

MR. TOLSON

9/21/54

EXECUTIVES CONFERENCE

X IN-SERVICE TRAINING

OPENING EACH IN-SERVICE SESSION WITH A PRAYER

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

The SAC at Norfolk transmitted a suggestion made by one of the agents there that each In-Service session be opened with a prayer by a visiting clergyman. The agent who made suggestion pointed out that sessions of the US Senate are opened in that manner, that the President opens his cabinet meetings with a prayer, that it is usually a set procedure at law enforcement conferences and luncheons, and that the procedure would be in line with the high standard of ethics and moral principles which the Director and the Bureau represent.

TRAINING DIVISION VIEWS:

This Division feels that it would be an imposition to request the clergymen to appear every Monday morning to open the In-Service class with a prayer.

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 concurs in the opinion of the Training Division and therefore recommends unfavorably.

I agree
[Signature]

8/1/92 2/5 CE/B

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

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EX-130

cc - Mr. Harbo
Mr. Sizoo

51 SEP 30 1954

66-2537-11916

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84432

Mr. Tolson

9/28/54

Executives Conference

SUGGESTION NO. 597-54
MADE BY EL PASO OFFICE
ATOMIC ENERGY ACT CASES
COPIES OF PERSONNEL SECURITY QUESTIONNAIRE

8/1/92
SP5EIP/B

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

SUGGESTION:

That the Bureau furnish two copies of the Personnel Security Questionnaire to the field in Atomic Energy Act cases.

PRESENT PROCEDURE:

The Bureau transmits to the field only one copy of the Personnel Security Questionnaire, although it is frequently accompanied by two copies of the transmittal letter.

ADVANTAGES:

Would eliminate the necessity of making out a lead sheet where investigation is to be conducted in more than one city. Even in those cases where investigation is to be conducted in only one city, it would be an advantage to have the second copy available in the file so that a review of the file would enable the supervisor to determine the exact nature of the investigation.

DISADVANTAGES:

The suggester states the only disadvantage he can see would be the requiring of additional photostatic copies to be made by the Bureau.

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OBSERVATIONS:

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Mr. A. Rosen, Investigative Division, does not favor the suggestion, since the Atomic Energy Commission furnishes four copies of the PSQ; three copies are furnished to the field and one is retained at the Bureau. To furnish additional copies to the field would necessitate Photostating the PSQ, which is costly, due to the volume, and is time-consuming. He also points out that in some instances a person would have resided in several

cc: Mr. Sizoo
Mr. Harbo F312

87-0671-1954

RBW

84433

Memorandum to Mr. Tolson -

different cities within one field office and lead sheets would still be required.

Mr. Rosen points out that whenever sufficient copies of the PSQ are available, two copies are sent to the field.

EXECUTIVE CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Nichols and Mason, unanimously recommends the present procedure be continued.

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✓. jms

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ORIGINAL

NOT RECORDED
13 SEP 29 1954

EX-125

76
7296

ORIGINAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

FROM : EXECUTIVES CONFERENCE

DATE: 9/16/54

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

SUBJECT: SUGGESTION #764-54
 MADE BY SA [REDACTED]
 LOUISVILLE OFFICE

b6
b7c

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 8/7/92 BY SP5CJ/ks

SUGGESTION

(1) That the original and one ^{extra} 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

Attachments
 or Messers. Dixon and Harbo

13 SEP 27 1954

BOARDMAN THREE

COPY FILED IN

974

RAV

ENCL.

4 ENCL.

84429

Mr. Tolson

9-20-54

The Executive Conference

IN-SERVICE TRAINING
CONTACTS WITH BUREAU OFFICIALS

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

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

Set out below are suggestions which, although similar in nature, are being broken down into separate suggestions:

1. Milwaukee, Cincinnati and Norfolk suggested that the appearance by the Director, whenever possible, before In-Service classes would be great morale builder.

2. Milwaukee, Cincinnati and El Paso suggested Assistant Director and other Bureau officials appear before each In-Service class.

3. Los Angeles and San Diego suggested that arrangements be made so that In-Service Agents could see Assistant Directors and other Bureau officials.

4. Seattle suggested that SACs designate certain Agents who should confer with Bureau officials so that officials could determine Agents' potentiality for advancement and also explain over-all Bureau problems.

5. Milwaukee suggested that SACs, ASACs, and others whom Bureau desires contact Bureau officials be scheduled for extra day or two at conclusion of In-Service to handle these appointments.

6. Butte and Cincinnati suggest return to practice of having all In-Service Agents interviewed by Bureau officials.

Present Procedures:

1. Director's commitments for past several years have permitted him to appear before In-Service classes but he is

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 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Mr. Sizoo
 Mr. Harbo

F378

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always available to see Agents upon request.

2. Assistant Directors and other officials appear as regularly as possible before In-Service classes.

3. Agents can request to see Assistant Directors and other officials and such requests will be granted. Agents are not excused from class to see Bureau supervisors but supervisors may be contacted before or after class hours or at lunch time.

4. SACs can, by letter to Bureau, recommend that particular Agents be interviewed while attending In-Service and this will be done.

5. All contacts with Bureau officials are now handled during the regular In-Service dates.

6. There is no practice at present of automatically interviewing all In-Service Agents.

Advantages Given by Field:

1. Would be great morale builder if Director could appear before each In-Service class.

2 and 3. Would give Agents opportunity to talk with Assistant Directors and high Bureau officials.

4. Would assist in selecting Agents with potentialities for advancement and would give Agents answers to problems.

5. Would prevent SACs and ASACs from missing class to visit Bureau officials.

6. Better evaluation, good for morale.

Comments:

1. Director's commitments do not permit his appearance before In-Service classes but he is available for interview upon request.

2. Assistant Directors and other officials should appear before classes when possible. All Assistant Directors are now scheduled to appear before In-Service classes.

Handwritten: Jumbo - see that they do appear
4-2-58

Handwritten: all officials called to insure attendance J

3. Agents can upon request see Assistant Directors and other officials.

4. Should SAC desire to have certain Agents interviewed by Bureau official while attending In-Service, he may do so by letter to Bureau.

5. Too much time and expense involved in having SACs and ASACs held over for one or two days to see Bureau officials. These contacts can be handled during time SACs and ASACs are in In-Service.

6. Compulsory interviews of In-Service Agents is wasteful of time, both of Bureau official and Agent. Any Agent with a problem has access to Bureau officials.

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 should be continued.

RH ✓

Serial 11918
missing with checked
FBI 2-15-63

4/17

1845

Mr. Tolson

9/29/54

Executives Conference

SUGGESTIONS #456-54, #474-54, #475-54, #476-54
IDENTIFICATION ORDERS

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

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

SUGGESTIONS:

- #456-54, made by Mobile Office
- #474-54, made by Savannah Office
- #475-54, made by Springfield Office
- #476-54, made by Salt Lake City Office

That the practice of placing the local telephone number on the face of Identification Orders be discontinued.

The Mobile Office also proposes that Identification orders be folded evenly so they could be easily enclosed in a standard-sized #10 envelope when they are distributed with form letters.

The Salt Lake City Office proposes that when new Addressograph Machines are purchased it may be possible to secure a machine which will print the address and telephone number in the same operation.

The Springfield Office suggested in addition to discontinuing placing the telephone number on the face of the Identification Order, that the following be printed on the Identification Order: "PLEASE FURNISH ANY INFORMATION WHICH MAY ASSIST IN LOCATING THIS INDIVIDUAL TO THE DIRECTOR, FBI, OR TO THE NEAREST OFFICE OF THE FBI, AS LISTED ON THE BACK OF THIS NOTICE. FOR READY REFERENCE, THE TELEPHONE NUMBER OF THE FBI OFFICE COVERING THIS TERRITORY IS LISTED ON THE FIRST PAGE OF YOUR TELEPHONE BOOK."

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

PRESENT PLOCEDURE:

Identification Orders must be run through the Addressograph Machine twice, once for the address and once for the telephone number.

Attachment
cc: Mr. Sizoo
Mr. Harbo

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13 OCT 1 1954
65-554-11920
RHW

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. L. B. Nichols, Records and Communications Division, recommends no change in the present procedure, since it will encourage people to contact the FBI, rather than the police.

Mr. A. Rosen, Investigative Division, and Mr. J. P. Mohr, Administrative Division, are opposed to the suggestion, since it would make it more difficult for individuals recognizing suspects to quickly identify the telephone number of a Bureau office. Mr. Rosen states the suggestion to add field office telephone numbers to the bottom of Identification Orders was approved by the Executives Conference, as set out in memorandum to the Director 3/10/53. The Conference has previously considered, but failed to adopt, changing the wording at the bottom of the Identification Order as in Suggestion #475-54. With reference to #456-54 pointing out that Identification Orders are folded off center and this makes it difficult to fit them into envelopes, he believes the field offices should be instructed, when requesting additional Identification Orders for circularization purposes, to ask that they be folded in half. A proposed SAC Letter is attached.

Mr. E. C. Bennenberger, Administrative Division, states with regard to the proposal of the Salt Lake City Office that Addressograph Machines might be obtained which would print the address and telephone number at the same time, that it is possible to purchase a machine which, by using a different type of plate, will perform the entire operation in one run. He believes this would not be economical until such time as present machines are worn out and need to be replaced. He notes it is possible that the machine at Salt Lake City at the present time might be readjusted to run a type VV plate which would perform both operations at one time. He notes, however, that if this is done, the entire addressograph list would have to be recut, which is not a terribly expensive process. He points out, however, that since Salt Lake City receives only 1,350 Identification Orders at the present time, it should not require more than forty to fifty minutes to make the second run. (A sample VV type Addressograph plate is attached.)

PREVIOUS CONSIDERATION:

The SAC at Buffalo, on 10/15/53, submitted a suggestion to discontinue printing the telephone number on the face of I.O.'s and Wanted Flyers. Executives Conference memorandum to Mr. Tolson dated 11/3/53 reflected unfavorable consideration of this suggestion.

A suggestion was made 3/19/54 by SAC H. G. Foster, Boston, to eliminate placing field office telephone numbers on the face of I.O.'s. Executives Conference memorandum 4/20/54 to Mr. Tolson reflected unfavorable consideration.

Memorandum to Mr. Tolson

On 7/20/54, Mr. Joel D. Colglazier, Mobile, made the suggestion that the size of the I.O.'s be changed so they would fit into a #10 envelope. Executives Conference memorandum to Mr. Tolson 8/4/54 reflects unfavorable consideration, pointing out that even if the I.O. is folded slightly off center, it will still fit into a #10 envelope; I.O.'s are mailed in envelopes only when a circular letter or some other document must also be sent with the I.O. The Conference felt no real problem existed.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols, and Mason. The Conference unanimously recommended no change in present procedures.

OK
V. J. S.

MR. TOLSON

9/29/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5CE/JS

IN-SERVICE TRAINING
INVESTIGATIVE TECHNIQUES
INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLES
(ITSMV)

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

SUGGESTION:

SAC, Louisville, suggested that Agents learn techniques of wiring stolen cars so as to assist them in ITSMV cases. SAC, Miami, suggested Agents, during practical cases, be permitted to examine cars to learn to find motor numbers as an assist in ITSMV cases.

PRESENT PROCEDURE:

Present procedure does not provide practical work in wiring stolen cars or search for motor numbers.

ADVANTAGES:

The advantages of an Agent's possessing knowledge of stolen car wiring and motor numbers, serial numbers and secret numbers are obvious in a thorough ITSMV case.

COMMENTS:

The two topics suggested are only two techniques of investigation in an over-all ITSMV case. These have in past practical cases been explained and should a practical case involve car thefts, these techniques would certainly be part of that instruction. These topics, if a problem in any one office, could very well be handled in the field in conjunction with summer fire-arms training.

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

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RECEIVED READING ROOM

F. B. I.

NOV 30 2 38 PM '54

RHM

VIEWS OF THE LABORATORY:

Assistant Director Parsons advised that the suggestions are not enough of a problem; that they could be more properly taken up in field training. He was of the opinion that subjects as specialized as these are should not be taken up in a general In-Service Course.

VIEWS OF THE INVESTIGATIVE DIVISION:

Mr. Rosen pointed out that both of the above suggestions deal with a specialized type of training that would only be of interest to those Agents who are assigned exclusively to investigation of ITSMV cases and it is not believed advisable that this type of training could be given in In-Service classes in view of the time required and is inadvisable in view of the fact that it would not be of universal interest to all Agents on all types of cases. This type of training should be reserved for special schools. It is further noted that the limited amount of time now devoted to the ITSMV violation in In-Service training would not permit the type of training suggested.

EXECUTIVES CONFERENCE CONSIDERATION:

BDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously felt that in the event the practical case problem given during In-Service training at Quantico should ultimately be changed to relate to Interstate Transportation of Stolen Motor Vehicles it would then be proper to include data concerning how cars are stolen and where to find motor numbers but inasmuch as the current case is a security-type investigation (with certain aspects applicable to all types of investigation in any field) data as to how cars are stolen and as to how to find motor numbers could not logically be included.

It was the unanimous Conference conclusion that such training could better be given by the field, particularly to those Agents handling auto theft cases inasmuch as such material would be of little interest to men handling security and applicant-type investigations.

(See next page)

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.

V

If you agree, there is attached an appropriate
SAC letter.

H. J. [unclear]

Mr. Tolson

9/28/54

Executives Conference

SUGGESTION NO. 687-54
MADE BY NEW YORK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

8/1/92 BY SP5 CI/JS

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

SUGGESTION:

Handling of info within field

That each field division receiving information pertinent to investigative activities in another division be reminded of its responsibility to disseminate that information in a form which will permit expeditious handling by the second division. That is, where a field division obtains information from interview of an informant or cooperative subject which concerns subjects and organizations located in another field division, the information should be furnished to that office (depending upon the amount of information), either (1) by a letter with copies designated for individual files by the name of subject or organization, or (2) by separate memoranda to the pertinent individual files.

PRESENT PROCEDURE:

Many offices submit such information in letter form with only one copy or in one copy of a report for information. When this information refers to several subjects or organizations, the communication must be photostated or separate memoranda must be prepared for the individual files.

ADVANTAGES:

Will eliminate the possibility of missing opening or re-opening cases where information makes action necessary.

DISADVANTAGES:

None noted by suggestor

OBSERVATIONS:

Mr. A. H. Belmont, Domestic Intelligence Division, and Mr. A. Rosen, Investigative Division, favor the suggestion. Mr. Belmont notes that adoption of this suggestion would facilitate

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

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11922
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13 OCT 1 1954

Attachment
cc: Mr. Sizoo
Mr. Harbo

atn

Memorandum to Mr. Tolson

proper channeling of information to appropriate case files in the field. Mr. Rosen is of the opinion that each investigative matter should be in a separate communication with appropriate substantive case caption. Several items coming from any one source should not be in one communication bearing the source as a caption.

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 favorable.

The Conference unanimously recommended that an SAC Letter go forth reminding the field that when information is furnished to another field division, numerous copies not be included in one communication unless enough copies are attached, in order to alleviate filing difficulties.

V. J. [Signature]

MR. TOLSON

9/29/54

EXECUTIVES CONFERENCE

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DATE 8/1/92 BY SP5 CI/JS

SUGGESTIONS #705-54 AND #614-54
MADE BY SAVANNAH AND MEMPHIS OFFICES
ELIMINATION OF REPORTS RE MAIL COVERS

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

SUGGESTIONS

Both offices point out that both monthly and quarterly reports are required from the field relative to the number of mail covers utilized. Memphis suggests that monthly report be eliminated and quarterly report be retained. Savannah requests that both reports be eliminated.

PRESENT PROCEDURE

SAC Letter 50-12 required the field to report monthly on mail covers placed. SAC Letter 54-36 required a similar quarterly report.

ADVANTAGES TO SUGGESTION

Saving of administrative, clerical and stenographic time.

DISADVANTAGES TO SUGGESTION

None indicated.

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OBSERVATIONS

Mr. A. Rosen, Investigative Division, was of the opinion that SAC Letter 54-36 (Quarterly Report) repealed SAC Letter 50-12 (Monthly Report) but pointed out provision in SAC Letter 54-36 prepared by Domestic Intelligence Division.

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- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

Mr. A. H. Belmont, Domestic Intelligence Division recommends that quarterly report be abolished in favor of monthly report

cc-Messrs. Sizoo and Harbo.

EDG:dmg
Attachment

50 OCT 1 1954

Rosen

mlg

Memorandum to Mr. Tolson

since the latter is more complete, in that total number is broken down into those placed on (1) Security cases, (2) Fugitive cases, and (3) other Criminal matters.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously felt that reports as to mail covers should be submitted to the Bureau quarterly **ONLY**. If you approved, there is attached an appropriate SAC Letter.

V. per S.

Mr. Tolson

9-30-54

The Executives Conference

SUGGESTION #708-54

Present at the Executives Conference 9-29-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason.

SAC Wyly, Springfield, pointed out his office had difficulty in that communications from some other field offices requesting investigative action have only one document without copies. This has created extra work in that when this document is routed to a Resident Agent no copy of it is available for the files in the field office and it is necessary to fully describe the document on the charge-out slip. New York has had the same problem. Wyly recommended that the field be reminded to make available enough copies of documents to permit immediate investigative attention without undue administrative work.

The Executives Conference 9-29-54 considered this problem and unanimously recommended that an SAC Letter be issued as a reminder. Proposed SAC Letter is attached.

Viper S.

Attachment

cc: Mr. Harbo
Mr. Sizoo

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HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5CJ/JS

[Handwritten signature]

EDM:js
js

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13 OCT 13 1954

- Tolson _____
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- Mohr _____
- Parsons _____
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- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

OCT 1 1954

Mr. Tolson

9/29/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
8/7/92 BY SP5CE/JS

SUGGESTION NO. 511-54
MADE BY PHILADELPHIA OFFICE

In accordance with SAC Letter 54-36 (Q) dated 7/13/54, requesting the field to submit thoughts concerning further streamlining of the Bureau's work, the following was received:

SUGGESTION:

That the original and one copy of all letters written to other Governmental agencies be required instead of the original and two copies.

PRESENT PROCEDURE:

The Field Stenographers' Manual, Section 2-B, page 4, requires that the original and two copies of letters to other Governmental agencies be forwarded.

ADVANTAGES:

Saving of stenographic time.

DISADVANTAGES:

None noted by suggester.

RECORDED-1
INDEXED-1

66-2554-11925

OBSERVATIONS:

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Mr. A. Rosen, Investigative Division; Mr. A. H. Belmont, Domestic Intelligence Division; and Mr. E. J. Mason, Training and Inspection Division, are in favor of the suggestion. It is pointed out that Section 32B, page 36 of the Bureau's stenographers' Manual requires that the original and one copy be sent to other Governmental agencies and adoption of this suggestion would lend uniformity to the rule on copies in this regard. A proposed revision for the Field Stenographers' Manual is attached.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

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

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen,

Attachment
cc: Mr. Harbo
WPC 512001350

atn [Signature]

[Handwritten initials]

Holloman, Nichols and Mason. Conference recommended unanimously favorable. Appropriate SAC Letter is attached.

✓ per D.

Mr. Tolson

9/29/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/9/92 BY SP5EF/BS

SUGGESTION NO. 726-54
MADE BY DOMESTIC INTELLIGENCE DIVISION

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

SUGGESTION:

That we can put teeth into our current instructions relative to unnecessary seeking of Bureau authority by instructing Special Agents in Charge as follows: (1) whenever the field forwards communications to the Bureau seeking Bureau authority for a course of action for which Bureau authority is not specifically required, a statement must be included as to why Bureau authority is sought; (2) Similarly, whenever the field uses the phrase "Unless advised to the contrary by the Bureau" (UACB) and Bureau concurrence is not specifically required, a statement must be included as to why Bureau concurrence is desired.

by S.A.C.'s

PRESENT PROCEDURE:

SAC Letter 54-36 (2) dated 7/13/54 already deals in part with this problem. It states the fundamental principle that primary responsibility for direction of investigative activity rests with the field. It cites the practice of submitting minor investigative problems to the Bureau for decision and emphasizes need for decisions on field office level. It recognizes that important problems and policy questions should be submitted to the Bureau on some occasions and specifies that when a problem is presented, it must be clearly and succinctly stated and recommendations submitted as to action to be taken.

RECORDED - 149 INDEXED 149

66-2554-11926

SAC Letter 54-36 (1) also deals with this problem in part for it emphasizes that the Bureau should not have to "wet nurse" or "spoon-feed" administrators or Agents, and it is expected that every employee will make his own decisions whenever possible and clear with higher authority where proper.

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ADVANTAGES:

(1) Will make the field stop and think before seeking Bureau authority or concurrence for a course of action for which concurrence or authority is not required and will provide the

cc: Messrs. Harbo & Sizoo
atn Attachment

Handwritten initials and signatures: A.B.W. 12, A.D.W.

Memorandum to Mr. Tolson

Bureau some indication of why authority or concurrence is sought. This will enable sounder decisions. (2) Since the suggestion is based on the premise that Bureau authority or concurrence is now unnecessarily sought, it will reduce amount of correspondence to the Bureau and preparation of intra-Bureau memoranda. There would be a saving of clerical, supervisory, and stenographic time. (3) Reduction in incidences of unnecessarily seeking Bureau authority or concurrence would mean a speed-up in investigative action and reporting. (4) It will discourage improper usage of the phrase "Unless advised to the contrary by the Bureau," which phrase has fallen into such frequency of usage that it is difficult at times to conclude what the problem is which prompted a need for concurrence by the Bureau.

DISADVANTAGES:

No disadvantages foreseen by the suggester if the rule is properly observed.

OBSERVATIONS:

Mr. Belmont, Domestic Intelligence Division, favors the suggestion and recommends that instructions be sent forth via SAC Letter along the lines of the suggestion.

Mr. A. Rosen, Investigative Division, agrees with the suggestion as a means of placing primary responsibility on the field for investigative actions.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference unanimously recommended favorably. Attached is an appropriate SAC Letter.

OK
74 J

Mr. Tolson

9-29-54

Executives Conference

MANUAL OF RULES AND REGULATIONS

8/7/92 sp5cc/ls

Section 1B3d, page 2 of the Manual of Rules and Regulations presently provides as follows:

"Employees shall not vouch for any person or give testimonials, affidavits, or letters of recommendation for any person without prior approval of the Bureau. However, SACs may approve a letter of recommendation prepared by employees in their offices concerning individuals who are not present or former employees of this Bureau. However, employees preparing such letters should state that such recommendation is prepared on the basis of the personal knowledge of the writer and should not be considered as an official indorsement or recommendation of the FBI. All other letters should be sent to the Bureau for approval."

SA [redacted] a recent instructor of new agents, has pointed out that this provision appears to be ambiguous in view of the fact that the first sentence states Bureau approval is necessary and the second sentence allows SACs to approve letters of recommendation.

b6
b7c

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 27, 1954, consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols, and Mason, unanimously recommended that the first two sentences of the provision be amended at the next printing of this page to read as follows:

"Employees shall not vouch for any person or give testimonials, affidavits, or letters of recommendation for any person without prior approval of the Bureau except that SACs may approve a letter of recommendation prepared by employees in their offices concerning individuals who are not present or former employees of this Bureau."

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

FMB:jjg jja
cc: Mr. Sizoo
Mr. Harbo

RECORDED - 43

INDEXED - 43

66-2554-11927

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EX-125

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

SUGGESTION #731-54

MADE BY ADMINISTRATIVE DIVISION

USE OF CHECK LIST TO AID IN INSPECTIONS

8/1/92 BY SP5 UFB/BS

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

SUGGESTION

Each Division at the Seat of Government be instructed to prepare and keep up to date for use and guidance of the inspection staff of the Training and Inspection Division a check list to enable inspectors to more adequately look into programs and operations of the Bureau and evaluate the same. (Samples attached.)

ADVANTAGES TO SUGGESTION

Mr. H. L. Edwards of the Administrative Division states the Inspectors' Manual constitutes a comprehensive, but largely general guide for Inspectors conducting inspections of Bureau facilities, whether at the Seat of Government or in the field. The Inspectors' Manual covers such general subjects as Physical Condition and Maintenance, Pending Work, Investigative and Administrative Operations, Personnel Matters, Contacts, and Miscellaneous, all very necessary and very desirable. However, Mr. Edwards believes a check list would be of value in checking into numerous specific programs which the Bureau initiates from time to time, many of which are very technical in nature and involve expenditure of considerable money and manpower. For example: Toplev and Plant Informant Programs in the Domestic Intelligence Division. The employees who are well acquainted with such programs would be giving the Inspectors the cues as to how to check the adequacy of the program as it is being carried out. Many of the Bureau's programs, although operating

efficiently so far as general criterion are concerned, might show up in a different light if the Inspectors knew what to look for, Mr. Edwards states.

DISADVANTAGES TO SUGGESTION

Inspector E. D. Mason, Inspection and Planning Section, Training and Inspection Division, states that check lists tend to focus attention only on the items listed and, therefore, dull Mr. Mason is opposed to the adoption of the suggestion.

INDEXED - 23
RECORDED - 23

6-2-54-11928 RUF

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cc-Messrs Sizoo and Harbo

Memorandum to Mr. Tolson

Inspectors J. E. Nugent and J. H. Williams, Training and Inspection Division, do not believe a check list should be made mandatory for every Bureau program. However, they suggest a memorandum be circulated among Assistant Directors at the Seat of Government reminding each that if he desires to have some particular inquiry made by the Inspector, it would be most beneficial if he would furnish a check list of the particular points he wishes to be covered. Although the Division supervising the specific program has the responsibility for periodic re-evaluation to determine the desirability of continuing same, Inspectors Nugent and Williams point out the inspection staff is most anxious to assist in any manner possible.

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.

✓ Jan

Mr. Tolson

9/28/54

Executives Conference

SUGGESTION NO. 543-54
MADE BY SEATTLE OFFICE
FIELD SUPERVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/98 BY SP 5CIB

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 bulk of case supervision be taken away from
the Special Agent in Charge and require him to actually super-
vise only the important or potentially important and potentially
embarrassing cases in the office and have a supervisory official
in the nature of an "office manager", with no investigative
matters assigned.

PRESENT PROCEDURE:

Each supervisory official in a field office handles
roughly at least 500 investigative matters.

ADVANTAGES:

If close and effective supervision were given in the
field, it would obviate the necessity for detailed supervisory
attention presently required at the Seat of Government.

DISADVANTAGES:

There would be a loss of investigative time by virtue
of having other employees in a supervisory capacity; however,
these apparent disadvantages would be overcome by more effective
handling of major criminal-type cases.

OBSERVATIONS:

RECORDED-1
INDEXED-1 EX. - 109

66-2534-11929

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The suggester points out that there is no question as
to the ability of the ordinary supervisor to handle the usual
number of investigative matters, if he is not interrupted by
extraneous administrative functions and corollary duties; how-
ever, with the ever-increasing number of investigations poten-
tially embarrassing to the Bureau and with the increasing numbers

cc: Mr. Sizoo

Mr. Harbo

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Memorandum to Mr. Tolson

of cases requiring immediate and exhaustive attention, plus the administrative responsibilities of the office, it is virtually impossible for a supervisory official to closely examine the results and give direction to important investigations without slighting some other phase of his work.

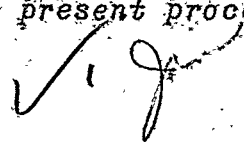
Mr. A. Rosen, Investigative Division, states he is wholeheartedly in favor of any change which can be made in field divisions which will result in closer actual supervision of investigative matters. He believes that since the suggestion involves over-all administrative problems in the running of a field office, it should be thoroughly analyzed by the Training and Inspection Division and Administrative Division, which are directly dealing with field administrative problems and procedures and can carefully evaluate the suggestion.

Mr. J. P. Mohr, Administrative Division, advises that he is opposed to the suggestion.

Mr. E. D. Mason, Training and Inspection Division, recommends that there be no change in the present 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 that the present procedure be continued.



Mr. Tolson

9/28/54

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Executives Conference

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HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5CE/JS

SUGGESTION NO. 529-54
MADE BY CHICAGO OFFICE
SUBMISSION OF REPORTS IN
SELECTIVE SERVICE ACT OF 1948 CASES

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:

Eliminate submission of reports in Selective Service Act
of 1948 cases where the subject has been located and prosecutive
action has been declined. In lieu of reports it is suggested that
the case be closed by memorandum, or in cases where the United
States Attorney has been consulted, by letter to the United States
Attorney.

PRESENT PROCEDURE:

Reports are required at the present time. The suggester
states he believes the reason reports are submitted in these cases
is to record statistical data, such as the location of a delinquent
registrant. He feels this data can be recorded at the field office
and submitted to the Bureau by separate letter or as a separate
item on the monthly Administrative Report, as is presently done
in "no card" cases.

ADVANTAGES:

Saving of Agent, stenographic, clerical and supervisory
time.

DISADVANTAGES:

The field offices will be required to keep a record of
statistical accomplishments and furnish same to the Bureau. If
a subject again becomes delinquent, the office will not have the
full benefit of all previous investigation conducted.

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OBSERVATIONS:

RECORDED - 79
INDEXED - 79

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The suggester states that this suggestion will bring
Selective Service Act of 1948 cases under the provisions of
Part I, Section 44, FBI Handbook. This states as follows: "(A)

cc: Messrs. Sizoo & Harbo
atn

Handwritten initials and marks on the right side of the page, including a large 'M' and 'RM'.

Memorandum to Mr. Tolson

Submit investigative reports when investigation is conducted except in the following instances: (1) FBI National Academy applicant investigations. . . . (2) All cases except extortion cases in which all of the following conditions exist: (a) The information developed is negative or trivial and no special reason exists for advising the Bureau. (b) The investigation would have been included in an initial opening and closing report. (c) No process was issued. (d) The inquiry did not originate on the basis of a request from the Bureau. A brief memorandum for the file or letter to the U. S. Attorney with a copy for the file should be prepared and include: (a) Brief synopsis of the facts developed. (b) The opinion of the U. S. Attorney when opinion is given (letter to U. S. Attorney, copy in file in lieu of memorandum). (c) Names and addresses of persons interviewed. . . ."

Mr. A. Rosen, Investigative Division, states he believes the suggestion is based on the misconception that reports in Selective Service cases wherein subjects have been located and prosecution declined are submitted solely for the purpose of recording statistics at the Seat of Government. He states the recording of statistics is one of the reasons for submitting these reports and decentralization of this function would undoubtedly result in confusion, inaccuracy, and a lack of uniformity among field offices in recording of statistics. Many problems would be created involving correspondence with the Bureau. Accurate recording of statistics is especially important, since the purpose of these investigations is to make men available for the armed forces, rather than secure convictions. Bureau accomplishments in this classification are extremely inadequately reflected in the statistics of convictions only.

Mr. Rosen points out that the four conditions do not generally exist with regard to the type of reports covered by the suggestion; (1) The information developed is not negative or trivial and special reasons do exist for advising the Bureau. It is noted that in each instance the subject has been declared delinquent by his local board and the report reflects his excuse or explanation and disposition made of the delinquency report. Many times, registrants are mistakenly reported delinquent by their boards. On the basis of these reports, many helpful changes in procedure have been instituted by the Selective Service System and the Selective Service Desk has been able to keep abreast of current trends and developments and call errors made in the investigations to the attention of the field. It has also been possible to make suggestions for future handling of these cases and, in a few instances, patently erroneous decisions by the U. S. Attorneys have been reversed as a result of Bureau observations furnished the field. The Selective Service Desk cannot possibly follow every individual investigation but relies on delinquency reports from the field, its fugitive index, and monthly adminis-

Memorandum to Mr. Tolson

trative reports as bases for keeping down the delinquency in the field. If a case is reported delinquent on a delinquency report and thereafter closed without an investigative report, correspondence with the field is made necessary.

