.

ADVANTAGES OF SUGGESTION

The suggesting employee proposes that there be three work shifts instead of five: 8:00 a.m. to 4:30 p.m., 9:00 a.m. to 5:30 p.m. and 11:00 a.m. to 7:30 p.m., and that the mail table in Room 1541 be manned by two shifts: 9:00 a.m. to 5:30 p.m. and 9:30 a.m. to 6:00 p.m. The employee assigned to Room 1541 will relieve the 9:00 a.m. to 5:30 p.m. driver at 5:30 p.m. and drive until 6 p.m. The employee assigned to the 11:00 a.m. to 7:30 p.m. shift would relieve the 8:00 a.m. to 4:30 p.m. driver and continue to drive until 7:30 p.m. This would eliminate one employee, and reduce the cost of maintaining one carry-all.

The suggester proposes that carry-alls be re-routed between the Justice Building and Identification Building so that traffic lights at 7th and Constitution Avenue and at 4th and Constitution Avenue will be avoided. He suggests a new route be found which would run up 9th Street, through the Mall, left to 7th Street, down 7th Street to "C" Street and across "C" Street to 3rd Street. This route would fulfill requirement of passing the Health, Education and Welfare Building, but at the same time would shorten by one or two minutes the length of time it takes to drive from one building to another. A total of three stop signs would be met and a total of seven stop lights would also be met.

The employee states the last run from Washington Field Office returns at 7:20 p.m. and this is the reason for his proposal that the office be closed at 7:30 p.m., thereby cutting out one complete run at the end of the day. He believes the 8:00 a.m. Washington Field Office run is unnecessary inasmuch as it only runs 50% of the time and on the other 50%, one hour would not make any difference inasmuch as the 9 a.m. run to Washington Field Office would now be the first run of the morning.

It is proposed that the Security Courier Unit office be opened at 7:30 a.m. by a Grade GS-5 employee who would pick up the keys and time chart and have the first run ready for 8:00 a.m. to the Identification Building.

Memorandum to Mr. Tolson

DISADVANTAGES OF SUGGESTION

Under proposed suggestion, employees would report for work at the exact hour their run is scheduled to leave the Justice Building in the morning. Drivers have previously been reporting considerably in advance of their first run and performing maintenance duties, such as checking the vehicle for appearance, wiping it off, making certain tires are in good repair and sufficiently inflated, changing a flat tire, if necessary, and otherwise warming up and preparing their vehicle for the first run. During summer months maintenance is a minor problem, but during winter months it is frequently necessary to put on chains, move vehicles from the basement to the courtyard to remove them from Bureau officials' parking spaces and the first driver to report has been picking up registers and keys from the Communications Section, Records and Communications Division, and generally seeing to it that vehicles are ready to go on the first run scheduled. This procedure is believed by Mr. Nichols to be sound inasmuch as it reduces operating and washing costs on carry-alls and in the long run saves time in making it possible for runs to get started on schedule.

The mail table in Room 1541 is presently manned by one employee. Under the suggested procedure, two employees would be assigned to this table, one of whom would spend most of his time meeting the carry-all in the courtyard of the Justice Building to help load and unload. The employee who would meet the carry-all in the Identification Building would be available in the Filing Unit, but it is felt that additional time would be lost in having him anticipate the arrival time of the carry-all at the Identification Building due to traffic uncertainties.

Mr. Nichols states that he is opposed to the re-routing of the carry-all between the Justice Building and the Identification Building and points out that under the suggested route of travel there would be an increase of left turns, a decrease in the number of traffic lights encountered and an increase of intersections controlled by stop signs. Previous experience indicated accident hazards were increased where traffic is controlled by a stop sign. There is no doubt that the proposed route would save time during portions of the day, but Mr. Nichols does not believe this could be counted on with sufficient regularity to maintain the necessary schedule.

Regarding the proposed reduction in time from fifteen minutes to ten minutes for travel between the Justice Building and Identification Building, Mr. Nichols believes a reduction in time

Memorandum to Mr. Tolson

would increase the possibility of accidents, traffic violations, and make it impossible for the driver to smoke or rest between runs.

Concerning the suggestion that the last run of the day to Washington Field Office could be eliminated and the first run in the morning at 8 a.m. could also be eliminated to Washington Field Office, Mr. Nichols is opposed to this. He pointed out that when the last run is made by the Security Courier Unit, the night clerk assigned to this duty takes over the run between that Office and the Justice Building. Discontinuing the late run by the Security Courier Unit would only mean Washington Field Office clerk assigned to this duty would take over earlier. The 8 a.m. run between Washington Field Office and the Justice Building is based on the need for transmitting complaints and other urgent matters to Washington Field Office, which were received by Midnight Shift Supervisors of Domestic Intelligence Division or Investigative Division.

A Grade GS-5 employee could be assigned to opening the Security Courier Unit office, rather than a driver; however, Mr. Nichols points to the desirability of having drivers report early to prepare their vehicles for the first run and maintaining present working hours.

SUGGESTION II.

If the suggestion to re-route the carry-alls traveling between the Justice Building and Identification Building is adopted, it is suggested the Bureau explore with the Department the possibility of using the 9th Street entrance to the courtyard during afternoon rush hours to reduce the chance of accident and to save time.

DISADVANTAGES

Mr. N. P. Callahan, Administrative Division, advised that the Captain of Guards, Department of Justice Building, states if the 9th Street automobile entrance to the courtyard were kept open to vehicular traffic during the day it would be unattended by any guard service. This would be most undesirable and impractical. The metal gate of the automobile entrance on the 9th Street side of the courtyard is open daily from 4:30 p.m. until 6 p.m. and, if desired, station wagons could enter and exit this gate during these hours.

EXECUTIVES CONFERENCE CONSIDERATION EDH:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures. ✓

Mr. Tolson

9/14/54

The Executives Conference

SERVICE AWARD INDEX

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY 3050 E/B

A Service Award and a letter from the Director are sent to each employee on their 10th, 20th, 25th, 30th, 35th, and 40th anniversary with the Bureau. The Administrative Division now has the responsibility of this program.

PRESENT PROCEDURE:

The Administrative Division has prepared a card for each of the approximately 14,800 employees of the Bureau and these are filed in chronological order based on the entrance on duty date or adjusted entrance on duty date for the employees. Six months before an employee becomes due for a Service Award, the cards are pulled from the index, the data is checked, the personnel file of the employee is briefed and the Service Award letter is prepared to be delivered to the employee on the anniversary date. Many checks are made constantly in an effort to keep this index accurate and these checks cost approximately \$4,000 a year. Even with these checks some errors have been made in the past and thus employees have not been recognized on their anniversary date. Based on past experience about 7.4 per cent of the employees who enter on duty with the Bureau ever become eligible for a Service Award.

PROPOSED PROCEDURE:

Supervisor W. S. Hyde of the Administrative Division has suggested the possibility of using the electronic statistical machine located in the Statistical Section of the Bureau to handle the index cards of employees rather than the manually operated system now used.

Proposed procedure is for the Administrative Division to furnish the Statistical Section data now appearing on the Service Award index card for each present Bureau employee and, in the future, furnish to the Statistical Section a copy of the personnel action sheets for new and present employees when such information will in any way affect the Service Award of the employee.

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

67 S. 211954

RECORDED - 14

Mr. Sizoo

Mr. Harbo

FHS:dmb,gsr sent 9.9.54

INDEXED - 14

EX-125

Attachment

#798-24

et

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The Statistical Unit would then prepare a tabulating card for each employee which will contain all pertinent Service Award data. These cards can then be run through the electronic statistical machine each month and the machine will sort out the cards for employees who will become eligible to receive a Service Award one year hence. In other words, the machine would sort out cards for employees completing 9, 19, 24, 29, 34 and 39 years of service. The cards would then be sent to the Administrative Division who will again check the data against the personnel records and then prepare the necessary material for the Service Award to be given to the employee on the anniversary date. The index in the Administrative Division which is manually operated would then be cut from approximately 14,800 cards to about 500 to 600 cards, as approximately that number of employees receive Service Awards each year.

If this suggestion is adopted, it will probably result in: (1) Greater accuracy as this machine is the most accurate of machines presently used in the Statistical Section and by pulling the cards one year in advance of the anniversary date means that, if a card is missed once by the machine, there is but little likelihood that it will be missed on the 11 other consecutive occasions that cards are run through the machine. (2) It would result in a savings of approximately \$3,000 per year for the Bureau as it now costs \$4,000 to manually check the cards, whereas the Statistical Section can operate the project for approximately \$1,000 per year.

Responsibility can be fixed on specific employees in the Administrative Division for furnishing correct data to the Statistical Section and the Statistical Section can fix responsibility on a specific employee if the data is not correctly copied on the tabulating cards.

Inspector Strong has recommended that the proposed system be tried experimentally for six months during which time both the present and proposed systems would be used, thus making it possible to conduct several tests to determine whether the proposed system is accurate and workable. At the conclusion of that 6-month period, consideration should be given to adopting the proposed system and discontinuing the present system. Assistant Director Mohr believes the proposed system is sound and workable and Assistant to the Director Nichols has indicated that he has no objection to trying the proposed system.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 9/13/54

The Conference composed of Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Belmont, Holloman and Harbo unanimously recommends that a six-month test be made as indicated herein after which the results should be re-evaluated.

Attached hereto is an appropriate letter notifying Mr. W. S. Hyde of the favorable action taken relative to his idea.

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R. TOLSON

9/16/54

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EXECUTIVES CONFERENCE

SUGGESTION #519-54
MADE BY MISS [REDACTED]
PHILADELPHIA OFFICE
PROPOSED REVISION -
MANUAL FOR FIELD STENOGRAPHERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP3 CI/JS

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

SUGGESTION

That the ~~Manual for Field Stenographers~~ be amended to require that ~~dictation slips and charge-out slips~~ be taken by stenographers to dictation.

It is now a requirement that, if the stenographer is to retain the file, she must fill out a Charge-out Slip upon returning to her desk from dictation. However, the Manual for Field Stenographers is silent as to whether Dictation Slips should be filled out at the time of dictation or upon return of the stenographer to her desk. The suggester has in mind making it a Bureau rule that the stenographer fill out the Dictation Slip and Charge-out Slip (if she is to retain the file) immediately following receipt of dictation from the Agent, and before returning to her desk.

PRESENT MANUAL REQUIREMENTS

Manual for Field Stenographers, Section 4(A), 11, page 19, requires that, following receipt of dictation, the stenographer prepare a Dictation Slip (sample attached), reflecting date the dictation was taken, file number, name of agent dictating, type of dictation, such as letter, report, memorandum, teletype, and so forth, status (closed, RUC, pending), and name of stenographer or typist taking the dictation. This Dictation Slip is then inserted inside the file on top of the last serial to enable a person examining the file to note additional information has been dictated and is being transcribed.

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

Manual for Field Stenographers, Section 4(C), page 21, states all files received by the stenographer from an agent at the time of dictation must be recharged to the stenographer, if she is

RECORDED - 14

INDEXED - 14

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KAW

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Memorandum to Mr. Tolson

to retain them. It is the responsibility of the stenographer immediately upon returning from dictation to transfer the files to herself by filling out Form FD-5 (Charge-out Slip), sample of which is attached.

ADVANTAGES TO SUGGESTION

Suggesting employee has interpreted Bureau instructions to mean it is permissible for stenographers to fill out Dictation Slips and Charge-out Slips upon return to the stenographic pool, and believes saving of stenographic time could be effected through adoption of her idea. (As noted in the suggestion set out above, the employee is in error with regard to the filling out of the Charge-out Slip. Bureau instructions require that the Charge-out Slips be filled out upon return of the stenographer to her desk, but Manual is silent with regard to the filling out of Dictation Slips)

DISADVANTAGES TO SUGGESTION

None noted by the suggesting employee.

OBSERVATIONS

Inspector E. D. Mason, Training and Inspection Division, states the present rule is adequate and the Bureau should not try to legislate whether the stenographer records information on the Dictation Slip immediately following dictation or upon returning to her desk in the stenographic pool.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change feeling that the Bureau should not try to legislate on such a picayune matter which has apparently already worked well over a period of years.

Mr. Tolson

9/16/54

Executives Conference

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DATE 8/4/9 BY SP5CJTS

SUGGESTIONS #399-54, 415-54, 497-54,
498-54, 499-54, 500-54, 501-54,
502-54, 537-54

FROM O-1 STATES OF CASE - FOLLOW-UP LETTER

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

SUGGESTIONS:

#477-54 (made by Detroit) and #498-54 (made by Springfield) -
suggest that the Bureau discontinue use of Form O-1. (Sample attached)

#500-54 (made by Newark) suggests that O-1 forms be dis-
continued in Atomic Energy Act cases.

#399-54 (made by Atlanta) suggests that the Bureau allow
two or three days' latitude in sending out O-1 Forms in applicant-
type cases.

#493-54 (made by Oklahoma City) suggests (a) that the
Bureau not send O-1 Forms for at least seven calendar days after
the deadline has passed, and (b) when "Surep immediately" is only
item checked on an O-1 Form, that the field should not be required
to return the form to the Bureau.

#501-54 (Made by Milwaukee), suggests that extreme care
should be used in sending out O-1 forms.

#415-54 (made by Baltimore), suggests that the use of
O-1 Forms and airtels be so restricted as to eliminate a large
percentage of those received in the field.

#537-54 (made by Chicago), suggests that O-1 Forms be used
on a selective basis and not as a routine means of following a case.

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

A substantive reason should exist for the use of an O-1 form and
delinquency alone should normally not be considered as a reason for
use of the form. In each instance in which an O-1 Form is used,
consideration should be given to the effect that the receipt of
the form will have in causing handling of other cases in a field
division to be postponed.

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#502-54 (made by Miami), suggests that the practice of
sending O-1 Forms to auxiliary offices in those classifications set

Attachments. Sizoo & Harbo

atn: 67 SEP 21 1954

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RHM

Memorandum to Mr. Tolson

out in SAC Letter #53-69 (L) be discontinued (copy attached). This SAC Letter states that LUC reports containing only negative and nonpertinent data should not be sent to the Bureau in certain classifications.

PRESENT PROCEDURE:

Forms O-1 are sent out by Supervisors in the Investigative and Domestic Intelligence Divisions to inquire into the status of cases pending in the field. These forms are return to the Bureau after the appropriate notation has been made thereon.

Routine security-type cases are followed on a sixty-day basis; Form O-1 is forwarded in those instances in which a case is delinquent by reason of the field's failure to submit a report within the preceding sixty days from the date of the last report. Most applicant cases handled in the Special Inquiry Section are given twenty-one-day deadlines; ticklers are set up for five days after the deadline. Some Atomic Energy Act Employee cases have sixty-day deadlines and no follow-ups are sent on them until seven days after the deadline. Some cases, which are extremely urgent, including White House and Departmental Applicants, are given deadlines of less than twenty-one days; in such cases it is necessary to send follow-ups in the form of teletypes as soon as the deadline is passed. Security of Government Employee investigations have thirty-day deadlines on full field investigations and fourteen days on preliminary inquiries.

If an office does not reply on the O-1 Form within seven days then an airtel is sent requesting that the Bureau be advised as to the reason for the delay and date a report may be expected. The airtel is not sent if the office has submitted an explanation.

ADVANTAGES:

(1) Saving of time in preparation and handling of O-1 Forms.
(2) Discontinuing use of these forms would eliminate unnecessary correspondence in the field between headquarters and resident agencies, since in order to handle and answer an O-1 form, the Agent handling the case must be contacted and the status of his present investigation ascertained before the form can be correctly and adequately answered. (3) Eliminate use of an extra tickler by the Bureau in cases LUC'd to the office of origin wherein the Bureau, under present regulations, did not receive copies of the LUC report.

DISADVANTAGES:

(1) Bureau supervisors would not be able to state that they had followed the field on particular cases. (2) Some loss of regular frequent reporting in certain types of cases.

Memorandum to Mr. Tolson.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, points out that if each field office would meet the established Bureau deadline, it would not be necessary for the Bureau to send O-1 Forms and airtels. Further, if prior to the deadline date the field would notify the Bureau that the deadline would not be met, the reason and date a report might be expected, it would not be necessary to send O-1 Forms or airtels regarding the status of an investigation. It is necessary that we continue to follow this procedure in order that we can always know the status of applicant-type cases and also be continually bringing to the attention of field offices the fact that the Bureau deadlines must be met and the necessity for expeditiously handling delinquent cases. With regard to all suggestions listed, Mr. Rosen recommends that current procedure be continued.

Mr. A. H. Belmont, Domestic Intelligence Division, states that the airtel was designed as an economical teletype and the O-1 Form was designed as a substitute for a letter, and it is believed O-1 Forms and airtels are efficient and necessary. Most certainly there should be no abuse of them and if the existing rules concerning their preparation are followed, no trouble should be encountered. Mr. Belmont recommends the present procedure be continued.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change and felt that the O-1 Forms (Follow-Up as to status of cases) are properly used and are necessary.

Mr. Tolson

9/17/54

PERSONNEL FILES

Executives Conference

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DATE 1/4/92 BY SP5 CJP/ps

QUESTIONS #583-54 and #619-54
CLERICAL ELIGIBLE LIST IN FIELD

In accordance with SAC Letter #54-36 (C) 7/18/54, re-
questing the field to submit their thoughts relative to further
streamlining the Bureau's work, the following was received.

SUGGESTION:

#583-54, made by the Richmond Office, that the Bureau
consider the elimination of investigation of potential clerical
and stenographic applicants on the eligible list.

#619-54, made by the Memphis Office, that sixty-day
recontacts with persons on the clerical applicant eligibility
list be eliminated.

PRESENT PROCEDURE:

A representative number of potential clerical and
stenographic applicants maintained on the field office eligibility
list are fully investigated so that when an opening exists the
hiring of a replacement can be facilitated. Those processed
are to be contacted every sixty days to see if they are still
interested and available. The Bureau is to be notified of any
additions to or deletions from the office eligibility list.

ADVANTAGES:

- (1) Will save investigative time spent on applicants
who will not be available or interested when a future opening
exists.
- (2) Will eliminate administrative procedure which is
set up to follow and maintain the program in a current status.
- (3) Would save clerical and stenographic time in handling of
files concerning applicants who would not be interested or
available when actual appointment is offered after investigation
is completed.

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

DISADVANTAGES:

None noted by suggesters.

RECORDED - 55
INDEXED - 55

66-7527-11842

EX-124 SEP 20 1954

cc: Mr. Sizoo
Mr. Harbo

5 SEP 21 1954

RHM

Memorandum to Mr. Tolson

OBSERVATIONS:

SAC L. L. Laughlin, Washington Field Office, is in favor of both suggestions. He states it is possible where applicants for clerical and/or stenographic positions would not be interested, for various reasons, in a position offered to them three months, six months, or a year later; therefore, the time spent investigating them is lost. He feels that if a person is interested in employment, he will keep in contact with the office. He feels that in offices where the turnover is negligible, recontacting prospective employees every sixty days is burdensome.

Mr. J. P. Mohr, Administrative Division, recommends that the suggestion regarding elimination of investigation of potential clerical and stenographic applicants on the eligible list not be adopted. He states the field would have absolutely no knowledge of the over-all qualifications of the applicant until after the investigation had been completed, and in the event an emergency was created whereby an employee was needed immediately, there is a much stronger likelihood that employees could be procured from the eligible list of applicants who had been investigated and found qualified.

Mr. Mohr recommends that sixty-day contacts should be continued on a reasonable and logical basis for all offices.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Hason. The Conference unanimously recommended no change in present procedures.

Mr. Tolson

9/17/54

Executives Conference

SUGGESTION #716-54
MADE BY H. L. EDWARDS
ADMINISTRATIVE DIVISION

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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

That instructions be issued to all Seat of Government Divisions to refrain from designating copies of outgoing correspondence or memoranda for individuals, divisions, or sections unless the person preparing the same specifically signifies on the copy the reason for designating such copy (ie - for information, or specific action to be taken, etc.); and further that the same instructions require that each division conduct a survey for the purpose of eliminating unnecessary designation of copies of correspondence or memoranda.

ADVANTAGES OF SUGGESTION

Mr. H. L. Edwards advises suggestion will save considerable on paper, employee time and will promote greater efficiency.

Mr. Nichols, Records & Communications Division, points out that although the failure to designate a sufficient number of copies may complicate the Records Section locate problem, it is believed that this suggestion will definitely assist employees who are sorting mail and expedite the completion of the necessary action.

DISADVANTAGES OF SUGGESTION RECORDED - 116

None noted by the suggester.

13 SEP 20, 1954

INDEXED 116
EX-112

66-2554-1184

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

Mr. E. H. Winterrowd, Investigative Division, advises the Investigative Division designates copies of memoranda only where appropriate and that where copies are improperly designated corrective action should be taken.

cc: Mr. Sizoo
Mr. Harbo

60 SEP 21 1954

RAM

Mr. Tolson

9/17/54

Executives Conference

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DATE 11/19/92 BY SP5 EFB

SUGGESTIONS #438-54 and #582-54
INITIALLING FOR FILE

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:

#438-54 (made by San Diego Office) - that clerical
employees, with the Special Agent in Charge's approval, be authorized
to initial the following forms in addition to those already approved:
FD-48 (Field Office Register No. 2); FD-73 (Automobile Daily Record);
COM-8 (CW Radio Log); COM-11 (FM Radio Station Log); FD-31 (Field
Office Register No. 1). (Copies of all forms attached.)

#582-54 (Made by Richmond Office) - that upon receipt in
the field office of the daily reports of Resident Agents, which
have been reviewed and initialed by the Senior Resident Agent, a
trained clerical employee, after reviewing them for form, be
authorized to initial the daily reports for the file.

PRESENT PROCEDURE:

All of the listed forms are forwarded to the desk of
the designated supervisor for appropriate initialing.

ADVANTAGES:

Saving of clerical time in routing of this material;
saving of supervisory time; in the case of Resident Agents' daily
reports, it would place slight additional responsibility on the
Senior Resident Agent, thus requiring him to afford even closer
supervision to the registers and daily reports.

DISADVANTAGES:

Lessening of supervision on the part of the Special
Agent in Charge, or in some offices, a designated supervisor.

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

Attachments
cc: Mr. Sizoo

67 SEP 20 1954
atn [initials]

RECORDED-57

INDEXED-57

66-2554-11890
RDM

13 SEP 20 1954

Memorandum to Mr. Tolson

OBSERVATIONS:

Form FD-48 (Field Office Register No. 2) is a sheet containing entries regarding arrivals and departures of Agents in a field office territory, which is checked daily by a clerical employee who is responsible for sending form letters to the Seat of Government concerning Agents' movements. Suggester believes there is no worthwhile purpose for the SAC to initial this sheet after it has been acted upon by the interested clerical employee.

Form FD-73 (Automobile Daily Record) is utilized in making the quarterly automobile report by a clerical employee and is used from day to day by the Agent to whom the car is assigned.

Form COM-8 (CW Radio Log) is a form which is sent to the Bureau to reflect the amount of radio traffic. The suggester notes that this form has little meaning to anyone but a radio operator and it is believed where there are radio supervisory personnel, they should be given authority to initial this form.

Form COM-11 (FM Radio Station Log) is used daily by the PBX and Radio Operator; when all entries are filled, the form is block stamped and sent to the appropriate supervisor for initialling. The suggester believes a clerical employee could review and initial this form as well as a supervisor.

Form FD-31 (Field Office Register No. 1) is examined each morning and periodically during lunch periods; at the end of the day it is examined by the Time and Attendance Clerk to note entries of sick and annual leave; the suggester believes the Time and Attendance Clerk could initial this form, since the supervisors also have for review Number Three Cards and daily reports of the Agents.

Form FD-28 (Agents' Daily Report) is submitted by all Resident Agents and other Agents away from headquarters city. Under present regulations, the Senior Resident Agent reviews daily reports submitted to him and they are then subject to further review at headquarters city by the SAC.

Mr. J. P. Mohr, Administrative Division, feels there should be no lessening of the supervisory responsibility of the SAC in these matters and, therefore, recommends against adoption of these suggestions.

Regarding Form COM-8 (CW Radio Log), Mr. L. B. Nichols, Records and Communications Division, states he has no objection to initialling by the Senior CW Radio Man at each of the Bureau's

Memorandum to Mr. Tolson

GW radio stations, since for purposes of brevity and condensation it is maintained in a language and terminology understandable only to the Radio Operators.

Mr. D. J. Parsons, FBI Laboratory, states regarding Form COH-11 (FM Radio Station Log), in offices such as San Diego, which do not have a 250-watt FM radio station, it is satisfactory to have the form initialed by a designated clerical employee; however, the present handling of Form COH-11 at 250-watt stations should not be changed.

ALTERNATE SUGGESTION:

SAC L. L. Laughlin, Washington Field Office, states he sees no objection to having experienced clerical employees, approved by the SAC, being utilized to initial into the file items contained in these suggestions. He is of the opinion that the more exceptions made to a particular rule, the more difficult it is to understand and to enforce the rule. He believes it would be much simpler if somehow it could be a regulation that several experienced clerical employees could initial all administrative data into the files, thus obviating a rule with various and numerous exceptions.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. Conference unanimously opposed.

✓

Mr. Tolson

9/15/54

The Executives Conference

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DATE 8/4/92 BY SP5 CFB

SCHEDULING OF IN-SERVICE CLASSES AT
QUANTICO DURING SECOND WEEK INSTEAD OF FIRST

By SAC Letter 54-37, par. T, (7/20/54) the field was requested to submit views concerning in-service training.

The SAC at Charlotte (8/16/54) suggested holding the first week of In-Service training in Washington and the second week at Quantico. He claims this would make it unnecessary for any agents to bring their luggage to the Justice Building on the first day.

