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Mr. Rosen, Investigative Division, recommends that the suggestion not be adopted since the U. S. Attorney is currently aware of the debtor's remaining balance inasmuch as the U. S. Attorney has the responsibility of collecting the obligation due to the Government and payments usually are made directly to his office. Mr. Rosen also notes that many of the obligations being collected by U. S. Attorneys will accrue interest during the period that the obligation is being paid off. Therefore, the reporting agent could not determine the balance due merely by subtracting the amount of total payments from the original amount of the obligation since such a figure, if it should contain interest, would be erroneous. Mr. Rosen observes that approximately 95% of the reports in these cases received at the Bureau now set forth the amount of the payments, which have been made as well as the remaining balance. The latter amount usually is determined by the reporting agent from the records of the U. S. Attorney.

Inspectors B. C. Brown and H. G. Van Pelt agree with Mr. Rosen's views.

EXECUTIVES CONFERENCE CONSIDERATION: *RTH:cs*

The Conference of 2/2/55, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

MR. TOLSON

ccs - Messrs.

February 14, 1955

EXECUTIVES CONFERENCE

Boardman
Belmont
Nichols
Baumgardner

SECURITY INDEX

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY 245 C/F/S

The Executives' Conference on February 8, 1955, consisting of Messrs. Tolson, Harbo, Boardman, Belmont, Sizoo, Parsons, DeLoach for Nichols, Tamm, Mohr and Rosen, considered the mechanics to be used by Mr. Paul L. Cox, Supervisor in charge of the Security Index Unit; Mr. Fred J. Baumgardner, Chief of the Internal Security Section; or Inspector V. P. Keay, Inspector in charge of the Internal Security-Liaison Branch of the Domestic Intelligence Division, in reviewing for approval, the names of individuals for inclusion in our Security Index.

BACKGROUND:

On January 25, 1955, the Executives' Conference recommended and the Director approved that Messrs. Cox, Baumgardner or Keay would have to personally approve the inclusion of all names of individuals which are placed in our Security Index and in case of disagreement the case will be referred to Assistant Director Belmont for decision.

In order that this additional work, which will be considerable in volume, can be handled by Messrs. Cox, Baumgardner and Keay, the following administrative procedures were presented to the Executives' Conference on February 8, 1955:

SUGGESTED PROCEDURE:

The Supervisors assigned to the Security Index Unit, after they have completed their review of a case and have decided that the name of the subject should be included in the Security Index, will prepare a memorandum which will set forth briefly and succinctly the facts on which they based their conclusion. The case will then be forwarded, as is now done, to one experienced Supervisor who reviews all cases before the subject's name can be considered for inclusion in the Security Index. He will review the case, as in the past, and from that point an equal division will be made of the cases for review by Messrs. Cox, Baumgardner and Keay. The memorandum will assist them in their review in that the cases which are clear-cut can be handled in a minimum of time from a review of the memorandum. They will rely completely on the facts set forth in the memoranda in reaching their decisions. In controversial cases they, of course, will review the reports in order to reach a decision.

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

ccs - Messrs. Sizoo
Harbo

Attachment (1)
AHB:lcd (8)

INDEXED-27

RECORDED-35

66-2554-12193

FEB 17 1955

51 FEB 24 1955

The Supervisors in the Internal Security Section cannot, for any sustained period, prepare these summary-type memoranda and still keep their work in a current status. They are receiving a large volume of mail and this extra work of having to prepare a memorandum in each case they review will create a delinquency in the Security Index Unit which will be most undesirable. Therefore, in the future, the investigating Agent at the conclusion of his investigation will attach to the Form 122 (this is the form used to recommend the inclusion of a name in the Security Index) a succinct summary of the facts on which he based his recommendation for including the name of the subject in the Security Index. In line with existing instructions, the Special Agent in Charge will personally approve each case wherein a recommendation is made to include the subject's name in our Security Index.

When the report and the Form 122 are received at the Department of Government, the Supervisors in the Security Index Unit will review the case file as they have done in the past. They will then prepare an addendum on the summary attached to the Form 122 in which they will indicate any other pertinent factors not listed and indicate their agreement or disagreement with the recommendation from the field. The case will then be sent to the experienced Supervisor in the Security Index Unit who reviews all cases before the names of the subjects can be considered for inclusion in the Security Index and from his desk the cases will be sent to Messrs. Cox, Baumgardner and Keay for review and approval.

EXECUTIVES' CONFERENCE RECOMMENDATION (Unanimous):

The Executives' Conference unanimously recommended that the above-outlined procedure be put into effect.

If you agree, there is attached an SAC letter which sets forth instructions to the field with respect to the portions of the procedure which will be implemented by the field.

Mr. Tolson

2/10/55

The Executives Conference

SUGGESTION #46-55
MADE BY MISS [REDACTED]
NEW ORLEANS OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY 275 C/JS

b6
b7c

SUGGESTION

It is suggested the file number of each informant be reflected on the ledger sheet regarding that informant which is maintained by the employee in the field office handling the confidential fund and related material. This would enable the person handling the fund to place the office file number on the Form FD-221a after an expense check is received in payment of the voucher, and route the form to the appropriate file. FD-221a is the form used by the field to request funds for payments made to informants (copy attached). As an alternative, the Agent preparing Form FD-221a could place the informant file number on it, since the Agent preparing the form undoubtedly will know the informant's file number.

ADVANTAGES:

Suggester believes the placing of the informant's file number on Form FD-221a would eliminate the necessity of a clerk searching the office indices in each instance to determine where the form should be filed. Often times only a symbol number for the informant is reflected on the form which requires the clerk to determine the informant's name and the search the name in the indices to determine the file number.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

SAC Laughlin, Washington Field Office, thinks this is a good idea. Mr. Laughlin further advises that this procedure is presently followed in his office.

Inspectors B. C. Brown and J. E. Nugent, Training and Inspection Division, favor adoption of this suggestion.

RECORDED-91

RTH:cs INDEXED-91

66-254-12194

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference of 2/8/55, composed of Messrs. Tolson, Beardman, Mohr, Tamm, Parsons, Sizoo, Belmont, DeLoach and Harbo, unanimously favors the alternate form of the suggestion, i.e. that

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

cc: Messrs. Harbo and Sizoo

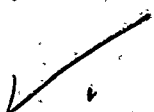
mew
Attachment

RA

66 FEB 18 1955

(5)

the Agent preparing Form FD-221a place the informant file number on it. If approved, the attached SAC Letter should be distributed to the field.



Mr. Tolson

2/17/55

Executives Conference

SUGGESTION #66-55
MADE BY SE ROBERT J. WIRTH
MINNEAPOLIS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/90 BY SP5 ECF/JS

SUGGESTION

Mr. Wirth suggested that each section of an SAC Letter contain in parentheses the Bureau file number relating to the subject matter presented in that section.

ADVANTAGES

Suggester states that this suggestion would save both Bureau and field much time if the Bureau file number were immediately in evidence and that this suggestion would be very practical in those instances where a reply from the field is required.

DISADVANTAGES

None noted by suggester.

OBSERVATIONS

SAC R. L. Faisst, Norfolk, and SAC G. C. Burton, Houston, advised this suggestion would be of no benefit to the field but since it might have benefit for the Seat of Government, it could be adopted if the Bureau desires and the field would have no objection.