(2) The investigation is not included in an initial opening and closing report.

(3) Process is filed in some cases wherein prosecution is later declined.

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.

E.K. [unclear]

Mr. Tolson

9/28/54

Executives Conference

~~TELEPHONES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/9/92 BY SP3 CI/JS

SUGGESTIONS

Special Agent [redacted] a recent instructor of new agents, has suggested the "annual of Rules and Regulations be amended to include a requirement that an agent must secure telephone service for his place of residence.

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PRESENT REGULATIONS

Section 201 of the Manual of Rules and Regulations presently provides that employees are subject to duty at all times. Section 207 provides "When leaving residence on personal business after working hours, Sundays, or holidays, Agents other than those in supervisory positions and those on assignments of particular importance who must keep the office advised of their whereabouts at all times are not required to advise the office of whereabouts if absence is for 3 hours or less. If absence is for more than 3 hours, Agent must advise the office of his whereabouts if telephone is not covered."

OBSERVATIONS

The manual does not state specifically that an agent must secure telephone services for his place of residence, although it is implied in the second provision quoted above. The matter of having telephone service is discussed during New Agents Training School and of course upon the arrival of the agent in the field the SAC sees that the agents obtain telephones or makes some provision to get in touch with them. It appears that this matter has been handled successfully in the past without the requirement in the manual and it is not believed necessary to include this provision in the manual now. In fact, if this requirement should be placed in the manual, it might become an issue sometime as to whether this expense could be claimed on the expense voucher. Therefore it is felt that this requirement should not become a permanent part of this manual.

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FMB:jjg

CC: Mr. Sizoo, Mr. Harbo

RECORDED - 54
INDEXED - 54
EX-129

66-2554-11931

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13 OCT 1 1954

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EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference felt that there should be no change in the Manual of Rules and Regulations.

✓
Parsons

Mr. Tolson

9/26/54

Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/1/93 BY SP5 CI/JS

SUGGESTION #728-54

MADE BY INSPECTOR F. H. STRONG

~~ELIMINATION OF CERTAIN EFFORTS IN INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLES, WHITE SLAVE TRAFFIC ACT AND SELECTIVE SERVICE CASES.~~

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:

In Interstate Transportation of Stolen Motor Vehicles, White Slave Traffic Act and Selective Service cases a field office upon opening a new case should send a short letter to the Bureau setting forth the complete, title, character, description of subject and in WSTA cases description of victim. No reports should be submitted to the Bureau except closing reports in these cases. The closing report should contain a very concise statement of pertinent facts and necessary statistical data. An exception to this rule should be ITSMV ring cases, cases of unusual importance or widespread interest and cases where subject becomes a fugitive.

PRESENT PROCEDURE:

Reports are presently prepared and transmitted to the Bureau where these reports are afforded selective supervision.

ADVANTAGES:

1. It fixes sole responsibility on the office of origin for the proper supervision of the case. The office of origin would be checked to see that they are properly handling the cases at the time of field inspections. This would eliminate the present dual responsibility which exists in that both the office of origin and the Bureau presently supervise the case. I believe the more effective system would be to place full responsibility on the office of origin and advise the field that if these cases were not properly supervised by the office of origin administrative action would be taken.

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

cc: Mr. Sizoo
Mr. Harbo

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13 OCT 1 1954

EX-128

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2. It would decrease the number of supervisors at the Seat of Government. At the present time there are over 8,000 pending investigative matters ITSMV; over 1,800 pending investigative matters WSTA and 6,000 Selective Service Cases pending.

3. It would reduce the amount of mail coming to the Bureau which would result in saving of time in Records Section and the corresponding saving in space.

DISADVANTAGES:

1. Bureau files would not be complete and we would not have all the information developed concerning the cases.

2. It could conceivably result in correspondence with the field to properly handle name checks because the Bureau would not have all the information in file.

3. The Bureau would not have control over dissemination inasmuch as there is no way to check the field. However, reports in these type cases are normally not given much dissemination.

OBSERVATIONS:

Mr. Rosen of the Investigative Division recommends against this suggestion stating report writing has already been streamlined to the fullest extent desirable by SAC Letter 53-69 which eliminates negative RUC reports and eliminates initial reports from office covering theft where nothing but details of theft are reported. At the present time a large number of cases consist of only 1 report which is both an opening and closing report. Mr. Rosen believes the suggestion would create additional work and would increase rather than decrease the number of Bureau supervisors necessary.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference recommended unanimously unfavorable.

OK
V. J. J.

MR. TOLSON

9/26/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY sp5 oif/js

SUGGESTION #758-54
MADE BY THE HOUSTON OFFICE
CURTAILMENT OF BLANKET INFORMANT COVERAGE

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

SUGGESTION

That the practice whereby a field office requests blanket informant coverage by another field office be curtailed and made more selective. This might be achieved by requiring Bureau clearance before instituting such informant coverage.

PRESENT PROCEDURE

A field office in connection with any investigation might request another field office to contact confidential informants when such a lead appears logical and reasonable.

ADVANTAGES TO SUGGESTION

Most informants are restricted in the scope of the information they can provide and blanket coverage avails nothing; reduces chance of informant's losing interest; "shotgun" informant coverage usually results in "shotgun" results.

DISADVANTAGES TO SUGGESTION

Curtailment of coverage might possibly result in overlooking or bypassing an informant who could be of assistance.

OBSERVATIONS

Mr. Rosen, Investigative Division, observed that contacting informants constitutes an investigative lead; that an SAC should not have leads covered if they are not logical and reasonable steps in the investigation; and that no need for instructing the field along these lines exists at this time.

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cc-Messrs. Sizoo

Harbo

RECORDED - 50

EX - 109

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Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously felt there should be no change in present procedure.

OK
✓ Jones

Mr. Tolson

9/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-7-92 BY SP5CJ/JS

SUGGESTIONS #546-54 & #536-54
MADE BY CHICAGO & NEW ORLEANS OFFICE
FILING OF INFORMANT CONTACT RECORD
FORM FD-209

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:

Form FD-209 is used by the field to reflect the results of contacts with informants. Where an informant has been contacted and has furnished only negative information, New Orleans suggests that FD-209 not be filed in substantive case files maintained on subjects concerning whom informant had no information. Chicago suggests the exact opposite procedure, recommending that FD-209 be filed in pertinent substantive case files as a record that informant had no information concerning a particular subject.

PRESENT PROCEDURE:

A copy of FD-209 is attached for information. The form was designed to facilitate the recording of contacts with informants. The form is to be filed in the informant's administrative file only and was not designed to be filed in substantive case files.

OBSERVATIONS:

Mr. Belmont of the Domestic Intelligence Division advises that Form FD-209 is an approved form used by the field for recording contacts with informants. When the use of this form was considered prior to its approval, it was decided that it should remain exactly what it is, a record of contacts, and any positive information should be set out in a memorandum. The Form FD-209 is placed in the informant's administrative file and is a ready check on contacts with informants, which is the purpose for which the form was devised. Positive information which is placed in memoranda is filed in the informant's Sub A file with the informant's reports. It is not believed any change should be made in present requirements and all contacts with informants should be reflected by FD-209's in the informant's administrative file.

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- Holloman _____
- Gandy _____

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 56

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EX - 109

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EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously felt there should be no change in present procedure.

OK
✓/KMS

Mr. Tolson

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CJS

SUGGESTION #536-54
MADE BY CHICAGO OFFICE
MISCELLANEOUS SUGGESTIONS
CONCERNING HANDLING OF SECURITY INFORMANTS

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.

SUGGESTIONS:

1. It is suggested that some criteria for payments to informants be devised which can be used by Agents, Supervisors, and SACs as a guide.
2. It is suggested that Bureau letters to field offices stress necessity of evaluating payments to informants but eliminate the indication of personal liability in case of overpayment by Agents.
3. It is suggested that more Agents be commended and rewarded for developing valuable informants.
4. It is suggested that the inspection approach to the informant field be positive rather than negative with respect to action which has been incorrectly taken and that write-ups on inspections not be made unless there are gross substantive errors.

OBSERVATIONS:

The following observations are made by Mr. Belmont of the Domestic Intelligence Division in connection with the foregoing suggestions. Each observation bears the same number as the suggestion above.

1. The field is aware of the necessity to obtain full value for any money spent for information. In handling informants and the information received from informants, through experience the field is aware of the value and relation to investigative time that any such efforts of an informant should be given. It is difficult to set up a norm or criterion upon which to base payments as it is known information

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 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

cc: Mr. Sizoo
Mr. Harbo

RECORDED-45

INDEXED-45

66-254-11935

13 OCT 1 1954

RDG:meu

Handwritten initials and signatures: "R", "RDM", "ND"

is provided gratis on some occasions when the same information would be the subject of payment to another informant. The question of setting up some standards in this matter has been considered before and it has been decided to permit the field, based upon local conditions, to place an evaluation on the services rendered by an informant and the information he produced, but the SAC must be assured that he is receiving full value for any money expended in this regard. It is not believed necessary to establish any criteria for payments.

2. The Security Informant Desk is aware of the necessity to properly guide the field in evaluating payments so that the Bureau obtains full value and, in individual letters to the field, such is emphasized. We do not stress personal liability unless there is a specific reason to do so. However, there is an SAC Letter 54-33 issued June 29, 1954, which points out to the field the necessity to be most careful with expenditures and, if an expenditure is not proper, it may result in the Government's requiring reimbursement from the SAC or Agent. We see no reason to change this.

3. The Seat of Government is continually alert to recommend commendation and meritorious increases of salary for exemplary work conducted in this field. The SACs are also alert to this possibility and do not lose any opportunity to reward outstanding work.

4. It is our feeling that informant matters, the same as any other phase of Bureau operation, should be subject to inspection and errors should be called to the attention of the field.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:new

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm, and Mason. The Conference unanimously felt there should be no change in present procedure.

OK ✓ J. H. 5/28

Mr. Tolson

9/28/54

Executive Conference

SUGGESTION NO. 700-36
MADE BY HAMILTON OFFICE
RESOLUTION OF SAC LETTERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/91 BY SP5 U/S

In accordance with SAC Letter 56-36 (C) dated 7/13/54 requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received.

RESOLUTION:

That the rule regarding reproduction of SAC letters be broadened in order to make it possible to disseminate material contained therein to the Agents.

PRESENT PRACTICE:

SAC letters are not now to be reproduced.

ADVANTAGES:

Since material contained in SAC letters which should be disseminated to Agents is held for conferences, it is felt if these SAC Letters could be reproduced in memorandum form to the Agents, wider and quicker dissemination could be gained.

DISADVANTAGES:

There would be a greater possibility that information appearing in SAC letters might reach the wrong people. It is believed by the suggester, however, that such a possibility could be minimized by requiring all Agents to purge their personal records of such memoranda every six months. All Agents leaving the service should also be required to turn in such memoranda. This purging of records and turning in of memoranda by Agents leaving the service should be made at headquarters city and under the supervision of a supervisor.

RECORDED-45
INDEXED-45

66-2554-11936

13 OCT 1 1954

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

Mr. J. W. Harbo, Training and Inspection Division, believes the present rule should be continued. It is noted that the U.C. Party of the Training Section of the Training and Inspection Division is in agreement with this suggestion.

OCT 4 1954

Handwritten initials: "P" and "RHM"

Memorandum to Mr. Tolson

Inspection Division, feels that the procedure of attempting to insure that Agents purge their files of SAC Letters on a periodic basis is too cumbersome. In addition, he does not believe Agents should have in their possession SAC Letters because of the extremely confidential nature of material contained therein.

It is also pointed out that reproduction of SAC Letters in the field is a duplication of effort and work. If more copies are needed, the office can request more copies.

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.

✓ JMS

RA

Mr. Tolson

9/28/54

Executives Conference

REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5 ef/js

SUGGESTION

Special Agent [redacted] a recent instructor of new agents, has suggested that the Manual of Rules and Regulations and the FBI Handbook be amended to require the field to set out descriptions of victims in the following cases:

b6
b7c

- Assaulting or killing a Federal Officer.
- Crime on Government Reservations (against the person)
- Crime on Indian Reservations (against the person)
- Obstruction of Justice (against the person)

PRESENT REGULATIONS

Section 4A2a, (6), (c), page two, of the Manual of Rules and Regulations presently requires that the names of victims be included in the title of reports in the following cases:

- Anti-racketeering.
- Civil Rights.
- Extortion.
- Kidnapping.
- White Slave Traffic Act.
- Involuntary Servitude and Slavery.
- Assaulting or killing of Federal Officers.
- Crime on Indian or other Government Reservations and crimes on high seas in cases involving crimes against the person.
- Obstruction of justice.

Section 4A2a, (11), (g), VII, page five, of the Manual of Rules and Regulations provides that descriptions of victims be set forth in the details of reports in the following cases:

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

FMB:jjg j/m

cc: Mr. Sizoo
Mr. Harbo

fwk

RECORDED - 32
INDEXED - 32

EX-125

66-2554-11937

13 OCT 15 1954

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OCT 4 1954

Crimes on the high seas.
Extortion.
Kidnapping.
White Slave Traffic Act.
Civil Rights.
Involuntary Servitude and Slavery.

OBSERVATIONS

Prior to Bureau bulletin 53-15 (A) dated 6-25-53, it was not necessary to include the names of victims in the title of reports in the following cases:

Assaulting or killing a Federal Officer.
Crime on Government Reservations (against the person)
Crimes on Indian Reservations (against the person)
Obstruction of justice (against the person)

Bureau bulletin 53-15 was sent to the field in order to assist the Records Section in indexing names in the reports since the Records Section only indexes the names appearing in the title and synopsis of reports in criminal cases. It has never been required that the descriptions of victims in these cases be set out in details in reports. There does not appear to be a need of making such a requirement now and it is believed that the manual should not be revised to require a description of victims in these cases.

The General Investigative Division sees no particular need for the inclusion of the description of the victim in the details of the report in the type cases under consideration.

CONFERENCE

EXECUTIVES/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.

Viper S

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

SUGGESTION #679-54
MADE BY NEWARK OFFICE
AIR-TELS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CE/OS

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

SUGGESTION

That blue onionskin copies of Form FD-36 (Field Teletype Form) be prepared and that the word "AIR TEL" be printed across the top in bold type. (Copy of Form FD-36 is attached)

PRESENT PROCEDURE

The original of Form FD-36 (Field Teletype Form) is printed on heavy, blue paper. Copies of these communications are presently typed on white onionskin paper. "Special" tags are attached to the copies typed on white onionskin paper.

ADVANTAGES TO SUGGESTION

The suggester believes blue copies of Form FD-36 will serve more satisfactorily in bringing the expedite nature of the Air-Tel to the attention of the proper supervisor and states adoption of the suggestion would also eliminate the necessity of having stenographers attach "Special" tags to white onionskin copies of Air-Tels.

DISADVANTAGES TO SUGGESTION

Mr. J. P. Mohr, Administrative Division, points out that paper costs alone would be increased \$1.54 per 1,000 more than present paper costs through adoption of this idea and he does not see any appreciable advantage to be gained.

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

RECORDED - 10

Mr. L. B. Nichols, Records and Communications Division, is opposed to the adoption of the suggestion.

INDEXED - 10

EXECUTIVES CONFERENCE CONSIDERATION EDU:cs

13 OCT 2 1954

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.

Attachment

cc - Messrs. Sizoo and Harbo

dmg

Mr. Tolson

9/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CJS

SUGGESTION NO. 754-54
MADE BY HOUSTON OFFICE
SUBMISSION OF REPORTS IN ROUTINE-TYPE
CRIMINAL MATTERS

In accordance with SAC Letter 454-36 (2) dated 7/13/54, requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received.

SUGGESTION:

(1) Submission of a comprehensive report by office of origin at completion of investigation; (2) Set out leads by teletype, air-tel or letter and results of investigation reported in similar manner, including name of Agent and dates of investigation; (3) "Progress" letters to Bureau every forty-five days reflecting developments in case; (4) Maintenance of log by Agents in field office file reflecting dates, names and addresses of persons interviewed and (5) Preparation of field office and Bureau index cards at time comprehensive report was prepared.

PRESENT PROCEDURE:

Reports must be submitted within forty-five days in all cases or in fugitive cases a report should be submitted in forty-five days, with investigative activity within thirty days.

ADVANTAGES:

(1) Reduction in number of reports typed, amount of mail handled, and attendant economies thereto; (2) Comprehensive reports will suffice for the prosecutive summary reports and will materially assist United States Attorneys in complicated cases; (3) Be inducement to reporting investigative progress rather than miscellaneous interviews and (4) File log would reflect regularity of attention Agent was giving case.

DISADVANTAGES:

Bureau would not be kept as up to date, in as much detail, as at present.

66-2554-11939

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 10

13 OCT 1 1954

INDEXED - 10

RAM

OCT 4 1954

Memorandum to Mr. Tolson

OBSERVATIONS:

SAC L. L. Laughlin, Washington Field Office, advised suggestion (1) was difficult to evaluate because it failed to define routine-type criminal matters; (2) ignored administrative value of considering investigative matters delinquent on a periodic basis; (3) failed to justify desirability of letters every forty-five days in lieu of reports, and (4) fails to take in account that ⁱⁿ most "routine-type cases" the substantive violation is generally incorporated in one investigative report, such as auto cases, impersonation, etc. He recommended that responsibility for supervision should be placed on the field as much as possible.

Mr. A. Rosen, Investigative Division, indicated that the above-recommended procedure is now in effect in twenty-four criminal violations, and in addition, SAC Letter 53-69 dated 10/20/53 provides that RUC reports do not have to be submitted if they contain negative or nonpertinent information. He noted that there was in preparation a recommendation that this rule be extended to pending reports.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Henrich, Tamm and Mason. The Conference felt there should be no change in present procedure.

OK / jms

Mr. Tolson

9/28/54

Executives Conference

SUGGESTION NO. 505-54
MADE BY CLEVELAND OFFICE
CREDIT CHECKS IN APPLICANT-
TYPE INVESTIGATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CJS

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 a survey be made concerning the need for checking
credit records in all applicant-type investigations conducted by
the Bureau.

PRESENT PLOCEDURE:

The Manual of Instructions, Section 19, page 13 (j),
states: "Credit records should be checked at all places where
the applicant has resided or has been employed. They should
also be checked on close relatives at their present place of
residence except in AEA cases, unless the Bureau requests such
a check."

ADVANTAGES:

Considerable savings, since credit checks are
expensive.

DISADVANTAGES:

None noted by suggester.

RECORDED - 10

INDEXED - 10

65-2554-11940

13 OCT 1 1954

OBSERVATIONS:

The suggester points out that while occasionally
considerable derogatory information is obtained by these credit
checks, usually this information is also obtained during
neighborhood investigations and employment checks.

Mr. A. Rosen, Investigative Division, believes no
further consideration should be given to the suggestion. He

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

cc: Mr. Sizoo
Mr. Harbo

atn

61 OCT 2 1954

Handwritten initials and marks: "lw", "M", and "RHM"

Memorandum to Mr. Tolson

points out the subject of extending credit checks to relatives of applicants in Atomic Energy Act investigations as is the practice in other applicant-type investigations was discussed on 8/28/53 by the Executives Conference. The Conference was unanimously in favor of extending the procedure of conducting credit checks on relatives of applicants in AEAA investigations, providing the cost was not prohibitive and requested that a cost survey be made.

After a cost survey had been made, the Executives Conference, on 10/20/53, due to additional costs and for this reason only, recommended that credit checks should not be extended to the relatives of applicants in AEAA investigations.

The views of the Investigative Division as set forth in Executives Conference memorandum to Mr. Tolson dated 10/16/53 as being opposed to the discontinuance of routine checking of credit records in applicant-type investigations remain the same. These reasons are: (1) Credit checks furnish lead information; (2) This is the most practical source for ascertaining whether civil suits have been filed against the applicant; and (3) "Poor" credit ratings reflect unfavorably on a person's character and might be considered by certain security officers as serious enough to constitute a security risk.

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
Lipins

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING
NARCOTICS

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

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

SUGGESTION:

New York office suggested holding one hour lecture concerning types of narcotics, methods taken, instruments used and effects upon individual. This should include display of various types of narcotics.

PRESENT PROCEDURE:

There is no regularly scheduled lecture on the subject of narcotics in our present In-Service curriculum. Mr. Parsons advises that questions concerning narcotics are occasionally raised by special agents while they are touring the Laboratory. On these occasions the subject of narcotics is discussed and the Laboratory's collection of narcotics is displayed to the group.

COMMENTS:

This suggestion has merit in that all agents should have some knowledge of narcotics since some criminals encountered are dope addicts. It is not felt, however, that we should set aside an hour for a discussion on narcotics in the In-Service curriculum since, to do so, would be to take away the time from other subjects which are considered to be of more immediate value and of greater importance to all agents. It is believed that some value could be derived by preparing a photographic exhibit on this subject for display in the exhibit room at Quantico. Steps are being taken to ascertain whether a suitable movie is available which could be presented at Quantico during the evening hours.

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

cc - Mr. Sizoo

Mr. Harbo

PHS/NAW; jek

RECORDED - 54
INDEXED - 54

66-2554-11941

EX-128

13 OCT 1 1954

61 OCT 4 1954

MR. PARSONS' VIEWS:

Mr. Parsons was consulted on this matter and offered the opinion that in view of the time limitations and the importance of other subjects we would not be justified in setting aside an hour for a discussion on the subject of narcotics.

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.

The Conference based its unfavorable recommendation on the fact that we have recently refused to let the Treasury Department have certain of our training films and under the circumstances, we cannot logically ask the Treasury Department for permission to use one of ~~THEIR~~ films dealing with the narcotics problem. Conference further felt that there was no real need for a film on narcotics for display to Agents and that we do not obtain films on Income Tax violations, smuggling, or other Federal investigative operations outside the purview of FBI jurisdiction and endeavor to make such films available to our Agents.

V Jones

MR. TOLSON

9/28/54

RA

EXECUTIVES CONFERENCE

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

SUGGESTION #602-54.
MADE BY HONOLULU OFFICE
FBI NATIONAL ACADEMY NEWSLETTER

L.A.

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

SUGGESTION

That the FBI National Academy Newsletter be discontinued.

(copy of Newsletter attached)

PRESENT PROCEDURE

FBI National Academy Newsletter is published once each sixty days; copies are distributed to National Academy graduates in good standing and to each field office.

The field is required to submit periodically information to be used in publication of the Newsletter.

ADVANTAGES TO SUGGESTION

The Newsletter is usually quickly perused by those receiving it and immediately discarded. Very few National Academy graduates are acquainted with anyone listed in the Newsletter, with exception of their own friends in the session which they attended, or of officers located in the immediate vicinity where the graduate is working. Most of the information is already known to those officers who attend meetings of the National Academy graduates. The saving in time and money in discontinuing the Newsletter would be considerable, SAC Honolulu believes.

RECORDED - 54
INDEXED - 54

66-2554-11942 R

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

13 OCT 13 1954

EX 128

SAC Honolulu points out there would be occasions when information relating to promotions of National Academy graduates would not be available to persons knowing them; there could be some loss in morale among these men, who feel the Bureau has lost interest in them.

RM

61 OCT 9 1954

Memorandum to Mr. Tolson

Mr. G. C. Gearty, in charge of the Training Section, Training and Inspection Division, is opposed to adoption of this suggestion. He points out that, based on comments in letters received from FBI National Academy men and many of the field offices, the Newsletter has proved to be of very great interest and the National Academy men are enthusiastically in favor of it.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously felt there should be no change in the present procedure.

V. [unclear]

Mr. Tolson

9/26/54

RA

Executive Conference

SUGGESTION #685-54
MADE BY NEWARK DIVISION
CONSOLIDATE MATERIAL IN
MANUAL OF RULES AND REGULATIONS
INTO LEAVE MANUAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CI/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:

Recommends that the portion of the Manual of Rules and Regulations dealing with leave regulations be consolidated into the Leave Manual.

PRESENT PROCEDURE:

Both the Manual of Rules and Regulations and the Leave Manual contain information with regard to leave.

ADVANTAGES:

1. Leave regulations can be referred to more easily by having them all in one place.
2. Elimination of duplication of information since there are some regulations which are identical in both manuals.

DISADVANTAGES:

None indicated by suggester.

OBSERVATIONS:

Mr. J. P. Mohr of the Administrative Division on September 3, 1954 advised that prior to July 1952 leave regulations were printed in their entirety in the Manual of Rules and Regulations. At that time there were over 100 employees who performed time and

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

RECORDED-29

INDEXED-29

66-2554-1194³ RHM

13 OCT 1 1954

EX-124

55 OCT 4 1954

attendance work in the Bureau and as a result had to refer to the Manual of Rules and Regulations for information pertaining to leave. The Bureau wanting to restrict the accessibility of the Manual of Rules and Regulations to clerical employees prepared a separate Leave Manual. This manual is a complete exposition of leave regulations containing 43 pages in comparison with approximately 6 pages occupied by the condensed outline in the Manual of Rules and Regulations. The Leave Manual is smaller in size than the other manual, easy to handle and easy to revise. Because the Leave Manual has worked so well in the past it is Mr. Mohr's opinion that no change should be made in the existing system.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously felt there should be no change in present procedure.

Vigners

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

SUGGESTION #627-54
MADE BY OMAHA OFFICE
FIREARMS TRAINING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY 273 CI/JS

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

SUGGESTION

That firearms scores no longer be recorded after participation in field firearms training and In-Service firearms. Scores would be maintained during firearms and turned over to the appropriate supervisor or Special Agent in Charge for noting and, if all persons participating have fired a qualifying score, the firearms card would be destroyed.

PRESENT PROCEDURE

Scores are entered on individual cards, maintained for each Agent at the conclusion of monthly firearms training, and the field is advised of scores fired at In-Service Training by the Bureau.

ADVANTAGES TO SUGGESTION

Adoption of the suggestion would reduce the amount of time spent in administrating this program and the clerical time in recording the scores, SAC Omaha feels.

DISADVANTAGES TO SUGGESTION

SAC Omaha points out it might be felt that a person's firearms ability would not be readily available if scores were absent; however, it would be known that he has qualified and one of the prime factors in determining whether or not the Agent would be selected for participation in a raid would be his expected reaction under pressure.

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

Mr. G. C. Gearty, in charge of the Training Section, Training and Inspection Division, is opposed to adoption of the

cc-Messrs. Sizoo and Harbo

RECORDED-29

66-2554-11944

INDEXED-29

13 OCT 1 1954

05 OCT 1954

RM

Memorandum to Mr. Tolson

suggestion. He states the fact that a man has qualified with a particular weapon is not sufficient, it being pointed out that the score is qualifying. The Bureau and, more particularly, an SAC is concerned with the degree of proficiency of an Agent in determining whether he is qualified to handle dangerous assignments. In the event the suggestion, as proposed, is adopted, this information would not be available when desired. Considering that SACs are periodically transferred, it is believed that the information as now recorded is necessary and should be continued.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Henrich, Tamm and Mason. The Conference unanimously recommended unfavorably.

O.K.
Jen S

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

SUGGESTION #629-54
MADE BY OMAHA OFFICE
FIREARMS TRAINING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5CJ/JS

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

SUGGESTION

That the Bureau no longer be advised when Agent personnel in the field are delinquent at the conclusion of the summer firearms or at the conclusion of winter firearms training. It is recommended that this delinquency be recorded in the field office to which the Agent is assigned and the delinquencies in firearms training be made a matter to checked by the inspection staff during inspections.

ADVANTAGES TO SUGGESTION

At present it is necessary for the field to advise the Bureau by April 30th of any delinquencies in the winter shoot and by October 15th of any delinquencies in the spring, summer and fall shoot. Adoption of the suggestion would effect savings in clerical and administrative time, SAC Omaha feels.

DISADVANTAGES TO SUGGESTION

None noted by the suggester.

RECORDED-25

INDEXED-25

66-2554-11945

OBSERVATIONS

Mr. G. C. Gearty in charge of the Training Section, Training and Inspection Division, agrees with the suggestion. Each office is inspected once yearly at which time firearms records are specifically noted and where there are delinquencies a write-up results. This procedure is sufficient, Mr. Gearty believes.

EX-124

13 OCT 1 1954

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

EXECUTIVES CONFERENCE CONSIDERATION EDM:new

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tele. Room - Messrs. Sizoo and Harbo

OCT 4 1954

RAM

Memorandum to Mr. Tolson

Tamm and Mason. The Conference unanimously recommended unfavorably.

W. J. [unclear]

Mr. Tolson

9/28/54

The Executives Conference

IN-SERVICE - TRAINING
PRACTICAL CASE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5CJ/BS

SAC Letter 54-27, Paragraph T, (7-20-54), requested the field to submit views concerning In-Service Training.

SUGGESTION

The Boston, New York, Charlotte and Washington Field Offices, as well as Mr. L. B. Nichols, Assistant to the Director, generally agreed that the three days (actually 2½ days) spent on the practical case at Quantico be divided in order to utilize this time for two or three practical cases rather than just one case.

PRESENT PROCEDURE:

The present practical case presented to In-Service at Quantico involves two and one-half days and not 3 days. This case deals with Espionage and Development of Double Agent. The practical case is changed after each cycle of In-Service and a new case is then presented which takes into consideration the tempo of the times as to choice of case. During the presentation of the case, investigative techniques applicable to any type investigation are also discussed. In addition, the experiences of Agents in attendance are solicited for the benefit of all. A few of the investigative techniques applicable to any case which are discussed during the practical problem concern interviews, signed statements, searches and seizures, collection and preservation of evidence, plaster casting and surveillances.

COMMENTS:

The practical case is fashioned in such a way to give the greatest number of Agents from all sections of the country the most benefit possible during the limited time allocated.

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

RECORDED-29
INDEXED-29

66-2554-11946 *Re*

13 OCT 1 1954

55 OCT 4 1954

EX-124

Memorandum for Mr. Tolson

It is believed impractical to have two or three one-day practical cases on a variety of subjects because time would not permit full presentation, adequate discussion, stimulate thinking or concentration, nor would short cases be practical to provide maximum benefit in all investigative techniques.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew 9/28/54

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously felt there should be no change in present procedure.

✓

Mr. Tolson

9/28/54

Executives Conference

SUGGESTIONS #563-54 & #613-54
RESIDENT AGENTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/12 BY SP5 C/JJ

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 were received.

SUGGESTIONS:

- Suggestion #563-54, made by Denver Office
- Suggestion #613-54, made by Minneapolis Office

That the present requirements precedent to recommending an Agent as a Resident Agent be amended; that Special Agents in Charge be allowed to consider an Agent for assignment to a Resident Agency even though he had been censured, provided the censure was not of a severe nature and one which would affect his operation as a Resident Agent (#563-54); that the condition be deleted but that such administrative action be considered by the SAC at the time he makes his recommendation (#613-54).

PRESENT PROCEDURE:

Section 2, page 16, Manual of Rules and Regulations, Item 2d states, "No censures, reprimands, or probationary action within the two years preceding the recommendation...."

ADVANTAGES:

By being able to recommend an Agent who has received a letter of censure, the field will be in a position to place Agents in Resident Agencies who are excellent Agents but who might have been censured. It is felt that the fact that an Agent has been censured does not mean he is not capable, but that censuraship has been necessary to maintain the Bureau's stature.