PRESENT PROCEDURE:

Regular In-Service classes report at 10:00 a.m. on Monday and depart for Quantico that night by Bureau bus. Thus they do not have to get hotel reservations upon arriving in Washington if they come on Monday. They remain at Quantico until the following Monday night and return by the same buses which bring the new class to Quantico. The Accounting In-Service classes, because of the nature of the practical case work they get, do not go to Quantico on the first Monday night. They remain in Washington until Thursday night then go to Quantico, returning the following Monday by the buses that bring the regular In-Service class to Quantico.

ADVANTAGES OF THE SUGGESTION:

None known.

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66-2554-11843

DISADVANTAGES OF THE SUGGESTION:

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1. Agents would have to get hotel reservations upon arrival in Washington and then, the following Friday they would have to bring their luggage to class with them anyway. It would be necessary for them to go to Quantico Friday night in order to get in their firearms and arrest problem training over the week-end.

- Tolson _____
 - Boardman be
 - Nichols _____
 - Belmont _____
 - Harbo week-end.
 - Mohr _____
 - Parsons _____
 - Rosen _____
 - Tamm _____
 - Sizoo _____
 - Winterrowd cc: Mr. Harbo
 - Tele. Room _____
 - Holloman _____
 - Gandy _____
- NAW:jek,gsf

SEP 21 1954

RH

2. There would be many problems attendant upon making reservations for return transportation to their respective offices necessitating telephone calls to Washington during the time the class was at Quantico. Under the present system, these arrangements are easily handled because the class is in Washington just prior to their departure.

3. The classes would have to be brought back to Washington for their final day. Transportation from Quantico would not be adequate in most instances to permit as prompt departure when the class is dismissed.

TRAINING DIVISION VIEWS:

The present system is considered preferable.

EXECUTIVES CONFERENCE CONSIDERATION: 9/16/54 EDM:new

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference recommended unanimously unfavorable inasmuch as it would be of no benefit to either the Bureau or persons attending In-Service and in fact hardships would be worked on members of the In-Service class. The Conference recommends no change. R H

The Director

Executives Conference

~~CONFIDENTIAL~~

8/16/54

Classified by 24561/JS

Declassify on: OADR

FOIA 323, 013

ALL INFORMATION CONTAINED
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WHERE SHOWN OTHERWISE

SUGGESTION NO. 720-54
MADE BY WASHINGTON FIELD OFFICE
TECHNICAL SURVEILLANCES

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:

b7E

Technical surveillances on [redacted] be
justified on an annual rather than a three-month basis. (C)

PRESENT PROCEDURE:

Form FD-143 (Justification for Continuation of Technical
and Microphone Surveillances) must be submitted to the Bureau thirty
days after installation and each three months thereafter. On these
forms a careful summarization of information being obtained is to be
reported and only worthwhile, important data indicative of the
surveillance are to be set forth. (Sample Form FD-143 attached)

ADVANTAGES:

Saving of Agent, stenographic and clerical time, in that
the material will not have to be dictated, transcribed and the
information on the forms be filed. (C)

DISADVANTAGES:

None noted by suggester.

RECORDED-33

INDEXED-38

66-2557-11844

SEP 20 1954

OBSERVATIONS:

EX - 107

Mr. A. H. Belmont, Domestic Intelligence Division, states
that whenever we institute technical coverage on [redacted]

b7E

[redacted], it remains in operation as long as that establish-
ment requires coverage. Occasionally, technical surveillances on
[redacted] will not produce positive intelligence,
but it is a means whereby assistance may be afforded to physical (C)

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

Attachment
cc: Mr. Sizoo
Mr. Harbo

~~CONFIDENTIAL~~

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RDM

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

b7E

surveillances being handled on [redacted]. Such technical surveillances should be subjected to periodic review and it is not believed they should be given any different treatment than other technical surveillances being handled and which are also important to particular investigations. Mr. Belmont recommends no change in the present requirements that all technical and technical-microphone surveillances be the subject of a letter of justification every three months. (X)

EXECUTIVES CONFERENCE CONSIDERATION: EDM:new

Present at the Executives Conference of 9/15/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, McGuire, Holloman and Mason.

The minority, Messrs. Tamm, Parsons, Hennrich, and Mason, felt that technical surveillances on diplomatic establishments should be justified every three months as at present in order that the closest controls can be exercised. (X) + Tolson

The majority, Messrs. Mohr, Sizoo, Boardman, Rosen, McGuire, and Holloman, felt it desirable to justify technical surveillances on [redacted] annually in order to save time inasmuch as each justification requires preparation of several pages of findings. (X)

b7E

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

Respectfully,
For the Conference

V
Clyde Tolson

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

THE DIRECTOR

9/17/54

D
Executives Conference

ALL INFORMATION CONTAINED
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DATE 11/19/92 BY SP3 CIB/S

SUGGESTIONS #375-54, 553-54 & 555-54
CRIMINAL INFORMANT PROGRAM
SUBMISSION OF MONTHLY REPORTS

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 suggestions were
received:

SUGGESTION:

- #375-54, made by Knoxville
- #553-54, made by Denver
- #555-54, made by San Antonio

#375-54 suggests that the portion of the monthly report
submitted on Criminal Informants relating to outstanding assistance
rendered be eliminated.

#553-54 suggests that monthly reports on criminal infor-
mants be discontinued.

#555-54 suggests that these reports be submitted on a
quarterly basis instead of monthly.

PRESENT PROCEDURE:

The Manual of Instructions, Volume III, Section 108 (H),
paragraph 1, page 6, states: "A letter must be submitted to reach
the Bureau by the 10th of each month covering the preceding calendar
month. It should be set up as follows:

- "Number of Informants listed at beginning of month _____
- "Names of Informants added (approved by Bureau) _____
- "Names of Informants deleted _____
- "Number of Informants listed at end of month _____
- "Number of Potential Informants being developed _____
- "Number of Agent days devoted to development of
new informants _____"

"Monthly reports should contain a brief description of
any outstanding services rendered by Criminal Informants during
the month....."

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Ladd _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tracy _____
 Egan _____
 Gurnea _____
 Hendon _____
 Pennington _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

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FBI

EX - 107
RECORDED-38

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66-2554-

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11845
RDR

Memorandum to The Director

ADVANTAGES:

Savings of Supervisory, Agent, stenographic, and clerical time now used in review of files and preparation of material for inclusion in the monthly report. It would also eliminate a duplication of effort where an analysis of an approved criminal informant's productivity must be made for the Bureau in justification for payments to the informant. It is also noted that information contained in the monthly report is also included in the semiannual report.

DISADVANTAGES:

The Bureau would not be currently advised of the number of Potential Criminal Informants under development and the number of Agent days devoted to the development of new informants during the preceding month.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states that the statistical data required in the monthly report of progress is very brief and should be readily and currently available in the field office. The outstanding accomplishments which are briefly set forth are utilized at the Bureau for preparation of the bimonthly accomplishment memorandum for the information of the Director as to productivity and accomplishments of Criminal Informants throughout the field. It is believed this compilation serves a valuable purpose in comparing value received from informants with payments made to them.

In view of the value of the monthly report of progress in maintaining a continuous informant program throughout the field, Mr. Rosen recommends that the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION:

EDH:new

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman, and Mason.

There was an even division in Conference views:

Memorandum to The Director

Messrs. Mohr, Parsons, Sizoo, Felmont and McGuire felt that the monthly letter as to the status of the criminal informant program should be changed to quarterly. This group felt that quarterly documents would save a certain amount of field and Seat of Government time and would result in the Bureau receiving adequate information as to the progress of the informant program in the field.

Messrs. Tamm, Boardman, Rosen, Holloman and Mason felt that monthly reports should be continued to insure closest of control over the informant program and to keep the SACs on notice as to the progress of their offices. This group felt that since the letter is a very short document any savings in time would be negligible.

yes
H

Respectfully,
For the Conference

VI
Clyde Tolson

MR. TOLSON

9/7/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATED 8/4/92 BY SP5 CFB

PREPARATION OF INDEX CARDS AND
COPY OF INDEX CARD IN TYPING SECTION
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, McGuire, Harbo, Rosen, Belmont, Sizoo, Parsons, Mohr, Boardman, and Q. Tamm on September 7, 1954, considered the question of the preparation of index cards and a copy of the index card in the Typing Section of the Identification Division.

It is noted that the copy of the index card serves as the answer to current fingerprint cards in which an identification is not effected. This, of course, is in large volume since the Bureau has recently changed its policy with regard to the retention of Applicant fingerprint cards and the furnishing of an answer.

It is the policy in the Identification Division on the index cards and on the tissue answer which is returned to the contributor to code information which appears on the incoming fingerprint card to show either the color or the race of the individual who has been fingerprinted. Abbreviations are used as follows: W indicates white; Br indicates brown; Y indicates yellow; B indicates black, etc. This information is a necessary part of the searching in the Card Index Section, and the information must, necessarily, appear together with the age and partial description of the individual on the index card. Of course, under those circumstances, it appears on the tissue going back to the contributor.

The Conference is unanimously of the opinion that this is satisfactory because of the fact that the Identification Division in code letters is quoting the information as it appears on an incoming fingerprint card.

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

cc - Mr. Harbo
Mr. Sizoo

RECORDED - 17
INDEXED - 17

66-2554-11847
Cl
[Handwritten signature]

QF:redm
SEP 11 1954

Mr. Tolson

9/15/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/93 BY SP5 C/I/JS

SUGGESTION #114-54
MADE BY MISS [redacted]
PHILADELPHIA OFFICE
MANUAL FOR FIELD STENOGRAPHERS

b6
b7c

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:

A deletion be made in the Bureau's Manual for Field Stenographers which instructs that confidential letters should reflect the complete address of the office to which addressed in addition to the word Confidential.

PRESENT PROCEDURE:

Section 2 (H), Manual for Field Stenographers, requires, "In order that confidential matters will not be accessible to all individuals handling the routine mail, special plain white envelopes (not franked) are prepared and attached to each confidential communication. Envelopes to field offices should reflect the complete address and word CONFIDENTIAL...."

ADVANTAGES TO SUGGESTION:

The suggester feels that this suggestion would save typing time.

Inspector E. D. Mason, Training and Inspection Division, states that he feels the Field Stenographers' Manual should be amended as suggested to save typing time. The complete address serves no purpose as the envelope with the word CONFIDENTIAL is placed in another envelope addressed in full to the office to which it is going. Mr. Mason recommends that the manual be amended to reflect that envelope should bear: "SAC, (Name of Office) - CONFIDENTIAL."

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

SAC Laughlin, Washington Field Office, also agrees with suggestion.

RECORDED - 17
INDEXED - 17

66-2554-11548
RKM

cc: Mr. Sizoo
Mr. Harbo
SEP 21 1954
Attachment

DISADVANTAGES TO SUGGESTION:

None noted by person submitting suggestion.

ALTERNATE SUGGESTION BY WASHINGTON FIELD OFFICE:

If the Bureau feels that the full address should appear on these envelopes, the suggestion is made that we mimeograph these envelopes rather than have stenographers type them.

EXECUTIVES CONFERENCE CONSIDERATION: 9/15/54 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 favorable. Manual change will be made by the Manuals Desk, Training and Inspection Division. Attached is a letter to Miss [redacted] Philadelphia Office, advising of the adoption of her suggestion.

b6
b7c

*OK
p.w.s.*

Mr. Tolson

9/15/54

Executives Conference

SUGGESTION NO. 417-54
MADE BY BALTIMORE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/4/92 BY 2501/53

In accordance with SAC Letter 154-36 (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 the practice of automatically ~~preparing~~ ticklers on
all cases be discontinued and in the future they be prepared only
on deadline cases, unassigned cases, or when the supervisor so
directs.

PRESENT PROCEDURE:

Ticklers are automatically prepared on each new case
opened and are set up in the tickler box on the date when the super-
visor feels he should next see the files or feels some specific
action should be taken. Files are reviewed each thirty days with
Agents except in the case of Resident Agents, whose cases are re-
viewed each sixty days.

ADVANTAGES:

Reduction of file handling; files would be more readily
available in the jackets; speeding up of matching, serializing and
filing procedures.

DISADVANTAGES:

The suggester notes that files are reviewed with Resi-
dent Agents only every sixty days and he feels this should be
changed, since Resident Agents should receive the same close
supervision as headquarters agents. He states, however, a tickler
to review their files on alternate months without their present would
take care of this disadvantage.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states this sug-
gestion appears to be impractical since it is complete and conscientiously

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

RECORDED - 14

66-2554-11849

INDEXED - 14

EX-124

cc: Messrs. Tolson & Harbo
atn

J

RTM

Memorandum to Mr. Tolson

Inspector E. D. Mason, Training and Inspection Division, favors the suggestion in so far as is practical.

EXECUTIVES CONFERENCE CONSIDERATION HDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference felt that the suggestion in essence stated that clear-cut instructions should be issued to the field or Seat of Government divisions during the course of any survey and inasmuch as this is already the present rule it would be undesirable to try to be any more specific. The Conference pointed out that there are occasions when a check list would not work well; that a series of check lists might be needed in some instances and it was felt by the Conference that the present procedures are adequate.

Memorandum to Mr. Tolson

run tickler system is an important feature in the efficient operation of any field office. Proper maintenance of such a system minimizes the possibility of an office having "sleepers" in its files.

SAC L. L. Laughlin, Washington Field Office, is opposed to the suggestion, stating that he definitely feels a tickler on every case gives a certain amount of control over the particular case. He is in favor of continuing the present system of preparing ticklers in all cases.

Mr. A. H. Belmont, Domestic Intelligence Division, believes that the practice of preparing a tickler and reviewing a case on tickler is necessary in order that a case will not be lost in the shuffle. While it is true that the Special Agent in Charge does review cases with the Agents, it is entirely possible that if an Agent is not available for interview or his files are not available, a case could be lost for a long period of time. He states that Baltimore points out the files are pulled automatically when the tickler comes up for review, even though the case has just been reviewed with the agent. He states he knows of no rule which requires this be done and that it would appear more economical and efficient for the SAC or reviewing Supervisor to check the ticklers as they come up for review prior to pulling the file. A cursory review of the ticklers reflects those where it will not be necessary to pull the file if the reviewing official is completely cognizant of the status of the case.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gst 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.

V. a. 20

MR. TOLSON

9/7/54

The Executives Conference

DISPOSAL OF TRASH in the
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/4/92 BY SP6 C/B

The Executives Conference consisting of Messrs. Tolson, McGuire, Harbo, Rosen, Belmont, Sizoo, Parsons, Mohr, Boardman, and G. Tamm considered, on September 7, 1954, the question of the disposal of trash in the Identification Division.

There is removed from the Identification Division Building as a result of the operations of the Identification Division daily hundreds upon hundreds of pieces of trash paper consisting of old copies of identification records, disposition sheets, old master duplicator sheets, et cetera, which are thrown into wastepaper baskets. After the paper is discarded in the wastepaper baskets, it is picked up by the General Services Administration, loaded into burlap bags, and transported to the Department of Health, Education, and Welfare Building at 3rd and D Streets, D. C. The trash is baled by General Services Administration and then sold to the Thomas Stock Paper Company. There is no provision in the operation of the Identification Division for the paper to be torn or destroyed in any manner prior to the time it is collected. Because of the volume, it is not felt that it would be advisable to do so.

The Conference unanimously is of the opinion that the present method of disposing of the paper is satisfactory and no change should be made now.

Ch

cc - Mr. Harbo
Mr. Sizoo

RECORDED - 18

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INDEXED - 18

13 SEP 21 1954

EX-130

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

Q: oca
efm

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67 SEP 24 1954

MR. TOLSON

9/17/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/19/92 BY sp5 JPS

SUGGESTION #717-54
MADE BY ADMINISTRATIVE DIVISION
USE OF CHECK LIST IN SUBMISSION
OF INFORMATION REQUESTED BY BUREAU

In accordance with SAC Letter 54-36(Q), 7/13/54, which requested views as to ways for further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

1. In the future when the Bureau requests or instructs that certain information be submitted by field offices or Seat of Government Divisions, it is suggested that an appropriate outlined form or check list be provided to insure the receipt of all necessary information, and that it be received in the most concise form possible.
2. The supervisory desk requesting the information should have the responsibility for preparing a specific, numbered outline or check list by which the information is to be submitted.

ADVANTAGES TO SUGGESTION

Mr. H. L. Edwards, Administrative Division, believes the procedure set out above would cause individuals submitting information to be more specific, to submit more complete information and cause them to stick to the issues, resulting in savings of time, money and personnel.

Mr. Edwards states that many Bureau Bulletins and SAC Letters request surveys to be made, requiring the submission of various types of reports; yet, there is no outline or check list given to insure receipt only of the information desired. Frequently, incomplete or fragmentary information is received, or replies are verbose, and sometimes division heads submitting the information resort to "double-talk," "clouding the issue," etc., necessitating additional exchanges of correspondence with them to clarify matters and creating considerable work for the individuals responsible for summarizing the information.

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67 SEP 22 1954

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INDEXED - 18

13 SEP 21 1954

EX-130

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66-250-11851
Rism

MR. TOLSON

9/15/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 EIT/JS

SUGGESTION #516-54
MADE BY PHILADELPHIA OFFICE
~~REVISION PROPOSED IN MANUAL OF INSTRUCTIONS~~
CONFIDENTIAL SOURCES

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 ~~Manual of Instructions, Section 107-T~~, be amended to make it optional to obtain ~~background information~~ ^{take up and} on Confidential Sources who have already been developed and approved.

BACKGROUND

A Confidential Source is an individual who furnishes information on a confidential basis, said information being available to him through past activities on his part or his present position. Examples would be: bankers, telephone company employees, former Communist Party members who are no longer in contact with the party and individuals who furnish trash in connection with trash covers. These individuals make no concerted effort on behalf of the Bureau, but merely obtain and furnish information readily available to them.

PRESENT INSTRUCTIONS

If a Confidential Source is to be contacted for assistance in Communist or related investigations, Bureau clearance must be obtained; however, Bureau clearance is not required for contacts with Confidential Sources being contacted in connection with Criminal matters.

Manual of Instructions, Section 107-T(5) stipulates the letter to the Bureau requesting authority to contact a subject as a Confidential Source should clearly set out the following information:

- a) Background information, including date and place of birth, citizenship status, residence, employment, credit and criminal record, and service record, if any.
- b) Brief history of subject's affiliation in Communist Party or other organizations

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

RECORDED-140

66-554-11852

INDEXED-140

3 SEP 21 1954

55 SEP 22 1954

EX - 113

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RAM

Memorandum to Mr. Tolson

- c) Results of interview with subject, including reason for cooperation, if known.
- d) Statement to effect subject is being considered as Confidential Source and he will be advised he is not a Bureau employee and of confidential nature of his relationship with the Bureau. In addition, statement should be made that the field office will be alert to be certain the subject is not a plant and if he is connected with a labor union, that he will be advised of Bureau policy on labor matters.

ADVANTAGES TO SUGGESTION

The suggester states, in view of the above-listed instructions, it would naturally follow that this information should appear in the Confidential Source's file. However, there is no mention in the Manual of Confidential Sources who have already been approved. The suggester states in certain instances, it would appear to be wasted effort to obtain additional background, such as a credit check, on a source who has proved to be reliable and who has furnished information for a number of years. The suggesting employee believes this would clarify the necessary contents of the Confidential Source File and would eliminate additional investigation of a Confidential Source of proven reliability.

DISADVANTAGES TO SUGGESTION

By his very nature a Security Confidential Source is an individual on whom the FBI has generally conducted investigation and now this individual is cooperating with the Bureau as a Confidential Source. Therefore, background information is generally available in the investigative file and can be readily set forth in the letter to the Bureau requesting to use him as a Confidential Source. Mr. A. H. Belmont, Domestic Intelligence Division, states if such background information is not available, it should be obtained as a field office should not be using an individual on whom complete background information has not previously been obtained.

Mr. Belmont is opposed to any change in present requirements that background information should be furnished to the Bureau whenever authority is requested to utilize an individual as a Security Confidential Source. Inspector E. D. Mason, Training and Inspection Division, agrees with this view.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION 9/15/54 EDM:mew/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 unanimously recommended no change in the current regulations.

[Handwritten signature]

Mr. Tolson

9/17/54

Executives Conference

SUGGESTION 54-54
MADE BY MISS [redacted]
PHILADELPHIA OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/90 BY [redacted]

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b7c

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

Give more consideration and consult the field prior to making an instruction change based upon a single or infrequent incident.

ADVANTAGES OF SUGGESTION

SAC Philadelphia feels that this procedure would save time in the preparation of SAC Letters, Manual and Handbook changes and would save expense of preparing new forms when new forms are necessary to carry out the instructions. He further states that in some instances new instructions and reiterations are based upon a single or infrequent incident. He cites the following incidents:

"SAC Letter 54-5 (1/26/54). SAC or ASAC must personally sign the written confirmation of an oral request for a mail cover and must personally approve all requests."

"SAC Letter 54-13 (3/9/54). All existing mail covers and all future mail covers must be justified in writing by the SAC and specifically approved at the Seat of Government."

"SAC Letter 54-36 (7/13/54). No longer necessary for mail covers to be approved at the Seat of Government."

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

DISADVANTAGES OF SUGGESTION

In following the practice of consulting the field prior to making a change in instructions, there would be the disadvantage of a lapse of time to obtain replies from the field, according to the suggester.

cc: Mr. Sizoo

55 SEP 22 1954

new memo #363

RECORDED - 14 66-2554-11853

INDEXED - 14 13 SEP 22 1954

EX-130

RAM

OBSERVATIONS

Mr. J. P. Mohr, Administrative Division, recommends no change in present procedures and suggests that SAC Philadelphia be advised of the reason for the instructions issued to the field relative to mail covers.

Mr. A. H. Belmont, Domestic Intelligence Division, states that the Bureau should not capriciously give instructions to the field without sound consideration as to the necessity for the instructions, nevertheless in most instances there is no particular point in consulting the field prior to issuing such instructions. The Bureau does consult the field frequently when there appears to be a need, and Mr. Belmont feels the procedure as now followed is sound.

Inspector E. D. Mason, Training and Inspection, Division, agrees with the views of Mr. Belmont.

Mr. A. Rosen, Investigative Division, feels the suggestion has merit.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures.

✓

Mr. Tolson

9/17/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/4/95 BY SP5 CE/SS

SUGGESTION 468-54
MADE BY BIRMINGHAM OFFICE
FORM FD-65

In accordance with SAC Letter 454-36 (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

It is suggested that when process is obtained making a subject a fugitive in a case, a copy of the fugitive form letter (Form FD-65) which is directed to the Bureau be forwarded to all auxiliary offices having outstanding leads.

PRESENT PRACTICE

When process is obtained and the whereabouts of the subject is not known, a fugitive form letter is immediately forwarded to the Bureau, and auxiliary offices, or the office of origin, are notified by appropriate means.

ADVANTAGES OF SUGGESTION

The suggester states that the suggested procedure would eliminate the preparation of an additional communication to auxiliary offices notifying them of the fugitive status of the subject.

DISADVANTAGES OF SUGGESTION

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

1. The forwarding of a copy of the fugitive form letter submitted to the Bureau to auxiliary offices would serve no purpose other than to advise auxiliary offices that process has been obtained.

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

cc: Mr. Sizoo
Mr. Harbo

INDEXED - 6
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13 SEP 22 1954

SEP 23 1954

R/W

2. Part I, page 26a of the FBI Handbook sets forth the information which should be furnished to an auxiliary office requesting investigation looking toward the location and apprehension of a Bureau fugitive. All of this information does not appear on the fugitive form letter and all of this information does not need to appear on the form letter. Therefore, it is necessary that an additional communication be furnished to auxiliary offices.

3. If this procedure were adopted, offices would begin to rely upon the copy of the fugitive form letter sent to auxiliary offices as a substitute for the information which must be furnished to the auxiliary offices as required by the Handbook and undoubtedly additional correspondence between offices would be necessary in order that the auxiliary office would have in its possession the information necessary to conduct the fugitive apprehension and the hearing before the Commissioner which always follows.

EXECUTIVES CONFERENCE CONSIDERATION EDM:new

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures.

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SEARCHED
SERIALIZED
INDEXED
FILED
OCT 1 1954
FBI - NEW YORK

Mr. Tolson

9/16/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/4/92 BY SP5 EJP/B

SUGGESTIONS #398-54, 400-54, 406-54,
412-54, 489-54, 554-54

CRIMINAL AND SECURITY INFORMANT PROGRAMS
SEMIANNUAL REPORTS

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 was received:

SUGGESTION:

- #398-54 (Made by Atlanta) - as to Criminal Informants only.
- #489-54 (Made by Butte) - as to Criminal & Security Informants.
- #554-54 (Made by Savannah) - as to Criminal Informants only.

That semiannual informant summaries be discontinued.

- #400-54 (Made by Atlanta) - as to Security Informants only.
- #406-54 (Made by Boston) - as to Criminal Informants only.
- #412-54 (Made by Charlotte) - as to Criminal & Security Informants

That the informant reports be submitted annually instead of semiannually.

PRESENT PROCEDURE:

EX-130

RECORDED - 43
INDEXED - 43

11855

Semiannual informant summaries are submitted by each field office on approved Criminal and Security Informants, SEP 22 1954

With regard to Security Informants, the Manual of Instructions, Volume III, Section 107 (O), page 1, states, "A semiannual report should be submitted to the Bureau by each office as follows: A blind memorandum in duplicate should be prepared on each confidential source and informant who has been given a symbol number and who is not being paid either a salary or expenses on a regular basis. The memoranda should contain, under appropriate subheadings, the informant's name, symbol number, dates of contact, and an informative summary of the information furnished and the value of the information received....."

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

With regard to Criminal Informants, the Manual of Instructions, Volume III, Section 108 (H), page 6, states, "A semiannual report shall be submitted concerning Criminal Informant coverage in each field division territory. Each informant in the territory shall be the subject of an individual memorandum which shall be submitted in duplicate....."