Mr. Rosen, Investigative Division, states that past experience reveals Bureau file numbers are not always available on survey requests set forth in SAC Letters, the files usually being opened on the basis of the outgoing SAC Letter. Mr. Rosen further feels that use by the field of the caption appearing in the SAC Letter would serve to expedite the routing of field replies to the appropriate substantive supervisor at the Bureau as rapidly as would the use of the Bureau file number.

Mr. Belmont, Domestic Intelligence Division, states that he sees no objection to the adoption by the Bureau of this suggestion.

cc-Messrs. Harbo

Sizoo 4?

- Tolson
- Boardman
- Nichols
- Belmont
- Harbo
- Vohr
- Parsons
- Rosen
- amm
- Sizoo
- interrowd
- ele. Room
- Holloman
- andy

APR 7 1955

RECORDED - 93
INDEXED - 93

66-2554-12195

24 FEB 18 1955

FEB 21 1955

Mr. J. J. McGuire, Records & Communications Division, agrees with the favorable recommendation of Mr. W. G. Eames, Records Section, pointing out that this suggestion would result in a savings in the Records Section since it would reduce the research time presently necessary to locate the proper file number for each portion of an SAC Letter. Of course, it is realized that the file number will be unavailable or unnecessary in many cases.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG-2/17/55

Present at the Executives Conference on 2/16/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Rosen, Mason, McGuire and Holloman.

The Conference was unanimously opposed to the suggestion inasmuch as file numbers are not normally available at the time SAC Letters are issued and, therefore, it is virtually impossible to adopt the idea.

OP
Parsons

Mr. Tolson

Feb. 17, 1955

The Executive's Conference

G.I.R.-6

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 ejs/bs

The Executives Conference consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Belmont, Rosen, Harbo, Holloman and Nichols considered the suggestion presented to the conference by Mr. Nichols on the need of providing copies of the Uniform Crime Reports bulletin and the Law Enforcement Bulletin to all Agents.

Mr. Nichols pointed out that in the last four In-Service schools there was a disappointing showing on the part of the Agents in keeping up with the contents of the Law Enforcement Bulletin and the Uniform Crime Reports bulletin. The explanation given was that a limited number of copies of both the Law Enforcement Bulletin and Uniform Crime Reports bulletin are sent to the field. The Agents would read both bulletins if they were provided with copies which they could take home.

Both bulletins are prepared by the Government Printing Office. To provide a copy of the Law Enforcement Bulletin for every Agent would cost an additional \$2,744 annually. To provide Uniform Crime Reports bulletins for every Agent would cost an additional \$1,176 annually.

The Conference unanimously recommended that as an experiment one copy of the Law Enforcement Bulletin be sent to each field office for every two Agents assigned and one copy of the Uniform Crime Reports bulletin be sent to each field office for every three Agents assigned with the instructions that the bulletins should be stacked up alongside the sign-out register, and an announcement made that the bulletins are available to them that want them. After a three-month experiment, a survey will be made to determine whether this practice should be continued and whether the results are worth-while. This will cost approximately \$1,453 annually for the Law Enforcement Bulletin and approximately \$400 annually for the Uniform Crime Reports bulletins.

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

RECORDED - 87
INDEXED / 87

66-2554-12196

FEB 21 1955

FEB 21 1955

Hr. Tolson

2/17/55

The Executives Conference

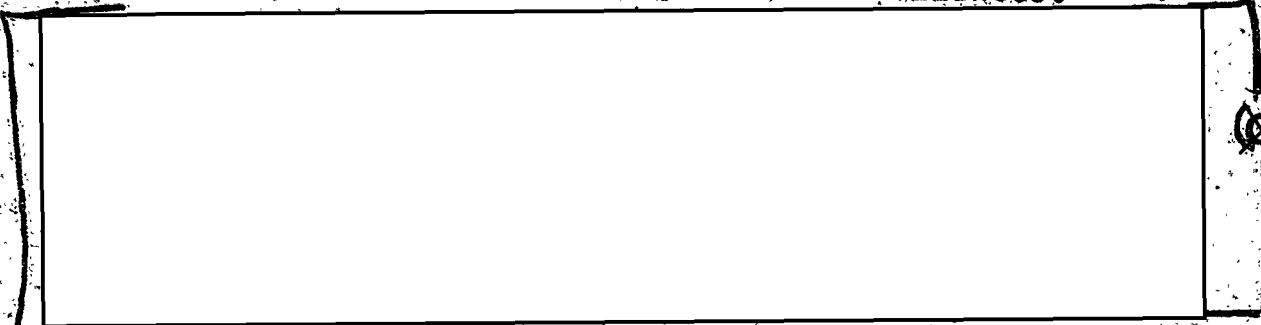
~~CONFIDENTIAL~~

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WHERE SHOWN OTHERWISE

2/18/93
Classified by S/S C/TJS
Declassify on: OADR

Present at the Executives Conference February 15, 1955, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire, Holloman, and Mason.

It was pointed out to the Conference that physical surveillances in the Washington Field Office required the services of 161 Agents and to the greatest practicable degree the newer Agents are used on physical surveillances.



b7E

It was pointed out to the Conference that Inspector Brown feels there is no reason why mature male clerks with [redacted] under the supervision of an Agent, could not replace certain of the Special Agents now employed on [redacted] and thus release these Agents for investigative operations.

It was pointed out to the Conference that we do not have enough clerks to release all of the [redacted] Agents but, without consulting those clerks who do have [redacted] Bureau records show the following [redacted] clerks are not currently engaged in activities where their [redacted] are essential:

cc Messrs. Harbo
Sizoo

EDM: jla, & d.m.g.
(6)

RECORDED - 93
INDEXED - 93

66-2554-12197
FEB 1 1955
RSM

~~CONFIDENTIAL~~

FEB 23 1955



It was pointed out to the Conference there is no way of knowing whether the clerks outside of Washington would be interested in a transfer to Washington in order that they could replace Agents on the Washington Field Office [redacted] or exactly what salary grade could be paid to them. It was estimated that it might be necessary to pay grade GS-7. The Special Employees currently working on [redacted] are in grades GS-8, 9, and 10. The Agents working on [redacted] vary from grades 10 through 15. Mr. Mohr felt a morale problem might arise if clerks making less money than Special Employees were required to work side by side with the Special Employees.

b7E

RECOMMENDATIONS:

Conference unanimously recommends:

(1) Wherever practicable, male clerks with proper [redacted] background and requisite maturity be used on [redacted] in the Washington Field Office to replace Agents.

Yes
JH

✓

(2) This policy be extended to other field offices [redacted] such as New York, Chicago, Los Angeles, Detroit, and San Francisco where there is considerable security work. In each instance there should be adequate Agent supervision on the scene, so that clerks will not have to decide policies or courses of action.

Yes
JH

✓

~~CONFIDENTIAL~~

Free
↓

~~CONFIDENTIAL~~

(3) Male clerks of ability and maturity be used under the supervision of an Agent on those [redacted] throughout the field.