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

cc: Mr. Sizoo
Mr. Harbo

atn /
Attachment

RECORDED-29
INDEXED-29

EX-124

1954

55 OCT 4 1954

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M
R

Memorandum to Mr. Tolson

DISADVANTAGES:

There would be a lessening of the exacting qualifications presently demanded for a Resident Agency.

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, states that while the rule itself is specific and clear, it has not been a complete bar to the selection of a Resident Agent. The Bureau has made it a practice to carefully consider any administrative action when passing on authority to the field to designate a Resident Agent. This procedure has proven satisfactory in the past; however, it appears desirable to revise the rule somewhat in order that the Special Agents in Charge may take advantage of the revision. There are many instances when an SAC undoubtedly passes over the best qualified man for assignment to a Resident Agency simply because of this rule as stated above. He recommends that the rule be revised as follows:

"No serious administrative action within the two years preceding the recommendation."

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 requirement regarding recommendation of an Agent as a Resident Agent as set out in the Manual of Rules and Regulations be revised to read, "No serious administrative action within the two years preceding the recommendation." Proposed manual provision attached.

OK
J.P.M.
J.P.

Mr. Tolson

9/29/54

Executives Conference

SUGGESTION NO. 630-54
MADE BY OMAHA OFFICE
~~FIREARMS TRAINING~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/98 BY SP5CJ/JS

In accordance with SAC letter 54-38 (C) dated 7/13/54, requesting the field to submit thoughts relative to further streamlining the Bureau's work, the following was received.

SUGGESTION:

That the Bureau consider dropping firearms training for Agent personnel attending In-Service training. In the event there is training available which is not being afforded to the field, it would be advisable to afford this type of training.

PRESENT PROCEDURE:

Agents receive firearms training while attending In-Service.

ADVANTAGES:

Saving of Agent time and economy resulting from a savings in per diem and ammunition.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

The suggester feels that Agent time and per diem should not be required for firearms training on most courses which are fired in the field, except in instances where the Bureau has been advised that an Agent is weak in one or more phases of firearms training and needs additional training.

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

Mr. G. C. Gearby, Training Section, Training and Inspection Division, is opposed to the suggestion. He states the Executives Conference considered this on 9/20/54 and unanimously felt that the present fir arms training should be continued in connection with In-Service schools.

RECORDED - 54

INDEXED - 54

66-2554-11948 *Rosen*

13 OCT 1 1954

EX-128

cc: Mr. Harbo
6-1-54
MA
5-1-54

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols, and Mason. The Conference unanimously felt there should be no change in the present procedure.

V. J. [unclear] 5

Mr. Tolson

9/29/54

PA

Executives Conference

SUGGESTION NO. 650-54
MADE BY THE MEMPHIS OFFICE
~~LISTING OF DELINQUENT MATTERS;
PREPARATION OF MONTHLY
ADMINISTRATIVE REPORT~~

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

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

SUGGESTIONS:

(1) That the bimonthly listing of delinquent matters, whereby each field division lists the pending cases in which a report has not been received for a period of forty-five days, be discontinued; (2) That the requirement be eliminated whereby in the Monthly Administrative Report Selective Service cases be broken down as to those in which the submitting office is office of origin and those in which it is handling leads for other offices; that the requirement to list in the Monthly Administrative Report the number of Selective Service matters closed administratively be eliminated; and (3) That Form FD-113 (Monthly Administrative Report Data Form) (Sample attached) be eliminated or made optional. This form is submitted monthly by each Agent in each field division and includes the number of days spent on surveillances, Atomic Energy Program, accounting cases, annual and sick leave, general assignment, official business outside the field division, developing potential criminal informants. It is used in preparing the Monthly Administrative Report.

PRESENT PROCEDURES:

(1) By SAC Letter 54-49 dated 9/14/54 delinquent matters are required to be listed semiannually rather than bimonthly. (2) In the Monthly Administrative Report, Selective Service cases are broken down as to the number in which the submitting office is origin, the number in which it is handling leads for other offices, and the number of Selective Service cases closed administratively is compiled. (3) To provide data upon which to prepare the Monthly Administrative Report, each Agent submits monthly to his Special Agent in Charge a completed Form FD-113.

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- Parsons _____
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- Holloman _____
- Gandy _____

ADVANTAGES:

(1) Will save considerable time in compiling; results

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INDEXED-59 EX-128

66-255-11949

13 OCT 1 1954

CC: Messrs. Harbo & Sizoo
DWT:ATM

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Memorandum to Mr. Tolson

not commensurate with the time to compile; delinquency usually cleared anyway a short time after listing. (2) Would save the additional time required to make the breakdowns and compilation. (3) Number of days spent on surveillances not recorded in Monthly Administrative Report; Supervisory desk in field better able to estimate time spent on Atomic Energy Program; information regarding accounting cases affects comparatively few Agents; total days on annual and sick leave available from other records maintained by field office, as are number of days spent on general assignment; each month some Agents are usually away on leave, In-Service training, inspections, etc., and are not available to prepare the form FD-113.

DISADVANTAGES:

None cited by the suggester.

OBSERVATIONS:

Mr. A. Rosen, Investigative Division, pointed out that the listing of delinquent matters is a valuable source of information concerning the condition of the work supervised by the Investigative Division, and should be continued. It is observed SAC Letter 54-49 dated 9/14/54 changed the requirement from a bimonthly to a semiannual listing.

Mr. Rosen observed that the breakdowns of Selective Service matters in the Monthly Administrative Report as to those in which the submitting office is office of origin and those in which it is handling leads for other offices should be continued since it indicates the scope and magnitude of the Bureau's responsibilities in Selective Service matters.

The same observations of Mr. Rosen apply to the compilation of the Selective Service cases closed administratively.

Mr. J. P. Mohr, Administrative Division, pointed out that the information in Selective Service matters should continue to be received for budgetary purposes and for justification material in connection with the Director's appearances before Appropriation Committees.

Mr. Mohr pointed out, however, that the Administrative Division was not now primarily interested in the submission of this information.

Mr. Mohr pointed out that Form FD-113 (Monthly Administrative Report Data Form) should continue to be used, inasmuch

Memorandum to Mr. Tolson

the information facilitates preparation by the divisional offices of page one of the Monthly Administrative Report. He pointed out that the Administrative Division is presently working on a revision of Form FD-113.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference recommended unanimously no change in present procedures.

V. J. S.

MR. TOLSON

9/29/54

EXECUTIVES CONFERENCE

SUGGESTIONS #550-54 AND #552-54
CRIMINAL INFORMANT PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/91 BY SP5 CJS

In accordance with SAC Letter 54-36(0), requesting the field to submit their thoughts relative to ways of further streamlining the Bureau's work, the following suggestions were made:

SUGGESTIONS

#550-54 and #552-54 A considerable amount of paper work would be eliminated by not requiring some of the data presently necessary on all Potential Criminal Informant cases until such time as the Potential Criminal Informant has definitely produced something of value and there is positive information on which to logically base the belief that he will develop into a symbol informant. (Submitted by Denver and Norfolk Offices)

PRESENT REQUIREMENTS

At present considerable, detailed background data regarding Potential Criminal Informants must be obtained during the initial stages of their development, in accordance with Manual of Instructions, Section 108, page 2. Twenty-five background items now required are set out on Bureau Form FD-237 (Criminal Informant Review Sheet), a copy of which is attached hereto. Form FD-237 is maintained on top of all other serials in the file of the Potential Criminal Informant.

ADVANTAGES TO SUGGESTIONS

Detailed background data regarding Potential Criminal Informants is obtained either at the time the case is opened, or as soon as practicable thereafter, even though a very small portion of all Potential Criminal Informants ever develop into symbol informants, the suggester states. He feels that a tremendous amount of investigative time and paper work could be eliminated through adoption of the above suggestion. There would also be a reduction in dictating and typing time in connection with hundreds of requests to the Bureau to check identification records and subsequent replies made by the Bureau's Identification Division to the field. In addition, there would be a reduction in dictation and transcription time required in preparing hundreds of letters

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- Tele. Room
- Holloman
- Gandy

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66-2534-11950

13 OCT 1 1954

61 OCT 1 1954
cc-Messrs. Sizoo and Harbo

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Memorandum to Mr. Tolson

requesting a check of Armed Service records, SAC G. W. Brown of Denver states.

SAC R. L. Faisst, Norfolk, feels adoption of the above suggestion would permit Special Agents to direct their initial efforts toward the real, primary objective of developing productivity of the Potential Criminal Informant, instead of becoming bogged down at the outset with a considerable amount of background data which entails an appreciable amount of paper work and which, although very important, is in a secondary status to the principal objective. In instances where a number of contacts with the Potential Criminal Informant have readily facilitated an evaluation of the Potential Criminal Informant and it has been determined he obviously will not be productive and should be deleted, the case could be closed without losing a substantial investment in the form of time and effort represented by all of the accumulated, detailed background data. SAC Faisst believes the Agent would be in a more favorable position to build up the Potential Criminal Informant's confidence in the Agent, instead of making searching inquiries at the outset which might incur the distrust of the Potential Criminal Informant. This would permit development of the necessary background data, where found necessary, by degrees without taking a chance of jeopardizing the relationship with the Potential Criminal Informant.

DISADVANTAGES TO SUGGESTIONS

SAC Faisst, Norfolk, states there would be less supervisory control afforded individual Agents during initial stages of development of Potential Criminal Informants; however, he feels some of the background information, such as the credit report, has no direct bearing on the productivity of a Potential Criminal Informant. He states it would also be necessary for the field to place additional stress on various fundamental rules which are necessary to preclude possible embarrassment to the Bureau.

SAC G. W. Brown, Denver, points out this detailed background data would not be available to the Agent; however, he feels this is insignificant until such time as the matter begins to bear fruit.

Mr. Rosen, Investigative Division, states there should be no diminution in requirements as to background data to be ascertained relative to Potential Criminal Informants. This information is necessary in order to know the true potential of the Potential Criminal Informant as it pertains to his criminal activities, associates, experiences, and so forth. His ability to produce depends considerably on the knowledge the Agent has of the Potential

Memorandum to Mr. Tolson

Criminal Informant, as a basis for questions asked, cases on which contacted, assignments given, etc.

Mr. Rosen is opposed to adoption of the above suggestion made by SACs Denver and Norfolk.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. There is attached a pink document listing the 25 items which are to be accumulated in the file as to each potential and approved criminal informant. The Conference unanimously felt that it is important that all of these items be retained as requirements and that the more Agents know about the informants they are handling the better job they will be able to do with those informants and the less likelihood of embarrassment to the Bureau.

Conference unanimously recommended no change in present procedures.

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Mr. Tolson

9/29/54

Executives Conference

SUGGESTION NO. 582-54
MADE BY RICHMOND OFFICE
REGISTER NUMBER ONE

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

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

SUGGESTION:

That the Senior Resident Agent be required to draw a line on the Number One Register at 8:30 a.m. and initial same; that on nonwork days a review and initialing of this register also be required of the Senior Resident Agent; that the register be forwarded on a daily basis to the headquarters city and a trained clerical employee be authorized to initial the block stamp for filing.

PRESENT PROCEDURE:

Register Number One is maintained and checked daily where there is a Senior Resident Agent. Upon receipt in the headquarters city, they are block stamped, checked for form and accuracy, and then initialed for filing by the Special Agent in Charge or designated supervisor.

ADVANTAGES:

Would eliminate duplication of effort insofar as review and initialing are concerned.

DISADVANTAGES:

Lessening of supervision on the part of the Special Agent in Charge or designated supervisor.

OBSERVATIONS:

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

Mr. E. D. Mason, Training and Inspection Division, is opposed to the suggestion. He states the Senior Resident Agent should not be required to be in the office daily at 8:30 a.m., since many times he will be out working.

cc: Mr. Harbo
Mr. Sizoo

RECORDED-59

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EX-128

OCT 1 1954

66-2554-11952

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OCT 2 1954

Memorandum to Mr. Tolson

Inspector C. W. Stein, Training and Inspection Division, and SAC L. L. Laughlin, Washington Field Office, are opposed. They feel there should be no change in supervision of Number One Registers and that they should be approved for filing only by approved field supervisory staff employees.

Inspectors J. E. Nugent and J. H. Williams, Training and Inspection Division, favor the suggestion, since it would cut down needless paper going across the SAC's desk.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols, and Mason. The Conference recommended unanimously unfavorable.

OK/pw S

MR. TOLSON

9/29/54

EXECUTIVES CONFERENCE

SUGGESTION #600-54
MADE BY HONOLULU OFFICE
POLICE TRAINING SCHOOLS
BE DE-EMPHASIZED

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

In accordance with SAC Letter 54-86(r), 7/13/54, requesting the field to submit thoughts relative to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

That the holding of Police Schools be de-emphasized considerably.

PRESENT PROCEDURE

Police Schools are presently held at the request of law enforcement agencies making such a request to a field office.

ADVANTAGES TO SUGGESTION

SAC, Honolulu states numerous police schools are held for the benefit of law enforcement agencies and he feels requests for these schools have been made at random and indiscriminately by police departments. He states if the number of Police Schools were reduced materially and police departments were advised the number to be given was being reduced in the interest of a better use of personnel, police departments would plan their training programs much more effectively. For example, if a police department knew the Bureau would provide them with one Recruit Training School and possibly one In-Service Training School per year, it is believed such schools would be of the finest caliber and police departments and sheriffs' offices would then value more highly the service rendered them by the Bureau. SAC Honolulu feels that curtailing the Police School Program even further than the present policy permits would result in greater saving of Agent time and expenses incident to handling of such schools.

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- Belmont _____
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DISADVANTAGES TO SUGGESTION

RECORDED-59
INDEXED-59

665-2554-11951 RDM

13 OCT 1 1954

SAC Honolulu pointed out that some law enforcement agencies would seek their training from universities and other

cc Messrs. Sizoo and Harbo
dmg

Memorandum to Mr. Tolson

schools which offer training in police subjects. If such a feeling became very widespread it would seriously challenge the Bureau's leadership in the field of police training.

OBSERVATIONS

Mr. G. C. Gearty, in charge of the Training Section, Training and Inspection Division, believes the present Police Training Program should be continued. It is the best answer to any complaint of "one-way cooperation." The Bureau gives police something they need, free of charge. Effective liaison with law enforcement agencies is developed through this medium resulting in their being advised of cases in which the Bureau may have jurisdiction. They make possible our getting into cases before evidence, crime scenes, etc. are disturbed, since these law enforcement agencies are aware of our jurisdiction. Training in investigative techniques pays dividends when we take over a case since police are informed on the proper way to investigate. It is believed that this suggestion is inconsistent in that instructions have recently been sent to the field, pointing out that police schools will be held only on the specific request of a department and that, when such a request is received, it must be determined that a necessity for a school actually exists. The field must also determine that lectures are not unnecessarily repeated and that lectures are rotated to insure that a fresh approach is used. Many of the field offices now operate on a coordinated schedule and do handle a number of departments at one time in holding a police school. This is encouraged in every instance possible.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:mew

Present at the Executives Conference of 9/29/54 was Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference unanimously recommended no change in current procedures.

V. J. [Signature]

MR. TOLSON

9/29/54

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EXECUTIVES CONFERENCE

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

SUGGESTION #770-54
MADE BY MEMPHIS OFFICE
POSITION CLASSIFICATION STANDARDS

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

SUGGESTION

Most of the U. S. Civil Service Commission position classifications do not pertain to any type of position in a Bureau field office. It is suggested that field offices be permitted to destroy all those except those of which there is some possibility of their having an interest, making it relatively easy to maintain in a binder and eliminate a lot of changes of pages.

PRESENT PROCEDURE

On 8/21/52, each field office was sent one copy of each of the 32 position classification standards. As revisions were published by the Civil Service Commission, same were forwarded to the field offices by transmittal sheets, which sheets set forth specific instructions as to the action to be taken. These were to be maintained under high standards of security.

OBSERVATIONS

Mr. J. P. Mohr of the Administrative Division advised that since the submission of these position classification standards there have been only 7 revisions made and that it appeared the suggestion did not take into consideration that the larger offices had a greater variety of positions. It was his view that (1) it is not considered practical, nor would time involved justify

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cc-Messrs. Sizoo
Harbo

ALM:dmg

66-2554-11953

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Memorandum to Mr. Tolson

of having the position classified thereto at a later date;
(3) The Bureau does not maintain extra copies of position classification standards for dissemination to the field at such time as they may be needed and it is not possible to order same from the Government Printing Office, except on a subscription basis; (4) Even though a position is not allocated to a series it is possible to use same for comparison purposes in preparing position classifications.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference recommended unanimously unfavorable.

✓ JWS

Mr. Tolson

9/29/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP5 CJS

SUGGESTION #735-54
MADE BY RECORDS & COMMUNICATIONS DIVISION
AMENDMENT OF STANDARD FORM #64

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:

Amending of Standard Form 64 at the next printing in accordance with the attached sheet: "To: SAC, From: Director, FBI." As this form is used mostly for field office mail, the following breakdown is suggested for printing: 80% - To: SAC; 20% - unchanged, for Bureau and Department mail.

PRESENT PROCEDURE:

The "To" and "From" lines are blank.

ADVANTAGES:

Saves clerical time. RECORDED-59

DISADVANTAGES:

Increases the number of forms being used by the Bureau. 66-2554-11954

RECOMMENDATION:

Mr. E. D. Mason, Training and Inspection Division, was unfavorable to the suggestion in that the time consumed in filling in the heading is insignificant and it would appear that the disadvantage of stocking additional forms and the confusion between the 2 types of forms would outweigh the saving in clerical time. Mr. J. P. Mohr, Administrative Division, September 3, 1954, concurred in Mr. Mason's views.

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

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference unanimously recommended unfavorable

cc; Mr. Sizoo
Mr. Harbo

0 1 ALL new new
Attachment 1954

OK [Signature]

Mr. Tolson

9/29/54

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Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/98 BY SP5 CJ/JS

SUGGESTION 677-54
MADE BY STAFF OFFICE
CONSOLIDATION OF INSTRUCTIONS
RE INDEXING

In accordance with SAC letter 54-36 (Q) 7/13/54 requesting the field to submit its thoughts relative to further streamlining the Bureau's work, the following was received:

SUGGESTION:

Consolidate existing instructions with regard to indexing procedures.

PROBLEMS IDENTIFIED:

Instructions relative to indexing are scattered in three sources:

1. Manual of Rules and Regulations
2. Manual for Field Stenographers
3. Index Guide

ADVANTAGES:

1. Single source to be consulted.
2. Save manual space by elimination of some duplication.

DISADVANTAGES:

None apparent.

OBSERVATIONS:

Mr. E. D. Mason of the Training & Inspection Division acknowledges the desirability of the suggestion, pointing out that consolidation has been suggested and considered several times in the past.

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

cc: Mr. Sizoo
Mr. Larbo

HDC:cmw
mw

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13 OCT 13 1954

66-2554-11955
RDM

OCT 4 1954

EX - 109

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year or two, but has not been carried out due to the Bureau's economy program. It is felt that Stenographers do not need all the data in the "Index Guide" and the brief, necessary instructions should be retained in the Manual for Field Stenographers.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference recommended unanimously favorable. Although there is adequate indexing information in the Stenographers Manual for use by stenographers and adequate information in the Manual of Rules and Regulations for use by Agents, the index guide issued by the Bureau was primarily designed to benefit clerical employees, particularly those assigned to the Chief Clerk's Office and indices duties. The last index guide was issued about 1947; no additional copies are available at the Bureau and from time to time requests are received for copies. The Conference unanimously felt that without adjusting the Manual of Rules and Regulations or the Field Manual for Stenographers that we should at this time prepare a new up-to-date index guide for the benefit of field employees. If you agree the Records Section and the Training and Inspection Division will commence preparing the guide.

✓ J.L.

MR. TOLSON

9/29/54

RA

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY 205 CFB

SUGGESTION #736-54
MADE BY RECORDS AND COMMUNICATIONS DIVISION
CERTAIN MEMORANDA NOT ROUTED TO READING ROOM

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

SUGGESTION

That memoranda containing the following types of information prepared by the Identification Division concerning Bureau fugitives be mailed to FBI divisional offices without referral to the Reading Room:

1. Identification record giving FBI number and stating whether ident or possible ident;
2. Summary of descriptive data in fingerprint record;
3. Information appearing on noncriminal cards in fingerprint record giving perhaps serial or other identifying number, date of enlistment or application for employment, and date fingerprinted;
4. Whether or not a signature appears in the fingerprint record;
5. Fingerprint classification;
6. Transmittal of photograph or request for field to obtain one;
7. Transmittal of service record obtained by Identification Division.

Tolson PRESENT PROCEDURE

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

The above types of memoranda are routed through the Reading Room for approval.

cc-Messrs. Sizoo and Harbo

DWF:dmg

RECORDED - 50

INDEXED - 50

EX - 109

66-2554-11956

18 OCT 1 1954

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RKM

July

61 OCT 4 1954

Memorandum to Mr. Tolson

ADVANTAGES TO SUGGESTION

Saving of time of Reading Room personnel. Memoranda of this type are quite similar and are almost form letters; after typing, such memoranda are checked by the Posting Section of the Identification Division and the only way Reading Room personnel could check the accuracy of the information is by comparing it with the fingerprint records, photographs and service records, all of which are furnished to the field as attachments to such memoranda.

DISADVANTAGES

A few typographical errors may escape detection.

RESULTS OF PREVIOUS SURVEYS

The Identification Division advised that 247 of these memoranda were prepared in January 1954; 367 in February 1954; 411 in March 1954; 285 in April 1954, and 240 in May 1954. In a six-month period one Reading Room employee found only two typographical errors in mail of this type.

OBSERVATIONS

Mr. Quinn Tamm of the Identification Division agrees and favors the adoption of this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. In view of the fact that the information furnished goes only to FBI field offices to serve as investigative leads and that the transmitting memoranda are in the nature of forms and are already read by readers in the Identification Division and in full consideration of the fact that from 250 to 400 of these documents go out of the Bureau monthly yet only 2 minor errors (both typographical) have been discovered in the past 6 months, the Conference felt it a desirable streamlining step to have these fugitive memoranda go directly from the Identification Division to the Mail Room and skip the Reading Room.

If you approve the unanimous recommendation of the Conference these fugitive memoranda prepared in the Identification Division will in the future skip the Reading Room.

OK 6/30

Mr. Tolson

9/29/54

Executives Conference

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

SUGGESTION NO. 668-54
MADE BY NEW YORK OFFICE
ELIMINATION OF FILES ON ALL APPLICANT
TYPE CASES, INCLUDING LOYALTY OF EMPLOYEES
OF THE UNITED NATIONS AND SECURITY OF
GOVERNMENT EMPLOYEE CASES

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

SUGGESTION:

That consolidation of LEUN and SGE cases be permitted and that thereafter the preparation of individual files on all applicant-type cases be eliminated and the material retained in the folder until same have been closed six months.

PRESENT PLOCEDURE:

In applicant-type cases, as well as LEUN and SGE cases, a separate file is prepared, which is serialized each time a piece of mail is received in the office. Applicant cases are consolidated after they have been closed six months, but not LEUN or SGE cases.

ADVANTAGES:

Considerable saving in clerical time caused by the elimination of making up of files, serializing, and withdrawing and replacing the file each time a piece of mail is received. Consolidation Clerk's time would also be saved in that she would not have to withdraw the file, remove the file back, front, and fastener if the material was placed in folders as in the case of Atomic Energy Act cases. This would also result in a saving of file materials.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. C. H. Stanley, Section Chief, Employees Security

cc: Messrs. Harbo & Sizoo

ALM:ATN

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

RECORDED - 23

66-2554-11957

INDEXED, 23

18 OCT 12 1954

EX-107

RDM

61 OCT 4 1954

Memorandum to Mr. Tolson

Section, Investigative Division, states he does not consider LEUN and SGE cases in the same category as applicant-type cases and therefore handling of these matters would not come within the scope of the Bureau's program relative to consolidation of applicant-type cases. He contends that these matters are referred to frequently in current Bureau investigations and the cases are re-opened with such regularity that they do not lend themselves to the same type of handling as applicant cases.

Mr. G. C. Callan, Inspector, Special Inquiry Section, Investigative Division, advised that consolidating LEUN and SGE cases would result in possibly more confusion, in that regular reference is made to these cases because they are of a security nature, and when there is more than one case in the file, the probability would be that more than one individual would want that particular file. The frequency with which the files are called for would create a bottleneck by consolidating so many names in one file. Further, it was his opinion that no saving would result, because these cases are frequently re-opened and it would necessitate tearing an entire file down and preparing a new file at periodic intervals. It was his opinion, as well as that of Mr. Stanley, that these two classifications and applicant-type cases in Special Inquiry matters should not be consolidated.

EXECUTIVE CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference recommended unanimously unfavorable.

OK
V. J. S.

Mr. Tolson

9/30/54

AA

Executives Conference

SUGGESTIONS #800-54 and #801-54
FORM FD-237 (CRIMINAL INFORMANT
REVIEW SHEET)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5 CI/B

SUGGESTION:

#800-54, made by SA Marcus E. Sharpe, Springfield Office: That two additional items be added to Form FD-237 (Criminal Informant Review Sheet), as follows: "Alternate Agent designated to contact" and "where, when, how to contact."

#801-54, made by Robert F. Romack, Birmingham Office: That two additional items be added to Form FD-237 (Criminal Informant Review Sheet), as follows: "Geographic location of informant" and "Type of coverage."

(Samples of proposed form attached.)

PRESENT PROCEDURE:

Form FD-237 (Criminal Informant Review Sheet) is a form which is maintained as a top serial in individual Criminal Informant files. This form lists various information regarding the informant and the serial number where such information can be located in the file.

ADVANTAGES:

Would save Supervisors' time in reviewing these files.

DISADVANTAGES:

A review of the files currently pending would be necessary in order to obtain the information to be added.

OBSERVATIONS:

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

Mr. A. Rosen, Investigative Division, and E. U. Mason, Training and Inspection Division, are opposed to the suggestion.

Attachment
cc: Mr. Harbo
Mr. Sizoo

RECORDED - 23

66-2554-11958

INDEXED - 23

13 OCT 1 1954

EX-107

Handwritten initials: "ha" and "RAM"

Memorandum to Mr. Tolson

It is pointed out that the suggested additional items would be subject to frequent change. At the time this form was approved for use, the Executives Conference recommended that it be limited to items which are not likely to change and the best items were selected for use on the form. It is believed that if we start adding items it will soon be necessary to have a second page.

SAG J. A. Robey, Birmingham, and SAG Percy Wyly, Springfield, are in favor of the suggestions.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason. Conference unanimously opposed to both suggestions feeling that Form FD-237 should remain as presently constituted and that data likely to vary from time to time should not be included on that form. In other words, no change recommended.

OK
✓ JCS

Mr. Tolson

9/30/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5CF/B

SUGGESTION 1504-54
MADE BY SAC NORMAN McCABE

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Fosen, Holloman, Nichols and Mason.

SAC McCabe pointed out that the present rule permitting the field to RIC by air-tel, teletype or letter information concerning the details of the theft in Interstate Transportation of Stolen Motor Vehicle cases when all other investigation is negative constitutes a very excellent streamlining technique. The office of origin, of course, includes such data in the details of its next report.

McCabe was hopeful that this technique could be extended to other violations. Mr. Rosen opposed extension of this technique because all positive information in other cases should be submitted to the Bureau in report form. Mr. Rosen pointed out that fugitive cases, for example, must be reported in report form otherwise there is no way for the field or Seat of Government supervisors to know that a thorough, logical, complete investigation has been conducted.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Conference recommended unanimously unfavorable.

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

64 OCT 5 1954

RECORDED - 10
INDEXED - 10

13 OCT 20 1954

66-2334-11959
Rosen
RHM

MR. TOLSON

9/30/54

EXECUTIVES CONFERENCE

SUGGESTION #792-54
MADE BY HORACE S. HALLETT
ALBANY OFFICE

FORM 0-1 (FOLLOW-UP TO FIELD -
STATUS OF CASE)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5CF/B

SUGGESTION

In many instances it has been noted that reports or other communications requested by Form 0-1 (Follow-up to Field - Status of Case) cross in the mail. (Form 0-1 attached hereto)

When it is apparent that such is the case, it is suggested the field be authorized to dispose of Form 0-1.

PRESENT PROCEDURE

It is now necessary for the field to return Form 0-1 to the Bureau together with a notation to the effect that the desired information has already been submitted.

ADVANTAGES TO SUGGESTION

The suggesting employee states considerable savings in both Agent and clerical time would be effected in the field and at the Seat of Government through adoption of this idea.

SAC Soucy, Albany, believes the suggestion merits consideration and agrees with the comments of the suggester.

DISADVANTAGES TO SUGGESTION

While it is true that a number of Forms 0-1 sent to the field, requesting the field to submit a report, cross in the mail with a report being transmitted to the Bureau, it is the belief of Mr. E. H. Winterrowd, Investigative Division, and Mr. A. H. Belmont, Domestic Intelligence Division, that these forms should continue to be returned to the Bureau, and that no change should be made in present procedures. They point out the present system should remain in effect inasmuch as sometimes

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

Attachment
C-Messrs. Sizoo and Harbo

RECORDED - 116

66-20276-11960

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INDEXED - 116

13 OCT 1 1954

61 OCT 4 1954

Memorandum to Mr. Tolson

there is delay between the time a report reaches the Bureau and the date on which the interested Supervisor receives the report. There is no delay, however, in forwarding the Form O-1 being returned from the field directly to the appropriate Supervisor and, in many instances, the Supervisor is alerted to the fact that a report has actually been received by the Bureau and he can take steps to locate it upon receipt of the Form O-1 advising as to the date of submission by the field.

The saving of time in the field would be negligible. It seems the only time saved would be that required to dispatch the form to the Bureau since it will be necessary, even under the proposed procedure, to search files and ascertain from Agents whether or not a communication has been directed to the Bureau. Clerical time saved at the Bureau would be negligible since it is no problem to route the forms to the various Supervisors and they do serve the purpose of assisting in locating mail, which from time to time can become misrouted on a volume program. They also prevent the necessity of a second follow-up to the field in certain cases.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Hason. The Conference recommended unanimously unfavorable.

✓ J. H. W.

Mr. Tolson

9/30/54

Executives Conference

SUGGESTION #602-54
MADE BY [REDACTED]
EL PASO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/7/92 BY SP5 EJP/JS

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Present at the Executives Conference of 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Mason.

El Paso points out that as a result of the program for consolidating field files the office has obtained numerous file backs. Bureau rule instructs that after file covers are no longer suitable they be used as file backs. El Paso would like to have authority to put an appropriate rubber stamp impression on used file backs so that they can be used as file fronts.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference felt that the cost of file fronts is so small that the practice of stamping the file backs with a rubber stamp in order to use as file fronts would actually result in more expense than present practice; the Bureau is now issuing file backs with permanently attached Acco fasteners and these would be unsuitable for use as file fronts; if the file backs were used subsequently as file fronts there would be a messy situation. Unanimously unfavorable.

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 116

INDEXED - 116

X-123

66-2534-11961
13 OCT 11 1954

RDM

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

EDH:meu (meu)

61 OCT 4 1954

Mr. Tolson

9-28-54

Executives Conference

SUGGESTION REGARDING
CURTAILING THE NUMBER OF
INSTANCES WHERE PRIOR
BUREAU APPROVAL IS REQUIRED
FOR FIELD ACTION

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

SUGGESTION

Procuring

Inspector Victor F. Casey suggested a survey be made of the provisions in the Bureau Manuals requiring the field to procure Bureau authority prior to taking action and that as many as possible of such provisions be eliminated.