53 OCT 22 1954 Sizoo & Harbo

2 RBW

Memorandum to Mr. Tolson

ADVANTAGES:

(1) Savings of agent, clerical and stenographic time. (2) Savings of supervisory time, both at the field and Seat of Government. (3) Since the primary purpose for submission of the semiannual report is to furnish the Bureau and the field office with a summary to clearly show productivity and furnish a basis for continued listing of the informant, a better evaluation can be made over a period of a year than on a six-month basis.

DISADVANTAGES:

(1) The Seat of Government would not be kept apprised of the activities and productivity of nonpaid informants and sources as currently as presently. (2) An office might credit itself with a symbol informant for a six-month period, whereas if the present procedure were followed that informant would have been ordered deleted by the Bureau. Under present regulations an office must delete any symbol informant any time it is found such informant is unproductive and not set it forth in the semiannual report. (3) Supervisors at the SCG would have to review individual files for information generally found in the semiannual summary. (4) It would reduce extent of Bureau supervision of individual informants; however, such supervision would still be maintained through field inspections and through letters of justification on regularly paid informants.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states it is believed the semiannual report on Criminal Informants is necessary in order to insure that each office has a continued Criminal Informant program. He points out that upon inquiry from the Bureau in February 1950 the field replied that 4,226 Criminal Informants were serving the Bureau; however, upon requirement of proof of productivity, it was shown that by November 1950 there were only 605 Criminal Informants throughout the field which met Bureau approval. Semiannual reports are reviewed in conjunction with the coverage of other field offices, as well as in conjunction with substantive criminal cases which are also supervised in the Investigative Division. Mr. Rosen recommends that semiannual reports be submitted as at present.

Mr. A. H. Belmont, Domestic Intelligence Division, states the semiannual report furnishes the Bureau with a list of the paid informants and confidential sources being utilized by the division submitting the report, together with memoranda on each unpaid Security Informant or confidential source having a symbol number. Also included is an analysis of the offices' informant coverage geographically and by organizations being investigated, which is most helpful to Bureau supervisors in analyzing Security Informant coverage of any particular division and in directing corrective action wherever delinquencies are noted.

Memorandum to Mr. Tolson

Mr. Belmont states while it is realized considerable effort goes into preparation of a semiannual report, it is felt the subject of Security Informant coverage is so important that no relaxation of the present requirement can be made without harming the quality of our supervision of informant matters. If we were to receive reports annually considerable changes might occur in informant coverage in a particular division which would not be detected in the absence of a complete review of the informant coverage of the division such as is made in preparation of the semiannual report. He notes that the semiannual report is of much benefit to the individual office, as it presents graphically the necessity for added security coverage. Mr. Belmont recommends that the semiannual reports be submitted as at present.

ALTERNATE SUGGESTION:

Butte Office recommended that in lieu of summaries on Security Informants, an annual performance rating be prepared for each individual informant. Mr. Belmont states there is no indication as to whether such rating would be prepared in the field or at the SOG. If such a rating is prepared in the field and if the Bureau did not have any summaries from the field, the SOG would have no control over such a rating. If such a performance rating is prepared at the SOG without current information such as that now received in summaries, such performance ratings could not logically be prepared. Mr. Belmont gave this alternate suggestion unfavorable recommendation.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures. The Conference felt that adoption of any of the suggestions would remove emphasis from the informant program and would not serve the best interests of the Bureau.

✓

Mr. Tolson

9/17/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 C/B

SUGGESTION NO. 507-54
MADE BY PHILADELPHIA OFFICE
INFORMANT PROGRAMS

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:

Curtail the formal administrative requirements in handling of the informant programs; such as, requiring 45-day contacts, statistical analyses of Agent time spent on the programs, monthly letters to the Bureau, etc.

PRESENT PROCEDURE:

The suggester points out the Manual of Rules and Regulations contains eleven pages regarding Criminal Informants and fifteen pages on Security Informants, the bulk of which outlines technical rules for administrative handling. The Inspectors' Manual contains four pages of synopsisized instructions relative to checking on Security Informants and three and one-half pages for checking the effectiveness of Criminal Informant program. These instructions require a considerable amount of time and attention during the course of an office inspection, with the result that it appears this phase of our operations achieves an inordinately large and disproportionate prominence in comparison with many other phases of FBI work.

ADVANTAGES:

Saving of Supervisory, Agent, and clerical time, without any great loss in the effectiveness of the over-all programs.

DISADVANTAGES:

Would result in less attention being given the program and some less value received.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, points out that

cc: Mr. Sizoo
Mr. Harbo

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atn/53 SEP 22 1954

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
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- Parsons _____
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- Sizoo _____
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- Holloman _____
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RAM

Memorandum to Mr. Tolson


time saving, the objective of this suggestion, could be achieved by applying the same suggestion to any phase of the Bureau's work. He states the present administrative requirements in connection with the Criminal Informant program are constantly scrutinized and whenever it is felt certain requirements can be eliminated it will be so recommended.

Mr. A. H. Belmont, Domestic Intelligence Division, states the Manual of Instructions and Inspectors' Manual, as well as instructions issued in connection with the special programs known as Toplev and Security Informant Program, have been carefully reviewed and it is believed that the requirements in effect are all necessary to the proper operation and supervision of our informant work in the security field. He states the Seat of Government is continually on the alert for any possible simplification of procedure which can be placed in effect without causing any slackening of necessary close control and supervision which must be maintained at all times by the SOG in this field of Bureau work. The Security Informant Desk will continue to carefully watch the progress of our Security Informant work to be certain that all regulations and requirements are absolutely necessary to the efficient handling of the work in the Security Informant field.

EXECUTIVES CONFERENCE CONSIDERATION:

EDH:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures.



Mr. Tolson

9/17/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/90 BY SP5 CEF/JS

SUGGESTION #409-54
MADE BY BUFFALO OFFICE
SECURITY CASES

In accordance with SAC Letter 54-30 (C), 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 in security investigations the number of copies designated for the office of origin be reduced from 3 to 2 and the number of copies designated for the auxiliary offices be reduced from 2 to 1. It is further suggested that in cases where a summary report is prepared all but 1 or 2 copies of previous reports be destroyed.

PRESENT PROCEDURE

The office of origin receives 3 copies in 100 Classification (Internal Security or Security Matter-C or R) and 105 Classification (Internal Security or Security Matter cases other than C or R); the contributing office, if not origin, receives 2 copies.

ADVANTAGES OF SUGGESTION

The suggestor states that the office of origin could proceed as well with 2 copies only, particularly in that summary reports have been submitted on subjects of Security Index status. The 3 summary report copies duplicate much of the data theretofore reported and at least one of all preceding reports could be destroyed. The contributing office could in many cases proceed with but one copy for its file. This is particularly true in the many instances where there is no indication of future residence of the subject in the area covered by the contributing office.

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- Mohr _____
- Parsons _____
- Rosen _____
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- Holloman _____
- Gandy _____

cc: Mr. Sizoo
Mr. Harbo

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DISADVANTAGES OF SUGGESTION

Mr. Belmont, Domestic Intelligence Division, advised that a minimum of 3 copies of reports in security cases should be prepared for the office origin. Three copies are necessary as in the event of a national emergency one copy will be submitted to the local U.S. Attorney, 1 copy of all reports should be available for the use of Agents who may attend hearings conducted under the Emergency Detention Program and 1 copy should remain in the field office files so the files may be complete at all times. Mr. Belmont further pointed out that a minimum of 2 copies of such reports should be designated for the auxiliary offices as 1 copy should be available for use of Agents where investigation is set forth as a lead in such reports and 1 copy should be available for the completion of office files. After completion of auxiliary office investigation, 2 copies of security reports should be maintained in the auxiliary office files so that in the event the investigation is reopened a copy of previous reports which may be necessary for the use of investigating Agent may be removed by charge-out without purging the file. Furthermore, there is no assurance that an auxiliary office will not at a later date become the office of origin in a particular investigation.

Mr. Belmont believes that all copies of reports preceding a summary report should be retained in the field office files. While much of the material set forth in the summary report will appear in preceding reports, all information previously reported is not necessarily incorporated in the summary. Should it become necessary that all the subject's activities be available in addition to that included in the summary report, during a hearing under the Emergency Detention Program, three copies of such reports will be necessary. Therefore, Mr. Belmont does not favor adoption of above suggestion.

PREVIOUS CONSIDERATION:

The Executives Conference on 4/29/51 considered a suggestion made by SA Joseph V. Eaker that when summary reports are prepared in the Internal Security field, all but one copy of previous investigative reports be destroyed. The Conference was unanimously opposed to SA Eaker's suggestion.

The Executives Conference on 7/14/51 considered a suggestion made by the Baltimore Office that the office of origin receive 2 copies, instead of 3, of reports in 100 and 105 Classifications. The Conference unanimously recommended no change be made in present procedure.

EXECUTIVES CONFERENCE CONSIDERATION

FDH:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in present procedures.

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Mr. Tolson

9/17/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/90 BY 305 CIP/S

SUGGESTION NO. 468-54
MADE BY THE BUTTE OFFICE

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:

That the Bureau obtain permission from the Bureau of the Budget to purchase automobiles for the field annually or biannually, whichever is most economical.

PRESENT PROCEDURE:

The regulation set up by the Bureau of the Budget for all Government agencies is that automobiles are purchased every six years, or after they have reached 60,000 miles of travel.

ADVANTAGES:

- (1) Minimum repair cost;
- (2) minimum depreciation;
- (3) Maximum performance from equipment;
- (4) Safety of operation;
- (5) Would permit Agents to drive automobiles on an equal footing with the criminals they are investigating.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, states it is not possible to adopt this suggestion. It is noted that the ruling of the Bureau of the Budget applies to all Government agencies; however, since the FBI puts a great deal of mileage on its cars, many automobiles are disposed of before the end of the six-year period. It was also pointed out that when automobiles become difficult to operate and it is felt to be more economical to dispose of them, we don't wait for the expiration of the six-year period or for the automobile to reach 60,000 miles.

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- Parsons _____
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- Holloman _____
- Gandy _____

cc: Mr. Sizoo
Mr. Harbo

atn/ 63 SEP 22 1954

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INDEXED - 43 13 SEP 22 1954

RAM

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/16/64 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in FBI procedures inasmuch as close attention is given to automobile costs and we must comply with regulations of the Budget Bureau which apply to all Government agencies.

✓

Mr. Tolson

9/15/54

Executives Conference

SUGGESTION NO. 771-54
MADE BY JAMES W. AWE
NAME CH. CK UNIT, RECORDS SECTION
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5 cfs

SUGGESTION:

That a statement or symbol be placed on ~~index~~ cards to have indicating that "the file does not contain any more identifying information than what is actually contained on the see card."

PRESENT PROCEDURE:

In many situations no attempt is made to place all possible identifying information in the file on the index card. The purpose of the index card is to serve as a key to information in the file. The Classifying Unit employee is responsible for flagging identifying information to be typed on the index card. If the primary identifying information, birth data, does not appear, the next best identifying information is selected, such as occupation, street address, or the like.

ADVANTAGES:

Mr. Awe states this could not possibly be done with all see references; however, particular emphasis should be placed on the many references which lead to a vast number of files containing nothing but lists of names with their respective addresses. If the address by the name which is being reviewed cannot be found on the name check form, the reference must be marked "NI" (no identifying information). If for the many references of this particular nature, the address and a notation as suggested, were placed on the index cards, these many references would never have to be sent to File Review.

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- Holloman _____
- Gandy _____

This information could be added to many cards now in the index in conjunction with the Common Name Project by re-viewing the many files with the lists of names. However, such a plan would take a number of years before the full effects were felt, but over a period of time, many references now sent to File Review could be eliminated. If this could be done, there would be a considerable saving in personnel, supplies, etc.

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Sizoo & Harbo

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EX-130

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. L. B. Nichols, Records and Communications Division, points out the following: Mr. Awe states that nearly all see references sent to File Review are neither marked "I" or "NI" (indicating it is impossible to establish an Ident or No Record). He states actually nearly one-half of file references reviewed are in fact marked "NR" (no record), which means the file reviewer has sufficient information from which to positively conclude that the individuals are not identical. Awe states there are few instances in which the information in the files referred to by see references could not be put on the index card in its entirety. Mr. Nichols states the experience of the Classifying Unit has been that to place all information on an index card would slow down the indexing procedure and would produce complicated index cards which could not be readily reviewed. The identifying information to be placed on an index card must be selective. Mr. Awe further states the need for additional information for the cards is shown by the Common Name Program, which has as its function the adding of additional information to index cards. Mr. Nichols states the primary purpose of the Common Name Program is to add identifying information to those older index cards prepared when our index was much smaller and under procedures which did not require that as much information be placed on index cards as at the present. These cards go back virtually to the beginning of the Bureau's General Index. In addition, the Common Name Program adds identifying information to index cards based on information contained in other file references relating to the same individual. This is not accomplished when the cards originally are prepared because it would not be expedient to attempt to gather this identifying information from other sources at the time the mail is being processed in the Records Section and the index cards prepared.

RECOMMENDATIONS:

Mr. Nichols recommends the suggestion not be adopted because (1) it could not be applied to all see references; (2) the absence of identifying information on an index card is an indication to the Name Searcher that the file reference does not contain good identifying information; (3) such a symbol or statement on an index card would be misleading to a searcher.

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. The Conference was unanimously of the opinion that the suggestion is already in operation insofar as it is practical to apply it.

bk/jws

MR. TOLSON

9/21/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/90 BY SP5 EJS

IN-SERVICE TRAINING
ELIMINATION OF INTERVIEWS IN PRACTICAL CASE

SAC Letter 54-37, par. F, (7-20-54) requested the field to submit views concerning In-Service training.

SUGGESTION:

That the interviews which are part of the Practice Problem now offered at In-Service are a waste of time and that this time could be more beneficially used in a more practical manner. (Portland)

OBSERVATIONS:

1. Interview training, since the conducting of interviews takes up most of a field agents working day, is one of the most important phases of the Practical Problem. The reason is self evident. Weaknesses in interviewing including the approach, the manner in which questions are asked, the necessity of making them probing and searching, the need for preparation before interrogation starts, and a host of other considerations that are involved can be illustrated effectively only by mock interviews.

2. The discussion by the class after the interview is over of the way the agent interviewed the subject, witness, or complainant is of great benefit to the class. Each man benefits from the technique used by the agents conducting the mock interviews. Actual case examples of good and bad interviews are cited by the instructor and the close attention paid by the class is indicative of the importance they themselves attach to it.

3. The practical problem moves forward and the thread of the case is carried along by the vehicle of the mock interviews. You could not very well have an interesting practical case without some interviews being conducted. It is basic.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____ cc - Mr. Sizoo
- Mohr _____ Mr. Harbo
- Parsons _____
- Rosen _____ CAD: jek
- Tamm _____
- Sizoo _____
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- Holloman _____
- Gandy _____

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RH

4. The high value and worth of interview training in the practical problem has been demonstrated in the past and the special agents taking the training has remarked time and time again to the instructors how profitable it is. Naturally the newer men who lack the experience get more from the training than the veterans but the older agents as well as new ones are called to participate. So it is a mutual affair.

5. This suggestion is advanced by only one office whereas other offices have suggested that even greater emphasis be placed upon it.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

RH ✓

Mr. Tolson

9/16/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 CFB/BS

SUGGESTION NO. 778-54

MADE BY SAC, DETROIT

FEDERAL HOUSING AND ADMINISTRATION MATTERS

TITLES OF REPORTS

THE SUGGESTION:

In order to more readily identify the relationship of each subject with a Federal Housing Administration Matter investigation, that the words "Borrower" or "Salesman" appear after the name of each such subject in these cases. In the case of officers or owners of home modernization dealers, it is suggested that the position of each such individual be described immediately after his name and immediately before the name of his company. An example of this would be:

"SEYMOUR GEORGE MARTIN, owner, MARTIN HOME IMPROVEMENT COMPANY; GEORGE W. JOHNSON, Salesman; LAYFIELD JONES, Borrower."

ADVANTAGES OF THE SUGGESTION:

The suggester believes that by so identifying the subjects in these cases, the reader of any communication pertaining to these subjects would have a clearer picture of their relationship with the investigation.

DISADVANTAGES OF THE SUGGESTION:

None noted by the suggester.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, points out that in other cases of a similar nature, such as Fraud Against the Government, we do not identify the inter-relationships of the subjects by terminology such as "Contractors," "Subcontractor," "Purchasing Agent," etc., except where Government employees are involved. No need is felt for such descriptive data in those cases and it is not felt it is necessary in Federal Housing Administration Matter cases. If the relationship of the subjects is needed, it can be found in the body of the reports and it does not appear that the additional typing required is worthwhile.

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

cc: Mr. Sizoo
Mr. Harbo

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EX-129

13 SEP 23 1954

RAM

Memorandum to Mr. Tolson

RECOMMENDATIONS:

Mr. Rosen recommends that this suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:new

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures.

✓

MR. TOLSON

9/20/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING -
TECHNICAL TRAINING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/4/92 BY SP5 CFB

SAC Letter 54-37, par. T, (7-20-54) requested the field to submit views concerning In-Service Training.

SUGGESTION:

The SAC at Memphis (8-23-54) suggested the required Technical Training for the field should be handled at In-Service except for such training in the use of technical equipment as can be held in conjunction with firearms (for example, plaster casting and practice with two-way radio cars).

PRESENT PROCEDURE:

The field is required to hold technical conferences in conjunction with the regular semi-annual agents conferences. Certain topics representing current problems in Laboratory matters are presented to the field for discussion and practice with various pieces of technical equipment as prescribed by the Bureau. In addition, such activities as plaster casting and practice with two-way radio cars are done in conjunction with firearms training where practicable. The technical training also includes practice with the fingerprint camera, dusting and lifting of latent fingerprints, practice with the extortion switch, identification and wrapping of evidence, practice on taking inked fingerprint impressions, practice with walkie-talkie or handy-talkie, practice with flood lights and mile-ray lights, and practice with ultra-violet lights. Specially designated groups of agents are also required to practice semi-annually with the radio transmitters and sound power phones. Other groups of agents are required to practice with the photo-record camera and motion picture camera.

COMMENT:

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- Boardman _____
- Nichols _____
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- Harbo _____
- Mohr _____
- Parsons _____
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- Holloman _____
- Gandy _____

cc - Mr. Harbo
Mr. Sizoo

NAW: jek

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Technical training and practice in the field should

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not be discontinued and given only at In-Service because then agents would have no opportunity to "keep their hands in" on the techniques listed above except once in three years. Under the present system these matters are called to their attention and they have opportunity to practice with the equipment twice a year.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, unanimously recommended that technical training in the field be continued as at present.

✓ RTH

Mr. Tolson

9/20/54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 8/4/92 BY SP3 CEF/BS

SUGGESTIONS RE IN-SERVICE TRAINING
~~HOLDING~~ IN-SERVICE TRAINING IN THE FIELD

By SAC Letter 54-37, paragraph T, (7/20/54), the field was requested to submit views concerning In-Service Training.

SUGGESTION:

That In-Service Training be held in the field by sending training squads to field offices periodically. (Submitted by Agents from New Haven and the Laboratory. SAC in Butte resubmitted this suggestion which had previously been made by SAC Wuly.)

ADVANTAGES:

1. Economy ... Savings in travel and per diem expense. SAC in Butte claims this would amount to almost \$600,000.

2. Entire field office Agent personnel would be retrained at same time.

3. Special Bureau projects could be thoroughly discussed with opportunity for questions by office personnel.

4. There would be only a slight disruption of Agents' production.

5. No need to reassign cases as is true when Agent attends In-Service in Washington.

6. No need to assign another Agent to handle expedites in a particular territory during the absence of Agent attending In-Service which means disruption of second Agent's work, added expense, and travel.

7. Savings of Agent days ... equivalent to 100 additional Agent personnel.

8. Policy questions could be referred to Bureau by letter.

9. Eliminate personnel problems resulting from misconduct in Washington.

10. Would make it possible for Agents to receive

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- Boardman _____
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- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
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- Holloman _____
- Gandy _____

cc: Mr. Sizoo
Mr. Harbo
AW:ATP

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current Bureau policy and suggestions annually instead of every 2 years.

DISADVANTAGES:

1. The Agent does not have the benefit of receiving lectures from supervisors.
2. The Agent does not have the opportunity of seeing certain phases of the Bureau in operation.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION:

Executives Conference on 4/3/51 considered suggestion by SAC Wully for holding In-Service in the field. This was at a time when In-Service Training had been temporarily discontinued. Majority voted against holding In-Service Training in field. Messrs. Harbo and Glegg favored the suggestion that, on an experimental basis, a team of 3 selected Bureau supervisors experimentally conduct In-Service Schools at Chicago and Charlotte with 3 days' training for $\frac{1}{2}$ of the Agent personnel and a repeat for the other half. Regarding this the Director commented "I am in favor of reinitiating In-Service here if at all possible, but failing that, then I share Harbo's and Glegg's views."

On April 19, 1951, the Conference reconsidered the proposal for holding In-Service experimentally in Charlotte and Chicago together with a proposed program. This experiment was never actually done and the Executives Conference memorandum of 4/19/51 bears a notation in Mr. Glegg's handwriting "disapproved by Director.HHC." Regular In-Service Training subsequently was resumed.

OBSERVATIONS:

It is felt that In-Service Training should be given at the Seat of Government and that holding In-Service in the field should be considered only as a substitute measure to be employed under emergency conditions, if at all.

The advantages of attending In-Service at the Seat of Government would be absent -- opportunity to meet the Director and other Bureau officials, and opportunity to participate in forums with Assistant Directors and other Bureau officials.

The facilities available to the travelling squads would not be comparable to the facilities now available to instructors -- current cases, constant daily contact with trends, opportunity for immediate clarification of questions and problems, firearms facilities, opportunity for the Agents to confer with

Bureau supervisors concerning vexing problems in connection with their individual cases.

It would be next to impossible, short of using the Assistant Directors themselves, to get enough instructors grounded in all phases of the Bureau's operations to do as effective a job as can be done under the present system.

The work of each field office would be disrupted in large measure by the necessity of having half the Agents attend several days of training which would then be repeated for the other half.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unánimously unfavorable for the reasons indicated herein.

RH ✓

Mr. Tolson

9-20-54

The Executives Conference

IN-SERVICE TRAINING
PANEL FORUMS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/90 BY SP5 EFB/JS

SAC Letter 54-37, Paragraph T, dated 7-20-54, requested field to submit suggestions regarding In-Service Training.

1. The Boston Office suggests that more time be allotted to the Administrative Division Panel Forum.

2. The Miami Office suggests that the Panel Forums on the final day be eliminated.

PRESENT BUREAU PROCEDURE

There is a one-hour panel forum by the Administrative Division on the final day. There are also panel forums by the other divisions, as follows:

Identification Division	- 1/2 hour
Training and Inspection Division	- 1/2 hour
Records and Communications Division	- 1 hour
Domestic Intelligence Division	- 1/2 hour
Investigative Division	- 1/2 hour
Laboratory Division	- 1/2 hour

ADVANTAGES LISTED BY FIELD

Boston Office states it would give more time to In-Service Agents to ask questions of Administrative Division personnel.

Miami states that sufficient additional information is not given during the panel forums to justify the time spent.

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 Boardman _____
 Nichols _____
 Belmont _____
 Harbo cc: Mr. Harbo
 Mohr _____
 Parsons Mr. Sizoo
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JM

OBSERVATIONS

Mr. Mohr feels that the one hour now allotted for the Administrative Division Panel Forum is sufficient.

The panel forums at the conclusion of In-Service are the means whereby the Assistant Directors who do not have specific subjects assigned to them are given an opportunity to appear before In-Service Agents.

To eliminate the panel forums would limit the opportunities for In-Service Agents to see and know the Assistant Directors, and to ask questions of the officials and supervisors handling the matters in which the Agents are interested.

EXECUTIVES CONFERENCE CONSIDERATION RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously that the present procedures be continued for the reasons indicated herein.

✓ RTH

MR. TOLSON

9/20/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING
BACKBONE SUBJECTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/12 BY SP6 CLK/B

SAC Letter 54-37, par. T, (7-20-54) requested the field to submit views concerning In-Service Training.

SUGGESTION:

It was suggested that emphasis be placed on certain so-called "Backbone subjects" specifically: Interviews, Note Taking, Signed Statements, and Report Writing. In connection with the latter topic of Report Writing it was suggested that specific instructions covering a definite period of time, for example three hours, be devoted to it for various reasons such as our dissemination responsibilities. (New Haven, Cincinnati, New York, Anchorage, Boston, Springfield)

ADVANTAGES AND DISADVANTAGES: None offered by field.

The advantage of stressing such keystone subjects as the foregoing is self-evident. They underlie every Bureau investigation — criminal or non-criminal. There are no disadvantages to this suggestion.

PRESENT PROCEDURE:

The basic investigative procedures of Interviews, Note Taking, and Signed Statements are stressed to a great extent during the Practical Case phase of In-Service Training under the existing set-up. The problem opens with a discussion of Interviews and the Director's statements on the importance of them. Case examples of good and poor interviews are cited. The men are reminded that the lion's share of their days work is spent in interviewing and of the necessity of constant improvement. The techniques of good interviewing are reviewed and throughout the entire course of the problem practice interviews are held for 2 1/2 days.

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- Nichols _____
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- Parsons _____ cc - Mr. Harbo
- Rosen _____ Mr. Sizoo
- Tamm _____
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- Winterrowd _____
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- Holloman _____
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The importance of Note Taking is discussed and the pitfalls of same so far as the trial of a case is concerned. The evidence doctrines of Past Recollection Recorded and Present Recollection Refreshed are reviewed in this connection.

Not only are the mechanics of the taking of signed statements covered, but the Rules of Evidence in regard to the Constitutional Voluntary Test and the McNabb Rule Test of admissibility are reviewed during the progress of the Practical Case.