✓
yes #

b6
b7C
b7E

(4) Mr. Mohr informally secure an opinion from Mrs. [redacted] of the Civil Service Commission as to what would be the approximate grade and salary level of clerks assigned to [redacted]

✓
yes #

(5) An SAC Letter go forth requiring that SACs immediately advise as to any work now performed by Special Agents in their divisions, which work could just as well be performed by clerks. This work does not include any investigative activities such as interviews.

✓
yes #

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

If above is approved,
all clerks assigned
must be mature and
very carefully
selected
#1 ✓

light. Get
this started promptly
Proper indoctrination
as to secrecy & security
must be given #

~~CONFIDENTIAL~~

Mr. Tolson

2-16-55

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 2/18/92 BY SP5CIB/JS

The Executives Conference with Messrs. Tolson, McGuire, Mason, Sizoo, Parsons, Mohr, Belmont, Rosen, Holloman and Tamm being present considered a recommendation from the Identification Division concerning a change in procedure in the handling of flash notices. Present procedure in the Identification Division provides that the flash notice is quoted for a law enforcement agency as part of the criminal record. When the flash notice is canceled the whole flash notice is deleted from the criminal record. This causes additional work in the retyping of master docket sheets when a cancellation is received and is not the same manner in which wanted notices are handled. Wanted notices remain a part of the criminal record from the time they are received.

In order to make the handling of flash notices the same the Identification Division recommends, and the Conference unanimously agrees, that the flash notice not be removed from the docket sheet after it has been canceled but remain a part of the record.

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

OT:VH

(5) *oh*

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

RECORDED - 88

INDEXED - 88

66-2554-7

20 FEB 23 1955

89

FEB 24 1955

The Director

February 10, 1955

~~CONFIDENTIAL~~

The Executives' Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

Classified by SP5CJ/JS
Declassify on: OADR
2/18/92

~~DONALD WOOLCOCK ERWIN~~
~~SECURITY MATTER - C~~

On February 8, 1955, the Executives' Conference, consisting of Messrs. Tolson, Harbo, Boardman, Sizoo, DeLoach for Nichols, Parsons, Tamm, Rosen, Mohr and Belmont, considered the case of Donald Woolcock Erwin who is not on the Security Index, but is being considered for inclusion in the Security Index. Erwin served in the United States Navy from November 9, 1942, to March 23, 1946, when he was honorably discharged. He currently resides in Apartment R-2, 109 Gainsborough Street, Boston, Massachusetts, where he is self-employed as a writer.

A reliable live paid informant advised that subject was a member of the Paul Robeson Club, Labor Youth League, Boston, Massachusetts, in 1950, and that he attended a meeting of the Labor Youth League at Boston on May 24, 1950, at which time he was identified as a member of the Political Action Committee of this organization. Through a technical surveillance subject was identified as in attendance at one meeting of the Communist dominated Progressive Party of Massachusetts in 1948. In 1952 an informant of unknown reliability advised that subject had been active in the Progressive Party and in connection therewith had stated that America would be better off under a Russian form of government. According to this informant, subject had also expressed the idea that the best thing that could happen would be a third world war in which the United States would lose, thus making it possible to set up a Russian type of government. A reliable live paid informant advised in 1952 that subject had been a member of, or associated with, the New England Citizens Concerned for Peace, a Communist dominated group. A woman who claimed to have reared subject from the time he was nine years old until 1946 advised in 1954 that subject had told her he had attended the Samuel Adams School, Boston, on Saturday mornings while he was attending college. The Samuel Adams School has been designated by the Attorney General pursuant to Executive Order 10450.

When contacted on January 3, 1955, by Bureau Agents, subject refused to discuss anything with the Agents. Boston has recommended subject for inclusion in the Security Index.

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

cc - Boardman Sizoo
Belmont Harbo

INDEXED-27

~~CONFIDENTIAL~~

66-2554-12199

FEB 24 1955

MAR 2 1955

~~CONFIDENTIAL~~

The Internal Security Section concurred with the above recommendation to place subject in the Security Index. He has been identified with the Labor Youth League, a cited organization which is actually an adjunct of the Communist Party, in 1950. He was active in the Progressive Party of Massachusetts, a Communist front, in 1948 and particularly 1952. In 1952, an informant of unknown reliability reported subject to have made the statement that "America would be better off under a Russian form of government." There is some indication that subject attended the Samuel Adams School, a cited organization, and was either a member of or associated with a "peace" group, Communist dominated, in 1952. These activities followed by a refusal to discuss any matters with Bureau Agents in January, 1955, raises a strong presumption of continued adherence to Communist doctrines and stamps him as a definite security threat.

If this subject is not included in the Security Index with the above record of subject's activities, the Bureau takes the responsibility for any subversive act on his part during an emergency. The Internal Security Section feels that this would place the Bureau in an untenable position as his exclusion from the Security Index is not in the interest of national security. Subject would not be listed for priority apprehension but for apprehension only in an "all-out" emergency.

EXECUTIVES' CONFERENCE RECOMMENDATION:

On February 8, 1955, the Executives' Conference, consisting of Messrs. Tolson, Harbo, Boardman, Sizoo, DeLoach for Nichols, Parsons, Tamm, Rosen, Mohr and Belmont, considered this case and unanimously recommended that the name of Donald Woolcock Erwin be added to the Security Index.

If you agree, this will be done.

Respectfully,
For the Conference

✓
Clyde Tolson

~~CONFIDENTIAL~~

File

February 10, 1955

PROPOSED CHANGE IN
THE FBI HANDBOOK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/11/90 BY SP5 CE/JS

Part I, section 53, of the FBI Handbook should be amended to read as follows:

- L. Leads may be set out by letter when reports are lengthy, the offices have no real need for the reports, and paper, reading time and filing space can be saved.
- M. Prepare letters which contain leads as follows:
First, set forth a concise general summary and background of the matter (information which will prepare the reader's mind so that he will be able to decide as to subsequent action desirable).
Second, set out any descriptive data, action taken, new developments or other facts upon which the recommendations are based. Third, set forth instructions, recommendations, or leads listed in numerical order.

Executive Conference

Undeveloped Leads

B

*Handbook Revised
fmb*

RECORDED - 77
INDEXED - 77
X-112

166-2554-12200
RECORDED
167 FEB 24 1955

*2-BUCKNAN
52441*

50 MAR 3 1955

ORIGINAL FILED IN 66-1934-72121

Mr. Tolson

2/15/55

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/11/12 BY SP5 EJS

SUGGESTION #73-55
MADE BY MISS [redacted]
IDENTIFICATION DIVISION

SUGGESTION:

Miss [redacted] suggests that telephones be placed in Wings 1 and 3 of the Assembly Section, Identification Division, for use of employees assigned to Stragglers Unit.

OBSERVATIONS BY IDENTIFICATION DIVISION:

By memorandum dated 2/4/55 to Mr. Tamm from Mr. [redacted] Mr. Tamm approved the recommendations of the Identification Division Streamlining Committee that a telephone be installed in Wing 1, Assembly Section, Identification Division, and a telephone not be installed in Wing 3, since the latter location is not closely supervised at all times.

SAVINGS:

Supervisors of the Assembly Section estimate that this suggestion, if adopted as recommended above, will save 1 hour of employee time each day. At an estimated average salary of \$1.50 per hour for a GS-3 employee, the amount saved would be approximately \$375.00 per year. The cost of installing a telephone in the Identification Building plus 1 year's rental would total \$31.35, making an approximate savings of \$340.00 per year.

