

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1511466-000

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20085

Mr. Tolson

10/12/54

Executives Conference

SUGGESTION NO. 819-54

MADE BY [REDACTED]

MOBILE OFFICE

PHOTOGRAPHS

b6
b7c

8/11/92
5/5 C/E/D
FOIA # 323, 013

THE SUGGESTION:

That the "date photo taken" be set forth on the outside of the 1-A envelope along with other descriptive data before the photograph is serialized.

PRESENT PROCEDURE:

"Date photo taken" is noted on the reverse side of the photograph but is not placed on the 1-A envelope.

ADVANTAGES:

The employee notes that frequently the last copy of a photograph is mailed to another office, leaving only the negative in the 1-A envelope, which may not contain the date the photograph was taken. If it were imperative that this date appear on the 1-A envelope this information would always be readily available in the file for use on reprints of the negative.

DISADVANTAGES:

None noted by suggestor

RECORDED-16

66-2554-12011

INDEXED-16

7 OCT 13 1954

EX-130

OBSERVATIONS:

ASAC W. R. Hoaglund, Mobile, is in favor of the suggestion. He states having the date a photograph was taken on the 1-A envelope would provide a ready reference as to the age of each photograph and would also assure that the date each photograph was taken would be obtained before it was placed in the file.

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

SAC L. L. Laughlin, Washington Field office, is opposed to the suggestion. He states Washington Field has experienced no difficulty and that the best procedure is that when any office divests itself of the last copy of any item appropriate record be made so that pertinent data will be available in the file for future reference. He feels the need to have this information does not occur frequently enough to warrant the additional work

1007-1-1954
cc: Messrs. Harbo & Sizoo

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M

RJ

2/23/54

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gst

The Executives Conference of 10/12/54, composed of Messrs. Tolson, Boardman, Parsons, Sizoo, Belmont, Tamm, Rosen and Harbo recommended unanimously unfavorable.

✓ RTH
Jan

Mr. Tolson

10/12/54

Executives Conference

SUGGESTION NO. 845-54
MADE BY SA JOSEPH F. SULLIVAN
MOBILE OFFICE
ATOMIC ENERGY ACT APPLICANT CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/98 BY SP5CEJ

SUGGESTION:

That arrangements be made through the Atomic Energy Commission to have the home office address of the former employer or organization at which the applicant was formerly employed included in the Personnel Security Questionnaire.

PRESENT PROCEDURE:

The former employer's address most frequently appearing on the Personnel Security Questionnaire is that address at which the applicant worked. In many instances this office will be in another part of the country from the home office of the employer.

ADVANTAGES:

Unnecessary investigation to determine where company records are located would be eliminated; there would be fewer missed deadlines; would reduce communications costs and save stenographic and clerical time.

DISADVANTAGES:

None noted by the suggester.

OBSERVATIONS:

ASAC W. E. Hoaglund, Mobile, favors the suggestion, feeling that it will save investigative and clerical time, particularly in those many cases where the applicant worked for a large contractor on a project long since completed, and the records would only be at the home office of the company.

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

Mr. A. Rosen, Investigative Division, states this suggestion has previously been considered and found to be impractical since the Personnel Security Questionnaires are usually executed by the applicant at the place where he is

cc: Mr. Harbo
Sizoo

80 OCT 14 1954

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2 OCT 13 1954

RTJ

Memorandum to Mr. Tolson

seeking employment. Home offices of former employers frequently change from one locale to another and the average individual would not keep informed of these changes. Information given by the applicant, therefore, would in many instances be misleading and would result in many misdirected leads.

Mr. Rosen states this is overcome in part at the Bureau, as the field divisions advise of changes in addresses of home offices of larger employing agencies and this information is furnished to Supervisors and clerks in the Special Inquiry Section. This information enables them to set out leads to the appropriate field office covering the territory in which the home office of the former employer of an applicant is presently located. This system has been in effect since the inception of the Atomic Energy Program and has been working very effectively.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gst

The Executives Conference of 10/12/54, Messrs. Tolson, Boardman, Parsons, Sizoo, Belmont, Tamm, Rosen and Harbo being present, recommended unanimously unfavorable.

✓ RTH
Jan

Mr. Tolson

10/12/54

Executives Conference

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

SUGGESTION NO. 818-54

MADE BY MRS. [REDACTED]

RECORDS AND COMMUNICATIONS DIVISION

FORM FD-185b (RATING GUIDE AND CHECK LIST)

THE SUGGESTION:

That Form FD-185b (Rating Guide and Check List) per-
taining to noninvestigative personnel be eliminated in annual
performance ratings but be continued in sixty-day performance
ratings and other special type performance ratings. (Samples
attached.)

ADVANTAGES OF THE SUGGESTION:

The employee was of the opinion that the use of this
form on sixty-day reports and other special reports would be
adequate in selecting employees for advancement or for special
assignments and any further evaluation of the employee could be
determined by interviewing the employee or his supervisor. It
was estimated that the adoption of this suggestion would save
thirty man days per one thousand employees.

DISADVANTAGES OF THE SUGGESTION:

None noted by the suggester.

RECORDED-16

66-2554-12013

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2 OCT 13 1954

OBSERVATIONS:

EX-130

Mr. J. P. Mohr, Administrative Division, is opposed
to the suggestion and recommends that the Bureau continue to
utilize Form FD-185b in connection with annual performance
ratings on noninvestigative personnel. In this connection, it
is noted that Form FD-185b contains ratings on such elements
as attitude, resourcefulness, judgment, initiative, accuracy,
productivity, etc. Elimination of this form would mean the
Bureau would receive no appraisal of an employee's performance
concerning these important items, since narrative comments are
not required except in special cases in performance ratings of
noninvestigative personnel. As a result, the Bureau would receive
a number of annual performance ratings in which the only appraisal
of the employee's performance during the entire rating period

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

Attachments:

cc: Mr. Harbo
Mr. Sizoo

OCT 14 1954

RJ

Memorandum to Mr. Tolson

would be an adjective rating of "Satisfactory". In the majority of cases no special performance ratings are submitted on clerical employees during the period between annual performance ratings.

The form in question is of significant value in considering employees for promotions or transfers to other positions and Mr. Mohr feels the Bureau would be at a distinct disadvantage if this form is eliminated. Any performance rating should contain sufficient information to make the report of some value in judging the employee's performance. He feels that the "meat" of the rating is in Form FD-185b. It is further noted that the annual performance rating is the only official rating submitted on Bureau employees and is the only rating required by law. Therefore, it is essential that annual ratings be even more complete and comprehensive than unofficial administrative ratings. It does not appear feasible to sacrifice the value of annual performance ratings in order to bring about the estimated savings in employees' time expended in this program.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 10/12/54

The Executives Conference of 10/12/54, composed of Messrs. Tolson, Boardman, Parsons, Sizoo, Belmont, Tamm, Rosen, and Harbo, recommended unanimously unfavorable.

RTH
gsr

Mr. Tolson

10/12/54

Executives Conference

SUGGESTION NO. 848-54

MADE BY [REDACTED]
INVESTIGATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/93 BY SP5 CFB/JS

THE SUGGESTION:

That the Bureau consider conducting Raid Supervisor Schools, where specially picked Special Agents, with an extensive investigative background, be chosen to attend a school conducted by the Training and Inspection Division. These schools would deal solely with the problems encountered in conducting raids and arrests.

ADVANTAGES OF THE SUGGESTION:

Mr. [REDACTED] states in the larger offices there is the possibility that two and three large raids or arrests could be in operation at the same time and it would be impossible for the Special Agent in Charge or the ranking official to be at all these places at one time. It would appear as if the ranking official could be of the greatest benefit in a place where he could coordinate these activities where more than one raid or major arrest is in operation. Therefore, it is felt these Agents, especially trained in this important function, while still working directly under the supervision of the ranking official, would be of invaluable aid in the planning and execution of raids and arrests.

DISADVANTAGES OF THE SUGGESTION:

None noted by suggester

RECORDED-29 66-2554-12014
INDEXED-29
OCT 13 1954

OBSERVATIONS:

Mr. A. Rosen, Investigative Division; Mr. L. V. Boardman, Assistant to the Director; and Mr. G. C. Gearty, Training Section, Training and Inspection Division, are opposed to the suggestion. It is noted that the subject of arrests is covered in a five-hour practical session during the course of every In-Service Training Class, entitled "Arrest and Raid Problems." In the five major

cc: Mr. Harbo
Mr. Sizoo
OCT 13 1954

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

RA

Memorandum to Mr. Tolson

Kidnaping Case Schools, composed of the most experienced men in the Bureau, this subject was similarly covered. The arrest problems presented are based on current problems existing in the Bureau. Since this training is being given during In-Service, it appears that a special school is unnecessary in the absence of an indication of a specific need.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gst 10/12/54

The Executives Conference of 10/12/54, consisting of Messrs. Tolson, Boardman, Parsons, Sizoo, Belmont, Tamm, Rosen, and Harbo, recommended unenthusiastically unfavorably.

Mr. Tolson

10/12/54

Executives Conference

SUGGESTION NO. 851-54
MADE BY SA HAROLD GANSTAD
~~INVESTIGATIVE DIVISION~~
~~TRAINING OF NEW AGENTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/93 BY SP5CJ/JS

THE SUGGESTION:

That the present method of giving a complete and intensive course of training to Special Agents immediately after their appointment be discontinued and replaced as follows: (1) A brief indoctrination course be given to acquaint new employees generally with the history, organization, responsibilities, activities, and traditions of the FBI. Training in defensive tactics and firearms might be included during this period. (2) Assignment to a field office to accompany mature and experienced Agents on their daily assignments as observers, for a period sufficient to acquaint them with the general nature of the Bureau's work. During this period their assignments should be rotated among all squads of an office. (3) Return to Washington for the training course currently being given to New Agents, but without repetition of any material which may have been covered in the initial indoctrination course.

ADVANTAGES OF THE SUGGESTION:

(1) Maximum effectiveness of new Agent training would be realized. (2) Calibre of new Agents reporting to offices for general assignment after complete training course would be much improved. (3) There would be some "weeding out" of appointees not suited to work of Bureau Agents and some dropping out of individuals not interested in the work after contact with it. (4) Quality of Bureau's work would be enhanced. (5) Necessity for in-service training would be sharply decreased and could be possibly limited to special purpose classes.

DISADVANTAGES OF THE SUGGESTION:

(1) Expense of training would be increased. (2) There would be a possibility of exposing trainees in the field to unanticipated danger of physical injury from assaults, shootings, etc. It is noted, however, that this possibility could be reduced or eliminated by judicious assignment and careful selection of work assignments. (3) Persons interviewed might react unfavorably to presence of trainees during interviews.

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

OLC:1/10/54 Harbo 744
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INDEXED-29
OCT 13 1954

EX-103

RJ

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. A. Rosen, Investigative Division; Mr. J. P. Mohr, Administrative Division; Mr. G. C. Gearty, Training Section, Training and Inspection Division; and Mr. E. D. Mason, Inspection and Planning Section, Training and Inspection Division, are opposed to the suggestion.

It is pointed out that a student going to law or medical school gets basic training first and after he knows the basic courses which form the foundation for his career, he gets a chance to use this basic training through experience and internship. He states the Bureau is based on the same theory -- an intensive training school course, together with practical problems where needed and then close internship in the field. It is essential that new Agents have an appreciation of our rules and regulations, our basic approach to problems and the benefit of practical investigative problems before they are sent out on investigations. Acting as an observer to another man without knowing the objectives would appear to serve no useful purpose.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gst

The Executives Conference of 10/12/54, composed of Messrs. Tolson, Boardman, Parsons, Sizoo, Belmont, Tamm, Rosen and Harbo, recommended unanimously unfavorable.

V. RTH
J. P. Mohr

Mr. Tolson

10/12/54

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Executives Conference

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

SUGGESTION NO. 873-54
HANDBOOK FOR FBI EMPLOYEES

During a recent inspection of the Baltimore Office by Inspector Van Pelt the following suggestion was made:

SUGGESTION:

That each new employee be required to become familiar with the contents of the Handbook for FBI Employees, and that only enough copies to fulfill this requirement and to provide for ready reference be maintained in each office. These copies would be charged to the office inventory.

PRESENT PROCEDURE:

Each employee is charged with a copy of the Handbook for FBI Employees.

ADVANTAGES:

Reduction of inventory of items in personal possession of employees, with attendant reduction in time consumed in inventorying property, keeping of records and taking appropriate action in event of loss.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

SAC D. K. Brown, Baltimore Office, feels that the Handbook is useful in the indoctrination of new personnel, but once it has been reviewed by an employee it is not sufficiently utilized to warrant retention by the employee.

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

cc: Mr. Harbo
Mr. Sizoo

atn [initials]

[initials]

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PR [initials]

OCT 13 1954

[initials]

Memorandum to Mr. Tolson

PREVIOUS CONSIDERATION:

On 7/1/54, [] FBI Laboratory, submitted a similar suggestion; this was considered unfavorably by the Executives Conference as reflected in memorandum to Mr. Tolson 7/19/54.

On 7/29/54, the Miami and New Orleans Offices submitted a similar suggestion in connection with a streamlining program being conducted at that time. This was considered unfavorably by the Executives Conference, as reflected in memorandum dated 8/26/54.

On 9/15/54, SA James S. Spratt, Norfolk, submitted a similar suggestion. In view of the recent consideration by the Executives Conference, this suggestion was not presented to the Conference.

^{7/19/54}
The Conference felt that information in the Handbook cannot be emphasized too much; employees should be informed in writing concerning certain privileges, such as the rights of veterans enjoying protection of the Veterans Preference Act, to appeal from adverse decisions, the right to appeal Position Classification matters, etc. Many new and changing policies are brought to the attention of employees through this medium; it serves as initial advice to older employees and enables older employees to keep posted on important matters so that they will be able to appropriately guide and counsel new employees. The Handbook for FBI Employees contains valuable information relative to the history, jurisdiction and traditions of the FBI and it is felt every employee should constantly refresh himself on this. General information regarding work assignments, working hours, payroll matters, etc., are included; and since the Personnel Counseling Program has been abolished, the Conference felt this information is more valuable than previously.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gst

The Executives Conference of 10/12/54, consisting of Messrs. Tolson, Boardman, Parsons, Sizoo, Belmont, Tamm, Rosen and Harbo, recommended unanimously unfavorable.

Mr. Tolson

9/24/54

R. T. Harbo

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

SAC CONTACTS

The Director approved Executives Conference memorandum 9/9/54 that Special Service Contacts be discontinued and that the SAC Contact Program be supervised by the Training and Inspection Division; that each office review files on existing and newly proposed SAC Contacts and justify each in memorandum to Bureau to be followed by file review at the Seat of Government and grant of specific authority to the field to use each SAC Contact.

I have assigned this work to the Inspection and Planning Section and it will be supervised by Special Agent A. G. Gillilo under close supervision by Mason.

A sampling of inspection reports from 12 field offices ranging from the smallest to the largest shows that there is an average of 91 SAC Contacts per office and the Records Section estimates that there will be approximately 10 Seat of Government file references per contact name. If this estimate is correct, approximately 4, 732 SAC Contacts will be involved and approximately 47,000 file references will have to be reviewed at the Seat of Government. We hope to accomplish the project by using file review clerks of the Records Section and through the voluntary overtime contributions of selected experienced Agents who are serving as counselors for new Agents and possibly with some even help from firearms instructors at Quantico. We are not requesting additional personnel to handle this project and although a tremendous amount of work will be involved we feel it better to handle it over a period of time in as expeditious a fashion as possible without endeavoring to make a "special" which would require services of extra Agents for a temporary period.

Approval is requested for us to retain permanently in the Inspection Section one carbon copy of each incoming memorandum justifying an SAC Contact; a folder will be set up for each office to serve as a control; as soon as an SAC Contact is discontinued, the copy will be destroyed

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

RECORDED - 3
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To facilitate getting this project started, an SAC Letter has been prepared laying down the basic instructions and requiring the field to submit its listing of SAC Contacts on a staggered basis commencing October 25th and ending December 20th.

RECOMMENDATIONS:

1. The program as outlined above be approved.
2. Permission be granted for the Inspection Section to retain copies of field memoranda justifying SAC Contacts.
3. Attached SAC Letter be approved.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 10/4/54

Present at the Executives Conference on 10/4/54, were Messrs. Tolson, Mohr, Parsons, Sizoo, Hennrich, Rosen, McGuire, Belmont and Harbo. The Conference unanimously recommends adoption of all of the three above-listed recommendations.

Mr. Tolson

October 15, 1954

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CF/B

The Executives Conference on October 14, 1954, with Messrs. Tolson, Mohr, Sizoo, Conrad, Belmont, Mason, McGuire, Holloman and Q. Tamm being present considered the present method of handling the preparation of SAC Letters at the Bureau.

The present procedure in the handling of SAC Letters and Bureau Bulletins prepared in divisions other than in the Training and Inspection Division is that the SAC Letter goes from the preparing division through the Associate Director and Director's Office and is signed before it reaches the Training and Inspection Division for review.

During the course of the inspection of the Training and Inspection Division by Mr. Quinn Tamm it was recommended that a better procedure would be to have the letter reviewed by the Training and Inspection Division prior to its being sent through for signature. The letters could then be edited, excess verbage eliminated, and a review made for legal sufficiency and soundness of policy.

This matter was considered by the Executives Conference and the Conference unanimously recommends that SAC Letters, which are prepared without current correspondence, be routed through the Training and Inspection Division for review prior to signature.

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

There must be more care in phraseology also.

- Tolson _____
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- Gandy _____

QT:VH *jh*

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Mr. Tolson

October 15, 1954

The Executives Conference

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

On October 14, 1954, the Executives Conference with Messrs. Tolson, Mohr, Sizoo, Conrad, Belmont, Mason, McGuire, Holloman and Q. Tamm being present considered discontinuing self-inspections at the Seat of Government.

During the course of the inspection of the Training and Inspection Division by Mr. Quinn Tamm it was recommended that self-inspections at the Seat of Government be discontinued. It should be noted that field self-inspections were discontinued on September 28, 1954.

It was pointed out to the Conference that all Seat of Government divisions are inspected by the Training and Inspection Division at least once a year at the present time. In addition, they are subject to numerous spot checks and special inquiries by the inspection staff throughout the year. It is felt that this is sufficient and the self-inspections could be discontinued.

The Executives Conference recommends un-
animously that self-inspections at the Seat of Govern-
ment be discontinued and that regular inspections by
the Training and Inspection Division of each divi-
sion of the Bureau be made on an annual basis.

1 - Mr. Harbo
1 - Mr. Sizoo

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EX-110

OCT 18 1954

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- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
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OCT 19 1954

MR. TOLSON ✓

10/14/54

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EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CE/B3

SUGGESTION #813-54

MADE BY [REDACTED]

RECORDS & COMMUNICATIONS DIVISION
PROCESSING OF NAME CHECK FORMS

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SUGGESTION

In processing Name Check forms when it is determined there is no Bureau record, no investigation has been conducted and the information being submitted is the result of a file check only and not considered as clearance, it is suggested that Records Section employees stamp "no record" on the forms instead of having this function performed by employees of the Name Check Section, Investigative Division.

ADVANTAGES TO SUGGESTION

Name Check forms presently are searched through Records Section files in the Justice Building and then these forms are sent to the Name Check Section, Investigative Division, which is located in the Identification Building. Suggesting employee feels that, by having Records Section employees place the "no record" stamp on the forms, savings would be effected in eliminating transportation of the forms between buildings and a reduction would be effected in the handling of these forms.

DISADVANTAGES TO SUGGESTION

Mr. W. G. Eames, Records and Communications Division, states additional time would be required by Records Section employees in routing and packaging the forms. When Bureau files reflect a reference, the Name Check form would have to be sent to the Investigative Division, which in turn would sent the form out to the requesting agency. This would result in two disbursing points and inasmuch as the Investigative Division has the over-all

responsibility for handling Name Check forms, Mr. W. G. Eames believes it would be undesirable to split the function of processing Name Check forms.

- Tolson _____
- Boardman _____
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- Parsons cc-Messrs. Sizoo and Harbo
- Rosen dmg
- Tamm _____
- Sizoo _____
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- Holloman _____
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66-2554-12020

16 OCT 13 1954

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OCT 19 1954

Memorandum to Mr. Tolson

Mr. Rosen, Investigative Division, advised that outgoing Name Check forms are presently counted and placed in sealed envelopes in the Name Check Section appropriately marked for the requesting agency. In addition to placing the "no investigation" stamp on no record forms reviewed in the Records Section, this stamp is also placed on no record forms reviewed in the Name Check Section. Mr. Rosen states the existing procedure has not presented any problems in the Name Check Section and he agrees with the objections cited by Mr. Eames.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:ATM

Present at the Executives Conference 10/14/54 were Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Belmont, Eosen, McGuire, Holloman, and Mason.

Unanimously unfavorable; Conference feels the present procedure is the best and should be continued.

Mr. Tolson ✓

10/14/54

Executives Conference

SUGGESTION NO. 960-54
MADE BY SA [redacted]
INDIANAPOLIS OFFICE

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

CATALOGUE OF TOPICS WHICH CAN
BE COVERED AT POLICE TRAINING
SCHOOLS IN THE FIELD.

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b7c

THE SUGGESTION:

That the Bureau prepare a catalogue of subjects on which police training lectures can be furnished in the field, in order that the catalogue may be furnished to local law enforcement agencies.

ADVANTAGES OF SUGGESTION:

The suggester felt that by having such a publication as a ready reference, it would facilitate the planning of police training programs by local police executives.

DISADVANTAGES OF SUGGESTION:

None noted by suggester.

OBSERVATIONS:

Mr. G. C. Gearty, Training Section, Training and Inspection Division, opposes the suggestion for the following reasons: (1) Our police training is not a static presentation of subjects; we tailor our program to each department's needs after discussion with the Chief of the department. If he requests law enforcement subjects which are appropriate for presentation by Bureau instructors, but for which no manuscripts are available, manuscripts are prepared by the field division where such request is received. The Bureau furnishes material related to the subject on request of the office. (2) Such a catalogue distributed to police executives would be beyond our control to maintain in an up-to-date status. In addition, it would be most undesirable to have such a booklet in distribution, for those who are opposed to the Bureau's position in police training would seize upon it for their own information and use it against our interests. (3) SAC Letter No. 39, issued in

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- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Messrs. Harbo and Sizoo

66-2554-120 [initials]

RECORDED - 33
EX-130 INDEXED-33

16 OCT 17 1954

Memorandum to Mr. Tolson

in June, 1950, furnished field offices with suggested subject matter topics suitable for presentation in police schools. Subsequent SAC Letters have furnished other indications as topics. Police instructors use these in talking with the Chiefs. (4) It is not believed that a printed list is as effective as a personal contact.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATN

Present at the Executives Conference 10/14/54 were Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Belmont, Rosen, McGuire, Holloman, and Mason.

The Conference unanimously agreed with the objections put out by the Training and Inspection Division and felt that no catalogue should be issued regarding police training. Unanimously unfavorable.

MR. TOLSON ✓

10/14/54

RA

EXECUTIVES CONFERENCE

SUGGESTION #820-54
MADE BY SA VINCENT G. MCCARTHY
BOSTON OFFICE
SECURITY INFORMANT REPORTS -
CHANNELIZATION OF INFORMATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/93 BY SP5 CFB

PRESENT PROCEDURE

Manual of Instructions, Section 107-C, page 5, relating to Security Informant Reports, requires that all information furnished by an informant orally or in writing must be made a matter of record, properly indexed, evaluated and channelized by means of a separate memorandum.

The suggesting employee states the following procedure is used in channelizing memoranda to the appropriate files:

Agent to whom informant is assigned reviews the informant's report, and then dictates a memorandum which is generally typed as a stencil without a caption. After stencil is run off, the caption of the various files to which this memorandum is designated is typed in and copies of the entire report are channelized to the various individual and organizational case files. Such memoranda are practically verbatim copies of reports submitted by each informant.

SUGGESTED PROCEDURE

That reports written by Security Informants be handled by a correlation clerk or clerks, who would review the report and select pertinent portions pertaining to each individual or organization for inclusion in the appropriate file. Correlation clerk would also note on the memorandum the location of the original informant's report in the event the Agent handling the individual case file desires to read the entire informant's report.

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

ADVANTAGES TO SUGGESTION

RECORDED - 33
INDEXED - 33

66-2554-120

The suggesting employee feels this procedure would eliminate the necessity for an Agent to spend time in reviewing the informant's report, searching for appropriate file numbers to which copies of this informant's report should be designated, and time spent in dictating memoranda for channelizing to appropriate files.

cc-Messrs. Sizoo 7/21

Land 1/9/54 Harbo 39

C

Handwritten initials and marks

Memorandum to Mr. Tolson

The suggester feels the proposed procedure would reduce time spent by Agents in reviewing information not pertaining to the particular subject or organization on which the Agent is preparing an investigative report; typing of such memoranda by correlation clerks would standardize memoranda; documentation could be more readily determined; cutting of stencils by stenographers would be eliminated and this would also eliminate the time spent by clerks in running off such stencils on the Mimeograph machine.

DISADVANTAGES TO SUGGESTION

Bureau stresses tight control of Security Informants, particularly the information provided by such informants; recent instructions reiterated necessity of going over carefully with Security Informants each piece of information submitted to be certain of its veracity; and of checking with informants to be certain they are furnishing all information they obtain. Messrs. A. H. Belmont, Domestic Intelligence Division, and SAC L. L. Laughlin, Washington Field Office, feel that, in order to properly supervise the work of the informant, the Agent should review informant reports and channelize the information to appropriate files and this work should not be done by clerical employees. However, Mr. Belmont sees no objection to having clerical employees identify pertinent file numbers for the Agent or doing other clerical work to facilitate the work of the Agent in preparing the channelizing memoranda.

SAC Laughlin further states that marking information on memoranda as to the location of the original informant report can be done by the Agent at the time channelization is effected. Unnecessary data need not be filed; non-pertinent information can be clipped or marked out if not applicable to a particular file. Where material in the report relates to an individual on whom no file is open (active or dead), then it can be handled by indexing. There would be no necessity for having correlation clerks type informant reports, inasmuch as this can be done by a Grade GS-2 or 3 Typist.

Messrs. Belmont and Laughlin both feel it is essential that the actual review and channelization of informant reports be done by Special Agents.

EXECUTIVES CONFERENCE CONSIDERATION EDM:ATN

Present at the Executives Conference 10/14/54 were Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Belmont, Rosen, McGuire, Holloman, and Mason. Unanimously unfavorable. Conference agrees with the objections of Messrs. Belmont and Laughlin and recommends no change in present procedures.

MR. TOLSON ✓

10/14/54

EXECUTIVES CONFERENCE

SUGGESTION #853-54
MADE BY ROBERT LEE GIBSON
HONOLULU OFFICE
~~AUTOMOBILE MAINTENANCE -
OIL PURCHASES~~

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

SUGGESTION

Determination be made as to whether oil should be added to the crankcase of Bureau automobiles when the measuring stick indicates "Add Oil" or "Full Oil," it being noted there is a two-inch leeway between these two markings on the indicator.

PRESENT PROCEDURE

Field Offices presently keep the crankcase filled to the five-quart capacity, which is at the "Full Oil" mark on the measuring stick.

ADVANTAGES TO SUGGESTION

Suggesting employee believes that if oil was maintained at a level half-way between the markings "Add Oil" and "Full Oil" savings could be effected. The suggester pointed out that in the Honolulu Office for the first six months of 1954 mileage driven by Bureau automobiles totaled 18,626 miles. Under the suggested procedure only 12.4 quarts of oil would have been purchased; under present procedure 46 quarts of oil were purchased, or an average of 4.2 quarts of oil were purchased for each of eight automobiles assigned.

DISADVANTAGES TO SUGGESTION

Mr. J. P. Mohr, Administrative Division, points out that any saving to be effected would be greatly outweighed by the danger of not keeping oil above the safe level. Investigative personnel required to drive different vehicles in the performance of official duties oftentimes will not have the opportunity or may fail to note the fact that the "Add Oil" mark has been reached. This is especially true when Agents are operating during an emergency or when they are on long road trips and failure to add oil will result in a burnt out engine.

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- Tele. Room _____
- Holloman _____
- Gandy _____

RECORDED - 33

INDEXED-33

66-2554-72023

OCT 19 1954 Harbo

dmg

RAM

Memorandum to Mr. Tolson

Automotive manufacturers are very specific relative to lubrication and preventive maintenance and they advocate checking oil level each time gasoline is purchased, and that the oil level be maintained well above the "Add Oil" mark on the dip stick. It takes two quarts of oil to bring the level from the "Add Oil" to the "Full Oil" mark on the indicator. Fleet operators consider it a sound practice to maintain the oil level at the "Full Oil" mark to prevent extreme engine damage to vehicles used by several drivers.

Mr. Mohr recommends no change be made in the present practice in the field of keeping the oil level in Bureau cars above the safe level, which is the "Full Oil" mark.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:ATH

Present at the Executives Conference 10/14/54 were Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Belmont, Rosen, McGuire, Holloman, and Mason.

Unanimously unfavorable. Present procedure should be followed of keeping the oil in cars up to the "full" mark.

Mr. Tolson

10/14/54

Executives Conference

BUREAU WAR PLANS
EMERGENCY ELECTRICAL NEEDS

84434
8/11/54 5/52/53

On 7/28/54 the Executives Conference recommended, and the Director OK'd, the installation of the emergency generators purchased in February 1952 to provide essential power in an emergency to the offices of the Director, Mr. Tolson, Mr. Nichols, Mr. Boardman, and to provide power with which to operate the communications facilities and to provide limited lighting for the Domestic Intelligence Division. This approval was granted as a result of having obtained an estimate of \$5,075 to cover the installation of these generators from the Chief Electrician of the building.

On 10/12/54 Mr. Little, the Building Superintendent, advised the Administrative Division that General Services Administration Engineering Department had advised it would cost approximately \$9,000 to install the emergency generators. At that time Mr. Little asked whether or not it would be satisfactory to have an outside contractor perform the installation inasmuch as General Services Administration does not have the manpower to do the work. Mr. Little at that time explained that the difference in cost estimates is the fact that there is more labor involved than was originally anticipated. It is noted that this difference amounts to approximately \$4,000.

The Executives Conference was asked to consider whether the generators should now be installed in accordance with the information obtained from Mr. Little, the Building Superintendent, by the Administrative Division.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATW *JW*

Present at the Executives Conference 10/14/54 were Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Belmont, Rosen, McGuire, Holloman, and Mason.

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

cc - Mr. Sizoo
Mr. Harbo

F378 FVW

53 OCT 22 1954

EX-110

RECORDED - 2366-2554-

12024
RDW

INDEXED - 23

OCT 18 1954

84435

Memorandum to Mr. Tolson

The Conference unanimously feels that Mr. Conrad of the Laboratory should contact the E. C. Ernst Electrical Company and get an estimate as to the cost of installing the emergency generators. Thereafter the Conference wishes to reconsider this matter. There was some sentiment to the effect that Ernst would provide a reliable estimate without any cost to the Bureau and that the price might be less than the \$9,000.00 estimated by General Services Administration.

If you approve, Mr. Conrad of the Laboratory will handle this matter.

✓ # J
OK
J

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓
FROM : Executives Conference
SUBJECT: SUGGESTIONS #563-54 & #613-54
RESIDENT AGENTS

DATE: 9/28/54

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

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DATE 8/11/92 BY SP5/ELK

In accordance with SAC Letter #54-56 (C) 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).

RELEVANT PROCEEDURE:

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

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EX-122 | RECORDED-8

RECORDED

By being able to recommend an Agent ~~441~~ 115 1954 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 censureship has been necessary to maintain the Bureau's stature.

cc: Mr. Sizoo
Mr. Harbo

INITIALS ON ORIGINAL

F 378

OCT 25 1954

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12 025

Memorandum to Mr. Tolson

DISADVANTAGES:

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

OBSERVATIONS:

Mr. J. F. 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.

JFM
OK ✓

SAC CHARLES W. BROWN

RESIDENT AGENTS - CONDITIONS PRECEDENT

1. SUGGESTION - It is suggested the Bureau amend the present conditions precedent to recommending an agent to become a Resident Agent. In this connection I have in mind the fact that an agent at the present time cannot be designated a resident agent if he has been censured, reprimanded or had probationary action within the prior ¹² years.
2. PRESENT PROCEDURE - An Agent ^{TWZ} cannot be designated if he has been censured as mentioned in the suggestion.
3. ADVANTAGES - By amending the requisite to include considering 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 in connection with a matter. As the Bureau is well aware, the fact that an agent is censured does not mean he is not capable. It does not mean that he is incapable, but that censure is necessary in order to maintain the stature the Bureau has.
4. DISADVANTAGES - None, provided the matter of the censure or the reprimand does not involve poor judgment or general inability to function as a resident agent in which case, of course, the SAC would not so recommend him in the first place.
5. RECOMMENDATION - That the Bureau amend its present policy to allow an SAC to consider for designation as resident agent an agent who has been censured provided the censure was not of a severe nature and would affect his operation as a resident agent.

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DATE 8/11/92 BY SP5 CI/B

66-2554-12025

ENCLOSURE

INFORMATION CONCERNING
AGENTS' COMPLAINTS
DATE 8/11/90 BY SP/KB
July 31, 1954

RESIDENT AGENTS' COMPLAINTS PRECEDENT

613-24

1. **QUESTION.** Delete as a condition precedent to recommendation of an agent for a Resident Agency that "no censures, reprimands, or probationary action within the two years preceding the recommendation."
2. **PRESENT PROCEDURE.** Section 2, Page 16, Manual of rules and Regulations sets forth conditions precedent to recommendation of an agent for a Resident Agency with one of the provisions being "no censures, reprimands, or probationary action within the two years preceding the recommendation."
3. **ADVANTAGES OF SUGGESTION.** To preclude the recommendation of an agent for assignment in a Resident Agency because he has received a letter of censure, reprimand, or probationary action within the past two years prohibits the LAC in many instances from recommending an agent who is considered best fit for such an assignment. With the Bureau's tightening up program necessitating that letters of censure or reprimand be directed to agents for various derelictions, the problem of filling Resident Agency vacancies is becoming more and more acute. Unfortunately, censures, reprimands and probations frequently go to the more aggressive agents. It is the responsibility of the LAC to utilize the manpower available in his division in a manner best fitted to get the job done. He should be in the best position to determine whether an agent can operate in a Resident Agency.
4. **DISADVANTAGES OF THE SUGGESTION.** Agents of unblemished records admittedly should be picked for Resident Agency assignments and to designate one who has been censured, reprimanded, or placed on probation within the past two years would be a lessening of the exacting qualifications presently demanded for a Resident Agency.
5. **RECOMMENDATION.** Delete as condition precedent to a recommendation of an agent for a Resident Agency that he not have received a censure, reprimand or a probationary action within the past two years. Any action of this nature should be specifically pointed out at the time a recommendation is made for such action and should not be an absolute bar.

ENCLOSURE

66-2554-12025

2-10-54
Submitted + 1/2/54

September 29, 1954

Re: PROPOSED CHANGE IN THE MANUAL OF RULES AND REGULATIONS.

Section 2E2 of the Manual of Rules and Regulations is to be amended to read as follows:

(2) "Essident Agents must be recommended as such by the SAC and approved by the Bureau.

Conditions precedent to recommendation:

- a - At least three years experience as an agent.
- b - At least one year of experience on criminal work.
- c - The performance ratings must be at least satisfactory.
- d - No serious administrative action within the two years preceding the recommendation.
- e - No confirmed involvement in personal misconduct at any time.
- f - No loss of Bureau property, which includes serials, files and Bureau bulletins at any time.
- g - No indiscretion in disclosures of information at any time.
- h - No involvement in any action which was embarrassing to the Bureau at any time.
- i - Only those agents who unquestionably possess contagious enthusiasm as well as all other proper attributes considered essential in order to function properly in a resident agency should be recommended."