PRESENT PROCEDURE

There are approximately 175 instances set forth in the manuals wherein the field is required to secure Bureau authority before acting. Following are typical examples:

Members of law enforcement agencies are not to accompany agents during the course of security-type investigations without prior Bureau authority; Employees shall not join an organization where Bureau employment is a prerequisite without Bureau authority; Leave without pay exceeding three weeks must be approved by the Bureau; The US Attorney is not to be contacted regarding accidents or suits without prior Bureau authority; all circular letters to be sent out by field offices must be approved by the Bureau; Bureau authority is necessary before a SA may serve a subpoena or summons; Bureau authority is required before a trash cover may be placed; espionage subjects or suspects are not to be interviewed at their places of employment without prior Bureau authority; a subject shall not be designated a top functionary without prior Bureau authority.

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

RECORDED - 20
INDEXED - 20

66-2554-11962

OCT 1 1954

X-126

OCT 4 1954

ADVANTAGES OF SUGGESTION

1. Considerable time, money and effort would be saved. There would be a saving in expense in employee time, cost of correspondence, teletypes and phone calls.

2. It would help develop a sense of responsibility in Special Agents in Charge and the field in general. Requirements for checking with the Bureau prior to action incline the field toward making no moves without a prior check with the Bureau.

DISADVANTAGES OF SUGGESTIONS

The Bureau would not have close control over the activities of the field - embarrassing incidents could result.

OBSERVATIONS

A 24 page list (copy attached) setting forth the various instances in which prior Bureau clearance is required before the field may take action was forwarded by the Training and Inspection Division to the Identification, Administrative, Records and Communications, Domestic Intelligence, Investigative and Laboratory Divisions for their review for the purpose of determining whether any of the requirements for Bureau approval could be eliminated.

All of the above divisions recommended no changes be made in the present requirements with the exception of the Domestic Intelligence Division which pointed out by suggestion #725-54 it had proposed the SAC be authorized to personally approve interviews with faculty members, students and employees of institutions of learning in security type investigations which suggestion is being handled separately.

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.

V. J.

RHM

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

SUGGESTION #681-54
MADE BY NEWARK OFFICE
BIMONTHLY LISTING OF
DELINQUENT MATTERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/7/92 BY SP5 CI/B

In accordance with SAC Letter 54-36(9), 7/13/54, requesting the field to submit views as to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

That field offices be permitted to submit bimonthly listing of delinquent matters on the fifth working day of every other month rather than simultaneously with the monthly administrative report.

PRESENT PROCEDURE

Until 9/14/54, the field was required to submit with the monthly administrative report on the third working day of every other month a listing of delinquent matters. However, SAC Letter 54-49 now requires the field to submit this listing of delinquent matters on a semiannual basis rather than bimonthly.

ADVANTAGES TO SUGGESTION

Both the administrative report and the list of delinquent matters are prepared from the same master assignment cards. Endeavoring to prepare two reports at the same time, from the same cards, results in delay. Two additional days for the preparation of the list of delinquent matters would facilitate handling this.

DISADVANTAGES TO SUGGESTION

None noted by the suggester.

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

OBSERVATIONS

Since the regulations have recently been changed to listing of delinquent matters on a semiannual basis, it is not felt that any change should be made in the date of either the administrative report or the delinquency list. Further, it is believed that this should all be done in one operation, that is, the listing of delinquent matters and the preparation of the

cc Messrs Sizoo and Harbo
ALM:dmg

RECORDED-101

66-2554-11963

INDEXED-101

EX-125

13 OCT 14 1954

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RAM

Memorandum to Mr. Tolson

administrative report.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Henrich, Tamm and Mason. The Conference unanimously felt there should be no change in present procedure.

O.K.
1/2/55

Mr. Tolson

9/28/54

Executives Conference

SUGGESTION NO. 579-54
MADE BY DETROIT OFFICE
TRANSMITTAL LETTER FOR
TAX EXEMPTION CERTIFICATES

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

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 a form letter be approved for use in transmitting tax exemption certificates to vendors. (Sample attached.)

PRESENT PROCEDURE:

A separate letter is prepared to each vendor to transmit tax exemption certificates.

ADVANTAGES:

Saving of clerical time in preparing these letters.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. J. P. Mohr, Administrative Division, has no objection to the adoption of such a form letter.

SAC L. L. Laughlin, Washington Field Office, believes the volume of tax exemption certificates utilized throughout the field justifies favorable consideration of the form letter to handle the simple transmission of tax exemption certificates.

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

Mr. E. D. Mason is in favor of such a form letter, pointing out that thirty-one states, including the District of Columbia, use the tax exemption certificate, and the use of a form letter would be justified.

Attachment

cc: Mr. Sizoo
Mr. Harbo

RECORDED-20

INDEXED - 20

EX-128

13 OCT 1 1954

66-2554-11964 RDM

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Memorandum to Mr. Tolson

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 favorable. Proposed SAC letter is attached.

Jgm

Mr. Tolson

9/30/54

Executives Conference

SUGGESTION #EOC-54
MADE BY SAC E. L. BOYLE
LOUISVILLE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/9/92 BY SP5 CI/JS

Present at the Executives Conference of 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Eennrich, Belmont, Rosen, Holloman, Nichols and Mason.

SAC Boyle wishes to further notify the field employees concerning the modus operandi and facts of all unsolved bank robberies so that Agents in their daily contacts with police and informants can constantly discuss unsolved bank robberies in the hope of obtaining suspects.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference unanimously felt that the expense involved in publishing the type of Bulletin Boyle has in mind and the time required to administer such a program would not be commensurate with the results. The Bureau has discontinued modus operandi files because of low productivity; present Bureau instructions provide for the dissemination of information concerning bank robbers and bank robberies by each field division to surrounding field divisions; bank robbery matters are already scheduled for conferences throughout the nation to be conducted next year. Unanimously unfavorable.

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RECORDED-20
INDEXED - 20

EX-128

66-2554-11965

OCT 1 1954

RAM

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

53 OCT 4 1954

Mr. Tolson

9/30/54

Executives Conference

SUGGESTION #810-54
MADE BY SA JAMES B. OAKLEY
NEWARK DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/78 BY SP5 CFB

Present at the Executives Conference of 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols Holloman and Mason.

Special Agent James B. Oakley, Newark, felt that the Bureau should extend its safety program in the field of reducing automobile accidents by Bureau employees by:

1. Furnish field with safety data.
2. Lecture on safe driving and safety at Agents conferences.
3. Make analysis of field divisions to establish safety accomplishments.
4. Issue posters on safety and "speed of reaction charts" to bring employee awareness to bear upon the necessity for safety.
5. Stress the necessity of avoiding accidents, as well as the legal responsibility which would result and the responsibility of employees to the Bureau.
6. Take all such steps as are necessary to reduce the loss to the Bureau resulting from automobile accidents.

EXECUTIVES CONFERENCE ACTION:

1. Conference unanimously recommends Administrative Division continue to furnish the field safety data at intervals as in the past.

Tolson _____
Boardman 2. That safe driving and safety in other phases of FBI work
Nichols _____ be discussed at next conference of Agents. If approved, SAC letter
Belmont _____ is attached.
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

cc: Mr. Sizoo
Mr. Harbo

Attachments

RECORDED-20 66-2554-11966
INDEXED - 20
EX-120
13 OCT 1 1954

81 OCT 4 1954 dr

Memorandum to Mr. Tolson

3. Conference felt that the present checks by Inspectors as to accidents occurring in field divisions involving motor vehicles and the records of the Administrative Division already provide adequate analysis as to the safety accomplishments of the Bureau and individual offices and, as a matter of fact, our safety record in the FBI has been constantly lower than that of the rest of the Government and the most recent report shows that our accident rate is about one-half of the rest of the Department of Justice.

The percentage

4. Unanimously recommends the Exhibits Section of the Administrative Division issue timely posters regarding safety and "speed of reaction."

5. That the responsibilities of employees and the necessity of avoiding accidents be covered in the previously mentioned talk to be presented at the next conference of Agents.

6. That the Bureau continue its past practice of seeking ways and means to keep accidents to a minimum.

Letter to SA James B. Oakley is attached.

V. J. J.

Mr. Tolson

9/28/54

Executives Conference

SUGGESTION NO. 745-54
MADE BY FBI LABORATORY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/17/92 BY 9501/B

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 Laboratory not acknowledge by form letters the receipt of evidence in those cases in which the letters requesting examination state that our policies have been complied with or emanate from regular contributors who are familiar with our policies.

PRESENT PROCEDURE:

Letters from agencies outside of the Bureau requesting Laboratory examination are acknowledged by form letters stating the examinations will be made and Laboratory reports submitted. We use different form acknowledgment letters, depending upon whether the letters of request indicate compliance with our policies. There are some law enforcement agencies which regularly send fraudulent checks for examination by form letters which are not acknowledged by the Bureau before the Laboratory report goes out. It is estimated that the Laboratory prepares about twenty-five form acknowledgment letters a day.

ADVANTAGES:

(1) Will eliminate preparation of about thirteen acknowledgments a day, with resulting saving in time of typists, supervisors reviewing acknowledgment letters, and in mail room processing. (2) In cases which do not have to be acknowledged, will save several hours in the steps involved in processing before the technical examinations.

DISADVANTAGES:

(1) Some law enforcement agencies may wonder whether evidence has been received and is being examined before receipt

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

cc: Mr. Sizoo
Mr. Harbo

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13 OCT 1 1954

61 OCT 8 1954

RHM

Memorandum to Mr. Tolson

of our Laboratory report. Since most of our Laboratory reports are now going out within eight working days after receipt of the evidence in the Laboratory, it is believed the benefits from this streamlining proposal outweigh this disadvantage.

OBSERVATIONS:

Mr. D. J. Parsons, F. B. I. Laboratory, recommends that this suggestion be adopted.

Mr. J. A. Sizoo, in Mr. Tolson's Office, states he is in agreement with the suggestion, in view of the short period now taken to get out Laboratory reports.

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 favorable.

✓ Jan

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

SUGGESTION #699-54
MADE BY SAN FRANCISCO OFFICE
~~DISCONTINUING~~ SERIALIZATION OF
MATERIAL IN PERSONNEL FILES

8/1/92 SPEC/BS

In accordance with SAC Letter 54-36(Q), 7/19/54, requesting views as to ways of further streamlining the Bureau's work, the following suggestion was made:

SUGGESTION

That the present system of serializing the material in employees' personnel files be discontinued.

PRESENT PROCEDURE

Everything in personnel files is serialized.

ADVANTAGE TO SUGGESTION

Would save substantial time in getting all material into appropriate personnel files.

DISADVANTAGES TO SUGGESTION

If something were missing it might not be readily apparent, although such files are kept under lock and key in the office of the Special Agent in Charge.

OBSERVATIONS

Mr. L. B. Nichols, Records and Communications Division, pointed out that on 1/7/53, the Executives Conference gave unfavorable consideration to an identical suggestion because it was felt serialization provided needed security of the information;

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- Parsons _____
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- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

that such a suggestion is believed impractical as far as the Bureau's personnel files at the Seat of Government are concerned; that, as of 8/13/52, it was felt if Bureau personnel files were not serialized it would not be possible to determine whether a given file contained all of the correspondence and conceivably

cc-Messrs. Sizoo and Harbo

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Memorandum to Mr. Tolson

administrative action might be taken on the basis of incomplete information; that unnecessary time might be spent on locates.

Inspector B. C. Brown does not favor the adoption of this suggestion. He pointed out that personnel files do not accumulate enough material to make filing or serializing a problem; that stripped personnel files could be very embarrassing even in a field office; security of the material in a personnel file is equally important to the Bureau and to the employe and it is worth the slight additional time necessary to serialize.

Inspector J. E. Nugent agreed with the observations of Inspector B. C. Brown.

SAC L. L. Laughlin, Washington Field Office, believed that serialization should continue to insure continuity and security of personnel files. He deemed the time element in serializing negligible.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Hason. The Conference unanimously felt there should be no change in present procedure.

Viper

Mr. Tolson

9/28/54

The Executives Conference

~~IN-SERVICE TRAINING~~
~~LECTURE ON PRESS RELATIONS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 EJS

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

Records and Communications Division has suggested that a one-hour lecture on Press Relations be given to In-Service Agents.

PRESENT PROCEDURE

The only discussion of the subject before In-Service at present is during the one-hour panel forum of the Records and Communications Division.

ADVANTAGES LISTED BY RECORDS AND COMMUNICATIONS DIVISION

Agents are interested in subject.

Would avoid embarrassing situations where Bureau gets a "bad press" because of improperly handled press matters.

Preparation of press releases could be discussed.

COMMENTS

This appears to be a very sound suggestion and should be included in the In-Service curriculum if time can be allotted to it.

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

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Mr. McGuire was consulted concerning the problem. He recognized the difficulty involved in trying to find an hour which could be allocated for this discussion in the curriculum. He stated that until time becomes available the Records and Communications Division will give added emphasis to the subject of the preparation of Press Releases and Press Relations in their Panel Forum.

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 favorable, along lines worked out by Mr. McGuire.

✓ J

Mr. Tolson

9/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5CJ/B

SUGGESTION #805-54

MADE BY [REDACTED]

RECORDS & COMMUNICATIONS DIVISION

RECHARGE ALL PERSONNEL FILES ON
DAILY BASIS.

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SUGGESTION:

That the Bureau consider a procedure whereby all Personnel files being retained overnight be recharged through the preparation of a typed list of the files. The list would contain the name and the file number, as well as the information as to the room number in which the file is being retained overnight.

PRESENT PROCEDURE:

~~Personnel files~~ are not recharged or transferred.

OBSERVATIONS:

Mr. Nichols, Records & Communications Division, advised that no particular difficulty is being experienced in the Personnel Records Unit in locating Personnel files. Generally a personnel file can be located in the office to which it is charged or can be secured by following through on the regular course taken by such files in connection with signature mail. The suggested procedure would require a substantial amount of time and effort on the part of personnel in each office throughout the Bureau on a daily basis in making such a list of personnel files. Further, upon receiving the list in the Personnel Records Unit, it would be necessary to prepare new and up to date charge out slips for placement in the file cabinets. This also would require a substantial number of employee hours. Mr. Nichols recommends that the suggestion not be adopted.

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66-2554-11970

EXECUTIVES CONFERENCE CONSIDERATION:

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.

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

cc: Mr. Sizoo
Mr. Harbo

OCT 5 1954

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ARM

Mr. Tolson

9/28/54

Executive Conference

PROPOSITION NO. 712-54
MADE BY SPRINGFIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY 905 C.F.J.S

In accordance with SAC Letter 56-38 (C) dated 7/13/54 requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received:

SUGGESTION:

That we discontinue destroying all but one copy of serials in the file after the file has been closed for six months and this operation take place only after the file has been closed for a period of one year. This could be handled by using the assignment card as a tickler, for when the assignment card is destroyed, then the serials could be stripped from the file.

PRESENT PROCEDURE:

Closed files are stripped of all extra copies of serials after the file has been in a closed status for a period of six months.

ADVANTAGES:

- (1) If a file is reopened within the period of one year after it is closed, all copies of the serials will be available. It is noted that under the present procedure, files are frequently reopened after stripping; however, there is less chance of a file being reopened after being closed for one year.
- (2) Would definitely afford a supervisor a better opportunity to adequately and intelligently handle the file, since all the serials would be available.

DISADVANTAGES:

There would be a temporary loss of space.

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

cc: Mr. Sizoo
Mr. Harbo

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EX-124

RGM

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. L. L. Laughlin, SAC, Washington Field Office, is opposed to the suggestion. He states in Washington Field extra copies of serials are destroyed and files consolidated as rapidly as clerical assistance permits after the six months' period. He states he cannot see where any purpose would be served in holding them for one year, as those instances where additional copies of reports are needed are relatively rare, and does not see where any harm is done where only one copy is available, even in those few instances.

Mr. L. B. Nichols, Records and Communications Division, is in favor of the suggestion, stating that although adoption would require some additional space, he believes the advantages would outweigh this disadvantage.

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
✓

Mr. Tolson

9/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CT/JS

SUGGESTION NO. 672-54
MADE BY NEWARK OFFICE
SECURITY OF GOVERNMENT EMPLOYEES

Supervision -

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

SUGGESTION:

That the last sentence in paragraph 2, page 8, Section 69, Manual of Instructions having to do with Security of Government Employee investigations, and reading as follows, be deleted: "Each Special Agent in Charge is held personally responsible for the supervision and review of reports submitted in this type of case."

PRESENT PROCEDURE:

The SAC is held personally responsible for supervising and reviewing reports submitted in loyalty cases and in his absence, such responsibility rests on the Assistant Special Agent in Charge.

ADVANTAGES:

Will eliminate an exception and result in uniformity; will eliminate duplicate reviews by the supervisor and the SAC; will eliminate special routing; will expedite submission of these reports; will permit the supervisor to evaluate reports in this classification which should be reviewed by the SAC.

DISADVANTAGES:

Would reduce some supervision and review of cases in this classification.

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

OBSEVATIONS:

Mr. A. Rosen, Investigative Division, is opposed to any change. He points out the/believes loyalty investigations

cc: Mr. Sizoo
Mr. Harbo

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RM

Memorandum to Mr. Tolson

are so important that no SAC or Agent should ever get the impression that there is anything routine about them. It is a recognized fact that loyalty investigations can have an extremely lasting effect on the job, career, and reputation of the individual being investigated. The mishandling of one of these investigations can not only unjustly affect the employee or applicant in an adverse way, but they also have many potentialities for embarrassment of the Bureau. Critics of the Bureau and of the Employee Security Program could ask for nothing better than a loyalty case mishandled by the Bureau for use in attacking the credibility of our investigations and the effectiveness of the Security of Government Employee Program as a whole.

Mr. Rosen states in some of the larger offices having a squad set up for handling Security of Government employee investigations, it is believed the supervisor of the squad should, of course, handle supervision of the investigations, but it is also believed the over-all supervision and review of reports should remain the responsibility of the SAC. In smaller offices it is believed the investigative supervision, as well as the review of reports, should remain the responsibility of the SAC.

EXECUTIVE 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.

J. W. Mason

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

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SUGGESTION #651-54
MADE BY ST. LOUIS OFFICE
RUBBER STAMPS FOR INFORMANT REPORTS

In accordance with SAC Letter 54-36(9), 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

Prepare and issue rubber stamps to be used to reflect receipt and necessary notations on informant reports. The proposed stamp is:

"The attached report received from Security Informant _____ on _____ by _____."

PRESENT PROCEDURE

Agent makes necessary notation in longhand.

ADVANTAGES TO SUGGESTION

Eliminate necessity of considerable writing.

DISADVANTAGES TO SUGGESTION

None apparent.

OBSERVATIONS

Mr. Belmont, Domestic Intelligence Division, is opposed. A large number of stamps would be involved and the saving of time would be negligible.

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

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

13 OCT 1 1954

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Kason. The Conference unanimously felt there should be no change in present procedure.

cc-Messrs. Sizoo and Harbo

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61 OCT 4 1954

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MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

8/1/54 SFS CFS

SUGGESTION #711-54
MADE BY SPRINGFIELD OFFICE
CONSOLIDATION OF MANUAL OF RULES AND REGULATIONS
AND MANUAL FOR FIELD STENOGRAPHERS

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

SUGGESTION:

Manual of Rules and Regulations and Manual for Field Stenographers should be combined into single manual.

PRESENT PROCEDURE:

Two separate manuals maintained.

ADVANTAGES:

Elimination of one manual and keep clerical employees more fully advised of all necessary instructions.

DISADVANTAGES:

Time and cost involved in combining, editing and printing consolidated manual.

OBSERVATIONS:

1. There are considerable data in the Manual of Rules and Regulations which a stenographer does not need to know.

2. It would be costly to consolidate manuals and would result in a single manual of undesirable bulk.

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- Tolson _____
- Boardman _____
- Nichols 3
- Belmont _____
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- Mohr _____
- Parsons _____
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- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

Previous to issuance of separate manuals, stenographers had to resort to Manual of Rules and Regulations for instructions. Stenographers frequently extracted necessary data, resulting in many personal manuals being maintained by stenographers. Present Manual for Field Stenographers was to achieve segregation of essential data for stenographers.

EX-107 13 OCT 13 1954

cc-Messrs. Sizoo

Harbo

61 OCT 13 1954 F378

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Memorandum to Mr. Tolson

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EXECUTIVES CONFERENCE CONSIDERATION: EDM:men

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Henrich, Tamm and Mason. The Conference unanimously recommended that this suggestion not be adopted.

OK
✓ JH-S

Mr. Tolson

9/29/54

Executives Conference

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

IN-SERVICE TRAINING
SUGGESTIONS RE TEACHING METHODS

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

In the replies a number of offices made suggestions or comments concerning the method of presentation of instruction. The essence of these comments boiled down is as follows:

1. More forum-type discussions rather than straight lectures. Use practical case technique instead of lectures. (Detroit, Butte, Seattle, Buffalo, El Paso, Anchorage, Miami, New Orleans, Philadelphia)

2. Reduce time that lecturers devote to administrative problems (Atlanta); stress policy with reasons therefor and stress investigative techniques (Salt Lake City, Albany); change stress with changing times (Kansas City); Training Division should assist lecturers in improving their techniques (Honolulu).

3. Eliminate review of material covered in SAC Letters and Bureau Bulletins (Norfolk and Louisville) and Manuals (Butte); make lectures more interesting and revise program periodically, make wider use of visual aids (Salt Lake City).

4. Emphasize mistakes and how they should be avoided (Omaha, Mr. Mohr).

ADVANTAGES AND DISADVANTAGES:

None listed by field.

MR. BOARDMAN'S VIEWS:

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

cc: Mr. Sizoo
Mr. Harbo

The basic structure of In-Service is well organized. Lecturers time should be devoted to cases that were not

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EX-107
OCT 17 1954
RHM

Attachment

properly handled, why not, how they should have been handled, recent trends, use visual aids.

MR. ROSEN'S VIEWS:

Present program is fundamentally sound. Course should cover basic errors found during field office inspections. Training Division should cover these for all categories. Devote more time to getting over to the field sources of criticism directed to the Bureau.

OBSERVATIONS:

The Training and Inspection Division agrees that the forum-type method of teaching is desirable for In-Service Training and that it encourages better class participation and creates a higher degree of interest and stimulates thought on part of the class members. Lecturers have been instructed to use visual aids where they would be of value, to arouse and maintain the interest of the class, to cite recent changes in Bureau policy and to use showmanship to maintain interest and clear up any questions the class may have.

Routine, stereotyped repetition of material set forth in SAC Letters must, of course, be avoided. However, some of the Bureau's most pressing problems are the subject of SAC Letters and warrant further emphasis and explanation during In-Service Training, affording the Agents an opportunity to discuss the problems and reasons for changes in Bureau policy.

On July 29, 1954, a conference for all In-Service Lecturers was held at which the need for enthusiastic presentation of new material, discussion of important cases, and need for class participation was stressed.

The Training and Inspection Division has a continuous program of monitoring In-Service lectures. This program will be continued and constructive suggestions where pertinent will be made.

PROPOSED PROGRAM:

1. That attached/^{revised}Instructors' Guidance Sheet be again made available to all instructors appearing before In-Service Classes. This was last done in April 1953. It has been changed to add the instruction that lecturers should encourage class participation, forum-type discussion, use current interesting cases, and emphasize investigative techniques.

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 favorable.

✓ J

2. That, after all of the suggestions have received full consideration and decisions made, another conference be held for all instructors who appear before the In-Service classes to discuss the field's reactions, and to discuss constructive measures for improvement based on suggestions from the field and the Seat of Government. This conference should not be held until after all of the suggestions have been acted upon, and proposals approved are ready to be put into operation.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, recommends unanimously favorable.

✓ J

3. After all of the suggestions have been considered and proposals approved, that each instructor who has not submitted a new, revised manuscript covering his lecture material during 1954 be requested to review his material and submit a new manuscript incorporating a fresh approach.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, recommends unanimously favorable.

✓ J

INSTRUCTORS' GUIDANCE COURSE FOR ALL BUREAU LECTURERS

I. Instructors will receive lecture assignments from Training and Inspection Division. They will be advised:

- A. By schedule as to date, time, and topic.
- B. Where to report for lecture.

II. Instructors will be responsible for:

- A. Preparation and organization of material in advance for lecture.
- B. Preparation of any teaching methods that will be employed, such as:

- 1. Case illustrations
- 2. Use of blackboard
- 3. Slides
- 4. Movies
- 5. Specimens
- 6. Photographs
- 7. Code words
- 8. Miscellaneous

(Training Division will be glad to assist. Consult Inspector G. C. Gearty, Room 5248. Give thought to using visual aids.)

C. Submission of lecture outline to Training and Inspection Division for approval prior to lecture date.

D. Arriving on time as scheduled and reporting immediately before lecture to:

- 1. Justice Building - Office of Mr. R. T. Harbo, Room 5256
- 2. Old Post Office Building - Office of
Room 619
- 3. FBI Academy, Quantico, Virginia - Office of SAC

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ENCLOSURE

66-2554-11975

III. Lectures must be presented in quality as to:

- A. Knowledge of the subject
- B. Teaching ability
- C. Enthusiasm

IV. Instructor must:

- A. Speak clearly and loud enough for all in room to hear - repeat question asked if class did not get it the first time.
- B. Have knowledge of subject and impart this knowledge to others.
- C. Be enthusiastic.
- D. Arouse and maintain interest of others.
 - 1. Get class participation by forum-type discussions.
 - 2. Use current, interesting case material.
- E. Keep lecture simple.
- F. Put across one idea at a time in logical steps.
- G. Go slow enough that all can take notes, outlining important points by illustrations to class on blackboard.
- H. Show the whole picture.
- I. Cite recent Bureau policy and other recent changes on topic.
 - 1. Emphasize investigative techniques
- J. Keep the student thinking.
- K. Allocate time properly so important phases are not glossed over, but are emphasized.
- L. Use showmanship to keep interest and to clear up points.

V. Instructor must not:

- A. Be sarcastic - instead be helpful.
- B. Make a speech - instead be instructive.

- G. Pace floor - but move enough to rest students.
- D. Pretend to be enthusiastic.
- E. Tell stories not in line or associated with topic.
- F. Read lecture in its entirety.
- G. Talk as "I" - but instead as "we."
- H. Apologize - but ride hard points through.
- I. Talk off record - no such thing at In-Service.
- J. Use profanity.
- K. Tell students that they do not have to take notes.

VI. Attitude of students:

- A. The student will like to learn if:
 1. He is given the right motivation.
 2. He understands what he is told.
 3. He gets satisfaction from learning.

VII. Obligation of instructor:

- A. Instructor will learn from experiences of students.
- B. Instructor will command respect and discipline while lecturing. Do not worry about being a "good fellow" or "just one of the boys" to the extent of permitting violation of good discipline and losing control of class.
- C. Instructor must receive appropriate attention of the class inasmuch as they are being paid to learn and are obligated therefore to pay attention to the instructor.

The above thoughts are not all conclusive but are brought out as salient points for guidance for Bureau instructors. Lectures will be monitored by the Training and Inspection Division to make certain of proper presentation. Any delinquency will be brought to the attention of the instructor.

Bureau instructors must give full measure to thinking, organization, and presentation of lectures in a manner aimed at perfection.

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Mr. Tolson

9/29/54

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Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CE/JS

SUGGESTION NO. 680-54
MADE BY NEWARK OFFICE
SECURITY CASES

ADMINISTRATIVE PAGES OF REPORTS

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 submitted:

SUGGESTION:

That administrative pages be attached to only two copies of reports in security-type cases being furnished to the Bureau.

PRESENT PROCEDURE:

Administrative pages are attached to all copies of reports in Security-type cases being furnished to the Bureau. It is noted that the field has been instructed to furnish only two copies of Administrative Reports and inasmuch as these reports, as well as administrative pages, are not disseminated outside the Bureau, it is felt the Bureau could adequately handle its responsibilities by requiring the field to submit only two copies of the administrative pages in security-type cases. It is also noted that in connection with the quarterly report on the Communist Party, USA, only two copies of the report contain administrative pages.

ADVANTAGES:

(1) Would reduce the risk of disseminating administrative pages by the Bureau to other government agencies. (2) Saving of paper and stenographer time in assembling carbons for typing and assembling completed report.

DISADVANTAGES:

None noted by suggestor.

OBSERVATIONS:

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

Mr. A. H. Belmont, Domestic Intelligence Division, is opposed to the suggestion. He points out administrative pages in this type of report are not extensive and for the most part are devoted to identification of informants and leads. This might

67 OCT 4 1954
Sizoo & Harbo
attn

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RWB

13 OCT 1 1954

Memorandum to Mr. Tolson

save some time in assembling but would not reduce actual typing time and might consume additional time to insure the pages are attached to the proper reports. Should the field not do this, it would require additional time at the Bureau to affix the pages to the original of the reports. We must also bear in mind the long range objectives of the Emergency Detention Program and have available at the Bureau copies of complete reports for possible transmittal to the field in the event a given field office is destroyed by enemy attack.

He notes also that under the proposed suggestion additional supervisory time would be required at the Seat of Government in handling dissemination. Under existing practices, after reviewing and analyzing the report, the supervisor need check only to insure that administrative pages have been removed prior to dissemination and is not concerned with which of the reports in the file have been pulled. Under the proposal, with only two sets of administrative pages, the supervisor would be required to check in each instance to be absolutely certain that reports containing administrative pages had not been pulled. If such close attention were not given, there would be instances in which Bureau files would contain reports having no administrative pages available at the SOG.

PREVIOUS CONSIDERATION:

SA [redacted] of the Albany Office, submitted a similar suggestion on 6/18/53, which was considered unfavorably by the Executives Conference. This consideration is reflected in Executives Conference memorandum to Mr. Tolson dated 7/2/53.

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[redacted] Records and Communications Division, also submitted a similar suggestion on 9/17/53, which was considered unfavorably by the Executives Conference. This consideration is reflected in Executives Conference memorandum to Mr. Tolson dated 9/25/53.

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. P. S.

MR. TOLSON

9/29/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5CJ/S

SUGGESTIONS #664-54 and #665-54
MADE BY NEW YORK OFFICE
REPORTING THE RESULTS OF INTERVIEWS
SECURITY INFORMANT PROGRAM
SECURITY MATTER CASES

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 suggestions were made.

SUGGESTIONS

- #664-54 Instead of writing a separate letter on Security Informant Program interviews, the information be included on the Administrative Page of the report.
- #665-54 Cover letters reflecting interviews in Security Matter cases be eliminated and instead the Administrative Page be used for this purpose.

PRESENT REQUIREMENTS

(The field may request authority to interview a Security subject who is now an active Communist. The only way they can interview such an individual is under the Informant Program. When the interview has been conducted and the individual proves to be cooperative information should be reported as though it were a regular interview under the Informant Program, so the same rules would apply to writing of memoranda where the subject interviewed is actually a Security

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Manual of Instructions Section 87 G, page 27e, states reports should be prepared promptly following the interview and submitted to the Bureau as enclosed to a cover memorandum. Each memorandum should include a definite statement or conclusion of the interviewing Agents as to the cooperativeness of the subject and whether the information furnished by the subject coincides substantially with the information developed against him. Reasons for the conclusions should be set out briefly. This memorandum should indicate whether the subject would be available as a witness in the prosecution of any of the individuals mentioned by him and should contain an evaluation of the subject's potential as an informant or confidential source. If further contacts are contemplated, the Bureau should be so informed.