AWARD:

Mr. G. L. Trotter, Identification Division, states that he agrees that the telephone should be installed near the busiest section of the Assembly files, but does not feel that a cash award in this instance is justified. Under the incentive awards program, this employee is entitled to consideration for an award amounting to \$20.00, in event this suggestion is adopted.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 2/14/55, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, DeLoach and Mason, recommended unanimously favorable. The Conference also unanimously approved the payment of an award of \$20.00 to Miss [redacted]

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

If you approve, an appropriate letter to the employee is attached.

cc: Mr. Harbo
Mr. Sizoo

RECORDED - 98

166-2554-1220

NOT RECORDED

INDEXED - 98

107 FEB 25 1955

MAR 7 1955

mew/cen

(5) cen

Attachment (1) 128

b6
b7c

b6
b7c

Mr. Tolson

2/23/55

Executives Conference

SUGGESTION #35-55
MADE BY SA [redacted]
NEW YORK OFFICE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 EJB

b6
b7c

SUGGESTION: Mr. [redacted] suggests revising Form FD-125 (Request for Credit or Criminal Record) by adding to the form additional items for indicating the specific type of record check being requested, such as: birth records, Immigration and Naturalization Service (I&NS) records, death records, marriage records, and motor vehicle records. He also suggests adding a space for recording the place of marriage, if pertinent. This form is used by Agents in field offices in requesting that a designated Agent or other employee, who makes local record checks, obtain certain data from local credit and police files for use in cases under investigation. This suggestion would extend the use of the form to include several other checks in addition to the credit and criminal checks now made through use of this form. (See Exhibit #1)

ADVANTAGES:

The suggester feels the proposed revision would enlarge the scope of this form and would be conducive to the proper channelling of this type of investigation.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

SAC Kelly, New York, recommended favorably, pointing out that he feels the suggested form can be used to great advantage in New York Office and will probably also be of value to other offices.

SAC Potter, Richmond, feels the form has merit but believes that additional space should be provided for marriage records and names of parents. (See Exhibit #2)

SAC Laughlin, Washington Field Office, recommends suggestion not be adopted, pointing out that he feels the proposed form would not be as useful as the form presently used by Washington Field Office. (See Exhibit #3, copy of form used by Washington Field Office)

Mr. Rosen, Investigative Division, agrees with the favorable recommendation of Mr. G. C. Callan, provided the space for a check of "other" records is eliminated.

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

2 Attachments

RECORDED-91
INDEXED-91

66 7554-12202

RHM

cc: Messrs. Harbo & Sizoo
MAR 11 1955

5 MAR 1955
(5)

The Forms Management Desk, Training and Inspection Division, has redesigned the proposed form to conform with accepted forms practices. (See Exhibit #4, proposed form as set up by Forms Management Desk)

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

The Conference of 2/14/55, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, DeLoach and Mason, recommended unanimously favorable. If you approve, attached is an SAC Letter advising the field that Form FD-125 will be revised at the next printing. Also attached is a letter to SA informing him of the adoption of his suggestion.

b6
b7c

THE DIRECTOR

2/24/55

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY 275 CI/JS

POLICE TRAINING IN COOPERATION
WITH LOUISIANA STATE UNIVERSITY

Present at the Executives Conference on 2/24/55, were Messrs. Tamm, Parsons, Sizoo, Keay, Boardman, Holloman and Mason.

The Conference considered whether the FBI should continue to affiliate itself in the sponsorship of Police Schools in Louisiana in view of Louisiana State University's having denied admittance to one school of a colored police officer who wished to attend.

BACKGROUND:

For the past two years the New Orleans, Louisiana, Police Department has enrolled colored police officers in their regular Police Training classes and the FBI has assisted in teaching. SAC at New Orleans knows of no other instance wherein colored police officers have attended Police Schools with white officers; no instance wherein colored officers have been rejected from participation in Police Schools other than the current instance at Opelousas, Louisiana.

In the current matter the FBI, the Louisiana State University, Louisiana State Peace Officers' Association, Municipal Peace Officers' Association and Louisiana Chiefs of Police Association, have been jointly sponsoring Police Schools since July 1953. This program was approved by the Bureau and is in conformance with our policy of cooperating with a university in Police Training Schools as long as the schools are under the control of law enforcement, no tuition fees are charged and the students are all law enforcement officers. Mr. T. J. Stephens, National Academy graduate, an employee of Louisiana State University, is Director of the program and handles the administrative aspects. The FBI has commitments to teach in various schools in Louisiana through June 1955 under this program.

In connection with a school at Opelousas, Louisiana, which began on 2/7/55 and which concludes on June 2, 1955, FBI police instructors are scheduled to teach for a total of

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

Attachment

EDM: DUG

cc-Messrs. Harbo and Sizoo

(8) Nichols, Gearty and Rogers

RECORDED - 67

24 MAR 1 1955

58 MAR -2 1955

66-2557-17203

Memorandum to the Director

fifteen hours; the lectures at Opelousas, Louisiana, will be for a period of three hours each on March 10, 24, 31 and May 5 and 26, 1955.

On 2/10/55, the Mayor of Opelousas, Louisiana, advised that: Police officer Julius Guillory, colored, employed by the City of Opelousas and under the jurisdiction of the Chief of Police, had made application to attend the school; Mr. Stephens of Louisiana State University stated that he was unable to accept a colored student because of University regulations. Stephens confirmed this position in a letter to the Sheriff of St. Landry Parish when the Sheriff inquired as to whether his negro deputies could attend one of the schools.

The Chief of Police at Opelousas, Louisiana, advised that a meeting of colored citizens had been held concerning the desire of police officer Guillory to attend the school at Opelousas. The Chief of Police confirmed that Richard B. Millspaugh, a colored attorney, who is active in the affairs of the National Association For The Advancement of Colored People, had interested himself in the possible attendance of Guillory at the Opelousas school.

Stephens advised our New Orleans Office that Louisiana State University has policies against admitting colored people to any of the University's varied departments unless action is brought by the applicant to compel admission.

New Orleans Office advised that the latest case involving racial discrimination holds that colored people on application to the University should be granted admission to the University if otherwise qualified. There is no indication as to what action, if any, will be taken by police officer Guillory or Attorney Millspaugh.

By Air-Tel dated 2/21/55, received at the Bureau on 2/24/55, New Orleans advised that Stephens has received instructions from his superior at the University that, if there are any additional developments in connection with Guillory's desire to attend the school or if any other colored applicants appear, the school should be discontinued immediately; University officials approve. Police ^{Chase}/Chacere and Sheriff Doucet at Opelousas are aware of the University's recent decision; neither officer believes there will be any further developments.