FMB:JJG 1/19

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CE/BS

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

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ENCLOSURE

66-2537-12025

9/28/54

R. F. Harbo

E. D. Mason

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

SUGGESTIONS NO. 525-54, 577-54, 606-54
INTERVIEWS WITH INACTIVE SECURITY SUBJECTS

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 Chicago, Detroit and Los Angeles Offices submitted a suggestion that the Bureau discontinue its present practice of requiring Bureau approval for interviewing all inactive security subjects and that such interviews be conducted on authority of the Special Agent in Charge.

It is noted that the Manual of Instructions, Volume III, Section 87C6b (7) (d), page 27a, states that no approach shall be made to the subject of a security-type investigation for the purpose of interviewing him regarding subversive activities without obtaining prior Bureau authority....

Inspector Victor P. Keay, Domestic Intelligence Division, suggested that a survey be made of the provisions of Bureau Manuals requiring the field to procure Bureau authority prior to taking action and as many as possible be eliminated. In this connection, a 44-page list setting forth various instances in which prior Bureau clearance is required before the field may take action was forwarded to all divisions at the Seat of Government for their review for the purpose of determining whether any of the requirements for Bureau approval could be eliminated. (The subject of this suggestion is listed on page 20.) All of the divisions recommended no changes in the present requirements, and the Executives Conference on 9/27/54 unanimously recommended that the present procedure be continued. This consideration is reflected in Executives Conference memorandum to Mr. Tolson dated 9/28/54.

Recommendation:

That no further action be taken with regard to these suggestions.

EXECUTIVES CONFERENCE CONSIDERATION: 9/30/54 EDM:mew

Present at the Executives Conference of 9/29/54 were Messrs. Mohr, Hamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference recommended unanimously unfavorable as to granting the field authority to interview security subjects without prior Bureau clearance.

RECORDED-127 66-2554-12027
EX-130 OCT 14 1954

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~~CONFIDENTIAL~~

MR. TOLSON

Oct. 19, 1954

THE EXECUTIVES CONFERENCE

COMMUNICATIONS

BUREAU PLANS; CLINTON - ALDORF
RADIO STATIONS

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

The Executives Conference consisting of Messrs. Tolson, McGuire, Holloman, Rosen, Belmont, Sizoo, Conrad, E. Tamm and Mohr on October 11, 1954, considered the question of obtaining the National Bureau of Standards' radio site near Sterling, Virginia, for relocation of our main radio stations now situated near Clinton and Aldorf, Maryland.

It will be recalled that on 8/12/53 the Conference recommended and the Director approved a proposal that relocation of the Clinton and Aldorf stations be deferred for an estimated period of 1 1/2 to 2 years, based on the probable availability within that period of the highly desirable Bureau of Standards' site. Close follow-up with the Bureau of Standards reflected their move to Boulder, Colorado, to be near completion this year and, accordingly, on July 19, 1954, the Bureau directed a formal inquiry to the Bureau of Standards as to the terms and conditions under which the Sterling site might be made available to the FBI.

A formal reply now has been received indicating that while the Bureau of Standards would prefer to retain the Sterling property for certain residual radio operations, approximately 1/3 only of its 450 acres is needed by Bureau of Standards, and the entire site could be made available to the FBI if the FBI in return would undertake to locate and equip for the Bureau of Standards an alternate smaller site at an estimated cost of approximately \$200,000. It is noted that for technical reasons of mutual radio interference, it is not possible for the FBI and the Bureau of Standards to share the site.

It was pointed out to the Conference that although this cost is somewhat in excess of what had been expected, an even more serious obstacle lies in the physical conditions specified by the Bureau of Standards for the alternate smaller site. Accordingly, after careful and informal conferences with Bureau of Standards representatives last of which was held 10/13/54, it was recommended to the Conference by the Laboratory that in view of the unrealistic conditions imposed by the Bureau of Standards on such a transfer, the Bureau make further attempt to procure the Sterling site at this time, but that

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

cc: Mr. Harbo
Mr. Sizoo
53 OCT 22 1954

RECORDED-101
EX-110
INDEXED-101

66-2554-12026
12 OCT 19 1954

Inc/ner

Executives Conference Memo 10/15/54
Re: War Plans; Clinton-Waldorf Radio Stations

the way be left open to resume negotiations in the event of a subsequent change in the Bureau of Standards' position. Although the original 1 1/2 to 2 years for which the move of Clinton and Waldorf was deferred has not yet expired, it is believed the Laboratory should proceed at once to study possible alternative radio relocation sites.

RECOMMENDATION:

The Executives Conference unanimously recommended in view of the facts presented that no further attempt be made to obtain the Sterling site at this time. A proposed letter advising the Bureau of Standards is attached.

*We should get
this done without delay,
By November 1, 1954
✓ yes*

84436

Mr. Tolson

10/14/54

Executives Conference

SUGGESTION NO. 872-54

MADE BY

MILWAUKEE OFFICE

FORM FD-222 (NONEXPENDABLE INVENTORY RECORD CARD)

8/11/92 SP5CP/JS

b6
b7C

THE SUGGESTION:

That Form FD-222 (Nonependable Inventory Record Card) be used in preparing automobile inventory records rather than Form CC-76 (Automobile Inventory), which is presently used for this purpose. (Samples attached)

ADVANTAGES OF SUGGESTION:

The suggester feels that the use of Form FD-222 would establish uniformity and size of all office inventory records and would thus serve as a receiving slip when acknowledging newly acquired automobiles.

DISADVANTAGES OF THE SUGGESTION:

None noted by suggester.

66-2554-1202

OBSERVATIONS:

INDEXED - 54

OCT 21 1954

SAC Jones B. Postler, Milwaukee and Mr. J. P. Mohr, Administrative Division, feel that the suggestion is practical and should be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATN

Present at the Executives Conference 10/14/54 were Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Belmont, Rosen, McGuire, Holloman, and Mason.

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- Tele. Room _____
- Holloman _____
- Gandy _____

Unanimously favorable. Proposed SAC Letter is attached along with letter of commendation to suggesting employee, DeOpal Decker.

Attachments
cc: Mr. Harbo
Mr. Sizoo

OCT 22 1954

F 378

Handwritten signatures and initials, including "ATN" and "10/15".

MR. TOLSON

10/20/54

MR. R. T. HARBO

Execution - Confidential

SUGGESTION #939-54

MADE BY [REDACTED]

IDENTIFICATION DIVISION'S
STREAMLINING PROGRAM
REARRANGEMENT OF WORK UNITS
ASSEMBLY SECTION

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5EJ/B

SUGGESTION

That work units in the Assembly Section, Identification Division, be rearranged to expedite the work with a minimum amount of handling. Attached are charts of the proposed layout of work units and of the present layout of work units.

ADVANTAGES TO SUGGESTION

Suggesting employee has in mind arranging the work units in Assembly Section so that the current work is brought closer to Identers, Checkers and Verifiers in order to eliminate unnecessary walking and to expedite handling of the work. Under the present layout the "Checkers" who pull jackets are required to walk too far with a box 10" x 15" filled with fingerprint jackets; under the proposed layout the suggesting employee believes the current work is brought closer to employees handling the work.

DISADVANTAGES TO SUGGESTION

Mr. Quinn Tamm, Identification Division, opposes this suggestion for the reasons set out below:

Proposed plan would actually require more walking it was found after the distance was measured off; employees who pull and check fingerprint jackets are a greater distance from files under the proposed plan; units of current work Supervisor and the Verifier Assistant Coordinator are so split up that additional supervisory problems would result; Identifier squad would be continually disturbed by ringing of telephones at the Special Request Desk under the proposed change; suggested plan would require moving of stamping room at a cost from \$30 to \$35 to tear down and from \$100 to \$125 to rebuild it under the new plan; installation of 8 to 10 electrical outlets for table lights would also be required at a cost of \$15 each.

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- Tele. Room _____
- Holloman _____
- Gandy _____

Mr. Tamm therefore recommends unfavorably as to adoption of this idea.

RECORDED-20
INDEXED - 20

46-2554-1207-9

OCT 21 1954

53 OCT 22 1954

Memorandum to Mr. Tolson

RECOMMENDATION

If you agree, no further action will be taken concerning this suggestion in view of the unfavorable recommendation of Mr. Tamm, Identification Division. The suggesting employee has already been thanked for submitting this idea.

O.K.
L. Jones

Mr. Tolson

October 15, 1954

The Executives Conference

On October 14, 1954; the Executives Conference with Messrs. Tolson, Mohr, Sizoo, Conrad, Mason, McGuire, Holloman and Q. Tamm being present considered the method of disposal of Special Agents Mutual Benefit Association records at the office on Massachusetts Avenue.

It was pointed out that premium notices which contain the names and addresses of Agents are presently placed in receptacles outside the building and are collected by regular trash collection companies. There is no provision for the destruction of these names and addresses of Agents of the Bureau.

It is recommended by Mr. Quinn Tamm that the Special Agents Mutual Benefit Association purchase and install a gas incinerator, part of the cost of such installation to be borne by the War Agencies Emergency Protective Association, the owners of the building. The installation of such a gas incinerator will cost approximately \$200.00.

SAMBA

The Conference unanimously recommends the purchase of this equipment, it being noted it will be paid by SAMBA funds.

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

QT:VH

VH

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HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CE/B

INDEXED-59

EX. 113

66-2554-12030

OCT 21 1954

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- Harbo _____
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- Holloman _____
- Gandy _____

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OP

MR. TOLSON

EXECUTIVES CONFERENCE

SUGGESTION #906-54

MADE BY SA [redacted]

INVESTIGATIVE DIVISION
SUBMISSION OF REPORTS TO BUREAU
IN DESERTER-FUGITIVE CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CC/B

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b7c

PRESENT PROCEDURE

Two copies of each pending reports in Deserter-Fugitive cases are submitted to the Bureau. Upon receipt, one copy is immediately filed in the case file and the other copy is routed to the Deserter-Fugitive Desk, Investigative Division. After the Supervisor of the Deserter-Fugitive Desk notes and initials the report, it is returned to the Records Section, Records and Communications Division, where the report is placed in file.

SAC Letter 54-20, dated 4/13/54, provides that Form FD-220 (Deserter-Fugitive Air-Tel Form) be used to notify the Bureau of a subject's apprehension. This takes the place of closing and RUC (referred upon completion) reports in routine apprehension cases. A copy of this Air-Tel is disseminated to the interested branch of the military service.

If the Deserter-Fugitive apprehension is other than routine, or of a borderline nature, it is necessary for the field to submit a report setting forth full and complete facts.

SUGGESTED PROCEDURE

RECORDED - 54
INDEXED - 54

66-2554-12031

That only one copy of pending reports in Deserter-Fugitive cases be furnished to the Bureau by field offices.

ADVANTAGES TO SUGGESTION

7 OCT 22 1954

The suggester notes this will eliminate duplicate handling in the Records Section; under present procedures two separate filing procedures are necessary. Over-all cost of filing a serial is seven cents; based on cases received during the last fiscal year, it is estimated the cost to the Bureau for filing the extra copy was \$3,596.04. This type of report is seldom disseminated and the Bureau's main interest in this type of case is to cause the subject's return to military control. This type of case differs from the average criminal-type case where, in almost all instances, it is necessary to obtain the opinion of the United States Attorney or

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

cc-Messrs Sizoo and Harbo

71 OCT 25 1954

RHW M

Memorandum to Mr. Tolson

the Department's opinion, which necessitates extra copies of the report at the Seat of Government for dissemination.

In addition, the suggesting employee points out a certain amount of filing space would also be saved.

RECOMMENDATION

Mr. A. Rosen, Investigative Division, recommends adoption of the suggestion. Inspector B. C. Brown of the Training and Inspection Division and Mr. J. E. Edwards of Mr. Tolson's office agree with Mr. Rosen's favorable recommendation.

If adopted, it is estimated the suggested procedure will effect savings of \$4,000; however, no cash award is recommended for the suggester who is Supervisor of the Deserter-Fugitive Desk.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mfs

Present at the Executives Conference of 10/21/54 were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, and Mason. The Conference recognized the merits of this suggestion and recommended unanimously favorably.

Attached are appropriate SAC Letter, Manual Changes, and a letter of commendation to Supervisor who made the suggestion.

b6
b7c

OK
7/ Jan

✓ 7/4

MR. TOLSON

October 21, 1954

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CJ/B

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b7c

SUGGESTION #898-54

MADE BY [redacted]

BALTIMORE OFFICE

PROPOSED USE OF COLORED FILE COVERS

SUGGESTION

1. That colored file covers be used to facilitate rapid visual identification as to the general identification of files. Example: Red file covers could be used to indicate Security files; file covers in Criminal, Applicant or Administrative Matters could have different colored covers.

2. In the interest of economy, one of the colors used should be buff color (the color presently in use for file covers). This color file cover could be used for the classification containing the greatest volume of files in a particular field office.

ADVANTAGES TO SUGGESTION

The suggesting employee believes this would aid in more rapid location of files; would simplify the filing system inasmuch as there would only be a remote possibility of misfiling a file in the Criminal-type classification among files of any other classification, even though the numbers were similar.

DISADVANTAGES TO SUGGESTION

EX-116
RECORDED - 51
INDEXED - 52

15-2554-1203

The suggester points out the proposed system would not be completely successful if only adopted partially; intensified project would be necessary to effect a complete change in procedure in the shortest possible time. SAC, Baltimore, opposed since procedure would not be uniformly used in all field offices.

PREVIOUS CONSIDERATION

7 OCT 21 1954

A similar suggestion was previously submitted by Special Agent [redacted] Indianapolis Office, on 9/21/53, to the effect that the Bureau have printed a limited number of distinctively colored file covers for use on Personal and Confidential and Informant files. At that time it was felt that the volume of files charged out at any one time in field offices was not large enough to cause file locate problems. It was also pointed out that in connection with Bureau War Plans, orange-bordered file covers are being used to indicate files which are to be evacuated in case of emergency.

cc-Messrs. Sizoo and Harbo

OCT 25 1954

RMW

Memorandum to Mr. Tolson

It was further indicated that the use of colored file covers would "spotlight" confidential files, thereby decreasing the security of these files. (Bufile #66-16263-982 & 991)

COSTS

Mr. Mohr, Administrative Division, advised that colored file covers would cost approximately \$1.53 per hundred, whereas those presently in use cost \$1.28 per hundred.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mfs

Present at the Executives Conference of 10/21/54 were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, and Mason. Conference saw no value in the proposal, recognized that the costs of the Bureau would be vastly increased, and, therefore, recommended unanimously unfavorably.

V. J. [Signature]

October 31, 1954

MR. TOLSON

EXECUTIVES CONFERENCE

SUGGESTION #901-54

MADE BY SA [redacted]

NEW YORK OFFICE

INDEX CARDS

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b7c

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

SUGGESTION

That index cards in the New York Office, the Bureau, or any large field division, which designate case files, be marked in a manner to distinguish them from other references.

For example: an index card indicating a Security case could be red in color, while cards reflecting other classifications could be green in color. Colored scotch tape could also be used for case file cards already in the indices.

ADVANTAGES TO SUGGESTION

Would eliminate searching through all of the index cards in order to locate case files on individuals with the same name, the suggesting employee believes. Would be of value in the future inasmuch as case index cards would be readily distinguished from other reference cards, thus eliminating repeated search of all cards under common names.

DISADVANTAGES TO SUGGESTION

SAC, New York states there are approximately 6,500,000 index cards in the New York Office, 500,000 of which are case cards. To locate and put scotch tape on the case cards would be a prohibitive task. Because of this and because this system would not be of any value until the entire project was complete, SAC New York recommends unfavorably as to adoption of this idea.

Inspector B. C. Brown and SAC Laughlin, Washington Field Office, recommend unfavorably as to the suggestion and point out the time involved to put this idea into effect would be prohibitive. In addition, colored cards are more expensive than white cards.

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

RECORDED-49

66-7527-12034

INDEXED-49

2 OCT 22 1954

EX-122

Memorandum to Mr. Tolson

An asterisk is presently used following a file number on these index cards to indicate the main case file number on the subject. Since the cards would continue to be filed alphabetically, regardless of color, it is conceivable that to pick out the red or main case cards it would be necessary also to frequently flip through the green ones (representing all others) to pick out the file numbers of the Security cases. Sometimes Security and Criminal file numbers are found on the same card, if the subject is identical, and in such instances another colored card would be necessary.

Mr. Nichols, Records and Communications Division, agrees with the unfavorable recommendations set out above.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mfs

Present at the Executives Conference of 10/21/54 were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, and Mason. The Conference was unanimously opposed to this suggestion because of the tremendous work involved, the prohibitive costs, and the fact that adoption would be of dubious value. Unanimously recommended unfavorably.

✓

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *Quis*

DATE: October 11, 1954

FROM : EXECUTIVES CONFERENCE

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

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

SUBJECT: PURCHASE OF TWO-DOOR SEDANS
EMPLOYEE SUGGESTION #844-54

The Executives Conference of October 7, 1954, consisting of Messrs. Tolson, Parsons, Rosen, McGuire, Holloman, Harbo, Belmont, Hennrich, Tamm, Sizoo and Mohr, was advised that Special Agents

assigned to the field, made a suggestion dated September 22, 1954, that consideration be given to the suggestion that at least 90% of the new cars purchased by the Bureau be of the two-door type in lieu of the prevailing practice of purchasing four-door models. The suggesting employees pointed out that in their combined experience there has never been an occasion where the four-door model would be of advantage over the two-door model and in the majority of cases the two-door models would have been preferred. For example, in the transportation of suspects and prisoners, the two-door model would further eliminate the possibility of a prisoner readily jumping from the car. They also point out that in connection with raids it only takes a fraction of a second longer to get out of a two-door model than it does to get out of a four-door model, and further, in most instances, the raids are so well planned in advance that the quick discharge at the scene is not necessary.

*SUGGESTION ACKNOWLEDGED 10-1-54.

The suggesting employees also felt that the two-door models would be desirable to create a variety of cars on surveillances. They felt that the criminal element in certain sections of the country are beginning to associate the four-door sedan as being an FBI car. The suggesting employees further observed that when cars become older there are fewer rattles in the two-door cars and the bodies of the two-door cars are tighter. They pointed out that they thought there was a considerable difference in price between the two-door and four-door models and that if the Bureau adopted their suggestion we would save approximately \$19,600.

RECORDED-101

The conference was informed that for the most part we do buy four-door model sedans and that it had been determined that the cost to the Government would be from \$35 to \$40 cheaper than the four-door type sedan. In order to give some variety to our surveillance squads the Bureau did purchase some time ago fifty coupes which are presently in service.

OCT 20 1954

INDEXED-101

The Conference was of the opinion that, from a practical standpoint a four-door model sedan is more desirable than a two-door sedan and that there is considerable convenience in passengers

Let's
SAS
10/14/54

JPM:mmm
71 OCT 29 1954

PERG. FILES

UNRECORDED COPY FILED IN 66-1980-7-2

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b7c

getting in and out of two-door sedans. They felt, however, that for surveillance purposes it might very well be desirable to purchase some two-door sedans and they recommended that we adjust our present order of 400 cars to include 25%, or 100, of the two-door models. The Bureau presently operates a fleet of 3104 automobiles.

RECOMMENDATION

In the event you agree with the unanimous views of the conference, the Administrative Division will endeavor to make immediate arrangements to have our present order for cars amended to include 25%, or 100, two-door model sedans.

J.P.M. ✓
10/14

J.P.M.
10/14

gh.

J.

Mr. Tolson

October 22, 1954

0
Executives Conference

COMPLAINT FORM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/93 BY SP5 CFB

A requisition has been received by the forms desk ordering a supply for the stock room of the complaint form FD-71.

Form FD-71 has been redesigned according to the box design. Mr. Fletcher of the Washington Field Office has advised the pattern of this form is satisfactory; however, he prefers to have the box for the item "description of subject" blank. He states that all of this information is not available upon the receipt of a complaint; therefore, if this box were left blank, whatever information was received could be written in. Mr. Mason of the Training and Inspection Division prefers to have breakdowns under description of subject since these items serve as a reminder to the Agent taking a complaint to obtain all of this information if it is available.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mfs

Present at the Executives Conference of 10-21-54 were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen and Mason. Conference unanimously favors proposed complaint form. If you agree, it should be returned to the Training and Inspection Division for issuance.

RECORDED-42

INDEXED-42

66-2554-12036
ol

FMB:rla/mfs

cc: Mr. Harbo
Mr. Sizoo

EX - 107

RAM

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

55 OCT 26 1954

Mr. Tolson

October 22, 1954

Executives Conference

FIREARMS TRAINING RECORD

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY SP5CJ/JS

The Executives Conference of August 9, 1948, unanimously recommended that old Firearms Score Cards be removed from field personnel files of Agents whenever a new Firearms Score Card has been completely executed. Under this procedure only the latest completely executed Firearms Score Card would remain in an Agent's field personnel file, all old cards being destroyed and a charge out slip placed in the file to show what happened to the old card. This instruction was based on the fact that a charge out slip is thinner than the old Firearms Score Card and would thus take less file space.

Since then Form FD-40, commonly known as the Firearms Score Card (officially known as the Field Firearms Training Record) has been reprinted on paper no thicker than a charge out slip. Inasmuch as the Score Cards are no longer thick cards no space is saved by taking them out of field personnel files for destruction.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference of October 21, 1954, having in attendance Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen and Mason, unanimously agreed that we should no longer destroy old Field Firearms Training Records but that they should be permanently kept in the field personnel files of Agents. If you agree, there are attached (1) letter of commendation to suggesting employee, Mrs. [redacted] of the Mobile Division, and (2) SAC Letter conveying appropriate instructions.

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b7c

RECORDED-61

66-2554-12037

INDEXED-61

OCT 26 1954

EX-130

Attachments

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

OCT 27 1954

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RB
RM

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Mr. Tolson

10/28/54

Executives Conference

SUGGESTION 4953-54

MADE BY

PHILADELPHIA DIVISION

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HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5 ECF/BS

*CORRECTION

SUGGESTION:

Put the word "END" on left-hand side of last page of memo or letter when completion of material ends near the bottom of the page.

ADVANTAGES OF SUGGESTION:

The suggesting employee points out that at present there is no indication that content matter is completed in a memorandum or letter. The suggesting employee further noted that in the transmittal of teletypes the word "End" appears at the conclusion of the message as an indication that the message is completed. He feels that adoption of his idea would definitely indicate no other pages follow in memoranda or letters.

DISADVANTAGES OF SUGGESTION:

None noted by suggesting employee.

OBSERVATIONS:

SAC W. E. McCabe, Philadelphia Office, advised that he does not feel that the difficulty which this suggestion would tend to eliminate occurs with sufficient frequency to warrant a change of instructions at the present time. Inspector E. D. Mason, Training and Inspection Division, agrees with the unfavorable recommendation of Mr. McCabe.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

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

The Conference of 10/28/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire, Holloman and Harbo, recommends unanimously unfavorable.

cc: Mr. Sizoo
Mr. Harbo

V. per S. RB
66-257-1203

RECORDED - 56

INDEXED - 56

OCT 29 1954

12088

61 NOV 1 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON
FROM : J. P. MOHR

DATE: October 11, 1954

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

SUBJECT: REGIONAL GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 30

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY SP5 CCF/BS

The Executives Conference of October 7, 1954, consisting of Messrs. Tolson, Parsons, Rosen, McGuire, Holloman, Harbo, Belmont, Hennrich, Sizoo, Tamm and Mohr, was advised of the contents of Regional General Services Administration Circular No. 30, dated October 4, 1954, which was addressed to the Heads of Federal Agencies and Field Offices located in General Services Administration, Region 3, which covers Washington, D. C., and is applicable to all occupants of federal space wherever located. The circular in question suggested measures governing the use of electrical appliances in buildings under GSA jurisdiction, which electrical appliances are used for the preparation of food and beverages, which the circular points is becoming more commonplace, and calls attention to the danger of using these appliances in overloaded electrical circuits with a possible resulting fire.

This circular also points out that no hot plate, electric percolator or similar appliances should be used in any space used by the occupying agency unless approval is granted by a properly authorized employee, and also suggests measures that will afford maximum safety in the use of such appliances. The Conference was also advised that hot plates are used in our field offices for official purposes in heating mullage and for other than food preparation and are used in some of our offices, particularly on technical plants, by employees who do not leave the plants for security reasons and are permitted to make coffee on the premises. The Conference felt that it would be very desirable to send a copy of this circular to all SACs for their information.

Should you agree with the unanimous views of the conference, such copies will be made of the circular to be sent to all Special Agents in Charge for their information.

RECORDED - 87

RECORDED
170 OCT 26 1954

EX-124

INITIALS ON ORIGINAL

58 OCT 29 1954

ORIGINAL COPY FILED IN

MR. TOLSON

10/28/54

EXECUTIVES CONFERENCE

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

SUGGESTION #297-54

MADE BY MRS. [REDACTED]

RECORDS & COMMUNICATIONS DIVISION

PROPOSED CONSOLIDATION OF FORMS FD-12 and FD-13
(EXPENDABLE AND NONEXPENDABLE RECEIVING SLIPS)

SUGGESTION

That Form FD-12 (Expendable Receiving Slip) and Form FD-13 (Nonexpendable Receiving Slip) be consolidated.

ADVANTAGES TO SUGGESTION

The suggesting employee points out that Forms FD-12 and FD-13 appear to be identical in format, with the exception that one is for expendable property and the other for nonexpendable property. She feels that by setting up one form on which either expendable or nonexpendable property could be checked, this would eliminate stocking two separate forms.

DISADVANTAGES TO SUGGESTION

Mr. M. P. Callahan, Administrative Division, advised that Form FD-13 (Nonexpendable Receiving Slip) will be discontinued as soon as the new inventory system is put into effect in approximately 30 days at the Seat of Government. This form is being replaced by Form FD-222 (Nonexpendable Inventory Record Card). It was also pointed out that Form FD-12 (Expendable Receiving Slip) is used in field offices to acknowledge receipt of expendable property; however, Form FD-12 is not used at the Seat of Government.

RECOMMENDATION

INDEXED - 56

RECORDED - 56

66-2554-12040

3 OCT 29 1954

Inspector E. D. Mason, Training and Inspection Division, recommends unfavorably the adoption of the suggestion for the reasons set out above. Attached are copies of referenced forms.

EXECUTIVES CONFERENCE CONSIDERATION

RTH:cs

The Conference of 10/28/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire, Holloman and Harbo, recommends unanimously unfavorable.

Attachments

cc-Messrs. Sizoo and Harbo

RJ

71 NOV 1 1954

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MR. TOLSON

10/28/54

EXECUTIVES CONFERENCE

SUGGESTION #903-54
MADE BY SA ANDREW K. UGGEN
MINNEAPOLIS OFFICE

EXCISE

FORM FOR USE IN NOTIFYING FIELD OFFICES
OF THE APPREHENSION OF BUREAU FUGITIVES

SUGGESTION

(1) That the Bureau approve for use a form which the office of origin could send to all auxiliary offices which have conducted investigation as notification of the apprehension of a fugitive.

(2) This form could be as follows:

To: SAC _____ Form FD _____

From: SAC _____

Subject: _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CE/B

"You are informed that the subject in the above case has been apprehended or the process has been dismissed. Any stop notices placed by your office should be removed."

ADVANTAGES TO SUGGESTION

The suggesting employee states that present Bureau regulations provide that the Bureau and all auxiliary offices with outstanding leads be promptly notified upon apprehension of any fugitive in a Bureau case. He feels this is sufficient and adequate except in instances where a long and drawn-out Fugitive Deserter case is involved or in a case in which an Identification Order is not distributed eventually. The suggester believes that the use of such a form would prevent unnecessary expense and waste of time and effort by the auxiliary office in communicating with the office of origin to determine if subject is still wanted.

RECORDED-95
INDEXED-95
66-2554-1206
OCT 29 1954

The suggesting employee cites an example: During the investigation of a Fugitive Deserter, fifteen or twenty auxiliary offices may have conducted investigation inasmuch as the fugitive has been known to have lived in the area, has relatives there or acquaintances. By the time the fugitive is apprehended it may be that all but two or three of the fifteen or twenty auxiliary offices will have submitted RUC (referred upon completion) reports and will not be advised of the apprehension of the subject.

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

cc-Messrs. Sizoo and Harbo

50 NOV 1 1954

RH

Memorandum to Mr. Tolson

Following location or apprehension of the subject, he may be returned to military control and shortly thereafter be discharged or prosecuted and placed on probation. In either instance, the subject may return to his old haunts; some relative or acquaintance previously contacted by an FBI Agent may contact the field office which has already submitted an RUC report. The employee points out use of the proposed form would facilitate handling the inquiry as to whether or not the subject is still wanted.

DISADVANTAGES TO SUGGESTION

Mr. A. Rosen, Investigative Division, recommends unfavorably as to adoption of the suggested form, for the following reasons:

It is possible for the Fugitive Deserter to be apprehended and, due to the manner of incarceration of the military, escape and a new case would then be opened. When a field office receives information to the effect a Fugitive Deserter appears to have escaped from the military, the field office contacts the Bureau and inquiry is made of the appropriate military service in Washington, D. C. In some instances the subject has escaped; in other cases the subject has been dishonorably discharged. Mr. Rosen states the proposed form would serve no purpose in Fugitive Deserter cases.

In other Fugitive cases, Mr. Rosen believes the expense involved in notifying all offices by use of the proposed form would far exceed the few inquiries received from any one particular office. To cite the same example as the suggestion, if the case is long and drawn out in order to notify each auxiliary office, a review would have to be made of all serials in the file prior to sending out the proposed form. The benefits to be gained would not warrant the effort expended. This would put into effect another rule to be remembered and would place an additional burden on the office of origin.

Inspector E. D. Mason, Training and Inspection Division, agrees with the unfavorable recommendation of Mr. Rosen and states the form will produce no savings.

EXECUTIVES CONFERENCE CONSIDERATION * RTH:cs

The Conference of 10/28/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire, Holloman and Harbo, recommends unanimously unfavorable.

MR. TOLSON *per s.*

10/28/54

EXECUTIVES CONFERENCE

SUGGESTION #936-54
MADE BY LEONARD H. MCCOY.
NEW AGENTS' CLASS #2
MANUAL OF INSTRUCTIONS

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

SUGGESTION

1. That the Descriptive Word Index, as set forth in the rear of Volume III, Manual of Instructions, be added to Volumes I and II of this manual.
2. That each volume of the Manual of Instructions be externally marked as to Volume number.

PRESENT PROCEDURE

The Descriptive Word Index at present only appears in Volume III. The three volumes of the Manual of Instructions bear no external markings as to Volume number.

ADVANTAGES TO SUGGESTION

The suggesting employee believes the search for information would be greatly facilitated by having a Descriptive Word Index in each volume of the Manual of Instructions, and that external markings, as to Volume number would also facilitate handling of these manuals and enable the searcher to obtain the desired information more quickly.

RECORDED - 8766-7557-12042

DISADVANTAGES TO SUGGESTION

INDEXED - 87

Although the problem is more acute for new Special Agents because of their constant need to refer to manuals, Mr. G. C. Gearty of the Training Section, Training and Inspection Division, does not believe there is a serious problem involved and recommends unfavorably as to adoption of the suggestion. With regard to numbering the volumes externally, this is now done on an individual basis and the suggesting employee was advised that he may appropriately label each volume of the Manual of Instructions, if he so desires.

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

Mr. E. D. Mason, Training and Inspection Division, points out that at present the Descriptive Word Index is 17 pages in length and it would be expensive to print and run additional copies of this index for each volume of the manual when revisions are made.

cc-Messrs. Sizoo and Harbo.
dmg

RH

M

Memorandum to Mr. Tolson

It should be noted there are approximately 1,100 sets of the Manual of Instructions; therefore, 37,400 pages would have to be run in order to carry out this suggestion. In making future revisions in the index additional expense would be involved due to the additional copies to be maintained.

Messrs. G. C. Gearty and E. D. Mason both recommend unfavorably as to the suggestion that an index be maintained in each volume of the Manual of Instructions.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 10/28/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire, Holloman and Harbo, recommends unanimously unfavorable.

MR. TOLSON

10/28/54

EXECUTIVES CONFERENCE

SUGGESTION #945-54

MADE BY [REDACTED]

SAN ANTONIO OFFICE

RE-USE OF RECORDING MEDIUM FOR DICTAPHONE

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

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b7c

SUGGESTION

It is suggested the "Memo-Belt" presently being used as a recording medium for the Dictaphone machine be used a second time by loading the belt in the machine in reverse position.

ADVANTAGE TO SUGGESTION

The suggesting employee has in mind use of thirty minutes of recording instead of fifteen, thereby saving 50% of present costs and storage space.

DISADVANTAGES TO SUGGESTION

SAC Scott J. Werner, San Antonio Office, states brief experimentation with the suggested procedure disclosed that in re-use of "Memo-Belts" some unintelligible background noise remains. If the dictator's voice is clear and strong the new recording is intelligible; however, if the dictator's voice is soft or there is difficulty with the record, the second recording is not always clear and intelligible. SAC Werner states it appears the monetary savings would be offset by difficulty or errors in transcribing. He points out it may be feasible to re-use "Memo-Belts" where the same dictator and transcriber use the records or where the dictator is readily accessible to the transcriber in the event of difficulty.

Mr. H. P. Callahan, Administrative Division, advised this matter was discussed with Mr. Engle, District Manager for the Dictaphone Corporation, who advised this can be done and was actually done by the Signal Corps during World War II. Mr. Engle only advises this procedure on routine matters and, in addition, stated it was not necessary to reverse the position of the "Memo-Belt!" The price of each "Memo-Belt" or recording medium presently used by the Bureau is \$.04, Mr. Callahan advised.

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- Tele. Room _____
- Holloman _____
- Gandy _____

Mr. E. D. Mason of the Training and Inspection Division agrees with the unfavorable recommendation of Mr. H. P. Callahan as to adoption of this idea. cc-Messrs. Sizoo Harbo

INDEXED - 56
RECORDED - 56
EX - 107
66-2554-12043
OCT 29 1954

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W

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION :

RTH:cs

The Conference of 10/28/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire, Holloman and Harbo, recommends unanimously unfavorable.

V. Parsons

MR. TOLSON

10/28/54

EXECUTIVES CONFERENCE

SUGGESTION #942-54

MADE BY [redacted] INVESTIGATIVE DIVISION NAME CHECKS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/11/92 BY SP5CIB

b6 b7C

SUGGESTION

When a name check request is received by the Bureau concerning a former Bureau employee or applicant, it is suggested that the 67 (personnel or applicant) file be pulled and attached to the incoming request at the time the request is forwarded from Personnel Records Unit to the File Review Unit, Records and Communications Division, or to the Name Check Section, Investigative Division, whichever is appropriate.

FILE IN NAME CHECK

PRESENT PROCEDURE

Name check request forms are searched through General Indices of Bureau. If a 67 (personnel or applicant) main file reference is developed, the name check request form is sent to Personnel Records Unit in order that the file may be pulled and reviewed to ascertain if it is identical with the subject of the name check request. In the event an identification is effected, a red "I" is placed on the Search Slip, the file is returned to file and the Search Slip and name check request form are both forwarded to the File Review Unit, Identification Building, in order that other references listed may be reviewed.

In the event the 67 (personnel or applicant) reference is the only reference on the Search Slip, the file is returned to file and the Search Slip and name check request form are both forwarded to the Name Check Section, Investigation Division, for handling.