Report writing except in a general way i.e. need for accuracy etc. is not covered in the Practical Case. This problem, however, is a large one because of the special rules that, of necessity, have developed pertaining to various types of cases. The rules particular to the individual type cases e.g. applicant, security, etc. are now covered by the lectures from the various substantive desks. This is believed to be the proper forum for the stressing of the individual report writing problems. Since the general rules of report writing are known to all there would appear to be no need for a special lecture on report writing as such.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously that the present procedures be continued.

RH ✓

Mr. Tolson

9-20-54

The Executives Conference

IN-SERVICE TRAINING
FINGERPRINT IDENTIFICATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 EFB

SAC Letter 54-37, Paragraph T, dated 7-20-54, requested the field to submit views concerning In-Service Training.

New York, Miami and Louisville Offices suggest that a refresher course, of about one hour, in Fingerprint Identification be included in the In-Service program.

PRESENT BUREAU PROCEDURES

Although all New Agents are taught how to classify fingerprints, there is no lecture on this subject at In-Service.

ADVANTAGES LISTED BY FIELD OFFICES

It would permit Agents to eliminate, on the spot, persons picked up because of resemblance to fugitives if the fingerprint patterns were different.

COMMENTS

All Agents should know the basic elements of fingerprint classification. This has been in the New Agent curriculum for at least 20 years. Mr. Tamm agrees that Agents should know elementary fingerprint classifications but does not believe one hour before In-Service class would be sufficient. It appears that this subject could better be handled as a 2- or 3-hour topic before the field office Semiannual Conferences for Agents. The field can handle this but the field cannot handle the subjects given in the In-Service course.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 55

INDEXED - 55

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66-2554-1186

67 SEP 23 1954

2 RJ

JR

Memorandum for Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

✓, RH

6-
Mr. Tolson

9/21/54

The Executives Conference

~~IN-SERVICE TRAINING~~
~~HANDLING OF PSYCHOPATHS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY 21501/B

SAC Letter 54-37, Paragraph T, dated 7-20-45, requested field to submit suggestions regarding In-Service Training.

Houston Office suggests that a course on the handling of psychopaths be given.

PRESENT PROCEDURE

No lecture as such is given In-Service or New Agents.

ADVANTAGES LISTED BY HOUSTON

Considerable time is wasted in attempting to identify and thereafter handle a psychopath.

COMMENTS

There are numerous types of psychoses. There are varying degrees of severity of unbalance of psychopaths. It would take an extended period of time to learn the manifestations which identify the different types of psychopaths. The Bureau's problem is not to determine what kind of a psychosis a person is suffering from but rather whether the person is a psychopath. Most Agents can recognize "nut" complainants after a few minutes. The maintenance by the field office, on the complaint desk, of an index card system listing psychopaths who have previously called at the office should be sufficient.

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

Mr. Harbo
Mr. Sizoo

RECORDED - 55
INDEXED - 55
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66-2554-11867

SEP 23 1954

67 SEP 24 1954

SR

M

Memorandum for Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously unfavorable.

✓ RTH

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Mohr
Mr. Parsons
Mr. Sizoo
Mr. Keay
Mr. Tamm
Mr. Holloman
Mr. Harbo
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Mr. Tele. Room
Miss Gandy

MR. TOLSON

9/21/54

EXECUTIVES CONFERENCE

~~IN-SERVICE TRAINING~~
~~AGENTS WORKING WITH~~
SEAT OF GOVERNMENT SUPERVISORS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/9/92 BY SP5CJF

By SAC Letter 54-37, par. 7, (7-20-54) the field was requested to submit views concerning In-Service Training.

The SAC at San Francisco (8-11-54) submitted the following suggestion in two parts.

1. The Bureau might try a program by which the men who have had more than three years experience in the Bureau and less than 15 be given an assignment with the supervisory staff at the Seat of Government, either during the In-Service period, or perhaps for a week in addition to the In-Service period, in order that these men might have the advantage of learning at first hand some of the problems that the Bureau faces from the angle of the Headquarters in Washington. The Bureau might well utilize these men for a weeks time assisting the supervisors on the various desks.

or 2. If this could not be worked out on a general basis he suggests that at least all field supervisors and assistant and relief supervisors who have had at least six years' experience in the Bureau and which has not included a tour of duty as a Bureau supervisor, could profit more perhaps by spending several days with the Supervisors at the Seat of Government handling the same classification as the field supervisor rather, even, than attending firearms training.

ADVANTAGES OF THE SUGGESTION:

1. The field agents would achieve an appreciation of the problems of the Bureau.
2. They would learn the Bureau's supervisory system.
3. It would serve to uncover any latent supervisory talents.

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

cc - Mr. Harbo
 Mr. Sizoo
 JAW: jek GCG: ATP
 jek

RECORDED - 55

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Can
 1-11868
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4. It would improve the quality of field supervision.

OBSERVATIONS:

1. It would require the time of the Seat of Government supervisor to train the men.

2. Mistakes would occur because of the unfamiliarity of the field men with the Bureau system and the details of Bureau policy regarding the particular violations.

3. There would be a duplication of work inasmuch as the supervisory functions performed by the agents from the In-Service class would have to be reviewed by the Seat of Government supervisor anyway.

4. Difficulties would be encountered in maintaining proper flow of work because much of the time of the Seat of Government supervisor would be taken conferring with the field agent.

TRAINING AND INSPECTION DIVISION VIEWS:

While this suggestion has some merit, the disadvantages outweigh the advantages. It is also pointed out that under existing policy the field supervisors who are being considered for further advancement are brought in to the Seat of Government as supervisors. It is also pointed out that the work of supervisors at the Seat of Government is highly specialized in that each supervisor, in most instances, handles only one type of case and therefore the benefits derived by the field supervisor would be extremely limited.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

R.H. ✓

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

MR. TOLSON

9/21/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING -
LENGTH OF COURSE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 CFB

By SAC Letter 54-37, par T, (7-20-54) the field was requested to submit views concerning In-Service training.

Five suggestions were received bearing on the length of the course:

1. The SAC at Butte suggested that the course be lengthened to three weeks for new men in order to afford more training.
2. The SAC at St. Louis recommended cutting the course to six days by omitting firearms training and practical case work at Quantico. An agent in the Records and Communications Division suggested cutting to one week by leaving out firearms training and practical case work. Mr. Nichols did not agree with this.
3. The SAC at Springfield suggested cutting the length of the course by one day in order to permit the agents to get back to their respective offices one day earlier.
4. The SAC at Buffalo recommended cutting the first day by one half hour to allow more time for dinner.
5. The SAC at El Paso suggested holding a two-week course for new men and a one-week course for older men.

PRESENT PROCEDURE:

In-Service training is two weeks in length. Classes commence at 10:00 a.m. on Monday, dismiss at 6:00 p.m.; Tuesday through Saturday the hours are 9:00 a.m. to 6:00 p.m.; on Sunday 1:00 to 6:00 p.m.; on the second Monday through Thursday 9:00 a.m. to 6:00 p.m.; and on the final Friday 9:00 a.m. to 4:30 p.m.

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- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Nease _____
- Winterrowd _____
- Room _____
- Mr. Harbo _____
- Mr. Sizoo _____

OBSERVATIONS: AND COMMENT:

It is the belief of the Training and Inspection Divi-

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NAH:jek
jek

RJG

SEP 28 1954

sion that two weeks is the proper length for the In-Service course. Three weeks for new men would afford an opportunity for more training for new men but it would also keep them away from their investigative duties another week. A six-day or one week In-Service course would not provide ample opportunity for broad coverage of the Bureau's problems in all fields. Reducing the course by one day would not permit most agents to get back to their offices a day earlier since most of them are concentrated within one day's travel time of Washington and they would get back to headquarters either Friday night or sometime Saturday or Sunday. It is doubtful that they would get back to their offices on Friday in time to perform much productive work.

It is proposed therefore that no change be made in two-week period now allotted for In-Service training.

PROPOSAL RE DINNER HOUR:

Regarding the extra one half hour for dinner on the first day prior to departure for Quantico the advantage is that the men would not be rushed in obtaining their evening meal. The disadvantages are that it would reduce the amount of instruction time available by one half hour if the class were to be dismissed at 5:30 p.m. If the class were to delay departure for Quantico until 7:30 P. M. then the class waiting at Quantico for return to Washington would not get back until 10:00 p.m. or later and the chauffeurs would be kept on duty later.

PROPOSED SOLUTION:

It is proposed that the classes depart for Quantico promptly upon dismissal at 6:00 p.m. and have dinner at Quantico immediately upon arrival there at about 7:00 p.m. SAC Sloan agrees that this is entirely feasible. This would allow the returning class to get back to Washington at about 8:15 to 8:30 p.m.

EXECUTIVES CONFERENCE ACTION: RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, was unanimously opposed to the five suggestions set out initially in this memorandum. However, the Conference unanimously favors the proposal that upon the opening day the In-Service class depart for Quantico promptly upon dismissal at 6:00 p.m. and have dinner at Quantico upon arrival there at approximately 7:00 p.m.

✓ RTH

9/21/54

Mr. Tolson

The Executives Conference

IN-SERVICE TRAINING
SUBSTITUTIONS, i.e.
FIREARMS TRAINING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/90 BY SP5 CE/B

The Field was requested by SAC Letter 54-37 (T) to submit views concerning our In-Service Training.

The views submitted regarding Firearms Training given in In-Service schools were generally favorable to continuing the present program.

*Practical
Rifle
Course*

The SAC's at New Haven, St. Louis, Buffalo, Springfield and New Orleans suggest that courses given in the field (P. P. C., Double Action and Machine Gun) not be given during In-Service, but the time saved be devoted to advanced firearms courses which Quantico is equipped to offer and which would be too costly to provide in each field office.

The SAC's at Honolulu, Omaha, and Washington Field Office suggest deletion of firearms training at In-Service schools, confining the training to the field exclusively.

The remaining offices offered no views other than present program was adequate, except Oklahoma City whose SAC suggests more emphasis in firearms training.

Ca

OBSERVATIONS AND COMMENTS:

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61-2527-11870

SAC Sloan feels that there should be no reduction in firearms training during In-Service schools and that the present program offers a well balanced and progressive course. Fundamentals of shooting are reviewed, practical positions are practiced and then put together on the P. P. C. The actual shooting of the P. P. C. requires very little time and gives the instructors an opportunity to observe the shooters handling their revolvers under "combat conditions" -- The only rifle training offered our Agents is non in New Agents' classes and In-Service schools. This must be continued as few field offices have ranges available to safely conduct rifle training.

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

cc: Mr. Harbo
Mr. Sizoo

J RY

13 SEP 23 1954

67 SEP 24 1954

In-Service firearms training is very valuable to maintain uniform courses and safe shooting positions. It provides an opportunity to physically check the mechanical operation of assigned revolvers, sight alignment, etc. Last month during In-Service training and Agent listed by his office in his last annual performance rating as unqualified to handle firearms, was found to have a defective revolver, and when replaced, the Agent fired a score of 97.5 on the P. P. C. and equally good scores on the other courses. He developed confidence as the result of his training during In-Service training that will permit him to become a valuable Agent.

EXECUTIVE'S CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, unanimously felt that the present firearms training should be continued in connection with In-Service training schools.

RH ✓

MR. TOLSON

9/20/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING
FEDERAL CRIMINAL PROCEDURE
ALBANY DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 CEF/BS

SAC Letter 54-37, par. T, (7-20-54) requested the field to submit views concerning In-Service Training.

SUGGESTION:

The SAC at Albany (8-30-54) suggested that three to four hours of the Practical Case work be devoted to practice testimony before the Grand Jury and practice filing of complaints and testimony at U. S. Commissioner's Hearing.

ADVANTAGES:

He pointed out this would be of value due to the great amount of security, civil and applicant work the Bureau now performs and it could be a refresher course in the criminal field. He stated it would allow older agents to correct the errors they may be making and likewise be of help to the less experienced men.

DISADVANTAGES:

There is no disadvantage, of course, to this suggestion in and of itself. The difficulty arises in the amount of time the suggested procedure would take from the many other topics covered in the Practical Case — all of equal merit.

OBSERVATION:

(during Practical Case at Quantico)

Under the present system/the general topic of Federal Criminal Procedure is taken up and discussed by the class and the instructor. The men bring forward their difficulties and they are ironed out. All the Rules in point are taken up as the occasion demands e.g. complaints, arraignments, warrants, arrests, searches and seizures, confessions and the many other basic subjects covered by the Rules. To devote three to four hours to the practice of filing complaints would be extensive

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

cc - Mr. Harbo
Mr. Sizoo
GAL: jek

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67 SEP 24 1954

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treatment to only one particular procedure. Since the opportunity is had to discuss any individual problem in the Rules including complaints, the suggestion would not appear to be justified.

All new agents have moot court training in their original training classes, it is continued in the field, and any particular problem in regard to testifying they have can be aired and explained at In-Service. It would be too elementary and too time consuming to add moot court and practice testimony to the Practical Case. Other subjects generally more important would suffer.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

RH ✓

Mr. Tolson

9-20-54

The Executives Conference

IN-SERVICE TRAINING
POLICE INSTRUCTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/4/90 BY 205 CIP/JS

SAC Letter 54-37, Paragraph T, (7-20-54), requested the field to submit views concerning In-Service Training.

SUGGESTION:

The SAC at Albany (8-30-54) suggested that two hours of In-Service should be devoted to a Forum on Police Instruction; that Police Instructors could forego the tour of the Laboratory to attend this forum.

PRESENT BUREAU PROCEDURE:

At the present time, one hour is devoted to a conference of field Police Instructors attending In-Service who meet with a representative of the Training and Inspection Division and discuss current Bureau policies and procedures in police training.

OBSERVATION:

The experience of the Training and Inspection Division representatives has been that one hour devoted to this conference has been adequate and that there is no need to extend it another hour. All business has been properly handled under current schedule.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, unanimously concurred with the Training & Inspection Division that the one hour devoted to this subject should be continued since present experience indicates that amount of time is sufficient.

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

cc: Mr. Harbo
Mr. Sizoo

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Mr. Tolson

9/20/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/90 BY SP5 CE/B

IN-SERVICE TRAINING
SELECTION OF MEN FOR ATTENDANCE

SAC Letter 54-37, paragraph T, (7/20/54) requested the field to submit views concerning In-Service Training.

A number of suggestions were submitted bearing upon the question of selecting men for attendance:

1. The SAC at Butte (8/10/54) and the SAC at Albany (8/30/54) suggested that each class be made up of men from the same section of the country -- the Southeast, New England, the Middle West, etc. -- because the Agents would then have something in common and that Agents in other sections of the country would not have anything in common and therefore no interest.

OBSERVATION:

Views of the Administrative Division were sought. The Administrative Division does not feel that this suggestion has merit. The Bureau needs a free exchange of ideas, methods, procedures, and information from Agents throughout the entire service on a continuing basis in order that all Agents will be aware of the Bureau's problems.

EXECUTIVES CONFERENCE ACTION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously unfavorable.

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

cc: Mr. Sizoo
Mr. Harbo

NAW: jek/atp

RH

2. The SAC at Butte also suggested that an alternate be designated when the Bureau sends out a letter instructing that a certain Agent report for In-Service Training. He says this would permit the office to send the man who can be spared without encountering administrative problems.

OBSERVATION:

This would represent much needless work because in most instances the alternate would not be needed. The Administrative Division views are: It does not appear that this suggestion has sufficient merit to adopt. Under the present procedure any SAC may select an alternate when the exigencies of his field office so indicate merely by submitting appropriate justification. This is done in a letter in which the SAC merely states: Unless advised to the contrary this will be done.

EXECUTIVES CONFERENCE ACTION: RTH:cs

The Conference of 9/20/54 agreed with the above views of the Administrative Division.

3. The SAC at Seattle (8/6/54) suggested having the field select the Agents for attendance instead of the Bureau within limits set out by the Bureau and subject to examination by the Inspector.

OBSERVATION:

The Administrative Division views were sought and they advise that the Bureau has already permitted 4 of the larger offices to schedule Agents for In-Service training. These are New York, Washington Field, Los Angeles, and San Francisco. It is necessary, however, on a continuing basis to follow these particular offices to assure that the more delinquent Agents are scheduled. It does not appear desirable to permit the smaller offices to follow this procedure as there would be a tendency to keep delaying the so-called "key men" of the

office. This would necessitate too much correspondence between the Bureau and the field offices. We experience no particular difficulty under our present procedure.

EXECUTIVES CONFERENCE ACTION: RTH:cs

The Conference of 9/20/54 felt that the present procedures should be continued.

RH

MR. TOLSON

9/20/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING
LABORATORY TRAINING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/4/92 BY SP5 EJP

SAC Letter 54-37, par. T, (7-20-54) requested the field to submit views concerning In-Service Training.

SUGGESTION:

Seattle suggested tour of laboratory and watch examinations being made.

Indianapolis suggested an hour demonstration of the polygraph during In-Service.

SAC's Portland and New York suggested laboratory afford actual demonstrations of laboratory examinations during In-Service.

PRESENT PROCEDURE:

A two and one half hour tour of the laboratory is afforded during in-service at which time examiners show and discuss equipment used for examinations but do not normally demonstrate actual examination.

COMMENTS:

During present in-service all of the above suggestions are serviced except demonstration of examinations. This would probably be of benefit if each agent was to be a laboratory examiner, but in practice the agent investigator needs only information as to what he could expect from the laboratory examination but not the scientific way it is accomplished. It would be impossible to have all agents to also be examiners, in-service accomplishes its purpose when the laboratory shows and discusses the type of equipment used by examinations and what the agent can expect from an examination of a particular piece of evidence.

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

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INDEXED - 10

100-2557-11874

13 SEP 23 1954

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EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously that the present procedure should be continued.

RH ✓

MR. TOLSON

9/21/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING
SOUND AND LOCK PICKING TRAINING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12/82 BY SP3 CFB

SAC Letter 54-37, par. T, (7-20-54) requested the field to submit views concerning In-Service training.

SUGGESTION:

SAC Louisville suggested more scientific information concerning use of sound equipment and lock picking devices be afforded all agents instead of a specialized few agents.

PRES-ENT PROCEDURE:

Both sound training and lock picking are afforded certain agents at specialized schools.

COMMENTS:

The advantages of an agent being qualified in both sound and lock picking in theory are apparent, however there are predominate factors against this action.

Both topics suggested are highly confidential techniques. The Director has stated that sound training should not be afforded at general In-Service training. It follows also that lock picking should not be taught to all agents but similiarly only to agents who have long experience in the Bureau and who have demonstrated that they are career employees.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously unfavorable. The Conference feels the present policy should be continued.

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

cc - Mr. Sizoo

Mr. Harbo

PHS: jek

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66-2554-11875

Mr. Tolson

9/21/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5 EFB/B

FIREARMS AND ARREST PROBLEM INSTRUCTION

By SAC Letter 54-37, paragraph T, (7/20/54), the field was requested to submit views concerning In-Service Training. A number of suggestions were received concerning training in firearms and arrest problems as follows:

1. The SAC at St. Louis suggested that a firearms expert be assigned to every field office in order to give firearms training, thus making it possible to reduce the amount of time devoted to firearms training at Quantico.

2. The SAC at El Paso suggested that a firearms expert accompany each team of field inspectors in order to provide firearms training and to inspect the field office training program and firearms facilities.

3. The SACs at Oklahoma City and Springfield suggested that the arrest and raid problems given at Quantico place more emphasis on simple arrests rather than on complicated raids.

With respect to the suggestions listed above, the following observations of the Training and Inspection Division are set forth:

1. That firearms experts be assigned to each field office.

This practice has and is being followed. Whenever possible the experts, on completing their assignments at Quantico, are transferred to field offices in need of a firearms expert. However, these experts usually are given administrative assignments in the field and are not always available for instructional assignments. Expert firearms instructors are trained at Quantico on justified request from an SAC. This is usually done following attendance at In-Service School. During the fiscal year 1954 29 firearms experts were trained at Quantico.

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

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13 SEP 23 1954

2. That firearms experts be assigned to inspection teams and conduct and observe field firearms training during inspections.

This suggestion is not practical as firearms training dates must be scheduled in advance to assure availability of ranges. There is no savings involved of either time or money.

3. That more simple arrest problems be given during In-Service Training.

The arrest problems given at Quantico during In-Service Training are constantly being changed as the needs of the field dictate. These problems vary from the arrest of one subject by one Agent to involved raids arresting 3 or more subjects by a squad of Agents. The fundamentals of simple arrest are involved in any arrest problem and, therefore, Agents obtain this practice during In-Service Training.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, recommends unanimously that the present procedures be continued.

KH

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The Director

Executives Conference

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DATE 8/15/54 BY SP5 ECF/BS

AVAILABILITY OF COPIES OF SUMMARY REPORTS IN
SECURITY INDEX CASES AT QUANTICO RELOCATION SITE

The Executives Conference on 9-13-54 considered a proposal of the War Plans Coordinator of the Training and Inspection Division that one copy of every summary report on each Security Index subject be withdrawn from the Seat of Government of field files and that when further reports on similar cases are prepared, an extra copy be made, that all such copies be sent to the Bureau relocation site at Quantico where an open top folder will be prepared for each Security Index subject, the reports to be placed therein; folders to be alphabetically arranged; the files to be retained in the attic at Quantico. Conference was advised that if an estimated 30,000 summary reports were placed in such folders, it would take approximately 40 five-drawer, letter-size cabinets at this time and that it is estimated that it would expand at the rate of 14 five-drawer letter-size cabinets per year; the cabinets presently cost \$53.50 each. Initial cost \$2140. Conference was advised that SAC Sloan, after consulting with design engineer, N. L. Jones, USMC, Quantico, stated that the attic at Quantico is capable of holding the estimated 40 cabinets and has ample space to allow for five years' expansion at 14 cabinets per year. The Conference was further advised that the Records Section has indicated that it would cost approximately \$.0638 per serial to pull those summary reports now on file at Seat of Government. Conference was further informed that it would probably take the services of one file clerk at Quantico to make the necessary additions and deletions to the summary reports at Quantico.

The Conference was further advised that the Office of Defense Mobilization, which organization coordinates the emergency planning for the White House, has instructed that emergency relocation should be planned for the duration of the war rather than a temporary 90-day period and that all agencies should keep active the program of selecting indispensable operating records for duplication in a repository outside of the Washington target area.

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

cc: Mr. Harbo
Mr. Sizoo

RECORDED-57

EX - 113

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The Domestic Intelligence Division stated that copies of summary reports at Quantico would answer only a part of the problem because Security Index cases, while a large percentage of their pending cases, by no means constitute the whole problem and that to attempt to set up summary reports at Quantico would be a highly expensive procedure and would become a white elephant because of the expense and time needed to keep the files up to date. The Domestic Intelligence Division proposed:

(1) That in lieu of summary reports in Security Index cases a complete set of Security Index cards, including photographs and descriptions where available, be sent to Quantico, all current changes in the index to be sent to Quantico as they are received. It was pointed out that this would give control for the operation of the emergency detention program but would not give the information necessary on which to base a subsequent hearing for the subject before a hearing board. However, field copies of investigative reports where available could be utilized for this purpose. The New York Office has not been required to submit summary reports in a large percentage of its cases, therefore, the summary report program would not be covering many of the New York cases on the Security Index.

(2) The second step in the Domestic Intelligence proposal was to set up in Quantico a duplicate set of assignment cards on all cases in the Internal Security Section to include the Communist Party, Communist Party Fronts, Treason, Sabotage and Splinter Group cases. These assignment cards at Quantico to be brought up to date once a month. Thus there would be at Quantico a control as to pending cases and would enable the Division to follow the field to see that action is taken.

Domestic Intelligence Division pointed out there are a large number of pending security matter -- G cases, the investigation looking toward placing the subject on the Security Index. The Bureau does not have a record of all such cases at the Seat of Government. Domestic Intelligence Division proposes that in an emergency the field would be instructed to work on such pending cases promptly and to present the case to the United States Attorney for arrest where warranted, notifying the Bureau at that time. Domestic Intelligence Division points out that under these proposals no files would be

taken to Quantico at this time but, that should conditions permit, they would transmit all pertinent security files to Quantico subsequent to the evacuation. It is estimated that there are approximately 40,000 orange banded files indicated for priority evacuation, weighing in excess of 19 tons. General Services Administration has advised all their automotive equipment will be moved to perimeter areas as soon as they receive an alert, to protect it for further use. Therefore, a realistic appraisal indicates a strong likelihood of being unable to move any amount of files and records at a time when evacuation is ordered. Training and Inspection Division took the position that sending of assignment cards on Security Index cases and Security Index cards to Quantico does not comply with the regulations of the Office of Defense Mobilization to duplicate indispensable operating records and place them outside the target area. That without at least copies of the summary reports at Quantico we would be unable to prepare briefs on subjects for presentation to hearing boards where the files of the individual field offices have also been destroyed. In this connection, only the Butte Office is considered a non-target area.

EXECUTIVES CONFERENCE RECOMMENDATION:

There was a divided view as to whether copies of summary reports in Security Index cases should be sent to Quantico for retention: The minority, Mr. Harbo (along with Messrs. Nichols and Mason who were not present) felt that we should send copies of summary reports in Security Index cases to Quantico in order to provide in the greatest possible degree for the smooth functioning of the Bureau during an emergency period and in order to comply with Office of Defense Mobilization requirements that essential records be made available outside of Washington.

The majority, Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Belmont and Holloman, were opposed and felt that the sending of copies of summary reports in Security Index cases to Quantico would be in essence the creating of a "white elephant" and that the Bureau should not undertake such a project. The majority had in mind that the alternate proposal of the Domestic Intelligence Division that duplicate assignment cards relating to Internal Security Section work be retained at Quantico has been favorably recommended by the Executives Conference in a separate memorandum. These documents along with records in the field should provide adequate controls during the first part of any war emergency period which requires evacuation from Washington in the majority's opinion.