Memorandum to the Director

It is interesting to note that Stephens reports that his superior at the University told him "Because the University has no control over the facilities of instant school, University officials felt that it was better to suspend the class rather than make an issue of the matter or become involved in any litigation." University will not suspend school unless further issue arises.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference took cognizance of the long-standing FBI policy of teaching any qualified law enforcement officer regardless of race, creed or color and felt there should be no change in this policy. The Conference felt that the President of the United States has clearly expressed the policy that there shall be no discrimination and has taken steps to prevent discrimination, and it is entirely possible that the National Association For The Advancement of Colored People or some other group might charge that the FBI is acting contrary to the spirit of the President's wishes by using Federal funds to pay salaries and expenses for lecturers at schools where discrimination is practiced. Such a charge would be contrary to the best interests of the FBI and the public might not be aware of our policy to teach anyone regardless of race, color or creed, and might not be aware that the rule preventing Guillory's attendance is inspired by the University and not by the FBI. The Conference also considered what reaction might exist on the part of law enforcement officials generally in Louisiana in the event the FBI discontinued participation in the current school. The Conference concluded that the current situation is a local controversy not of the FBI's making and that we should not be drawn into it.

The Conference unanimously recommends:

1. New Orleans Office advise Stephens: (A) Of the long-standing FBI policy to teach any law enforcement officer, regardless of race, creed or color, which remains unchanged; (B) Inasmuch as a purely local controversy has arisen in connection with the Opelousas, Louisiana, school the FBI is withdrawing from that school.

2. The FBI fulfill its commitments through June 1955. The following agencies are co-sponsors with Louisiana State

Memorandum to the Director

University and the FBI; Louisiana Peace Officers' Association; Municipal Peace Officers' Association and Louisiana Chiefs of Police Association.

3. The FBI not accept any more Police School commitments under the Louisiana State University program after current commitments have been discharged at the end of June 1955.

4. If any controversy arises in connection with any school now scheduled where the FBI is to lecture, the FBI forthwith pull out of that school.

If you agree, there is attached an appropriate communication to SAC, New Orleans.

✓

AKH

THE DIRECTOR

February 2, 1955

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/10/72 BY SP5 EIJ/S

The Executives Conference of January 20, 1955, consisting of Messrs. Tolson, Parsons, Tamm, Sizoo, Hennrich, Boardman, Nichols, Mason, Rosen and Mohr, considered the policy the Bureau should follow with respect to the hiring of summer employees during the summer of 1955.

It was pointed out to the conference that during 1954 we accepted for summer employment those people who had worked for us previously and any who appeared to be excellent prospects and had been approved by Mr. Tolson, with the summer employee agreeing to work for a period of ninety days or as a minimum their entire vacation period whenever the vacation period was less than ninety days.

The conference was further advised that during 1953 we hired 173 summer employees. During 1954 we hired 253 summer employees, 102 being reinstatements from the previous year. It was further estimated that during 1955, if we hired summer employees on the same basis as in 1954, we would take on 200 summer employees. The conference was further advised that it was presently estimated we would have 59 employees on the rolls of the Seat of Government on July 1, 1955, in excess of the number allowed for the new fiscal year beginning July 1, 1955.

It was pointed out to the conference that at the present time the Bureau is in the best position it has ever been in in so far as having necessary employees is concerned and it would appear that this condition will continue to prevail during the forthcoming months, particularly during June, July and August, when we normally employ summer employees. Because of the above situation the need for summer employees will be drastically reduced in comparing the personnel situation with previous years.

JPM:am
cc - Mr. Harbo
Mr. Sizoo

(5)

EX-117

RECORDED - 24

INDEXED - 24

66-2554-17204

MAR 2 1955

66 MAR 2 1955

The conference was divided in its views with respect to this matter and the minority of the conference felt that we should restrict the hiring of summer employees this coming summer but that we should favorably consider all those who have worked for us previously. The minority of the conference making this recommendation consisted of Messrs. Tamm, Hennrich, Nichols and Mason.

The majority of the conference, consisting of Messrs. Tolson, Parsons, Sizoo, Boardman, Rosen and Mohr, recommended that in view of the fact that we will have a surplus of clerical employees beginning with the fiscal year 1955, that we should restrict drastically the number of summer employees we hire this year. The majority of the conference felt that we should only consider those summer employees who have worked for us at least two summers previously. It was estimated that if we follow this policy and allow absolutely no exceptions that we will obtain between 40 and 50 summer employees this year.

Should the Director agree with the majority views of the conference the summer employee policy for this summer will be restricted without exception to those summer employees who have worked for us at least two summers previously and in each instance have complied with the agreement that they work for a period of ninety days or for their entire vacation period if it was less than ninety days.

Respectfully,
For the Conference.

Clyde Tolson

On 2/8/55 the Conference, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, DeLoach and Harbo, considered the question of whether the proposed retraining session for 1955 should be cancelled in view of existing world conditions and the increasingly heavy work loads of the FBI. The holding of such a retraining session places a heavy work load on the part of all officials and other personnel at the Seat of Government.

Messrs. Boardman, Parsons, Tamm and Harbo recommend that the plans for the retraining session in October, 1955 be cancelled because of the recent developments in the world situation, particularly in the far East. Conditions were less unsettled a year ago when the decision to hold a retraining session was made. No commitments have been made for entertainment and hotel space as yet, but such action will have to be taken soon; therefore, this question has been raised. There is no indication the world situation will improve materially in the near future.

Messrs. Tolson, DeLoach, Belmont, Sizoo and Mohr felt that we were committed to hold a retraining session in 1955 since the announcement had already been made to the graduates and that present conditions do not constitute an adequate justification for a decision to cancel the retraining session. Some members of the majority felt that the retraining session was desirable as a means of maintaining friendly liaison with the graduates and was more than worth all of the time and effort necessary to plan and hold the session. Mr. Tolson indicated that he had opposed holding the retraining session when initially proposed because he felt the large amount of work involved was not justified by the result accruing to the Bureau, but he now feels that since we have announced it to the graduates, we are committed to hold it.

Respectfully,
For the Conference

Clyde Tolson

The Director

2/8/55

The Executives Conference

RETRAINING SESSION OF
FBI NATIONAL ACADEMY ASSOCIATES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/96 BY SP5 CEF/BS

The Director approved Executives Conference memorandum 3/18/54 proposing a retraining session of the National Academy Associates to be held October 17-21, 1955. Subsequently graduates in good standing were notified by News Letter 4/14/54. There also were brief references to it (because some graduates erroneously thought it was being held in 1954) in NA News Letters dated 6/1/54, 8/1/54 and 10/1/54. No mention has been made of it since that time.

Reasons advanced last March in favor of a retraining session in 1955 were as follows: (1) constitution of the Associates provides for annual meetings; last meeting was held in Washington in 1949. Constitution provides for election of officers at annual meetings; present officers have served since 1949; (2) most recent reunion prior to 1949 was in 1947; (3) 1955 will be the 20th anniversary of the founding of the National Academy; (4) several graduates as well as state chapters of associates have expressed a desire to return to Washington for a retraining session; (5) Associates are helpful to the Bureau and therefore desirable to keep association alive and active not only by state and regional retraining sessions which have been held for several years, but also by a national reunion; (6) dues are collected from the graduates; in return they get a membership card and also a News Letter 6 times a year; little other activity on a nation-wide level; Treasury of Associates holds approximately \$9,000 and Associates undoubtedly willing to use whatever portion needed to finance a retraining session.