RECORDED - 18 100-25-1-12044

In either of the above cited instances, it is necessary for the Name Check Section, after receipt of the name check request form, to forward a charge-out slip to the Personnel Records Unit to obtain the 67 file necessary to handling of the name check request.

ADVANTAGES TO SUGGESTION

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Winterrowd
Tele. Room
Holloman
Gandy

The suggesting employee states in 75% of instances where a 67 reference is developed, this will be the only reference developed and placed on the Search Slip. He feels that if 67 files

cc-Messrs. Sizoo and Harbo

61 NOV 1 1954

RH

Memorandum to Mr. Tolson

were attached to the incoming name check request forms in the Personnel Records Unit in the Justice Building and then forwarded to either File Review Unit or Name Check Section in the Identification Building, whichever is appropriate, time would be saved in handling name check requests.

The suggesting employee estimates two to three days are lost in handling each name check on a former employee or applicant under present procedures; points out further that in many instances these files are necessary for handling expedite requests. If the files were sent to Identification Building at the same time the name check request form was forwarded, this would eliminate the necessity of making special telephone requests for the files and, in addition, 67 files would be pulled only once, instead of being pulled on two separate occasions.

DISADVANTAGES TO SUGGESTION

Mr. Nichols, Records and Communications Division, is opposed to the suggestion. He states personnel files relating to former Bureau employees should not be attached to name check request forms as they are going through various processes within the Records Section. He feels present procedures offer the necessary security inasmuch as the supervising employee calls for the personnel file when it is actually needed and Personnel Records Unit, before delivering the file, obtains the necessary approval.

ALTERNATE SUGGESTION BY

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If the above idea is not approved, it is proposed that 67 (personnel or applicant) files be forwarded to the Name Check Section, Investigative Division, when the only reference developed in a search of the general indices is a 67 main file reference.

OBSERVATIONS

Mr. Nichols, Records and Communications Division, states here again the security factor would be involved; however, it should be noted the file and name check request form would not be going from unit to unit within the Records Section.

If extreme difficulty is being experienced by the Name Check Section, Mr. L. B. Nichols suggests that personnel assigned to that section may desire to make arrangements with the Records Section

Memorandum to Mr. Tolson

to review the necessary files in the Personnel Records Unit, Justice Building, on a daily basis. Mr. Nichols feels this would be the most economical method of operation and would afford maximum security to files.

Arrangements could be made to provide necessary space in the Personnel Records Unit for an employee to review and make appropriate notes from files, following which the files could be replaced in file cabinets.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 10/28/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire, Holloman and Harbo, was unanimously opposed to the suggestion, agreeing with the views of Mr. Nichols.

*OK
per S.*

MR. TOLSON

10/28/54

EXECUTIVES CONFERENCE

SUGGESTION #902-54
MADE BY SA ANDREW K. UGGEN
MINNEAPOLIS OFFICE
PLACING AUXILIARY OFFICE FILE NUMBERS
ON INSIDE OF FILE FRONT

9/11/92 SP5 CJK/BS

SUGGESTION

That Bureau authority be granted making it permissible for Supervisors or Special Agents to make a longhand listing of auxiliary office file numbers on the inside of file fronts.

PRESENT PROCEDURE

Present Bureau regulations relative to report writing provide when available file numbers of the Bureau and auxiliary offices be placed on reports and other correspondence.

ADVANTAGES TO SUGGESTION

No problem is experienced at present in readily obtaining file numbers when the entire file consists of only ten or fifteen serials; however, when the file has grown from twenty or more serials on up to several volumes, difficulty is experienced in readily obtaining file numbers. For example: at the inception of investigation in a case, the office of origin may request investigation by two or three auxiliary offices. Subsequent investigation, possibly extended over several months by many different auxiliary offices, is conducted. The need again arises to communicate with one or more of the auxiliary offices first contacted. Either the person dictating the communication does not know or forgets that the file number of the auxiliary office is somewhere in the file and leaves it off or he must completely review the file to obtain the file number. The suggesting employee feels if the requested permission were granted,

be saved in locating file numbers.

RECORDED-91 INDEXED-91
Agent L. B. Nichols
12045

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- Tele. Room _____
- Holloman _____
- Gandy _____

It is not intended that any elaborate and cumbersome program be initiated whereby the Chief Clerk's Office would record these numbers, nor is it intended that this procedure be made mandatory, where no actual need exists.

Mr. L. B. Nichols, Records and Communications Division, believes the suggestion has merit and recommends its adoption.

cc-Messrs. Sizoo
Harbo

dmg

RJ

84419

Memorandum to Mr. Tolson

DISADVANTAGES TO SUGGESTION

Mr. L. B. Nichols, Records and Communications Division, pointed out the following disadvantages to this idea; Agent time would be expended in noting in longhand the field office file number; There would be a possibility that changes in Bureau or auxiliary office file numbers would not be posted.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum of 4/29/53, authorizes placing Bureau file numbers on field file covers, and a subsequent SAC Letter was appropriately issued notifying the field. This was the result of Suggestion #212-53, made by John H. Williams on 4/22/53. At that time the majority of the Conference favored the proposal; minority felt it opened the door to other requests to place additional information on file covers, thereby making it an administrative device. The Conference opposed placing any other information on file covers in addition to the Bureau file number.

On 5/21/53, Miss [redacted] Butte Office, made a suggestion (Suggestion #236-53) to the effect that when a new supply of file fronts was prepared provision be made in the lower left-hand corner for listing the Bureau and field office file numbers. Suggestion #109-54, submitted by [redacted] St. Louis Office, on 3/11/54, proposed that the cities in which field offices are located be printed on the back of front file covers in order that their respective field office file numbers might be inserted as they became known. Both of these suggestions were disapproved.

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EXECUTIVES CONFERENCE CONSIDERATION :

BTH:ca

The Conference of 10/28/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire, Holloman and Harbo, recommends unanimously favorable. If approved, the field will be appropriately advised.

J. S.

84437

MR. TOLSON

11/1/54

EXECUTIVES CONFERENCE

SUGGESTION #9-2
MADE BY SA [REDACTED]
INVESTIGATIVE DIVISION
FORM 4-49
(2" x 8" CARDBOARD FILE MARKER)

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

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SUGGESTION

That Form 4-49, (2" x 8" Cardboard File Marker) be perforated $1\frac{1}{2}$ " and 3" from the end thereof to permit re-use of the same file marker three times instead of once, as at present. (sample attached)

ADVANTAGES TO SUGGESTION

File markers are placed in files to mark requested serials. Approximately $1\frac{1}{2}$ " of space is required to mark thereon the subject of the serial requested, name of person to whom the file is being delivered together with the room number of the person requesting the file. A great number of file markers are used throughout the Bureau and the suggesting employee has in mind that files could be reviewed and then the first perforation could be placed in a repository for return to Records Section for re-use. Similarly, after the second use, the second $1\frac{1}{2}$ " portion of the marker could be torn off and the remaining 5" marker returned to Records Section for use a third time. The suggester feels that a 5" marker is of sufficient length to be used on the third occasion, and he also feels that the proposed revision in Form 4-49 would reduce the cost of file markers by one-third of the present cost.

DISADVANTAGES TO SUGGESTION

Mr. Nichols, Records and Communications Division, advised approximately 100,000 file markers are used monthly by the Bureau at a total cost of \$63.85 per 100,000, or .0006 cents each. This includes the cost of material, labor, inking, printing, et cetera. The proposed revision would require the work to be done on the folding machine which is expensive to operate and it is felt the cost would nullify to a large extent any saving which would result through re-use three times. In addition, it is pointed out some employee time would be consumed in tearing off the used portion of the file marker, placing the file marker in a repository for delivery back to Records Section, actual delivery of the file markers and subsequent handling.

RECORDED - 18
INDEXED - 18
66-1537-12046

Mr. Nichols is opposed to adoption of the suggestion.
Attachments
cc-Messrs. Sizoo and Harbo
dmg

84438

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 11/1/54, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Belmont, Losen and Harbo, recommended unanimously unfavorable.

✓, per S

Mr. Tolson

11/1/54

Executives Conference

* TIME STAMPING OF MAIL

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

PRESENT RULE:

Mail is to be time stamped upon receipt in the division. Where a document has several attachments as background information, only the currently prepared memorandum or piece of mail is to be time stamped (Supervisors' Manual, Page 5a, Item 16).

HOW THE CURRENT RULE ORIGINATED:

Executives Conference 1/7/54 was advised that uniformity did not exist at the Seat of Government with regard to mail stamping practices in the various divisions; some divisions were stamping all documents when 2 or more documents were fastened together whereas others were stamping only the reverse side of the first page of the top document. At that time the rule was (effective 11/12/52) each division or section having a time stamp should make certain that each piece of mail received is time stamped.

The Executives Conference of 1/7/54 felt that it is not at all infrequent that there is received in the Director's Office, Mr. Tolson's Office and throughout the Bureau a current memorandum to which is attached a large number of previously prepared communications. If each document attached was time stamped it would slow down the free flow of mail and there would soon be such an accumulation of time stamps on some of the documents that they would not be legible. The Conference also took cognizance that the absence of time stamps might on rare occasions make it difficult to trace the flow of one of the attachments if it should be separated from the currently prepared document. The Conference of 1/7/54 unanimously recommended the rule which is currently in existence.

PROBLEM:

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- Holloman _____
- Gandy _____

It appears that some divisions in interpreting the present rule and in particular that portion of the rule relating to "only the currently prepared memorandum or piece of mail is to be time stamped" are content to time stamp only the cover memorandum and not the yellow of the outgoing communication. Mr. Holloman of the Director's Office felt that uniformity should exist throughout the Bureau.

NOV 3 1954
Mr. Sizoo
Mr. Harbo

RH

62-7527-12047

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PROPOSAL:

The Executives Conference consider amending the current rule to read, "where a document has several attachments as background information, only the currently prepared documents, such as cover memorandum and yellow of outgoing communication, are to be time stamped."

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/1/54, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Belmont, Rosen and Harbo, unanimously recommended that the present rule be continued.

Mr. Tolson

10-27-54

Executives Conference

STREAMLINING OF ATOMIC ENERGY ACT
NAME CHECK PROCEDURES EMPLOYED BY
BALTIMORE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CJ/B

BACKGROUND: Bureau letter 3-20-53 to Baltimore entitled "Check of G-2 Records In Applicant Cases" advised of transfer of all G-2 records to Central Records Facility, Ft. Holabird, Maryland, and transmitted forms and instructions for making of G-2 record checks in applicant cases.

PROCEDURE FOLLOWED AT BALTIMORE IN ATOMIC ENERGY ACT

APPLICANT INVESTIGATIONS WHEREIN ONLY ACTIVITY REQUIRED IS

TO CHECK G-2 RECORDS: This applies solely to AEA-A cases where only action required of Baltimore is to check G-2 records. It does not cover other applicant-type cases, nor AEA-A investigations in which Baltimore has other leads.

- (1) Applicant Section of Investigative Division furnishes Baltimore, in triplicate, executed Army Form #OCS-590, to be used by Army personnel as worksheet to identify name to be searched and to provide for recording of information found.
- (2) Upon receipt at Baltimore, no indices search is made, because there is nothing to indicate Baltimore would have record of applicant.
- (3) Assignment cards, as required under master assignment card system, are prepared in quadruplicate at Baltimore on each name check request thus received, but no file number is assigned.
- (4) Original assignment card is maintained in Chief Clerk's Office at Baltimore, together with triplicate copy of Army Form #OCS-590. These records are stapled together and are filed alphabetically with no file backs or fronts or file folders being utilized.
- (5) All of these cases are assigned to one liaison agent, who is furnished with original and duplicate of Army Form #OCS-590, duplicate assignment card, and case ticklers.

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 Gandy _____

(6) Supervisor's copy of assignment card is maintained in his assignment card box at his desk and is filed behind liaison agent's name by dead-line date and then alphabetically by title.

cc: Mr. Harb RECORDED - 43
Mr. Sizoo
Mr. Rosen INDEXED - 43

66-2554-12048
RJ

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(7) Liaison agent delivers both original and duplicate of Army Form #OCS-590 to G-2 at Central Records Facility at Ft. Holabird.

(8) When "No Record" replies are received from G-2, original of Army Form #OCS-590 is appropriately stamped by G-2 to reflect negative results of their check of their records and is submitted to liaison agent. Duplicate of Army Form #OCS-590, also appropriately stamped "No Record" is likewise given by G-2 to liaison agent, except in those instances wherein G-2 has found a reference, determined by G-2 to be not identical with applicant, in which event G-2 retains duplicate.

(9) When affirmative name check information is received from G-2, it is contained on original of Army Form #OCS-590, which is delivered to liaison agent by G-2 at Ft. Holabird. Duplicate of Army Form #OCS-590, which also contains information furnished, is retained on file by G-2.

(10) Action then taken by Baltimore in "No Record" cases consists of: (a) Liaison agent returns original of Army Form #OCS-590 to Chief Clerk's Office for mailing to SOG; (b) if liaison agent receives duplicate of Army Form #OCS-590 also, he files it alphabetically and by month, retains it 90 days for reference purposes, and then destroys same; (c) liaison agent likewise returns to Chief Clerk's Office his duplicate assignment card; (d) entry of "No Record" is then made by Chief Clerk's Office on triplicate of Army Form #OCS-590, and said triplicate is transferred to closed section of drawer, retained for 90 days, and is then destroyed; (e) Chief Clerk's Office destroys duplicate assignment card returned by liaison agent, after marking master assignment card "RUC" and turning it over to posting clerk for filing in closed section of master assignment card box; and (f) posting clerk daily removes pertinent assignment cards from supervisor's assignment card box.

(11) Action taken by Baltimore when affirmative name check information is received: (a) liaison agent prepares rough draft investigative report from original Army Form #OCS-590 containing data obtained from G-2, usually just a listing of G-2 file numbers, which cases liaison agent is permitted to review and extract pertinent information; (b) liaison agent submits said rough draft investigative report, original Army Form #OCS-590, and duplicate assignment card to Chief Clerk's Office; (c) search is then made of indices, file number is assigned, master assignment card is pulled and file number is typed thereon, triplicate of Army Form #OCS-590 is removed and made part of file, no fronts or backs are prepared for file, and case is indexed; (d) master assignment card is furnished posting clerk, who files same in pending section of master assignment card box; (e) rough draft report and file are forwarded to Stenographic Unit for typing, and original Army Form #OCS-590 is then destroyed; (f) when approved investigative report clears, usual posting procedure follows, that is, posting clerk marks master assignment card "RUC," places it in closed section of master assignment card box and also obtains supervisor's duplicate from his assignment card box.

VOLUME: Approximately 1250 G-2 record checks in AEAA cases are made per month by Baltimore, of which about 85% result in "No Record" replies.

CHANGES RECOMMENDED: (1) Only original master assignment card should be prepared, with no copies whatsoever. It should be furnished liaison agent. He will not have duplicate assignment card, nor will supervisor nor Chief Clerk's Office. No tickler will be maintained. (Such single-copy assignment cards are available at SOG and are used by Washington Field Office in its streamlined assignment of record-type inquiries in applicant cases.)

(2) Triplicate of Army Form #OCS-590 will be filed by Chief Clerk's office by date and then alphabetically. This will permit field supervisor to follow up daily with liaison agent concerning those inquiries which have become delinquent.

(3) Duplicate of Army Form #OCS-590, returned by G-2 marked "No Record" as described above in step 10(b), should not be retained for 90 days but should be destroyed. (Liaison agent admittedly has had insufficient occasion to refer to same to warrant filing and retaining same for 90 days.)

(4) When liaison agent returns original of Army Form #OCS-590 to Chief Clerk's Office, it will be accompanied by master assignment card instead of a duplicate assignment card.

(5) In "No Record" cases, Chief Clerk's Office will therefore: (a) mail original of Army Form #OCS-590 to SOG; (b) make entry of "No Record" on triplicate of #OCS-590, transfer same to closed section of drawer, retain them for 90 days, and then destroy same; (c) master assignment card will be marked "RUC" and turned over to posting clerk for filing in closed section of master assignment card box, and (d) posting clerk will have no copy of assignment card to remove from supervisor's assignment card box.

(6) When affirmative name check information is received, Chief Clerk's Office will therefore: (a) search indices, assign file number and type file number on master assignment card returned by liaison agent, together with original of Army Form #OCS-590 and rough draft investigative report; (b) furnish master assignment card to posting clerk for filing in pending section of master assignment card box; (c) forward rough draft report and file to Stenographic Unit for typing, and destroy triplicate Army Form #OCS-590 after having placed original of said form in file; and follow usual posting procedure upon clearance of approved report, except that posting clerk will have no copy of assignment card to remove from supervisor's assignment card box.

ADVANTAGES: (1) Eliminates preparation of duplicates of assignment card, which serve no real purpose that cannot be met by furnishing master assignment card to liaison agent.

(2) Saves clerical time and effort in handling of agents' duplicate assignment cards.

(3) Saves clerical time and effort in filing and removing copies of assignment cards from supervisor's assignment card box.

(4) Eliminates filing and retention by liaison agent for 90 days of duplicate Army Form #OCS-590.

(5) Provides streamlined system for processing these cases.

DISADVANTAGES: None

ENDORSEMENT: Above proposal suggested in recent inspection of Baltimore by Inspector's Aide Howard B. Fletcher, who as ASAC of Washington Field Office, has patterned said proposal to conform with Bureau authorized streamlining procedures employed in administration of applicant-type name check operations conducted by Washington Field Office. SAC D. K. Brown concurs in above proposal, and Inspector H. C. Van Pelt recommends adoption.

VIEWS OF ASSISTANT DIRECTOR A. ROSEN:

Mr. Rosen advised that recommended changes appear practicable and advantages are worthwhile. Mr. Rosen recommended adoption of the proposed changes.

EXECUTIVES CONFERENCE CONSIDERATION:

BTH:cs 10/27/54

On 10/27/54 the Conference, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, McGuire, Holloman and Harbo, unanimously recommends approval of the proposed changes recommended herein. If approved, the Baltimore Office will be appropriately advised.

✓
10/27/54

MR. TOLSON

October 28, 1954

THE EXECUTIVES' CONFERENCE

WAR PLANS - VITAL RECORDS TO QUANTICO
Bufile 66-17391

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

Pursuant to Executives' Conference memorandum of September 14, 1954, a duplicate set of Security Index cards has been established at the FBI Academy at Quantico and is maintained in a current status. Also approved was the proposal which called for affixing descriptive data and photographs on the reverse sides of these cards to facilitate apprehensions. A survey has been conducted to determine the most economical and practicable means of placing such descriptive information on the backs of the cards at Quantico.

The Executives' Conference on October 28, 1954, consisting of Messrs. Tolson, Boardman, McGuire for Nichols, Belmont, Harbo, Mohr, Parsons, Rosen, Tamm, Holloman and Sizoo, again considered the question of placing the descriptive data on the reverse sides of the Security Index cards at Quantico. It was ascertained that the most feasible method would be to photograph the reverse sides of the Security Index cards in the field on which are found complete descriptive information. By this method, the field would send the exposed film to the Bureau for development and the descriptive information pertaining to each subject would, thereafter, be taken to Quantico and stapled to the reverse sides of the cards. Based on approximately 26,000 Security Index cards (the Security Index total as of October 15, 1954), the total cost was estimated at \$289.50 for film, \$1,308.63 for printing and developing, and approximately 65 clerical days to perform the stapling at Quantico.

Executives' Conference Recommendation

After careful consideration of the time and expense required to complete this project as well as the additional effort to keep the cards up to date, the Conference recommended unanimously that the placing of descriptive information on the reverse sides of the cards at Quantico was not warranted since (1) any emergency whereby a field office should be destroyed would in all probability also destroy many of the subjects against whom the Security Index cards apply, and (2) as now constituted the Security Index cards at Quantico would provide a good working basis for the apprehension of the remaining Security Index subjects in an area affected by an emergency attack.

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- Parsons _____
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- Sizoo _____
- Winterrowd _____
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- Holloman _____
- Gandy _____

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cc - Bufile 100-358086

MR. TOLSON

~~CONFIDENTIAL~~

11/4/54

EXECUTIVES CONFERENCE

8/11/92
Classified by SP5 CJS
Declassify on: OADR
FOIA # 32,3,013

SUGGESTION #941-54
MADE BY SA JOHN J. McDERMOTT
NEW YORK OFFICE
COMMUNIST ALBUM EXTENSION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

SUGGESTION

It is suggested that there be distributed to all field offices identical copies of photographs maintained in the Extension of the Communist Album at the Bureau as an investigative aid in (1) Locating missing Security subjects, and (2) Identifying unknown subjects operating clandestinely in the underground apparatus of the Communist Party.

BACKGROUND

SAC Letter 54-9, Section H, dated 1/12/54, outlined the background of the Communist Album Extension, which is a central repository of photographs and physical descriptions of persons who (1) are actually known to be operating in the Communist underground apparatus or (2) following thorough investigation to locate are missing under circumstances logically suggesting underground assignments.

The Communist Album Extension is distinguished from the Communist Album, in that there is included in the latter photographs and descriptions of (a) missing Smith Act subjects, (b) important Communist Party leaders who are operating or suspected of operating in the Communist Party underground, and (c) important Communist Party leaders of a policy making level who possibly may travel from time to time and must be subject to physical surveillances. The Communist Album includes approximately 270 photographs and is distributed to all field offices. (X)

When the Communist Album Extension was created it was anticipated a great number of photographs would be designated for inclusion therein and it was decided the Extension should be maintained at the Bureau to prevent the Communist Album from becoming unwieldy and not susceptible to ready examination; however, it has been the experience of the Domestic Intelligence Division that considerably

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EX-100

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Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

fewer persons ^{than anticipated} have been recommended and included in the Communist Album Extension. At present there are approximately 100 individuals included in the Communist Album Extension. (X)

ADVANTAGES TO SUGGESTION

The suggesting employee points to the following advantages to be gained through adoption of this idea: (1) Accelerates identification of unknown subjects; (2) Effects identifications more readily since the identification would be made by the persons best qualified and while his impressions of the unknown subject are still vivid; (3) Decreases the incidence of error caused by flaws in physical descriptions; (4) Makes available comprehensive collection of photographs of underground subjects; (5) Amenability of suggestion with program for integration into the Security Index Verification Program.

COST

The cost of making available to each field office in the Continental United States duplicate copies of the photographs now maintained in the Communist Album Extension at the Bureau is approximately \$300, or 3¢ apiece.

RECOMMENDATION

Mr. A. H. Belmont, Domestic Intelligence Division, recommends favorably as to the adoption of this suggestion which appears to have definite merit. Its adoption could result in substantial savings to the Bureau through identification of unknown subjects at the outset of inquiry relating to them and the elimination of extensive investigation to determine the identity of these individuals in the absence of a readily available photograph. If adopted, this suggestion will eliminate the Communist Album Extension. Future requests for inclusion of photographs of appropriate subjects in the expanded Communist Album will be carefully scrutinized to prevent it from becoming unwieldy and defeating its primary purpose. If this suggestion is adopted, Mr. Belmont suggests it be referred to the Internal Security Section, Domestic Intelligence Division, for preparation of appropriate instructions to the field and manual changes.

~~CONFIDENTIAL~~

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

EXECUTIVES CONFERENCE CONSIDERATION RPH:cs

The Conference of 11/4/54, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, Holloman and Harbo, recommends unanimously favorable.

✓

~~CONFIDENTIAL~~

MR. TOLSON

11/4/54

EXECUTIVES CONFERENCE

SUGGESTION #947-54

MADE BY [REDACTED]
BALTIMORE OFFICE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY SP5 CIP/JS

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PROPOSED CLOSING REPORT FORM FOR USE IN
UNKNOWN SUBJECT INTERSTATE TRANSPORTATION
OF STOLEN MOTOR VEHICLE CASES

SUGGESTION

(1) That the Bureau approve use of a closing report form to facilitate reporting the results of investigation by the office of origin in Unknown Subject Interstate Transportation of Stolen Motor Vehicle cases. It is intended that this form be used only in Unknown Subject cases in which investigation to develop a suspect or subject has been negative.

A copy of the proposed form is attached hereto. It is noted that this form provides for inclusion of the following information: Case originated at; Report made at; Date When Made; Period for which made; Report made by; Title; Character of case; Predication or source and date received; Description of car; Owner's name and address; Date and place stolen; Date and Place of recovery; Date owner notified; Recovery value; Investigation at site of theft; Investigation at site of recovery; Reference.

(2) It is suggested that the Bureau approve use of an RUC (referred upon completion) report form for use by the office of theft or auxiliary office in reporting the results of investigation conducted. A copy of the proposed RUC report form is attached. It should be noted this form contains space for the same items as included in the office of origin closing report form, set out above; however, the auxiliary office would not report on Recovery value or Investigation at the site of recovery.

(3) If the proposed forms are adopted, the Bureau may wish to consider the desirability of printing the proposed closing report form for use by the office of origin on one color of paper and the RUC report form on another color of paper.

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

Attachments
cc-Messrs. Sizoo
Harbo

RECORDED-80

66-2554-112051

RECORDED-80

NOV 5 1954

EX-128

55 NOV 8 1954

Memorandum to Mr. Tolson

PRESENT PROCEDURE

At present it is the responsibility of the office of origin to incorporate in its closing report the results of investigation conducted by the auxiliary office.

The auxiliary office, or office of theft, usually reports the results of its investigation to the office of origin by letter, Air-Tel or teletype.

ADVANTAGES TO SUGGESTION

The suggesting employee believes the following advantages would be gained through adoption of the proposed report forms: Financial savings to Bureau by eliminating the preparation of abstract slips; would simplify the processing of reports at the Bureau and in each field division; would simplify the extraction of statistical information, such as recovery value and source of cases; would be an inspection aid in extraction of data pertaining to abandoned car cases; would effect savings of dictation time of Agents and transcription time of stenographers; would effect filing space savings at the Bureau and in each field office and effect economy in paper costs.

SAC D. K. Brown, Baltimore Office, states in his opinion the suggestion has definite merit from the standpoint of investigative and administrative operations in the field. He sees no reason, from the field standpoint, why the suggestion could not be adopted, but his approval of this idea is subject to whether or not it would be desirable from the Seat of Government standpoint.

DISADVANTAGES TO SUGGESTION

Mr. E. H. Winterrowd, Investigative Division, is opposed to adoption of the suggestion. He states the suggested forms merely outline the type of information normally reflected in a routine Unknown Subject case closing report. Mr. Winterrowd believes form-type reports to be undesirable inasmuch as they would encourage "routine-type" handling of FBI investigations.

PAPER COSTS

Mr. Property Management Section, Administrative Division, advised that manifold paper, white in color, costs 50¢ per 500 sheets. Colored manifold paper is available in blue, green and salmon color at a cost of 77¢ per 500 sheets. There would be additional paper costs to the Bureau if colored paper were used for the proposed forms.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION RTH:cs

The Conference of 11/4/54, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, Holloman and Harbo, recommends unanimously unfavorable.

✓

Mr. Tolson

11/4/54

The Executives Conference

SEAT OF GOVERNMENT STENOGRAPHERS MANUAL

SUGGESTION #970-54

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/11/95 BY SP5 CJP/BS

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SUGGESTION:

Miss [redacted] of the Records and Communications Division has suggested that the following requirement be added to Section 27 of the Stenographers Manual, which relates to the preparation of memoranda to individual Bureau officials and supervisors: "A carbon copy designated for an individual should be assembled on top of the original, so at the time the person whose name appears at the head of the memorandum as the sender initials the memorandum, the copy may be pulled off and sent out to the individual to whom it is directed."

OBSERVATIONS:

It is noted that this practice is generally followed throughout the Seat of Government. However, no requirement to such effect has been placed in the Stenographers Manual. It is believed this addition to the Manual would be helpful and would aid in the correct assembling of mail. It is recommended that this requirement be added to the Seat of Government Stenographers Manual.

EXECUTIVE CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/4/54, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, Holloman and Harbo, recommends unanimously favorable.

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J

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

EX-104

RECORDED - 18

INDEXED - 18

66-2554-12054

1 NOV 5 1954

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fm

MR. TOLSON

11/4/54

EXECUTIVES CONFERENCE

SUGGESTION #956-54

MADE BY SA [redacted]

NEW YORK OFFICE

FORM FD-9

(IDENTIFICATION RECORD REQUEST)

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

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b7c

SUGGESTION

Field offices forward Form FD-9 (Identification Record Request) to the Bureau, attention: Identification Division, to request the known identification record of an individual. A separate letter must be directed to the appropriate field office to obtain the past military service record of a subject.

It is suggested that Form FD-9 be revised in such a manner as to provide for requesting the military record of a subject from a field office by forwarding a copy of the Form FD-9. (sample attached)

ADVANTAGES TO SUGGESTION

The suggesting employee feels economy could be effected through saving time now required to prepare a separate letter to request the military service record of a subject.

DISADVANTAGES TO SUGGESTION

Mr. Q. Tamm, Identification Division, believes the proposed revision in Form FD-9 would be confusing inasmuch as the form itself is addressed to the Bureau, attention: Identification Division. Inspector E. D. Mason, Training and Inspection Division, agrees.

ALTERNATE SUGGESTION

Mr. Q. Tamm, Identification Division, states if the volume of requests for past military service records of subjects is sufficient to warrant use of a form, it is suggested that a separate form be provided for requesting field offices to obtain military records. This form could have identifying numbers, descriptive data, et cetera, arranged in such a way that the form could be typed simultaneously with Form FD-9. Inspector E.D. Mason

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

Attachment
cc-Messrs. Sizoo
Harbo

RECORDED - 77

INDEXED - 77

66-2554-12053

NOV 5 1954

EX-130

Memorandum to Mr. Tolson

reports that so far there has been no indication of need for such a form by the field other than this one suggestion.

VIEWS OF FIELD:

ASAC Howard Fletcher of Washington Field estimates five letters are sent out monthly to other offices; therefore, this is no problem and a form would be of no particular advantage. ASAC [redacted] of New York states that office uses approximately 72 forms FD-9 per week and that service records are requested from other offices approximately 54 times per week. This is not considered any great problem in New York and the Supervisors there consider that although a separate form, as suggested by Mr. Tamm, might save some time, the volume does not warrant a separate form. Adaptation of the present FD-9 to general use throughout the field in requesting service records from other field offices is considered by the Supervisors more confusing than advantageous. ASAC Commons of Newark states that office sends out approximately 20 requests per month to field offices for service records and that in view of the relatively small number, the use of a form in lieu of the present letter is questionable.

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EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/4/54, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, Holloman and Harbo, recommends unanimously unfavorable as to the initial suggestion and also as to the alternate suggestion in view of the data herein indicating the limited usefulness of the proposed form.



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

MR. TOLSON

11/4/54

EXECUTIVES CONFERENCE -

SUGGESTION #946-54
MADE BY [REDACTED]
LOS ANGELES OFFICE
USE OF PLASTIC TUBING ON
PHOTORECORD CAMERAS

ALL INFORMATION CONTAINED
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DATE 8/11/92 BY SP5 CP/BS

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b7c

SUGGESTION

It is suggested that ~~rubber tubing on existing~~
~~Photorecord cameras and on new Photorecord cameras be replaced~~
~~with plastic tubing of the type used for model airplane gas lines.~~
(Sample attached)

ADVANTAGES TO SUGGESTION

~~Plastic tubing is more durable than rubber tubing and~~
~~is more stable under temperature changes; is not subject to~~
~~deterioration due to perspiration; oil from the hands and it does~~
~~not crack or split at connections as rubber tubing does, the~~
~~suggester states. The suggesting employee advised that plastic~~
~~and rubber tubing both retail in the Los Angeles area for~~
~~15¢ per foot.~~

Mr. J. P. Mohr, Administrative Division, recommends favorably as to adoption of the suggestion, pointing out the tubing is used in conjunction with the foot treadle on Photorecord cameras. Mr. Mohr advised that the Administrative Division will order a supply for use on Photorecord cameras at the Seat of Government and to fill any requests which may be received from field offices. Mr. D. J. Parsons of the FBI Laboratory agrees with the favorable recommendation of Mr. Mohr.

RECOMMENDATION

Mr. J. P. Mohr, Administrative Division, recommends that the field be advised they may purchase plastic tubing locally for replacing rubber tubing on their Photorecord cameras.

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

EXECUTIVES CONFERENCE CONSIDERATION

RTH:cs

The Conference of 11/4/54, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, Holloman and Harbo, recommended unanimsously favorable. Estimated total cost approximately \$15.00.

Attachment

cc-Messrs. Sizoo and Harbo

RECORDED - 44

INDEXED - 44

EX - 107

66-1507-12052

NOV 5 1954

NOV 8 1954

MR. TOLSON

11/4/54

EXECUTIVES CONFERENCE

SUGGESTION #948-54

MADE BY [REDACTED]

DOMESTIC INTELLIGENCE DIVISION

SUBMISSION OF FORM CC-320 (AGENT VOCATION RECORD)

AND FORM CC-321 (CLERICAL VOCATION RECORD)

ALL INFORMATION CONTAINED
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DATE 8/11/93 BY SP5 CE/JS

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SUGGESTION

That Form CC-321 (Clerical Vocation Record) and Form CC-320 (Agent Vocation Record) be executed in duplicate by employees at the time of their entrance on duty. It is proposed that these forms be brought up to date biannually, according to present Bureau policy, merely by routing the duplicate copy of the form to individual employees for any additions or changes. If no changes are to be made, the duplicate copy will be returned to the Administrative Division by routing slip with the notation "no changes." In those instances where additions or other changes are to be made, such changes could be underlined or marked in a clear manner so that the Administrative Division would be able to easily recognize the additions or changes. Attached are copies of Forms CC-320 and CC-321.

PRESENT PRACTICE

All employees must submit Vocation Record Forms every two years. In the field Agents must fill out three Forms CC-320. One copy is placed in the field personnel file of the Agent and the remaining two copies are forwarded to the Bureau. At the Bureau one copy is used by the Personnel Unit, Administrative Division, and the other copy is placed in the personnel file of the Agent at the Bureau. In the field Clerks must fill out two Forms CC-321. One copy is to be placed in the field personnel file of the clerk and one copy is forwarded to the Bureau for inclusion in the personnel file of the clerk at the Seat of Government.

At the Seat of Government Agents fill out two Forms CC-320 and Clerks fill out one copy of Form CC-321.

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

ADVANTAGES TO SUGGESTION

The suggesting employee lists the following advantages to the proposed procedure:

Would save employee time and eliminate the necessity of executing another complete form;

Attachments cc Messrs. Sizoo and Harbo dmj

RECORDED - 18
INDEXED - 18
66-2554-12055

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Memorandum to Mr. Tolson

Would greatly simplify processing and indexing of Forms CC-320 and CC-321 in the Administrative Division; At present each new form must be compared item by item against the form originally submitted. Under the proposed system the majority of these forms, it is believed, would be returned with the notation "no change" and these would not have to be processed at all. Forms returned with changes marked thereon would only have to be reviewed for the particular items changed;

Bureau records would be more accurate inasmuch as there would be elimination of discrepancies and errors which occur when employees do not have the benefit of reviewing previous personal history statements.

Would result in paper savings inasmuch as employees would no longer be filling out completely new forms biannually and new forms would only be issued to new employees.

Mr. A. H. Belmont, Domestic Intelligence Division, agrees with the suggesting employee that the present procedure has its disadvantages inasmuch as it calls for historical data and dates which may not be accurately recalled over an extended period of service, but also points out it may create difficulty from an administrative standpoint.

DISADVANTAGES TO SUGGESTION

Mr. J. P. Mohr, Administrative Division, is opposed to adoption of the suggestion pointing out it would create a possible administrative burden and that the basic premise that no changes are made in most forms is untrue.