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

SAC Letter 53-48, 7/14/53, specifically provides that it will not be necessary to summarize information furnished by the cc-Messrs. Sizoo and Harbo.

dmq

Memorandum to Mr. Tolson

subject, which is included in the report.

ADVANTAGES TO SUGGESTIONS

The suggester feels adoption of the suggestions set out above would effect savings in stenographic time and in paper costs. He points out 55 interviews were conducted each month in the New York Office and there are 85 such interviews pending at this time under the Security Informant Program.

In connection with interviews in Security Matter cases, SAC, New York advised on 4/12/54, New York had about 300 outstanding Security Matter interviews; on 5/10, 6/10 and 7/12/54 there were about 250 outstanding Security Matter interviews, and about 38 interviews are being conducted per week on which reports and cover memoranda are subsequently submitted.

DISADVANTAGES TO SUGGESTIONS

SAC, New York states Bureau statistics regarding these interviews would be obtainable only from Administrative Pages of reports. If the Administrative Page contained numerous names of other subjects mentioned by the interviewee, some administrative difficulties in indexing and dissemination of information might result at the Seat of Government.

Mr. A. H. Belmont, Domestic Intelligence Division, does not favor adoption of the above suggestions. He points out that information now required in the cover memorandum frequently will require independent subsequent action by the Bureau with respect to the subject, particularly as it relates to the individual's development as an informant and where action is necessary with respect to his Security Index status. It would be most undesirable to include information on Administrative Pages which would require Bureau action.

Mr. Belmont also states that stenographic time saved in elimination of cover memoranda would be offset by the necessity of having to prepare Administrative Pages of reports. Because a greater number of copies of reports are submitted, in excess of the original and one copy of the cover memorandum, paper costs would also be increased.

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 present procedure be continued.

OK / pms

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

9/29/54

MR. TOLSON

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING
LECTURE ON SURVEILLANCE PHOTOGRAPHY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5CE/JS

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

SUGGESTION:

Mr. D. J. Parsons included in his memorandum a suggestion from Supervisor F. E. Webb that an additional hour be added to the present one hour lecture on surveillance photography.

PRESENT PROCEDURE:

The Laboratory indicated this lecture has always been handled in one hour.

ADVANTAGES:

Laboratory states additional hour would enable opportunity to discuss some of problems in current surveillance photography in equipment and techniques, selection of proper equipment and draw on experiences of Agents in this regard.

DISADVANTAGES:

The present schedule would have to be revised to the extent of taking one hour away from some other Division.

COMMENTS:

The scheduling of various topics is constantly reviewed and revised. Discretion must be used in selection of time for each subject matter. Should a division in the future desire less time consideration should then be given to allocating an additional hour for Surveillance Photography.

cc: Mr. Sizoo
Mr. Harbo

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PHS:atp/jek

OCT 4 1954

The problem of trying to find additional time for expanding the lecture on surveillance photography was discussed with Mr. Parsons. He stated that in his opinion the Training and Inspection Division had always equitably distributed the lecture time in the In-Service course among the various divisions. He recognized the difficulty involved in attempting to expand the lecture in question and the fact that time would have to be taken away from some other Division in order to accomplish this. He felt that it is a matter which should be kept in mind for future action in the event that a reallocation of time becomes possible.

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
Parsons

Mr. Tolson

9/29/54

Executives Conference

ALL INFORMATION CONTAINED
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DATE 8/7/93 BY SP5 CFB

SUGGESTIONS #718-54 & #719-54
MADE BY WASHINGTON FIELD OFFICE
NEGATIVE RECORD CHECKS AND ROUTINE
LEADS IN SECURITY-TYPE CASES

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.

SUGGESTIONS:

1. Transmit results of negative record checks to interested office by stamping copy of request "No Record" in security-type cases. (718-54)
2. Transmit routine leads in security-type cases directly to necessary offices without directing letter to Bureau. (719-54)

PRESENT PROCEDURE:

1. The results of negative record checks in criminal cases can be handled by stamping a copy of the request "No Record" and returning same to interested office. This has not been permitted in security-type cases.
2. There is no specific requirement that routine leads in security-type cases be set out in a letter directed to the Bureau, but many offices follow this practice.

ADVANTAGES:

1. Eliminate preparation and handling of communications merely stating "No Record."
2. Reduce mail directed to Bureau.

DISADVANTAGES:

None apparent.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED-41
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Handwritten signatures and initials

106-2557-11911

OCT 2 1954

OBSERVATIONS:

Mr. Belmont of the Domestic Intelligence Division recommends adoption of both suggestions on a trial basis.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference unanimously recommended that this procedure be adopted on a trial basis; results of trial to be watched by Domestic Intelligence Division and Field Inspection Staff and if any change to the old procedure is warranted such will be immediately recommended.

If you
Letter.

If you agree, there is attached an appropriate SAC

✓

Mr. Tolson

9/30/54

Executives Conference

~~SEMIANNUAL CLERICAL CONFERENCES~~
~~IDENTIFICATION DIVISION~~

Present at the Executives Conference 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols, and Mason.

It was presented to the Executives Conference that the Identification Division has difficulty in holding semiannual clerical conferences for the entire division because there is no sufficiently large convenient meeting place, and when employees are gathered together it is necessary for them to stand up throughout any such conference. It was pointed out to the Conference that the New York Office handles semiannual conferences of Agents on a squad basis because of the absence of a meeting place which is convenient and the Records and Communications Division at the Seat of Government arranges for semiannual conferences of clerks assigned to the Records Section on a unit basis for the same reasons.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference felt that instructions should be issued permitting the larger divisions at the Seat of Government to hold sectional or unit semiannual conferences for clerks in lieu of division-wide conferences, for these smaller conferences would make possible more intimate contact with employees and would assist in getting instructions across to employees, since this is much easier with a smaller group than with an unduly large group. If you agree, there are attached appropriate instructions to the Seat of Government division heads.

Attachment

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

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 DATE 1/19/92 BY SP5 CFB
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 66-2257-11980
 18 OCT 1 1954

OCT 4 1954

Mr. Tolson

9/27/54

Executives Conference

SUGGESTION NO. 450-54
MADE BY DENVER OFFICE
NUMBER THREE CARD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CE/BS

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:

That Agents not be required to insert telephone numbers on Number Three Cards as to where they might be reached during the day.

PRESENT PROCEDURE:

Manual of Rules and Regulations, Section 2 (14c), page 10, states: "The Number 3 register card is a four-by-six inch salmon-colored card printed on both sides. The name, date, time out, probable return, file number, destination (name and address), phone numbers, calls, and time in, including reporting for duty, i.e. exact time of registration, in the morning shall be entered by employee using it. The two-way radio car number should be shown in place of phone numbers. The whereabouts of employees must be indicated on the number 3 card at all times including off-duty hours."

ADVANTAGES:

Saving in Agent time in not having to look up telephone numbers. Suggester believes if it is necessary to contact an Agent by telephone, the switchboard operator can look up the number.

DISADVANTAGES:

None noted by suggester.

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EX-107

13 OCT 11 1954

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

OBSERVATIONS:

Mr. J. F. Mohr, Administrative Division, feels that where a telephone number is known, it should be inserted on the Number Three Card; otherwise, it need not be included.

Attachment

cc: Messrs. Sizoo & Harbo

Daily Register

RM

Memorandum to Mr. Tolson

PREVIOUS CONSIDERATION:

This same suggestion was previously submitted by SAC G. W. Brown and by letter dated 9/11/52 he was advised that the Manual suggests the listing of information which would be helpful in contacting Special Agents in an emergency, such as the names and telephone numbers of contacts or the identity of the two-way radio car which may be utilized by the Agent. This provision was not intended to require Agents to conduct detailed research for the purpose of ascertaining telephone numbers of individuals they will contact for short periods of time during the course of their outside investigative activities. It is not planned that an Agent will show the telephone number of every person contacted, for this would require expenditure of a great deal of time in listing telephone numbers which would not help materially in locating the Agent. It is noted that Special Agents in Charge at Washington Field and Newark, and ASAC Hargett of New York were contacted with regard to this suggestion and they felt no change should be made in the current practice or in their interpretation of the Manual.

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, felt that the present procedure should be continued for the reasons indicated herein.

V. Jones

Mr. Tolson

9/29/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CE/JS

SUGGESTION NO. 738-54
MADE BY RECORDS AND COMMUNICATIONS DIVISION

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

SUGGESTION:

That employees of the Director's Office who call files for the purpose of securing background information regarding writers of incoming letters cease their present practice of sending the files back to the File Section at the end of the day and institute the practice of sending these files to the head of the Correspondence Unit of Crime Records Section after having them transferred to him.

PRESENT PRACTICE:

Employees of the Director's Office call files on persons corresponding with the Director whose incoming correspondence is routed through the Director's Office to gain some identifying data, which is given to the Director with the incoming letter. In some cases this data is typed on a slip of pink paper and stapled to the letter, but is often removed before being received by Crime Records Section for preparation of a reply. These notes are usually very brief and do not give enough information to assist in preparation of a reply nor do they indicate if all files on the writer of the letter have been checked. These files are held until the evening of the day received and are then thrown out for return to the File Section in the Identification Building.

When the letter is received in Crime Records the following day no files accompany it and no list of references is attached. The name of the correspondent must then be searched through the indices and the files pulled (a duplication of what has already been done by the Director's Office). Since the files have not usually been returned to the File Section they must be placed on locate.

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

ADVANTAGES:

- (1) Will expedite preparation of letters by Crime Records.
- (2) Will eliminate duplication of indices searches and calling of the same files by the Director's Office and Crime

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12 OCT 1 1954

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Sizoo & Mr. Harbo
att

Memorandum to Mr. Tolson

Records Section. (3) Will eliminate the necessity for the File Section to locate files returned by the Director's Office which have not been filed at the time they are requested by the Crime Records Section.

DISADVANTAGES:

(1) Some additional work will be required of employees of the Director's Office, but only to the extent of making a call to the File Section and transferring the files to the head of the Correspondence Unit of Crime Records Section. (2) It may sometimes occur that files may be sent to the head of the Correspondence Unit of Crime Records on a piece of correspondence not handled by Crime Records; however, since the file will be transferred to him on File Section records, it should not be hard to locate. Employees of the Director's Office are generally aware of the type of mail handled by Crime Records and can send to them the files which pertain only to that correspondence handled by Crime Records.

OBSERVATIONS:

Mr. D. B. Nichols, Records and Communications Division, and Mr. F. C. Holloman, in the Director's Office, are in favor of the suggestion. Mr. Holloman suggests, however, that instead of the proposed procedure that once or twice a day the File Section might send someone by to get files and carry them to the Crime Records Section and recharge them.

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 favorable only as it applies to the Crime Records Section.

Mr. Tolson

9-30-54

The Executives Conference

RETRAINING SESSION
FBI NATIONAL ACADEMY ASSOCIATES
OCTOBER 17-21, 1955

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/83 BY SP5 CIP/JS

From 1936 through 1941 there was an annual National Academy retraining session in Washington, D. C.; suspended during war; reinstated in 1947; no session in 1948; last session was in 1949. At the 1949 session registrations were: graduates 451; guests of graduates 230; FBI personnel 94; guests of FBI personnel 7. Total: 782. Director has already approved retraining session October 17-21, 1955. Although this is more than a year away, plans should be laid now; considered by Executives Conference 9-29-54. Present at Conference were Messrs. Mohr, Tamm, Parsons, Sizoo, Heinrich, Belmont, Rosen, Holloman, Nichols and Mason.

EXECUTIVES CONFERENCE UNANIMOUSLY RECOMMENDS:

1. Retraining session be held October 17-21, 1955, and panel forum types of instruction be provided on following topics (subject to any timely additions desirable later): Police Organization and Administration; Selection and Training of Personnel; Juvenile Matters; Disasters; Criminal Investigations; Lecture on Communism.

2. Following committee chairmanships be approved: ✓

- General Control Chairman - Mr. Tolson
- Program Chairman - Mr. Harbo
- Registration Chairman - Mr. Boardman
- Press and Publicity Chairman - Mr. Nichols
- Finance Chairman - Mr. Callahan
- Entertainment Chairman - Mr. Tamm
- Transportation Chairman - Mr. Mohr
- Housing Chairman - Mr. Rogers

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

Mr. Sizoo
Mr. Nichols
Mr. Harbo

RECORDED - 79

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66-2554-11984
13 OCT 4 1954
RTW

61 OCT 4 1954

3. There are 32 Agents who have been counselors to FBI National Academy classes and it is believed that 16 of these men should be called in to assist during the session and be scheduled for In-Service training at the time of the retraining session. The 16 recommended counselors are:

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| | | | |
|----------------------|---------------|----------------------|-----------------|
| James C. Kennedy | - San Antonio | Tullis D. Easterling | - Mobile |
| George W. H. Carlson | - San Antonio | [redacted] | - San Francisco |
| James R. Nicholson | - Boston | J. Vernon Tuckey | - Phoenix |
| James M. Durrett | - Albuquerque | [redacted] | - Boston |
| Percy V. Richardson | - New Orleans | E. Fleming Mason | - Savannah |
| Elmer R. Fletcher | - Kansas City | Frank F. Meech | - Miami |
| [redacted] | - Cincinnati | [redacted] | - Kansas City |
| Robert S. Moore | - Charlotte | | - Atlanta |

4. There are 90 National Academy graduates still in field (after excluding those graduates who have also served as counselors) and it is recommended that any of these 90 graduates who will be due for In-Service training between now and October 17, 1955, have such In-Service training postponed until the time of the National Academy reunion.

5. Conference recognized that it is not possible to provide accurate figures as to how many graduates will attend retraining session but noting that in 1949 451 attended and in view of the many requests for a retraining session, it is entirely possible that from 1000 to 1500 men may show up; many will bring their wives and families. Conference therefore felt there should be a carefully planned program of entertainment not only for the graduates but for their families, including tour of Quantico, visit to Naval Gun Factory, visit to Naval Academy at Annapolis, tour of Washington, luncheon for wives, Dutch Treat reception, and other items concerning which recommendations will be made by the Entertainment Committee.

6. Conference felt that there should be a registration fee to be paid by each person attending the retraining session and the registration fee should be sufficiently large to cover two or three of the entertainment functions in whole or in part; Voluntary subscriptions be authorized for investigative personnel in the

field and at the seat of Government, exact amount to be determined as plans crystallize, possibly in the neighborhood of from two to five dollars. Registration fee for the 1949 retraining was \$2.50 for men and \$1.00 for each wife or guest. Any Agent who wished to contribute voluntarily was permitted to do so. There is approximately \$9,000 in the treasury of the National Academy Associates and Inspector Rogers is confident they would be willing to use whatever portion may be needed to finance a retraining session in Washington. This will have a bearing upon the extent of any voluntary subscriptions.

7. Although training is to be of a panel forum type, it is recommended that the Director be requested to address the group and that there be a talk by President Kimbrough of the National Academy Associates.

8. At past retraining sessions there has been a banquet at the Mayflower and this is considered a high part of entertainment at any retraining session. The majority of the Conference felt that there should be a banquet in connection with this retraining session and the majority consisted of Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman and Mason.

On the other hand, Mr. Tolson earlier expressed the view there should be no banquet and Mr. Nichols agrees with this viewpoint.

Appropriate action in this regard will be taken depending on the Director's wishes.

I concur. all others approved

The Director

8/16/54

The Executives Conference.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CFB

AVAILABILITY OF FILES AND RECORDS AT ANY
EMERGENCY EVACUATION HEADQUARTERS OF FBI

Present at the Executives Conference 8/12/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Hennrich, Kemper, Winterrowd, Nichols and Mason. At the moment we are scheduled for evacuation to Shepherd College, Shepherdstown, W. Virginia, in the event the President orders that we evacuate Washington; we are considering the feasibility of transferring evacuation headquarters to the FBI Academy at Quantico, Virginia, but this decision must be held up until the Telephone Company has completed its engineering survey as to whether communication lines can be established to all points of the country without having to clear through the telephone exchange in Washington.

A key problem in connection with any evacuation is the availability of necessary records. At present there are 27,000 individual files (40,000 volumes) appropriately marked with an orange band scheduled for evacuation from Washington if such an evacuation becomes necessary. These files, in excess of 19 tons, are in daily use at the Seat of Government, and to move them out of the building tremendous problems will have to be solved in accumulating the files, carrying them to a truck, obtaining trucks and then arranging for the trucks to travel to the relocation site under what could well be hazardous conditions. Records Section has estimated it will take two hours during a normal workday to assemble the files on a loading platform; 12 hours at night or over a week end. The Air Force does not contemplate that it will be able to give as much as two hours advance notice of a bombing attack until sometime in 1957. Consequently, any plan to evacuate a mass of files from Washington during the interval between notice of an impending attack and an actual bombing is probably doomed to failure. If we wait until after the bombing before seeking to move files, there may be no files to move, or they may be so radioactive as to be useless. The General Services Administration has indicated that as soon as they have notice of an impending attack, they plan to move their trucks out of town immediately while empty in order to keep the trucks from being destroyed.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
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- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

On the other hand, the FBI is obligated by SEP 30 1954 memorandum from the AD-HOC Committee on Alert Planning (Office of Defense

OCT 6 1954
Attachments
cc - Mr. Harbo
Mr. Sizoo

EL:cs

EX-124

RECORDED - 23

INDEXED - 23

66-554-11983

Mobilization which supervises for the White House war plans of key agencies) dated 3/26/54 instructs: (1) all emergency relocation be planned for the duration of the war rather than for a temporary 90-day period as was previously the rule; (2) Government owned facilities be used to the maximum extent possible; (3) all persons performing essential war functions be scheduled for relocation; (4) have adequate transportation available for moving all scheduled personnel to the relocation site; (5) keep active the program of selecting indispensable operating records for duplication in a repository outside of the target area.

With regard to #5 relating to having operating records available, the War Plans Coordinator of the Training & Inspection Division proposed to the Domestic Intelligence Division that:

One copy of every summary report on each Security Index subject be withdrawn from the Seat of Government or field file and that in the future when such reports are being prepared, an extra copy be made; all such copies be sent to the FBI Academy at Quantico where an open-top folder will be prepared for each Security Index subject and such reports can be placed within the folder; folders to be in alphabetical order; the files to be retained in the attic at Quantico which is quite safe and has a concrete floor; it is estimated about three hours clerical work per day would be necessary and the Quantico staff will endeavor to absorb this without additional personnel at this time; copies of these summary reports would then be available for use if Quantico becomes our emergency headquarters or for transportation to Shepherdstown if that remains our emergency headquarters; transportation from Quantico to Shepherdstown should pose little or no problem.

The Training & Inspection Division made this proposal because:

1. Any plan to evacuate Security Index cards would make available at Quantico only the barest of information, such as name and alias, citizenship, residence and business addresses, file number, list of organizations of which the subject has been a member or affiliate and an indication as to whether the subject had been trained in sabotage, etc. Training & Inspection Division feels this is very little information on which to base either a fugitive hunt or to endeavor to conduct hearings in the event Seat of Government files and those of a pertinent field office

should both be destroyed. For example, destruction of files in Newark Office could be effected by one bomb and Newark-New York is the #1 target in the United States, according to the Military.

2. We would have to have information which could be used to hold Security Index subjects after apprehension and it is not sound to assume that a bombing of New York-Newark would result in martial law all over the entire United States, and consequently, Security Index subjects at Atlantic City, Trenton, and other places in New Jersey would be afforded the contemplated hearings and we would have to have evidence to hold these people.

3. Since we are already under orders from the Office of Defense Mobilization to duplicate essential operating records and it would be virtually impossible to duplicate all of our security files, the most economical and practical procedure appears to be to set aside copies of summary reports at Quantico for the most essential files, namely, the Security Index and perhaps certain espionage subjects.

The Domestic Intelligence Division, as a counter-suggestion, stated:

It would be desirable to have all security files at the relocation site, and it is our understanding that security files will be moved to the relocation site, if this is possible, subsequent to relocation. The basic problem is what files this Division will require to properly operate under emergency conditions at a relocation site. The answer is not the setting up of copies of summary reports in Quantico. This would answer only a part of our problem, because the summary reports on Security Index subjects by no means constitute our whole problem. The New York Office has not been required to submit such summary reports in a large percentage of its cases; therefore, we would not be covering many of the New York cases on the Security Index. We would not have summary reports on the thousands of cases now under investigation for consideration as to inclusion in the Security Index. Under the proposal, we would not be sending down reports in all of our espionage and related cases, front organizations, labor infiltration cases, treason, sedition, splinter groups, and other pending cases in the Internal Security Section. It can be argued that all of these cases constitute indispensable records and, therefore, should be transmitted to Quantico in advance. The transmittal of Security Index summary reports to Quantico would provide us with information to produce at hearings of those persons, to whom the reports apply, apprehended under the Emergency Detention Program and when the field office files have been destroyed. Normally, the field copy of the report would be utilized. The summary reports would give us some information of value in a fugitive investigation, but not the same degree of

information that the complete file would give us, as the summary reports are written from the standpoint of available information and evidence rather than to locate a fugitive. If the City of Newark, for example, is struck by an atom bomb, and the City of Washington, D. C., is also struck, resulting in demolition of our files at both locations, it is logical to assume that there will be little need for summary reports on Security Index subjects located in Newark and immediate area, estimated at 600 out of the 800 subjects in the Newark territory. Under the extreme emergency conditions which would exist following an atomic bombing, up until the war was over, it is doubtful that the destruction of summary reports on a small group of persons apprehended would warrant saddling the Bureau now with a program of maintaining a large number of reports at Quantico on a continuing basis, involving an increasing amount of upkeep and expense. The Division does not agree that the setting up and maintenance of these files at Quantico would be inexpensive but, rather, feels that the procedure would be expensive both as to money and manpower on a continuing basis. To be effective, the reports maintained at Quantico should go beyond the initial summary reports on Security Index subjects, and additional reports to keep the files up to date would run well beyond 30,000 a year.

In summary, sending summary reports on Security Index subjects would give us only partial insurance, covering only those subjects on whom summary reports have been written; the reports would be needed for hearings only in the relatively small number of cases where field reports were destroyed by enemy action and the subjects were still alive and apprehended; the cost of setting up and maintaining even the partial files suggested will be very material and the insurance afforded does not warrant the move suggested.

The Domestic Intelligence Division, as a counter suggestion contemplated:

1. Setting up in Quantico a complete set of Security Index cards, including photograph and description, where available; keep these up to date at all times; use them for control of the emergency detention program. Domestic Intelligence Division points out this will not provide information necessary for a hearing but that field copies of investigative reports can be used for hearing purposes, if available.

2. There are thousands of pending Security Matter - C cases, looking toward investigation and inclusion in the Security Index; no record exists at the Bureau on all such cases as new ones are received frequently by field but not immediately reported to Bureau. Domestic Intelligence Division feels that in an emergency, field would be instructed to work all pending Security Matter cases promptly and present to U. S. Attorney and simultaneously notify Bureau; this would throw responsibility on the field but would not give Bureau individual control of such cases; Domestic Intelligence Division feels this is a logical step under emergency conditions.

3. Set up a duplicate set of Domestic Intelligence Division assignment cards at Quantico on all other cases in the Internal Security Section, such as Communist Party, front groups, treason, sabotage, splinter groups, etc.; bring these cards up to date monthly; this would give a control as to cases which are pending and would enable Seat of Government to follow the field.

4. Follow same procedure as to pending cases in Espionage Section by sending duplicate assignment cards to Quantico monthly.

Domestic Intelligence Division proposes no files go to Quantico; should conditions permit immediately subsequent to evacuation, transmit all pertinent security files to Quantico; if conditions do not permit subsequent evacuation the Bureau will still have some controls from which to operate.

It is the position of the Training & Inspection Division that the sending of assignment cards on security type cases and security index cards to Quantico do not comply with the regulations of the Office of Defense Mobilization to duplicate indispensable operating records and put them in a repository outside the target area; that our failure to have at least essential working records available at Quantico would never be excused by the President and the American people in the event records of some field office and the Seat of Government are simultaneously destroyed, which is a distinct possibility; cost of maintaining the duplicate records at Quantico would be negligible, presumably less than \$3,000 a year.

EXECUTIVES' CONFERENCE RECOMMENDATION:

1. As to whether summary reports on Security Index and key espionage cases should be sent to Quantico, there was divided opinion. The majority, Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont,

Henrich, Winterrowd, Kemper (and Mr. Boardman who was not present) believe that the Domestic Intelligence Division has taken the most practical approach by suggesting that copies of Security Index cards and the assignment cards relating to cases supervised in the Domestic Intelligence Division be sent to Quantico in lieu of copies of summary reports. The majority felt that the Bureau should not create a "white elephant" and over a period of years the Security Index files at Quantico would grow, there would be deletions and additions and that the Bureau could not afford the expense.

The minority, Messrs. Nichols and Mason, felt that the expense would be negligible and should not exceed \$3,000 a year; that failure to send summary reports in Security cases to Quantico would be noncompliance with Office of Defense Mobilization instructions of 3/26/54 to the effect that indispensable operating records should be duplicated in a repository outside the target area; that while copies of these reports will not solve all our problems, they will go a long way in eliminating future headaches and will show the FBI tried to comply in the most practical way with common sense precautions and Office of Defense Mobilization regulations.

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

There is attached a sample Security Index card on Sarah Holly Shuldiner. The only addition which would be made to this card prior to its retention at Quantico would be to add a description and a photograph.

Also attached is a summary report of 34 pages relating to this individual and it was felt that the Director could see how much more vast and helpful is the information contained in the summary report by comparison with the Security Index card.

MR. TOLSON

9/30/54

EXECUTIVES CONFERENCE

SUGGESTION #804-54
MADE BY MISS MARY C. WOLFE
RECORDS & COMMUNICATIONS DIVISION
SEARCH SLIPS
FILE REVIEWS

mark

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 CJS

Background

Employee states numerous requests are received in File Review and Research Unit, Records and Communications Division, for reviews on various individuals. These are referred to as Search Slip requests because the Search Slip listing the file numbers is the only item received and no form or correspondence is attached. Requests received usually are based on: (1) an item appearing in a newspaper; (2) a comment by a news commentator on the radio or on television; (3) statement made by an individual that would appear in print; (4) an individual's contemplated visit to the Director, et cetera. It has been determined the same requests are received more than once.

SUGGESTION

On reviews of this type, where no correspondence is involved, instead of destroying these Search Slips after the review is made, it is suggested the requesting Supervisor initial the Search Slips and send them to the Filing Unit. Separate section of file cabinets would be set aside to contain only these Search Slips, where they would be retained for two or three years and then be destroyed.

ADVANTAGES TO SUGGESTION

Suggesting employee states, if it were possible to retain such Search Slips, considerable amount of time could be saved in reviewing the same files. Anything not pertinent in the first instance could be eliminated from the previous Search Slip, without taking time to review the files.

RECORDED - 79
INDEXED - 79

66-2034-11985

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

DISADVANTAGES TO SUGGESTION

Mr. Nichols, Records and Communications Division, is opposed to the adoption of this suggestion. Mr. Nichols advised it is undesirable to use a previous Search Slip of itself as the

13 OCT 4 1954

EX-125

RBW

cc - Messrs Sizoo and Harbo

OCT 4 1954
amg

basis for eliminating a file reference. What may not be identifiable in one instance could well be identified in another. What may not be derogatory at one time may be considered derogatory another time in light of specific information available. Although it is realized that requests may in the future be received for file reviews on the same individual, any savings resulting from the proposed system would have to be balanced against the cost of maintaining an alphabetical sequence of search slips on a two to three-year basis, the space occupied by them, together with time required in applying results from one Search Slip to another. Mr. Nichols believes the amount of duplication is insufficient to warrant the suggested system.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/30/54 were Messrs. Mahr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason.

The matter of destroying search slips was considered at the Executives Conference September 28, 1954, in connection with an over-all presentation by Mr. Nichols concerning the fixing of responsibility. Consequently the Conference had no further recommendation to make.

The Conference was unanimously opposed to using old search slips for subsequent file reviews because data not pertinent to the first review could very well be pertinent to a subsequent file review and what is derogatory at one time may not necessarily be derogatory at another time. The Conference agreed with Mr. Nichols that the amount of duplication is insufficient to warrant the suggested system. Unanimously unfavorable.

OK
per S.

84421

MR. TOLSON

9/30/54

EXECUTIVES CONFERENCE

SUGGESTION #793-54
MADE BY DEWEY LeROY RINACA
RECORDS AND COMMUNICATIONS DIVISION
DESTRUCTION OF CERTAIN CORRESPONDENCE
IN BUREAU FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8-4-82 BY SP-1/BJL/STG
9/1/89 SP-5 CJA/STG

SUGGESTION

Certain types of correspondence be removed from Bureau files and destroyed, as follows:

1. Requests for Pamphlets, books and tours.

Records and Communications Division Views

Mr. L. B. Nichols, Records and Communications Division, states current requests received for pamphlets (including material on the FBI, Communism, Identification, et cetera) are presently handled in Crime Records Section to a great extent merely by sending the material to the correspondent in an envelope, without a cover letter. Incoming request is destroyed, not filed. Mr. Nichols states, inasmuch as current requests are handled in this manner, he does not see that any useful purpose can be served by maintaining in Bureau files similar requests handled in past years.

With regard to tours, Executives Conference memorandum of 9/23/52, approved the procedure for Crime Records Section to acknowledge letters requesting tours, without preparing a yellow file copy or abstract. Incoming letter is destroyed after acknowledgement is sent. Mr. Nichols stated, inasmuch as this procedure is currently in effect, no purpose appears to be served by retaining correspondence received in past years requesting tours.

INDEXED - 6 RECORDED - 6 61-554-11986

Mail regarding violations not within the Bureau's jurisdiction

Records and Communications Division Views

Mr. Nichols believes mail of this nature should be retained in Bureau files, both incoming letter and acknowledgement. Executives Conference memorandum of 9/23/52, previously considered this matter and at that time it was felt, inasmuch as there were only 30 such letters received a week, the risk of not having the

13 OCT 4 1954

Handwritten initials and "RECEIVED" stamp.

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

cc-Messrs. Sizoo and Harbo
dmg

1 abstract made for
use in Conn. Unit
Please attach in
file now
10/14/54

6 1954
378

letter in file would outweigh any advantages to be gained by not handling the correspondence in the regular manner. Mr. Nichols feels that this correspondence should be retained in the Bureau files in order that there will be a record to indicate the correspondence was properly referred to other Government agencies interested in the information furnished.

3. Correspondence from mental cases

Records and Communications Division Views

Mr. Nichols advised that no too much mail from mental cases is presently being filed. At present the Bureau destroys incoming correspondence from mental cases if the correspondent does not indicate something of interest to another agency; does not indicate the correspondent believes his life is in danger, or if the incoming correspondence does not contain allegations against Bureau personnel or against the Bureau generally. Index of mental cases in Crime Records Section identifies the particular piece of correspondence upon which the "mental" card is based and the danger exists that a general destruction of old correspondence in Bureau files from mental cases would also include a destruction of the particular piece of correspondence upon which the "mental" card in Crime Records Section is based. Because of this, it is felt there should be retained in Bureau files that correspondence which already has been received from mental cases, but that correspondence currently being received should continue to be destroyed, based on the exercise of good judgment.