Respectfully
For the Conference

Clyde Tolson

Mr. Tolson

9/22/54

Executives Conference

IN-SERVICE TRAINING
TOURS BY IN-SERVICE AGENTS

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DATE 8/4/90 BY 2/5 CI/B

SAC Letter 54-37, paragraph T, dated 7/20/54 requested the field to submit views concerning In-Service Training.

The Springfield Office suggests that the In-Service class be broken into groups of approximately ten Agents and these groups taken on half-hour tours of the various sections of the Bureau.

PRESENT PROCEDURE:

At present, we give a 2½-hour tour of the Laboratory.

ADVANTAGES GIVEN BY FIELD:

Field Agents would have a better appreciation of the problems faced by the Bureau.

COMMENTS:

We now have a tour of the Laboratory for 2½ hours. We have had in previous In-Service curricula a tour of the Identification Building and a tour of the Records Section. It is felt that these tours have served their purpose and are no longer necessary. It is felt that no useful purpose would be served by sending small groups of Agents to observe Bureau supervisors at work because (a) it would consume a considerable amount of time which could be used to better advantage in the classroom, (b) it would disrupt the work of the supervisors, and (c) it is doubtful that mere observation without extended explanation would be of any value.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

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

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo, unanimously felt that the present procedure should be continued.

cc: Mr. Sizoo
Mr. Harbo

EX-110 RECORDED-140

INDEXED-140

13 SEP 23

51 SEP 23 1954

Mr. Tolson

9-2-54

Executive Conference

ALL INFORMATION CONTAINED
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DATE 8/4/92 BY SP2 EIT/BS

SUGGESTION #733-54
COMMITTEE FOR EDITING AND APPROVING
SAC LETTERS AND BUREAU BULLETINS
MADE BY H. L. EDWARDS
ADMINISTRATIVE DIVISION

In accordance with SAC Letter #54-36 (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:

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 thus eliminate excess verbiage, resolve any ambiguities, and make them more readily readable and understandable, possibly by use of an outline form.

PRESENT PROCEDURE:

SAC Letters and Bureau Bulletins are approved by the Executive Conference, and on occasion by the Director.

ADVANTAGES:

Even though SAC Letters and Bureau Bulletins are approved by the Executive Conference and occasionally by the Director, it is felt this pertains more to substance than form and each division seems to have its own editorial style. It is felt that a carefully selected editing board or panel would create a uniform style for all divisions and eventually they would submit their proposed Bulletins and SAC Letters in a form which would closely follow this style, thus reducing the time and effort of the editing panel to a minimum. It is believed this suggestion would result in a saving of time, paper, and promotion of greater efficiency.

DISADVANTAGES:

None known, except the time required by personnel to review this material, which would be extensive.

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

cc: Mr. Sizoo
Mr. Harbo

SEP 24 1954

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13 SEP 23 1954

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RH

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. E. D. Mason, Training and Inspection Division, is opposed, stating the proper preparation of SAC Letters and Bureau Bulletins is the responsibility of the dictator.

Manuals Desk, Training and Inspection Division, favors the suggestion, stating it would have a tendency to cause more emphasis on the careful preparation of SAC Letters and Bureau Bulletins, with a resulting lessening of excessive verbosity, which is now prevalent.

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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 unfavorable.

The Conference felt that each division at the Seat of Government should see that SAC Letters and Bureau Bulletins are concisely prepared in accordance with prior Bureau instructions.

RTH
OK
per S AH

Mr. Tolson

9-14-54

The Executive Conference

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BUREAU WAR PLANS - VITAL RECORDS TO QUANTICO
Auxiliary E.P.H.E. For S.O.C.

The Executive Conference of 9-13-54, consisting of Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Holloman and Harbo, considered the recommendations which had previously been made by each division at the Seat of Government relative to sending vital records to Quantico, which records would be needed for the immediate prosecution of the war. Their recommendation on the following items was unanimous:

1. The transfer from the Richmond Office to Quantico of the following records, which heretofore have been at Richmond for safekeeping:

- a) Copy of Bureau payroll.
- b) The Bureau's personnel retirement record.
- c) Photographs of FBI personnel fingerprint cards.
- d) Photographic copies of handwriting specimens of individuals on key figure list.
- e) Photostat of suggested draft of agreement between the FBI and the Office of Censorship dated 12-15-50.
- f) Records relating to Special Agents Insurance Fund and Charles S. Ross Fund.
- g) The Atomic Energy security risk list.

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SEP 21 1954

2. The No. 3 copy of the Attorney General's portfolio, which is still in custody of the SAC, Little Rock, awaiting return to the Bureau in the custody of an experienced Agent per Bureau instructions in letter to SAC, Little Rock, 7-20-54. The Bureau will transmit to Quantico No. 3 copy of Attorney General's portfolio on receipt of same from Little Rock office.

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

cc: Mr. Sizoo
Mr. Belmont
Mr. Sloan
Mr. Harbo

NOTE: Separate memorandum submitted on Executives Conference consideration of those items recommended as irreplaceable and needed to resume normal Bureau operations after an emergency period.

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3. A copy of the war plans of each Division at SOI to include the "check list" of various things which must be done by the Domestic Intelligence Division in the event of hostilities.

4. A concise summary of:

a) Detention of Communist program (Detcom).

b) Program calling for detention of enemy diplomats (Frodip).

5. Duplicate assignment cards on cases and matters supervised in the Espionage and Internal Security Sections, Domestic Intelligence Division. There are to be revised and brought up to date on a monthly basis. It is estimated they can be stored in a 6-drawer cabinet with drawers 3" x 5" x 10".

6. A copy of the monthly listing of Soviet Bloc officials and their dependants in the United States. This list is submitted monthly by the New York and Washington Field offices and includes those persons regarding whom it is believed action would be taken to place them in protective custody for repatriation and exchange in the event of war. The volume is less than 100 pages.

7. A copy of the list of dangerous aliens attached to international organizations. This list, submitted monthly by the New York and Washington Field offices, could be referred to the Attorney General and Secretary of State for diplomatic or other action, since these aliens have legal incunities and are not amenable to custody as enemy officials. Consists of approximately 8 pages.

8. A copy of the summary of Soviet and satellite espionage activities in the U. S. This will be a narrative of Soviet and satellite espionage, together with detailed write-ups of individual subjects and will afford a basis for supervision of espionage matters in the absence of Bureau files. Estimated volume 1400 pages.

9. Security index cards. It was pointed out to the Conference that at the present time security index list now at Richmond which is to be moved to Quantico does not contain all the data which is on security index cards. By maintaining a duplicate set of security index cards at a safe place, the Bureau will have sufficient data necessary to supervise the arrests of the subjects even if files of any given field office and the Bureau are destroyed simultaneously. Although the ideal situation would be to have a copy of pertinent reports at Quantico for all security index subjects, the cost of maintaining such records would far exceed the cost of keeping the proposed duplicate set of security index cards. This set of security

index cards can be reproduced mechanically at minimum cost. It is estimated that the 25,771 security index cards as of 9-10-54 can be filed in two 6-drawer cabinets designed for 5 x 8 cards.

10. The listing of places to be searched under the master search warrant. At the present time each field office maintains a list of places to be searched. The master list is maintained in the custody of the Attorney General with a copy in room 1503 of the Justice Building. Consists of 275 places. Each place could be listed on individual 5 x 8 cards and maintained as part of security index.

11. Key facilities list, a bound document of letter-size paper approximately 3 inches thick. Sufficient copies are available to send one out of Washington target area without requiring duplication.

12. Semiannual summary of the activities of the Communist Party, consisting of a file size folder 3/4 inch in thickness. This document will provide a running history of the Communist Party activities immediately available at the relocation site. It is expected to accumulate at the rate of approximately 4 inches per year.

13. A micro-film of the fingerprint card of each individual on the security index on whom a security flash notice has been placed.

14. Security informant index cards showing security informants by name and by symbol number. This consists of approximately 1200 individuals and will take approximately 50 inches of 3 x 5 card file space.

15. Emergency detention program surveys of each field office setting forth the administrative plans each office has formulated to place the program into operation. At present two copies of each survey are maintained at the Bureau. One copy of each will be transmitted to Quantico and as changes are submitted in the form of amended pages, appropriate changes will be submitted to Quantico for insertion in the existing plans. Two letter-size file drawers will be required to store these surveys.

16. No number SAC Letters relating to policy and instructions in connection with the operation of the emergency detention program since 1950. They will make a file approximately one inch thick and will be kept current as new letters are issued. Mr. Belmont pointed out that these SAC Letters, copies of the security index cards, and the Attorney General's portfolio will make the Domestic Intelligence Division completely operational as far as the Detcom program is concerned.

17. A list of Bureau Agents on foreign assignment, consisting of 7 pages, setting forth the names of the individuals involved, their home addresses and telephone numbers, as well as the office to which they are assigned.

18. An index reflecting the identity and brief information on all informants used by liaison Agents abroad.

The Conference was advised that the foregoing items will be kept current by replacements and amended pages. Instructions will be issued relative to the disposal of the old item as revisions are made. It is anticipated that approximately three man days per month will be required to make the necessary revisions and replacements and that the items can be contained in three 5-drawer letter-size filing cabinets, in two 6-drawer cabinets designed for 5 x 8 cards and in two 6-drawer cabinets designed for 3 x 5 cards.

EXECUTIVES CONFERENCE RECOMMENDATION

Present at the Conference 9-13-54 were Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Holloman and Harbo.

Conference unanimously favored storing all of the listed items at Quantico for safekeeping and emergency use during any war period which might require an evacuation from Washington.

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The Director

9/17/54

The Executive Conference

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Auxiliary

WAR PLANS - VITAL RECORDS NEEDED FOR RESUMPTION
OF BUREAU OPERATIONS AFTER AN EMERGENCY

On September 13, 1954, the Conference consisting of Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Holloman, Belmont and Harbo, considered the following items which had been suggested by divisions at the Seat of Government for duplication and sending to Quantico for retention, these records not being classed as needed during a war emergency period but which were considered necessary for resumption of normal Bureau operations after a war period.

1. The Records and Communications Division suggested one copy of each Records Section manual be stored at Quantico for safekeeping. These manuals contain a great deal of technical detail concerning working operations in the Records Section which would be extremely valuable should it be necessary to start anew in the establishment of a central set of records at the Seat of Government.

Messrs. Mohr, Trotter, Parsons and Boardman were opposed. Messrs. Sizoo, Rosen, McGuire, Belmont, Holloman and Harbo favor this proposal.

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2. The Records Section proposes that a duplicate set of index cards pertaining to present employees in the Records Section be retained at Quantico. This index would show the name, home address and telephone number and type of training of each Records Section employee. Records Section believes this would be extremely valuable in reconstructing the Bureau records after a war emergency.

Mr. McGuire recommended favorably as to this proposal.

Messrs. Mohr, Trotter, Parsons, Sizoo, Belmont, Boardman, Rosen, Tolson, Nichols, Holloman and Harbo were opposed.

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

cc - Mr. Sizoo
Mr. Harbo
Mr. Sloan

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3. The Laboratory suggested that a duplicate copy of the Typewriter Standards File be retained at Quantico. This material has already been duplicated and requires approximately one file drawer of space. It is the only means of establishing the make of a typewriter used to prepare an anonymous communication and this type of reference collection would obviously be highly valuable to the Bureau.

Messrs. Mohr and Rosen were opposed. Messrs. Trotter, Parsons, Sizoo, Belmont, Boardman, McGuire, Holloman and Harbo favored this proposal.

Respectfully,
For the Conference

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Clyde Tolson

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Mr. Tolson

9/17/54

The ⁰ Executive Conference

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DATE 1/4/92 BY SP5 CJS

Auxiliary Space for S.O.M.

WAR PLANS - VITAL RECORDS NEEDED FOR RESUMPTION
OF BUREAU OPERATIONS AFTER AN EMERGENCY

On September 13, 1954, the Conference consisting of Messrs. Boardman, Trotter, Parsons, Sizoo, Losen, McGuire, Mohr, Holloman, Harbo and Belmont, considered the following items which had been suggested by divisions at the Seat of Government for duplication and sending to Quantico for retention, these records not being classed as needed during a war emergency period but which were considered necessary for resumption of normal Bureau operations after a war period. The Conference voted unanimously unfavorably as to all of the following items:

1. Conference was advised that it is estimated it would cost \$242 to microfilm the 22,000 cards on which are recorded the serial numbers of firearms, badges and Agents' credentials. This film to be effective would have to be micro-filmed at least every two years. Storage space - eleven reels of microfilm.
2. A copy of the semiannual audit report of the Confidential Fund which could be used to reconstruct the current status of the fund if the ledger account book maintained in the Voucher Unit was destroyed. Conference was advised that if this audit were retained at Quantico, it would be necessary to go back only six months at any time to bring the fund up to date.
3. To microfilm, at a cost of \$165 annually, the permanent time and attendance cards. Conference was advised that this record is not duplicated or obtainable in any other place. It consists of approximately 15,000 cards.
4. Microfilm the 15,000 current pay cards in the Personnel Action Unit, Administrative Division, at a cost of approximately \$165. Cards in question bear the employee's name, FOD, salary, pay changes, job title, etc. Conference was advised that the information available on these cards would not be available any place in the Bureau if the personnel files were destroyed. Conference was advised that the Director had O.K.'d

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 Gandy _____

cc - Mr. Sizoo
 Mr. Harbo
 Mr. Sloan

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the Conference recommendation of August 19, 1954, that no effort should be made to evacuate personnel files from Washington in an emergency period, unless ample time was available.

5. Microfilm, at the cost of approximately \$165, an estimated 2000 classification job descriptions. Conference was advised the information contained therein is not duplicated anywhere else inside or outside the Bureau, and that if these records were to be kept current, it would be necessary to microfilm them at least once each year.

6. Conference was advised that the cost of duplicating the following budget materials would be nominal, but that it would be necessary to duplicate the following budget materials to insure the proper functioning of the Budget Unit in the event of the loss of its present files:

(a) Obligation Report (Voucher Register) for past year and current year.

(b) Audited Voucher Report on Reimbursements Received from Other Agencies for past and current year, including funds advanced by AEC and CSC for investigative work to be performed during year.

(c) Recap of obligations by months upon the basis of which SD-133 is furnished to Budget Bureau. Sheet would also show apportionment of funds.

(d) General Ledger report of month's transactions showing account totals as of end of month.

(e) Recap of weekly count of personnel by Divisions showing average employment.

(f) Cumulative tabulations of investigative matters received by classification.

(g) Cumulative payroll report.

(h) Recap of average rates of expenditure per employee for personal services and other objects (not prepared quarterly -- to be sent at least annually).

(i) Report showing analysis of obligations by kind of personnel actions for SOG Agents, SOG Clerks, Field Agents, Field Clerks, cumulative for the fiscal year through the month as of which the report is made.

(j) Copies of History Books containing appropriate phraseology, funds available, green sheets and testimony of Bureau officials before Congressional Committees for all past years. Book for new year to be sent annually.

7. A duplicate of the Special Mailing List now maintained in Crime Records Section consisting of approximately 300 names.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Conference unanimously felt that we should not undertake to duplicate any of the above-mentioned records for storage at Quantico.

RH ✓

Mr. Tolson

9/23/54

Executives Conference -

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SUGGESTIONS #506-54, #539-54, #753-54
DEADLINES ON INVESTIGATIVE AND
ADMINISTRATIVE PROJECTS

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

SUGGESTION:

- #506-54 (made by Philadelphia Office)
- #539-54 (made by Denver Office)
- #753-54 (Made by Houston Office)

That every effort be made to hold the setting of dead-
lines for the completion of investigative and administrative
projects to an absolute minimum and a procedure be evolved at the
Bureau for better coordination between divisions in the matter of
setting deadlines for the field.

PRESENT PROCEDURE:

Deadlines are placed on many matters at the Seat of
Government as a necessity. Deadlines are placed on matters
which appear to the field to be unnecessary in some cases.

ADVANTAGES:

Saving of money and time and more complete and thorough
investigations in some instances.

DISADVANTAGES:

Some cases might not receive quite the quick attention
they now receive.

OBSERVATIONS:

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

It is the consensus of the offices submitting the sug-
gestion that the placing of deadlines in some instances results
in fast handling in the field, but with errors and inefficiency.
It was pointed out that the pressure of a deadline sometimes causes
displeasure at the Seat of Government, necessitating further
referral to the field. It is pointed out that the necessity of
meeting a short deadline frequently causes considerable additional

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EX - 113

cc: Messrs. Sizoo & Harbo

87 SEP 24 1954

RT

Memorandum to Mr. Tolson

travel on the part of Agents working road territories, whereas if no deadline had been set, the case could be worked in the course of the ordinary road trip. It is believed that the over-all effect of general curtailment of deadlines would be healthy, in that the work in the field could be more intelligently planned.

Mr. A. Rosen, Investigative Division, feels there should be no change in the setting of deadlines in various cases. He advises these matters are afforded complete and full consideration when the cases reach the Bureau and deadlines are set only when absolutely necessary. The Bureau has always instructed that thoroughness is not to be sacrificed for expediency.

Mr. A. H. Belmont, Domestic Intelligence Division, points out that the need for deadlines is based on the particular exigencies of the cases in question. He agrees that deadlines should not be set unless they are necessary. In the great majority of security investigations, deadlines are not set; however, when they are set, it is because there is a definite need to have the work completed by the time designated. He feels that to set up a system whereby the various divisions and supervisors within those divisions would coordinate on the matter of deadlines would be very difficult and would cost more than it is worth. He does not believe the suggestion is feasible, except that it may be well to periodically examine those classifications wherein deadlines are set arbitrarily, in order to insure that a deadline is still necessary.

Mr. J. P. Mohr, Administrative Division, states this is mainly a problem of the Investigative and Domestic Intelligence Divisions; however, he does not believe the field should adopt an attitude that the meeting of a deadline is more important than doing a good job. He believes that the setting of deadlines should be coordinated.

Inspectors G. W. Stein and J. E. Nugent, Training and Inspection Division, are in favor of the suggestion, and agree that the question of deadlines is in need of re-evaluation. Mr. E. D. Mason, Training and Inspection Division, feels this is present practice; however, it might be helpful to issue a reminder to Supervisors at the Seat of Government.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo,

was unanimously of the opinion that deadlines are essential in certain cases; that all Supervisors are aware of the need to hold them to a minimum in view of the field problems involved in handling deadline cases. It was felt that it would be cumbersome and unwieldy to endeavor to have a single individual at the Seat of Government to act as coordinator of the setting of deadlines in various cases. The Conference felt the present practice should be continued of constantly endeavoring to hold to a minimum cases in which deadlines are established and to allow the field as much time as possible when deadlines are necessary.

RH ✓

Mr. Tolson

9/23/54

Executives Conference —

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DATE 8/4/72 BY 725 CFB

SUGGESTION NO. 659-54

MADE BY NEW YORK OFFICE

PAPER SUPPLIES (PREPUNCHING)

In accordance with SAC letter 54-38 (U) 7/13/54, requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received:

SUGGESTION:

That all paper used by the Bureau with the exception of letterheads be prepunched to accommodate Acco fasteners.

PRESENT PROCEDURE:

The Mechanical Section prepunches all forms prepared by the Mechanical Section for FBI use, as well as Standard Form 64, when used in the Bureau proper when the Director's block appears thereon.

ADVANTAGES:

- (1) Will speed up filing procedures.
- (2) Will prevent "dog-earing" and eventual tearing of serials and necessity of repairing files frequently because of inaccurate hand punching.
- (3) Will result in better appearance of files.

DISADVANTAGES:

Additional cost, which the suggester could not estimate.

OBSERVATIONS:

Mr. J. F. Mohr, Administrative Division, agrees that prepunched paper would facilitate filing; however, plain paper and Standard Forms (except SF-64 which is presently prepunched) are furnished to field offices from General Services Administration regional warehouses conveniently located throughout the United States. The extra cost of stocking and shipping special paper from the Bureau's stock room to all field offices would not warrant the change of present policy.

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

cc: Mr. Sizoo
Mr. Harbo

atn/ [initials]

INDEXED - 32

RECORDED - 97

EX - 113

13 SEP 24 1954

[Handwritten initials]

51 SEP 24 1954

Memorandum to Mr. Tolson

PREVIOUS CONSIDERATION:

A similar suggestion was submitted by Chief Clerk, Knoxville Office (Sugg. #428-53) and by Executives Conference memorandum dated 9/17/53 it was recommended that Bureau forms be prepunched. By Executives Conference memorandum 1/14/54 it was recommended that Standard Form 64 be prepunched when used within the Bureau proper and only when the Director's block appears thereon.

b6
b7c

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo, was unanimously of the opinion that the suggestion is already being applied insofar as it is practical to do so as explained in the details of this memorandum.

RH ✓

THE DIRECTOR

9/20/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/92 BY SP5 EFB

IN-SERVICE TRAINING
EXAMINATION

SAC Letter 54-37, par. T, (7-20-54) requested the field to submit views concerning In-Service Training.

SUGGESTION:

To eliminate the examination.

Oklahoma City states it serves little purpose, that due to field inspection program all agents take examination on Handbook at least ^{once} a year, and that it creates a schoolroom atmosphere.

An agent in the Laboratory states it tends to cause a concentration on rules which agents should consider in the field rather than at In-Service, that they could better spend their time at In-Service learning new things and improving investigative techniques.

PRIOR EXECUTIVES CONFERENCE ACTION:

This same question was considered on 7/15/54, by the Executives Conference at which time Mr. Mohr favored the proposal as he believed the examination served no useful purpose.

Messrs. Tolson, Trotter, Parsons, Edwards, Hennrich, Boardman, Rosen and Mason favored continuance at that time because:

1. Examinations are changed frequently.
2. They are given under strict supervision.
3. Grades are recorded and reported to field.
4. They force employees to review Handbook.

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

cc - Mr. Harbo
Mr. Sizoo

GAD: jek

RECORDED-85

INDEXED-85

66-254-11885

13 SEP 24 1954

53 SEP 27 1954

5. Without it some agents would probably never review Handbook or if they did, would review only those parts relating to the type of work generally assigned to them.

The Director ok'd the latter view point.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, considered the above suggestion. Mr. Mohr again favored the proposal, believing that the examination served no useful purpose. The remainder of the Conference, Messrs. Tolson, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, favored continuance of the examination at the conclusion of In-Service training schools for the reasons indicated herein.

L share majority view J.

Respectfully,
For the Conference

✓
Clyde Tolson *CT*

RA
Mr. Tolson

9/22/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 CE/JS

IN-SERVICE TRAINING
GENERALIZED VERSUS SPECIALIZED COURSES

SAC Letter 54-37, Section T, (7/20/54), requested the field and Seat of Government Divisions to submit their views concerning In-Service Training.

SUGGESTION:

All Special Agents in Charge and Seat of Government Division Heads are in favor of continuing In-Service training; however, marked difference of opinion was encountered as to whether the present generalized In-Service course should be continued or whether it should be replaced with specialized In-Service courses.

PRESENT PROCEDURE:

A 2-week General In-Service Class convenes on the first and third Monday of each month and an Accounting In-Service Class convenes on the second and fourth Monday of each month. In addition, special schools have been held periodically in the past in the Security and Criminal fields on specific problems. A partial list of special schools held since January 1, 1953, includes 5 Major Case Schools (Kidnaping), each of 2 weeks duration; 3 Special Security Schools, each of 10 days duration; 2 Special Administrative Schools, each of 8 days duration; 1 Special Labor Conference of 2 days; 2 Special Security Conferences of 2 days each; 1 Toplev Conference for one day; 1 Civil Rights School of 2 days; 1 Criminal Informant and 1 Security Informant School of 2 days each.

EX - 117 INDEXED-85
RECORDED-85

66-2554-11886

DETAILS OF CURRENT SUGGESTIONS:

13 SEP 24 1954

1. Each class be composed solely of men assigned to a particular type of endeavor, such as, security, criminal, applicant, accounting, supervisory, or resident agents, and the curriculum modified accordingly. (Suggestions received from 13 field offices.)

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

2. Continue In-Service basically as it is now set up but during a portion of the 2-week course (suggestions vary from one half day to 5 days) class be divided into groups for intensive training in specific matters of interest to them. (Suggestions received from 9 field offices.)

cc: Mr. Sizoo

51 SEP 24 1954
GCH/CCG:ATP

RT

3. Newer Agents (with less than 5 years field experience) be given the present General In-Service Course and experienced Agents be afforded Specialized Training in matters to which they are currently assigned. (Suggestions received from 6 field offices and Mr. Keay of the Domestic Intelligence Division.)

4. SAC, Cincinnati recommended men designated by Special Agent in Charge be held for one extra day following General In-Service for specialized security training. Suggestion made in view of possibility that too much technical security procedure is taken up with General Investigative personnel particularly Communist Party background and history information.

28 Special Agents in Charge as well as employees in the Records and Communications, Laboratory, and Investigative Divisions have furnished memoranda suggesting that additional specialized training in some form be adopted in lieu of part of the present course. (Suggestions vary from one half day specialized course to the majority of the 2-week period being devoted to specialized courses.)

5 Special Agents in Charge, Mr. Boardman, and Mr. Parsons have recommended continuance of the present In-Service Course and in addition Mr. Boardman recommended present course be supplemented by special schools when needed.

The remaining Special Agents in Charge expressed no views on this specific topic. (No instruction was given that they comment on this specific phase.)

Mr. Belmont, who forwarded a suggestion by Mr. Keay that specialized training be adopted, commented, "I feel that specialized schools are extremely valuable insofar as security matters are concerned, but I also recognize the fact that generalized In-Service training is necessary because of the large number of Resident Agents and other Agents who handle all types of investigations."

ADVANTAGES CITED IN FAVOR OF SPECIALIZED TRAINING:

1. Specialized training would recognize the fact that Agents in the field are beginning to specialize; that in the large offices men are assigned to car theft squads, white slave squads, and security squads; would afford for the Agent greater opportunity to present his problem.