Mr. Mohr states additions to the Vocation Records would have to be noted on records in field personnel files, then they would have to be noted on forms in the employee's personnel file at the Sedt of Government, and finally changes would have to be made on tab cards maintained in the Vocation Records Unit. The margin for error would be greatly increased and there would be no single control to insure changes had been made on all pertinent copies. Any time saved would be more than offset by complications in processing and filing.

Vocation Records Unit recently conducted a survey relative to Forms CC-320 and CC-321 submitted by two field offices. This survey reflected that the Charlotte Office submitted 62 forms, of which 59 showed changes, and the number of changes made on Vocation Records Unit tab cards was 337. The Dallas Office submitted 68 forms, of which 66 showed changes, and 299 changes were made on

Memorandum to Mr. Tolson

Vocation Records Unit tab cards. These tab cards list vocations and avocations of Agents and clerical employees. Past experience has shown that unless employees are required to submit new forms from time to time there is a tendency to fail to keep the Bureau advised of up-to-date vocation records information; in addition, it is felt that employees might fail to advise the Bureau of changes in the event the suggested system is adopted since it would be much easier to write "no changes" than to indicate the necessary changes.

EXECUTIVES CONFERENCE CONSIDERATION: RPH:cs

The Conference of 11/4/54, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen, Holloman and Harbo, recommends unanimously unfavorable.

✓

Mr. Tolson

October 22, 1954

The Executives Conference

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

AGENT'S RESPONSIBILITY FOR INDEXING

INDEXING

SUGGESTION:

ASAC P. B. Estep of the Seattle Division has suggested that the Agents' Handbook be amended to include the requirement that it is the Agents' responsibility for causing to be prepared index cards on names, aliases and data other than such information in the title of incoming communications; and also the person who initials the communications for filing has the responsibility for advising the Chief Clerk's Office of names in the body needing indexing by underscoring them in blue pencil. He also suggests that the Handbook be amended to include a provision that a big cross be placed in the upper right corner of the first page in addition to the blue underlining.

PRESENT REGULATIONS:

Section 3 C 5, Page 4 of the Manual of Rules and Regulations presently requires "(a) The Chief Clerk will automatically cause the preparation of index cards on names, aliases and data in the title of incoming communications, (b) Agents are responsible for causing to be prepared index cards on other names, aliases and data. Stenographers must prepare at the Agents' direction index cards on names, aliases and data not appearing in the title of outgoing and intraoffice communications. Stenographers must prepare index cards on names, aliases and data in "changed" titles of outgoing communications and intraoffice matters. (c) The person who initials a communication for filing has the responsibility of advising the Chief Clerk of names in the body needing indexing by underscoring them in blue pencil.

The FBI Handbook does not presently contain any of the instructions regarding indexing. However, under dictation of reports it is suggested as the last item that names to be indexed be dictated.

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

OBSERVATIONS:

RECORDED-31 166-254-12056
INDEXED-31 NOV. 8 1954

The FBI Handbook is ~~presently~~⁵² The Manuals Desk feels the subject of indexing is one that can be left out of the Handbook. Agents are responsible for following the rules in the Manual of Rules and Regulations as well as the Handbook. Therefore it is felt that the rules regarding indexing are properly placed.
cc: Mr. Harbo, Mr. Sizoo

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ORIGINAL COPIES FILED IN

in the Manual of Rules and Regulations and should not be added to the FBI Handbook.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:rjs

Present at the Executives Conference of October 21, 1954, were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen and Mason. The Conference unanimously felt that the provisions should continue in the Manual of Rules and Regulations but should not appear in the Agents' Handbook because the Handbook is already overcrowded and all employees are already bound by every provision in the Manual of Rules and Regulations.

Mr. Rosen

October 18, 1954

Mr. Price

~~REPORT WRITING - REPORTS CONTAINING ONLY NEGATIVE AND NONPERTINENT DATA NOT TO BE SENT TO THE BUREAU~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CE/B3

Executive Conference

With reference to the question which you have raised as to the advisability of eliminating the submission of pending reports to the Bureau from auxiliary offices as well as RUC reports containing only negative and nonpertinent data, this is to advise that the background of present Bureau policy is as follows:

By memorandum from Mr. Rosen to Mr. Ladd, dated September 9, 1953, (66-2435-1347) (Suggestion #711-53) it was recommended that in certain routine type general investigative cases, that the following instructions be placed in effect:

"When an investigation is conducted by an auxiliary office and the results of the investigation are negative and of no immediate benefit in the solution of the case or location of the subject, a copy of the report reflecting the negative investigation should not be furnished to the Bureau by the auxiliary office. In all such cases, the office of origin will very briefly summarize the negative inquiry made by the auxiliary office in the next report submitted to the Bureau."

By memorandum from the Executives Conference (66-2435-1359) to Mr. Tolson dated October 15, 1953, this suggestion was adopted and the violations to which the new rule applied were enumerated. However, at this time the Executives Conference restricted the application of the rule to RUC reports. This memorandum does not reflect specific reasons why the original suggestion was not adopted in its entirety but does refer to Bureau Bulletin 12 dated March 27, 1952, as an example of favorable experience in eliminating RUC reports in ITSMV cases. This Bureau Bulletin, however, instructs auxiliary offices to RUC information by airtel or teletype to the office of origin rather than submit any report at all. Instant suggestion did not recommend the elimination of reports by auxiliary offices but only the submission of these reports to the Bureau by auxiliary offices in the enumerated classification where only negative or nonpertinent data is contained therein.

ESH:tjp

INDEXED - 106
RECORDED - 103
(SEE PAGE 3)

166-2554-12857

NOV 4 1954
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ORIGINAL COPY FILED IN 100-155-2

Memorandum to Mr. Rosen

Based on the above Executives Conference memorandum, current instructions were sent to the field by SAC Letter 53-69, dated October 20, 1953, eliminating the submission to the Bureau of RUC reports containing only negative or nonpertinent data in the classifications enumerated below:

- 4 - The Firearms Acts: (a) National (b) Federal
- 8 - Migratory Bird Act
- 10 - Red Cross Act
- 15 - Theft from Interstate Shipment
- 25 - Selective Service Act, 1948 (Registrant Delinquency Cases Only)
- 26 - Interstate Transportation of Stolen Motor Vehicles or Aircraft
- 31 - White Slave Traffic Act
- 42 - Deserter; Deserter-Harboring
- 43 - Fraudulent Practices Concerning Military and Naval Documents; Seals & Symbols, Agencies of the U. S.
- 43 - Illegal Wearing of Uniform
- 43 - Illegal Manufacture, use, possession, or sale of Emblems and Insignia
- 45 - Crime on the High Seas
- 47 - Impersonation
- 52 - Theft, Embezzlement, and Illegal Possession of Government Property
- 62 - Civil Aeronautics Act
- 70 - Crimes on Indian and other Government Reservations
- 71 - Bills of Lading Act
- 76 - Escaped Federal Prisoner or Escape and Rescue
- 76 - Parole Violator, Probation Violator and Conditional Release Violator
- 78 - Illegal Use of Government Transportation Requests
- 87 - Interstate Transportation of Stolen Property
- 88 - Unlawful Flight to Avoid Prosecution
- 88 - Unlawful Flight to Avoid Giving Testimony
- 88 - Unlawful Flight to Avoid Custody or Confinement
- 90 - Irregularities in Federal Penal Institutions
- 103 - Interstate Transportation of Stolen Cattle
- 141 - False Entries in Recording of Interstate Carriers
- 142 - Illegal Use of Railroad Pass
- 143 - Interstate Transportation of Gambling Devices
- 144 - Interstate Transportation of Lottery Tickets
- 145 - Interstate Transportation of Obscene Matter
- 146 - Interstate Transportation of Prison-Made Goods

Copy: em
Memorandum to Mr. Rosen

RECOMMENDATION:

It is recommended that my original proposal be considered to include pending reports from auxiliary offices as well as RUC reports to within the rule now in effect, eliminating the submission of reports to the Bureau in those classifications enumerated in SAC Letter 53-69. There are attached a proposed SAC Letter and appropriate Manual changes.

This should be forwarded to the Training and Inspection Division so it can be considered in its suggestion program.

ADDENDUM:

EDM:mfs

October 22, 1954

Unanimously approved by Executive Conference of October 21, 1954, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Keay, Rosen and Mason.

SAC Letter and Manual Changes attached.

REC'D NOV 10 1954

MR. TOLSON

11/8/54

EXECUTIVES CONFERENCE

SUGGESTION #949-54
MADE BY SPECIAL AGENTS JAMES T. NEAGLE
AND [REDACTED]
NEW YORK OFFICE
SECURITY INDEX

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY sp5 cfs

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SUGGESTION

(1) It is suggested that consideration be given to the enlargement of the Security Index in the following manner:

International Business Machine cards be prepared on all Security Index subjects codifying them as to physical description in such a manner that they may be collated on a descriptive basis similar to the manner in which fingerprint cards are collated.

The cards contain a complete description of the individual sufficiently generalized to incorporate persons falling within certain physical categories, i.e., 5' 7" to 5' 9" tall, weight 140 to 150 pounds, different color hair, eyes, whether or not glasses are worn, identifying scars and marks, et cetera, and whether or not photograph is available. Additional identifying data such as places of residence or occupation may also be included.

(2) If feasible, after a trial period of the above suggestion, it is suggested this system be extended similarly to encompass known criminals and the cards could be punched with known identifying data, such as modus operandi, peculiarities, et cetera.

ADVANTAGES TO SUGGESTION

The suggesting employees feel that adoption of this idea would assist in identifying individuals encountered on surveillances or who are included in informant reports, but whose identities are unknown to surveilling agents or the informants concerned.

Tolson — At present, the suggesters point out that such persons are identified
Boardman — in many instances by a tedious process of reviewing available
Nichols — photographs on Security Index cards or photographs of missing
Belmont — Communists. This process does not preclude the possibility or
Harbo — probability that the individual in question may be from outside the
Mohr — confines of the field office territory; therefore, a photograph of
Parsons — this individual is not even available to the office conducting the
Rosen — investigation.
Tamm —
Sizoo —
Winterrowd —
Tele. Room —
Holloman — cc-Messrs. Sizoo
Gandy — Harbo

66-2554-12058

13 NOV 9 1954

EX-125

NOV 10 1954

Memorandum to Mr. Tolson

Under the proposed system, a description of an individual can be furnished to the Bureau and within a short period of time the Bureau would be able to advise the interested field office of the identity of persons who might most logically be identical. The field of possibilities would be narrowed quickly and conclusively; in addition, when photographs of these individuals are available it will be possible to furnish copies of them to the interested field office in order that they may eliminate possible suspects and effect an identification. The suggesters believe a system of this nature would enhance the possibilities of identifying individuals who have gone completely underground and who have changed their identities, places of residence, employment, and who have abandoned their past life. Recent experience indicates their number is increasing and at the same time the necessity of speedily identifying these individuals has become of increasing importance. Any impending legislation to outlaw the Communist Party will, if adopted, drive the Party completely underground. Of necessity, the Bureau should be in a position to identify Communist Party members in order to check on their activity. In addition to the above, it is believed a considerable saving of Agent time would be effected.

DISADVANTAGES TO SUGGESTION

Mr. A. H. Belmont of the Domestic Intelligence Division is opposed to the adoption of this suggestion for the reasons set out below: (1) Preparation of IBM cards for 26,000 Security Index subjects on hand as of 10/15/54, would be an imposing task; (2) Bureau does not presently maintain physical descriptions on the reverse side of Security Index cards, as required in the field, and for this reason complete descriptive data would have to be procured from the field for preparation of the IBM cards; (duplicate set of Security Index cards to be maintained at Quantico, Virginia, under War Plans will, however, contain descriptive data); (3) Physical descriptions are subject to change, and there have been numerous instances in which Security Index subjects have altered their appearances drastically. This would seriously limit the use of codified physical descriptive data unless augmented by photographs. (4) Mr. Belmont agrees with SAC J. J. Kelly, New York, who states he believes the work involved in following out the suggestion would not merit the end results. If a person did show up in any one field office territory indicating he might under the circumstances be a Security Index subject from another field division territory, it would be necessary for the Bureau to check the individual by description through the IBM cards and thereafter write various offices having Security Index subjects answering such description. These offices would then have to check to determine whether these individuals were still in the territory if they were not already known to be

Memorandum to Mr. Tolson

missing. SAC Kelly does not recommend putting the suggestion into effect. (5) It is not believed the type of individual included in the Security Index is amenable to physical codification on the same basis as criminal subjects. Criminal subjects may be classed according to specific acts of violence committed, establishing modus operandi, with physical characteristics as auxiliary features. With regard to Security Index subjects, reliance must be placed exclusively upon the physical descriptions obtained in most instances under less than ideal conditions.

RECOMMENDATION

Mr. A. H. Belmont, Domestic Intelligence Division, is opposed to adoption of this suggestion and recommends it be considered unfavorably for the reasons set out above.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/8/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen and Harbo, recommends unanimously unfavorable.

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MR. TOLSON

11/8/54

EXECUTIVES CONFERENCE

SUGGESTION #958-54

MADE BY SA [redacted]

ST. LOUIS OFFICE

AUTOMOBILE ALBUM

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/93 BY SP2CJ/B

SUGGESTION

(1) That an album of black and white photographs be prepared showing front, side and rear views of principal models of automobiles manufactured in the United States during the past eight or ten years. The album could be kept current by eliminating the oldest year's photographs as a new, current year of photographs is added to the album so that the album would always span eight or ten years. Use of color photographs is not recommended as they could possibly influence the witnesses' opinions.

(2) That the photographs be mounted in a small album which could be incorporated into a Bank Robbery kit.

(3) Through liaison with large automobile manufacturers, the Bureau might obtain the desired photographs at little or no cost.

ADVANTAGES TO SUGGESTION

The suggesting employee points to the following advantages which would be gained through adoption of his idea: Would be particularly helpful in Bank Robbery cases; Album could be displayed to witnesses immediately upon arrival at Bank Robbery scene to determine make and model of the escape vehicle; it being noted that some witnesses seem wholly unable to identify or describe the type of automobile used by bandits or in some cases furnish faulty information. In the past it has been necessary to drive witnesses from one used car lot to another in an attempt to locate a car similar to that used by the subject. The suggester believes this suggestion, if adopted, could save incalculable Agent man-hours.

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

SAC J. E. Milnes, St. Louis, states it appears the suggestion would be of considerable assistance in the investigation of Bank Robberies. If such an album could be compiled without expenditure of a considerable sum of money, SAC Milnes recommends this idea be considered favorably by the Bureau.

cc-Messrs. Sizoo
Harbo
dmg

66-2534-12059
13 NOV 9 1954
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5 25 NOV 10 1954

EX-12

Memorandum to Mr. Tolson

DISADVANTAGES TO SUGGESTION

Mr. A. Rosen, Investigative Division, states the suggestion appears to have merit; however, it does not appear that the time and effort necessary to maintain the suggested album would be warranted by the number of times it would be used.

OBSERVATIONS

Mr. A. Rosen, Investigative Division, feels that, if necessary, in some instances folders could be obtained from local automobile dealers for use in displaying makes and models of cars to witnesses.

Mr. Rosen states, in the event this type of album is authorized, it would also appear that similar albums should be prepared for guns, glasses, clothing, brief cases, and other paraphernalia used by bank robbers.

PREVIOUS CONSIDERATION

SA J. Vernon Tuckey, Phoenix Office, made a suggestion on 3/6/52, that the Bureau consider publishing in the FBI Law Enforcement Bulletin, the front, back and side view of all makes of automobiles dating from January 1, 1930 to date. (Suggestion #71-52) SA Tuckey felt this would aid law enforcement agencies in maintaining an automobile album and would assist them in solving cases wherein an automobile is involved, viz. hit and run, burglaries, robberies, et cetera. Mr. Tuckey was advised that the paper on which the FBI Law Enforcement Bulletin is printed would not permit clarity of reproduction needed in presenting automobile photographs; in addition, he was advised that the Bureau could not see its way clear to undertake the task, which would require 1,020 photographs or about 170 pages of the FBI Law Enforcement Bulletin to be devoted to automobile photographs.

Mr. James L. Dalton, then SAC of the Omaha Office, made a suggestion on 5/29/53, proposing that an Automobile Identification File be established by the Bureau, consisting of photographs of various makes and models of automobile passenger cars manufactured since 1935, with front, side and rear views, to aid Agents in the identification of cars. At this time the Bureau felt considerable time and effort would have to be expended; in addition, it was pointed out there was in existence the National Police Automobile Directory, although this publication did not contain all views of cars.

Special Agents [redacted] and Albert G. MacDonald, Milwaukee Office, made a suggestion on 1/12/54 that a booklet be prepared which would illustrate front, side and rear views of all American-made automobiles for the past 12 years. (Suggestion #20-54)

Memorandum to Mr. Tolson

Because of the time and effort involved in compiling such a booklet this suggestion was considered unfavorably. On 3/18/54, the Milwaukee Office inquired relative to where the National Police Automobile Directory could be viewed or purchased. Bulet to Milwaukee on 3/30/54, advised of the limited usefulness of the National Police Automobile Directory, exhibiting models of cars from 1930 to 1949 and of a previous decision by the Bureau that the Directory should not be purchased. The National Police Automobile Directory is published by William O'Brien, 337 Flower Street, Costa Mesa, California.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/8/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Henrich, Rosen and Harbo, recommends unanimously unfavorable.

✓

MR. TOLSON

11/8/54

EXECUTIVES CONFERENCE

SUGGESTION #954-54

MADE BY

PHILADELPHIA OFFICE

REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP2 CE/SS

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b7C

SUGGESTION

Almost without exception in report writing, it is noted dictating Agents use "the writer." It is suggested that, in report writing, instead of using the words "the writer and Special Agent Jones" or "the writer" the name of the Agent be used.

PRESENT PROCEDURE

New Agents' Training Classes are presently instructed to write reports in the third person to avoid use of the word "I."

ADVANTAGES TO SUGGESTION

The suggesting employee believes the proposed procedure would eliminate any confusion as to identity of the writer of the report and when reading reports it would not be necessary to shift back and forth to find out the actual writer's name.

DISADVANTAGES TO SUGGESTION

None noted by the suggester.

OBSERVATIONS

Inspector E. D. Mason, Training and Inspection Division, states the Bureau wishes to refrain from stilted phraseology in reports and other communications. He believes the suggestion is a logical one which will help reduce error because: (1) Agents preparing inserts for reports and using language "the writer ascertained..." lead to the possibility that the stenographer or Supervisor will correlate the insert verbatim into the final report and thus errors will result because the writer of the insert will in all probability not be the writer of the report; (2) Will provide

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- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen cc-Messrs. Sizoo
- Tamm _____
- Sizoo _____
- Winterrowd ew/dmg
- Tele. Room _____
- Holloman (3 copies)
- Gandy _____

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58 NOV 10 1954

EX-12

Memorandum to Mr. Tolson

clarity in reading reports and assist in the preparation of reports or in the subsequent use of reports when portions thereof will be disseminated.

Inspector G. C. Gearty, Training and Inspection Division, advised that New Agents' Training Classes are presently instructed to prepare reports in the third person to avoid use of the word "I." However, Mr. Gearty recommends that the Bureau give favorable consideration to the suggestion. Mr. A. Rosen, Investigative Division, and Mr. A. H. Belmont, Domestic Intelligence Division, have no objection to use of the Agent's name in lieu of "the writer."

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 11/8/54, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen and Harbo, recommends unanimously favorable.

MR. TOLSON

11/9/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/95 BY SP5 CJP

SEMIANNUAL AGENTS CONFERENCES IN FIELD OFFICES

On 11/9/54 the Executives Conference, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Henrich, Rosen, Holloman and Harbo, was advised of the results of the audit of the semiannual conference recently held by the Washington Field Division and considered the question of whether these conferences should be regularly audited throughout the field. (Mr. Sloan previously audited the conference at Richmond on 9/15/54; Inspector Van Pelt, the conference at Baltimore on 9/22/54; Inspector Rogers the conference at Newark on 10/15/54.)

The conference felt this would serve a very useful purpose in insuring that the conferences are properly planned and conducted in such a way as to be of maximum benefit to all Agents. The conference unanimously recommends a program whereby one semiannual Agents' conference would be audited in each field office annually. The conference contemplated that one-half of the offices would be covered the first half of the 1955 calendar year and the remaining offices would be covered in the second half of the year. In a large number of the offices it is necessary to hold the Agents' conferences in two or more sections. It is proposed to audit only one such conference.

If the Director approves the foregoing recommendation of the conference, plans will be made to have the auditing of the field conferences handled by Field Inspectors who may be in the vicinity, and, with reference to the offices located closer to Washington, proposals will be submitted to have the auditing handled by officials assigned to the Seat of Government.

According to information obtained from the field last August, there are four offices which have not yet held their semiannual Agents' conferences for the second half of 1954, i.e., Salt Lake City - scheduled for 11/15 and 19; Miami - scheduled for 11/16 and 12/7; Birmingham - scheduled for 11/18; and Buffalo - scheduled for 11/18.

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- Tele. Room _____
- Holloman _____
- Gandy _____

The Training Division proposes that Inspector Mason audit

RTH:ND

(7 copies)

- Mr. Sizoo
- Mr. Harbo
- Mr. Mason
- Mr. Gearty

RECORDED-45

INDEXED-45

66-2554-1206

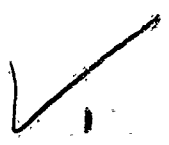
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Salt Lake City on 11/15, since he is scheduled to make a speech Las Vegas at 10 AM on 11/17; that Inspector Nugent audit Miami on 11/16 and Birmingham on 11/18; that Inspector Van Pelt audit Buffalo on 11/18.

The conference unanimously recommends the auditing of one semiannual field office Agents' conference each year, with the auditing to be handled by a Field Inspector or an official designated from the Seat of Government. If this is approved, the necessary detailed plans will be prepared and submitted for approval by the Training Division.

In addition, the Training Division recommends that the Salt Lake City, Miami, Birmingham and Buffalo Conferences scheduled in November, 1954, be handled as previously set out in this memorandum. If approved, the Training Division will make the necessary arrangements.



The Director

10/27/54

The Executives Conference

IN-SERVICE Training

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP2 CJS

On 10/27/54 the Conference, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, McGuire, Holloman and Harbo, considered recommendations in three separate memoranda pertaining to our In-Service training program. Memorandum dated 10/13/54 by J. E. Edwards points out that we have a general retraining program continually operating in the field in the form of semiannual general and technical conferences and several firearms training sessions scheduled in every field division each year. Mr. Edwards' opinion was that the continuance and strengthening of this program would furnish all of the retraining needed by our Special Agent personnel except in special fields. He does not feel that the attendance at a general In-Service training class at the Seat of Government adds sufficient material benefit to the Agents' development or to the Bureau to warrant its continuance. He would rely on more concentrated attention being given by each SAC and by the Training & Inspection Division to the training program in the field.

Memorandum dated 10/15/54 by Assistant Director Q. Tamm, who recently completed an inspection of the Training & Inspection Division, advises that an intensive survey of In-Service was made during the inspection. His opinion is that In-Service training at the Seat of Government for field personnel serves a definite and valuable purpose, is the best opportunity afforded for personal contact between the field and the Seat of Government, is the best means of contributing to increased efficiency and understanding of the over-all operations of the Bureau. Mr. Tamm's principal recommendations were that In-Service training definitely be continued at the Seat of Government, with more emphasis being placed upon specialized schools.

Memorandum dated 10/25/54 by W. C. Sullivan reports the result of his survey of In-Service training as a result of which he concludes that the administration of In-Service schools is adequate, none of the instructors is so lacking in his performance as to warrant censure, but that the curriculum should be entirely revised, with the exception of firearms training. He proposes that New Agents with one year experience in the field should attend In-Service once each year for four years, the

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- Mohr II
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- Tele. Room _____
- Holloman _____
- Gandy _____

cc- Mr. Sizoo
Mr. Harbo

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curriculum to be composed of courses such as the following: (1) exhaustive treatment of all known investigative techniques, devices, skills and procedures; (2) exhaustive treatment of sources of information -- what are they, where are they to be found, selection of for particular purposes, types, how they can be used; (3) exhaustive treatment of informants -- selection, development, handling, etc.; (4) exhaustive course on fugitives; (5) exhaustive treatment of interviews and interrogations, and (6) firearms conducted in the same outstanding manner as is now being done. This would take the place of the present curriculum which consists of 43 separate topics (this counts each item in the two weeks' schedule including panel forums and other items). After an Agent has attended four of these proposed new type In-Service schools, any further attendance at In-Service schools at the Seat of Government should be specialized schools of various types. (There are approximately 2,900 Agents at present with less than five years service.)

(at Dept. W. J. Tolson)
The majority of the Conference was of the opinion that In-Service training at the Seat of Government should be continued because it 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. They felt that the survey of the field recently conducted indicates that field Agents appreciate the value of the training extended to them. Each field office is instructed that before an Agent comes in to 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. The Administrative Division advised that the estimated cost for In-Service training of 1,866 Agents during 1954 fiscal year was \$879,246. This is based on an estimate of \$203.24 per Agent which includes cost of ammunition, travel and per diem, but does not include the salaries of the Agents who are members of the class.

Messrs. Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, McGuire, Holloman and Harbo recommend the following program for the handling of In-Service training schools at the Seat of Government in the future:

1. Each New Agent will be eligible to attend a general In-Service training of the type now conducted after two years service in the field and will be eligible for attendance at a second such school three years later (after a total service of 5 years).

2. After an Agent has attended two general In-Service schools, he will be eligible for attendance at In-Service at 5-year intervals thereafter on the following basis: (a) Agents handling general assignments will attend a general In-Service school; (b) those assigned to security investigations will attend a specialized security school; (c) those handling criminal investigations in the field will attend a specialized criminal In-Service school. This means that in a specialized security school of this type approximately two days normally devoted to general criminal matters will be omitted and the additional time will be devoted to the Domestic Intelligence Division; similarly the practical case problem handled at Quantico will in all such cases involve a security case. In specialized criminal In-Service schools corresponding adjustments in the schedule will be made. Under this plan there still would be provision for separate specialized schools to serve special needs whenever such proposals are made and justified by any division at the Seat of Government.

Those voting for this program were opposed to Mr. Sullivan's proposal because (1) it would be too expensive since it would involve a substantial increase in the number of Agents brought to the Seat of Government annually for In-Service training, and (2) it was felt that the instruction at In-Service must to a considerable extent be directed to the handling of individual classifications of cases, pointing out any changes in the laws or Bureau regulations, weak points noted by the supervisor in investigations supervised by him, and also desirable investigative techniques which he has observed to have been utilized by certain offices with successful results. The principles involved in Mr. Sullivan's proposed curriculum are already embodied in the 6½ days training which they are afforded presently at Quantico involving firearms training, practical investigative problems, raid and arrest problems.

Mr. Tolson favors the discontinuance of all general In-Service training classes at the Seat of Government because he feels, based upon critical observations which have come from several sources, that the training program has not been properly handled and there is no assurance that it would be properly handled in the future. Mr. Tolson favors continuance of the specialized In-Service classes for accountants until all accountants have received this training (expected completion in spring of 1955), and he is in favor of any other specialized schools proposed and justified by any division at the Seat of Government.

Under Mr. Tolson's proposal all general In-Service schools for which orders to the field have already been issued should be handled but that no additional general In-Service schools should be scheduled.

Action will be taken in accordance with the Director's decision.

Respectfully,
For the Conference

✓
Glyde Tolson

If the Training Div had properly handled In-Service classes, this question would not have arisen.

✓
10/28

I regret it but I must go along with Tolson's views. The fact is In-Service has been allowed to bog down & the Training & Inspection Division has not been on its toes to keep In-Service rule & fact moving.

H

8 copies made, as follows:

- 1 original
- 1 yellow
- 1 Mr. Harbo
- 1 Mr. Sizoo
- 1 Mr. Boardman
- 1 Mr. Belmont
- 1 Mr. Keay
- 1 Mr. Baumgardner (atten. Mr. W.G. Osborn)

The Director

November 10, 1954

The Executives Conference

TRAINING - POLICE SCHOOLS - TALKS ON COMMUNISM BEFORE POLICE SCHOOLS AND LAW ENFORCEMENT CONFERENCES

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

The Executives Conference, consisting of Messrs. Tolson, Nichols, Boardman, Harbo, Tamm, Mohr, Hennrich for Belmont, Parsons, Sizoo and Holloman, on November 10, 1954, considered the recommendation of Special Agent in Charge Harvey G. Foster, of the Boston Office, that the Bureau reinstitute authority to the field to afford instruction on Communist matters to police schools. SAC Foster pointed out that such instruction has been afforded in the past and that the Bureau's presentations have been highly commended by officials of the Massachusetts Association of Chiefs of Police. SAC Foster stated he felt that if the Bureau fails to afford such instruction, police agencies will seek assistance elsewhere.

The Bureau, in September, 1950, instructed the field that the subject of Communism should be included in all police schools where it could logically be fitted into the program and that talks on Communism must be limited to closed meetings, consisting only of law enforcement officers or officials.

By letter dated October 4, 1954, Larry King, a reporter with "The Odessa American," advised the Bureau he had been assigned to cover a regional meeting of the Texas Police Association held in Odessa, Texas, on October 4, 1954, and had been invited to the meeting by the Chief of Police at Odessa. King said that just before SAC R. L. Murphy, of the El Paso Office, was to speak, two Agents told him (King) that Murphy could not make his speech if King stayed in the room. King stated it was his personal opinion that newspapermen should not be barred from open police meetings when Communism is discussed. SAC Murphy advised that he was invited to address a closed meeting for police officers only, on the subject of

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- Tele. Room _____
- Holloman _____
- Gandy _____

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(8)
Attachments

CC: MR. HARBO
MR. SIZOO

RECORDED - 71

INDEXED - 71

EX-124

6 NOV 16 1954

66-2554-12063

Handwritten notes and signatures:
 King
 to Mr. [unclear]
 [unclear] [unclear]
 [unclear] [unclear]

Communism, and that when he learned through a Bureau Agent that Larry King, a reporter, was present, through the Agent, King's presence was brought to the attention of Chief of Police Cariker, who was reluctant to exclude King. Murphy then talked with Chief Cariker, who did not commit himself as to what he intended to do about the closed meeting. Special Agent Anders, of the El Paso Office, then indicated to SAC Murphy that he (Anders) could talk with King on a confidential basis and handle the matter diplomatically, and King appeared to be cooperative, upon learning that the meeting was closed, and volunteered to leave. He did leave and returned after Murphy's discussion. Following the above incident, SAC Murphy was censured for his ineptness in handling the matter, and the Bureau instructed by SAC Letter that no further talks on the subject of Communism were to be given before law enforcement or other groups.

The Conference unanimously recommended that the Bureau reinstitute its program of affording instruction to police training schools on the subject of Communism, such instruction to be given by properly authorized Bureau representatives. The Conference was of the opinion this is desirable because such training is needed by police in order to properly fulfill their responsibilities and that if the Bureau does not give such training, they will look elsewhere for it. In addition, the police do cooperate with the Bureau on a limited basis in giving assistance in our investigation of Communist matters, and our Detcom Program (Program for Apprehension and Detention of Persons Considered Potentially Dangerous to the National Defense and Public Safety of the United States) anticipates the use of police in certain areas.

The majority of the Conference, consisting of Messrs. Boardman, Harbo, Tamm, Mohr, Hennrich for Belmont, Parsons, Sizoo and Holloman, recommended that our program of giving such instruction be reinstated throughout the field. Messrs. Tolson and Nichols recommended that such an SAC Letter be prepared, but that a separate letter be directed to the SAC, El Paso, specifically advising him that because of the inept manner in which he handled the situation at Odessa, Texas, on October 4, 1954, this authorization does not apply to the giving of such instruction in the El Paso Office territory.

RECOMMENDATIONS

1. There is attached, for your approval, an SAC Letter authorizing the field offices to reinstitute the program of giving instruction to police training schools on the subject of Communism and setting up safeguards requiring that the Special Agents in Charge insure that the host of the police agency will understand that the meeting is to be closed and will take any necessary action to insure that unauthorized persons are not allowed to attend such meetings.

OK
H

2. Since the majority of the Conference approved the reinstitution of this program in all field offices, no letter has been prepared for the SAC in El Paso, eliminating his territory from participation in the program.

I agree with the minority.
H

3. Also attached, for your approval, is a memorandum to the SAC, Boston, in response to his recommendation in this matter.

OK
H

Respectfully,
For the Conference

✓
Glyde Tolson

MR. TOLSON

11/9/54

EXECUTIVES CONFERENCE

SUGGESTION #967-54

MADE BY SA [redacted]

NEWARK OFFICE

ACCOUNTING REPORTS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/11/93 BY SP5 CJS

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PRESENT PROCEDURE

At present when an Accounting report is prepared by the field and that report contains mathematical computations, it is necessary for the dictating Agent and the Field Supervisor to recheck the mathematics either by mental calculation or by use of an adding machine tape.

Upon reaching the Bureau, before dissemination, it is necessary for the Bureau Supervisor to recheck the computations in the report to be sure the totals are in agreement, as a total, with the numbers preceding the total.

SUGGESTION

That adding machine tapes be submitted with Accounting reports.

ADVANTAGES TO SUGGESTION

Under the present procedure there is duplication of effort and over a period of time there is unnecessary expenditure of manpower consumed on rechecking mathematical computations contained in reports. The suggesting employee feels, if adding machine tapes prepared by the field were submitted to the Bureau as Administrative Page enclosures, the Bureau Supervisor would be relieved of the tedious and time-consuming job of rechecking mathematical computations in reports. With these tapes the Bureau Supervisor would only have to give the mathematics in the report a visual check against the tapes.

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- Boardman OBSERVATIONS
- Nichols _____
- Belmont _____
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- Tele. Room _____
- Holloman _____
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Mr. Rosen, Investigative Division, states it is the prime responsibility of the investigating Agent and Field Supervisors to insure that all calculations contained in investigative reports are mathematically accurate. Whether such determination is made by mental calculation or by using an adding machine tape is a matter of good judgment in the particular report involved.

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RO

Memorandum to Mr. Tolson

Mr. Rosen advised that Seat of Government Supervisors can usually check the mathematical accuracy of calculations visually and it is only necessary in very unusual instances to run an adding machine tape on the calculations.

Mr. Rosen is opposed to the suggestion and recommends it be considered unfavorably inasmuch as the submission of adding machine tapes with Accounting reports would serve no useful purpose.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 11/9/54, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen, Holloman and Harbo, recommended unanimously unfavorable.

✓

MR. TOLSON

11/9/54

EXECUTIVES CONFERENCE

SUGGESTION #922-54
MADE BY MRS [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
PROPOSED CHANGE IN WORK HOURS -
RECORDS SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/98 BY SP5 CJB

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b7c

SUGGESTION

It is suggested that work hours of 9:00 a.m. to 5:30 p.m. for employees of the Records Section, Justice Building, be changed to 8:00 a.m. to 4:30 p.m.

PRESENT WORK HOURS

All employees of the Records Section in the Justice Building have working hours of 9:00 a.m. to 5:30 p.m., except for a small group of employees on skeleton shifts. All employees of other divisions located in the Justice Building have work hours of 9:00 a.m. to 5:30 p.m.

All employees of divisions located in the Identification Building have work hours of 8:00 a.m. to 4:30 p.m.

ADVANTAGES TO SUGGESTION

The suggesting employee lists the following advantages to the proposed change in work hours:

Would facilitate handling of work by Justice Building, Records Section employees for Name Check Unit, Records and Communications Division, and Name Check Section, Investigative Division, both of which are located in the Identification Building with work hours of 8:00 a.m. to 4:30 p.m.

Employees of the Records Section located in the Justice Building and employees located in the Identification Building would have uniform rest periods. It is noted that at present Records Section employees of the Justice Building have rest periods at 10:30 a.m. and 3:20 p.m. daily, while employees located in the Identification Building have rest periods at 10:00 a.m. and 3 p.m.