The minority of the Conference in March 1954 recommended a retraining session in October 1955 so that a new slate of officers could be elected and also to provide an opportunity for revision of the constitution to permit election of officers by mail or some other suitable manner without the necessity for an actual retraining session. The majority of the Conference in 1954 was opposed to the proposal because of the vast amount of time required in planning and handling such a session which they did not feel was worth the benefits which might accrue to the Bureau. They felt that periodic state and regional retraining sessions should be adequate to maintain favorable relations between the Bureau and National Academy graduates.

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INDEXED-61
RECORDED-61
cc - Mr. Harbo

66-2554-12205
RECORDED

188 MAR 2 1955

66 MAR 4 1955

R.H.M.

JW
Tolson

2-7-55

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CJS

SUGGESTION # 13-55
MADE BY [redacted]
RECORDS AND COMMUNICATIONS DIVISION

b6
b7C

SUGGESTION:

Mr. [redacted] suggested that the payroll checks for the field divisions be sent with the regular field office mail dispatches each payroll period rather than by a separate mailing which is the current practice. The combined mailings should be sent in each instance by the mailing method currently used to send the payroll checks.

EXECUTIVES CONFERENCE ACTION:

On 1-20-55 the Executives Conference unanimously recommended adoption of this suggestion and the Director has approved the recommendation.

b6
b7C

SAVINGS:

Mr. [redacted] Records and Communications Division, has checked the results of a one-day survey relating to the mailing costs incidental to the handling of payroll checks and has determined that the adoption of this suggestion will result in a cash savings of \$647.92 annually. In addition the adoption of this suggestion will result in the saving of 114 hours and 50 minutes of employees' labor time which amounts to \$175.69 annually, which figure is derived from a computation furnished by Mr. [redacted] indicating that a Grade 4 employee earns \$1.53 per hour on the base pay of that grade. The addition of these two figures produces an annual savings of \$823.61. Under the Standard Awards Program Mr. [redacted] is entitled to consideration for a cash award amounting to \$45.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 2/7/55, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, McGuire and Harbo, unanimously recommends a cash award of \$45.00 to employee [redacted] Attached for approval is an SAC Letter advising the field of the new procedure in mailing payroll checks; also a letter to the employee advising that the suggestion has been adopted. 66-2554-12206

RECORDED-12
INDEXED-12

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

cc: Mr. Harbo
cc: Mr. Sizoo

5.5 MAR 1955

ZUY

1955

Mr. Tolson ✓

2/7/55

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CFI/JS

SUGGESTION 48-55

MADE BY MISS [redacted]

RECORDS & COMMUNICATIONS DIVISION

Personnel

Placing a copy of COVER LETTER with bulky exhibits and

SUGGESTION: enclosures behind files

b6
b7c

Miss [redacted] suggested that in all instances where there is an enclosure either behind the file or as a bulky exhibit, that a copy of the cover letter submitting the enclosure be placed with the enclosure. This procedure presently is being followed in the Records Section with regard to enclosures currently being received. Miss [redacted] is suggesting that the Records Section go back and prepare a copy of the cover letter for each enclosure which was in the file or maintained as a bulky exhibit prior to the time this procedure was adopted.

ACTION BY RECORDS SECTION:

By memorandum to Mr. Nichols dated 1/27/55, Mr. Eames, Records Section, stated that the adoption of this suggestion would require the preparation of many thousands of copies of previously received cover letters. Many of these enclosures are referred to infrequently and in some instances it is necessary for the Supervisor to see the original cover letter since he may be interested in notations appearing on it. Accordingly, it was not believed that Miss [redacted] suggestion should be adopted as submitted. However, it was felt that the Filing Unit and File Review Unit are in a position to determine which enclosures are giving the Records Section the most trouble in this regard and that Miss [redacted]'s suggestion can be adopted on a very selective basis. Accordingly, instructions were issued to these Units to place this suggestion into effect on a very selective basis.

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b7c

SAVINGS:

Mr. Eames advised it is not possible to determine the savings which will accrue through the limited adoption of this suggestion, however, it will save some time and improve service. Mr. McGuire, Records & Communications Division, concurred in the recommendation that Miss [redacted] be awarded the minimum cash award of \$10.00.

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

EXECUTIVES CONFERENCE ACTION: RTH:cs

The Conference of 2/3/55, composed of Messrs. Tolson, Boardman, Parsons, McGuire, Belmont, Tamm, Rosen, Sizoo and Harbo, noted

Attachment

RECORDED-12

66-2554-12207

INDEXED-12

cc: Mr. Harbo
Mr. Sizoo

FEB 3 1955

AGG: new
(5)

that the suggestion has already been placed into effect on a very select basis and concurred in the recommendation for a minimum cash award of \$10.00 to Miss [redacted] Attached is a letter to Miss [redacted] advising her that a modification of her suggestion has been adopted.

b6
b7C

Mr. Tolson

2/15/55

Executive Conference

SUGGESTION #1-55
MADE BY ASAC ROBERT M. FAUPELEROY
KNOXVILLE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/18/92 BY SP2 EJS

SUGGESTION:

It is suggested that the Bureau give consideration to permitting the field, on a selective basis, to place stops with the Identification Division or, if preferred, with the Bureau of Prisons, in order that the field may be advised of the release of certain prisoners from U. S. penal institutions.

ADVANTAGES:

The suggester pointed out that when faced with an unknown subject case, an accepted investigative technique is to check into the possible involvement on the part of persons who are known to have committed that type of crime in the past. Therefore, the suggester feels that adoption of this suggestion would save the investigative time and expense incurred in determining whether or not suspects have been released from confinement.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. Carl Harris, Identification Division, feels the suggestion has merit; however, the information received by the Identification Division is submitted strictly on a voluntary basis and the Identification Division is not always aware of the release of prisoners. Mr. Harris states that it would be a simple matter to establish a flash notice in an individual's fingerprint jacket in order that the field could be advised if that individual was paroled, provided the Identification Division knew he was released. Mr. Harris feels that the answer to this problem may lie with the Bureau of Prisons. Mr. Tamm agrees.

Mr. Roen, Investigative Division, states that he has no objection to the suggestion and can see value in some instances. Mr. Rosen points out that inasmuch as present Bureau regulations do not prohibit placing such a stop notice and since instant suggestion reflects that it would be placed on a selective basis it does not appear necessary for a field office, which feels that such a stop notice is desirable, to obtain prior Bureau approval. It should be

cc: Mr. Harbo
Mr. Sizoo

RECORDED - 43

MAR 2 1955

MEMO
MAR 3 (5) 1955

INDEXED - 43

MAR 27

1-12208

noted that in regard to Criminal Informants, Section 108-D, Manual of Instructions, suggests that when subjects in Bureau cases are sentenced to the penitentiary, consideration should be given to the possibility that these subjects may be used as Criminal Informants and a stop notice should be placed in the records of the Identification Division so the interested office will be advised of his release.

SAC J. K. Mumford, Atlanta, and SAC W. M. Whelan, San Francisco, advised that they believe most offices already place stops or otherwise arrange to be informed regarding the release of certain prisoners from State or Federal prisons. This is done to provide a constant source of potential criminal informants and it also serves the added purpose mentioned in instant suggestion. They felt it should not be made a mandatory procedure in all instances but should be left as a common sense procedure to be used as needed and where justified.