2. Specialized schools are more effective because they are related to the daily field activity of the Agent and they would permit more opportunity for experienced investigators to exchange ideas and experiences.

3. Specialized schools would afford ^{opportunity to} Agents engaged in a specialized field to devote one or two days to study of recently developed techniques and investigative aids.

4. Agents are more interested in specialized schools than in general in-service.

5. The benefits afforded comparatively few Agents by attendance at specialized schools would be extended to all.

6. Instructors and the Bureau would receive benefit from comments of Agents attending specialized schools concerning problems encountered in the field and the field agents would carry the benefits they derive back to other Agents who have not attended this school.

7. Specialized schools would result in improved investigative operations in the field.

8. Specialized training is extremely practical, therefore, most valuable.

DISADVANTAGES:

1. Specialized In-Service would not be as effective as General In-Service in giving Agents broad training necessary to equip them to handle any type of work and in making a well-rounded Agent.

2. Generalized In-Service is needed because of frequent transfers.

3. Additional lecturers and instructors would be needed if In-Service Classes were split into smaller specialized groups during a portion of the 2-week course.

4. Specialized schools would create a further tendency for investigative personnel to become specialized.

OBSERVATIONS:

The salary grades of Agents are based in part on the wide variety of matters which they must handle. To provide specialized training might cause the Civil Service Commission to question our stand concerning the broad scope of the Special Agent's responsibility. We do not want Agents who are

specialists, capable of handling only one type of case. Our Agents must continuously be trained in over-all Bureau jurisdiction. Specialized training would create administrative problems such as need for additional classrooms, instructors, and the problem of designation of type of course each Agent should attend. An Agent would likely be "typed" according to specialized training received and Special Agents in Charge might be reluctant to use him for any other type of assignment. There is a morale aspect as an Agent might feel he is "stuck" in a certain field of endeavor not attractive to him.

The need for some specialized schools has been recognized in the past and such schools have been held, either in lieu of, or supplemental to, the regular In-Service Course. Specialized schools continue to be held whenever necessary but should not completely replace the broad general training now afforded Agents during In-Service.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 9/22/54

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Key, Belmont, Holloman, and Harbo, unanimously agreed with the views of the Training Division that we should continue to have specialized schools as needed, either in lieu of or supplemental to the regular In-Service schools, depending upon the circumstances involved; however, specialized schools should not replace the broad general training now afforded Agents during In-Service. The Conference felt that more emphasis should be placed upon specialized schools and that at this time each division at the Seat of Government should be requested to furnish its suggestions as to any specialized schools they believe should be held now or in the near future.

A separate Executives Conference memorandum contains a recommendation to reduce the frequency of attendance at regular In-Service.

MR. TOLSON

9/23/54

EXECUTIVES CONFERENCE

SUGGESTION #751-54
MADE BY HOUSTON OFFICE
HANDLING OF MAIL

ALL INFORMATION CONTAINED
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DATE 1/4/92 BY SP5C/B

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

SUGGESTION

Frequently, the Bureau requests the field to furnish routine information relative to administrative matters, status of projects instituted at the Bureau, personnel matters, and so forth.

It is suggested that consideration be given to instituting a program whereby such requests can be sent to the field in duplicate on regular, letter-size paper. The field could place carbon paper between the original and copy of the Bureau's communication and type the necessary reply on the bottom or on the reverse side of the communication. The copy would be retained for the field file and the original would be returned to the Bureau. If the Bureau felt it was necessary a third copy could be prepared at the outset in order that a record of the communication might be retained at the Bureau.

ADVANTAGES TO SUGGESTION

The suggester believes this procedure is carried out to a limited extent through use of Form 6-22 (Letter Advising of Wanted Notice Requested in an Unlawful Flight to Avoid Prosecution Case) and is also substantially used through Form 0-1 (Follow-up to Field - Status of Case). He points out that the field receives many letters, particularly concerning routine administrative matters, which must be answered by letter and believes adoption of the suggested procedure would reduce the number of documents to be filed. Instead of having to file incoming and outgoing communications, the field would only have one document to file, and he has in mind that this would take some burden off the Records Section at the Seat of Government.

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

DISADVANTAGES TO SUGGESTION

Mr. J. P. Mohr of the Administrative Division is opposed to the suggestion for the following reasons:

cc-Messrs. Sizoo and Harbo

RECORDED - 87 13 SEP 24 1954
INDEXED - 87 EX - 109

11887
RJ

51 SEP 24 1954

Memorandum to Mr. Tolson

It is not deemed advisable to send correspondence to the field concerning administrative or policy matters without insuring that copies of such correspondence are immediately routed to the file. To do otherwise would mean there would be considerable confusion as to when a particular file is up to date or complete.

Mr. Mohr discussed this matter with Mr. W. G. Eames, Section Chief, Records Section at some length. Mr. Eames advised the Records Section would be opposed to adoption of the suggestion generally if the copy of the outgoing communication is to be filed before the reply is received. Mr. Eames stated that in connection with use of Forms 0-1 and 6-22, no copies of the outgoing communication to the field are filed until receipt of the field reply. Forms 0-1 are never made a part of the file and they are destroyed following receipt of the field reply and posting of appropriate information in the investigative file. Forms 6-22 are placed in file following receipt of the field reply. It should also be noted that, in connection with the use of Form 6-22, it is necessary for the Supervisor using this form to maintain a double index (one filed alphabetically and one filed by date) in order to follow on the field. Obviously, if this procedure were used on a widespread scale, it would become extremely cumbersome and would result in the expenditure of considerable time.

Mr. Mohr states it is inadvisable to send correspondence to the field relative to administrative or policy matters without insuring copies of such communications are immediately sent to file. To do so would cause Records Section an undue hardship in stripping the copies from the file when the reply from the field is received. Problems would also be created in connection with the preparation of abstracts on this type of mail. Mr. Mohr states any benefits to be gained would be outweighed by the disadvantages of confusion created and resultant poor administration.

EXECUTIVES CONFERENCE CONSIDERATION :

RTH:cs

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

✓ RTH

Mr. Tolson

9/22/54

Executives Conference

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DATE 7/1/92 BY SP3 E1/SB

SUGGESTION NO. 390-54

MADE BY ANCHORAGE OFFICE

FORM - STATISTICAL ACCOMPLISHMENTS

In accordance with SAC Letter #54-36 (C) dated 7/19/54, requesting the field to submit their thoughts regarding further streamlining the Bureau's work, the following was received.

SUGGESTION:

That a form be submitted with each investigative report reflecting convictions, automobiles recovered, fugitives apprehended, and fines, savings, and recoveries. The proposed form would be handled as an enclosure to the investigative report and could be executed by the reporting agent in the same manner as a disposition sheet. (Example of form attached.)

PRESENT PROCEDURE:

Data concerning statistical accomplishments are compiled at the Bureau.

ADVANTAGES:

Save time and insure complete accuracy at the Seat of Government as to compilation of statistical accomplishments. The suggester feels that under the present procedure, in complicated automobile cases where there are a number of automobiles recovered or in other cases where a number of convictions are reported, it is difficult to determine how many are reported. In reports with long synopses, there is a possibility of overlooking convictions, particularly where an individual has been convicted and sentenced on several different indictments under the same statute. The suggester believes since the agent preparing the report is most familiar with the case, he would be best qualified to fill out such a form.

DISADVANTAGES:

Slight increase in paper work in the field.

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

Attachment

cc: Mr. Sizoo
Mr. Harbo

EX - 117

RECORDED-85
INDEXED-85

66-11888

SEP 24 1954

RJ

31 SEP 24 1954

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, does not approve of the suggestion, since he believes every statistic to which the Bureau is entitled should be recorded at the Seat of Government and that this can best be accomplished by personnel at the Bureau who are trained in this type of work.

Mr. A. H. Belmont, Domestic Intelligence Division, states it appears the use of such a form is not warranted, inasmuch as the information is already set forth in the synopsis of the report.

Mr. L. B. Nichols, Records and Communications Division, is opposed to the suggestion, because (1) he feels it would result in inaccuracy due to the many complications involved in recording statistics; (2) Manual provisions require that statistical items be recorded in synopses of reports, and even when this is not done, Statistical Clerks scanning the synopses for nothing else detect the clue and locate the statistics in the details. He points out that an Agent who misses reporting statistics in a synopsis will most likely miss reporting it on a form. The form is incomplete for the great variety of data which is recorded. (3) Mr. Nichols feels that the field, in their enthusiasm, would "lean over backwards" to record statistics for their respective offices, and resulting duplication would cause extra time in reviewing files and handling correspondence with the field to resolve the questions. No more than one employee is utilized on the average day to scan synopses and set aside reports for further statistical treatment. He feels the savings of this one employee would be more than offset by additional time required in the field and at the Seat of Government. (4) Mr. Nichols points out that this same suggestion, in one form or another, has been made many times and one time during the war it was adopted for a temporary period with reference to a few very simple offense classifications where the complications were rare. It was abandoned after adequate trial reflected it was expensive, incomplete, and grossly inaccurate.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

✓ RTH

STATISTICS

Title of Case:

Number of Convictions:

Number of Automobiles Recovered:

Number of Fugitives Apprehended:

Amount of Fines, Savings, and Recoveries:

Mr. Tolson

9/23/54

Executives Conference

SUGGESTION NO: 464-54
MADE BY NORFOLK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 E1/JS

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:

That when an office prepares a report with twenty-five or more names in the title, and the report is distributed to all continental field divisions, and there is reason to believe that most offices will have no previous record, the office preparing the report will also prepare a full set of index cards for the other divisions. These cards can be run off on a mimeograph or multigraph and contain all necessary data except the receiving division's file number. The cards could be placed in a packet in alphabetical order and attached to outgoing copies of the report.

PRESENT PROCEDURE:

The Chief Clerk in each office automatically prepares index cards on names and aliases in incoming communications, including reports.

ADVANTAGES:

Saving of clerical time.

DISADVANTAGES:

Some additional mailing expense. Some offices will also have a previous record of the subject under some aliases, necessitating destruction of some of the cards received; however, the cost of such cards is negligible. It is estimated that approximately \$4.00 expense in the form of cost of multigraph or mimeograph stencils would be incurred by the office preparing the report and index cards, but this expense would be absorbed in the over-all savings.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 87

INDEXED - 87

66-114-111889
13 SEP 24 1954
RJ

SEP 24 1954

EX. - 109

Memorandum to Mr. Tolson

OBSERVATIONS:

The suggester sets out as an example, the case entitled "John Bernard Sawyer, was. - FUG., ORV, ITSP," wherein a report prepared at Omaha contained 91 names. This report was distributed to all continental offices and in each office with no previous record of the subject, the Chief Clerk was required to prepare 91 index cards, each containing the subject's true name, alias, date, and office file number. He estimates this consumed an average of one hour of GS-3 clerical time at \$1.42. If forty offices had to go through this procedure, the cost would be approximately a total of \$5500 to \$60.00. He believes this could have been handled by a Grade GS-3 clerk in Omaha, who would prepare the index cards containing all the necessary data except the file numbers, which could be placed on the cards by the receiving offices by means of a rubber stamp. He states a maximum of \$10.00 or \$12.00 worth of clerical time would be consumed under the proposed procedure.

The suggester recommends that the suggestion be adopted initially for use in cases involving interstate transportation of stolen property, where a heavy volume of aliases is frequently encountered. If proven successful in that type of case, then the rule could be extended to all classifications of investigative matters.

SAG L. L. Laughlin, Washington Field Office, states he cannot see where the suggestion would be of any benefit. If the office preparing the report were to mimeograph or multigraph the appropriate index cards as suggested, upon arrival at the receiving office, it would necessitate checking all index cards against the index and eliminating those on whom index cards have already been prepared. There would be additional cost of mailing the index cards, and it is his opinion that this would offset the cost of preparing new index cards by the receiving office.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo, recommends unanimously unfavorable.

✓ RTH

Mr. Tolson

9/23/54

Executives Conference

~~CONFIDENTIAL~~

FOIA 323, 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE. 8/4/92
Classified by SP5 EJS
Declassify on: OADR

SUGGESTION NO. 710-54
MADE BY SPRINGFIELD DIVISION
FILE CONSOLIDATION

In accordance with SAC Letter #54-36 (Q) 7/19/54,
requesting the field to submit views on further streamlining
the Bureau's work, the following was received.

SUGGESTION:

That consolidation of closed files be discontinued.

PRESENT PROCEDURE:

Closed files are consolidated after they have been in
a closed status for a period of six months.

ADVANTAGES:

- (1) Would relieve necessity of removing individual files from combined volumes of closed files, which consumes a large portion of clerical time;
- (2) Would eliminate making of new files, using new file backs and fronts after removing a portion of the consolidated closed files, and also eliminate necessity of re-assembling the consolidated closed files.
- (3) Save expense of new file fronts and backs and Acco fasteners when files are reopened from consolidated closed sections.
- (4) Would eliminate the necessity of making a new file in the same case on several occasions over a period of a few months if the case is reopened intermittently because it is active in the office of origin.
- (5) Would save clerical time in handling of the same amount of files, which saving of time would more than offset the space saved by the consolidation.
- (6) Would prevent tying up of all files in a consolidated volume, which in many instances is needed by more than one employee in an office at the same time. With a consolidated volume it is impossible for each employee to have access to the file when necessary.

DISADVANTAGES:

Filing of closed files would take up ¹⁰⁹ additional filing space. The suggester feels, however, that this disadvantage would eventually be overcome by the conversion on a gradual basis of all cabinets to the letter-size, five-drawer cabinets.

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

cc: Messrs. Sizoo & Harbo
atn

RECORDED - 87
INDEXED - 87 EX

66-307-11890

~~CONFIDENTIAL~~

RH

51 SEP 24 1954

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

OBSERVATIONS:

Mr. L. B. Nichols, Records and Communications Division, states that the Records Section has long been of the opinion that the files at the Seat of Government could not be consolidated because of the frequency with which they are reviewed under the Name Check Program and the fact that a consolidation would further complicate the locate problem.

He states it would appear it would be most difficult to accurately evaluate this suggestion without knowing how frequently the files were referred to and how often it is necessary to remove material to reopen closed files. It is accordingly suggested that an appropriate survey be conducted in a representative number of offices in order to determine the feasibility of this suggestion.

RESULTS OF PREVIOUS SURVEYS:

Memorandum to all Bureau Officials and Supervisors #337 dated 12/21/44 re: "Consolidation of Files and Index Cards," set forth instructions that (1) the general indices of the office should be examined and consolidated wherever there is more than one card bearing the same name; (2) in pending cases consideration should be given by the Special Agent in Charge or designated Special Agent to consolidation of pending files; (3) in instances involving closed files, the office will give consideration to the advisability of consolidating the closed files.

Joint Committee Memorandum to the Director 12/9/48 entitled "Suggestion No. 40; Employee: SAC H. L. McConnell, Dallas office," sets forth results of a survey in connection with the suggestion that closed Atomic Energy Act cases be consolidated. The Executives Conference on 12/10/48 unanimously recommended that field offices be instructed to consolidate closed AEA cases once each six months for those closed files where there is no break in sequence due to some of the files being in a pending status.

By Executives Conference memorandum to the Director 3/23/49 re: "Consolidation of Files," the results of a survey concerning the possibility of consolidating files in 118 (Central Intelligence Agency), 120 (Federal Tort Claims Act), 123 (Special Inquiry, State Department, Voice of America), and 124 (European Recovery Program) classifications. The Conference recommended that files in 118, 123, and 124 classifications be consolidated, in the same manner as 116 (Atomic Energy Act) cases have previously been consolidated. (2)

~~CONFIDENTIAL~~

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

The Joint Committee, on 4/14/49, in memorandum to the Director re: "Suggestion No. 145, Employee: SAC A. C. Schlenker, San Juan Office," considered consolidation of Selective Service Act of 1940 cases in a manner similar to that utilized in consolidating Atomic Energy Act cases. The Executives Conference and Joint Committee felt that any consolidation in this category should be on the same basis with Atomic Energy Act and other classifications.

Executives Conference, on 6/16/51, in memorandum entitled "Suggestion No. 615, Employee: SAC E. A. Soucy, Pittsburgh Office, Consolidation of Files in the Field," considered the question of consolidation of Bureau files. It was approved in May 1950 that the Pittsburgh Office proceed to consolidate all criminal and applicant-type classifications on the same basis; criminal cases when they were three years old, and applicant cases after six months. Messrs. Harbo, Belmont, Ladd, and Rosen were opposed to further consolidation; Messrs. Glavin, Tracy, Mohr, Sizoo, and Nichols recommended that this project be started in each office as clerical personnel became available, and that reports be submitted when the project is started. Messrs. Tolson and Clegg recommended reconsideration in January 1952.

Executives Conference memorandum to the Director 11/24/52 shows unanimous recommendation that the field be authorized to consolidate criminal cases after they have been closed for a period of six months. This was based on a suggestion by the Baltimore Office wherein it was stated that the consolidation of files has, in the past, proved that it will save nearly 22% of the space formerly occupied by the closed files. It has proved that it saves file cabinet space and makes available additional floor space and is economical in the long run. These findings are based on actual tests made in Pittsburgh and extended experience throughout the field in consolidation of files under existing rules.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein, especially the fact that a prior survey disclosed that the program conserves 22% of the space formerly occupied by closed files.

RH ✓
~~CONFIDENTIAL~~

Mr. Tolson

9/23/54

Executives Conference -

SUGGESTION NO. 669-54
MADE BY NEW YORK OFFICE
STANDARD FORMS 85 & 86
SECURITY INVESTIGATION DATA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY 3/5 CF/SB

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 the Bureau request the Civil Service Commission
to consider the use of a Loyalty Form (SF-85, Security Investi-
gation Data for Nonsensitive Position and SF-86, Security In-
vestigation Data for Sensitive Position) containing residences
back to 1933.

PRESENT PROCEDURE:

The suggester states the present Loyalty Form requests
the applicant to list residences for the past ten years. It is
noted, however, that the form presently in use which is dated
June 1953 calls for dates and places of residence back to
January 1, 1937. (Samples attached)

ADVANTAGES:

(1) Elimination of extensive investigation to determine
addresses prior to ten-year period. (2) Would eliminate the
necessity in many cases of rechecking election records after the
agent has ascertained residences prior to the period listed.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

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

Attachments
cc: Mr. Sizoo
Mr. Harbo
atn

INDEXED - 87

13 SEP 24 1954

EX - 109

Mr. A. Rosen, Investigative Division, advised that
prior to the inception of the present Security of Government
Employees Program, the Bureau made such a suggestion to the Civil
Service Commission at the time they were preparing new forms.

CC - 2507 - 11891

RT

SEP 27 1954

Memorandum to Mr. Tolson

[redacted] Chief, Investigations Division, Civil Service Commission, advised this had been considered but they had experienced difficulty since the forms, if this requirement were included, would require more space and present more problems to the Bureau and Civil Service in processing. He also advised that the period of residence and employment to be reflected on the form had been increased from the old standard of merely covering ten years to include all residences and employments from January 1, 1937. [redacted] noted the Bureau of the Budget had questioned the necessity for requiring this information back to 1/1/37.

b6
b7c

Mr. Rosen notes that since we have been successful in extending the coverage on these forms back to 1/1/37, which does cover the critical period of Communist and subversive activities immediately preceding World War II, it is not felt that any overall advantage would accrue by attempting to extend the period to 1/1/33.

One of the main concerns of the Commission in this matter would be the cost of doing away with the old form and printing up new ones, plus the fact the form would undoubtedly have to be approved by the Bureau of the Budget.

RECOMMENDATIONS:

Mr. Rosen recommends the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION:

BTH:cs

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

RH ✓

MR. TOLSON

9/16/54

EXECUTIVES CONFERENCE

SUGGESTION #764-54

MADE BY SA [redacted]

LOUISVILLE OFFICE

~~WANTED AND CANCELLATION NOTICE~~

~~(FORM FD-59) and (FORM I-12)~~

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

b6
b7c

SUGGESTION

(1) That the original and one/copy of Form FD-59 (Wanted and Cancellation Notice) be prepared when submitted as a Wanted Notice. The original would be sent as the Wanted Notice and the copy would be retained in the field office file for use later as a Cancellation Notice when it is desired to remove the Wanted Notice. Attached is a sample copy of Form FD-59.

(2) Law enforcement agencies use Form I-12 (Wanted - Cancellation Notice) when requesting the Bureau to post a Wanted Notice against fingerprint files in the Identification Division.

It is suggested that the Bureau consider publishing an article in the FBI Law Enforcement Bulletin to the effect that an original and one copy of I-12 (Wanted - Cancellation Notice) could be prepared at the outset and later the copy could be sent to the Bureau to advise that the Wanted Notice should be removed.

PRESENT PROCEDURE

Manual for Field Stenographers, Section 6(A) 4, page 1, requires that the original of Form FD-59 (Wanted and Cancellation Notice) be sent to the Bureau and the yellow copy (Form FD-59a) is placed in the field office file. Later when the Wanted Notice is to be cancelled, an original Form FD-59 is prepared and a notation is made on the yellow file copy already in file to the effect that a Cancellation Notice was submitted, together with the date submitted and the stenographer's initials.

Form I-12 (Wanted - Cancellation Notice) is submitted to the Bureau by law enforcement agencies. An original copy is sent to the Bureau, Attention: Identification Division, when requesting a Wanted Notice to be placed and an original copy is later sent to the Bureau when the law enforcement agency desires to remove the Wanted Notice.

ADVANTAGES TO SUGGESTION

The suggester believes this idea would result in saving the time required to type Form FD-59 in every case in which a cc-Messrs. Sizoo and Harbo Attachments

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

RECORDED - 149

66-2554-11892 RHM

13 SEP 24

dmg

Memorandum to Mr. Tolson

Cancellation Notice is prepared.

SAC Boyle, Louisville, believes this suggestion deserves consideration.

DISADVANTAGES TO SUGGESTION

SAC Boyle, Louisville, and SAC Laughlin, Washington Field Office, note no particular disadvantages. However, they point to the fact that the proposed procedure will require digging out old copies from thick files and that special instructions would be required, not only for typists and stenographers, but also for the serializing clerk. Bearing in mind the turnover in personnel, this would be a matter of constant supervision, whereas if normal procedures are followed, no special instructions are necessary.

ALTERNATE SUGGESTION BY WASHINGTON FIELD OFFICE

(1) That a revision be made in Form FD-59a (Yellow File Copy of Wanted Notice) so that this will serve as the Cancellation Notice in the field file. Proposed revision involves a change in the lower portion of Form FD-59a so that it may be detached and routed to the Identification Division as notification that the Wanted Notice should be removed. (Sample of proposed revision attached)

The dotted line on the attached proposed revision represents perforations and the portion that will serve as the Cancellation Notice can be filled in, in ink, by the Supervisor or Agent to whom the case is assigned.

(2) Form FD-59 (Wanted Notice) could be revised to include a block at the bottom: "Office to be Notified of Apprehension _____; Cancellation Notice Received _____." Upon receipt of notification that the Wanted Notice should be cancelled, the Identification Division could fill in this block in handwriting. However, a rubber stamp could also be used as follows: "Cancelled; Date _____; Per _____ (name of field office). Either way, the Washington Field Office states a filing operation would be eliminated.

OBSERVATIONS

Inspector E. D. Mason, Training and Inspection Division, see no advantages to be gained through adoption of any of the above suggestions.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason. The Conference unanimously recommended no change in current procedures.

MR. TOLSON

9/23/54

EXECUTIVES CONFERENCE

SUGGESTION #785-54

MADE BY [REDACTED]
CHARLOTTE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/12/92 BY SP5EJ/BS

b6
b7c

SUGGESTION

That a form similar to the attached sample be approved to provide a uniform method of furnishing investigative personnel a list of those cases which will be listed bimonthly with the Bureau as delinquent. When investigative personnel return the form to the Chief Clerk's Office it will also serve to provide the field office with information necessary to accurately execute Form FD-29d (Used to Notify Bureau of Pending Cases in Delinquent Status).

FOR INVESTIGATIVE PERSONNEL SUMMIT DELINQUENT CASES
SENT TO BUREAU ON 10/1/54

ADVANTAGES TO SUGGESTION

The suggester states there is now no uniform method of furnishing this information to investigative personnel in the field; neither is there a uniform method of gathering from investigative personnel information necessary to complete Form FD-29d. By receiving the list early in the month, investigative personnel will not only know which cases are becoming delinquent, but they will have the remainder of the month to remove the delinquency. On or before the 25th of the month, they will indicate aside of each file number the reason the case will remain delinquent at the end of the month and return the form to the Chief Clerk's Office.

SAC W. A. Murphy, Charlotte Office, states there appears to be a definite need for uniformity throughout the field in submission of the above information. He recommends that favorable consideration be given to the adoption of the proposed form or a similar form for use by all field offices.

RECORDED - 149

INDEXED 149

66-3554-11893

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

DISADVANTAGES TO SUGGESTION

Executives Conference memorandum 8/20/54

submission of the Delinquency Report to the Bureau semiannually instead of bimonthly. SAC Letter #54-49, 9/14/54, notifies the field of this change.

EX-125

SAC Laughlin, Washington Field Offices, states the proposed form would not be adaptable to that office. He states

Attachment
cc-Messrs. Sizoo and Harbo

RB

51 SEP 24 1954

Memorandum to Mr. Tolson

that, under the Master Assignment Card System, these cards would carry the posting and it is in numerical order. It would be most difficult to list delinquent cases according to Agent and they are much more easily listed by classification. This makes the list available to the proper supervisors so that the cases may be checked in time for typing the Administrative Report. It is pointed out that the Master Assignment Card System is used in field offices where there are three or more full-time Supervisors. SAC Laughlin, Washington Field Office, states the form would be of benefit to offices not using the Master Assignment Card System and he believes those offices should be allowed to use the form on a permissive basis.