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

cc - Messrs. Sizoo
Harbo
INDEXED - 28
RECORDED - 28
(5 copies)

66-254-12065
RT M

Memorandum to Mr. Tolson

Work hours of 8:00 a.m. to 4:30 p.m. would assist employees attending school after work.

Would be a factor in improving morale since most employees prefer the 8:00 a.m. to 4:30 p.m. shift.

Employees would in all probability take less leave inasmuch as they would be able to handle more of their personal business after 4:30 p.m. than they are now able to do after 5:30 p.m.

There would be less traffic congestion.

One work shift would be eliminated.

DISADVANTAGES TO SUGGESTION

Mr. L. B. Nichols, Records and Communications Division, recommends unfavorably as to adoption of the suggestion. He points out if employees in the Justice Building, of all other Seat of Government Divisions, continue to work on a 9:00 a.m. to 5:30 p.m. shift, it is necessary for the Records Section to maintain a substantial shift to provide those divisions with adequate service. He further pointed out there is no great congestion problem since there are only 54 employees assigned to the Justice Building on the night shift, and liaison does not present a problem inasmuch as Agent Supervisors of the Name Check Section, Investigative Division, are in their offices until after 5:30 p.m. each evening.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/9/54, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Henrich, Rosen, Holloman and Harbo, recommended unanimously unfavorable for the reasons cited by Mr. Nichols.

✓

MR. TOLSON

11/9/54

EXECUTIVES CONFERENCE

SUGGESTION #968-54
MADE BY SAC V. A. MURPHY
DALLAS OFFICE
~~WANTED FLYERS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CF/JS

SUGGESTION

By routing slip of 10/26/54, SAC W. A. Murphy, Dallas Office, suggested that a current list of outstanding Wanted Flyers be issued from time to time in similar manner to the semiannual list of outstanding Identification Orders.

ADVANTAGES TO SUGGESTION

SAC Murphy believes the proposed list of outstanding Wanted Flyers would help Resident Agencies to maintain Wanted Flyers in current status.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum of 6/29/53, reflects unfavorable consideration of Suggestion #254-53, made by Portland Office, on 5/21/53, to the effect that a list of outstanding Wanted Flyers be included on the list of outstanding Identification Orders which the Bureau issues semiannually. At that time it was pointed out an examination of current outstanding Wanted Flyers indicated an Identification Order had been issued on all but two of the subjects. In those two cases there was either a lack of a photograph or fingerprints, thus there appeared to be no need for the list of current Wanted Flyers inasmuch as the current list of Identification Orders served the purpose, except in the two instances cited.

b6
b7c

Unfavorable consideration was also given to the suggestion of Special Agent Thomas J. Graham, Milwaukee Office, made on 8/11/53, to the effect that a list of outstanding Wanted Flyers be issued from time to time by the Bureau, to be handled either separately or by making the Wanted Flyers outstanding a part of the list showing outstanding Identification Orders which is issued periodically.

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

RECORDED - 73
INDEXED - 73
EX-129

66-2004-12066

NOV 18 1954

66 NOV 18 1954

cc-Messrs. Sizoo
Harbo
F 303

5 copies

M

Memorandum to Mr. Tolson

OBSERVATIONS

Mr. A. Rosen, Investigative Division, is opposed to the suggestion. He points out that field offices are required to keep the Wanted Flyer File up to date at all times and not just twice a year. It is also noted that Identification Orders have been issued on all but two of the seventeen Wanted Flyers presently outstanding. When Apprehension Orders are issued they specifically indicate that the Identification Order and Wanted Flyer are hereby cancelled and the Wanted Flyer and Identification Order numbers are specifically set out in the Apprehension Order.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 11/9/54, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Henrich, Rosen, Holloman and Harbo, recommended unanimously unfavorable for the reasons indicated by Mr. Rosen.

RA

MR. TOLSON

11/9/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY SP5 CIP/BS

SUGGESTION #867-54

MADE BY [redacted]

RECORDS & COMMUNICATIONS DIVISION

REPORT WRITING

b6
b7c

SUGGESTION

That Administrative Pages be prepared only for ~~two~~ two copies of investigative reports sent to the Bureau, but not for copies being disseminated outside the Bureau.

PRESENT PROCEDURE

FBI Handbook requires that Administrative Pages be attached to reports when necessary and that these pages be detached from reports disseminated outside the Bureau.

Listed on Administrative Pages is the following type of information: Identity of each informant; identity of Agent obtaining information or material from confidential informant; identity of Federal agency having security responsibility for key facility where subject of Security case is employed; whether Atomic Energy facility has interest in the subject matter of a Security-type case; advice as to why copies are furnished for information purposes; miscellaneous administrative data, such as background data when necessary for information of offices covering leads and who have not previously received copies of reports, et cetera.

ADVANTAGES TO SUGGESTION

The suggesting employee states a great many copies of reports are received by the Bureau and promptly disseminated to various Governmental agencies. In each instance it is necessary to detach the Administrative Page prior to dissemination. The suggester believes adoption of the suggestion would result in considerable savings since the Supervisor would no longer have to detach the Administrative Pages, the Reading Room would not be required to check to determine if Administrative Pages had been properly detached, stenographers in the divisional offices would save time; paper would be saved; time would be saved in the Consolidation Unit, Records and Communications Division, which handles corrections and substitution of pages in reports, and some filing space would be saved.

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

dmg
(5 copies)

RECORDED-31
INDEXED-31

EX-125

66-2284-12067

RT

Memorandum to Mr. Tolson

DISADVANTAGES TO SUGGESTION

Mr. L. B. Nichols, Records and Communications Division, points out that the Bureau on occasion disseminates reports to field offices and it is felt that the Administrative Page is necessary.

The suggester pointed out that, although the file copy of the report would be assembled on the bottom, under the suggestion, the procedure of removing file copies would be slowed down.

Mr. A. Rosen, Investigative Division, believes the present system of having Administrative Pages attached to each copy of a report should be continued.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum of 7/2/53, sets forth unfavorable recommendation relative to Suggestion #274-53, made by SA [redacted] New York Office, on 6/18/53. Mr. [redacted] proposed that Administrative Pages of reports be submitted only for those copies of reports to be retained by the Bureau. The Conference felt this would present a real administrative problem in that the field would not know when the Seat of Government was planning to disseminate certain reports or how many copies would be disseminated to other agencies, with the net result that there would be occasions when an insufficient number of Administrative Pages would be provided. In the absence of any practical way to avoid confusion in the event the suggestion was adopted, and bearing in mind more time and effort might be expended than at present, the Conference was opposed to this proposal. b6 b7c

Executives Conference memorandum of 9/25/53, reflects unfavorable consideration of Suggestion #478-53, made by Miss [redacted] Records and Communications Division, on 9/17/53, to the effect that Administrative Pages be attached only to two copies of investigative reports, thus providing for a complete original report and one file copy. The Conference opposed adoption of this suggestion for the same reasons cited above.

EXECUTIVES CONFERENCE CONSIDERATION :

RTH:cs

The Conference of 11/9/54, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen, Holloman and Harbo, recommended unanimously unfavorable for the reasons indicated herein.

Mr. Harbo

11/10/54

G. C. Gearty

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

EXPERIMENTAL POLICE TRAINING SCHOOL
UNIVERSITY OF TENNESSEE EXTENSION DIVISION

Executive Conference

By letter 10/22/54, SAC Alden, Knoxville, advised he had received a letter from Inspector [redacted] NA, of Memphis Police Department, indicating a police school is to be operated at the University of Tennessee 11/22-27/54, at Knoxville and requesting SAC Alden to speak at the school 11/23/54 on the duties and responsibilities of the FBI. SAC Alden advised he declined the invitation as he has an ITSP conference scheduled that date. Bulet 10/28/54 was directed to Knoxville and Memphis instructing those offices to furnish Bureau information as to the background and policies of the school, and their views as to the need of such a school and the reasons such plans were promoted at this time.

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By letter 11/1/54 SAC Alden advised that he did not believe there is a need for a school of this type in view of the availability of the Bureau's training program, of which the police agencies in the Knoxville Division are fully apprised and of which they have taken full advantage. (It is noted that during the first 10 months of 1954, Knoxville has conducted 24 police schools, as compared to 4 schools conducted during calendar year 1953.) As to the reasons for promoting the school at this time, SAC Alden advised he believes the plans were promoted both by the University of Tennessee, Extension Service, with a possible view toward enlarging its scope of operation and thereby obtaining larger appropriations, and by Inspector [redacted] either for the money or expense allowance involved or for purpose of securing a permanent position with the University as he is about to retire from the Memphis PD.

By letter 11/1/54, SAC Weeks, Memphis advised he discussed the school with Inspector [redacted] and obtained the following information: The school is sponsored and controlled by the University Extension Division, which Division designated him [redacted] as coordinator; the school is to be operated as a "pilot school" to determine if the University should attempt to continue a police training program; no tuition is to be charged at the "pilot school," but charge will be made for room and board; only duly constituted law enforcement officers have been invited to attend; and instruction on law enforcement subjects will be given by law enforcement officers (principally by [redacted]).

b6
b7C

SAC Weeks advised he sees no need of such a school in view of Bureau's extensive police training program, of which there is complete awareness throughout his division. He advised that he had been approached by [redacted] as to Bureau participation in the proposed school. [redacted] indicated he had invited representatives of Immigration Service, Sedret Service,

mt

Attachment
5 NOV 18 1954
EDS:nl
(3 copies)

EX-125

RECORDED-100 66-2554 - 12068
INDEXED-100
NOV 17 1954
ORIGINAL

ORIGINAL FILED IN 1-11-54-1-197

Narcotics Bureau, Post Office Inspectors and other federal agencies to lecture $\frac{1}{2}$ hour each at the school concerning their respective organizations, and that he desired Bureau to furnish 4-hour lecture on jurisdiction and functions of FBI. (By letter 11-2-54, copy to Knoxville, Memphis advised [redacted] advised the dates of school changed to 11/29-12/3/54 and he desired Bureau representative to speak 1-4:30 p.m., on 12/1/54.

b6
b7c

(It is noted that Inspector [redacted] is a graduate of the 3rd Session of the National Academy and is in good standing. The Knoxville Office participated in schools conducted at the University of Tennessee in 1940, 1941, and 1945 and 1946.)

Present Bureau policy permits furnishing of lecture on Bureau's jurisdiction in police schools conducted by universities and colleges if all in attendance are law enforcement officers and no tuition is charged.

RECOMMENDATION:

That the attached letter be forwarded to Knoxville and Memphis authorizing a representative of the Knoxville Office to furnish a $3\frac{1}{2}$ -hour lecture on the Jurisdiction of the FBI, as it appears the best interests of Bureau will be served by so doing.

EXECUTIVES CONFERENCE CONSIDERATION - R. T. Harbo - 11/10/54

On 11/10/54 the Executives Conference, with Messrs. Tolson, Belmont, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen, Holloman, and Harbo in attendance, were of the unanimous opinion the $3\frac{1}{2}$ -hour lecture should be furnished in the proposed school.

RB

V

J

OK

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: September 29, 1954

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

FROM : Executives Conference Present:

Mr. Belmont
 Mr. Mason
 Mr. Tamm
 Mr. Holloman
 Mr. Rosen
 Mr. Sizoo
 Mr. Mohr
 Mr. Nichols

SUBJECT: REPRODUCTION OF MATERIAL AND SECURITY OF FILES

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 8/11/92 BY SP5C/HJS

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.

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. (Thev)

cc - Mr. Harbo

cc - Mr. Sizoo

ECK:mnr/linz

REC-111
 ENCL

RECEIVED
 NOV 18 1954
 FBI
 10-25-54
 11-13-54
 11-13-54
 11-13-54

Memo to The Director

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.

OR *M.H.*
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.

to *M.H.*
IV. RETENTION OF CHARGE-OUT SLIPS FOR A THREE-YEAR PERIOD: (Attachment IV)
AND TRANSFER

(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 15½ 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: Johnson
OK
K.

- (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 \$153,694 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, ^{Jolson} 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, ^{Jolson} Holloman and Mason opposed docket sheet. ^{OK. H.}

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
10-11
M. J. T.
V. J.

Mr. Tolson

10-27-54
31239

Mr. Harbo

WAR PLANS - FAMILY
MEETING PLAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CJ/B

Federal Civil Defense Administration in July, 1954, published a pamphlet entitled, "Registration and Information Services," which was made available to the Bureau on 10-8-54. Among other things described in the pamphlet are actions which families can take to help trace members separated during an atomic attack.

There is here attached a condensation of the so-called Family Meeting Plan set forth in the form of a flyer, in no way identifying the FBI but designed to be passed out to all Bureau employees, both field and Seat of Government, for their information and whatever assistance it will be to them in the formation of their individual family plans.

RECOMMENDATION:

It is recommended that one copy of the attached flyer entitled "Family Meeting Plan," be made available to all Bureau personnel, both at SOG and in the field.

ADDENDUM: (J. A. Sizoo 10-29-54)

While it may be desirable to do this, this may have repercussion if agents start corresponding with their families all over the country setting up such plans. We should at least caution them against creation of any war hysteria.

JEM:rlc On 11/1/54 the Executive Conference unanimously recommended against issuing the "Family Meeting Plan" as suggested above. Present were Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Belmont, Rosen and Harbo.

79M

RECORDED-101
INDEXED-101

66-2554-12070
NOV 19 1954
27

51 NOV 26 1954

ORIGINAL COPY FILED IN 66-11257-179

Mr. Tolson

11/17/54

Executives Conference

SUGGESTION #976-54
MADE BY SAC AUERBACH
SEATTLE DIVISION
FORM FD-77 (DICTATION SLIP)

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

SUGGESTION:

It is suggested that the word ^V"/Indexing" be added to the Dictation Slip (Form FD-77). (Sample attached.)

PRESENT RULE:

Section 3C, 5b, Manual of Rules and Regulations, relative to indexing states, "Agents are responsible for causing to be prepared index cards on other names, aliases, and data. Stenographers must prepare at the Agent's direction index cards on names, aliases, and data not appearing in the title of outgoing and intraoffice communications."

ADVANTAGES OF SUGGESTION:

The suggester feels this will serve as a reminder to the stenographer to ask the dictator what should be indexed.

DISADVANTAGES OF SUGGESTION:

None noted by suggester.

[RECORDED-127]

[INDEXED-127]

66-2554-12071

EX. - 109

PREVIOUS CONSIDERATION:

It was previously suggested that stenographers be required to take dictation slips with them to receive dictation. The Executives Conference of 9/16/54 did not wish to legislate upon such a matter.

OBSERVATIONS:

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

Inspector Mason, Training & Inspection Division, advised that whether the stenographer takes the dictation slip to dictation seems to have very little bearing upon having the block concerning Indexing. Mr. Mason further pointed out that there would be no expense involved whatsoever in adding the word "Indexing" to the Dictation Slip at the next printing.

cc: Messrs. Harbo & Sizoo
NEV MW
(5 copies) 2183

NOV 26 1954
RH M

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/15/54, composed of Messrs. Boardman, Nichols, Parsons, Mohr, Sizoo, Tamm, Holloman, Belmont, Rosen and Harbo, recommends unanimously unfavorable on the ground that it does not appear that the adoption of the suggestion would make any substantial improvement in the quality of indexing in the field.

MR. TOLSON

11/24/54

EXECUTIVES CONFERENCE

SUGGESTION #821-54
MADE BY MISS [REDACTED]
RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5CJ/S b6 b7c

PRESENT PROCEDURE

~~At present, No Record Loyalty Forms~~ are filed away in an alphabetical file and retained for approximately five years, following which they are microfilmed. From time to time the Bureau receives from highly confidential sources a subversive list and this is checked against the alphabetical file. References to Bureau file 121-4, which consist of No Record Loyalty Forms, are listed on the Search Slip and reviewed by File Reviewers.

SUGGESTION

That references to Bureau file 121-4, consisting of No Record Loyalty Forms, not be listed on the Search Slip nor be reviewed by the File Reviewer.

OBSERVATIONS

Mr. W. G. Eames of the Records Section advised that the suggesting employee feels it is unlikely that identifications would be effected, in view of the fact that these subversive lists contain very little background data.

Messrs. L. B. Nichols of the Records and Communications Division, A. H. Belmont, Domestic Intelligence Division, and A. Rosen, Investigative Division, favor continuance of listing references to Bufile #121-4 on the Search Slip when subversive lists are searched through the indices, as has been the custom in the past.

Mr. Belmont states that, in searching a given name, if a reference to Bufile 121-4 should be found this serves as notice that a Government employee may be the subject of the search and for that reason he feels it would be necessary to record Bufile 121-4 references so that the possible ident may be completely resolved.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo cc-Messrs. Sizoo
- Mohr _____
- Parsons _____
- Rosen dmg
- Tamm _____
- Sizoo (5 copies)
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

RECORDED - 73

66-2554-12072

INDEXED - 73

17 NOV 26 1954

Handwritten initials and marks, including "M-1" and "RJ".

Memorandum to Mr. Tolson

Mr. Rosen advised that the Loyalty Section, Investigative Division, is opening investigations based on these subversive lists whether the lists contain birth data or other specific identifying information. In cases where a list does not contain birth data or other necessary identifying information a preliminary investigation is opened to determine if the individual whose name appears on the list is identical with the individual on whom a Loyalty Form has been received. Upon establishing identity, a full-field investigation is opened. In many instances it has been possible to establish identity successfully between No Record Loyalty Forms and subversive lists received in the Bureau.

For the reasons set out above, Messrs. Nichols, Belmont and Rosen recommend unfavorably as to adoption of this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 11/23/54, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Conrad, Sizoo, Belmont, Tamm, Rosen, and Harbo, recommended unanimously unfavorable. The Conference felt that it was necessary that we continue our present procedure for the reasons indicated herein.

RH
V. J.

Mr. Tolson

11/17/54

R. T. Harbo

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

SAC CONTACTS

Attached for your approval is a proposed form letter for returning disapproved proposed SAC Contacts to the field.

Experience to date indicates that approximately 1500 to 2000 proposed SAC Contacts will be disapproved and returned to the field primarily because the letter from the field has not sufficiently shown the nature of the unusual services and extraordinary courtesies the proposed SAC Contact provides or is able or willing to provide. The attached proposed form letter is designed to cover all the main reasons for rejection, and each reason for rejection is numbered so that no yellow copy will be necessary for the files inasmuch as a notation will be made on the incoming original reflecting the form number, the number of the paragraph stating the reason for the rejection and the date thereof, thus obviating the additional handling of the yellow copy with a resultant saving in paper. Exception: where derogatory information from Bureau files is furnished the field, yellow copy will be prepared.

In view of the volume of rejected proposed SAC Contacts to be returned to the field, a large saving in stenographic and supervisors' dictating time will result from the use of the attached form letter.

RECOMMENDATION:

That the attached form letter be approved.

Attachment

MHS:jaw:mew

Approved by Executive Conference 11/17/54, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Belmont, Rosen, Holloman and Harbo.

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

166-2554-
NOT RECORDED
176 NOV 24 1954

ORIGINAL FILED IN 94-1-179-290

To: SAC, _____
From: Director, FBI
Subject: _____
SAC Contact

Date:

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

The above individual, upon whom you submitted a recommendation, is not approved as an SAC Contact because:

- 1. Your letter of recommendation does not contain a clear showing of the unusual services or extraordinary courtesies the proposed SAC Contact has rendered or is willing and able to provide.
- 2. Sufficient background information is not furnished.
- 3. Position individual occupies precludes his consideration.
- 4. Derogatory information in your letter of recommendation makes it undesirable to consider this individual.
- 5. Bureau files contain the following derogatory information:

APPROVED by EXECUTIVES CONFERENCE 11/17/54
Composed of Messrs. Tolson, Boardman, Tamm,
Parsons, Sizoo, Belmont, Rosen, ~~Holloman~~
and Harbo
Holloman

66-2554- ✓
ENCLOSURE

TO : A. E. ...
FROM : W. A. ...

DATE: September 23, 1954

~~CONFIDENTIAL~~

Bel...
Har...
M...
Par...
Ros...
Tam...
W...
Win...
Tele. Room
Holloman
Gandy

SUBJECT: **ESPIONAGE AND FOREIGN INTELLIGENCE INVESTIGATIONS;
DOUBLE AGENT PROGRAM;
FULL EXPLOITATION OF ALL KNOWN CONTACTS OF
SOVIET/SATELLITE PERSONNEL AND ESTABLISHMENTS**

~~(S)~~

Page 28 of SAC Letter 54-26(U) states: "If no reason to the contrary exists, the contact (of Soviet or satellite personnel or establishments) may, with Bureau approval, be interviewed to determine his reason for making the contact and to determine if he should be placed on the Security Index or if advisable to explore the possibility of securing his cooperation as an informant or double agent."

Requests for authority to interview contact subjects have been sent to the Bureau by the field by memorandum. Authority has been granted or denied by separate communication. When granted the field has been cautioned to conduct the interview in accordance with existing Bureau instructions and SAC Letter 54-26(U) and to exercise care not to jeopardize the identity of the original source of information.

It is conservatively estimated that 250 such memoranda are sent to the field each month.

The Manual of Instructions (Section 87C pages 27a and 27b) provides: "In those instances (involving security-type subjects) when it is not necessary for the Bureau to issue specific instructions or comments in connection with authorizing an interview, the Bureau will approve requests to interview security subjects by placing an appropriate rubber stamp impression on a carbon copy of the incoming memorandum from the field and returning that carbon copy to the field by routing slip." This procedure has resulted in great savings to the Bureau in authorizing interviews with other security subjects.

OBSERVATIONS:

1. By using the same general format and making changes to specifically fit contact cases, the procedure used in authorizing interviews in other security-type investigations can be extended to contact cases.

Attachment
DWK:plv:dnd
(4)

~~CONFIDENTIAL~~

NOT RECORDED
145 DEC 10 1954

INITIALS ON ORIGINAL
Classified by **SP5CE/JS**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

Declassify on: OADR / FOIA 323, 013

66 DEC 17 1954

Exempt from automatic declassification

ORIGINAL COPY FILED

~~CONFIDENTIAL~~

2. This procedure would make it possible to appropriately stamp and return the carbons of requests from the field relating to most contact case interviews and thereby obviate the necessity of dictating, transcribing, typing and proofreading approximately 250 memoranda a month which would amount to a substantial savings.

ACTION:

If you agree the attached SAC Letter implementing the above procedure will be sent.

JE
WAB
52
Q

EXECUTIVES' CONFERENCE
RECOMMENDATION:

November 29, 1954

On November 29, 1954, the Executives' Conference, consisting of Messrs. Belmont for Boardman, McGuire for Nichols, Mason for Harbo, Mohr, Conrad for Parsons, Rosen, Tamm, Sizoo and Henrich for Belmont, unanimously recommended approval of the attached SAC Letter.

CEH:tlc

✓
~~CONFIDENTIAL~~
Haw

RA
Mr. Tolson

10/4/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/92 BY SP5 CE/JS

SUGGESTIONS BY SAC BANISTER, CHICAGO,
REGARDING IN-SERVICE TRAINING AND NEW AGENTS TRAINING

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

The Conference considered a number of suggestions from SAC Banister at Chicago relating to In-Service training.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

1. The Conference unanimously recommended that the lecture on dress and appearance now given to new Agents and In-Service Agents not be expanded to include lectures on social customs, how to meet the SAC's wife and table manners. The Conference felt the Training and Inspection Division should continue to have new Agents' counselors dine each meal with a different group of Agents while at Quantico in order to observe table manners and personally advise any new Agents of need for improvement. This practice has been in effect for several years.

2. The Conference unanimously recommended that In-Service training not include a lecture on "History of Crime or Criminals" or "Psychological, Sociological and Economic Aspects of Crime." The Conference recommended that these topics be explored by Training and Inspection Division and be included in new Agents training to a greater degree as practical along with presentations as to crime causation and other crime presentations. Some of this type of material presently is woven into the numerous lectures given to new Agents on crimes within Bureau jurisdiction and such matters frequently come up in discussions before new Agents and at In-Service training with regard to actual cases cited as examples of these crimes.

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

3. Conference unanimously opposed to teaching In-Service Agents Russian History, History and Rules of War, Philosophy and Purpose of Law, Responsibilities and Rights of Citizenship, to any

- cc - Mr. Harbo
- Mr. Sizoo
- Mr. Tamm
- Mr. Sullivan

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degree further than now taught. Conference was opposed to teaching World History and American History to new Agents, pointing out that the training program is designed to fit individuals for FBI work after they have already obtained their basic cultural education and that our training program should not endeavor to compete with the standard four-year college course. In the fifth week of new Agents training we now include three hours of instruction on Constitutional Law and the Bill of Rights, emphasizing the relationship of these matters to the Bureau's work.

4. Conference was unanimously in favor of stressing the importance of training in development of security informants and pointed out this matter is and has been handled in the past in various specialized schools as well as during In-Service training; an exhaustive monograph on security informants is currently being written by the Central Research Unit for all field Agents for training purposes. In-Service training currently devotes an hour with each class to discussion of problems relating to development of security informants. New Agents now receive two hours of special instruction on the subject. No change recommended.

5. Conference was unanimously opposed to any further expansion at In-Service training of instruction on Marxism-Leninism-Stalinism. These topics have been covered in In-Service training for years and at present Mr. W. C. Sullivan lectures one hour, forty minutes to each In-Service class on "Principles Governing Communist Strategy and Tactics." In addition, a total of two hours is devoted in each In-Service class to lectures on "Communist Party, USA, Internal Security Act of 1950, and Communist Party Front Organizations." New Agents presently receive 5 hours of instruction on "Communist Ideology" and in addition, receive eleven hours of instruction on related topics such as "Communist Party, USA," "Communist Infiltration of Labor," "Communist Front Organizations" and "Smith Act of 1940." Also, a monograph already is available in each field office on Marxism and its related isms.

6. Conference was unanimously opposed to teaching the topic "All Known Espionage Systems" at In-Service training and felt that this topic should be considered by the Domestic Intelligence Division for possible use in a monograph in the event there is sufficient worthwhile data available. New Agents now receive five hours of instruction on Espionage and Foreign Intelligence Activities. Each In-Service class receives three hours of lecture on these topics.

7. Conference unanimously opposed to endeavoring to teach the art of insurrection and technique of revolution at In-Service training; Conference felt that Central Research Desk should be authorized to explore the possibility of preparing a monograph along these lines; Conference felt that lectures to In-Service on basic Marxism and Communist ideology have already included considerable data regarding Communist insurrection and techniques of revolution.

8. Conference opposed extended lectures at In-Service training on the Nationalist Party of Puerto Rico inasmuch as there are only approximately 500 members and only a few field offices have any particular problems. This subject presently is mentioned briefly to In-Service classes in the regular lecture on "Communist Party Front Organizations" and is discussed before New Agents during a two-hour lecture on "Communist Fronts, Nationalist and Fascist Organizations."

CONCLUSIONS:

Net result after consideration that each of the foregoing items is for the Training and Inspection Division to explore and determine whether specific lectures should be given new Agents on "History of Crime and Criminals" and "Psychological, Sociological and Economic Aspects of Crime" in addition to working these topics into related presentations as is the current practice.

In the event of approval, appropriate action will be taken.

OK
JI
✓ Jan

MR. TOLSON

November 23,
1954

THE EXECUTIVES' CONFERENCE

TRAINING OF BUREAU PERSONNEL
IN THE DEVELOPMENT OF SECURITY INFORMANTS

On November 23, 1954, the Executives' Conference, consisting of Messrs. Tolson, Boardman, Nichols, Belmont, Harbo, Mohr, Conrad for Parsons, Rosen, Tamm and Sizoo, considered certain recommendations of the Domestic Intelligence Division relative to security informants. The recommendations were based upon ideas and suggestions developed during a series of five two-day regional training sessions in the field conducted by representatives of the Domestic Intelligence Division, at which many problems relating to security informants were resolved through the concentration of a community of thought and discussion. These sessions were held in the New York, Washington Field, Chicago, San Francisco, and New Orleans Offices with 136 specially selected Special Agents from all continental offices participating. SACs, ASAGs and supervisors of the offices where the meetings were held attended part time as their duties permitted. The following recommendations were made by the participants in these training sessions after careful deliberation and thorough discussion. The recommendations were concurred in by the Domestic Intelligence Division and were considered by the Executives' Conference.

(1) Current policy requires the field to obtain prior Bureau authority before each contact or recontact with subjects being interviewed under the Security Informant and Toplev Programs. All five of the training sessions were unanimous in recommending that in the future after original authority has been received in the field to approach a subject, no additional Bureau authority be needed for recontacts with that subject. In making this recommendation the training sessions pointed out that in many cases, after the original contact, the subject had been observed in a secure location and, although information in the possession of the Agent strongly indicated a successful interview could be conducted, the subject

Attachment

cc - Mr. Tolson

RECORDED-101

66-2554-12074

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

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29 1954

EX. 107

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could not be recontacted because Bureau authority was required. Before such authority could be secured, the opportunity had passed. Any such recontacts will be subject to the same limitations and security precautions which are placed on the original contact with the subject and the Bureau will be promptly advised of the results of each such recontact.

Careful consideration has been given by the Domestic Intelligence Division to this recommendation, which was unanimously made by all the training sessions. It is believed that this recommendation is sound, especially considering the fact that our Agents have had three years' experience in interviewing Communists, and will facilitate our work in this field without appreciably increasing the risk. Therefore, if you approve, appropriate instructions will be issued to the field authorizing such recontacts except in those cases where common sense dictates the Bureau be consulted before a recontact is made. This would include any case where the circumstances would indicate a delicate situation existed and a greater than usual risk was involved as is sometimes the case when contacts are being made with individuals employed in the newspaper field, educational field, radio and television industry, religious field, publishing houses, labor leaders, and the like.

EXECUTIVES' CONFERENCE RECOMMENDATION:

The Executives' Conference unanimously recommended that this be approved.

(2) The training sessions recommended that Form FD-238, which is a floating serial maintained as the top serial in the informant's administrative file, be amended to make a place thereon for the name of the alternate Agent who handles the informant. The current Form FD-238 contains a space only for the name of the contacting Agent.

If you approve, when it becomes necessary to print additional Forms FD-238, a space will be designated thereon for the name of the alternate Agent who handles the informant.

EXECUTIVES' CONFERENCE RECOMMENDATION:

The Executives' Conference unanimously recommended that this be approved.

(3) The current policy requires that all interviews with active Communists for the purpose of developing them as security informants be made away from the home or place of business of the subject of the interview. We have from time to time, where the situation warranted, permitted this type of interview to be conducted at the home or at the place of business. This is, of course, an exception to the general rule. All of the training sessions felt that this restriction with respect to certain subjects, such as housewives, self-employed businessmen, and, in some instances, people employed in regular industry, tended to slow down their efforts since much time was spent fruitlessly in an effort to make a contact with these individuals without success. After a thorough discussion and mature consideration of the problem, all of the training sessions recommended that in those instances where it was not feasible, after a reasonable effort had been made, to contact an individual away from his home or place of business, the field so advise the Bureau and request authority to contact that person either at home or at his place of business, whichever was more desirable, not for the purpose of trying to develop him as a security informant but to interview him regarding his own Communist activity. If he proved cooperative, another interview could then be set up in a secure place at which efforts would be made to develop him as a security informant. The interview to be conducted at the home or place of business concerning the individual's own Communist activity is an action fully within the scope of our responsibility in the security field and one for which the Bureau could not be justifiably criticized. In making this recommendation the training sessions took into consideration that our Agents have had wide experience in interviewing individuals concerning their own Communist activity. As of September 1, 1954, 16,281 such interviews had been conducted.

The Domestic Intelligence Division feels that this procedure is sound and will save considerable time and facilitate the handling of the interview programs by the field without jeopardizing their security. Therefore, if you approve, appropriate instructions will be furnished to the field in this regard.

EXECUTIVES' CONFERENCE RECOMMENDATION:

The Executives' Conference unanimously recommended that this be approved.

(4) For your approval, there is attached a proposed letter to all SACs containing the above recommendations and also setting forth for the information of the field the results of the recent training sessions in the development of security informants, emphasizing the necessity to obtain coverage in the Communist underground.

✓

OK
H

Plus file

MR. TOLSON

11/26/54

EXECUTIVES CONFERENCE

SUGGESTION #1008-54

MADE BY SA [redacted]

NEW YORK OFFICE

SUGGESTION PROGRAM - POSTERS
RE AWARDS GRANTED

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

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b7c

SUGGESTION

1. Each month issue a poster concerning the Bureau's Suggestion Program and on the poster list the names of employees who have received awards because of suggestions.
2. In "The Investigator" magazine monthly identify employees who have won suggestion awards.

PRESENT PRACTICE

The Bureau issues posters concerning suggestions at frequent intervals. So far this year two have been issued for use on bulletin boards. These posters do not identify individual employees who have won awards as a result of suggestions. In addition, the Bureau uses posters printed by the Navy Department and other agencies in order to publicize the Suggestion Program. Each issue of "The Investigator" does identify employees who have received awards resulting from suggestions and in many instances their photographs are also included.

OBSERVATIONS

Apparently the suggesting employee has overlooked the fact that "The Investigator" is used for publicizing the Suggestion Program and that posters are already widely used. The suggesting employee has in mind that naming employees who have won suggestion awards on the various posters would help further publicize the Suggestion Program. There is a talk made before each In-Service Training Class concerning the Suggestion Program; the program is mentioned in inspection conferences in field offices by Inspectors; covered in New Agents' Training Classes.

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

Inspector E. D. Mason, Training and Inspection Division, feels that present practices should continue; sees no advantage to putting the names of employees on posters and feels that identifying these employees in "The Investigator" is adequate publicity.

cc-Messrs. Sizoo

Harbo

RECORDED - 120

INDEXED - 120

EX-130

13 NOV 29 1954

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(5)

Memorandum to Mr. Tolson

He further feels that the primary purpose is to publicize the Bureau's wish to obtain suggestions, rather than publicize employees, as such. Adequate publicity now exists, as demonstrated by the fact that there have been 1,033 suggestions received this calendar year, more than for any similar period in any previous year.

EXECUTIVES CONFERENCE CONSIDERATION RTH:cs

The Conference of 11/24/54, composed of Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, McGuire, Belmont, Boardman, Rosen and Harbo, unanimously recommends continuation of our present procedures as set forth herein.

✓

MR. TOLSON

11/26/54

EXECUTIVES CONFERENCE

SUGGESTION #995-54

MADE BY SA [redacted]

NEW YORK OFFICE

*APPLICANT INVESTIGATIONS AND
RELATED SPECIAL INQUIRIES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/11/82 BY SP5CE/JS

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b7c

PRESENT MANUAL REQUIREMENTS

With regard to Applicant investigations and related special inquiries, Manual of Instructions, Section 19B, paragraph 6f, captioned "References," states: Derogatory information concerning references and the degree of association with the applicant should be thoroughly investigated and reported except that if a reference, close associate or relative has been the subject of a Loyalty of Government Employees case, it is sufficient merely so to state and leave sufficient space in the report to the Bureau to type in the disposition rendered by Civil Service Commission. An appropriate notation should be placed on the administrative page directing attention to this fact.

SUGGESTION

It has been noted that the Bureau, upon receiving the disposition from the Civil Service Commission, retypes the complete page containing the disposition and returns an amended page to the field for inclusion in its report.

It is suggested that, at the time the disposition is ascertained by the Bureau, the stenographer type the disposition into the original copy submitted by the field, placing an extra carbon copy in her typewriter. This carbon copy could be forwarded to the field by routing slip; when received in the field the few lines containing the disposition could be clipped from this copy and stapled into the blank space left originally in the field office copy of the report.