Mr. Rosen has determined that in event this suggestion is adopted the following procedures would be agreeable with the Bureau of Prisons:

1. The office requesting the stop notice should furnish information to the Bureau justifying its request. This request should set forth information concerning the criminal potential of the subject. The request should also set forth the institution where incarcerated after conviction. This information is readily available to the field from the U. S. Marshal. If the office making the request is not the office of origin, the latter should receive a copy of the request.
2. The request will be evaluated at the Bureau and if considered worthy, a memorandum will be directed to the Bureau of Prisons requesting that the institution where subject is incarcerated notify the Bureau field office covering that institution when subject is released or transferred. The Bureau of Prisons will send a copy of our request to the institution and instruct that our request be complied with. A copy of our communication to the Bureau of Prisons will be furnished to the division making the request as well as to the office covering the place of incarceration.
3. The office covering the institution, when advised by the institution of the inmate's transfer or release, should forward this information to the office of origin and to any other interested office, such as the office covering the new institution of incarceration, or in the event of the inmate's release, to the office covering his place of indicated residence.

4. Responsibility should be fixed on the office of origin to notify interested offices of the release of the inmate and his intended destination. This communication by the office of origin will be prepared upon receipt of information of the prisoner's release from the office covering the institution. The office of origin should indicate to pertinent field divisions the criminal specialty of the subject.

5. A stop will be placed in the Identification Division in favor of the office requesting notification of a prisoner's release as insurance against any slip-up on the part of the penal institution in failing to advise our field division.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 2/14/55, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, DeLoach and Mason, recommended unanimously favorable.

Attached is a proposed SAC Letter and a letter to ASAC Fauntleroy regarding the adoption of this suggestion.

Mr. Tolson ✓

2/25/55

The Executives Conference

PERS

SUGGESTION #861-54. made by
MISS [redacted]
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP6 CFS

b6
b7c

BACKGROUND:

Miss [redacted] suggested that the Bureau discontinue indexing prefixes on Spanish names. Previous procedure in the case of a name like Jose Rodriguez de Lopez, for example, was to include indexing of de Lopez, Jose and Lopez, Jose among the other names indexed. The suggestion is that the name de Lopez, Jose not be indexed. The suggestion has been approved.

SAVINGS:

The Records Section advised that a survey has indicated an annual saving of \$2,309.06. This is based on the following computation:

(1) 16,900 cards per year	\$ 25.87
(2) Cost to prepare 16,900 cards x \$.0901	1522.69
(3) Cost to file 16,900 cards x \$.045	760.50
TOTAL:	\$2309.06

RECOMMENDATION:

That a cash award of \$85 be approved for Miss [redacted] this amount is provided for under Incentive Awards program whereby an award of \$50 is paid for first \$1,000 in savings and \$5 for each additional \$200 or fraction thereof.

b6
b7c

cc: Mr. Harbo
Mr. Sizoo

EXECUTIVES CONFERENCE CONSIDERATION: RTH:nd
Unanimously approved by Executives Conference on 3/1/55, Messrs. Tolson, Tamm, Parsons, Boardman, Sizoo, Belmont, Winterrowd and Harbo being present.

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

DJD:gsr

(5)

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INDEXED-41

66-2054-12209

MAR 3 1955

67 MAR 4 1955

RJ

PC

Mr. Tolson

March 2, 1955

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/18/92 BY SP5 CJS

On March 1, 1955, the Executives Conference with Messrs. Tolson, Boardman, Winterrowd, Belmont, Sizoo, Parsons and Q. Tamm considered the question of the retention of missing person correspondence in the Identification Division.

By Executives Conference memorandum dated in 1950 it was approved that where a missing person notice is requested and identified with a record in the Identification Division, the correspondence is to be filed in the fingerprint jacket. Where the record is not identified and a missing person notice is placed, the correspondence is retained in the Posting Section of the Identification Division and destroyed three years after the missing person notice has been cancelled. The Identification Division called attention to the fact that a great deal of this correspondence contain photographs and other items the return of which may be requested by the contributor and it is not felt that this correspondence should be destroyed but rather that it should be retained in the Bureau files and recommends that three years after the missing person notice has been cancelled the correspondence be forwarded to the Records Section for retention. This would amount to 125 to 150 cases a year.

The Records Section points out that they feel the correspondence should be destroyed, noting that it will cost \$485.00 a year to handle this material in the Records Section. It is felt that because the material does contain photographs and other material the return of which may be requested by the contributor it should not be destroyed.

The Conference unanimously recommends that the material, three years after the missing person notice has been cancelled, be forwarded to the Records Section for retention.

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

OT:VH
(5)

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

INDEXED-41

RECORDED-41

24 MAR 3 1955

66-2554-12210

[Handwritten signatures]

MAR 4 1955

Mr. Tolson ✓

March 2, 1955

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP3 CI/JS

On March 1, 1955, the Executives Conference with Messrs. Tolson, Boardman, Sizoo, Winterrowd, Belmont, Parsons and Q. Tamm being present considered the question of State Bureaus of Identification submitting copies of identification records to the Bureau. These identification records are similar to the form which the Bureau sends out and are automatically sent to the Identification Division by 12 State Bureaus throughout the country reflecting results of fingerprints received by these State Bureaus.

It has been the practice in the Identification Division for many years to simply destroy these copies of records submitted by State Bureaus, primarily because they do not contain any additional information than that already contained in the Bureau's Identification Division and supported by fingerprints. Another reason for destroying them has been the fact that they represent information unsupported in some cases by fingerprints in the Bureau files and would add nothing to an individual's criminal record.

The Identification Division recommends that a letter be directed to the 12 field divisions covering these State Bureaus instructing that an Agent contact the State Bureau and advise them that the records do not serve any purpose in the Bureau's Identification Division files and, consequently, it would be a saving both to the State Bureau and the Identification Division if they were not transmitted. *me*

The Conference unanimously recommends that this be done. If you approve, appropriate letters will be addressed to the field divisions covering these 12 State Bureaus.

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

QT:VH

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
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- Parsons _____
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INDEXED-41

25 MAR 3 1955

66-2554-19211

67 MAR 4 1955

Mr. TOLSON

2/11/55

R. T. HARBO

Exempt - Confidential

SAN DIEGO RADIO -
LAW ENFORCEMENT TRAFFIC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP5 CJS

BACKGROUND

Memorandum of M. A. JONES to Mr. NICHOLS, January 28, 1955, answers certain questions asked by Mr. TOLSON regarding this traffic. Inspector NUGENT, conducting inspection San Diego Office, was instructed to survey the situation locally and submit recommendations as to whether radio traffic for police should be continued.

FINDINGS

California state-wide teletype system has total of 137 stations located in various law enforcement agencies. Two of these stations are FBH, in the San Diego Field Office, and FBD, located at radio receiving station.

San Francisco, Los Angeles, and San Diego each have a teletype machine in the office hooked into the California state-wide teletype system for use in sending nonconfidential messages via state police teletype system to Resident Agents or to cooperating police departments. Bureau has approved this as a means of saving communications costs. Station FBH is the station in the San Diego office under this network. For all practical purposes this teletype machine has no connection with the subject matter of the memorandum.