Such a form would be used semiannually instead of bimonthly in accordance with recent instructions to the field.

EXECUTIVES CONFERENCE CONSIDERATION

RTH:cs

The Conference of 9/21/54, composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

✓ RTH

Mr. Tolson

9/15/54

The Executives Conference

SUGGESTION #693-54
SUBMITTED BY OKLAHOMA CITY OFFICE
INTERESTING CASE WRITE-UP IN
MASTER CHECK CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 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 streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

Abolish the mandatory rule requiring the office of origin to prepare an Interesting Case write-up at the completion of prosecutive action for each case designated by the Bureau as a Master Check Case. (Manual of Instructions, Section 61 F6(d).)

ADVANTAGES OF SUGGESTION

The suggester feels that some of the cases are not really Interesting Cases and the mandatory requirement of preparing an Interesting Case write-up in every instance places a considerable burden on the field and is just another illustration of administrative detail and paper work. The value of the Interesting Case write-ups is recognized but it is felt that if the write-ups were prepared only at the discretion of the office of origin, or when ordered on a particular case by the Bureau, paper work on the program could be cut down.

Mr. Nichols advised that he is in accord with views of suggester, pointing out that many of the cases which are designated as master check cases are not in the true sense of the word "Interesting Cases." A number of these have come through Crime Records Section and to date only a small percentage of them have warranted editing and distribution as I.C.'s.

Attachment

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

cc: Mr. Sizoo
Mr. Harbo

mew
Haw

INDEXED-77

INDEXED-77

EX-107

66-2554-1189

SEP 24 1954

Kidner

f

51 SEP 24 1954

DISADVANTAGES OF SUGGESTION

None noted by suggesting employee.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/15/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Boardman, Rosen, McGuire, Holloman and Mason. The Conference recommended unanimously favorable. Manual change will be made by Manuals Desk, Training and Inspection Division. Proposed SAC Letter is attached.

Mr. Tolson

9/16/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 EBT/BS

SUGGESTIONS #645-54 and #756-54

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 was received.

SUGGESTION:

That all ~~letters, airtels, and teletypes~~ conclude with a section devoted to the lead to be covered. (Suggestion #645-54 submitted by Salt Lake City Office; #756-54 by Houston Office.) *requesting investigation*

PRESENT PROCEDURE:

In connection with a recent survey of report writing procedures, the Minneapolis Office suggested that letters containing leads should be written in the following manner: The first part should set forth a general summary and background; the next portion should contain descriptive data; the third part should set forth instructions, recommendations, or leads, listed in numerical order. This was considered 7/13/54 by the Executives Conference and it was felt adoption of the proposal would assist in bringing about a greater degree of uniformity in the preparation of letters and memoranda. This proposal was approved and changes are presently being prepared for the FBI Handbook, Manual of Rules and Regulations and Field Stenographers' Manuals.

ADVANTAGES:

The suggester points out there would be a saving of supervisory and clerical time in checking lengthy communications to determine what is desired and what action is necessary and would provide uniformity in setting out leads.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states many offices already follow this procedure; however, if adoption would result in supervisory personnel failing to thoroughly review correspondence, it should not be adopted.

RECORDED - 77

INDEXED

EX - 107

66-2534-11895 *ml*

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

cc: Messrs. Sizoo & Harbo

J

51 SEP 24 1954

Memorandum to Mr. Tolson

Mr. A. H. Belmont, Domestic Intelligence Division, states such a rule would be helpful to the supervisory staff and would also tend to force the writer of a communication to spend more time in its preparation. He believes this would bring about an improvement in the preparation of letters, airtels, and teletypes.

PREVIOUS CONSIDERATION:

With regard to setting out leads at the end of airtels, a suggestion was submitted by ASAC Earl E. Brown, Miami Office (#219-54). The Executives Conference on 6/14/54, stated as follows: "The Conference felt that it would be undesirable to set forth leads in a separate section at the end of each airtel, because it might result in less thorough attention to the body of the airtel by persons who have to read the document, and it would be another rule which would have to be entered in the manuals and taught to all employees, with resulting expense but doubtful benefit in return."

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 Executives Conference felt that to require that leads be set out at the end of teletypes would result in longer teletypes and increased teletype costs in that the field would in all probability prepare the body of the teletype as at present and then add to the teletype the specific leads for the various offices receiving copies of the communication.

The Conference felt it would be desirable, however, to issue an SAC letter instructing that teletypes requesting investigation clearly set out what investigative work should be performed by auxiliary offices and that such an SAC letter would help counteract the practice of some dictators of preparing teletypes containing considerable information and concluding with the words "Newark handle."

If you agree, there is attached a proposed SAC letter.

MR. TOLSON

9/21/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING
ATTENDANCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/98 BY 205 eI/B

By SAC Letter 54-37, par. T, (7-20-54) the field was requested to submit views concerning In-Service Training.

A number of suggestions were received bearing upon the question of attendance at In-Service training. These, boiled down, are:

1. The SAC at Denver recommended discontinuing or drastically reducing attendance for agents with more than five or six years experience.
2. The SAC at Honolulu recommended cutting the frequency of attendance for experienced men to once in five years.
3. The SAC at San Antonio recommended that we have new special agents attend after two years and experienced men every three years.
4. The SAC at Buffalo recommended that after an agent had attended In-Service training for the first two times that attendance be once every three years thereafter.
5. The SAC at Oklahoma recommended bringing men back at less frequent intervals as the length of service grows. His recommendation was that a new agent be brought after two years then after three more years then after five years and each five years subsequently.

PRESENT PROCEDURE:

The Executives Conference considered this problem on July 29, 1954, and decided that new agents should be called back after two years in the field and that all other agents would be considered for attendance at In-Service after each three years.

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

cc - Mr. Harbo
Mr. Sizoo
NAW:jek
jek

EX-110 RECORDED-50

INDEXED-59

1 2554-11896
RJ
SEP 28 1954

SEP 28 1954

The Director approved this unanimous recommendation and the field was advised of the change in policy by SAC Letter 54-41, par. C, (8-10-54).

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/20/54, consisting of Messrs. Tolson, Mohr, Parsons, Sizoo, Keay, Belmont, Tamm, Nichols, Holloman and Harbo, unanimously recommends that a new Agent be brought back for In-Service training after two years in the field and subsequently for his second course of In-Service training after three more years (a total of 5 years in the field). Thereafter Agents will be eligible for attendance at regular In-Service courses at 5-year intervals. This would not preclude an Agent being designated to attend a specialized school within a shorter period of time when circumstances make such action desirable.

V.
OTB
H.

Mr. Tolson

9/8/54

Executives Conference

SUGGESTION NO. 581-5A
MADE BY THE RICHMOND OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 CIB

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:

That in opening cases in the 67, 72 and 118 classifications the use of file backs and fronts be discontinued and all serials be Acco fastened to the inside of the file folder. The file number would appear on the file folder and the name of the Agent to whom the case is assigned would appear on the lower right-hand corner of the outside of the folder.

PRESENT PROCEDURE:

The serials, of which there is a maximum of three and in most cases only one during the entire investigation, are maintained in a file back and front secured with an Acco fastener. The file number and name of the Agent to whom the case is assigned are written on the front. This file is then inserted in a file folder which also carries the file number.

ADVANTAGES:

- (1) It would save approximately 12,000 file fronts and backs a year, or approximately \$240.00, in the Richmond Office.
- (2) Would eliminate a procedure in opening cases and increase production of the employee handling this work.
- (3) Consolidation of files in these classifications would be kept current, as when the files are closed the serials could be removed from the folders and placed directly in a consolidated section of closed files, thus eliminating the six months waiting period for filing space would be saved in both the pending and closed sections.

66-2554-1897

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

INDEXED-19
RECORDED-15
9 SEP 15 1954

EX-112

67 SEP 15 1954

cc: Mr. Sizoo
Mr. Harbo

atn

F363

Memorandum to Mr. Tolson

DISADVANTAGES:

would be difficult

(1) Location of the file/once it is removed from the pending section for dictation or incoming mail, inasmuch as the folder bearing the file number would be removed. It is believed use of the red charge-out card would remove this disadvantage.

(2) A large number of serials might be received during the time the file is charged out, and could become misplaced by dropping off the charge-out card in the file drawer.

RECOMMENDATIONS:

SAC L. L. Laughlin, Washington Field Office, recommends that the suggestion not be adopted; however, he believes the system presently in use by the Washington Field Office is more suitable for large offices. This system, approved by the Bureau 4/21/53, is as follows: When the file is opened the serials are attached to a file back, no front being used. This is dropped into a jacket. When the file is charged out, the jacket remains and can be used for holding serials which come in. At the time the file is closed, the presence of a file jacket insures that all serials which have accumulated are placed in the file and necessary action taken.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:nfp

9/8/54

The Conference composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo unanimously recommends that Richmond be authorized to try their suggested procedure for a period of 60 days in view of the savings of clerical work involved. If this recommendation is approved, the attached letter should be sent to Richmond instructing Richmond to submit a report at the end of 60 days setting out the results of their experience listing all advantages and disadvantages.

MR. TOLSON

September 14, 1954

The Executives Conference

~~PRIORITY SEARCHING SYSTEM~~
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/82 BY SP3 EFB/B

The Executives Conference on 9/13/54, consisting of Messrs. Harbo, Rosen, Boardman, Sizoo, Parsons, McGuire, Mohr, Holloman, Belmont, and Trotter, considered a proposal of the Identification Division to streamline the tagging of priority fingerprint cards for search in the Identification Division.

At the present time six distinctive types of colored paper tags are attached to the current fingerprint cards handled in the priority category. These tags signify the order of handling that the work should receive in each section as it feeds through the Division.

Trotter advises now that Ident is so close to the zero point on delinquent work, we can definitely streamline the tagging of the priority fingerprints, reducing the colored tags to three categories. The Identification Division proposes that top-notch priority work (which is wanted men, deceased cases, amnesia victims, wire answers, etc.) be affixed with the long red printed tag; all categories of routine criminal prints be tagged with short red tags; all applicant work of a priority nature (aliens, military, security, general applicants) be tagged with short yellow tags. By so doing, the priority categories will be reduced from six to three.

To facilitate the taking of the weekly delinquency count (close of business each Wednesday), the reporting of delinquent applicant prints could be in one category rather than as previously carried in four categories of military, aliens, security, and general applicant. In view of the most current status of all incoming fingerprint cards for search at this time no purpose is served by continuing the breakdown of these four last named categories and the individual reporting of the number in each.

The Executives Conference was unanimously in favor of the Identification Division's proposal and should you approve, three tags instead of six will be used on priority work and the applicant work will be counted as a single entry on the weekly delinquency count in the future.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons CLT/jl:ldk
- Rosen _____
- Tamm lll Mr. Harbo
- Sizoo lll Mr. Sizoo
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

614
RECORDED-31
INDEXED-31
SEP 27 1954
4-1898

61 SEP 28 1954

EX-103

Mr. Tolson

9/27/54

Executives Conference

IN-SERVICE TRAINING
PREPARATION OF QUESTIONS
PRIOR TO PANEL FORUMS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5CJ/S

SAC Letter 54-37, paragraph T, (7/20/54), requested the field to submit views concerning In-Service Training.

SUGGESTION:

That prior to Panel Forums a one-hour period be devoted to discussion by class of topics to be discussed on the Panel; that this will bring forth many problems for presentation to be discussed and provide for more concise, and complete presentation. (New York)

PRESENT BUREAU PROCEDURE:

In notice sent to all Agents to attend In-Service there is included the following instruction: "In preparation for training period, each Special Agent should review his notes and records for the purpose of marshalling questions which have arisen concerning Bureau policies, the Bureau's facilities, investigative methods or other matters so that this material may be properly organized in advance of panel forum discussions."

ADVANTAGES:

This meeting would organize the questions in advance and thus unimportant trivial questions could be eliminated and the important ones could be propounded in logical order thus saving time.

RECORDED-80
INDEXED-80
66-2557-11899

DISADVANTAGES:

13 SEP 28 1954

EX. 113

1. Since Agents are already on notice to be prepared with any questions for Panel Forums before they come to In-Service, it would appear to be a waste of time to devote additional time out of class work for the suggested period.

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

CAD:ATP

SEP 29 1954

RAM

2. The problem is not so much to limit questions as to weed out questions for the purpose of conciseness and completeness, but to get the class to ask more and more questions stimulated, of course, by the members of the Panel.

3. Suggestion would tend to take away from spontaneity of exchange which is one of the features of a Panel Forum.

4. Good questions which might be troubling a man, and which should be discussed, might possibly be knocked out by the prior class discussion as unimportant or too individual a problem for the whole class.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/23/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman, Belmont, Rosen, Nichols and Harbo, recommends unanimously unfavorable.

✓

MR. TOLSON

9/27/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 ET/BS

SUGGESTION #791-54

MADE BY SA(A) [redacted]

LOS ANGELES OFFICE

PROPOSED REVISION IN FORM FD-235

(REQUEST FOR FUNDS FOR PAYMENT TO INFORMANT)

b6
b7c

SUGGESTION

Inasmuch as Form FD-235 (Request for Funds for Payment to Informant) and Form FD-37 (Explanation of Charge for Information) both require the same information, it is suggested that the blank lines be arranged so that they are in conformance with each other. Attached are copies of these forms.

PRESENT PROCEDURE

At present Form FD-235 (Request for Funds for Payment to Informant) is prepared in duplicate by the Agent. The original is sent to the Special Agent in Charge and the duplicate is retained with the office copy of the pertinent voucher until payment is received. Then it is destroyed; original is filed in informant's file.

Form FD-37 (Explanation of Charge for Information), also known as Blue Slip, is prepared by the Confidential Fund Cashier, is approved by the Special Agent in Charge and sent to the Bureau.

ADVANTAGES TO SUGGESTION

The suggestion would enable the Agent to prepare Form FD-37 and at the same time prepare Form FD-235 as a carbon thereto. This would eliminate the necessity of having the Confidential Fund Cashier prepare the Form FD-37 and would not require additional work or extra effort on the part of anyone else, the suggester feels, but on the other hand would result in considerable saving of time throughout the field. The suggesting employee states if a copy of Form FD-235 is still desired, this could also be prepared at the time the original forms are made out.

DISADVANTAGES TO SUGGESTION

Mr. J. P. Mohr, Administrative Division, feels there will be less opportunity for error in preparation of Form FD-37 if they are all prepared by the Confidential Fund Cashier, or other employees rather than by each Agent making a payment.

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

RECORDED-80

INDEXED-80 13 SEP 28 1954

EX-113

SEP 29

dmg Attachments

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RAH

Memorandum to Mr. Tolson

Mr. Mohr states Form FD-37 should not be prepared in advance of payment to informants. It would not be possible to know the exact date of payment, if Form FD-37 were prepared in advance and also the informant might not be able to furnish the desired information at that time. The proposed procedure would make it obvious that some sort of fund was being maintained. The existence of the Confidential Fund is not known to General Accounting Office auditors who have the right to examine Forms FD-37 maintained in the Voucher Unit at the Seat of Government. For the above reasons, Mr. Mohr opposes adoption of this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION

RTH:cs

The Conference of 9/23/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman, Belmont, Rosen, Nichols and Harbo, recommends unanimously unfavorable. The Conference felt the present procedure should be continued.

✓ RTH

MR. TOLSON

9/27/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP2 CIB

IN-SERVICE TRAINING
CRIMINAL TOOLS

SAC Letter 54-37, par. T, (7-20-54) requested the field to submit views concerning In-Service training.

SUGGESTION:

SAC New York suggested that during lectures on criminal investigations, the lecturer should have available a display of various types of tools used by criminals to gain illegal entrance. This would enable agents to become acquainted with their appearance should they encounter them during an investigation.

PRESENT PROCEDURE:

There is no provision for such display of tools during In-Service.

COMMENTS:

This suggestion appears to have some merit, however the tools selected for such a display would have to be most selective or the display could well become extremely large. It is believed that the display could be set up at the Academy at Quantico and be available for viewing to all agents. Mr. Sloan states the Academy could provide space for such a display. If favorable consideration is given to making a display of tools, the field will have to be solicited for items to be used.

An alternative is to prepare in a suitable frame a collection of photographs of common types of burglar tools. This display could then be mounted on the wall in the exhibit room at Quantico. The examiners in the FBI Laboratory are called upon occasionally to make examinations of tools which have been used by burglars. If photographs could be made of these tools we could get a good representative collection within a reasonable time. It is believed that it would be equally satisfactory to have a

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- cc - Mr. Sizoo
Mr. Harbo
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55 SEP 29 1954

photographic display as it would be to have the actual tools themselves.

MR. PARSONS' VIEWS:

Mr. Parsons stated that a display of burglar tools would undoubtedly prove beneficial to Agents and was in agreement that such display at Quantico would be more appropriate than in the Laboratory. He agreed that a photographic display could be prepared and would be satisfactory.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Nichols and Mason, recommends unanimously that such a photographic display be prepared and set up at the Academy at Quantico.

✓
RH

Mr. Tolson

9/27/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5CJ/S

SUGGESTION NO. 725-54
MADE BY DOMESTIC INTELLIGENCE DIVISION
INTERVIEWS

In accordance with SAC Letter 54-38 (Q) dated 7/13/54 requesting the field to submit their views concerning further streamlining of the Bureau's work, the following was received:

SUGGESTION:

That the Special Agent in Charge be authorized to personally approve interviews with faculty members, students, and employees of institutions of learning in security-type investigations.

PRESENT PROCEDURE:

Except for interviews with established reliable contacts, the field is now required to secure authorization from the Bureau prior to any interview with a student faculty member or other employee of an institution of learning in security-type investigations. In requesting this authority, the field must advise the identity of the person to be interviewed, his position and association with an institution of learning, and submit a positive statement concerning the reliability and discretion of the person to be interviewed. This requirement is contained in SAC Letter #77 dated 5/15/48.

ADVANTAGES:

Would result in a reduction of correspondence between the Bureau and the field, with consequent savings both at field and Seat of Government level. Responsibility for the approval of such interviews by the Special Agent in Charge would more acutely emphasize the field's determination of an individual's reliability and discretion.

DISADVANTAGES:

Would eliminate close Seat of Government supervision and control of interviews with persons who are members of a group which is sensitive to the infringement of academic freedom and any

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- Holloman _____
- Gandy _____

cc: Mr. Sizoo

Mr. Harbo
SEP 28 1954

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Memorandum to Mr. Tolson

alleged violation of civil liberties. Likewise, the field would lose the benefit of results of a file review at the Seat of Government which might reveal derogatory information concerning the proposed interviewee, such information not being available in field office files.

OBSERVATIONS:

Mr. A. H. Belmont, Domestic Intelligence Division, points out this regulation stems from a situation referred to in SAC Letter #152 dated 11/24/47, wherein criticism was leveled at the Bureau following a contact with an irresponsible, immature, person at a college campus who was questioned by a Bureau Agent concerning presence of subversive organizations on the campus. As this interview came to the attention of school authorities, concern was expressed by them that the FBI was establishing an undercover network among the students and faculty members. Such activities were construed by the school officials to be a threat to academic freedom.

Mr. Belmont recommends that the suggestion be adopted and the SAC be held personally responsible to insure that any student faculty member or employee interviewed in connection with a security-type investigation is a proper person to be interviewed by reason of his reliability, discretion, and lack of affiliation with or sympathy for any subversive group.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 9/23/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Holloman, Nichols, Rosen, and Harbo, recommends unanimously unfavorable. The Conference felt the present rule should be continued. It was noted that the Domestic Intelligence Division handles approximately 95 requests per month for authority to interview professors, students and employees of institutions of learning concerning security type investigations.

✓

Mr. Tolson

9/27/54

Executives Conference

SUGGESTION NO. 658-54
MADE BY NEW YORK OFFICE

ALL INFORMATION CONTAINED
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DATE 8/4/92 BY SP5 CF/JS

In accordance with SAC Letter 54-96 (Q) 7/13/54, requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received:

SUGGESTION:

That physical examination forms reflecting results of examinations of investigative personnel in the field be forwarded to the Bureau only in cases where the employee examined is not recommended for arduous duty or some limitation is recorded which should be brought to the Bureau's attention.

PRESENT PROCEDURE:

Investigative employees are afforded physical examinations once each year; the employe reviews the physical examination form; initials same as an indication that he has read it; the original and one copy of the form are forwarded to the Bureau and a copy is filed in the personnel file of the investigative employee in the field office.

ADVANTAGES:

(1) Saving of clerical time, both in the field and at the Seat of Government; (2) The Bureau will still continue to be fully advised concerning Agents having physical limitations, but less clerical time will be expended in this procedure; (3) The forms will continue to be thoroughly scrutinized in the field but would require review at the Bureau only where a physical disability is set out.

DISADVANTAGES:

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It might appear that the Bureau would have less control over the matter of physical examinations, but the requirement that each office furnish yearly to the Bureau a list of those Agents who have not been afforded a physical examination would remedy this apparent defect. The Bureau could also require an additional list setting forth the identity of all Agents whose physical examinations during the current year revealed that they were not qualified for arduous duty.

cc: Messrs. Sizoo & Harbo
atn

RAM M

Memorandum to Mr. Tolson

OBSERVATIONS:

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

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 9/23/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman, Belmont, Rosen, Nichols and Harbo, recommends unanimously unfavorable. The Conference felt the present procedure should be continued.

✓ RTH

MR. TOLSON

9/27/54

EXECUTIVES CONFERENCE

SUGGESTION #466-54
MADE BY NEW HAVEN OFFICE
SECURITY INDEX -
VERIFICATION OF INFORMATION
ON SECURITY INDEX CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/9/93 BY SP5 CE/B

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

SUGGESTION

(1) That verification of information on Security Index cards (residence and employment) be done on a yearly rather than on a six-month basis as at present. ✓

(2) That use of Form FD-154 (Verification of Information on Security Index Card) be eliminated, and that the Agent be held responsible for the verification of information on Security Index cards on a yearly basis immediately after the Security Index case is reopened and assigned to him for the submission of a yearly investigative report. Agents having Key Figures assigned to them would be held responsible at all times for knowing the whereabouts of the Key Figure and the submission of Form FD-122 (Recommendation That Security Index Card Be Prepared) reflecting any changes in residence and employment.

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66-2054-11904

PRESENT REQUIREMENTS

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Manual of Instructions, Section 87-Q, page 31a, states data recorded on Security Index cards shall be in an up-to-date status at all times. Whereabouts of all Security Index subjects should be known at all times. To this end residence and business addresses of all Security Index subjects, except those

Tolson ~~imprisoned~~, must be checked at least once each six months. The Boardman case of any Security Index subject who is out of the country must Nichols be followed at least each six months to determine if he has returned Harbo to this country. When, upon verification of addresses for a Mohr subject, it is determined that the residence or business address, Parsons or both, have been changed from those appearing on the Security Rosen Index cards, Form FD-122 (Recommendation That Security Index Card Tamm Be Prepared) should be submitted to the Bureau with the current Sizoo residence or business address reflected thereon. Winterrowd Holloman Gandy

cc-Messrs. Sizoo

Harbo

dmg

RAM

Memorandum to Mr. Tolson

A Security investigative report is to be prepared once a year on Security Index subjects.

ADVANTAGES TO SUGGESTION

Suggester states by eliminating use of Form FD-154 (Verification of Information on Security Index Card) and making verifications the responsibility of the Agent on a yearly basis, the work of the Security Index Clerk would be drastically reduced and there would also be a reduction in clerical time in routing, serializing and over-all handling of these forms. The greatest economy, he feels, would be effected in saving of Agent time inasmuch as there are 520 Security Index subjects in the New Haven Office territory, whose residence and business addresses must be checked once each six months.

DISADVANTAGES TO SUGGESTION

Suggesting employee states there would not be as tight control over Security Index subjects under the proposed suggestion. However, he states usually Key Figures on the Security Index form the nucleus of the Communist Party in any district and would in all probability be the individuals who would attempt to go underground or keep their whereabouts unknown. Key Figure cases are always open and assigned to an Agent and it is the responsibility of that Agent to always know the whereabouts of the Key Figure. In most cases he feels if the rank and file Security Index subject does change his residence or employment, it can be ascertained with a minimum of investigative effort. It is conceivable in larger offices, such as New York, it might not be possible to reopen these Security Index cases promptly every year for submission of an investigative report and, therefore, the suggester states it may be necessary to retain the present system in these offices with regard to use of Form FD-154 (Verification of Information on Security Index Card).

Mr. A. H. Belmont, Domestic Intelligence Division, is definitely opposed to adoption of this suggestion, and states in an emergency the most important immediate operation of the Bureau will be the arrest of Security Index subjects to prevent sabotage, espionage, insurrection, and carrying on subversive activities. The ideal situation would be to check addresses more frequently than each six months, but the Bureau has adopted a practical approach to the problem of causing a specific check of addresses to be made each six months. Extending the period between such checks would reduce the accuracy of the Security Index.

Memorandum to Mr. Tolson

Mr. Belmont states the use of Form FD-154 (Verification of Information on Security Index Cards) serves several practical purposes in the field. It shows the Agent the pertinent data presently required on Security Index cards and requires that he verify the employment and residence, as well as the accuracy of priority tabbing for arrest. It points out absence of photograph or identification record and requests that efforts be made toward securing a photograph and determining the existence of an identification record. This form provides appropriate space for the Agent to check whether the place of employment is a key facility, as designated by the Secretary of Defense, necessitating changes to the Security Index card and prompt dissemination to other Government agencies having security responsibilities at the facility. This form draws the Agent's attention to the fact that a Form FD-122 (Recommendation That Security Index Card Be Prepared) should be forwarded to the Bureau so that amended Security Index cards may be prepared. In other words, Mr. Belmont states Form FD-154 specifically alerts the Agent to the necessity of keeping the Security Index card in order.

EXECUTIVES CONFERENCE CONSIDERATION RTH: cs.