RECORDED - 54 66-2534-12076

INDEXED - 54 13 NOV 29 1954

EX 128

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

ADVANTAGES TO SUGGESTION

The suggester feels this procedure would save stenographic time at the Bureau inasmuch as a stenographer would not have to

cc-Messrs. Sizoo and Harbo

(5 copies)

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Memorandum to Mr. Tolson

retype a complete page merely to prepare an amended page of a report with a few additional lines containing the disposition; field office time would be saved in that the file would not have to be broken down in order to place the amended page in the report; the disposition could be stapled into the report by the secretary to the supervisor handling applicant cases.

SAC J. J. Kelly, New York Office, states this suggestion appears to have merit and he recommends it be given consideration.

Mr. A. Rosen, Investigative Division, states this idea has merit and will save retyping of a number of pages during a year. He recommends that this suggestion be put into effect.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/24/54, composed of Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, McGuire, Belmont, Boardman, Rosen and Harbo, recommends unanimously favorable.

✓

MR. TOLSON

11/26/54

EXECUTIVES CONFERENCE

SUGGESTION #986-54

MADE BY MRS. [REDACTED]

RECORDS & COMMUNICATIONS DIVISION

PROCESSING OF APPLICANT-TYPE MAIL

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY SP5CE/BS

SUGGESTION

Applicant-type mail (reports, Air-Tels, letters, forms, et cetera) handled in the Special Inquiry Section, Investigative Division, is kept in separate case folders in the Section until the case is closed, following which the folder and its contents are sent to Records Section, Records and Communications Division, for processing.

It is suggested that the Special Inquiry Section remove the mail from the folder before it is forwarded to the Records Section for processing and recording of statistics.

ADVANTAGES TO SUGGESTION

The suggester states this would expedite handling of this Applicant-type mail inasmuch as it would eliminate the necessity of removing the mail from the folder each time it requires processing action in the Records Section; in addition, she points out fewer folders would be required.

DISADVANTAGES TO SUGGESTION

The suggester states there would be more wear and tear under the proposed procedure inasmuch as the mail would have less protection.

OBSERVATIONS

Mr. L. B. Nichols, Records and Communications Division, advised that this Applicant-type mail is sent to the Statistical Section in the Identification Building and then returned to the Justice Building for processing. The folder, he believes, serves a definite function in protecting the mail, preventing it from becoming separated, and acting as a flag or identification to locate clerks.

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

RECORDED - 54 - 66-2564 - 12077

INDEXED - 54 23 NOV 22 1954

EX-128

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MIB

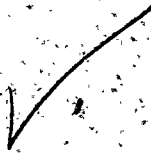
Memorandum to Mr. Tolson

Mr. A. Rosen, Investigative Division, is opposed to adoption of this suggestion and points out the primary purpose of the folders now used is to keep this Applicant-type mail from becoming separated and to assist in its identification during the mail processing action. He states in many instances it is necessary to request the mail in an Applicant case shortly after it has been closed and before the Records Section has had an opportunity to place it in a case file. If the mail is taken from its folder, before being forwarded to the Records Section, a great deal of time will be lost in locating separate items as they undoubtedly will become scattered. At present the last person handling a closed case of this type is the Supervisor; under the proposed procedure, because of the volume of work in the Atomic Energy Unit, it would be necessary to return all mail from the Supervisor's desk to the desk of a clerical employee for removal of the mail from its folder, and to attach a binder clip to the mail prior to sending it to the Records Section for processing.

Because of the additional work which would be required on a volume desk, Mr. Rosen recommends unfavorably as to this idea.

EXECUTIVES CONFERENCE CONSIDERATION : BTH:cs

The Conference of 11/24/54, composed of Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, McGuire, Belmont, Boardman, Rosen and Harbo, unanimously recommends unfavorably for the reasons indicated herein.



71
MR. TOLSON

11/26/54

EXECUTIVES CONFERENCE

SUGGESTION #993-54

MADE BY SA [REDACTED]

NEW YORK OFFICE

~~REPORT WRITING -~~

~~APPLICANT CASES~~

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

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b7c

SUGGESTION

That sufficient space be left at the end of Applicant investigative reports to permit reporting the results of the FBI Laboratory examinations, for the most part consisting of comparing signatures found on Communist Party nominating petitions which appear to be pertinent to the applicant investigation.

PRESENT PROCEDURE

In applicant cases in which the field submits handwriting specimens and Communist Party nominating petitions to the FBI Laboratory for comparison purposes, with instructions that the results be made available to the Special Inquiry Desk at the Seat of Government, the field usually closes its applicant case and is not vitally interested in the report of the Laboratory. After the FBI Laboratory reports its opinion to the Special Inquiry Desk, an amended page is typed at the Bureau and returned to the field office containing the results of the comparison made by the Laboratory.

ADVANTAGES TO SUGGESTION

The suggesting employee feels that, if sufficient space was left at the end of Applicant investigative reports, the stenographer, when inserting the results of the Laboratory examination on the original report copies, could place an extra carbon in her typewriter and this carbon copy could then be mailed by routing slip to the field in order that it might be stapled into the report on file at the field office.

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

The suggester points out that this would eliminate the necessity of furnishing to the field copies of Laboratory reports or the results of examinations; would save stenographic time in preparing amended pages of reports; would save field office time cc-Messrs. Sizoo and Harbo

(5 copies)

RECORDED-101
INDEXED-101

66-2554-12078
13 NOV 29 1954

DEC 13 1955

Memorandum to Mr. Tolson

in that the file would not have to be broken down in order to place the amended page in the report -- results of Laboratory examination could be stapled into the report by the secretary to the supervisor handling the Applicant case.

DISADVANTAGES TO SUGGESTION

None noted by suggesting employee.

OBSERVATIONS

Mr. A. Rosen, Investigative Division, favors adoption of the suggestion. It is noted that in less than one percent of Applicant investigations handled in the Special Inquiry Section, Investigative Division, the FBI Laboratory is called upon to make handwriting comparisons, particularly in those cases where it is found that one with the same name as the applicant or with the same name as his reference or associate has signed a Communist Party nominating petition. It is believed the suggestion will eliminate retyping approximately 150 pages a year and will thereby afford some savings. Mr. Rosen recommends that this suggestion be put into effect.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/24/54, composed of Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, McGuire, Belmont, Boardman, Rosen and Harbo, recommends unanimously favorable.

✓

MR. TOLSON

11/26/54

EXECUTIVES CONFERENCE

SUGGESTION #396-54

MADE BY SA [redacted]

ST. LOUIS OFFICE

REVISED PAGES OF

FBI HANDBOOK

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

b6
b7c

SUGGESTION

That revised pages of the FBI Handbook be disseminated to field offices without the perforated attached border on the left side of the pages. As a substitute, pages revised could be held together by a single staple.

ADVANTAGES TO SUGGESTION

The suggester feels the adoption of the proposed procedure would eliminate tearing of pages and ring binder holes, as well as time spent in detaching pages from the perforated edges; would facilitate placing revised pages in the FBI Handbook and would eliminate costs presumed involved in preparation of revised pages in their present form.

SAC J. E. Milnes, St. Louis Office, recommends favorable consideration be given to this suggestion. He states it appears a certain loss is incurred in using perforated pages and since manual revisions are all stapled together it does not seem that perforated pages serve any purpose. SAC Milnes recommends they be discontinued.

OBSERVATIONS

66-2554-12079

Executives Conference memorandum dated 11/6/52, approved the present method of printing FBI Handbook revisions inasmuch as it facilitates handling in the Mechanical Section, Administrative Division. At that time it was estimated savings of \$1,158 a year would result from adoption of the use of perforated pages. It should be noted that the machine which folds the revised pages also perforates these pages.

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Mr. J. P. Mohr, Administrative Division, advised the proposed suggestion would slow down operations in the Mechanical Section at the Seat of Government considerably and would materially increase the cost of preparing FBI Handbook revisions.

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

DEC 16 1955

dmg.

(5)

Harbo


RB

Bai

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/24/54, composed of Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, McGuire, Belmont, Boardman, Rosen and Harbo, recommends unanimously unfavorable for the reasons indicated herein.



TO : MR. PARSONS

DATE: NOV 13, 1954

FROM : I. N. CONRAD

SUBJECT: FIELD FM RADIO STATIONS,
ENGINEERING MAINTENANCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY SP/efjs

Mr. Tolson	
Mr. Boardman	
Mr. Belmont	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tamm	
Mr. Mohr	
Mr. Parsons	
Mr. Winterrowd	
Tele. Room	
Mr. Holloman	
Miss Gandy	

Existing approved field FM station engineering maintenance policy (March 15, 1948) provided engineering maintenance checks of 250-watt FM stations, associated network and two-way radio cars on annual basis. This check was to be performed by engineers using Laboratory instruments and test equipment. The program was suspended in 1952 because of a shortage of funds and was resumed in April of 1954. Radio-Electrical Section experience with this program coupled with the Bureau's rapid progress in the field of voice communications during the past six years provides a timely basis for policy modification consideration at this time.

Experience from the technical standpoint indicates a continuing need for an early initial recheck of FM fixed stations and mobile installations due to initial component aging which causes frequency drift and other contributory factors conducive to reduced efficiency. Thus, the substantial investment in our 250-watt station installations warrants continuation of such an initial recheck.

On the other hand, experience from the field personnel standpoint indicates that where capable Bureau technicians are assigned, actively engaged in radio maintenance work and adequately equipped with instruments to handle the job, and where competent radio contractors are engaged by the field office, there exists a diminishing need to maintain a rigid annual engineering check subsequent to the initial recheck. Accordingly, in those instances where the favorable factors outlined above are present, it is believed that the engineering maintenance checks in the field can be effectively reduced. It is proposed to determine the need for such subsequent engineering maintenance checks by periodic reviews in the Radio-Electrical Section on the basis of (1) condition of the equipment at the last overhaul; (2) the quality of radio contractor's work; (3) troubles reported during the past period under review; and (4) the technical capabilities of Bureau radio personnel assigned to the office; and (5) pending road work accumulated for the particular station.

RECOMMENDATION: That the maintenance policy for our major FM station installations be modified from the present annual continuing basis to a schedule calling for an initial recheck within approximately one year after installation, following which the need for subsequent engineering maintenance checks will be determined and individual recommendations submitted on the basis outlined above.

ADDENDUM: (DJP:edm, 11/18/54) Approved 11/18/54 by Executives Conference consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Rosen, Boardman, Belmont, Tamm, Mohr, and Parsons.

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ORIGINAL FILED IN 80-648-2950

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58 DEC 3 1954

MR. TOLSON

11/17/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

SUGGESTION #892-54

MADE BY MRS. [REDACTED]

RECORDS & COMMUNICATIONS DIVISION
~~MAIL - HANDLING OF ENCLOSURES FOR~~
LABORATORY AND SINGLE FINGERPRINT SECTION

11/9/92 BY [Signature]

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b7C

SUGGESTION

It is suggested that cover letters transmitting enclosures for the FBI Laboratory or Single Fingerprint Section be attached to sealed envelopes containing the enclosures:

PRESENT PROCEDURE

At present when mail is received with enclosures in unsealed envelopes at the Bureau; the Routing Unit employee opens the enclosure envelope, accounts for all of the enclosures and then seals the envelope and sends it to the Laboratory or Single Fingerprint Section, whichever is appropriate.

ADVANTAGES TO SUGGESTION

The suggesting employee states the proposed procedure would eliminate the possibility of evidence being damaged by Routing Unit employees and would also eliminate the necessity for routers having to account for enclosures and seal the envelopes. Mr. L. B. Nichols, Records and Communications Division, believes the suggestion has merit.

Mr. Parsons, FBI Laboratory, favors adoption of the proposed procedure for the following reasons: (1) Mail will reach the Laboratory sooner; (2) Discrepancies in the number of enclosures counted will be avoided, and he agrees with the comments of the suggesting employee.

Mr. Q. Tamm, Identification Division, advised that the Single Fingerprint Section would have no objection to adoption of the suggestion.

DISADVANTAGES TO SUGGESTION

None apparent to the FBI Laboratory, Mr. Parsons advised.

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

cc-Messrs. Sizoo
Harbo

5 copies)

66-2554-12081

NOV 29 1954

66 DEC 1 1954

PER [Signature]

Memorandum to Mr. Tolson

If the suggestion is adopted, the FBI Laboratory feels instructions to the field should be issued to require evidence transmitted as an enclosure to a letter to be sealed in the same manner as evidence sent to the FBI Laboratory under separate cover.

Instructions relative to evidence transmitted to the FBI Laboratory under separate cover are set forth in Manual of Instructions, Section 8C, page 53, entitled "Proper Sealing of Evidence." It is required that evidence sent to the FBI Laboratory under separate cover be sealed and marked "Evidence." An invoice is also used for transmitting this type of evidence; however, the Laboratory believes no invoice should be used with evidence submitted as an enclosure to a letter.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gs

The Conference of 11/15/54, composed of Messrs. Boardman, Nichols, Parsons, Mohr, Sizoo, Tamm, Holloman, Belmont, Rosen and Harbo, recommends unanimously favorable.

Mr. Tolson

11/17/54

Executives Conference

SUGGESTION #973-54
MADE BY [REDACTED]
TRAINING AND INSPECTION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY [REDACTED]

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b7c

SUGGESTION:

PRINTING

It is suggested that the Mechanical Section prepare the last page of the weekly schedule on the reverse side of the new routing slip (copy attached) so that the routing slip will serve as the back cover, the inside of which will be the last page of the schedule.

ADVANTAGES OF SUGGESTION:

The suggester points out that this will save between seven and 8,000 sheets of paper per year.

DISADVANTAGES OF SUGGESTION:

None noted by suggesting employee.

OBSERVATIONS:

Inspector G. C. Gearty, Training & Inspection Division, advised he is in full agreement with suggestion. Mr. R. C. Renneberger, Mechanical Section, advised he has no objection to the suggestion. Mr. Nichols, Records & Communications Division, concurs with the views of Mr. Renneberger.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/15/54, composed of Messrs. Boardman, Nichols, Parsons, Mohr, Sizoo, Tamm, Holloman, Belmont, Rosen and Harbo, recommends unanimously favorable.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____ cc: Mr. Sizoo
- Harbo _____ Mr. Harbo
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____ new (5 copies)
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____ Attachment
- Gandy _____

RECORDED-45

INDEXED-45

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MR. TOLSON

11-29-54

EXECUTIVES CONFERENCE

SUGGESTION #1001-54
MADE BY SA ROBERT B. PARKE
MIAMI OFFICE

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

SUGGESTION

1. The Identification Division screen criminal arrest and other fingerprint cards received and mark for attention those where the subject has been arrested for a Confidence-type violation, i.e., obtaining money under false pretenses, coin matching, or the general charge of confidence game.
2. When photographs are made available with fingerprint cards of subjects arrested for Confidence-type violations, these be furnished to field offices for addition to Con Man Albums. When photographs are not furnished, it is proposed that contact be made with the contributor to obtain same, when available.
3. Field offices, upon arrest of a confidence man, could contact the police agency making contribution of the fingerprints and then make a recommendation as to whether the subject's photograph should be made available for the Con Man Albums in each field office.

PRESENT PRACTICE

Confidence Man Albums are maintained in field offices dependent on the need of the particular field office.

ADVANTAGES TO SUGGESTION

The suggester points out this would enable all field offices to be supplied with current photographs of active confidence men; would keep field divisions aware of the location of confidence men, and would make the Bureau's Confidence Man Modus Operandi File more complete inasmuch as new names would be added each day or each week.

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

DISADVANTAGES TO SUGGESTION

SAC E. J. Powers, Miami Office, opposes adoption of this suggestion, and states thousands of fingerprints submitted to the Bureau reflecting arrests for confidence game type activities would be Messrs. Sizoo and Harbo

66-2554-12082

EX-104

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Memorandum to Mr. Tolson

include all those arrests for larceny by swindle, for such minor violations as "pigeon drop," "short con," and so forth. To determine the identity of individuals engaged in major confidence game swindles of a professional type would require inquiry by the field in almost every case so that some evaluation could be placed upon the advisability of including an individual in the category of a confidence game operator who would be of interest to the Bureau under the Interstate Transportation of Stolen Property Statute. Additional personnel would be required to put the proposed procedure into effect; to maintain in current status a tremendous task would be involved particularly in this instance when it is designed on a nation-wide basis. Unless such a file was kept in current status, it would be of no value whatsoever.

SAC Powers points out that Single Fingerprint Section, Identification Division, maintains the identity of major figures in confidence game activities and the field has always had the privilege of submitting descriptions of unknown subjects involved in confidence game swindles to the Identification Division, and there is immediately received a group of current photographs of individuals who meet the general description of the subject involved. This plan has proved its extreme value and workability and it is not felt any modification should be made at this time from a field investigative standpoint.

Mr. A. Rosen, Investigative Division, advises confidence charges under many local and state statutes are very broad and in most instances involve individuals in whom the Bureau would have no interest from the standpoint of the Confidence Men Albums. It is believed most investigative time would be needlessly lost in following these leads. Therefore, Mr. Rosen recommends this suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION (EDM:mfs)

Present at the Executives Conference of November 29, 1954, were Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, Rosen, McGuire, Belmont, and Mason.

Because of the objections cited above the Conference was unanimously opposed to this suggestion.

✓ Powers

MR. TOLSON

11/26/54

MR. R. T. HARBO

SUGGESTION #581-54
MADE BY THE RICHMOND OFFICE

ALL INFORMATION CONTAINED
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DATE 11/19/92 BY [signature]

SUGGESTION

That in opening cases in the 67, 77 and 116 classifications the use of file backs and fronts be discontinued and all serials be Acco fastened to the inside of the file folder. The file number would appear on the file folder and the name of the Agent to whom the case is assigned would appear on the lower right-hand corner of the outside of the folder.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum dated 9/8/54, recommended that the Richmond Office be authorized to try the suggested procedure for a sixty-day period in view of estimated savings in clerical work, and that Richmond submit a report to the Bureau at the end of the trial period setting out the results of their experience, listing all advantages and disadvantages.

RESULTS OF TRIAL IN RICHMOND OFFICE

The Richmond Office listed the following advantages to the suggested procedure:

- (1) Eliminated use of file backs and file fronts at an estimated annual savings of approximately \$200 in the Richmond Office;
- (2) Eliminated a clerical operation in assembling file backs and fronts in the opening of cases, plus effecting savings of time in this phase of work in the Chief Clerk's Office;
- (3) Richmond Office has been able to maintain consolidation of files in the 67, 77 and 116 classifications in current status, eliminating a six-month waiting period;
- (4) Saving of file space in the closed section of the files.

The Richmond Office listed the following disadvantages to the suggested procedure:

- (1) Required additional clerical operations not ordinarily necessary under the orthodox system of charging out files to Agents, Stenographers and Supervisors.

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Rosen
Tamm
 Sizoo
 Winterrowd
Tele. Room
Holloman
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Memorandum to Mr. Tolson

(2) Required additional training and closer supervision in the Chief Clerk's Office in order to insure that all employees are continually familiar with this exception to the rule of handling files.

(3) Necessitated pulling of current consolidated section daily in order to insert files closed daily. This occurs because of widely separated file numbers. The Serializing Clerk proposed that files in closed sections be consolidated weekly instead of daily so that the file numbers would run more consecutively and make filing easier. This employee felt there was an objection to having to pull the current consolidated section apart in order to insert the files closed daily. Following a trial of this idea it was found to be impractical since it formed a backlog and turned into a project.

CONCLUSION

The Richmond Office concluded that the disadvantages set forth above outweigh the advantages to be gained, and recommended that the procedure not be adopted by the Bureau for utilization in Richmond or other field offices. This procedure has been discontinued in the Richmond Office.

RECOMMENDATION

In view of the unfavorable recommendation of the Richmond Office following a sixty-day trial of the suggested procedure, it is recommended that no further action be taken relative to this matter.

EXECUTIVES CONFERENCE CONSIDERATION: (EDM:mfs) 11-29-54

Present at the Executives Conference of November 29, 1954, were Messrs. Mohr, Tamm, Conrad, Sizoo, Henrich, Rosen, McGuire, Belmont, and Mason.

Because of the objections cited by the Richmond Office, the Conference was unanimously opposed to any further experimentation along these lines.

MR. TOLSON ✓

11/17/54

EXECUTIVES CONFERENCE

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

SUGGESTION #959-54

MADE BY [REDACTED]

RECORDS & COMMUNICATIONS DIVISION

FILING OF ARTICLES APPEARING IN PUBLICATIONS

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SUGGESTION

It is suggested that articles appearing in publications be clipped and mounted for filing in order to conserve space and facilitate reference to them.

ADVANTAGES TO SUGGESTION

The suggesting employee points out that quite often an article of interest may take up only a portion of one page and this is indexed; however, under present procedures the entire publication is sent to file and is filed as a bulky enclosure, or is filed as an enclosure behind file. Enclosures filed behind file are placed in envelopes and require much more frequent repair than correspondence which can be punched and filed without the use of an envelope. The suggester feels that filing of articles appearing in publications in the proposed manner will result in additional economy in that only one item will be charged out each time it is necessary to refer to the information.

DISADVANTAGES TO SUGGESTION

Some additional effort would be required on the part of Divisional Offices or Supervisors at the Seat of Government in preparing the article for file, inasmuch as it would be necessary to place identifying data on the article, as is presently done in the case of newspaper clippings.

66-2334-12084

OBSERVATIONS

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Mr. L. B. Nichols, Records and Communications Division, advised that it has been the general policy in Crime Records Section not to send entire magazines to file unless some good reason exists for so doing. Normally, pertinent material is clipped and mounted and the publication is identified by name, the date and page on which the article appears are also given. In this way, only the pertinent material becomes part of Bureau files. Mr. Nichols favors the same procedure for other divisions in the Bureau, if they are not now doing this.

cc - Messrs. Harbo
5 copies
FBI

RH

Memorandum to Mr. Tolson

Mr. D. J. Parsons, FBI Laboratory, states his Division receives and reviews a number of technical journals and the Laboratory for years has been following the suggested practice in clipping valuable reference material for filing. This system has worked well and Mr. Parsons favors the suggestion.

Mr. G. C. Gearty, Training and Inspection Division, favors the suggestion; however, he feels that in the event an article is of interest to more than one division, the first division receiving the periodical should be charged with the responsibility for clipping and mounting the article, as well as routing it to other interested divisions.

Mr. A. H. Belmont, Domestic Intelligence Division, states the suggestion has definite merit; however, he states there should be no destruction or mutilation of publications which may be of evidentiary value.

Messrs. J. P. Mohr, Administrative Division, A. Rosen, Investigative Division, and Q. Tamm, Identification Division, advised this suggestion has little or no application to the work of their divisions.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/15/54, composed of Messrs. Boardman, Nichols, Parsons, Mohr, Sizoo, Tamm, Holloman, Belmont, Rosen and Harbo, unanimously was of the opinion that the suggested procedure is now generally being followed.

Mr. Tolson

11/26/54

Executives Conference

SUGGESTION #899-54

MADE BY

RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12/50 BY SP3 CE/JS

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SYNOPSIS

Records Section employee suggested that 4 keys be added to key rings used by locate clerks to locate files at night in Justice Building, making it possible to open a number of additional storage cabinets without going to tel-key cabinets, which consumes an estimated 20 minutes per night per clerk, or a total of 15 hours per week for the 9 locate clerks on night shift. Laboratory survey shows that of 560 storage cabinets in use by supervisors, 226 can be opened by common 992 key, 127 by Z600, 21 by SEJ-1 series key and locks on 158 of remaining 186 cabinets can be changed to make one key fit all. This would mean that 25 keys would open all storage cabinets with 4 keys opening 95%. Some key rings used by searching clerks now contain 50 or 60 keys, although a more common practice is the use of a master key which admits the employee to the office in which the tel-key cabinet is located, from which the necessary keys for the cabinets are located. Laboratory states 158 locks, plus five dozen additional locks for possible future installation would cost \$600 and installation of 158 locks would require 40 man hours by carpenter shop employees.

Domestic Intelligence Division has no objection to standardizing the locks on all but 43 storage cabinets, in which are stored security index cards, June material, and personnel files, for which keys should remain in tel-key cabinets in custody of night supervisor. Many of the 279 storage cabinets in the Domestic Intelligence Division now have common locks. Other divisions each have one or more cabinets in which confidential material is stored and on which common keys should not operate. With exception of cabinets containing confidential material, all cabinets could be equipped with common locks without material lessening of security.

RECOMMENDATIONS:

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

1. That locks be standardized except on those cabinets designated in writing by each Assistant Director or Assistant to the Director as highly confidential. Choice #1 is Z600 key. Choice #2 is 992.

cc - Messrs. Sizoo & Harbo

BCB:jam

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EX-117
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Original filed in 66-30764-626

EXECUTIVES CONFERENCE CONSIDERATION

The Conference of 11/24/54, composed of Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, McGuire, Belmont, Boardman, Rosen, and Harbo, recommended unanimously favorable.

DETAILS

SUGGESTION

That 4 keys be added to key rings used by night shift locate clerks, assigned to the Records Section.

PRESENT PROCEDURE

Night shift locate clerks assigned to the Records Section are now furnished with keys #627 and #G-1, used in 23 and 11 rooms, respectively. They are also furnished with keys #D-378 and #347, used in only four rooms; however, these rooms are checked nightly.

Locate clerks enter various offices in search of files stored overnight in cabinets and if the employee's key ring does not contain the key to open a file cabinet, it is necessary to obtain the appropriate key from the tel-key cabinet for that division. Sometimes the tel-key cabinet is located in another office on the same floor of the building and sometimes the tel-key cabinet is located on another floor of the building. The average time spent by locate clerks in locating keys in tel-key cabinets at night is estimated at twenty minutes.

ADVANTAGES TO SUGGESTION

The suggesting employee states the suggested procedure, if adopted, will eliminate the time now spent by locate clerks in obtaining keys to unlock file cabinets in which files are stored overnight. It is estimated each locate clerk on the night shift spends an average of twenty minutes nightly in locating keys. There are nine locate clerks on the night shift; therefore, an estimated fifteen hours per week or 789 employee hours annually are lost, at an approximately cost of \$1,092 per year. Under the suggestion 85 per cent of time now spent in locating keys would be saved.

SURVEY CONDUCTED FOR THE PURPOSE OF STANDARDIZING FILE CABINET LOCKS

Memorandum W. G. Eames to Mr. Nichols dated 5-13-54 pointed out the difficulty being encountered by night shift locate

Memorandum to Mr. Tolson

clerks and locate clerks on week end duty and the fact that they were literally paralyzed in their efforts to find files because of the difficulty in obtaining keys for file cabinets. It was recommended that all file cabinet locks be changed to #992, which is the most common type of file cabinet lock. An alternate recommendation was that the types of locks be limited to the lowest possible number and that keys be attached to each master key ring used by locate clerks on night, week end and holiday shifts. It was felt that there is no necessity for any more than four different types of locks on file cabinets.

As a result of the above-mentioned memorandum the FBI Laboratory made a survey in an effort to determine whether file cabinet locks could be standardized. As a result, it was determined there are approximately 560 file cabinets in use throughout the Bureau in which files are stored overnight (not including cabinets in use in the Records Section). Of the 560 file cabinets, 226 can be opened with a common #992 key; 127 can be opened with a #Z-600 key, and 21 can be opened with the #SEJ-1 series key. Of the remaining 186 cabinets, locks on 158 of these can be changed so that one key will fit all of them. Fifteen of the remaining 28 cabinets, wardrobe or two-door supply type, cannot be opened or altered to take a common key. The remaining 13 cabinets require 6 different keys to open them.

Mr. Parsons of the FBI Laboratory recommends that the Bureau purchase 158 locks, to be keyed alike and that at least 5 dozen additional locks of this type also be ordered so that, as cabinets are received, substituted or added to those presently in use, they may be immediately changed.

COSTS

The cost of 158 locks, to be keyed alike, plus an additional 5 dozen for possible future installation will be in the neighborhood of \$600, the Laboratory advised. In addition, it is estimated approximately 40 man-hours of Carpenter Shop employees' time will be required to change these 158 locks, or 15 minutes per lock.

OBSERVATIONS

Domestic Intelligence Division has 279 storage cabinets, of which 236 could be standardized (Most have common locks now).

The remaining 43 cabinets containing security index cards, highly confidential "June" material, and personnel files from time to time should not have common locks. Keys to such cabinets now kept in tel-key cabinets in custody of night supervisor. No objection to common locks for remainder of cabinets.

Investigative Division has two cabinets containing criminal informant index showing identity of informants. These are locked by padlocks and iron bars in addition to regular locks, and the night supervisor must approve entrance. Some cabinets in the Investigative Division have combination locks. No objection to regular night storage cabinets having common locks.

Training and Inspection Division has one cabinet containing inspection schedules which must be afforded maximum security. A common key could not be used.

Mr. Parsons of the Laboratory states he is not endorsing standardization of locks at the expense of security but that he recognizes the searching problem and believes that some of the cabinets with uncommon locks could be standardized without lessening present security. The Laboratory also has certain cabinets on which common locks are not desirable.

Mr. Tolson

11-29-54

Executives Conference

STOPS IN RECORDS SECTION,
SAC CONTACTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY [signature]

Present at the Executives Conference of November 29, 1954, were Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, Rosen, McGuire, Belmont, and Mason.

The Conference considered whether in the handling of the SAC Contact Program at the Seat of Government a "stop" should be placed in the Records Section as a means of detecting any derogatory information which might be received concerning an SAC Contact in order that such information could be promptly referred to the Training and Inspection Division.

Field indices contain cards on SAC Contacts and thus such a "stop" exists in the field to the greatest practicable degree.

It was pointed out to the Conference that any "stop" in the Records Section at the Seat of Government would be of limited value because:

(1) Much incoming mail received at the Seat of Government, particularly that from the field offices, makes reference to a certain Bureau file number and this mail is not searched--the lack of searching would prevent tying in the subject of such correspondence with any SAC Contact.

(2) A substantial quantity of mail coming in from the field is searched as to the title and synopsis and not as to the details--consequently, if an SAC Contact's name occurred in the details it is not likely that the Clerk in the Records Section would be able to match this name with an index card.

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Holloman _____
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cc: Mr. Sizoo
Mr. Harbo

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EX-117

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(3) With regard to that mail wherein a person having the same name as an SAC Contact was mentioned in the title or synopsis the "stop" would be effective. However, it would then be necessary to refer this document to the Training and Inspection Division in order that the files could be reviewed.

(Mr. Frank W. Falkart, Supervisor in Charge of the Records Section, estimates that about 95 out of every 100 names searched on incoming mail have references. It was his estimate that if 1,500 SAC Contacts are in existence the Training and Inspection Division could expect to receive approximately 4,500 additional pieces of mail, and that virtually all of it would ultimately be eliminated as not being identical with SAC Contacts.)

(4) In 1948, the Bureau devised a similar system for flagging index cards as to Bureau fugitives; searchers in the Records Section stopped such mail and sent it to another group of Clerks who endeavored to eliminate non-identical references. The net result was that extreme delays arose, thus interrupting the normal flow of mail; Fugitive Supervisors were deluged with possible identifications, which were later eliminated; and a great deal of unnecessary work was performed. This process had to be abandoned because of the lack of productivity.

(5) Even such a control as outlined would relate only to those communications where a Contact is mentioned in the title and there would be no control on communications where Bureau file numbers are referenced; only partial control (namely in the title and synopsis) would exist as to communications coming from the field where a Bureau file number is not referenced.

CONCLUSIONS:


The Executives Conference of November 29, 1954, considered each of the above objections and felt that the Bureau should not endeavor to place "stops" in the Seat of Government indices as to SAC Contacts.

The Conference further felt that if an SAC Contact becomes the subject of derogatory information it will most

likely occur within the confines of the field division where he has his residence and, thus, the Special Agent in Charge would become aware of it.

RECOMMENDATION:

The Conference unanimously recommended that we should not endeavor to establish a "stop" in the Records Section on SAC Contacts.



Mr. Tolson

October 27,
1954

The Executives Conference

POLICY RELATING TO ANSWERING INQUIRIES
CONCERNING IDENTITIES OF ORGANIZATIONS
ON ATTORNEY GENERAL'S LIST

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY SP-5 BT/B

Present Policy

Under the Federal Employee Security Program (Executive Order 10450), the Bureau has followed the policy of advising individuals who inquire regarding organizations designated pursuant to Executive Order 10450 of the issues of the Federal Register in which the Attorney General's designations have appeared and suggesting the persons may wish to review these issues of the Federal Register or advising the inquiring persons they should make the requests of the Department of Justice. These instructions are contained in Section 69 D of the Manual of Instructions and have also been furnished to the field in bulletin form.

Department Memorandum of October 13, 1954

By memorandum dated October 13, 1954, Assistant Attorney General [redacted] of the Department advised that pursuant to an agreement between the Department and the General Services Administration, which publishes the Federal Register, all requests for information concerning the designation of organizations under the Federal Employee Security Program including requests for copies of the list of organizations are handled by the Department. [redacted]'s memorandum suggested that local FBI offices be instructed to refer all such requests to the Department, Attention: Subversive Organizations Section, Internal Security Division.

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Possible Disadvantages to Any Change in Bureau Policy to That of Answering These Inquiries

(1) The possibility of criticism being leveled erroneously at the Bureau for "citing" organizations as "subversive."

(2) The danger which always exists for a field office and/or an individual Agent to answer any question as to whether or not a particular group has been designated by the Attorney General. The risk there would arise when the field

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

CC: Mr. Harbo
Mr. Sizoo

RECORDED - 9

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Attachment

EX-104

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ORIGINAL FILED IN 66-1574-94

office or the Agent might not have immediate access to the most current list promulgated from time to time by the Attorney General.

(3) Section 69 of the Manual of Instructions contains an up-to-date, alphabetical list of organizations designated under Executive Order 10450. There is of necessity some delay between the actual date an organization is designated by the Attorney General and the date our field offices are notified. The time involved is that necessary to prepare the Bureau Bulletin as well as the printing and transmittal of it to the field. There is also a delay in bringing the changes in the Manual of Instructions up to date due to the time required to have the Manual changes printed and transmitted to the field.

(4) The danger of a person joining an organization after an inquiry made of the FBI and the organization subsequently being cited by the Attorney General at which time the person who made the inquiry, if challenged, might claim he cleared his membership with the Bureau.

(5) If the organization concerning which a person inquires has not been designated by the Attorney General and the individual is so informed, the person may possibly consider this a "clearance" for him to join the organization which actually might be of a questionable nature.

Executives Conference Consideration and Recommendation

The Bureau policy relating to answering inquiries concerning organizations on the Attorney General's list was considered by the Executives Conference on October 26, 1954. Those present were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, Harbo, Holloman and McGuire. It was unanimously agreed that the present Bureau policy of not answering inquiries concerning organizations designated by the Attorney General under Executive Order 10450 not be changed. It was unanimously recommended that a memorandum be directed to Mr. [redacted] suggesting that in order to expedite the handling of such requests for information in the field the Bureau be authorized to refer the person making the inquiry to the local office of the United States Attorney and that the United States Attorneys be furnished the necessary information in order to answer these inquiries. Memorandum to Mr. [redacted] in line with this recommendation attached.

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MR. TOLSON

11/26/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 11/19/92 BY SP5/BJB

SUGGESTION #984-54

MADE BY SA [REDACTED]

NEW YORK OFFICE

INTERVIEWS WITH SECURITY SUBJECTS -
FURNISHING BUREAU FILE NUMBER TO FIELD

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PRESENT PROCEDURE

In instances where a field office writes a report in a Security Matter - C case and sends a cover letter to the Bureau requesting authority to interview the subject, the cover letter is addressed "Director, FBI," with no Bureau file number, inasmuch as no previous correspondence has been had with the Bureau.