4. Greeting cards

Records and Communications Division Views

Mr. Nichols states very little correspondence acknowledging greeting cards is presently maintained in the Bureau files proper. Christmas cards are acknowledged without a file copy yellow or abstract and the Christmas card is destroyed after it has been "logged in." Letters acknowledging birthday cards are not filed in the actual Bureau files, although some such acknowledgements are retained in the personal files of the Director. Acknowledgements to other greeting cards are retained in Bureau files and it is felt they should continue to be retained there, and not be removed or destroyed because they are a strong point in establishing the particular friendship of an individual with the Bureau.

84423

Memorandum to Mr. Tolson

5. Requests for recommendations of schools for study of law enforcement and crime detection

Records and Communications Division Views

Executives Conference memorandum 9/23/52, approved acknowledgement of such correspondence, without yellow file copy or abstract. Incoming letter is destroyed when acknowledgement is sent. Since this is the current procedure, Mr. Nichols believes it is logical that old correspondence of this nature, which is already in Bureau files, could be destroyed without any loss to the Bureau.

6. Requests for copies of Identification Orders received from persons who are not in law enforcement field and who have no legitimate reason for receiving Identification Order

Records and Communications Division Views

Such correspondence is presently acknowledged by advising the correspondent it is not possible to comply with the request. Occasionally copies of several canceled Identification Orders are sent to correspondent. No yellow file copy or abstract is prepared. Incoming letter is destroyed when acknowledgement is sent. Mr. Nichols sees no useful purpose in maintaining old correspondence of this type in Bureau files, inasmuch as Bureau is not now filing mail of this nature.

7. Requests for information regarding women in police work

Records and Communications Division Views

Executives Conference memorandum 9/23/52, approved acknowledgement of such communications by referring writer to Government Printing Office pamphlet entitled "The Outlook for Women in Police Work" and by furnishing appropriate Bureau publications, where indicated. No yellow file copy or abstract is prepared. Mr. Nichols advised such correspondence could be removed from Bureau files without any loss to the Bureau.

8. "Thank You" notes requiring no further action and containing no further information of interest

Records and Communications Division Views

Mr. Nichols is opposed to removal of this type of correspondence from Bureau files and states that anytime the Director signs a letter like this it should be kept.

84424

Memorandum to Mr. Tolson

9. Letters regarding bribery, graft, pay-offs, corruption, inefficiency, political squabbling in Federal, state or municipal organizations, et cetera

Records and Communications Division Views

Mr. Nichols advised it is incumbent upon the Bureau to make such information available to the appropriate agency concerned; this is done under present procedures. Mr. Nichols feels correspondence of this nature should be retained in Bureau files to show the FBI is carrying out its responsibilities along these lines in the event a question arises in the future. Therefore, he is opposed to removing correspondence of this type from Bureau files.

10. Mail not regarding a Bureau case.

Records and Communications Division Views

Mr. Nichols believes correspondence of this nature should be retained in Bureau files and is opposed to removing such communications from Bureau files, inasmuch as it shows the FBI has properly referred the information to the interested agency.

11. Letters from children who want to work for the FBI.

Records and Communications Division Views

At present such communications are acknowledged, but no yellow file copy is made and no abstract is prepared. The correspondent is advised of Bureau requirements for employment and appropriate Bureau publications are furnished. Incoming letter is destroyed when acknowledgement is sent. This procedure was approved by Executives Conference memorandum of 9/23/52. Mr. Nichols sees no useful purpose in retaining old correspondence of this type in Bureau files in view of the fact current letters of this nature are destroyed.

12. Requests for data not available in the Bureau, but on which Bureau has related material

Records and Communications Division Views

Correspondents are presently advised the specific data is not available, but that material of a related nature is enclosed. Acknowledgements are prepared without yellow file copy or abstract. Incoming letter is destroyed

84425

Memorandum to Mr. Tolson

when acknowledgement is sent. Procedure approved by Executives Conference memorandum 9/23/52. In view of the fact that current correspondence of this nature is not filed, Mr. Nichols recommends that previous communications of this type be removed from Bureau files.

13. That all mail which has been marked for de-indexing be destroyed, as distinguished from the particular types of mail specifically set out above.

Records and Communications Division Views

Mr. F. Warkart, Supervisor in Charge of Administrative and Personnel Records, Records and Communications Division, states such a procedure is not practical inasmuch as a piece of mail is an integral part of a case file whether it bears indexing or not. Currently in file is much mail that does not contain any indexing whatsoever. He is opposed to the adoption of this proposal.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:new

Present at the Executives Conference of 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference unanimously concurred in the views of Mr. Nichols in each instance regarding the destruction or retention of certain information contained in Bureau files as listed below:

1. Destroy requests for pamphlets, books or tours.
2. Retain letters to Bureau concerning violations not within FBI jurisdiction.
3. Retain correspondence from mentally disturbed individuals when such correspondence is already on file.
4. Retain the greeting cards and letters which are already on file.
5. Destroy requests for recommendations for schools in which individuals can study law enforcement and crime detection inasmuch as this data adds nothing to our files and we do not currently file incoming correspondence of this type.

84426

6. destroy that data already in the files relating to requests for identification orders received from persons who are not in the law enforcement field and have no legitimate reason for receiving identification orders.
7. Destroy that data in file requesting information regarding women in police work.
8. Retain in the file "Thank you" notes.
9. Retain in file letters regarding bribery, graft, corruption, inefficiency or political squabbling on the local, state or Federal level.
10. Retain in file mail received which does not relate to a Bureau case.
11. Destroy that data in file which consists of letters from children who want to work for the FBI.
12. Destroy that data in file requesting material not available in the Bureau but pertaining to matters concerning which the Bureau has related material.
13. Retain in file mail which has been marked for de-indexing.

If you agree, appropriate action will be taken.

A letter to suggesting employee, Dewey LeRoy Rinaca is attached.

OK
H

H

84414

Mr. Tolson

9-29-54

The Executives Conference

8/7/92 = 95 CE/BS

Present at the Executives Conference 9-29-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Mason.

The Conference considered whether there should be set up an Ad Hoc committee of representatives from each of the seven Seat of Government divisions to study In-Service training for a period of 90 days and thereafter make recommendations of findings to the Executives Conference for consideration.

The Conference agreed with suggesting employee W. C. Sullivan that In-Service training is an extremely important topic and that any analysis of it should be exhaustive and complete. The Conference took cognizance of the fact that every SAC has within the past few weeks been required to submit his observations as to In-Service training and offer suggestions concerning it. The last of these suggestions was considered by the Executives Conference 9-29-54. The Conference also took note that the Training and Inspection Division has been monitoring In-Service training, has held one conference with all instructors from all divisions and has another contemplated. Suggestions regarding In-Service training have been received from all Seat of Government divisions; all suggestions from field and Seat of Government have been considered by the Executives Conference. Mr. W. C. Sullivan of the Domestic Intelligence Division has been looking into the aspects of In-Service training. Inspector J. E. Edwards is currently attending In-Service training and he will express his views. Assistant Director Q. Tamm is currently inspecting the Training and Inspection Division and is placing great stress upon checking training matters.

In view of the attention devoted to In-Service training the Conference was of the opinion that the Ad Hoc committee would contribute very little to the Bureau's knowledge of In-Service training and felt that this highly important phase of work has already been the subject of careful, exhaustive, detailed scrutiny and that there is no need for establishing the Ad Hoc committee as suggested by Mr. Sullivan.

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

EDM:js is

RECORDED-35
INDEXED-35
for [unclear]

66-2554-11987

13 OCT 4 1954

RBW

66-2554-11987-378

MR. FOLSON

9/29/54

EXECUTIVES CONFERENCE

SUGGESTION #533-54
MADE BY CHICAGO OFFICE
PAYMENTS TO CRIMINAL INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY SP5 ejs

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

SUGGESTION

That Special Agents in Charge be authorized to pay informants working in Criminal cases up to \$1,000 under emergencies.

PRESENT PROCEDURE

Manual of Instructions, Volume III, Section 108, page 109(J), re Paid Criminal Informants states: SAC may approve advances to an individual for expenses in obtaining information for the performance of services or for information on a C.O.D. basis up to \$200. Several payments or advances may be made under this general authority until the sum of such payments or advances aggregates \$200. Thereafter, Bureau authority must be obtained before further payments or advances may be made.

ADVANTAGES TO SUGGESTION

SAC, Chicago states through adoption of this suggestion cases will be made and fugitive felons will be apprehended. He further states that too much time is required to secure Bureau approval when faced with an emergency.

DISADVANTAGES TO SUGGESTION

None noted by the suggester.

OBSERVATIONS

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

cc-Messrs. Sizoo and Harbo

RECORDED-35

INDEXED-35

66-2534-11988
RDM

EX-107 13 OCT 4 1954

OCT 4 1954
dng

Memorandum to Mr. Tolson

"I will approve this but certainly have reservations about it."
Mr. Rosen states it appears obvious that an additional increase of
the SAC authority to \$1,000 would be undesirable.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/29/54 were
Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen,
Holloman, Nichols and Mason. The Conference unanimously
recommended unfavorably.

OK
N

✓
H

Mr. Tolson

9/30/54

Executives Conference

SUGGESTION NO. 585-54
MADE BY CHICAGO OFFICE
SECURITY INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 EFB/BS

In accordance with SAC Letter 54-38 (C) dated 7/13/54, requesting the field to submit thoughts relative to further streamlining the Bureau's work, the following was received:

SUGGESTION:

- (1) That a chief for the Security Informant Program be selected at the Seat of Government who thoroughly understands communism; is experienced in informant development in the security field; has a thorough understanding of human nature; is amenable to suggestions from the field; and who has sufficient authority to make decisions to accomplish the development of security informants.
- (2) That we re-evaluate informant requirements.
- (3) That adequate personnel be provided for this program.
- (4) That the Bureau should assist informants whose positions have been jeopardized by their cooperation with the Bureau.
- (5) That the Bureau establish more effective liaison in informant work.

ADVANTAGES:

- (1) A chief for the Security Informant Program would readily understand problems and difficulties of the field and could take appropriate steps to eliminate obstacles, create incentives, and improve morale, which would cause Agents to be more interested in the development of informants.
- (2) The suggester states a re-evaluation of informant requirements would increase morale and tend to result in the development of more informants.
- (3) Adequate personnel would encourage the exchange of ideas and techniques, encourage Agents to be more imaginative and allow them to select subjects who possess information the Bureau desires and pursue them with a persistence and skill which would produce results.
- (4) Would make informants more willing to cooperate.
- (5) More effective liaison would place Agents in a highly desirable bargaining position with still a different type of informant of considerable value to the Bureau and permit a more effective control over the informant.

DISADVANTAGES:

None noted by the suggester

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

RECORDED - 116

66-2554-11989
RHM

INDEXED - 116

OCT 4 1954

61 OCT 4 1954

Harbo & Sizoo

Mr. Tolson

9-30-54

Executives Conference

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

NATIONAL ACADEMY APPLICANT INVESTIGATIONS

Present at the Executives Conference of 9-30-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason.

It was pointed out to the Conference that the results of National Academy applicant investigations are submitted in letter form. If no derogatory information has been found, this fact is stated; any derogatory information is set out in detail. In addition, the SAC of the office of origin must set forth in the letter reporting the results of the investigation a brief summary of the outstanding qualifications of the applicant, together with his personal recommendation as to whether the applicant should be invited to attend the Academy.

In order to provide better supervision and make it possible for the supervisor to tell exactly what work the Agent has done and in order to have appropriate facts in the file supporting the notification to the Bureau that investigation has been completed without derogatory data being developed the Conference unanimously felt the field should be instructed to require that investigative notes of Agents be retained in the 1-A exhibit envelope in the file of each National Academy applicant investigation. An appropriate SAC Letter is attached. Manual change will be made by the Manuals Desk, Training and Inspection Division.

OK
H. L.

66-2554-11990

18 OCT 4 1954

Handwritten signature

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

RECORDED - 116

INDEXED - 116

1 OCT 4 1954

Memorandum to Mr. Tolson

OBSERVATIONS:

The following comments were made in connection with the suggestions listed by Mr. A. H. Belmont, Domestic Intelligence Division, who states he is opposed to all of the items contained in the suggestion.

(1) The direction and supervision of security informants is not a one-man operation; it is a joint enterprise of the staff at the Seat of Government, utilizing the knowledge, experience, etc., of many individuals, all of whom are working toward one goal -- the development of good security informants. In attempting to achieve this objective the necessity to maintain control of our informants is a paramount consideration. Decisions are made with the above in mind and such decisions are the result of cumulative effort on the part of many individuals at the SOG.

(2) With regard to re-evaluation of the security informant program, he states it is now necessary to obtain detailed information on the private life of an informant and experience has shown that we must obtain considerable background information on such individuals, with whom we deal on a daily basis. We should be more familiar with informants than with subjects. Informants are performing a service for the Bureau and even though they are not employees, their actions reflect upon the Bureau. He believes the present requirements are adequate and should not be changed.

(3) With regard to adequacy of personnel to handle the Security Informant Program, Mr. Belmont states the assignment of personnel is one of the responsibilities of a Special Agent in Charge and in the event the SAC feels additional personnel should be assigned to the handling of informants, appropriate steps should be taken in that regard. If he does not have sufficient personnel to alleviate the situation he should request assistance from the Bureau.

(4) With regard to the Bureau accepting responsibility to informants, Mr. Belmont points out the field has been instructed that any time they have a particular problem in connection with an informant, they should furnish the facts to the Bureau to determine what can be done. On numerous occasions, the Bureau has gone out of its way to assist informants. It appears this suggestion applies for the most part to defectors and it is a known fact that as an investigative agency the Bureau is limited in what it can do to assist a defector. The Bureau does and will continue to assist in every way possible defectors and informants consistent with the Bureau's position as a fact-finding investigative agency.

Memorandum to Mr. Tolson

(5) With regard to liaison, Mr. Belmont states the Bureau has established excellent liaison with every Government agency and we are able through this liaison to handle any problems the field may present.

ADDITIONAL SUGGESTION:

To correct the existing situation, Bureau personnel should be trained in development and handling of informants and the field should supply all instructors.

ADVANTAGES:

Increased efficiency; improved law enforcement; improved security coverage.

DISADVANTAGES:

None noted by the suggester.

OBSERVATIONS:


Mr. Belmont points out that training has been given by the SOG to the field in handling and developing of informants. This is a delicate operation and should be handled by the supervisory staff at the SOG. Field Agents do not have the over-all knowledge of problems involved, particularly with regard to control, which is vital to this work. Training of carefully selected personnel is a specialized job and requires the services of many individuals at the SOG who, due to their centralized position, are in possession of material, experiences, facts, and basic policy, all of which must be carefully weighed and presented in training problems.

Whenever Agents are called in from the field for training they are instructed to bring suggestions, and when they are present during these schools such suggestions are thoroughly discussed, as well as experiences by the field relative to informants.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Mason.


(See next page)

EXECUTIVES CONFERENCE RECOMMENDATIONS:

1. The Conference feels that the present Supervisor in charge of the security informant program thoroughly fits the bill of particulars with regard to desirable attributes as presented by SAC Banister. *Supervisor is Joseph [unclear]
file being [unclear]*
2. The Conference feels that informant requirements have already been re-evaluated and this is a topic which receives constant re-evaluation and it is necessary for the Bureau to have detailed information as to the private life, experience, and background of those informants with whom we deal so frequently and on whom we rely so heavily.
3. The Conference unanimously felt that no action should be taken in connection with Mr. Banister's suggestion that adequate personnel be provided to permit proper handling of the security informant program in view of the recommendation of Inspector H. C. Brown, who is now inspecting Chicago. Mr. Brown recommended that no additional personnel be assigned to the Chicago Office but that the Chicago Office would have to give closer attention to the security informant program with the existing personnel.
4. The Conference felt that with regard to Mr. Banister's suggestion that the Bureau assist informants whose positions have been jeopardized by their cooperation with the Bureau that all logical action which can be taken by the Bureau is already being taken.
5. The Conference felt in response to Mr. Banister's suggestion that the Bureau establish more effective liaison with other Government agencies so that concessions could be obtained for Security Informants that everything the Bureau can legitimately do in this regard has been done.

It was recommended last week, but not approved that a letter go forth to SAC Banister calling for him to support allegations contained in this and in 2 other suggestions received from him. The proposed letter was subsequently destroyed. The Conference was concerned as to certain of Banister's comments which are in the nature of charges against administration of the Bureau.

In addition, the Conference felt that Mr. Fanister should not be permitted to place on the record unsupported statements as he did and that each of the following statements should be clarified by Mr. Fanister and such clarification should be obtained by Inspector E. C. Brown. The statements are:

1. "A factual perusal of the isolated cases of excellent informant development or successful intelligence operation will disclose such accomplishments to be due almost entirely to personal risks assumed by the agents and superiors in direct violation of existing Bureau instructions."

2. "The Bureau apparently accepts no responsibility to informants. An unfortunate example of the results of this policy is the defectee program. It is now well known among potential defectees who are 'in the know' that the Bureau will not or cannot do anything other than accept their information, and consequently they prefer to return to their homeland or defect in countries where they are accorded more consideration. It is a well known fact that the Bureau has lost heavily in this field."

3. "Another note of discouragement comes from ex-informants whose positions have been jeopardized because of their cooperation with the Bureau and who have commented privately that if they had it to do over again, they would not cooperate with the Bureau."

If approved, Inspector Brown will be instructed to immediately get any supporting facts or permit Fanister to withdraw these statements if he cannot back them up.

Brown scheduled
to leave Chicago
Tuesday night
LBH

I agree

9/30

yes
H

MR. TOLSON

9/23/54

EXECUTIVES CONFERENCE

SUGGESTION #797-54

MADE BY [redacted]

MAILING COSTS - POLICE TRAINING FILM

b6
b7C

SUGGESTION

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

It is suggested each package of police training film being mailed be insured for \$50 instead of \$100, as at present.

PRESENT PROCEDURE

Executives Conference memorandum 4/27/54, relating to a suggestion made by [redacted] Milwaukee Office, recommends favorably that book rate be used for shipping police training films, in lieu of parcel post, and that these films be insured. At that time it was estimated that police training films cost \$75 each and that insurance would cost 30¢ for films valued up to \$100. At present all films mailed, either from the Bureau to the field or from a field office to the Bureau, are insured for \$100. Insurance rates are as follows:

b6
b7C

| | |
|----------------------------|-----|
| From \$.01 to \$5..... | 5¢ |
| From \$5.01 to \$10..... | 10¢ |
| From \$10.01 to \$25..... | 15¢ |
| From \$25.01 to \$50..... | 20¢ |
| From \$50.01 to \$100..... | 30¢ |

66-2557-11992

ADVANTAGES TO SUGGESTION

EX-130

RECORDED-31 18 OCT 4 1954
INDEXED-31

The suggesting employee states, after gathering all information available, the average value of all police training film now mailed appears to be in the vicinity of \$50. Police training film was mailed a total of 709 times during 1953 and, if the indemnity had been reduced to \$50 instead of \$100, the suggester points out the Bureau would have saved \$70.90, or 10¢ on each package of film mailed.

Mr. G. G. Gearty, in charge of the Training Section, Boardman Training and Inspection Division, advised films the Bureau now purchases do cost under \$50 and he favors the suggested procedure of insuring police training films for \$50 in order to effect a saving of 10¢ on each package of film mailed.

Mr. L. B. Nichols, Records and Communications Division, favors the suggestion and prepared the attached proposed SAQ Letter

Attachment 1030 2-428
cc-Messrs. Sizoo and Harbo

dmg

RD

Memorandum to Mr. Tolson

for issuance to the field, in the event this suggestion is adopted.

DISADVANTAGES TO SUGGESTION

Mr. L. B. Nichols, Records and Communications Division, and the suggesting employee note no disadvantages to this proposal.

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 favorable, and recommends a \$10.00 award to [redacted] the employee who made the suggestion. The Conference also recommends that the attached SAC Letter be distributed.

b6
b7c

OK
✓ 4-24 JH

Mr. Tolson

9/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5CJ/BS

SUGGESTIONS #621-54 & #722-54
DICTATION ABILITY OF AGENTS

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 were received.

SUGGESTIONS:

#621-54 (made by Minneapolis Office): That the field
discontinue the practice of obtaining information during March
and September from the stenographers concerning the dictation
ability of Agents.

#722-54 (made by Domestic Intelligence Division):
That Special Agents be rated as to dictation ability only once
a year and that this rating be made in February.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 2, page 6,
requires that during March and September of each year, the Special
Agent in Charge must obtain information from the stenographers as
to the dictation ability of the Agents, for inclusion in future
performance reports, and to provide training when necessary.

ADVANTAGES:

Saving of clerical time.

RECORDED-45

DISADVANTAGES:

None noted by suggester EX-106 #621-54.

INDEXED-48

66-2554-11991

OCT 4 1954

With regard to #722-54, the suggester points out that
Agents with below-average dictation ability will be detected
only once a year instead of twice.

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

OBSERVATIONS:

It is noted that if the Agents are rated as to dictation
ability in February of each year, these ratings will be available
for use in the preparation of Annual Performance Ratings, due on
March 31.

Attachment # 28
cc: Mr. Sizoo
Mr. Harbo

atn

Memorandum to Mr. Tolson

With regard to Suggestion #621-54, the suggester points out that stenographers are inclined to deal in personalities in giving adjective ratings, which permits an Agent with an excellent personality to receive, generally, an adjective rating of excellent. He feels that these ratings should be only "satisfactory" or "unsatisfactory" in line with ratings on performance reports. He feels if appropriate training is to be afforded an Agent who is weak in dictation ability, such training should not be delayed until these comments are received in March and September. He states that Form FD-213, which is a permissive form, could best be utilized for this purpose. (Sample form attached.)

SAG L. L. Laughlin, Washington Field Office, states he recommends that ratings as to Agents' dictation ability should be obtained once a year, in February. He points out that Form FD-213 carries a space for the comments of the stenographer concerning dictation ability of an Agent and that these comments, where they indicate an Agent is weak in his dictation, could be brought to his attention promptly and steps could be taken to improve the situation.

Mr. J. P. Mohr, Administrative Division, states he is in favor of obtaining a rating of Agents' dictation ability once a year, in February, and requiring stenographers to advise the Special Agent in Charge or supervising stenographer of any deficiencies when they are observed.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs/jjg

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason, unanimously recommends that ratings as to Agents' dictation ability should be obtained once a year. Proposed manual changes are attached.

✓
OK
JK

Mr. Tolson

9/29/54

G. I. R. -1

0 Executives Conference

SUGGESTION NO. 747-54
MADE BY FBI LABORATORY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5 EIP/BS

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 all Laboratory reports going to Bureau field offices be sent directly to the Mail Room after review by the appropriate officials, without review by the Reading Room.

PRESENT PROCEDURE:

Laboratory reports sent to field offices are typed on printed forms which contain the Director's printed signature. After review by appropriate Bureau officials, they are forwarded to the Reading Room for review before being sent to the Mail Room.

ADVANTAGES:

Will hasten movement of Laboratory reports going to field offices.

DISADVANTAGES:

A Laboratory report may occasionally go to a field office containing a misspelling, grammatical or typographical error.

OBSERVATIONS:

Mr. L. B. Nichols, Records and Communications Division, advises he has no objection to the suggestion.

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

cc: Mr. Sizoo
Mr. Harbo

atn/ao

10005

2-421

RECORDED-37

INDEXED-37

66-2557-11993

13 OCT. 4 1954

M

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason.

A check with the Reading Room revealed that 60% of the Laboratory examination reports are destined for FBI field offices. During the past 8 weeks there has an average of 7 errors per week detected by the Reading Room and the Reading Room reports that each error was minor and involved punctuation, spelling, or typographical errors and would not result in embarrassment to the Bureau. In view of the fact that these reports are in the nature of form matters and go to our field offices and in consideration of Reading Room's belief that it will be helpful to them to have laboratory reports go directly to the Mail Room, the Conference recommended Reading Room be skipped in the future as to routine laboratory reports destined for FBI field offices.

It was pointed out to the Conference that Mr. Parsons of the Laboratory was anxious to have the closest possible controls in having these reports go through the Reading Room to help secure such controls but in the interest of streamlining Bureau procedures he was willing to help achieve economy by having the reports carefully studied in the Laboratory and sent directly to the Mail Room thus skipping the Reading Room.

If you agree, appropriate instructions will be issued.

bik
10/4
✓

Mr. Tolson

9/28/54

Executives Conference

8/2/92

SUGGESTIONS #737-54 & #740-54
ROUTING OF INTRA-BUREAU MAIL

In accordance with SAC Letter #54-36 (C) dated 7/19/54, requesting the field to submit their thoughts relative to further streamlining of the Bureau's work, the following were received:

SUGGESTIONS:

#737-54, made by Records and Communications Division
#740-54, made by FBI Laboratory

#737-54: That mail dispatched from the Bureau to any field office not be routed to nor reviewed by the Reading Room before transmittal to the field. It is also suggested that the same type of correspondence be transmitted with minor corrections made in ink.

#740-54: That all field office mail being forwarded on SF-6's (Office Memorandum - United States Government), not be reviewed by the Reading Room, but be forwarded directly to the Mail Room after review by the appropriate Bureau officials.

PRESENT PROCEDURE:

Mail going to field offices is forwarded to the Reading Room for review before being sent to the Mail Room.

ADVANTAGES:

(1) Will hasten movement of mail; (2) Reduce volume of mail handled on a daily basis in the Reading Room; (3) Result in reduction of number of employees in Reading Room; (4) If inked corrections could be made on intra-Bureau mail, time would be saved since corrections would not have to be typed, dates on communications would not have to be changed, and in some instances, communications would not have to be retyped; (5) The Reading Room

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

would have more time to review correspondence going outside of the Bureau, enabling them to catch errors which might otherwise be missed.

DISADVANTAGES:

Letters may go out to the field with spelling, typographic, and grammatical errors.

cc: Messrs. Sizoo & Harbo
atn: [initials]

EX-110

RECORDED - 62

23 - 01000

66-227-11994

18 OCT 5 1954

the
RM

63027

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. L. B. Nichols, Records and Communications Division, states such of this mail has no background attached for the Reading Room to check. He favors the suggestion as to SF-64 mail now approved at Section Head and/or Assistant Director level; however, believes policy matters which go through Mr. Boardman, Mr. Nichols, or to Mr. Tolson should also go to the Reading Room. He also feels that the Bureau should set an example for the field.

Mr. J. P. Mohr, Administrative Division; Mr. J. A. Sizoo, in Mr. Tolson's Office; and Mr. A. H. Belmont, Domestic Intelligence Division, are opposed to the suggestion. Mr. Sizoo feels such mail should go through the Reading Room for checking and that it should be read at other levels for policy, not typographical errors. Mr. Belmont states that mail emanating from the Bureau going to field offices should set an example of the standard of accuracy which is required in connection with any correspondence prepared by the Bureau. Any relaxation of the Bureau's efficiency in preparing correspondence to the field would undoubtedly result in a serious increase in the number of errors in field communications received at the Bureau. It is further believed that a relaxation of the rules would have a tendency to cause stenographers to spend less time proofreading their mail, thereby increasing the number of errors.

Mr. A. Rosen, Investigative Division, has no objection to the suggestion.

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
✓
per S

84420

Mr. Tolson ..

9/17/54

R. T. Harbo

SEAT OF GOVERNMENT STENOGRAPHERS' MANUAL

Due to the number of inquiries received for information concerning the preparation of correspondence to the Foreign Liaison Offices, there is attached a proposed write-up for the Seat of Government Stenographers' Manual covering the handling of routine correspondence to the Foreign Liaison Offices. This write-up has been reviewed by the Liaison Section and the Reading Room.

RECOMMENDATION:

That the attached Manual addition be approved for inclusion in the Seat of Government Stenographers' Manual.

Favorably recommended by Executives Conference of 9/21/54 composed of Messrs. Tolson, Nichols, Parsons, Sizoo, Keay, Belmont, Holloman and Harbo.

FHB:nsp *nsp*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/14/93 BY SP5 CE/JS

Attachment
2 Hqs.
encls filed
with original

Parsons

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

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E363

RECORDED

INDEXED - 20

EX-129

66-3557-11995

OCT 4 1954

73

ORIGINALLY FILED IN 66-3557

1 OCT 7 1954

Mr. Tolson

9/28/54

R. T. Harbo

BUREAU WAR PLANS - EVACUATION
EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/9/93 BY SP5CET/JS

Reference is made to memorandum from Mr. Belmont to Mr. Boardman dated 9-2-54 pointing out that any evacuation planning to be effective must be on a practical basis. We must be assured that the plans will work. Mr. Belmont further points out that current planning calls for the evacuation of a considerable number of Bureau personnel on an immediate basis and that the families of such individuals will be taken care of by other designated Bureau personnel remaining in Washington. Mr. Belmont points out that it is quite possible that a supervisor scheduled for evacuation with a wife and several children may consider it his first duty to take care of his family and place them in a position where they will not be subjected to danger and will be able to secure food and the necessities of life without assistance and after that will report to the relocation site.

Mr. Belmont points out that the net result of this will be that the Bureau will not have sufficient personnel to launch and carry out the Bureau's responsibilities and that the problem should be approached realistically by taking one of the following two steps:

- (1) Advance plans must be made to assure evacuated personnel that their families will be taken care of immediately or
- (2) The evacuated personnel should be able to take their families with them to the vicinity of the relocation center. Mr. Belmont feels this plan is preferable.

Evacuation planning at this time is based on the premise that it will be necessary for the evacuees to depart for the relocation site within 15 minutes to 20 minutes after receipt of orders to evacuate and that a vast majority of the personnel involved will be using personally owned automobiles.

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

JEM:nfp

F393

RECORDED-101

66-2554-11996

OCT 6 1954

92

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 66-17381-1 (7-18-52)

53 OCT 8 1954

ORIGINAL FILED IN 66-11341

- The Executives Conference on December 17, 1951 and December 29, 1951 considered the problem of caring for the families of Bureau personnel at or near the relocation site. The Director at commenting on the Conference action of December 19, 1951 stated "I am against any arrangement for moving families to our emergency quarters."

The Conference on December 29, 1951, was asked to consider the possibility of procurement of temporary housing in the vicinity of the Bureau's alternate emergency headquarters for the families of Bureau employees designated to work at such headquarters. The Conference unanimously recommended that families of Bureau employees assigned to Bureau relocation site not be moved into the temporary housing at the temporary headquarters but that Special Agent Supervisors remaining behind be designated to keep contact with and take care of the needs of the families of Bureau employees who have been evacuated to the temporary headquarters. The Director okayed this recommendation which is now in operation.

RECOMMENDATION:

It is recommended that each employee now scheduled for evacuation be given the opportunity of finding temporary headquarters for his family in the vicinity of the Bureau's relocation site at Quantico unless, of course, the individual scheduled for evacuation has made previous plans for the welfare of his family at some other location which he deems more favorable.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew 9/30/54

The Executives Conference thoroughly considered this matter 9/29/54. Present were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason.

The Conference unanimously recommends:

1. That families of evdcuees not be taken to the evacuation site.

(See Next Page)

2. That efforts not be made by the Bureau to quarter relatives of evacuees near the evacuation site.

3. That Seat of Government Division Heads recontact those employees scheduled for evacuation to make certain that employees have made personal plans which are satisfactory to them, bearing in mind that representatives of the armed forces necessarily have to go off to war and leave their families in various cities at home where they could possibly be bombed just as families of FBI evacuees might be bombed while the FBI employees are at the evacuation site. There was strong sentiment that the employees scheduled for evacuation have already made appropriate plans for an emergency but it was felt that an additional reminder would help.