The Conference of 9/23/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman, Belmont, Rosen, Nichols and Harbo, recommends unanimously unfavorable. The Conference felt the present procedure should be continued.

✓ RTH

MR. TOLSON

9/27/54

EXECUTIVES CONFERENCE

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SUGGESTION #517-54
MADE BY MISS [REDACTED]
PHILADELPHIA OFFICE
PROPOSED REVISION IN FORM FD-76
(FIELD STENOGRAPHERS' DAILY REPORT)

b6
b7c

In accordance with SAC Letter 54-26(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 approve the addition of a column entitled "Buded" to Form FD-76 (Field Stenographers' Daily Report) at the next printing of this form. A sample of Form FD-76 is attached hereto.

ADVANTAGES TO SUGGESTION

The suggester believes adoption of her suggestion would permit the Supervising Stenographer and/or Group Leader to more readily follow special work on hand. Inspector E. D. Mason, Training and Inspection Division, favors the suggestion and advised there is presently on hand over one year's supply of Form FD-76.

DISADVANTAGES TO SUGGESTION

SAC Laughlin, Washington Field Office, states this would be just another item for the stenographer to add to her Daily Report and he does not believe it is worth the time involved.

EXECUTIVES CONFERENCE CONSIDERATION

RTH:cs

The Conference of 9/23/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman, Belmont, Rosen, Nichols and Harbo, recommends unanimously unfavorable. It is permissible for the field to record the date by which an item of dictation should be transcribed whenever this is necessary or desirable. The

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- Tele. Room _____
- Holloman _____
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Attachment
cc-Messrs. Sizoo
Harbo

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Mr. Tolson

9-2-54

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 8/4/92 BY SP5 CIB/B

SUGGESTION #515-54

MADE BY MISS [REDACTED]

PHILADELPHIA OFFICE

REVISION IN MANUAL FOR FIELD STENOGRAPHERS

b6
b7c

In accordance with SAC Letter 54-36 G, 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

Revision in the Manual for Field Stenographers be made deleting the instruction that a stenographer should prepare an index tab to attach to the edge of the page of her stenographic notebook where new dictation begins indicating the name of the agent and date. (Section 1-C, page 3)

ADVANTAGES OF SUGGESTION

The suggester feels this would save a stenographer's time in preparing and attaching index tabs since the agent's name and date are written across the top of the first page of each dictation assignment. Since workload should not be more than two or three days and must be transcribed within five days, it is never a problem to locate an agent's dictation.

Inspector E. D. Mason, Training and Inspection Division, and SAC Laughlin, Washington Field, recommend the suggestion be adopted, stating the preparing and attaching of these index tabs appear to be a waste of time. Mr. Mason does not see any objection if the stenographers wish to use the index tabs, but feels that it should not be a requirement.

EXECUTIVES CONFERENCE CONSIDERATION ETH:jaw 9-2-54

The Conference of 9-2-54, composed of Messrs. Mohr, Tamm, Parsons, Boardman, Holloman, McGuire, Rosen, Belmont and Harbo, was unanimously favorable that the requirement for an index tab be discontinued.

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Conference felt that it was unwise to specifically instruct the field as to such details as are represented by the suggestion.

✓ KH

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓
FROM : Executives Conference
SUBJECT: SUGGESTIONS #645-54 and #756-54

DATE: 9/16/54

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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 was received.

SUGGESTION:

That all ~~letters, airtels, and teletypes~~ ^{requesting investigation} ~~conclude with a section devoted to the lead to be covered.~~ (Suggestion #645-54 submitted by Salt Lake City Office; #756-54 by Houston Office.)

PRESENT PROCEDURE:

In connection with a recent survey of report writing procedures, the Minneapolis Office suggested that letters containing leads should be written in the following manner: The first part should set forth a general summary and background; the next portion should contain descriptive data; the third part should set forth instructions, recommendations, or leads, listed in numerical order. This was considered 7/13/54 by the Executives Conference and it was felt adoption of the proposal would assist in bringing about a greater degree of uniformity in the preparation of letters and memoranda. This proposal was approved and changes are presently being prepared for the FBI Handbook, Manual of Rules and Regulations and Field Stenographers' Manuals.

ADVANTAGES:

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The suggester points out there would be a saving of supervisory and clerical time in checking lengthy communications to determine what is desired and what action is necessary and would provide uniformity in setting out leads.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, states many offices already follow this procedure; however, if adoption would result in supervisory personnel failing to thoroughly review correspondence, it should not be adopted.

cc: Messrs. Sizoo & Harbo

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Attachment
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BOARDMAN

Buchanan
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ORIGINAL COPY FILED IN 66-11907-11907

Memorandum to Mr. Tolson

Mr. A. H. Belmont, Domestic Intelligence Division, states such a rule would be helpful to the supervisory staff and would also tend to force the writer of a communication to spend more time in its preparation. He believes this would bring about an improvement in the preparation of letters, airtels, and teletypes.

PREVIOUS CONSIDERATION:

With regard to setting out leads at the end of airtels, a suggestion was submitted by ASAC Earl E. Brown, Miami Office (#219-54). The Executives Conference on 6/14/54, stated as follows: "The Conference felt that it would be undesirable to set forth leads in a separate section at the end of each airtel, because it might result in less thorough attention to the body of the airtel by persons who have to read the document, and it would be another rule which would have to be entered in the manuals and taught to all employees, with resulting expense but doubtful benefit in return."

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 Executives Conference felt that to require that leads be set out at the end of teletypes would result in longer teletypes and increased teletype costs in that the field would in all probability prepare the body of the teletype as at present and then add to the teletype the specific leads for the various offices receiving copies of the communication.

The Conference felt it would be desirable, however, to issue an SAC letter instructing that teletypes requesting investigation clearly set out what investigative work should be performed by auxiliary offices and that such an SAC letter would help counteract the practice of some dictators of preparing teletypes containing considerable information and concluding with the words "Newark handle."

If you agree, there is attached a proposed SAC letter.

✓ ✗

The Director

9/15/54

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 8/4/92 BY SP5 CT/JS

ATTENDANCE AT IN-SERVICE BY
SEAT OF GOVERNMENT SUPERVISORS.

By SAC Letter 54-37, par. T, (7/20/54) the field was requested to submit views concerning In-Service training. The Seat of Government Divisions replied to this letter also.

Assistant Director Tamm suggested that Seat of Government supervisors not be scheduled to attend In-Service training except when, under transfer, they are about to depart for the field. The same suggestion, made by Mr. Bowles, was transmitted by Mr. Parsons. It is noted that Seat of Government supervisors attend Bureau, Divisional, and Section Conferences, receive SAC Letters, Bulletins, and other instructions on Bureau policy and procedure.

PRESENT PROCEDURE:

Seat of Government supervisors are scheduled to attend In-Service training under the same rules as field agents.

ADVANTAGES OF THE SUGGESTION:

1. Saving of supervisory time.
2. Saving of per diem. (At Quantico).

DISADVANTAGES OF THE SUGGESTION:

1. In-Service training provides a broad picture of over-all Bureau operations which the supervisors would not otherwise get.
2. The supervisors would not have the periodical advantage of mingling on an intimate basis with agents from the field and learning of their problems.

3. The classes benefit by the presence of a few Bureau supervisors.

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cc: Mr. Harbo
Mr. Sizoo

NAW: jek, gsr

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1 SEP 30 1954

4. Special Agents, whether Seat of Government supervisors or otherwise, are held by the Bureau to be ready and capable at any time of carrying out special and complicated assignment and our position in this regard would be weakened by not requiring Seat of Government supervisors to be kept up-to-date through In-Service training.

TRAINING DIVISION POSITION:

In view of the above the Training Division feels that Seat of Government supervisors should continue to be scheduled to attend In-Service training.

EXECUTIVES CONFERENCE CONSIDERATION: 9/16/54 EDI:new

The minority, Messrs. Tamm and Parsons, felt the suggestion should be adopted inasmuch as there is no need for individual supervisors handling specialized work at the Seat of Government to attend training relating to other phases of Bureau operations not within the scope of their responsibilities.

Leon
H The majority, Messrs. Mohr, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason, felt that there is just as much reason for Bureau supervisors to attend regular In-Service for Agents of the field to do so; that all Agents should be well-rounded in experience and training; that it is important for Bureau supervisors to be aware of field problems generally; that the present In-Service program is already designed to serve the needs of both the field and the Seat of Government.

Those present at the Executives Conference of 9/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason.

Respectfully,
For the Conference

✓
Clyde Tolson

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 8/4/92 BY SP5 EJB

SUGGESTION #632-54
MADE BY OMAHA OFFICE
CONTACTS WITH SECURITY INFORMANTS

In accordance with SAC Letter 54-36(Q), requesting the field to submit their views as to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

That the frequency of contact with a Confidential Security Informant not be covered by an over-all, blanket rule, but that this be left to the discretion of the field office and contacts be designated in accordance with the potential productivity of the informant.

PRESENT REQUIREMENT

Manual of Instructions requires contacts with Security Informants at least every two weeks unless Bureau approval is given for less frequent contacts.

ADVANTAGES TO SUGGESTION

SAC, Omaha points out that present requirements result in a number of negative reports filling the informant file and the proposed procedure would eliminate unnecessary filing of non-pertinent information. This would also result in savings in Agent and clerical time in preparing such memoranda, but would not in any way affect the productivity of the informant.

DISADVANTAGES TO SUGGESTION

None noted by suggester.

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Mr. Belmont, Domestic Intelligence Division, recommends continuance of the present rule of contacting active Security Informants at least every two weeks, unless Bureau approval is obtained in the case of individual informants. He states the purpose of the two-week contact rule was not to increase the productivity of Security Informants, but to insure the Bureau was

C. Messrs. Sizoo
Harbo

amg

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51 SEP 30 1954

M
Rosen

Memorandum to Mr. Tolson.

obtaining all information received by these individuals. The field was instructed during these two-week contacts to be certain the informant had reported everything learned. Most of the Bureau's Security Informants are very active and it is felt that two-week contacts are advisable. Furthermore, Bureau approval may be obtained and has been granted in a number of instances for contacts to be made with Security Informants with less frequency, such as every 30 days. Mr. Belmont believes the present procedure is preferable to the suggested procedure.

EXECUTIVES CONFERENCE CONSIDERATION EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason, recommends unanimously unfavorable.

✓ per S

Mr. Tolson

9/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP5 BCB/JS

SUGGESTIONS #410-54, #454-54, #585-54,
#644-54, #649-54
FORM FD-28 AGENTS' DAILY REPORT -
NUMBER THREE CARD

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

SUGGESTIONS:

#410-54 (Made by Charlotte Office): Utilize a Number Three
Card similar to the old daily report card for recording Agent inter-
views, both at headquarters city and Resident Agencies, the form to be
filled out in the morning by all Agents showing proposed itinerary,
changes to be completed in the evening with space provided for actual
interviews completed. (Sample Number Three Card attached.)

#454-54 (made by Springfield Office): Form FD-28 be changed
to a 4" x 6" card for uniformity; that it continue to be used by Resident
Agents and Road Trip Agents as a work record and to be used by head-
quarters city Agents in the same manner as present Number Three Card.

#585-54 (Made by Richmond Office): Eliminate the present
"long form" FD-28 and utilize former "short form".

#644-54 (Made by Salt Lake City Office): That the Form FD-28
be simplified and modified; that daily reports reflect only time started
work, time out for meals other than lunch, time work completed for the
day, and, if other than investigative work performed (such as appearances
at police schools, surveillances, etc.) the nature of work performed be
listed and the time spent on it be set forth; that the time of inter-
view, travel, etc., not be required. Space would be provided for file
numbers on which interviews were conducted, reports prepared, or other
work done.

#649-54 (Made by St. Louis Office): That the daily report
form be changed to consist solely of the following items: (1) Time
starting work; (2) Time of ceasing work; (3) File numbers of cases
worked; (4) Locality in which the Agent worked; (5) Date. (Sample of
proposed form and form FD-28 now in use attached.)

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

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EX-125
66-2554-11910 RLM
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FIELD PROCEDURE:

Resident Agents and certain other designated Agents who are
at the headquarters city, submit daily reports reflecting the

Attachments NOV 12 1954
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Memorandum to Mr. Tolson

names, addresses, people interviewed and file numbers on which they were interviewed, as well as the time the interview commenced and when it terminated.

Headquarters City Agents prepare a Number Three Card, which contains a proposed itinerary; Resident Agents where there are two or more assigned prepared a Number Three Card as well as a daily report.

ADVANTAGES:

With regard to Suggestion #410-54, the suggester feels that this would provide a uniform recording of interviews.

With regard to Suggestion #454-54, the suggester points out that it would eliminate use of Number Three Cards, require less filing space, the cards would be filed together thereby requiring less storage space and making it easier to refer to them, and time would be saved when the cards are destroyed.

With regard to Suggestions #585-54, 644-54 and 649-54, it is felt there would be a saving of Agents' time in not having to fill out a detailed daily report.

DISADVANTAGES:

A fully accurate check of all Agents' movements on any particular day would not be possible.

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, is opposed to any change in the present daily report form or submission thereof.

Mr. L. L. Laughlin, Washington Field Office, states he feels that when a Number Three Card is utilized, an Agent should not be required to submit a daily report; however, when a Number Three Card is not submitted, a daily report should be required.

As to the use of a "short form" daily report, Mr. E. D. Mason, and Inspectors J. E. Nugent, C. W. Stein and J. H. Williams, Training and Inspection Division, are opposed. Mr. Mason points out that it is required that the daily report be filled out after each interview, so very little time should be consumed in this operation. Inspectors Nugent, Stein and Williams state it would be impossible to definitely fix the whereabouts of an Agent at a given time, adequacy of time devoted to an interview could not be fixed and organization and routing of the Agent could not be determined, if the "short form" were used.

Memorandum to Mr. Tolson

PREVIOUS CONSIDERATION:

On 5/24/54 Lemah L. Stafford, Jr., Miami Office, suggested that Form FD-28 be revised and printed on half sheets, as well as on both sides. Executives Conference memorandum 6/17/54 reflects unfavorable consideration of this idea, since it was felt half-page daily report forms would provide inadequate space.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason, unanimously recommends that the present procedure be continued.

OK
V. J. [unclear]

Mr. Tolson

9/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP5 EEP/JS

SUGGESTION NO. 565-54
MADE BY CHICAGO OFFICE

EXTORTION - INVESTIGATIVE PROCEDURES

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

SUGGESTION:

That the Bureau change its present policy of requiring that the extortion letter be forwarded to the Bureau as soon as it is received.

PRESENT PROCEDURE:

The extortion letter is forwarded to the Bureau promptly by the fastest means of communication.

ADVANTAGES:

If the letter could be held two or three days, more effective investigative results might be forthcoming, particularly where the subject does not show up at a payoff.

DISADVANTAGES:

Delay in a possible identification, should the Bureau be in possession of information concerning the subject in question.

OBSERVATIONS:

Mr. D. J. Parsons, FBI Laboratory, and Mr. A. Rosen, Investigative Division, are opposed to the suggestion. They state that the longer the extortion letter is held and handled in the field, the less chance there will be of the Laboratory developing latent prints. Also, a search in the Anonymous Letter File may identify the writer of the letter, thereby eliminating unnecessary investigative work in the field, and examination by the Laboratory of the paper, watermarks, and writing media on the letter may furnish valuable investigative leads. It is noted that Section 38E of the Manual of Instructions requires that a Photostat or typewritten copy of the letter

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- Tele. Room _____
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- Gandy _____

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66-2554-119M
13 SEP 29 1954

EX-125

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Memorandum to Mr. Tolson

be attached to the letter to the Laboratory. Many offices have photographic or Photostat equipment which enables them to make quick copies of extortion letters and agents can use these in their investigation. It is noted that in many instances the letter of transmittal will describe the paper used in great detail. The investigating agents may also make notes as to the dimensions of the paper used, color of the paper, and whether pen or pencil was used.

Mr. Rosen pointed out that if the note is a questionable extortion the field presents the facts to the United States Attorney, and after his opinion has been obtained the letter is forwarded to the Laboratory.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason, recommends unanimously unfavorable.

V. Jones

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

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DATE 8/4/92 BY SP5 CE/JS

SUGGESTION #796-54

MADE BY SAC, SEATTLE

ESTABLISHMENT OF RESEARCH DESK
COOPERATION WITH POLICE DEPARTMENTS

SUGGESTION

That a General Research Desk be established in the Training and Inspection Division, to handle inquiries by police departments throughout the country on any of a variety of topics which might be of interest to them.

PRESENT PROCEDURE

Presently the Bureau receives certain requests along these lines. If the requests relate to such things as the preparation of a police manual, the Bureau refers the inquiring department to certain other departments which have good police manuals. If the requests pertain to subjects concerning which articles have appeared in the FBI Law Enforcement Bulletin, copies of the pertinent Bulletins are furnished to the inquiring department. If the requests are concerned with a subject, such as Police Organization and Administration and the Bureau knows of an authority along these lines, for example: Bruce Smith, Institute of Public Administration in New York, the inquiring department may be referred to Mr. Smith. If the request relates to a general matter, which may be quickly ascertained from the Bureau's library or in a book at the Library of Congress, the Bureau would either answer the question or refer the inquiring department to the particular book containing the answer. If the request does not fall into any of the above categories, the inquiring department would be advised the Bureau does not have information available on the particular subject.

ADVANTAGES TO SUGGESTION

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66-2554-11912
SEP 29 1954

Tolson _____
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Belmont of Washington (a state tax financed institution which is desirous
Harbo of extending its services in all directions possible to be of
Mohr assistance to the people of the State of Washington) has a relatively
Parsons new service, known as the University Legislative Council. This
Rosen group offers to any and all phases of law enforcement a research
Tamm service in connection with any problems that law enforcement might
Sizoo desire to inquire into without any expense to the law enforcement
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Sizoo and Harbo

21 SEP 30 1954

RB

Memorandum to Mr. Tolson

Police departments interested in new buildings including a jail block, and so forth, have used the services of the University Legislative Council for research on suggested architectural plans for such police department buildings. Research has been conducted for individual police departments, for example: on peddlers' ordinances, firearms dealers, license control and similar situations. SAC Auerbach suggests local situations involving state laws, and the like, could be handled by individual field offices at the request of the Bureau, for the benefit of some particular police department, making inquiry through another field division.

DISADVANTAGES TO SUGGESTION

Mr. G. C. Gearty, Training Section, Training and Inspection Division, states inasmuch as the Bureau is a leader in law enforcement, a program such as this would carry out the idea further; such a Research Desk would be of benefit to police in that they would have an information clearinghouse within law enforcement. However, the Bureau is not in the clearinghouse business on police matters at the present time. Such a program would be expensive and a considerable amount of work would be required. Statements issued by the Bureau would have to be authoritative; communications costs to the field would grow; there would be a possible increase in such work, requiring personnel to work on this exclusively, and unless the Bureau desires to expend the considerable amount of employee time and money involved, Mr. Gearty recommends this idea be rejected.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason, recommends unanimously unfavorable.

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Mr. Tolson

9/28/54

Executives Conference

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DATE 8/4/92 BY SP5 ECF/JS

SUGGESTION NO. 451-54
SUBMITTED BY DETROIT OFFICE
NUMBER THREE CARDS
FORM FD-28 (AGENT DAILY REPORT)

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

SUGGESTION:

That at the next printing of Number Three Cards and
Form FD-28 (Agent Daily Report) each of these forms be revised
to show in one corner the following: (Samples attached)

VOT _____ (for voluntary overtime)

TOT _____ (for travel overtime)

CLE _____ (for compensatory leave earned)

PRESENT PROCEDURE:

This information is written in at the bottom of the
Number Three Card or daily report.

ADVANTAGES:

The suggester feels the placing of these entries on
the Number Three Card or daily report would lessen the chance
for an Agent to miss this information; would make it easier
for the overtime and leave clerk to take this information from
the cards for their records; would make the forms more uniform;
would facilitate the checking of these forms by the supervisors.

DISADVANTAGES:

None noted by the suggester.

RECORDED - 6 ~~66-2331-1911~~

66-2554-11913
13 SEP 29 1954

OBSERVATIONS:

EX-125

Mr. L. L. Laughlin, SAC, Washington Field Office,
states he believes this is a good suggestion. By incorporating

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

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Memorandum to Mr. Tolson

this material on the Number Three Card, it would help the clerk preparing the report on time in the office, since he could take the figures from the Agent's report instead of individually working out each card. It would also help the Leave Clerk to have compensatory leave indicated and would similarly help the Clerk in preparing the overtime report.

Mr. E. D. Mason, Training and Inspection Division, is not in favor of the suggestion, since written instructions concerning overtime have never been included in Bureau manuals and it is therefore not deemed advisable to have these items printed on the Number Three Cards and daily reports.

PREVIOUS CONSIDERATION:

On 7/15/54, SAC W. A. Murphy, Charlotte Office, made the suggestion that daily report forms be revised to add:

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

The Executives Conference, by memorandum dated 7/20/54, gave this suggestion unfavorable consideration, stating they could see no need for such a recapitulation appearing at the bottom of the daily report form.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Nichols and Mason, recommends unanimously that the present procedure be continued.

OK
V. Jones

Mr. Tolson

9/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/4/92 BY SP5 CCF/JS

SUGGESTION NO. 570-54
MADE BY DETROIT OFFICE
STATUS REPORTS IN SECURITY CASES

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

SUGGESTION:

That in the preparation of "status reports" in security cases where security informants have been previously contacted regarding the subject, the existing requirement for recontacting such informants be eliminated unless specific reasons exist for such a recontact with any or all informants. It is felt that the reports could merely contain a statement that informants familiar with activities of the Communist Party, who are contacted frequently, have reported no information concerning the subject of the report.

PRESENT PROCEDURE:

Manual of Instructions, Section 87C, page 39, paragraph II states, "If no subversive information is available, the fact that appropriate confidential informants have been contacted with negative results should be submitted in report form. . . ."

ADVANTAGES:

Would eliminate unnecessary Agent time spent in preparation of informant contact requests, contact of informants, and advising the Agent making the request the results of the contact. It is also felt that recontacts are unnecessary since the informant would have furnished all information in his possession. The Manual of Instructions, Section 107G, page 4, paragraph 2, states, "....During each contact the informant's activities since the previous contact should be carefully reviewed and a statement elicited from the informant that he has furnished in report form or verbally all information and data which he has obtained during that time."

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. A. H. Belmont, Domestic Intelligence Division, is

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EX-125

62-2554-11914
13 SEP 29 1954
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opposed to the suggestion. He states by "status reports" the suggester refers to the yearly investigative reports submitted concerning Security Index subjects one year from the date of the initial summary report. The purpose of such reports is to bring the subject's activities up to date, to reconsider the justification for his inclusion in the Security Index, and to consider whether the subject should be interviewed.

Mr. Belmont states the suggestion appears to indicate that all security informants of a particular office should be contacted specifically regarding the subject of the yearly report, whether or not these informants have previously furnished information concerning him. However, the field is not required to contact all its informants regarding a particular subject in security investigations; these contacts are limited to those informants who are logically in a position to furnish pertinent information concerning a subject. For the purpose of the yearly report, each informant who has previously furnished information concerning a subject should be contacted to determine the subject's present activities.

Mr. Belmont feels adoption of the suggestion, particularly as it would relate to those informants who previously have furnished pertinent information concerning a subject, would provide for the elimination of specific contacts regarding individual subjects with logical informants. Adoption of such a procedure would place far too much reliance on the memory of the informant, as well as his judgment as to what information is deemed pertinent concerning all individuals known to him to be active in subversive affairs.

The Internal Security Section believes that each informant who has furnished information concerning a particular subject, and each informant who is logically in a position to furnish subsequent information should be contacted specifically concerning individual subjects for the purpose of the yearly reports. Through such contacts, the specific activity of the subject will be confirmed, and where the individual has not been active, the logical informant who is acquainted with the subject can make a positive statement regarding the subject's inactivity.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Nichols and Mason, recommends unanimously that the present procedure be continued.

OK
per

EXECUTIVES CONFERENCE

FORM 323,013

SUGGESTIONS #663-54 and #452-54
FORM FD-28 (DAILY REPORT OF AGENTS)

8/4/92 SP5 C/S

In accordance with SAC Letter 54-36(0), which requested the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestions were made:

SUGGESTIONS

#452-54 That Daily Reports of Agents be retained for only one year and then be destroyed (Submitted by Detroit Office).

#663-54 That Daily Reports of Agents (Form FD-28) be destroyed on a semiannual basis when they become six months old (Submitted by New York Office).

ADVANTAGES TO SUGGESTIONS

Considerable file space would be saved in each field office. SAC, New York states Daily Reports of Agents are retained in the administrative file of the employee for 30 days, following which these reports are bound and maintained in a file drawer for 8 years. SAC, Washington Field Office agrees that file space and clerical time could be saved.

DISADVANTAGES TO SUGGESTIONS

SAC, Detroit and SAC, New York both point out that the Daily Reports would not be available for review, but they feel the necessity for reviewing Daily Reports over six months or a year old has been limited.

OBSERVATIONS

RECORDED-5766-2557-11915
EX-125 66-2554-11915

Mr. J. P. Mohr, Administrative Division, states that inasmuch as in some instances Daily Reports serve as sign-in and sign-out records and also show leave status, they must be retained for three years. In accordance with General Accounting Office regulations, any records which serve as a basis for Time and Attendance records must be kept for a period of three years.

Agents use Daily Reports to sign in and sign out wherever the Register Number One or Number Three Cards are not used. This generally includes resident agents with no office space assigned, transient agents on road trips of more than 24 hours' duration,

and Harbo
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Memorandum to Mr. Tolson

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Special Employees and Radio Communications employees having the Special Employee rating, assigned to resident agencies, and on road trips of more than 24 hours' duration.

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason, recommends unanimously that the present procedure be continued.

OK
V. Jones