Manual of Instructions, Section 87.C, page 27b, provides that, in instances when it is not necessary for the Bureau to issue specific instructions or comments in connection with authority for an interview, a rubber stamp impression: "Approved. Submit results in report. Date _____," be placed on a carbon copy of the incoming letter and this carbon copy is returned to the field office by routing slip.

Supervisors' Manual, Section 20, item 10, states: Make reference to the Bureau file number in correspondence with the field.

SUGGESTION (1)

In handling incoming requests for authority to conduct interviews with Security subjects, it is suggested the Bureau, when stamping a copy of the cover letter "Approved. Submit results in report. Date _____," place the Bureau file number adjacent to "Director, FBI."

ADVANTAGES TO SUGGESTION

The suggesting employee states this will enable field offices to have Bureau file numbers and in subsequent communications the field will include the Bureau file number, thereby eliminating the necessity of searching indices at the Bureau. Particularly in the searching of common names, the employee feels this will effect savings. The suggester also believes this would eliminate the necessity of field offices requesting to be furnished with the Bureau file number through use of Form FD-217 (Notification of Bureau File Number).

- Tolson
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 - Mohr
 - Parsons
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 - Sizoo
 - Winterrowd
 - Tele. Room
 - Holloman
 - Gandy
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RECORDED & INDEXED: 84
Sizoo and Harbo
(5 copies)

RD

Memorandum to Mr. Tolson

OBSERVATIONS

SAC J. J. Kelly, New York Office, believes this suggestion has merit and he recommends it be given favorable consideration.

Mr. A. H. Belmont, Domestic Intelligence Division, concurs in the comments of SAC Kelly, and points out that the supervisors reviewing requests for interviews with Security subjects can insert the Bureau file number in ink, in the manner suggested.

SUGGESTION (2)

That the Bureau place the Bureau file number on the copy of Form FD-122 (Request for Security Index Cards) returned to the field office.

PRESENT PROCEDURE

Form FD-122 (Request for Security Index Cards) is submitted for two purposes: (1) to recommend the subject for inclusion in the Security Index; (2) to make deletions in the data appearing on Security Index cards. Form FD-122 is prepared in triplicate and the original and one copy are sent to the Bureau; one copy is retained in the subject's investigative case file in the field office. Upon receipt of Form FD-122 at the Bureau the case of the subject is reviewed and, if the recommendation of the field is concurred in by the Bureau, a Security Index card is prepared. The duplicate copy of Form FD-122 is returned to the office of origin stamped "Security Index card approved and prepared; two copies attached. Place description and photograph on reverse side of geographical card. Card should be filed in the Security Index." The copy of Form FD-122 returned to the field by the Bureau is placed in the subject's main investigative case file.

OBSERVATIONS

Mr. A. H. Belmont, Domestic Intelligence Division, points out that in each and every instance in which Form FD-122 is returned to the field Security Index cards will have been prepared and returned to the field. Inasmuch as Security Index cards contain the Bureau file number, Mr. Belmont states it would appear the clerical task of noting the number on the carbon copy of Form FD-122 would serve no purpose.

Mr. Belmont is opposed to the adoption of this suggestion.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/24/54, composed of Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, McGuire, Belmont, Boardman, Rosen and Harbo, as to Suggestion (1) recommends unanimously favorably for the reasons indicated herein. As to Suggestion (2) the Conference unanimously recommends unfavorably for the reasons indicated herein.

✓, pws

Mr. Tolson

12/1/54

The Executives Conference

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

ANNUAL LAW ENFORCEMENT CONFERENCES
SPECIALIZED LAW ENFORCEMENT CONFERENCES

On 11/30/54 the Conference, composed of Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, Rosen, Holloman, Belmont and Harbo, considered the law enforcement conferences presently conducted by field offices. For many years Bureau field offices have held annual law enforcement conferences in order to discuss with local officers problems of mutual interest and as a device for fostering close cooperative relationships. In addition during the past three years there has been a second conference referred to generally as a specialized law enforcement conference; in 1952 the special topic was Interstate Transportation of Stolen Motor Vehicle, in 1953 Theft from Interstate Shipment, in 1954 Interstate Transportation of Stolen Property, and in 1955 will be Bank Robbery matters;

In addition SACs represent the Bureau at annual meetings of police chiefs associations and sheriffs associations and also hold retraining programs for National Academy graduates in their jurisdiction.

The extensive conference program requires considerable time on the part of FBI employees and there also is the danger that some local law enforcement officers might feel that too many conferences were being held.

The Conference unanimously recommends that only one law enforcement conference be held by field offices each year; this can allow for the continuation of the present series of discussions of special topics, such as the matter of Bank Robbery as previously designated for 1955 and still permit the field to handle other desirable matters during the conference. In addition to the one annual law enforcement conference, each Agent in Charge would be required to appear before the annual convention of police chiefs and sheriffs in order that matters of mutual interest and cooperation could be properly presented.

If the Director approves this recommendation, the field will be appropriately advised.

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

cc - Mr. Sizoo

Mr. Harbo

DEC 3 1954

(6)

RECORDED - 84
INDEXED - 84

66-2504-12089

13 DEC 2 1954

EX - 107

MR. TOLSON

12/1/54

EXECUTIVES CONFERENCE

SUGGESTION #980-54

MADE BY [REDACTED]

RECORDS & COMMUNICATIONS DIVISION

UNCLASSIFIED DIRECTORIES USED AT THE

SEAT OF GOVERNMENT BE. COMBINED

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

b6
b7c

SUGGESTION

That the Classified Sections of the ~~Records Section Telephone Directory, Telephone Directory of Officials and Supervisors and Telephone Directory of Secretaries, Stenographers and Clerical Supervisors~~ be combined into one Classified Directory.

PRESENT PRACTICE

At present the individual Directories mentioned above each contain a Classified Section. (Sample copies attached)

ADVANTAGES TO SUGGESTION

The suggesting employee feels the suggested procedure would provide a more complete listing in all three categories, without increasing the number of Directories printed.

DISADVANTAGES TO SUGGESTION

None noted by suggester.

OBSERVATIONS

Mr. J. J. McGuire, Records and Communications Division, advised that the Telephone Directory of Officials and Supervisors is printed monthly; the Telephone Directory of Secretaries, Stenographers, and Clerical Supervisors is printed every two months. As far as can be ascertained, copies of these Directories are not

furnished to anyone outside the Bureau, with the exception of three copies of each which are furnished to the Captain of the Guard (one copy for use in his office; one copy each for the 9th and 10th Street Guard Desks).

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

RECORDED 13

16-75-7-12090

13 DEC 2 1954

INDEXED - 13

55 DEC 3 1954

EX-107

RJ

Memorandum to Mr. Tolson

Mr. J. J. McGuire believes the suggested procedure would provide a more complete, better composed, more informative and businesslike directory. He states it would not be possible to calculate, without a trial publication, the cost of additional time spent in preparation and printing; however, he believes the increased expense would be negligible.

RECOMMENDATION

Mr. J. J. McGuire, Records and Communications Division, recommends that the Telephone Directory of Officials and Supervisors, the Telephone Directory of Secretaries, Stenographers and Clerical Supervisors, and the Records Section Telephone Directory be printed without the Classified Sections.

He recommends that the Classified Sections of each of the above-mentioned Directories be printed as one unit monthly, and that the Classified Directory be printed on two sides of one page of paper.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/30/54, composed of Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, Rosen, Holloman, Belmont and Harbo, recommends unanimously unfavorable. The Conference felt that if the employees of the Records Section need a more detailed classified telephone directory, this can be taken care of in a classified directory which could be prepared solely for Records Section employees.

JIC
✓ 1 per 5

MR. TOLSON

12/1/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/97 BY SP5 EJS/BS

SUGGESTION #890-54
MADE BY MRS. [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
TELEPHONE DIRECTORY OF OFFICIALS AND
SUPERVISORS AT THE SEAT OF GOVERNMENT

b6
b7c

SUGGESTION

That there be included on the Telephone Directory of Officials and Supervisors at the Seat of Government the section of assignment for Supervisors in the Domestic Intelligence Division. For example: "L" for Liaison Section, "E" for Espionage, and "I" for Internal Security could be used.

The suggestion is limited to the Domestic Intelligence Division because the Records Section routes mail directly to the sections concerned in the Domestic Intelligence Division, a process not followed in all other Divisions.

PRESENT PRACTICE

A copy of the latest Telephone Directory of Officials and Supervisors is attached hereto. It is noted that this Directory now contains an alphabetical listing of Officials and Supervisors, the number symbolizing the Division ("5" for Domestic Intelligence Division), telephone extension and room number of each official and supervisor, and a limited classified section.

ADVANTAGES TO SUGGESTION

Incoming mail is received in the Routing Unit, Records and Communications Division, which from time to time does not clearly indicate whether the document should be routed to the Internal Security Section or to the Espionage Section; under such circumstances the router has a search made in the general indices to identify the case involved. Thereafter, a review is made of abstracts in the

Numbering Unit to obtain the dictator's initials on previous outgoing Communications. Then a review is made of the Assignment Chart of the Division (not Telephone Directory) to ascertain the name of the Agent who was represented by initials on abstracts relating to prior outgoing correspondence. When the Agent's identity is obtained the

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

RECORDED 13

66-54-12091

13 DEC 2 1954

INDEXED - 13

55 DEC 3 1954

FBI

Memorandum to Mr. Tolson

the incoming document can be routed. The problem of the routers is that the Assignment Chart is not in alphabetical order, but is broken down as to type of work performed. By putting "L" for Liaison, "E" for Espionage or "I" for Internal Security on the Telephone Directory, it would in the future be unnecessary for the router to refer to the Assignment Chart and as soon as she has obtained the initials of the dictator of prior outgoing correspondence she can peruse the alphabetical Telephone Directory and on that document tell what section the dictator is assigned to and thus route the mail.

DISADVANTAGES TO SUGGESTION

Mr. J. J. McGuire, Records and Communications Division, advised that the use of letters, such as "L" for Liaison Section, as proposed, would necessitate numerous footnotes to the Telephone Directory of Officials and Supervisors to explain the meaning of the letter symbols. If this suggestion were applied to include all Divisions at the Seat of Government, in order to make the Directory uniform, the disadvantages set out above would be multiplied.

ALTERNATE SUGGESTION OF RECORDS & COMMUNICATIONS DIVISION

That the Telephone Directory of Officials and Supervisors at the Seat of Government be printed on one side of each of two pages, instead of on both sides of one page as at present; that this particular Directory be printed without a classified section; that the section of assignment of each official and supervisor be spelled out, where appropriate and in accordance with the wishes of Heads of Divisions concerned in each instance. This will allow the section of assignment portion to be cut out from copies furnished to Building Guards and the Directory will be remounted on a separate piece of paper.

Mr. J. J. McGuire, Records and Communications Division, recommends that this suggestion be adopted.

EXECUTIVES CONFERENCE CONSIDERATION ETH:cs

The Conference of 11/30/54, composed of Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, Rosen, Holloman, Belmont and Harbo, recommends unanimously unfavorable as to both the initial suggestion and the alternate suggestion. The Conference was advised that the situation constituting a problem to the Routing Unit employees does not arise very frequently. The Conference felt that the problem could be handled by the Records Section without modifying the telephone directory prepared for use throughout the entire Seat of Government.

GIL
1/2/55

MR. TOLSON

12/1/54

EXECUTIVES CONFERENCE

SUGGESTION #1012-54
MADE BY MRS. [REDACTED]
ADMINISTRATIVE DIVISION
MAIL - COPIES OF CORRESPONDENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/02 BY SP2CJ/B

b6
b7c

SUGGESTION Use of

1. That the reverse side of the page be used in typing carbon copies of communications to the SAC and file copy of two-page letters. (samples attached). At present only one side of a page is used in typing.
2. It is proposed that the above procedure also be used in connection with copies of two-page memoranda and the submission of some investigative reports.

ADVANTAGES

The suggesting employee feels adoption of this idea would have the following advantages: (1) Saving of file space; (2) Would prevent second pages of communications from becoming detached and becoming lost; (3) Would save paper; (4) Would save time through elimination of the necessity of obtaining extra paper in the preparation of copies.

DISADVANTAGES TO SUGGESTION

Mr. J. P. Mohr, Administrative Division, is opposed to the adoption of this suggestion for the following reasons:

1. Would not be practical. Typing on the reverse side of thin paper copies shows through and this would add to the illegibility problem the Bureau is already encountering relative to carbon copies.
2. It would be necessary to tumble each sheet where typing was to be made on the reverse side and if the typist should forget to take this action, the typing on the reverse side would then be practically inaccessible for reading in the file.

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

3. Paper savings would not be effected in any considerable amount inasmuch as this is a relatively minor cost and would not overbalance the additional illegibility which would probably result.

Attachments
Messrs. Sizoo
Harbo

RECORDED-35 66-2554-12092

INDEXED-35 12 DEC 9 1954 EX-107

55 DEC 6 1954

Memorandum to Mr. Tolson

4. Since matters being dealt with require thin white copies it is felt this would not result in much savings in file space.

5. Relative to detached second pages becoming lost, ordinarily the caption of the matter being handled is placed in the upper left-hand corner of the second page of a letter (Manual for Seat of Government Stenographers, page 5 D, requires that on the second and succeeding pages of multi-paged letters the name of the addressee and other identifying data should be typed at the top of each page.)

In view of the above, Mr. Mohr does not feel this suggestion is worthy of adoption. Messrs. A. H. Belmont, Domestic Intelligence Division, A. Rosen, Investigative Division and J. J. McGuire of the Records and Communications Division all concur with the views of Mr. Mohr.

Mr. W. G. Eames, Records and Communications Division, states some difficulty is encountered with second pages of correspondence becoming lost; however, the vast majority arise from correspondence not properly identified on the second page which do not originate in the Bureau and over which the Bureau has no control.

Mr. Eames advised in connection with Bureau correspondence, as applied to two-page communications, there is a very minor problem; the greatest problem is encountered with bulky communications over two pages in length.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

The Conference of 11/30/54, composed of Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, Rosen, Holloman, Belmont and Harbo, recommends unanimously unfavorable as to both suggestions.

OK
P. 11/30/54

THE DIRECTOR

~~CONFIDENTIAL~~

December 7, 1954

Executives Conference

MAIL COVERS

8/28/87
Classified by *SP5CJ/ae*
Declassify on: OADR
(77 CIV 999)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

The Executives Conference, on 12/6/54, comprised of Messrs. Tolson, Nichols, Boardman, Sizoo, Callahan, Rosen, Parsons, Tamm, Belmont, Harbo and Holloman, reconsidered the Bureau's policy with regard to the utilization of mail covers.

Prior to 3/9/54, mail covers were placed by form letter to the Postmaster, over the signature of the SAC. [In February, 1954, there were a total of 2131 mail covers, of which 1128 were in security cases, 901 in fugitive cases, and 102 in general criminal cases.] (X)

The Director instructed, as per SAC Letter 54-13, dated 3/9/54, that each mail cover henceforth must be specifically approved at the seat of government. [Immediately the number of mail covers dropped to 1283, as of March, 1954, and in April, 1954, the number dropped to 389.] (X)

The current policy was established by SAC letter dated 7/13/54, which requires the SACs to personally approve each mail cover.

As of 12/6/54, there were 914 pending mail covers, 324 security, 544 fugitive, and 46 on criminal investigative matters.

The Director instructed that the entire question of mail covers be reconsidered by the Executives Conference. On 12/6/54 the Conference was of the unanimous opinion that the use of mail covers was a valuable investigative technique and should be continued. There was a divergence of views, however, as to the method of administering mail covers.

Messrs. Tolson, Tamm, Sizoo and Boardman were of the opinion that all mail covers should be approved at the seat of government before being requested of the Postmasters by the field.

Messrs. Callahan, Rosen and Nichols were of the opinion that all mail covers, except in fugitive cases, should be approved at the seat of government. They felt that covers pertaining to fugitive matters should continue to be approved personally by the SAC in the field, without reference to the seat of government.

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

RECORDED-91

INDEXED-91

66-1554-12093

53 DEC 8 1954

cc: Harbo
Mohr

EX-128

~~CONFIDENTIAL~~

*obvious fact we not will not cut -
justifying. It indicates this problem we cannot solve*

~~CONFIDENTIAL~~

Messrs. Parsons, Belmont, Harbo and Holloman were of the opinion that the existing policy of personal approval by the SAC in the field should be continued, but that the field should advise the Bureau on a monthly basis, instead of quarterly as at present, as to the types and total number of mail covers. It was felt that a monthly report would permit closer supervision at the seat of government.

Subsequent to the above Executives Conference consideration, the Director observed, "If we resume using mail covers, they must not exceed 350 in number, and each must be approved by Assistant Directors of either the Domestic Intelligence or the Investigative Division." (X)

A teletype to all field offices, dated 12/6/54, instructed that, effective immediately, no additional mail covers were to be requested of Postmasters, pending further Bureau instructions.

RECOMMENDATION:

The Executives Conference was of the unanimous opinion that mail covers, as an investigative technique, should be continued. If you agree with the view of the Conference that mail covers should be continued as an investigative technique, then immediate instructions will be issued to the field, by SAC letter, that henceforth all mail covers are to be approved at the seat of government. The field will be further advised that, upon the termination of the existing 30-day mail covers, no renewals can be made without specific Bureau authority. In addition, each new mail cover desired will, of course, have to be approved at the seat of government before being placed in the field. The seat of government will also insure that at no time will the number of mail covers exceed a total of [350] for all types. (X)

I concur.
H

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

~~CONFIDENTIAL~~

THE DIRECTOR

12/1/54

~~CONFIDENTIAL~~

The Executives Conference

MICROWAVE RADIO STATION
AT RELOCATION CENTER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

8/11/92
Classified by SP5 CE/J3
Declassify on: OADR
FOIA # 323,013

CLASSIFIED BY 60296 AUC BCE / TC 6/24/84
4/16/85
Info unclassifiable per OIG 1/27/87 date
E.H. 4/14/85

On November 30, 1954, the Executives Conference consisting of Messrs. Harbo, Rosen, Tamm, Mohr, Holloman, Sizoo, Hennrich, and Conrad considered the problem of the purchase of a small switchboard for use with the Bureau's microwave radio station at the relocation center.

You will recall that the Bureau established a microwave radio station under the over-all program sponsored by the White House for certain critical security agencies. It was pointed out that although the need for a switchboard has existed from the beginning of our microwave activities as a part of the security agencies microwave network, it has not been possible to order a switchboard prior to this time because the various security agencies represented on the network had not arrived at a standardized decision as to the switchboard requirements. This decision now has been made under the coordination of Colonel McNally of the White House Signal Corps Detachment, the decision being to use Stromberg-Carlson switchboard equipment modified somewhat to meet microwave technical requirements.

Our microwave station cannot become completely operative without such a switchboard. A board suitable for the purpose can be purchased direct from the manufacturer for approximately \$2,140. Estimated delivery ranges from six to nine months and approximately \$400 additional would have to be expended in modifying the switchboard after receipt. As an alternative source, it has been ascertained that the Central Intelligence Agency, a member of the security agencies microwave system, has on hand a substantially new switchboard of the type required which has already been modified and which can be made available immediately to the Bureau for the cost of the board alone, namely approximately \$2,140. (S) (u)

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

RECORDED - 63

INDEXED - 63

66-2554-120194

13 DEC 3 1954
~~CONFIDENTIAL~~

[Handwritten signatures and initials]

51 DEC 9 1954

~~CONFIDENTIAL~~

Memorandum for the Director

December 1, 1954

In the interest of the savings in time and money which would result, namely approximately six months delivery time and \$400, Messrs. Harbo, Tamm, Sizoo, Hennrich, and Conrad are in favor of securing the switchboard from the Central Intelligence Agency on a transfer of funds basis. (S) u

Messrs. Mohr, Rosen, and Holloman are in favor of purchasing the switchboard directly from the manufacturer rather than from the Central Intelligence Agency. (S) u

Respectfully,
For the Conference,

✓
Clyde Tolson

~~CONFIDENTIAL~~

MR. TOLSON

12/7/54

EXECUTIVES CONFERENCE

SUGGESTION #1003-54

MADE BY SA [redacted]

CLEVELAND OFFICE

PHOTOGRAPHS OF FEDERAL PRISONERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY SP2CE/JS

b6
b7c

SUGGESTION

That United States Marshals throughout the field or those in larger cities be responsible for ~~photographing~~ all Federal prisoners inasmuch as they are responsible for fingerprinting these individuals.

PRESENT REQUIREMENTS

Bureau Bulletin #13, dated 3/10/49, relating to Photographs of Persons Apprehended, states: Effective immediately it will be imperative that photographs of persons apprehended for violations of Federal laws within this Bureau's jurisdiction be forwarded to the Identification Division immediately upon apprehension. A suitable photograph affixed to the fingerprint card which, of course, as in the past should contain all descriptive information, will be sufficient. If by reason of expediency the fingerprints are forwarded to the Identification Division before a photograph is affixed thereto, suitable photographs containing appropriate descriptive information on the backs thereof should be forwarded to the Identification Division immediately thereafter via Air Mail Special Delivery.

ADVANTAGES TO SUGGESTION

RECORDED 13
INDEXED - 13

66-2554-12096

The suggesting employee feels that, if a uniform system were put into practice throughout the field, as proposed, not only the FBI, but all Federal law enforcement agencies would benefit immensely. He states this procedure would also insure the Bureau of having a photograph of all these persons readily available. The suggester points out that frequently it is necessary for an Agent to make a special trip to a county jail or some other place of detention for the sole purpose of photographing a prisoner and over a period of time considerable man-hours could be saved and used on other investigative matters.

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

The suggester points out that U. S. Marshals' offices are not presently equipped with a Speed Graphic camera, but he believes if they were so equipped over a short period of time this system would pay for itself.

cc-Messrs. Sizoo and Harbo
dmg (5) 3 DEC 8 1954

RV

5

Memorandum to Mr. Tolson

OBSERVATIONS

The suggesting employee presented this idea in view of the U. S. Marshal's Conference which was scheduled to be held in Washington, D. C. this fall; however, it should be noted that this Conference will not be held due to lack of funds.

Mr. A. Rosen, Investigative Division, stated that present requirements, as set forth in Bureau Bulletin #13, dated 3/10/49, Section B, are intended to place the responsibility of obtaining photographs upon the individual field offices. Mr. Rosen advised that obtaining of photographs of Federal prisoners in Bureau cases for the most part is for the use of the Bureau and; as such, it is the Bureau's responsibility to obtain them. Occasions arise where special photographs are desired for specific purposes, such as photographs depicting subjects in special clothing, in which circumstances it is clearly to the Bureau's interest to take the pictures. Further, U. S. Marshals are not trained in photographic work and the quality of the photographs taken by them may be poor. Mr. Rosen believes that if U. S. Marshals were to photograph all Federal prisoners, the Bureau would lose control over this function, which it desires to retain.

Mr. A. H. Belmont, Domestic Intelligence Division, states it is true that in many cities it is possible to secure immediately photographs from U. S. Marshals subsequent to the turning over of a Federal prisoner to them, thus obviating the necessity of the Bureau's taking photographs. However, in a great many instances the Bureau wants the photographs for press release purposes particularly, prior to the time the prisoner is turned over to the Marshal. Mr. Belmont personally believes it would be a short-sighted move to hold Marshals responsible for photographing all Federal prisoners.

ASAC A. M. Dinsmore, Charlotte Office, states that despite numerous resident agencies in his Division, no problem has been experienced in photographing Federal prisoners. He does not agree with the suggester that there might be occasions when an Agent has to make a special trip to the jail or place of detention to take a photograph of the prisoner; this would be a rarity in the Charlotte Office.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/6/54, composed of Messrs. Tolson, Boardman, Nichols, Holloman, Rosen, Belmont, Sizoo, Parsons, Tamm, Callahan and Harbo, recommends unanimously unfavorable.

✓

MR. TOLSON

12/6/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY SP5CIB

SUGGESTION #1011-54
MADE BY MISS MARY C. WOLFE
RECORDS & COMMUNICATIONS DIVISION
CREDIT UNION - IDENTIFICATION BUILDING

ASSIGNMENT OF TWO EMPLOYEES
TO CREDIT UNION

SUGGESTION

That the Bureau give consideration to having the Administrative Division discuss with the Department of Justice Credit Union the matter of having two employees, instead of one, assigned to their office located in the Identification Building on pay days.

ADVANTAGES TO SUGGESTION

The suggesting employee states on occasions the Credit Union does assign two employees to its Identification Building office on pay days; however, she feels, if this were done on a continuing basis on pay days, this would facilitate the cashing of pay checks for employees who are required to handle their personal business at the Credit Union during lunch periods.

OBSERVATIONS

Mr. J. P. Mohr, Administrative Division, has no objection to requesting the Credit Union to assign two of its own people to the Identification Building office on pay days.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/6/54, composed of Messrs. Tolson, Boardman, Nichols, Holloman, Rosen, Belmont, Sizoo, Parsons, Tamm, Callahan and Harbo, recommends unanimously unfavorable.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons cc-Messrs. Sizoo
- Rosen Harbo
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room (5)
- Holloman _____
- Gandy _____

RECORDED IS
INDEXED - 13

66-2554-1095

81 DEC 8 1954

121

MR. TOLSON

12/6/54

EXECUTIVES CONFERENCE

SUGGESTION #1005-54
MADE BY ASAC H. B. FLETCHER
WASHINGTON FIELD OFFICE
FORM FD-160 (INDICES SEARCH SLIP)

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

SUGGESTION

That Form FD-160 (Indices Search Slip) presently printed in letter size be modified to conform with the attached samples and that, when it is used by clerks engaged in searching procedures it be attached to reports, as indicated in the attached sample enclosure. A copy of Form FD-160 is attached hereto.

ADVANTAGES TO SUGGESTION

The suggester states the present Form FD-160 is satisfactory when used to promote searching procedures and when used by Agent personnel who desire to have references searched on any given subject. However, he points out it is difficult and clumsy to use when attached to incoming mail being searched through the indices and by its very size Form FD-160 covers up the title being searched, contains too many headings and breakdowns which are unnecessary to the clerk searching mail. The suggested form does not cover up the title of the communication, does not cover up the block stamp and does not cover up the character. This facilitates routing and can be easily lifted in order that the synopsis may be perused.

OBSERVATIONS

Mr. F. W. Warkart, Records and Communications Division, believes the suggestion has merit and states Form FD-160 is primarily designed for name searches in the field office and does not appear to be a proper tool for searching titles on incoming communications. Search slips are not used for this purpose in processing mail in the Records Section at the Seat of Government and Records Section makes no attempt to list all file references. The file number is placed directly on the mail. Mr. Warkart believes that, although the suggestion relates to modifying Form FD-160, the intent of the suggestion seems to be to create an additional form for use in searching titles of incoming communications. Form FD-160 would still be used for name searches.

RECORDED-68
INDEXED-68

66-2554-12897

13 DEC 8 1954

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

Attachments
cc-Messrs. Sizoo and Harbo

DEC 8 1954

Memorandum to Mr. Tolson

Mr. Waikart believes the proposed form would be adequate and furnished a copy of Form 4-22a, the Search Slip form used in the Records Section at the Bureau for possible guidance in considering the suggestion.

Inspector E. D. Mason, Training and Inspection Division, is opposed to adoption of the proposed suggestion and feels the Search Slip should be placed under the communication.

PREVIOUS CONSIDERATION

Executives Conference memorandum of 5/25/54, reflects that a survey was made of nine field offices following receipt of a request from the Baltimore Office to the effect that Form FD-160 be reduced in size. As a result, one office favored reduction in the size of Form FD-160 and the other eight offices were opposed. The Conference recommended unfavorably as to reducing the size of Form FD-160.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 12/6/54, composed of Messrs. Tolson, Boardman, Nichols, Holloman, Rosen, Belmont, Sizoo, Parsons, Tamm, Callahan and Harbo, recommends unanimously unfavorable.

✓

MR. TOLSON

12/7/54

EXECUTIVES CONFERENCE

SUGGESTION #1013-54
MADE BY SA WILMER L. THOMPSON
SAVANNAH DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY PSE/BS

SUGGESTION

Bureau regulations require that a blank memorandum ^{NOT} be submitted to the Bureau whenever derogatory information of a non-security nature is developed during the course of an investigation on any Government employee.

It is suggested that, in each instance where copies of reports are designated for Office of Naval Intelligence (ONI), Military Intelligence (G-2) or Office of Special Investigations (OSI) and sufficient copies are furnished to the Bureau so that copies may be furnished to the National Headquarters of these agencies, no blank memorandum be prepared.

ADVANTAGE TO SUGGESTION

The suggester believes this would eliminate duplication in typing and administrative handling. INDEXED-68

OBSERVATIONS

EX-117

RECORDED-68

66-2554-12098

SAC Lopez, Savannah Office, believes the blank memorandum provides an expedite manner of advising interested agencies of derogatory data on Government employees. He does not believe its replacement by subsequent investigative reports would serve this purpose.

Mr. A. Rosen, Investigative Division, states that under the provisions of Executive Order 10450, the Bureau has the responsibility to disseminate derogatory, non-subversive information relative to Government employees to interested Federal agencies, such as the employing agency, Civil Service Commission and the Department of Justice. It is not desirable to disseminate Bureau reports to the Civil Service Commission or employing agency inasmuch as some of these reports contain information concerning subjects who are not Government

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

cc-Messrs. Sizoo
Harbo

dmg
(5)

RJ

M

Memorandum to Mr. Tolson

employees. Blank memoranda are submitted by the field setting forth basic facts, which memoranda are disseminated to the above-mentioned agencies. Mr. Rosen advised this system of disseminating such information has worked well and he concurs with the recommendation of SAC Lopez that the present system be continued.

EXECUTIVES CONFERENCE CONSIDERATION

RTH:cs

The Conference of 12/6/54, composed of Messrs. Tolson, Boardman, Nichols, Holloman, Rosen, Belmont, Sizoo, Parsons, Tamm, Callahan and Harbo, recommended unanimously unfavorable.

MR. TOLSON

11/26/54

EXECUTIVES CONFERENCE

SUGGESTION #1034-54
REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/93 BY SP5 CJS

SUGGESTION

That the Bureau consider whether a Special Agent Accountant submitting a report in an Applicant or Security-type investigation should designate himself as an Accountant in the caption of the report.

PRESENT MANUAL INSTRUCTIONS

Field Stenographers' Manual, Section 3, page 5, reflects the requirement that the name of the Special Agent as it appears on the payroll should be set forth in the block of the report "Report Made By." However, in Accounting reports, two-week reports and progress reports, "A" is reflected after the name of the Agent in the block of the report "Report Made By."

Manual of Rules and Regulations, Section 4A, 2a(5), states the report is made by the Agent or Special Employee dictating it and is silent as to the abbreviation "SA" for Special Agent or "SA(A)" for Special Agent Accountant.

PRESENT PRACTICE

The letter "A" normally follows the name of a Special Agent Accountant in the block of the report "Report Made By" when the report is an Accounting report. There is no indication of uniformity as to whether Accountants use "A" following their names in other types of reports. The abbreviation "SA" for Special Agent does not appear in the block at any time.

OBSERVATIONS

Messrs. C. A. Evans, Investigative Division, G. C. Gearty and [redacted] of the Training Section, Training and Inspection Division, are all of the opinion that Special Agent Accountants should include "A" after their names when submitting any type of report.

- Tolson
 - Boardman
 - Nichols
 - Belmont
 - Harbo
 - Mohr
 - Parsons
 - Rosen
 - Tamm
 - Sizoo
 - Winterrowd
 - Tele. Room
 - Holloman
 - Gandy
- cc-Messrs. Sizoo
Harbo
- and [redacted]
- and [redacted]
- (5)

RECORDED - 84-6-2554-12099 M

INDEXED - 84

15 DEC 8 1954

EX - 117

66 DEC 9 - 1954

Memorandum to Mr. Tolson

Inspectors E. D. Mason and B. C. Brown of the Inspection and Planning Section, Training and Inspection Division, believe that the primary purpose of Agents' using the "A" should be to signal Supervisors and United States Attorneys that the man is qualified as an Accountant; this has significance only when the report is of an Accounting nature. Mason considers it undesirable for Agents conducting Applicant investigations and other types of investigations where reports will be disseminated to use the "A" for right away this puts people outside of the FBI on notice that we have trained Accountants who are not handling Accounting work. It is considered undesirable to use an "A" after an Accountant's name in reports unless the report is of an Accounting nature.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 11/24/54, composed of Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, McGuire, Belmont, Boardman, Rosen and Harbo, recommends unanimously that no action need be taken on this matter. The Conference felt that the present rules were adequate. This means that the present instructions appearing in the field stenographers' manual will be used as a guide, i.e. "A" will appear after the name of the Agent in the block of the report "Report Made By" only in accounting reports, two-week reports and progress reports.

J. P. S.

Mr. Tolson

11/23/54

Executives Conference

SUGGESTION NO. 781-54
MADE BY SA [REDACTED]
CHICAGO OFFICE
SUGGESTION NO. 789-54
MADE BY SA NORBERT F. DONAHUE
BUTTE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/98 BY 272 CA/B

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FORM FD-235 (REQUEST FOR FUNDS FOR
PAYMENT TO INFORMANT)
FORM FD-221 (RECEIPT)

Two Agents in two different offices suggested that the second line of the body of Form FD-235 (Request for Funds for Payment to Informant) be changed to read "Informant's Name or Symbol Number" instead of "Informant's Name and Symbol Number," so that in those instances where an Informant has been assigned a symbol number it will not be necessary to also use the Informant's name. (Copies attached)

One of the Agents also suggested that if a symbol number is available it be used on Form FD-221 (Receipt used in conjunction with payments to Informants) in lieu of Informant's name and symbol number, as present instructions require. Purpose of both suggestions is to afford greater security to Informants.

PRESENT PROCEDURE:

Form FD-235 is a request form completed by the Agent in order to obtain money from the SAC to pay the Informant. Form FD-221 is then executed by the Agent as a receipt to the SAC for the money furnished to the Agent. Although the use of both forms was suggested by the General Accounting Office, and both forms receive close and limited handling in field offices, the identity of Informants is not fully protected when both the name and symbol number appear on the same form.

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

Attachments
BCB:mfs
(5)
cc: Mr. Harbo
Mr. Sizoo

RECORDED - 15

166-2557-12100

RECORDED
170 DEC 8 1954

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EX-115

53 DEC 10 1954

ORIGINAL COPY FILED IN 100-27152

ADMINISTRATIVE DIVISION SUGGESTION:

The Administrative Division suggested that a modified form (FD-221A - Confidential Fund Receipt) be used in lieu of the present Form FD-235 and that Form FD235 be deleted from the Form Book. FD-221A would be prepared on 8 x 10 $\frac{1}{2}$ paper and would contain exactly the same information formerly included on Form FD-235, but would not require both the name and symbol number of the Informant, symbol number alone would suffice where one existed. This form would be used solely by the field office and would be retained by the SAC as a tickler until the voucher was prepared, at which time the form would be completed and filed in the Informant's file. Form FD-221, together with the Informant's receipt, will be attached to the blue slip (Form FD-37) and forwarded to the Bureau by voucher.

Proposed Form FD-221A and proposed procedure have the approval of the Domestic Intelligence and Investigative Divisions and the Washington Field Office.

Copies of present and proposed forms attached.

RECOMMENDATIONS:

(1) If the revised Form FD-221 and the new Form FD-221A are approved, Mr. Mohr recommended that the attached SAC Letter be issued notifying the field of the changes. In addition, Mr. Mohr feels the following items should be brought to the attention of the field: (a) Lack of receipts to support blue slips; (b) Failure to properly explain lack of receipt; (c) Blue slip must show to whom payment was actually made and city where made; (d) Receipt signed by the Informant should reflect the name of the person actually making payment and any departure from this should be fully explained on the blue slip; (e) In the future where a symbol number has been assigned to the Informant, only the symbol number shall be reflected on Forms FD-221 and FD-221A; however, the name of the Informant shall be reflected on the blue slip.