If you approve there is attached an appropriate instruction to Seat of Government Division Heads.

Mr. Tolson

10-1-54

The Executives Conference

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

Present at the Executives Conference 9-28-54 were
Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich,
Tamm and Mason.

The Conference was advised that in connection with any
*evacuation from Washington subsequent to an atomic attack, Civil Defense
feels there will be heavy damage throughout the city; all bridges in
the Washington area will be destroyed. Civil Defense is endeavoring
to launch a program through which boat owners will make boats avail-
able for Civil Defense purposes. The military generally concedes
that it will be about two years before any advance warning of hostile
attack will be as great as two or three hours; meanwhile, advance
warning will probably be measured in minutes.

It was pointed out to the Conference that since our
evacuation site is at Quantico, located on the Potomac River, and
the Justice Building is only ten city blocks from the Potomac River,
if it were possible to arrange for a sturdy but fast boat our
evacuation problems would be greatly eased. Discreet preliminary
checks show that the Navy obtains boats for the Coast Guard and for
the Air Force and that the Navy currently has a number of small boats
laid away in "moth balls" for possible future use. One particular
boat is known as the 40-foot aircraft rescue boat built by the Boston
Naval Shipyard, cost \$55,000, speed 23 knots, cruising range 153 knots.
We are informed that while the Navy designates a crew of five men to
handle the boat that is considered an active duty crew and that the
boat can be handled well by two men.

A second choice boat is described as the "Pickett" boat,
45 feet long, has a speed of 32 knots, comfortably seats 20 people
but more people can be crowded aboard and is quite similar to the
previously mentioned boat; this boat is in service at Anacostia and
Bolling Field; this boat and the one above can operate on the Potomac
River except for about three or four days a year when there might be
heavy ice.

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

Mr. Nichols
Mr. Harbo
Mr. Sizoo

Attachment

RECORDED 30
INDEXED 30
EX-125

66-2554-11997

OCT 1 1954

R/KM

OCT 7 1954
EDH:js

It was pointed out to the Conference that of all the ways to evacuate boat transportation appears to be safest, speediest and most sure.

EXECUTIVES CONFERENCE RECOMMENDATIONS

1. That Mr. Nichols be authorized to explore with Anderson of the Office of the Secretary of Defense whether such a boat could be made available to the FBI; store same at the Naval Gun Factory for FBI use when needed; upkeep to be handled by the Navy.

2. If the boat cannot be kept at the Gun Factory, explore the possibility of having the Coast Guard maintain the boat for FBI use.

Photographs of the first and second choice boats are attached.

OK
A

✓

SEARCHED
SERIALIZED
INDEXED
FILED
MAY 1964
FBI - NEW YORK

Mr. Tolson

9/28/54

Executives Conference

SUGGESTION #536-54
MADE BY CHICAGO OFFICE
REVISION OF FORM FD-235
(REQUEST FOR FUNDS FOR PAYMENT
TO INFORMANT)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5 ELS/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:

It is suggested that Form FD-235 (Request For Funds For Payment To Informant) be revised to include data such as time and place of payment and identity of Agent who made payment.

OBSERVATIONS:

Mr. Belmont of the Domestic Intelligence Division advises that this form was recently approved by the Administrative Division and is used by an Agent to request funds from the SAC for payment to informants. The form provides space for the Agent to state the reason for the payment, symbol of informant, period of payment, etc. The form is used before payment is made and, therefore, the suggestion does not apply. It is not believed that this suggestion can be followed as it does not apply to Form FD-235.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously felt there should be no revision in the present form.

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

cc: Mr. Sizoo
Mr. Harbo

EDM:mew

RECORDED - 70

INDEXED-77

66-554-11998

OCT 3 1954

RKM

OCT 6 1954

only

THE DIRECTOR

9/29/54

EXECUTIVES CONFERENCE

Present at Conference on 9/28/54, were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason.

SPEAKER FOR FBI NATIONAL ACADEMY GRADUATION EXERCISES, 11/19/54

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/7/92 BY SP5CJ/S

Since Senator Bricker will be unable to be a graduation speaker and the other speaker, Admiral Strauss, represents the Government, the Executives Conference unanimously felt that Mr. Benjamin Fairless of U. S. Steel Corporation should be tendered an invitation.

We have no derogatory information in our files, except that according to two newspapers in 1949, Fairless was listed as a Vice Chairman for the "Annual Dinner of The Churchman," which was to be held at the Astor Hotel, 2/23/49. At the request of then Secretary of the Interior Harold L. Ickes, Mr. Fairless agreed to be a co-sponsor. He later learned that "The Churchman" was a paper which had given "aid and comfort to the Communist Party line" whereupon Fairless immediately withdrew. Fairless stated "innocently he accepted thinking it was purely a church movement and, therefore, having no connection with non-Americanism." We have never investigated Fairless and have no other derogatory information (62-60527-37369).

If for any reason you deem it inadvisable to invite Fairless or if you authorize an invitation and Fairless cannot accept, the Conference wishes to recommend that Mr. Thomas F. O'Neil be considered as an alternate. O'Neil is President of the Mutual Broadcasting Company in New York City and is also affiliated with the General Tire and Rubber Company, inasmuch as that organization is presided over by his father. We have no derogatory information as to O'Neil and the files show favorable and friendly relations.

If you approve, there will be an appropriate invitation prepared for dispatch to Mr. Benjamin Fairless.

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

SENT DIRECTOR

RECORDED-74
INDEXED-74
EX-129

per S.
66-7567-11999

9 OCT 6 1954

Mr. Tolson

10/4/54

Executives Conference

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

SUGGESTION NO. 734-54
MADE BY RECORDS AND COMMUNICATIONS DIVISION

Present at the Executives Conference 9/27/54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason.

The suggestion considered was to the effect that air-tels from the Bureau to the field containing brief or sketchy information such as the name of the subject, type of case and brief data such as the deadline imposed or the fact that the subject was arrested by a given police department or instructing that investigation be discontinued go directly to the mail room without being routed through the reading room.

Approximately 221 such air-tels are received daily by the reading room for review; in most instances no background material is attached and the reading room can determine only matters relating to spelling and cannot determine even the correctness of the office to which the air-tel is designated.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

The Executives Conference unanimously recommended that such air-tels continue to go through the reading room in order that there will be no relaxing of controls. A further consideration was that the Director's initials must be affixed to these air-tels signifying that they are authorized Bureau communications and such initials in lieu of signature can be affixed only in the reading room or in the Director's Office because no one else has such authority; undesirable to grant any more widespread authority of this type.

Unanimously unfavorable.

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

cc: Mr. Sizoo
Mr. Harbo

EDM:atn;mew

RECORDED-74

INDEXED-74

EX-1

62-2554-12000

13 OCT 6 1954

Handwritten initials/signature

Mr. Tolson

33022
9/23/54

○ Executives Conference

IN-SERVICE TRAINING
SELF-EVALUATION FOR INSTRUCTORS

8/9/55 Sps cct/s

SAC Letter 54-57, par. 1, (7-20-54) requested the field to submit views concerning In-Service Training.

SUGGESTION:

To develop a constructive self-evaluation program for the instructors similar to the system used at Toastmaster Club meetings where the speaker is constructively criticized in a very frank and direct fashion. (Norfolk).

ADVANTAGE:

Norfolk points out that such a program should be designed to improve the presentation of topics by instructors in a manner that will tend to promote thinking on the part of the agents in the class.

DISADVANTAGES:

Norfolk points out this program would have to be carefully planned to avoid any semblance of a popularity contest.

OBSERVATIONS:

It is noted that this suggestion, in stressing the value of self-evaluation, has merit as it is always beneficial to examine and critically analyze one's own work on a continuous basis. Norfolk does not, however, make clear whether the suggestion contemplates simply a program of self-evaluation, or whether it suggests that members of the class criticize the instructor's presentation. Nor does Norfolk indicate, if the latter, whether the criticism should be in public or in private. The reference to the Toastmaster Club meetings, however, seems to imply that the criticism should come from the members of the class and that it be in public -- for such is believed to be the custom at Toastmaster Club gatherings.

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

cc - Mr. Sizoo
Mr. Harbo

RECORDED - 23- 66-2534-712001

INDEXED - 23

13 OCT 6 1954

EX-125
OCT 6 1954

RAM

It is submitted that criticism of the lecturer by members of the class in public does not appear to be a good idea. It would be difficult to prevent it from deteriorating into personalities, and it would be undignified and uncontrolled.

Because of the merit of the general idea proposed by Norfolk it is suggested that it be utilized in the following way:

1. That at the opening session of In-Service the class be advised that the Bureau welcomes the constructive criticism of the field -- favorable or unfavorable -- and that it particularly would welcome it in regard to the lectures they will receive in the course of the training as to both subject and quality.

2. That their comments, if valuable, would be used to improve the caliber of the lectures from the standpoint of instruction and interest.

3. That their suggestions can be made informally, by handwritten memorandum or routing slip at any time during the course, attention Inspector G. C. Gearty.

4. That the foregoing procedure be combined with the current system of lecture audits made on regular basis by the Training & Inspection Division personnel.

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.

The Conference felt that there are ample opportunities for employees to offer suggestions both through the suggestion program of the Bureau or through any Bureau official or through the In-Service course itself. Each division has a panel forum and the Assistant Director of the division is under instructions to preside over this panel forum in order to receive comments, suggestions, criticisms or observations. Aside from these panel forums, Assistant Director Mohr is vigorous in urging members of the class to ask questions or to offer observations and this procedure is also followed in another lecture handled by Mr. Harbo captioned "General Bureau Problems." In-Service classes are frequently monitored by instructors designated for that purpose and the findings are brought to the attention of

63000

the lecturer.

The Conference felt that we should avoid urging members of In-Service to offer gripes or complaints or condemnations because some people would get the impression that they would be required to complain and would look around for something to complain about; the present program is on a high plane and may be participated in by anyone. The Conference felt this should continue.

✓

66-2554-12001

Mr. Tolson

9/26/54

Executives Conference

SUGGESTION NO. 606-54
MADE BY NEW YORK DIVISION
FORM REQUESTING DOCUMENTATION
FROM ANOTHER FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/82 BY SP5 EJS

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

SUGGESTION:

That a form be utilized when a field office requests from another field office documentation for information which is to be included in an investigative report. The Agent requesting the documentation could fill in the form and identify the information for which documentation is desired and the Agent handling the request could fill in the requested data and return it to the requesting office by routing slip. (Sample attached.)

PRESENT PROCEDURE:

The Agent requesting the documentation dictates a letter and the Agent who handles it dictates a letter in reply.

ADVANTAGES:

By dispensing with the necessity to write letters of request and reply, a saving of both agent and stenographic time would result. Also, a uniform method of handling these requests would be provided.

DISADVANTAGES:

The field office receiving the request would not have a copy of the form for its file.

OBSERVATIONS:

EX-130 INDEXED - 23
RECORDED - 23

6 1954

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

Mr. A. H. Belmont, Domestic Intelligence Division, has no objection to the adaption of the suggestion and pointed out that the problem of documentation is one exclusive to the field. He will go along with the views of the Inspectors.

Mr. Harbo
Mr. Sizoo

DWF:ATW

66-1334-12003

RAW

DW

Memorandum to Mr. Tolson

Inspectors B. G. Brown and J. E. Nugent, Training and Inspection Division, favor adoption of the suggestion.

SAC L. L. Laughlin, Washington Field Office, recommends adoption of the suggestion and pointed out that the receiving office has no need to retain a copy of the form for its files.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference unanimously recommended unfavorable. The Conference felt that adoption of such a form would put the Bureau to considerable expense in printing, stocking, shipping and maintaining supplies of the form and advantages gained would not be commensurate with the costs incurred in that so very few words of actual typing would be saved by having the form. The Conference felt that employees just do not realize how much forms cost and no form should be adopted unless it will truly bring about savings.

TO : SAC, () DATE:
FROM : SAC, ()
SUBJECT:

It is requested that your office complete the following documentations:

Report of SA _____ dated _____
at _____ page _____ paragraph _____

- 1.
- 2.
- 3.
- 4.
- 5.

Report of SA _____ dated _____
at _____ page _____ paragraph _____

- 1.
- 2.
- 3.
- 4.
- 5.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/10 BY 245 ef/js

Report of SA _____ dated _____
at _____ page _____ paragraph _____

- 1.
- 2.
- 3.
- 4.
- 5.

66-2554-12003

Mr. Tolson

9/28/54

Executive Conference

SUGGESTIONS #604-54, 616-54, 624-54,
636-54, 650-54, 704-54
FORM FD-192 (BULKY EXHIBIT -
INVENTORY OF PROPERTY ACQUIRED AS
EVIDENCE)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5/BJT

In accordance with SAC Letter #54-38 (Q) dated 7/13/54, requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following were received.

SUGGESTIONS:

#604-54, made by Kansas City Office
#650-54 made by St. Louis Office

That the present practice of submitting a semiannual inventory of bulky exhibits be discontinued in its present form and hereafter be confined only to valuables, such as, money, jewels, negotiable instruments, etc.

#636-54, made by Oklahoma City Division

That the semiannual inventory of bulky exhibits be either eliminated or the rule changed to require its submission on an annual basis.

#616-54, made by Memphis Office
#624-54, made by New Orleans Office
#704-54, made by Savannah Office

Discontinue submission of semiannual inventory of bulky exhibits.

PRESENT PROCEDURE:

As of August 1 and February 1 an inventory of property acquired during investigations must be submitted. The inventory is submitted on Form FD-192 (Bulky Exhibit - Inventory of Property Acquired as Evidence), and must show the division, date, title, and character of the case, file number in field, Bureau file number, description of property, date of acquisition, identity of submitting Agent, source, where located, reason for retention, and

Winterrowd
Tele. Room
Holloman
Gandy
Attachment
cc: Mr. Sizoo
Mr. Harbo

RECORDED - 23

13 OCT 6 1954

INDEXED - 23

61 Oct 7 1954

Handwritten initials and marks, including a large 'P' and 'RM'.

Memorandum to Mr. Tolson

efforts toward disposition. It is prepared in quintuplicate; the original, duplicate and triplicate are sent to the Bureau, one copy is placed in the investigative case file, and one copy is placed in the general file on inventory of property acquired during investigations.

ADVANTAGES:

Elimination of administrative detail and saving of Agent, clerical and stenographic time.

DISADVANTAGES:

There might be some isolated instance where a bulky exhibit, other than a valuable, would be maintained slightly longer than it would if a semiannual review is made. If this inventory is discontinued, the Bureau would have no opportunity to review bulky exhibits on hand in field offices.

OBSERVATIONS:

It was pointed out by the suggesters that bulky exhibits are inspected during each self-inspection and in connection with regular Bureau inspections. Ticklers are also available on all bulky exhibits and such are checked periodically by all field offices. Possibility of disposing of bulky exhibits is considered by supervisory personnel in the routine review, supervision, and direction of individual cases.

With regard to Suggestion #650-54, that the semiannual inventory be confined only to valuables (see also #604-54), Mr. A. Rosen, Investigative Division, states he can see no objection to this 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 that the present procedure be continued; should be no relaxation in close controls over bulky exhibits; we have in the past been unable to locate certain exhibits not of a so called valuable nature such as money but which nevertheless were needed for presentation in court and the pressure should be kept on the field to promptly dispose of bulky exhibits in accordance with existing regulations.

OK
Viper

Mr. Tolson

10/5/54

The Executives Conference

IN-SERVICE TRAINING SCHOOLS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/93 BY SP5 EJP/BS

Based on the Director's notation on Mr. Mohr's memorandum dated 9/28/54, the Conference on 10/5/54, composed of Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Belmont, Rosen, McGuire, Holloman and Harbo, considered whether In-Service training classes as now held at the Seat of Government should be discontinued and instead handling necessary training in the field. Under the latter alternative it would be necessary to have a team of three or four Government representatives travel from one office to another holding conferences for two or three days in order to cover the highlights of what is now more adequately presented at In-Service schools at the Seat of Government.

The Conference was unanimously of the opinion that the present In-Service training program at the Seat of Government should be continued because it is highly effective and fills an extremely important need in keeping our Agents up to date on all phases of the Bureau's operations, including investigative, administrative and personnel matters.

The Conference was of the further opinion that the survey of the field recently conducted clearly indicates that the field Agents appreciate the value of the training extended to them. The fact that during In-Service classes numerous questions are asked is a healthy indication of interest, desire to learn and improve. Each field office is instructed that before an Agent comes into attend In-Service, he should carefully consider in advance any questions or problems he may have so that they can be taken up during the In-Service training session.

On the first day of each class Mr. Mohr talks on personnel matters and policies. Likewise on the first day, Mr. Harbo talks to the class on General Bureau Problems, at which time he specifically points out that it is the obligation of each Agent who has any questions concerning investigative, administrative or personnel matters to make those questions known and have them answered before the conclusion of the In-Service course. On a separate occasion Mr. Harbo speaks to each class on the subject of personal and official conduct. All Assistant Directors appear at panel forum discussions and the class has a chance to ask them questions.

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

cc - Mr. Sizoo
Mr. Harbo
Mr. Mohr
OCT 7 1954
Eth:cs

RECORDED-45
INDEXED-45
RJ

66-2554-12004
13 OCT 6 1954

The regular In-Service classes are supplemented by specialized schools, some of two days duration and others of two weeks duration (in lieu of regular In-Service).

The Conference further noted that SACs are annually brought to headquarters for conferences at which time they are fully apprised of Bureau problems and policies; SAC Letters regularly go to the field explaining current policies and procedures and include instructions for the SAC to pass on pertinent data to all the employees of the office. In addition to the semiannual conferences held in the field for Agents and also those for clerks, there are in the larger offices weekly squad meetings as well as the requirement that the SAC or the field supervisor review assigned cases with each Agent monthly.

Each field office is inspected at least once a year. At the inception of each inspection it is announced to all employees that any who desire may arrange an interview with the Inspector; they are furnished the name of the Inspector, his room number and telephone number in order to facilitate the making of such arrangements. Further, near the end of the inspection the Inspector holds a conference with all Agents at which time he discusses weaknesses found during the inspection and also covers pertinent Bureau policies and procedures; a similar conference is held with all clerical employees. Employees have opportunities to ask questions at these conferences.

The Conference felt that the present procedures as outlined above are quite adequate, desirable and working very successfully and should be continued.

RECOMMENDATIONS:

The Conference unanimously recommends as follows:

I. That the In-Service training program conducted at the Seat of Government be continued rather than to try to handle such training by field conferences alone.

2. That if the first recommendation is approved, a reminder go forth to all field Inspectors to (a) carefully cover pertinent Bureau policies at conferences held with all employees during each field inspection, (b) to carefully check to see that SACs are promptly and adequately passing on to all employees pertinent information furnished in SAC Letters.

1. OK

2. In view promptly the results of our training programs check being made by Tamm, Sullivan & Edwards.

H.

MR. TOLSON

9/28/54

EXECUTIVES CONFERENCE

SUGGESTION #603-54
MADE BY KANSAS CITY OFFICE
ELIMINATION OF CERTAIN AUXILIARY OFFICE REPORTS
IN INTERSTATE TRANSPORTATION OF STOLEN
MOTOR VEHICLE CASES

8/2/92 sp5 c/f/s

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

SUGGESTION

Where auxiliary office has consulted United States Attorney in Interstate Transportation of Stolen Motor Vehicle case, permit auxiliary office to send pertinent data to office of origin by RUC letter or Air-Tel. Require office of origin to incorporate pertinent data in its report, designating copies for auxiliary office and United States Attorney consulted by auxiliary office.

PRESENT PROCEDURE

Auxiliary office may RUC data re: theft, interview or notification of owner by RUC communication other than report, but must prepare report where United States Attorney is consulted.

ADVANTAGES TO SUGGESTION

Reduce number of reports prepared in Interstate Transportation of Stolen Motor Vehicle cases.

DISADVANTAGES TO SUGGESTION

Possible loss of pertinent detail through use of telegraphic language in letters, Air-Tels or teletypes. Necessity of closer field supervision to make certain interested United States Attorneys receive copies of reports prepared by office of origin.

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

OBSERVATIONS

Mr. E. H. Winterrowd of the Investigation Division is opposed. Believes it is a rare case where presentation is made to a United States Attorney other than at the point of recovery. Believes that report should be prepared by all offices making presentation to a United States Attorney.
cc Messrs. Sizoo and Harbo

RECORDED-57

INDEXED-57

66-2534-12005

EDG:dmg

Altman
rely

Memorandum to Mr. Tolson

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EXECUTIVES CONFERENCE CONSIDERATION EDM:meu

Present at the Executives Conference of 9/28/54 were Messrs. Belmont, Parsons, Nichols, Mohr, Sizoo, Rosen, Hennrich, Tamm and Mason. The Conference recommended unanimously unfavorable.

Mr. Tolson

9/30/54

0 Executives Conference

SUGGESTION #814-54
MADE BY SAC PERCY WYLY
SPRINGFIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/92 BY SP5 CFI/BS

SAC Wylly, Springfield, pointed out that Agents are permitted to charge out serials for 45 days and to recharge these serials for retention for an additional 45 days. In many cases, according to Wylly, there is only an original of a given serial and when this is charged to an Agent it then becomes incumbent under existing rules for the contents of the serial to be described on the charge-out slip. Wylly's proposal relates to the fact that when Agents recharge serials they normally prepare new charge-out slips and in order to avoid having a clerk transfer to the new charge-out slip all data written on the old charge-out slip, Wylly would like to have permission for the Chief Clerk to mark the old charge-out slip "recharge" in the space now provided on the charge-out slip and block stamp the charge-out slip showing the date of recharge.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference of 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason.

The Conference felt that Wylly's proposed procedure is undoubtedly followed in some offices at the present time as a streamlining technique and that it does not in the slightest destroy control but in fact increases control because the initial charge-out slip containing the Agent's handwriting is proof that the Agent actually received the document and would put him in a position where he could never claim that he did not initially get the serial. Recharge of the serial will further complete the record.

Conference unanimously favorable. If you agree, proposed SAC letter is attached. Also, proposed letter to SAC Wylly is attached.

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

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OCT 8 1954

EX-124

MR. TOLSON

9/29/54

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING
SUGGESTED CURRICULUM CHANGES

8/1/70 5/20/55

By SAC Letter 54-37, par. F, the field was requested to submit views concerning In-Service training. Several suggestions were made regarding the instruction given by the Investigative Division as follows:

1. Oklahoma City and Milwaukee suggested eliminating the lecture on Anti-trust. Oklahoma City suggested adding instruction on bank robbery and Milwaukee suggested cutting the time allotted to the lectures on fugitives, Interstate Transportation of Stolen Motor Vehicles, White Slave Traffic Act and General Investigative Intelligence Matters to 15 minutes each.

COMMENTS:

Such readjustment to the curriculum must be considered in the light of

1. The over-all balance of time allotted to various subjects.
2. The current problems of the Bureau.
3. The need for presenting a curriculum designed to meet the Bureau's needs in as many fields as possible.

INVESTIGATIVE DIVISION VIEWS:

Added emphasis is currently being given to bank robbery investigations. The next special series of law enforcement conference will be on the subject of bank robbery. It is believed that emphasis should be given to this subject during In-Service consistent with the over-all commitments of other vital matters now being handled. It is proposed that the lectures on general Investigative Intelligence Matters and Criminal Informant Matters be reduced from one hour each to 30 minutes each thus making available one hour which will be devoted to a consideration of current bank robbery problems.

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

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INDEXED-33

66-2554-12007
ROM

EX - 107

55 OCT 8 1954
F. C. No.

The Director has emphasized the need for training in Anti-trust Matters. Sometimes these cases have extensive investigative ramifications and it is necessary to keep all agents informed of policy. A minimum amount of time is presently devoted to Anti-trust at present (30 minutes). No change recommended.

Such matters as Interstate Transportation of Stolen Motor Vehicles, White Slave Traffic Act, and Fugitives are among our "bread and butter" type cases statistically speaking. The lectures are not repetitions of New Agents' school lectures, but are concerned with new developments, procedures, and policies. There is a real need to continue emphasis on these subjects. It should be noted that the General Investigative Intelligence Lecture in the above recommendation has been reduced to 30 minutes. No change recommended.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols, and Mason. The Conference unanimously recommended adoption of the views of the General Investigative Division.

2. St. Louis suggested that more time be given for instruction on Federal Housing Act matters, Anti-Racketeering, and Labor Management Relations Act Matters.

Pittsburgh suggested that Federal Housing Act Matters be given more time.

INVESTIGATIVE DIVISION VIEWS:

The time devoted to Federal Housing Administration Matters has been ample to handle all of the questions raised by the classes and it is believed that there is no need for any further time on the basis of experience to date. Anti-Racketeering and Labor Management Relations Act cases were the subjects of a specialized school. It is believed that this is the best way to

66-2554-12007

handle the intricacies of these violations. For general purposes, the time currently devoted to them in the In-Service curriculum is considered to be adequate. No change recommended.

EXECUTIVES CONFERENCE CONSIDERATION:

→ The Conference unanimously recommended continuation of current procedure.

V. J. [unclear]

3. El Paso suggested eliminating all lectures on substantive violations and stressing general policy matters instead.

COMMENT:

It is felt that the Bureau's problems can best be presented through lectures on specific "problem" subjects. The El Paso suggestion to eliminate substantive lectures would not provide opportunity to tie specific policy discussions to specific violations as readily as our present system does. General policy discussions are provided for in the Panel Forums.

EXECUTIVES CONFERENCE CONSIDERATION:

↘ The Conference unanimously recommended continuation of current procedure.

V. J. [unclear]

Mr. Tolson

9-20-54

The Executives Conference

~~IN-SERVICE TRAINING~~
~~SECURITY SUBJECTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5 BJS

SAC Letter 54-37, Paragraph T, 7-20-54, requested field to submit suggestions regarding In-Service Training. Among the suggestions submitted are the following relating to subjects in the Security field:

1. Cincinnati, St. Louis and New York recommended reduction in time spent on Security Matters, with Cincinnati and New York suggesting elimination of lecture on history and background of Communist Party.

2. Seattle recommends fuller discussion of Security picture.

Present Bureau Procedure:

We now devote 13 hours and 05 minutes to Security Matters, of which 1 hour and 40 minutes is devoted to background and history of Communist Party.

Observations:

Mr. Belmont and his staff have made a thorough study of the In-Service program as it relates to the Domestic Intelligence Division and have suggested a program to be followed. Mr. Boardman has agreed. The program is as follows:

Tuesday - Second Week

| <u>Time</u> | <u>Subject Matter</u> | <u>Lecturer</u> |
|-------------|--------------------------------------|--------------------------------|
| 9 - 10 A.M. | Communism, The Present World Problem | W. C. Sullivan J. F. Condon |

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

Mr. Sizoo
Mr. Harbo

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INDEXED-80

EX-122

66-2557-12008

OCT 12 1954

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OCT 13 1954

PH J

PC

Memorandum for Mr. Tolson

| | | |
|--------------------------------|--|---|
| 10 - 11 A.M. | Communist Party, USA (History, current leadership, policies, current activity) | H. O. Bly or A. E. Dooley |
| 11 - 12 Noon | Communist Party Underground (Leader- ship, activities, extent of Bureau penetration, successful investigative techniques) | H. O. Bly or W. F. Doyle |
| 12 - 1 P.M. | Security Surveillances | A. E. Dooley or H. O. Bly |
| 1 - 2 P.M. | Lunch | |
| 2 - 3 P.M. | Communist Party Front Organizations | W. C. Thornton or E. E. Thau |
| 3 - 5 P.M. | Security Investigations of Individuals | [Redacted] or H. P. Higgins |
| 5 - 6 P.M. | Detoom Program | P. L. Cox or [Redacted] |
| <u>Wednesday - Second Week</u> | | |
| 9 A.M. - 12 Noon | Espionage and Foreign Intelligence Matters | b6 b7C E. M. Gregg or [Redacted] |
| 12 - 1 P.M. | Security Informants | [Redacted] or [Redacted] |
| 1 P.M. - 2 P.M. | Lunch | |
| 2 P.M. - 2:30 P.M. | Liaison Problems | J. S. Ammarell or J. W. Brown |
| 2:30 P.M. - 3: P.M. | Sabotage, Labor Management Relations Act, Communist Infil- tration of Labor | P. R. Bibler or E. G. Gough |

If the above program is followed, this will mean that all of the security type work before In-Service classes will be concentrated over a specific period of time.

Memorandum for Mr. Tolson

The above curriculum differs from that presently being given as follows:

1. The 1 hour 40 minute lecture on "Principles Governing Communist Strategy and Tactics" has been eliminated. This lecture dealt with the history and background of the Communist Party.

2. A one-hour lecture on "Communism, The Present World Problem" has been added.

3. One hour has been added to the lecture on "Communist Party Underground."

4. The Sabotage lecture has been decreased from 55 to 30 minutes.

5. Domestic Intelligence Division will have 13 hours of the In-Service program (a reduction of 5 minutes) if the suggested program is approved.

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 approval of the schedule for security subjects at regular In-Service training schools outlined above. This will constitute favorable action on the suggestions made herein insofar as it is practical to do so.

News
Sent to Harbo
9-27-54

RH
OK
✓

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9/27/54

FROM : *RMB* R. T. Harbo ✓

SUBJECT: SELECTIVE SUPERVISION
INVESTIGATIVE DIVISION

| | |
|----------------|--|
| Mr. Tolson | |
| Mr. Boardman | |
| Mr. Nichols | |
| Mr. Belmont | |
| Mr. Ladd | |
| Mr. Clegg | |
| Mr. Glavin | |
| Mr. Harbo | |
| Mr. Rosen | |
| Mr. Tracy | |
| Mr. Egan | |
| Mr. Gurnea | |
| Mr. Hendon | |
| Mr. Pennington | |
| Mr. Quinn | |
| Mr. Nease | |
| Miss Gandy | |

(RS)
Review
Woods
Miller

8/27/54 *SPS* *CEFS* SYNOPSIS

22 Yearly Inspections Complete

Procedure known as Selective Supervision inquired into during current inspection of Investigative Division. This procedure which provides for reading the synopsis, noting period for which made, the dissemination and lead pages of reports, has been in effect since 1945. Cases so supervised are heavy volume class, such as Selective Service, Interstate Transportation of Stolen Motor Vehicle, and White Slave Traffic Act. Estimated that there are pending as of 8/25/54, 18,560 cases under selective supervision and that 214,377 reports are received annually in such cases. Time spent on average report on various desks varies from 1 minute to 5 minutes and general average is 2½ minutes. Some cases on desks handling selective supervision matters, such as ring cases on the Interstate Transportation of Stolen Motor Vehicle desk and outstanding fugitive cases, receive full supervision. Based upon the facts: (1) statistical accomplishments have continued to increase over the years in cases under selective supervision, (2) substantive errors found in review of all pending files during inspections (including cases under selective supervision) are relatively low, usually less than 1%, and (3) that during the current inspection of the Investigative Division a review of 152 cases under selective supervision disclosed only three substantive errors, none of which affected the statistical accomplishments of the Bureau, it is concluded that selective supervision has had no appreciable adverse affect on the quality of Bureau work. There are 19 Agent Supervisors and 8 Reviewer Analysts handling selectively supervised matters, total 27. Estimated that full supervision would require 107 Agent Supervisors, an increase of 80 over the present supervisory force and a proportionate increase in the number of clerks.