(2) If recommendation #1 is approved, it is recommended a supply of Forms FD-221 and FD-221A be prepared for stock and a supply be furnished to each field office.

(3) If the above recommendations are approved, Form FD-235 should be deleted from the FBI Form Book and replaced by Form FD-221A. Present Form FD-221 should be replaced by revised Form FD-221.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 11/23/54, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Conrad, Sizoo, Belmont, Tamm, Rosen and Harbo, unanimously concurred in the foregoing recommendations. If approved, the attached SAC Letter should be sent to the field.

MR. TOLSON

12-9-54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12 BY SP5/CJS

SUGGESTION #987-54
MADE BY MRS. [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
FORM O-1 (STATUS OF CASE - FOLLOW-UP LETTER)

SUGGESTION

1. That Form O-1 (Status of Case - Follow-up Letter) be retained by the interested of Seat of Government Supervisor until the investigation has been completed and that ~~Form O-1~~ be destroyed at that time or be sent to file, whichever is appropriate.
2. In the event it is deemed desirable that the Form O-1 be placed in file, it is suggested the form be placed in file without any processing by the Records Section at the Seat of Government.

PRESENT PROCEDURE

When examination of a case file reflects it to be in a delinquent status the Supervisor of the case at the Seat of Government prepares Form O-1 to be sent to the field and makes an appropriate notation in the file to the effect that a follow-up letter has been directed to the field office.

When Form O-1 is returned by the field to the Bureau and there is no action which requires the Agent to call for the appropriate case file, the Supervisor merely initials Form O-1 and writes the words "Please post" in the left-hand margin of the form. Form O-1 is then sent to the Records Section, Records and Communications Division, where a clerical employee makes a notation in the case file indicating the date the Form O-1 was returned and the information furnished by the field office, without the necessity of having the file leave the file room. Form O-1 is then destroyed by the Records Section employee. (Bufile #66-3665-2440)

INDEXED - 26

RECORDED - 26

66-2554-12101

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

Mr. A. H. Belmont, Domestic Intelligence Division, states this suggestion would require each Supervisor to check each piece of incoming mail received against accumulated Forms O-1, thereby increasing the cost of operation, inasmuch as only a very small percentage of mail received would have corresponding Forms O-1.

cc-Messrs. Sizoo and Harbo

dmg

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Memorandum to Mr. Tolson

This procedure would be time consuming; however, Mr. Belmont states if the required posting done at present cannot be handled by the Records Section, he suggests we revert to the old procedure of having the Supervisor call each file in order to put an appropriate notation in the case file when Form 0-1 is returned by the field to the Bureau.

Mr. Winterrowd, Investigative Division, recommends no change be made from the present procedure and is opposed to the suggestion for the following reasons: (1) File must reflect what information field has furnished and fact that the field did reply; (2) Only other way of recording information furnished by the field would be to file the form - this is less economical; (3) Forms 0-1 cannot be retained as ticklers until the case is closed, as proposed, inasmuch as this retention would exceed 60 days; (4) If Forms 0-1 are not posted but destroyed, Bureau officials or Inspectors checking into a case may not have the benefit of complete information or action taken; (5) Present procedure is only used in the Investigative Division's Criminal and Accounting and Fraud Sections. The Security of Government Employees Section and Special Inquiry Section use systems requiring no posting by the Records Section.

ALTERNATE SUGGESTION BY W. G. EAMES
RECORDS & COMMUNICATIONS DIVISION

That consideration be given to destroying Forms 0-1 even if only on a selective basis.

ADVANTAGES TO MR. EAMES' SUGGESTION

Mr. Eames advised there are some instances in which a memorandum or report from the field is received prior to the return of Form 0-1; Form 0-1 merely contains a notation to the effect a report was submitted at some prior date. In cases of this type, he feels the Supervisor may know, upon receipt of Form 0-1, that such a report has already been received; it would be helpful if the incoming Form 0-1 could be destroyed by the Supervisor in these instances in order to eliminate unnecessary work in the Records Section.

OBSERVATIONS

Mr. A. H. Belmont states this could be done on a selective basis without posting the information to the file; for example, in instances when the returned Form 0-1 indicates a report or memorandum has been submitted to the Bureau. It is believed to be a more desirable and uniform practice to indicate in the file the complete action taken regarding the Form 0-1 and that the field office has replied.

Memorandum to Mr. Tolson.

EXECUTIVES CONFERENCE CONSIDERATION

jaw
EDM: *jaw* 12-9-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

The Conference unanimously opposed in line with the objections cited by Messrs. Belmont and Winterrowd.

✓

MR. TOLSON

12-10-54

EXECUTIVES CONFERENCE

SUGGESTION #1041-54

MADE BY SA [REDACTED]

WASHINGTON FIELD OFFICE

TOWEL SUPPLY -

FBI ACADEMY, QUANTICO, VA.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED
DATE 6/11/92 BY SP5CJ/D

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SUGGESTION

That hand and face towels be issued on an individual basis to persons in training classes at the FBI Academy, Quantico, Virginia, in the same manner that bed linen is exchanged.

ADVANTAGES TO SUGGESTION

At present persons attending training classes at the FBI Academy, Quantico, Virginia, gather up their bed linen twice a week and carry it to the linen room in the basement where they exchange the soiled bed linen for clean bed linen. The suggester has noted that on several occasions individuals have used as many as two or three bath towels during a single bath, when one towel would have sufficed. He feels adoption of his idea would have the following benefits: (1) Would eliminate unnecessary abuses of persons using several towels each day; (2) Would save personnel handling the laundry the time and effort of carrying large quantities of clean and soiled towels to and from the linen room in the basement to the first, second and third floors of the Academy building; (3) Would help maintain more orderly appearing bathrooms inasmuch as towels would not be promiscuously scattered around; (4) Would increase the life span of towels. Towels are now laundered after each use; under the suggestion it is felt they could be used more than once without laundering.

OBSERVATIONS

SAC L. L. Laughlin, Washington Field Office, feels this idea has considerable merit and recommends it be afforded favorable consideration.

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

SAC H. L. Sloan, Quantico, Virginia, recommends unfavorably as to the adoption of this suggestion for the following reasons:

cc-Messrs. Sizoo
Harbo

RECORDED - 10
INDEXED - 10

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68 DEC 13 1954

Memorandum to Mr. Tolson

(1) There is no abuse of towels or excessive use at the FBI Academy. Each class on arrival is instructed to use towels sparingly, to use paper towels where they will suffice and no more than one bath towel after shower. No abuse has been noted. (2) Baths are taken at all hours from 6:30 a.m. to 10:30 p.m. and the Night Duty Agent cannot be unlocking the linen room to issue towels on demand. (3) No place is available in the already crowded bedrooms and lockers to maintain individually issued towels. (4) Instructions are issued to Agents that after use towels are to be placed in baskets in the bathrooms. Inspection sometimes shows overflowing of baskets due to the large number of Agents at the FBI Academy, but there is no "promiscuous scattering" of towels around the bedrooms.

EXECUTIVES CONFERENCE CONSIDERATION ^{jaw} EDM:jaw 12-10-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

The Conference unanimously agreed with SAC Sloan in recommending unfavorably as to suggestion.

Mr. Tolson

12-10-54

The Executives Conference

SUGGESTION #1017-54
MADE BY MRS. [REDACTED]
RECORDS & COMMUNICATIONS DIVISION

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

b6
b7c

SUGGESTION:

Divisional Offices place an addendum after the last paragraph on letters to the Bureau specifically pointing out any action to be taken by the Bureau. The suggester points out that the Routing Unit reads the first and last paragraph of a letter and scans the remainder for such items as deadline dates, allegations against and criticism of the Bureau, or other facts which require immediate attention.

ADVANTAGES:

The suggester feels that the use of this addendum would serve as a flag to immediately alert anyone handling the correspondence that action is required as well as the urgency of the action. Suggester further notes that on occasion lengthy correspondence is received which sets this information out in the middle where it is difficult to detect unless the correspondence is read very carefully.

DISADVANTAGES:

None noted by suggesting employee.

OBSERVATIONS:

Mr. Nichols, Records and Communications Division, is opposed to this suggestion. He feels the Records Section fulfills its duty when it routes matters promptly.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:jaw 12-10-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parson, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

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

The Conference unanimously opposed; Conference felt that the proposed addendum should not appear on documents coming from the field because this would create a tendency for employees in the Records Section and supervisors elsewhere at the Seat of Government to read only the recommendations and possibly not digest as thoroughly as necessary the details of the communication.

Mr. Harbo
Mr. Sizoo 25

RECORDED - 10
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66-2554-12103

NEW (5)

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THE DIRECTOR

12/2/54

EXECUTIVES CONFERENCE

SUGGESTION #992-54
MADE BY CHARLES P. MORIARTY, U. S. ATTORNEY
WESTERN DISTRICT OF WASHINGTON
REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/90 BY SP5CJ/B

SUGGESTION

1. That FBI reports include in synopsis the identity of the Assistant U. S. Attorney who authorized or declined prosecution.
2. That FBI reports include in synopsis the suitable title and section of the U. S. Code.

PRESENT PROCEDURE

Information of this type is now set out in the details of reports, it being noted the synopsis is a concise summary of facts.

ADVANTAGES TO SUGGESTION

Would be of great assistance to office of U. S. Attorney Moriarty in routing mail to proper Assistant U. S. Attorney without first reading such data from body of report. Would also be helpful to U. S. Attorney Moriarty to have included in synopsis of reports suitable title and section of U. S. Code.

OBSERVATIONS

SAC Auerbach, Seattle, favors both suggestions. Messrs. Rosen and Belmont favor including in synopsis the identity of Assistant U. S. Attorney who authorized or declined prosecution in reports prepared by the Seattle Office only; however, Mr. Rosen points out no problem has arisen in other districts. Mr. Belmont saw no objection to the Seattle Office alone following the suggestion that the title and section of the U. S. Code be set forth in the synopsis of reports providing the representatives of the U. S. Attorney's office refer to a specific title and section when a case is being presented. Mr. Rosen is opposed to putting the title and section of the U. S. Code in the synopsis, pointing out that if everything is put in the synopsis, we might as well discontinue writing the details.

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RECORDED - 10

66-2554-12184

INDEXED - 10 EX-125

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Memorandum to the Director

EXECUTIVES CONFERENCE CONSIDERATION: EDM:MFS/dmg

Present at the Executives Conference 11/29/54, were Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, McGuire, Belmont and Mason.

(1) As to whether Seattle Division should be authorized to include in synopsis of reports the identity of Assistant U. S. Attorney giving prosecutive opinion and Code citation of the offense, the Conference was divided in its opinion as follows:

// Opposed: Messrs. Mohr, Conrad, McGuire and Tamm, who felt the proposal would give U. S. Attorney only partial coverage in that identity of Assistant U. S. Attorney would be shown only in reports where a prosecutive opinion is set forth and all other reports relating to same case would be devoid of identity of Assistant U. S. Attorney.

// Favored: Messrs. Belmont, Hennrich, Sizoo and Mason. *Tolson*
I concur,
H.

(2) As to whether all field offices should be instructed to show in synopsis identity of Assistant U. S. Attorney and Code Section, the Conference was also divided as follows:

// Favored: Mr. Mason only, who felt if a problem is experienced by the U. S. Attorney, Seattle, it undoubtedly becomes more acute in larger offices of U. S. Attorneys; that there would be little difficulty in Agents' identifying Assistant U. S. Attorney and Code Section in synopsis inasmuch as such data already appears in the details of the report; and it should help the U. S. Attorney in routing mail.

// Opposed: Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, McGuire and Belmont, who felt that since such data already appears in the details there is no need to include it in the synopsis; that there is a limit as to how much material can be placed in the synopsis; and there would still be reports where the Assistant U.S. Attorney's name is not mentioned and the U. S. Attorney would still have a routing problem. *Tolson*

2 OK
H.
Respectfully,
For the Conference
✓

Clyde Tolson

4
MR. TOLSON

December 7,
1954

THE EXECUTIVES' CONFERENCE

COMMUNIST PARTY, USA -
UNDERGROUND OPERATIONS

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

The Executives' Conference consisting of Messrs. Tolson, Boardman, Nichols, Harbo, Callahan for Mohr, Parsons, Rosen, Tamm, Holloman, Sizoo and Belmont on December 6, 1954, considered the question of searches to be conducted at the time of arrests of Communist leaders for violation of the Smith Act of 1940.

In planning and making our arrests of Communist leaders for violation of the Smith Act of 1940, searches have been considered secondary for the following reasons:

(1) No arrests are made until the prosecutive case against the subject has been thoroughly reviewed by the Department and the Department has committed itself that the case is sound from a prosecutive standpoint and the necessary evidence to prove the case is already available.

(2) In order to successfully handle the arrests of several Smith Act subjects at one time, it has been necessary to carefully plan the timing of the arrests to insure that all the subjects are arrested; thereafter to bring the subjects promptly to the field office or resident agency for fingerprinting and photographing, at the same time making the arrangements for an immediate press release and prompt arraignment. To protect the Bureau from unjustified criticism and the distortion of events, which is the customary technique of Communists and their attorneys, great stress has been placed on the prompt handling of all these matters and we have felt that the Party will seize upon any delay for both propaganda purposes and to raise issues during the trial. Additionally, a detailed search of the premises where a subject is apprehended provides ammunition for Communists and their attorneys to allege ransacking the premises, which charges, although unjustified, provide an issue for the subjects to seize upon in their efforts to cloud the true issues of the trial.

(3) We have followed a policy whereby all evidence introduced at the trial comes from documentary material

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

AHB:tlc
(7)
CC - Mr. Harbo
Mr. Sizoo

RECORDED 13
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DEC 13 1954

EX-125

Handwritten initials and signature

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MEMORANDUM FOR MR. TOLSON

introduced through informants or other witnesses, rather than through a Special Agent or as a result of a search of the premises. We do not consider it advisable to have Special Agents testify in the Smith Act cases. Hence, any material located by an Agent during a search incidental to arrest is regarded as primarily of intelligence value, rather than of evidentiary value.

While a great many Smith Act arrests are made on the street for purposes of timing and because searches are not essential to the case, arrests are necessary at the subjects' premises also. In such instances we have permitted a brief search for intelligence purposes with the understanding that the prompt handling of the subject, that is, bringing him to the office and arraigning him, will not be delayed. It has been our judgment that such searches should be made in the presence of the subject and we should avoid searches following the removal of the subject from his premises in order to avoid providing the subject or his attorney a basis upon which he may seize to cloud the issue of the trial.

In the Denver case in the initial search on August 2, 1954, of the automobile in which two Smith Act subjects were apprehended, a considerable amount of information was secured from documents found in the automobile. This automobile was placed in storage subsequent to the arrest, as none of the defendants would acknowledge ownership of the car or its contents. The car was again searched on November 12, 1954, and in a box containing women's medical effects a number of documents dealing with security, the Mexican question and miscellaneous material were located. In this instance the automobile was placed in storage immediately after the arrest and, therefore, even though it may not have been possible to make a complete search to locate this hidden material in the presence of the subjects when they were arrested, it would have been a simple matter to re-search the automobile immediately after the arrest without providing a basis for propaganda, etc., to the Communist Party.

Executives' Conference Recommendations:

The Executives' Conference recognized the inadvisability of requiring detailed searches of the premises when Smith Act

MEMORANDUM FOR MR. TOLSON

subjects are arrested in view of the reasons set forth above. However, the Conference unanimously recommended that instructions issued to the offices apprehending Smith Act subjects clearly reflect that such searches as are deemed advisable under the circumstances must not be conducted in a superficial manner but must be conducted thoroughly and carefully within the limits of the search. In addition, the Conference recommended that the instructions to the field clearly set forth that when circumstances permit a detailed search, as in the case of the automobile in Denver, the search must be detailed and complete in every respect.

If you agree, these instructions will be incorporated among the instructions to be issued to the field offices prior to any Smith Act arrests in the future.

The Conference further recommended that the Denver Office be censured for its failure to make a complete search in the first instance. If you agree, a proposed letter is attached.

Sept 12-8-54

✓

GK.
h.

~~CONFIDENTIAL~~

case would be decided upon its merits. [In addition any graduate of the Academy who reflects a current affiliation with the Provost Marshal General's Office who is in the U. S. and requests permission to attend, we would make a similar inquiry since it appears GIA employees are more likely to use a cover of a Provost Marshal affiliation than that of any other federal agency for employees who would normally be eligible to attend sessions of the National Academy.] (4)

The majority of the conference, Messrs. Mohr, Tamm, Parsons, Belmont, Boardman, Rosen, Holloman and Harbo, recommend the procedure proposed by the Training Division. They recognize that this procedure does not guarantee 100% against the recurrence of an incident of the type here considered, but felt that it would greatly minimize it. They felt that the procedure proposed herein should be applied to all National Academy retraining sessions, including the annual one week retraining session which would include an annual business meeting presently scheduled to be held in Washington in October 1955.

Mr. Tolson agrees that the proposed procedure should be used in connection with the retraining session scheduled for October 1955 which includes the election of new officers, since we are already committed to arrange such a meeting, the dates of which have been sent to all graduates via the News Letter. However, in view of the fact that the proposed plan will not prevent any recurrence of an incident of the type under consideration, he recommends that the practice of inviting former graduates to attend the two weeks' specialized training in connection with regular National Academy sessions be discontinued.

Respectfully,
For the Conference

✓
Glyde Tolson

Ignore Tolson's name.

K.

~~CONFIDENTIAL~~

The Director

8/11/92

11/19/54

The Executives Conference

Classified by SP5CJ/S FOIA # 323,013

Info classified by OADR per OIA let dated 2/18/05, 4/7/05

CONFIDENTIAL

FBI NATIONAL ACADEMY RETRAINING SESSIONS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

For the past several years the last two weeks of each National Academy session is devoted to specialized training in selected subjects, and former graduates in good standing who are active in law enforcement are invited to return, and during the 54th Session (concluded 11/19/54) 9 former graduates returned. In each instance they communicated directly with the Bureau indicating their intent to return and their communication was acknowledged in a cordial manner.

[Redacted]

Referral/Consult

On 11/18/54 the Conference, composed of Messrs. Tolson, Holloman, Rosen, Parsons, Tamm, Mohr, Hennrich and Harbo, considered ways and means to prevent a recurrence of such an incident.

The Conference was in agreement that the only way in which it would be possible to absolutely guarantee against the possibility of any recurrence would be to discontinue having graduates come back to participate in specialized training sessions. The Conference was advised that at present notices are sent through the National Academy News Letter to all graduates in good standing indicating the dates of the retraining session and incorporating a form which they can fill out and send to the Bureau indicating their desire to attend. The procedure proposed for consideration by the Training Division involves the following steps:

1. The notice sent to former graduates would be on a separate sheet of paper and although mailed with the News Letter, would be limited to those graduates who, according to our records, are active in law enforcement and thus prima facie eligible to return to the National Academy retraining session. The distribution of these notices would be limited to those:
- Tolson _____
 - Boardman _____
 - Nichols _____
 - Belmont _____
 - Harbo _____
 - Mohr _____
 - Parsons _____
 - Rosen _____
 - Tamm _____
 - Sizoo _____
 - Winterrowd _____
 - Tele. Room _____
 - Holloman _____
 - Gandy _____
- cc - Mr. Sizoo
cc - Mr. Harbo
- (6 copies)

RECORDED-92 66-2554-12106
INDEXED-92
13 DEC 14 1954

CONFIDENTIAL

CONFIDENTIAL

graduates in the continental United States, its territories and possessions and those graduates in Canada law enforcement. Specifically we would not send such notices to graduates who are stationed with the Armed Services outside of the United States

Referral/Consult

2. Graduates desiring to attend the retraining session would be instructed via the routine notice to notify the SAC covering their territory rather than the Seat of Government of the FBI. Instructions would be issued to all SACs that they are to ascertain and certify to the Bureau that the applicant is still eligible to attend retraining sessions of the National Academy, that there is no derogatory information which has come to their attention since he was initially investigated prior to attendance in the National Academy. The SAC would be required to recommend either that he be allowed to attend or that he not be accepted, in the latter event stating fully his reasons.

For use in notifying the SAC of his desire to return to a retraining session in Washington, the National Academy graduate would be furnished with a form, a tentative copy of which is attached hereto, which would provide for the graduate to in effect apply for permission to attend a designated retraining session. The graduate would be requested to indicate his full name, his present position and title, the name of the law enforcement agency affiliated with and length of service, to indicate any other part-time or full-time employment in or out of law enforcement in which he is engaged at the time he prepares the application. Thereafter the graduate would indicate the specific courses that he desired to take during the retraining period. Immediately preceding his signature would appear a printed statement on the application form to the effect that he understands he will be notified by the Bureau if he is accepted for this retraining session.

3. Although under the Training Division proposal no notification concerning retraining session would be sent to the graduate outside the continental United States, its territories or possessions or Canada, such a graduate could write to the Bureau inquiring concerning retraining and the possibility of attending. It is proposed that in each such instance, we would make inquiry through Liaison and any other channel available to establish the true status, affiliation and assignments of the graduate applying for permission to attend and each such

CONFIDENTIAL

MR. TOLSON

12/13/54

EXECUTIVES CONFERENCE

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

SUGGESTION #923-54
MADE BY MISS [REDACTED] AND MRS. [REDACTED]

b6
b7c

RECORDS AND COMMUNICATIONS DIVISION
INDEX CARDS (INFORMATION REGARDING SPOUSE,
RACE AND ADDRESSES)

SUGGESTION:

That the Bureau instruct Agents to include information regarding spouse, race, and addresses for entire family on all mail submitted to the Bureau, in order that accurate index cards might be prepared.

PRESENT PRACTICE:

Suggesting employees pointed out that frequently correspondence is received setting out that the father is colored and resides at a particular address but does not reflect whether the wife is colored or whether she resides at the same address.

Present instructions require the field to obtain a complete description of subjects. However, there is no instruction that in obtaining a description of subjects the race, address, etc. of the spouse of the subject be obtained and recorded.

Mr. Laughlin of the Washington Field Office pointed out that it is normal investigative procedure in recording descriptions, where the identity of members of subject's family is set forth, to record their known addresses; and that where there is a failure to list an address it is because it is unknown to the person or persons from whom the information is being obtained with reference to descriptive and background data.

ADVANTAGES TO SUGGESTION:

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

Suggestors indicated more accurate index cards could be prepared, as well as more accurate name checks made.

(5 copies)

Mr. Sizoo
Mr. Harbo

RECORDED - 5 66-2554-1210
INDEXED - 5
EX-125
DEC 14 1954
RH

DISADVANTAGES TO SUGGESTION:

Mr. Eames of the Records Section advised that although the practice of specifically setting out this information would be helpful to the Records Section and result in more accurate index cards, as well as more accurate name checks, it should be pointed out that this information frequently is not available to the Agent and additional investigation would be required to obtain it.

Mr. Laughlin of the Washington Field Office advised it was not believed desirable to require investigative activity for the sole purpose of obtaining a more accurate or complete description of subjects and/or their relatives, and particularly the latter. He further pointed out that since indexing of such persons is on a reference basis rather than on a principal file basis, and since the indexing of such persons does not normally take place in the field, it is believed undesirable to require that the field obtain partial or complete descriptions of relatives and spouses of subjects inasmuch as same will serve a very limited need.

Mr. McGuire of the Records and Communications Division indicated he was not in favor of the adoption of this suggestion.

Field Inspectors B. C. Brown and J. E. Nugent also indicated they were opposed to its adoption.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:CS

The Conference of 12/13/54, composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

✓

MR. TOLSON

12/13/54

THE EXECUTIVES CONFERENCE

SUGGESTION #1080-54
MADE BY ASAC HERBERT K. MOSS
ST. LOUIS DIVISION
FORM FD-209 - SECURITY INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP8 EJS

SUGGESTION:

That Form FD-209 be amended to omit the caption "TITLES AND FILE #s ON WHICH CONTACTED," but state "FILE #s ON WHICH CONTACTED." (FD-209 is memorandum for recording contacts with Criminal and Security Informants.)

PRESENT PROCEDURE:

Form FD-9 requires that the titles and file numbers of each case on which the informant is contacted must be set out.

ADVANTAGES TO SUGGESTION:

ASAC MOSS feels that the suggestion, if adopted, will obviate the necessity for the Special Agent writing out the titles and file numbers of each case on which the informant is contacted. He pointed out it would appear the file number should suffice.

SAC J. E. Milnes commented he felt this suggestion has some merit; that it will save time on the part of Agents without impairing the efficiency of the office; and recommended it be adopted.

DISADVANTAGES TO SUGGESTION:

Mr. Hennrich of the Domestic Intelligence Division advised it is believed the title of the case is necessary as the file number does not readily identify the case and merely indicates the classification number; that if the file numbers only are set forth it will be necessary to pull the files to determine the titles, causing more work than is now required to set out the title and the file number. He recommended that the suggestion not be adopted.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons /mfs
- Rosen (5 copies)
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room cc: Mr. Sizoo
- Holloman _____ Mr. Harbo
- Gandy _____

RECORDED-80
INDEXED-80
6 DEC 14 1954
PB

1080-54

Mr. Rosen of the Investigative Division pointed out that this suggestion had been considered on a previous occasion and it was felt file numbers do not sufficiently identify the cases for efficient and economical review of the informant file; and that there exists the possibility of typographical error in typing file numbers which would place information in wrong substantive case file.

Mr. Mason of the Training and Inspection Division indicated he felt the title as well as the file number should be set forth; that the Agent would have both readily available; and that frequently employees, including the SAC, are familiar with the titles of cases but not the file numbers. He further pointed out that it would save time in reviewing the form by eliminating any necessity for further checking to identify the cases in question; that figures are easily transposed; and that if the title of the case is set forth there can be no question as to the identity at a later date. Mr. Mason stated he thinks it is well worth the time to write out the title and have it on the form. His recommendation, therefore, was unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/13/54, composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo, recommends unfavorable for the reasons indicated herein.

OK
"Jan 5

12-10-54

MR. TOLSON

EXECUTIVES CONFERENCE

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

SUGGESTION #41-53
MADE BY SA [redacted]
WHILE ASSIGNED TO LOS ANGELES OFFICE
(NOW ASSIGNED TO DOMESTIC
INTELLIGENCE DIVISION)
PROPOSED REVISION IN SECURITY INDEX CARDS

b6
b7C

The Executives Conference was requested to consider whether SA [redacted] should be granted a cash award for his suggestion which was adopted.

BACKGROUND

Executives Conference memorandum to Mr. Tolson 2/17/53, approved adoption of the suggestion of SA [redacted] that when Security Index Cards are next printed there be placed on the reverse side along the left-hand margin printed words, beside which the descriptive data may be entered by the appropriate field office. The descriptive data includes name, sex, race, birth date, height, weight, build, hair, eyes, complexion, scars and marks, peculiarities, marital status, relatives, nationality, birth place, fingerprint classification, and FBI, Police Department and Selective Service numbers. Previously, it was necessary for the typist to type these words on Security Index Cards. When the suggestion was adopted one year's supply of the old Security Index Cards was on hand, it was estimated. A tickler was set up to consider whether the employee should be given a cash award when the next supply of Security Index Cards was printed, if there was no change in existing plans to adopt the idea.

b6
b7C

RECORDED-80
INDEXED-80

66-2554-12109

6 DEC 14 1954

ACTION TAKEN

Printed stock is now being used and revised Security Index Cards are now being sent to the field.

ESTIMATED SAVINGS

Mr. F. J. Baumgardner, Domestic Intelligence Division, estimates approximately 30,000 sets of Security Index Cards are sent to the field each year by the Bureau to add new cards or amend Security Index Cards in existence. Therefore, approximately 30,000 descriptions would have been typed on the back of Security Index Cards received in the field each year. The printed material cc-Messrs. Sizoo and Harbo

(5) cmg

Rdm

Memorandum to Mr. Tolson

consists of 27 words, which requires approximately one minute of typing time. This represents a total field average of 82 1/2 days' typing time per year, or approximately \$710 saved under the suggestion, based on a Grade GS-3 employee's salary. The additional cost of printing the descriptive words on Security Index Cards is \$50.00. Estimated net savings per year, computed by Mr. Baumgardner, due to the change in procedure, is approximately \$660. SA [redacted] would be eligible for a cash award of \$35 (\$10 for the first \$200 of savings and \$5.00 for each additional \$100 of savings or fraction thereof), under the Government Employees' Incentive Awards Act. Mr. [redacted] was assigned to the Los Angeles Office when he submitted this suggestion on 1/20/53; however, he is now assigned to the Internal Security Section of the Domestic Intelligence Division, is in Grade GS-13, at a salary of \$8,360 per annum.

b6
b7c

EXECUTIVES CONFERENCE CONSIDERATION EDM:jaw 12-10-54

Present at the Exec. Conf. 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keady, Boardman, Nichols, Rosen, Holloman and Mason.

The Conference unanimously recommends a cash award in the amount of \$35.00 be given to SA [redacted] based on the above savings indicated above.

The new Fringe Benefits Legislation provides for cash awards which may range from \$10.00 to \$5,000 per suggestion based upon the approval of the individual agency and the cash award may range up to \$25,000 per suggestion with the approval of the Civil Service Commission. The law makes no provision as to curtailing cash awards because of salary grade and under the new legislation an employee in any salary grade may receive a cash award for a suggestion. Under the old legislation, it was necessary to show whether a suggestion was an outgrowth of an employee's assigned duties, and this had a bearing upon any award; however, under the new legislation, the phraseology was specifically included so that cash awards would be given, regardless of whether the suggestion is an outgrowth of an employee's regular assignments. The Conference felt that as a matter of policy, cash awards should be given to employees even though they may be Agents in grade 13 and that the Bureau might be subjected to unpleasantness if an employee in grade 13 later left the service and complained he did not receive an appropriate cash award for a savings resulting from an earlier suggestion. The Conference felt that recommended cash award of \$35.00 is exactly in line with the intent of Congress and the President under the Fringe Benefits Bill.

Unfortunately at the moment the Department of Justice has not set up the mechanics for awards under the new legislation; the Department is presently considering the Bureau's request to be permitted to administer cash awards up to \$5,000 on a Bureau wide basis without clearing these through the Department. If the current award of \$35.00 is approved, the Administrative Division will hold action in obedience until the decision has been rendered as to whether the FBI will administer the program or whether the Department will maintain control and thereafter the employee will be appropriately notified and steps will be taken to make the award available to him.

OK ✓
12/14

we should try
to get an early
decision on this
12/14 ✓

MR. TOLSON

12/13/54 38473

EXECUTIVES CONFERENCE

SAC LETTERS

Mason's copy

The Administrative School for ASACS which concluded 12-7-54 recommended that SAC Letters be arranged so that pages relating to investigative activity can be removed for routing to Resident Agents when necessary. The School felt that it might be desirable to list all security items at the end of the SAC Letter as at present and to group all of the general investigative (including applicant) matters in that portion of the SAC Letter immediately preceding security letters and all of the front part of the SAC Letter would be devoted to administrative or personnel items.

The reason for this proposal is that much administrative and personnel-type data need not be sent to Resident Agents and need not be routed to certain other Agents; by making it possible to easily remove the pages relating only to general investigative work or security work there would be no need to have the SAC send the remainder of the SAC Letter around. Net result would be a saving in reading time and a further opportunity to keep material away from people who have no official need to be acquainted with this data.

The disadvantage is that the Mechanical Section commences typing SAC Letters as each separate insert is received. The present practice is to start security portions on a separate page inasmuch as these pages are attached to the end of the SAC Letter. Adoption of the proposal would mean that the Mechanical Section would have to start three documents (administrative and personnel, general investigative, and security) for ultimate consolidation into one SAC Letter rather than two separate documents (security and all other types of data) as at present.

There will probably be an increase in the amount of paper used but inasmuch as this is relatively cheap paper the cost would not be material. Mason believes that the proposal has merit.

cc: Mr. Harbo
cc: Mr. Sizoo

EDM: lablak
(6)

Room

RECORDED-91
INDEXED-91

66-2554-12110

6 DEC 14 1954

— RJ —

DEC 15 1954

M

38474

A test check of the last ten SAC Letters shows that administrative and personnel data account for 5.3 pages in the average SAC Letter, whereas general investigative information averages 1.1 pages per SAC Letter, and security data average 2.2 pages per SAC Letter.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/13/54, composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo, recommends unanimitously favorable that general investigative matters (including applicant matters) be grouped as a separate section of SAC Letters.

✓

MR. TOLSON

12/13/54

38471

EXECUTIVES CONFERENCE

SUGGESTION #1044-54

MADE BY MRS. [REDACTED]

NEWARK OFFICE

PROPOSED REVISION IN FORM FD-57

(MAIL COVER CARD)

FOIA # 323, 613

b6
b7c

SUGGESTION

That Form FD-57 (Mail Cover Card) be revised to provide space or a notation following the name of the person on line 2 in which could be noted the category, such as "S" for Security, "F" for Fugitive and "Other" for other Criminal matters.

PRESENT PROCEDURE

SAC Letter 54-61 (B), dated 11/2/54, requires submission of quarterly reports to the Bureau by the field, reflecting:
(1) Number of mail covers pending at the commencement of the quarter
(2) number of mail covers placed during the quarter; (3) number of mail covers pending at the end of the quarter -- all items to be broken down as to Security cases, Criminal-type Fugitive cases and Criminal cases other than fugitive.

Based on Executives Conference action of 12/6/54 and the Director's instructions, an SAC Letter is now being prepared for issuance to the field, requiring monthly submission of the above listed information. Form FD-57 (Mail Cover Card) maintained in the field office, does not include provision for recording information as to the breakdown relating to Security matters, Fugitives and other Criminal matters. These Mail Cover Cards (copy attached) are used in compiling the report to the Bureau.

ADVANTAGES TO SUGGESTION

Suggester states adoption of suggestion would result in saving of time and facilitate preparation of report to Bureau, to be submitted monthly in the future instead of quarterly, as in the past, and facilitate preparation of monthly report on Confidential Informant and other similar types of coverage, inasmuch as file reviews would no longer be necessary to compile statistics as to Security matters, Fugitives, and other Criminal matters.

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

Attachment
cc-Reports, Sizoo and Harbo

RECORDED - 43

INDEXED - 43

61-254-2111
6 DEC 14 1954

38472
~~38471~~

Memorandum to Mr. Tolson

OBSERVATIONS

SAC Hostetter, SAC Laughlin and Inspector E. D. Lason favor adoption of the suggestion. Mr. Hostetter suggests the Mail Cover Cards be revised at the next printing and in the meantime the appropriate letters could be placed on each Form FD-57 in an appropriate place either at the time it is initially prepared or during the course of review incident to preparation of the report to the Bureau (to be submitted monthly in the future).

SAC Laughlin, Washington Field Office, states his office is presently writing this information on Mail Cover Cards with no extra work involved, and states the big advantage of the suggestion is the assurance of getting the necessary information on the Mail Cover Cards.

COSTS

Supply of 12,845 Forms FD-57 on hand, or approximately 6 months' supply. Next supply of Forms FD-57 to be reordered about March 1, 1955. It will cost approximately \$2.00 for the preparation of a new negative if the idea is adopted, and a negligible amount of time by the Forms Desk, Training and Inspection Division, in making the revision.

EXECUTIVES CONFERENCE CONSIDERATION : RTH:cs

The Conference of 12/13/54, composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo, recommends unanimously favorable that mail cover cards be revised as proposed when next printed.

✓