6064 CONCLUSIONS

Advantages of Full Supervision over Selective Supervision

1. Limited number of errors of substance committed by the field which are now undetected or not detected until field

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office inspection, would be caught at the time report is submitted to the Bureau and timely action to correct could be taken. Bureau Supervisors will, of course, be responsible for any and all errors just as they are now for cases under full supervision.

2. Some increase in statistical accomplishments might result since it would be possible for Supervisors to offer suggestions to the field which could result in solution of some cases now closed unsolved.

Disadvantages

1. Would require an increase in the supervisory personnel at the Bureau from the present 27 now handling cases under selective supervision to a total of 107, a net increase of 80 supervisory personnel and a proportionate increase in the number of clerical employees.

RECOMMENDATION:

That there be no change in the present procedure known as Selective Supervision.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew 9/30/54

Considered by Executives Conference 9/30/54. Present were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference concurred unanimously that there be no change in the current procedures.

DETAILS:

The procedure known as Selective Supervision was reviewed during the inspection of the Investigative Division. Findings are presented below:

Present Procedure:

Since 1945 certain classifications of cases in the Investigative Division have received what is termed "Selective Supervision." These are the heavy volume classifications, such as Interstate Transportation of Stolen Motor Vehicle, White Slave Traffic Act, and Selective Service cases. Briefly, selective supervision entails a quick scanning of the synopsis, reading the title, the period for which made, the distribution of copies, and the lead page. If the report appears in order, it is initialed for the file without detailed reading. In effect, this means that the vast majority of criminal cases receive only a quick superficial examination at the Bureau which might detect some obvious weakness but which would probably not detect any error not readily apparent on the first and lead pages of the report. This places the primary responsibility for supervising routine criminal cases on the field and particularly on the office of origin.

Classifications Being Selectively Supervised:

The Investigative Division is affording selective supervision to the following classifications:

- 4 - The Firearms Acts: (a) National (b) Federal
- 15 - Theft From Interstate Shipment
- 25 - Selective Service
- 26 - Interstate Transportation of Stolen Motor Vehicle
or Aircraft
- 31 - White Slave Traffic Act
- 42 - Deserters
- 43 - Illegal Wearing of the Uniform, etc.
- 45 - Crime on the High Seas
- 47 - Impersonation
- 52 - Theft, Embezzlement, and Illegal Possession of
Government Property
- 70 - Crimes on Government Reservations
- 71 - Bills of Lading Act
- 76 - Conditional Release Violators, etc.
- 87 - Interstate Transportation of Stolen Property
- 88 - Unlawful Flight to Avoid Prosecution, etc.
- 90 - Irregularities in Federal Penal Institutions
- 93 - Ascertaining Financial Ability
- 103 - Interstate Transportation of Stolen Cattle
- 141 - False Entries in Records of Interstate Carriers

- 142 - Illegal Use of Railroad Pass
- 145 - Interstate Transportation of Obscene Matter
- 146 - Interstate Transportation of Prison-Made Goods
- 148 - Interstate Transportation of Fireworks

Exact figures are not available but it was estimated 18,560 cases were pending in the above classifications on 8/25/54.

Number of Reports Received:

No records are available from which the exact number of reports received annually in cases under Selective Supervision can be readily obtained. However, based upon an actual mail count made on August 25-26-27, 1954, it was calculated that 214,377 reports are received at the Bureau annually in cases under Selective Supervision. The bulk of them are in the following classifications:

| | |
|--|---------------|
| 15 - Theft from Interstate Shipment | 20,320 |
| 25 - Selective Service | 51,054 |
| 26 - Interstate Transportation of Stolen Motor Vehicle | 34,708 |
| 31 - White Slave Traffic Act | 10,922 |
| 42 - Deserters | 26,162 |
| 87 - Interstate Transportation of Stolen Property | <u>30,226</u> |
| Total | 173,392 |

Time Spent on Selective Supervision:

According to estimates furnished by the Investigative Division the average time spent on reviewing the reports being selectively supervised is $2\frac{1}{2}$ minutes. This varies from a minimum of 1 minute to a maximum of 5 minutes as shown by the tabulation below:

| <u>Classification</u> | <u>Minutes Spent on Selective Supervision on Each Report</u> |
|-----------------------|--|
| 15 | 4 |
| 25 | 2 |
| 26 | 1 |
| 31 | 5 |
| 42 | 5 |
| 43 | 5 |
| 45 | 4 |
| 47 | 2 |
| 52 | 5 |
| 70 | 4 |
| 71 | 4 |

| <u>Classification</u> | <u>Minutes Spent on Selective Supervision on Each Report</u> |
|-----------------------|--|
| 87 | 2 |
| 90 | 4 |
| 99 | 3 |
| 103 | 1 |
| 141 | 4 |
| 142 | 4 |
| 145 | 5 |
| 146 | 5 |
| 148 | 5 |

It should not be concluded from the above, however, that all reports receive a $2\frac{1}{2}$ -minute review. Supervisors handling volume desks make detailed reviews of reports on certain cases. For instance, on the ITSMV desk there are in excess of 100 so-called ring cases now receiving detailed supervision. In addition, all reports which reviewer-analysts note involving a changed motor number are referred to Agent Supervisors for complete review. 150 fugitive cases and 151 Selective Service cases are also receiving detailed supervision.

Quality of Supervision:

During the inspection of the Investigative Division a detailed review was made of 152 cases being selectively supervised. Three of these cases were subject to criticism but two of them contained delinquencies of such a nature that selective supervision would not normally detect them because the errors were not apparent from a reading of the synopsis or of the other matters checked under selective supervision. In the other case there was a delay in reporting which was apparent from scanning the "period for which made" and concerning which the Supervisor should have cautioned the field. The two errors previously mentioned involved (1) the failure to disseminate derogatory information set out in the details but not in the synopsis, and (2) incomplete and indefinite reporting.

In order to determine whether case write-ups prepared during field inspections concerned cases being selectively supervised, a review was made of case write-ups prepared during 7 recent such inspections. Case write-ups were prepared on 33 cases in those classifications under selective supervision. 28 of these involved errors which could not have been detected at the Seat of Government under selective supervision and 5 of them could have been detected.

The errors fall, broadly, into the following groups:

Could have been detected by
Methods followed under Selective Supervision

- | | |
|---------------------------------------|---|
| 1. Delayed investigation or reporting | 5 |
|---------------------------------------|---|

Could not have been detected by
Methods followed under Selective Supervision

- | | |
|---|----|
| 1. Inadequate, incomplete, improper reporting and investigation | 23 |
| 2. Improper or failure to disseminate | 3 |
| 3. Unnecessary investigation | 2 |
| | 28 |

Personnel Now Engaged in Selective Supervision:

The Criminal Section of the Investigative Division has 17 Agent Supervisors and 6 Reviewer Analysts handling cases being given selective supervision, the Accounting and Fraud Section has two Agents and two Reviewer Analysts so assigned, for a total of 19 Agents and 8 Reviewer Analysts, or 27 supervisory type employees.

Personnel Required to give all Matters Full Supervision:

The Investigative Division estimates that to give full supervision to all classifications of cases now under selective supervision would require 107 Special Agents divided among the various desks as follows:

| | <u>Supervisors Required</u> |
|--|---------------------------------|
| Theft from Interstate Shipment Desk | 7.8 |
| Selective Service Desk | 24. |
| Interstate Transportation of Stolen Motor Vehicle Desk | 20 |
| White Slave Desk | 3.2 |
| Deserter Desk | 10.9 |
| Impersonation Desk | 3.4 |
| Crime on Government Reservation Desk | 3.7 |
| Theft of Government Property Desk | 4.7 |
| Interstate Transportation of Stolen Property Desk | 8 |
| Fugitive Desk | 21 |
| | 106.7 or 107 |

CONCLUSIONS:

Advantages and Disadvantages

The advantages and disadvantages have been set forth in full following the Synopsis.

MR. TOLSON

9/29/54

EXECUTIVES CONFERENCE

SUGGESTION #534-54
MADE BY CHICAGO OFFICE
INFORMANT PROGRAM

9/27/54 20501/S

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

SUGGESTION

1. Eliminate the necessity of obtaining voluminous administrative data set out as one of the first requirements immediately following the opening of a new Potential Criminal Informant file.

Present Requirements

Manual of Instructions, Section 108 D, page 3(E), relating to Criminal Informants, states that when a prospective informant is identified, all references in a field office file should be consolidated in a file. All readily available background data should be compiled, such as check of the local criminal records and other logical sources. Credit checks are advisable. The records of the Identification Division should be checked for a complete and up to date identification record and, if there is some indication that the Bureau may have additional information, a request should be made of the Bureau for a summary of any available data in Bureau files which are not contained in the files of the office proposing to use the individual as an informant.

When a potential informant has furnished worth-while information, a symbol number should be assigned and a letter should be directed to the Bureau containing: informant's name and all aliases; symbol number assigned; address at which contacted; residence address; description; date designated informant; estimate of reliability; employment; past activities; identification record with date obtained; criminal associates

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

cc-Messrs. Sizoo
Harbo

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Memorandum to Mr. Tolson

Advantages to Suggestion

SAC, Chicago states valuable assistance has been lost through improper handling of informants. He states informants are people who have definite personalities of their own; by their very nature they will not take discipline without question and by their very lives have demonstrated they will not continuously conform to the mores of legalized formality in accepting civil associates. There is no excellent informant who will unquestionably abide by all instructions of the handling Agent and an informant who will act only by direction moves too slowly to be able to be utilized to the fullest extent. Whenever an informant does not specifically follow orders, the Bureau censures the Agent handling this informant for lack of control over the informant. This has become known to Agents in the field who hesitate to develop informants who are strategically located to give top value criminal information because they know they will not be able to absolutely control all activities of the informant and sooner or later their work and efforts will be confiscated by a letter of censure. SAC, Chicago states the private lives of informants are none of our business. Example: [redacted]

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Investigative Division Views

Mr. A. Rosen, Investigative Division, advised that SAC, Chicago makes specific reference to Criminal Informant [redacted] [redacted] In connection with SAC Chicago's recommending that [redacted] receive a personal letter of commendation and appreciation from the Director, describing [redacted] as "not a criminal but a responsible undercover Agent," administrative action was taken in view of the fact it was an action which could have resulted in embarrassment to the Bureau. Chicago Office had considerable information in its own files to indicate [redacted] was a notorious Con man with an extensive criminal background. Further, the Agent handling this informant had contacted the informant in New York previously where complete background information was available in the informant's file. Agent had not reviewed the contents of that file, despite the definite Bureau requirement that such be done.

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Mr. Rosen states it is not reasonable to recommend the Bureau's disciplinary policies should not be applied to any one phase of the Bureau's work; good judgment and proper application to duty is as necessary in the field of Criminal Informant development and handling as in any other phase of Bureau work.

L. Rosen

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Memorandum to Mr. Tolson

5. A continuing program be set up to stimulate the Agents' interest in obtaining informants and to bring the Bureau's needs constantly to their attention by:

- A. Program of education at Squad Conferences citing specific instances of informant development and assistance;
- B. Outlining Bureau's current needs in any particular field in which additional coverage is desired or needed;
- C. Citing, commending, or promoting of Agents who have done good work in this program. (Financial gain is always an incentive to any endeavor);
- D. Outlining of suggested methods and sources that can be utilized or have been used in the past in obtaining informants.

Advantages to Suggestion

SAC Chicago states every Agent now is more conscious of the need for informant assistance in various types of Bureau work and more specifically in his own particular cases. It is also believed every Agent is continually turning over in his mind the question as to whether various persons he contacts would make good informants in some type of activity in which the Bureau is interested. However, it is felt that a continued stressing to Agents of the Bureau's needs in this regard with a solicitation of their help is necessary because of the pressure of other work assigned to Agents. It is felt greater production and better selection of informants would result through efforts to eliminate all possible administrative pitfalls which might beset the Agent and the office at times of inspection, and so forth.

Investigative Division Views

Mr. A. Rosen, Investigative Division, states the suggested procedures are already in effect and are being implemented both in the field and at the Seat of Government through such programs as Criminal Informant Schools, In-Service lectures and SAC Letters. It has been stressed to the field that a program of indoctrination, education, and supervision should be in effect to make each Agent conscious of informant development to the point where he looks at each case, each day's work and each interview with regard to the possibility of developing a criminal informant. Selected Agents from each field office have attended Specialized Criminal Informant Schools, where

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Memorandum to Mr. Tolson

specific cases of informant development and utilization have been cited and such has been done also at In-Service classes not only on the part of the Criminal Informant lecturer but by substantive case supervisors who lecture to these classes.

Both Investigative Division and Training and Inspection Division during field office inspections have stressed the need for each field office to analyze its situation by classification and by geographical location as to the need for informant development.

Since inception of Criminal Informant Program, there have been numerous instances in which Special Agents have been written letters of commendation and given meritorious increases in salary in connection with outstanding accomplishments in the development of Criminal Informants.

In addition to instructions given in Specialized Criminal Informant Schools and in In-Service lectures, Bureau by SAG Letters 53-12 (I) and 53-27(A) solicited from all field offices information as to sources, techniques of development and utilization of Criminal Informants and furnished the information to the field in detail.

It is to be noted a Specialized School re Criminal Informants is scheduled to be held November 2 and 3, 1954, at the Seat of Government.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Henrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference unanimously recommended no change in current procedures.

✓
J. Edgar Hoover
H.

The Director

September 29,
1954

Executives Conference Present: Mr. Belmont

Mr. Mason

Mr. Tamm

Mr. Holloman

Mr. Rosen

Mr. Sizoo

Mr. Mohr

Mr. Nichols

REPRODUCTION OF MATERIAL AND SECURITY OF FILES

FOIA 325, 013

8/9/54 SP5EJ/JS

The Conference considered need for increased security in regard to reproduction of material and security of files, at the Seat of Government and in the Field.

It is occasioned by recent disclosure of reproduction of Bureau communications by autostats and by a need for security of files.

The following is brief condensation of Conference considerations and recommendations. Detailed memoranda I through VII are attached.

I. PHOTOSTATS: (Attachment I)

Requisitions are required; however, identity of material photostated not clearly defined.

CONFERENCE RECOMMENDS: (1) Requisitions identify document in detail.

(2) That requisitions be maintained for three years rather than the present 60-day period.

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II. REPRODUCTION BY AUTOSTATS: (Attachment II)

(a) The Autostat is closely allied to photostating and is a quick method of reproducing documents.

(b) Machines are assigned to the Laboratory, Records Section, Statistical Section and Crime Records Section. (Their

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

cc - Mr. Harbo

cc - Mr. Sizoo

ECK:smf/imz

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September 29, 1954

justification has been previously approved). The Conference unanimously feels that Autostat for use in inter-Division work should not require requisition but that notation should be made on each original autostated as to the number of copies prepared.

(c) Conference unanimously agrees that should one Division desire to use Autostat in another Division that requisition be prepared in form of a memorandum approved by the Assistant Director.

(d) Conference further feels that Sections which maintain Autostat machines should keep record of work not done for that particular Section.

OK
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III. CARBON COPIES OF ORIGINAL MATERIAL PREPARED BY STENOGRAPHERS AND TYPISTS: (Attachment III)

(a) Conference unanimously recommends that stenographers and typists place the number of copies made immediately under the typed initials of the dictator and stenographer.

(b) If additional copies are made following the first run, the Conference feels that the stenographer or typist should note the number of copies on the original.

(c) Conference recommends that whenever a hand-written incoming letter is copied (for convenience in reading), a notation be made on the original of the number of copies made.

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IV. RETENTION OF CHARGE-OUT/SLIPS FOR A THREE-YEAR PERIOD:
(Attachment IV)

(a) Under present system, Records Section cannot determine who has had access to a particular file. (Charge-out slips retained for 24 hours, with transfer slips which are a part of the charge-out system.)

In view of tremendous number of files pulled and transfers made, it is estimated that salary cost would be approximately \$8,000 a year to keep charge-out slips for 3-year period. In 6 months charge-out slips would fill 15 four-drawer cabinets.

Memo to The Director

September 29, 1954

New York Office opposed. Washington Field Office had no objection. (See Attachment IV).

(b) Arguments for 3-year retention of charge-outs system:

- (1) We would know for three-year period the name of each person who called for file.
- (2) All employees would know of this record and it would make it hazardous for an individual to improperly call for a file.
- (3) If Bureau ever confronted with outside investigation (re Army-McCarthy hearings) no satisfactory explanation could be advanced as to why we did not keep some record of who had access to files.

(c) Objections to system:

- (1) Bureau recruitment and training of personnel insure security.
- (2) Unfaithful employee seeking to misuse file could gain access without charge-out.
- (3) System would not cover serials prior to the time they were placed in file.

(d) Messrs. Belmont, Parsons, Mohr, Holloman and Tamm voted against system of 3-year retention of charge-outs. They felt safeguards in:

- (1) Investigation of personnel.
- (2) Close supervision.
- (3) The Bureau's administrative practice of prompt investigation of allegations of improper activities.

(e) Messrs. Sizoo, Rosen, Mason and Nichols recommended retention of charge-outs and transfer slips for 3 years.

V. PERMANENT CHARGE-OUT CARD SYSTEM FOR FILES: (Attachment V)

(a) System exceedingly costly and permanent charge-out

Memo to The Director

September 29, 1954

card for every file would cost \$153,604 for the first year. Cost of posting entries on cards would be \$6,100 a year.

(b) Conference unanimously felt that a permanent charge-out system was too costly and if there was to be a record, the retention of charge-outs and transfer slips would suffice, although as indicated, Messrs. Belmont, Parsons, Mohr, Holloman and Tamm are opposed to keeping charge-outs and transfer slips.

VI. DOCKET SHEET FOR EACH FILE REFLECTING CHARGE-OUT: (Attachment VI)

(a) In order to determine who has had access to a file, be it either Supervisor or file review clerk, the Conference considered the feasibility of preparing a docket form which would be placed at the front of each file. It would carry the place to indicate whether the entire file was reviewed or only a serial reviewed, plus the date. (Sample attached marked Exhibit 1.)

(b) The requirement would be that anyone looking at the file would have to sign his name to the form.

New York opposed this idea in view of volume of files handled. (See Attachment VI). Washington Field had no objection.

Messrs. Belmont, Parsons, Mohr, Sizoo, Rosen, Holloman and Mason opposed docket sheet.

Messrs. Tamm and Nichols favored adoption.

VII. REQUIREMENT THAT FILES BE CALLED IN NAME OF PERSON USING FILE:

(a) Conference unanimously recommended that all files be called in the name of the person who is to use the file.

(b) For example, if a secretary calls a file for an Assistant Director, it should be called in the Assistant Director's name. If a clerk calls a file for a Supervisor, it should be called in the Supervisor's name.

OK ✓ OK ✓

ATTACHMENT TO EXECUTIVES CONFERENCE MEMORANDUM
DATED SEPTEMBER 29, 1954
RE REPRODUCTION OF MATERIAL AND SECURITY OF FILES

I. PHOTOSTATS: (Attachment I)

The vast majority of document reproduction done in the Bureau is in the Mechanical Section through the use of the photostating process. However, it is noted that the requisitions do not, in many cases, clearly identify the document photostated.

The Conference feels that all requisitions should fully identify the document in question and that detail should be included.

Requisitions are now maintained for sixty days.

The Conference recommends this be increased to three years.

Should requisitions become bulky, they can, of course, be microfilmed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP5 EIB/B
FOIA # 323, 013

ENCLOSURE

66-2554-12010

ATTACHMENT TO EXECUTIVES CONFERENCE MEMORANDUM
DATED SEPTEMBER 29, 1954
RE REPRODUCTION OF MATERIAL AND SECURITY OF FILES

II. REPRODUCTION BY AUTOSTATS: (Attachment II)

The autostat machine is a small, portable piece of equipment utilized for the quick reproduction of documents.

Machines are assigned to the Laboratory, Records Section, Statistical Section and Crime Records Section. They are for the convenience of the various divisions.

(a) In the Records Section the machine is used to make extra copies of communications to put in file. There is no problem involved in security since the file copy will show where other copies of the communication are located. Accordingly, all copies can be accounted for.

(b) The Crime Records Section uses the autostat machine to copy incoming communications where the acknowledgment needs expeditious handling.

(c) The Statistical Section uses the autostat machine to expedite the reproduction of work in connection with payroll matters, etc.

(d) The Laboratory uses the machine to make copies of documents which are utilized in the Laboratory.

The Conference is of the unanimous opinion that when the autostat is used for work within the Division that no requisition be required but that a notation should be made on each original. The definition of original should include Bureau memorandum, incoming letter, yellow of an outgoing letter or whatever the case may be.

In addition, the Conference felt that should the services of the autostat be required by a supervisor assigned to some other division that there be a requisition prepared in the form of a memorandum, approved by the Assistant Director and specifically requesting that the section or division having the autostat machine prepare the necessary copies. Further, sections and divisions which have such machines should keep a record of autostatting done for other sections or divisions.

ENCLOSURE

66-2554-12010

ATTACHMENT TO EXECUTIVES CONFERENCE MEMORANDUM
DATED SEPTEMBER 29, 1954
RE REPRODUCTION OF MATERIAL AND SECURITY OF FILES

III. CARBON COPIES OF ORIGINAL MATERIAL PREPARED BY STENOGRAPHERS
AND TYPISTS: (Attachment III)

The Conference unanimously recommended that the Stenographic Manual be revised to require stenographers and typists to type the number of copies of the communication made under the initials of the dictator and stenographer. Where a copy of the communication is disseminated outside of the Division, ordinarily this dissemination will appear on the original in the form of a memorandum or on the yellow in an outgoing letter or memorandum; i.e., "c.c.: Mr. Boardman, Mr. Rosen, Mr. Harbo." In numerous instances, however, the dictator anticipates the need of more than one tickler and may have the stenographer run off two or three extra ticklers in order to have them readily available. If we have the number of copies made, it will then be possible to go back to the individuals responsible for the preparation of the communication and responsibility of accounting for the copies will be theirs. If, for example, more than sixty days have elapsed, unless a tickler falls into a category of one approved for retention, it would have been destroyed.

66-2534-12010

ATTACHMENT TO EXECUTIVES CONFERENCE MEMORANDUM
DATED SEPTEMBER 29, 1954
RE: REPRODUCTION OF MATERIAL AND SECURITY OF FILES

IV. RETENTION OF CHARGE-OUT SLIPS FOR A THREE-YEAR PERIOD:
(Attachment IV)

Mr. Nichols advised the Conference that the Records Section retains charge-out slips for twenty-four hours after the file has been returned. He noted that it would not be possible to determine who had had access to a file. In addition to the number of charge-out slips made at the initial pulling of the file, there are also innumerable transfer slips made when the file moves from one supervisor to another.

It is pointed out that a practical, economical and workable manner of keeping a record for three years would be to retain the charge-out slips along with the transfer slips.

The Records Section survey reflects that the filing of these slips costs approximately \$8,000 a year. Every six months, the charge-out slips would fill 15 $\frac{1}{2}$ four-drawer file cabinets. It would, of course, be possible at periodic intervals to microfilm the charge-out slips for their full retention of three years.

The arguments for having a 3-year retention of charge-outs filing system are as follows:

1. A record would be kept for 3 years of who called for a file.
2. All employees would, of course, know that a record was being kept, and since employees are entitled to call files only on a need-to-know basis, at periodic intervals checks could be made to ascertain the reasons files were being called. This would make it more hazardous for an individual who might be inclined to improperly call files.
3. Should the Bureau ever be confronted with an investigation similar to that of the Army in the McCarthy-Army hearings, no satisfactory explanation has yet been advanced as to how we could explain why we did not keep some record of who had access to files.

Objections to this system:

1. The Bureau program for recruitment and training of personnel is the best insurance we have for security.

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2. Should an unfaithful employee ever seek to misuse files, it might be possible for him to gain access to a file by walking through a room or in some other manner.

3. Knowledge as to who had files is not iron-clad in view of our system of sending serials, i.e., incoming communications around the Bureau; and if there were a crook, he could take a copy of a communication home at night and make a copy of it. This, of course, is true and for practical purposes, there could be no iron-clad, one hundred per cent foolproof system that could be devised which would be practical and which we could afford to run. Banks are still being robbed despite the burglar alarms; however, the burglar alarms do cut down the incident of bank robberies.

Messrs. Belmont, Parsons, Mohr, Holloman and Tamm thought there was no need to keep charge-outs for three years. They felt that the best safeguard was close investigation of our personnel, supervision of personnel and the Bureau's administrative practice of promptly investigating allegations of improper activities.

Messrs. Sizoo, Rosen, Mason and Nichols recommended the retention of charge-out and transfer slips for three years.

It should be noted that the New York Office was contacted on the proposition of retaining charge-out and transfer slips and they were opposed. Washington Field Office had no objection.

In regard to the retention of charge-out slips, New York stated that they used 107,000 charge-out slips a month. A clerk can file only 1,000 per day. Thus, five clerical employees would be required to set up the system in that office alone. In addition, they would need approximately 36 index cabinets to file the charge-out slips.

ATTACHMENT TO EXECUTIVES CONFERENCE MEMORANDUM
DATED SEPTEMBER 29, 1954
RE: REPRODUCTION OF MATERIAL AND SECURITY OF FILES

V. PERMANENT CHARGE-OUT CARD SYSTEM FOR FILES: (Attachment V)

A permanent charge-out card system which would remain in the file drawer at all times was also considered. Such a charge-out card for each file would cost approximately \$153,694 for the first year. The cost of posting entries on the cards would amount to approximately \$6,100 a year.

Consideration was also given to breaking down the files into different categories. For example, 18% of the total four and one-half million files come under the security classifications. In the event applicant files are included, this would represent 42% of the total files. However, this does not give a full picture since a recent survey reflected that 61% of all files called fall into the security classifications, and if applicant files are added, this would include 77% of all files.

The Conference felt unanimously that a permanent system was too costly. If there was to be a record, the retention of charge-out and transfer slips should suffice.

66-2554-12010

ATTACHMENT TO EXECUTIVES CONFERENCE MEMORANDUM
DATED SEPTEMBER 29, 1954
RE REPRODUCTION OF MATERIAL AND SECURITY OF FILES

VI. DOCKET SHEET FOR EACH FILE REFLECTING CHARGE-OUT: (Attachment VI)

The Conference considered the problem of big file reviews where as many as 25 or 30 supervisors would review files on one particular project. Generally, all these files would be charged to one individual supervisor and the other Agents would work with him on the project. There is also the same problem in connection with clerks in the Records Section who have access to files for file review.

Consideration was given to the printing of a form to be placed in the front of each file which would contain a blank space for the date, name and a check mark as to whether the entire file was reviewed or whether one serial was reviewed.

Each person handling the file would be required to sign this form.

Theoretically, of course, if the regulation was abided by, there would be a complete record of everyone who had looked at the file; however, an employee who would look at the file with improper motives would just fail to sign and accordingly the system would be defeated.

The New York Office was contacted as to the possible use of the docket system and their observations were as follows:

1. New York agents currently have accessibility to closed files. This is allowed in order to expedite file checks. There would be no way of checking to see whether agents had signed a docket sheet or not following the review of closed files.

2. New York agrees that time consumed in signing names on docket sheets would be at a minimum; however, that office points out that supervisors review 10,839 pending cases per month and on numerous occasions check references in pending files. Consequently, much time would be consumed in preparing entries on docket sheets during these reviews. (The figure of 10,839 represents the total number of pending cases now in New York in which supervisors must review files with agents every 30 days.)

3. New York advises they currently have one-half million files in that office and there would be considerable clerical time involved in the insertion of a docket sheet.

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4. New York points out that file reviewers handle approximately 1100 references per day; correlation clerks, 280 references per day; clerical unit heads, 100 files daily; and consolidation clerks, 500 files daily. Entries would have to be prepared on the docket sheet during file reviews of this nature and much time would be consumed.

The Washington Field Office did not oppose the idea of a docket sheet.

Messrs. Belmont, Parsons, Mohr, Sizoo, Rosen, Holloman and Mason opposed the docket sheet while Messrs. Tamm and Nichols favored its adoption.

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Memorandum to Mr. Tolson

very specific details of information furnished in the past, including title and character of each case and identity of report containing such information; date information furnished; estimate of value of information; any information available indicating the informant is capable of being used outside the field office territory or that the informant could be sent from place to place by the Bureau to obtain information. If Bureau has previously furnished a summary of data in Bureau files, the date in caption of Bureau letter furnishing such information should be set forth.

Advantages to Suggestion

SAC, Chicago states, as a practical matter, the Bureau should be willing to accept information from the worst hoodlums of the most unreliable character so long as it will assist in solution of a case or in development of information concerning any criminal matters. He points out this administrative data has no pertinency to the information actually furnished and only furnishes further material to be checked by the supervisory staff and reviewed by inspectors. SAC Chicago states the Bureau has insisted on keeping the Informant Program so top heavy with administrative details that Agents have to spend the first few days of an informant's development obtaining background data.

Investigative Division Views

Mr. A. Rosen, Investigative Division, advised that, in order that the Bureau may have as complete knowledge as possible of persons with whom it is dealing, it is obviously desirable to obtain as much background data as possible on Criminal Informants. Utilization of informants to the advantage of the Bureau is enhanced by having extensive background informant information.

Certainly agree ✓

2. Although the Bureau has recognized the need for coordination through adoption of a form containing check lists of the above-listed data, the Bureau has failed to recognize one of the most important things needed by the field; that is, whether there is any other Agent who may contact an informant. There is no provision on the form for the listing of an alternate Agent.

Present Form

SAC, Chicago is probably referring to Form FD-237 (Criminal Informant Review Sheet), which is not serialized, but is maintained on top of all other serials in the Criminal Informant's file. (Copy of Form FD-237 attached)

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Manual of Instructions, Section 108, page 81, states arrangements must be worked out so that at least two Agents are in a position to contact the Criminal Informant.

Investigative Division Views

Mr. A. Rosen, Investigative Division, advised that Form FD-237 was contrived for the purpose of itemizing nonchangeable items of background information for convenience in file reviews. Obviously, the identity of an alternate Agent is not a nonchangeable item of information.

3. Eliminate any mandatory requirements as to the number of hours to be devoted monthly to the Criminal Informant Program. (SAC, Chicago points out that office was criticized for an average of 9 hours, 20 minutes, as insufficient amount of time spent per Agent.)

Present Requirements

There is no requirement as to the number of hours to be spent by Agents on the Criminal Informant Program; however, a letter must be submitted to the Bureau, to be received by the 10th of each month, covering the preceding calendar month, which includes information as to the number of Agent-days devoted to the development of new informants.

4. That the Bureau re-evaluate its thinking and recognize the fact that informants can be controlled only to a certain point; Agents not be censured because a certain informant has incurred the displeasure of the Bureau.

Present Requirements

Manual of Instructions, Section 108, page 81, re Bureau Policy with regard to Criminal Informants, states Criminal Informants must be advised that they are not Bureau employees; informants should be advised they should furnish information only to the FBI exclusively; informants are to be advised they are to confine themselves to matters within the FBI's jurisdiction and should not become involved in procuring evidence in violations not within the Bureau's jurisdiction; constant care must be exercised to avoid any disclosure to anyone which might permit identification of a Criminal Informant or even cast suspicion on a Criminal Informant.