Any law enforcement agency in California desiring expeditious service on requests for information from Identification Division or Laboratory, Bureau headquarters, places call to station FBD at radio site. These calls are in plain text. On receipt at radio station, radio teletype is used to forward request to Bureau headquarters. Replies are received at San Diego receiving site via radio teletype and are then relayed to requesting police station via state-wide teletype over FBD. Use of code is not involved in any of these transmissions.

Station FBD is used exclusively to receive and send messages regarding checks made at Bureau headquarters on behalf

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

JEN:jes/ceh

MAR 7 1955
cc: Mr. Nichols

RECORDED - 43

NOT RECORDED

EX-126 MAR 3 1955

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of police departments. These calls are not relayed through station FBH located in the Field Office. Field Office has no knowledge as to traffic handled over teletype station FBD, except that radio station prepares a report at end of month in duplicate showing number of messages sent to and received from each of the 137 stations comprising system. This report is signed by SAC and one copy is forwarded to teletype system headquarters, Sacramento.

During January, 1955, station FBD at radio site sent 237 messages and received 216, total 453. During December, 1954, sent 278 messages and received 245, total 523; in November, 1954, sent 232, received 161, for a total of 413. These months are typical for year 1954. The cost of this service to FBI, San Diego, is limited to the \$60.45 monthly rental paid on the machine installed at the radio receiving site since the machine at the San Diego Office is separate and serves a different function.

Survey conducted by Inspector Nugent indicates that even if this service to local law enforcement was discontinued, it would not be possible to make further reduction in radio personnel assigned to San Diego station.

SAC Malone, Los Angeles, SAC Whelan, San Francisco, and Inspector Nugent all agree that this cooperative service rendered local law enforcement should be continued. It represents an extension of the service rendered by the Identification Division and the Laboratory and is another instance of the manner in which FBI cooperates with local law enforcement. SAC Whelan pointed out that Frank Coakley, (District Attorney at Oakland, California, former President of National Association of County and Prosecuting Attorneys, recent author of a questionnaire to County Attorneys as to the degree of cooperation from Federal agencies, member of subcommittee with Bruce Smith representing Commission On Intergovernmental Relations), has made recommendations that the Identification Division be set up on a regional basis because of the need for quick service. Availability of expeditious service via this state-wide teletype system and FBI radio is effective weapon in combating this recommendation.

CONCLUSIONS

(1) The requests for record checks and other inquiries by California local law enforcement officers, as received over state-wide teletype system, are handled at San Diego radio station only. They are not relayed through the San Diego Office.

(2) There is no control exercised over these messages by the Special Agent in Charge of the San Diego Office. None appears warranted.

(3) Servicing these requests does not require any work at the San Diego Field Division Office.

(4) The only cost to FBI, San Diego, which could be eliminated by discontinuing this service is the \$60.45 monthly rental which is paid on the machine installed at the radio receiving site. The machine installed at the San Diego Field Division Office is not concerned in any way with the requests made by local law enforcement agencies for service via FBI, San Diego radio.

RECOMMENDATIONS

The Bureau should continue to make available to California law enforcement agencies the opportunity of securing expeditious service from Bureau headquarters at Washington through the use of the FBI, San Diego radio facilities. The state-wide teletype system station FBD now installed at the FBI, San Diego radio site should be continued as part of the above service.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 2/16/55

Those present at the Executives Conference on 2/15/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Mason. The Conference unanimously felt that the procedures described above should be continued. The Conference unanimously concurred in the recommendation that there be no change in our handling of identification-type information by radio for California law enforcement officers.

Mr. Tolson

2/23/55

R. T. Harbo

INITIALS ON ORIGINAL

WAR PLANS - EVACUATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY 345 CI/JS

AWK

Each division at Seat of Government has certain people scheduled for evacuation and in each instance one or more Agent Supervisors not scheduled for evacuation have been designated to maintain contact with the families of those individuals scheduled for evacuation.

In conformance with the Director's memorandum to all division heads 10/1/54, all personnel scheduled for evacuation have been contacted and have signified that they would be available for evacuation. The evacuees have been instructed in conformance with Executives Conference recommendation 9/30/54 that the Bureau has no objection to their making discreet and confidential arrangements for their families in the vicinity of the Bureau's relocation site or at some other location deemed more desirable. Some individuals scheduled for evacuation have made arrangements for their families to stay with relatives, others have made arrangements for their families to proceed to the interior and still others have elected to permit their families to stay where they are now located.

Because conditions vary with each family there can be no specific set of rules listing the things each "stay behind" must do for each evacuee's family with which he is to maintain contact. It is felt, however, that each "stay behind" should make contact now with each Agent scheduled for evacuation to learn of any special plans he may have made for the care and well-being of his family during a period of evacuation or to ascertain what wishes he has in the matter. It is, of course, essential that the "stay behind," maintaining contact with the family of an evacuee, take such steps as are possible for him to do under the circumstances to care for the needs of the family. He will, of course, make every effort to contact the evacuee at the Bureau relocation site if there appears to be a real need to do so. Like wise, he will make such contact as appears necessary with the appropriate civil or military authority then in charge to provide for the needs of the family including obtaining of food, water and shelter where necessary.

cc: Mr. Tolson
BEFORE INSTRUCTIONS AS
TO DISSEMINATION
Attachment SEE FILE 66-12326- (7-18-51) INITIALS ON ORIGINAL

JEM:nfp:jl

RECORDED - 25
EX-128

66-2554-107/3
MAR 8 1955

59 APR 12 1955

ORIGINAL COPY FILED IN 66-12326-107/3

It has been Bureau policy that families will not evacuate with Agents. The Bureau has previously considered whether contact should be made with nearby motels, hotels, and tourist homes. Because of the indefinite nature of any possible evacuation it is not possible to make reservations now. No move has been made in this direction to date; however, there appears to be some merit to having the SAC at Quantico make a list of nearby hotels, motels, tourist homes and rooming houses and the capacity and accommodations of each. Such a list could be of great value during a period of emergency.

RECOMMENDATIONS:

1. That each division head submit a memorandum stating that all precautionary aspects of a reasonable nature have been explored and handled to insure insofar as practicable that "stay behinds" have contacted the evacuee and ascertained what, if any, plans he has made for the care and well-being of his family during a period of evacuation or has obtained from the evacuee his express wishes in the matter.

2. That SAC Sloan be authorized to draw up a list of the hotels, motels, tourist homes and rooming houses in the Quantico area showing their capacity and accommodations, the list to be retained for reference use during a period of emergency.

3. If recommendation one above is approved, the attached memo go forth to division heads instructing that the matter be handled by 3/4/55.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference, 2/14/55, consisting of Messrs. Tolson, Mohr, Tamm, Rosen, Parsons, Sizoo, Hennrich, Boardman, Mason and DeLoach, considered the above recommendations and unanimously approved them.

MR. TOLSON

2/23/55

EXECUTIVES CONFERENCE

VISITS OF SACs TO THE SEAT OF GOVERNMENT FOR TWO-DAY CONFERENCES

MASON,

In discussing with SAC Auerbach on 2/15/55, how SACs prepare themselves for conferences at the Seat of Government, SAC Auerbach expressed the view that it might be desirable to instruct SACs to communicate with the Bureau by memorandum in advance of their arrival in the event the SACs have any specific items of an involved or complex nature to discuss with an Assistant Director.

Auerbach felt this would make it possible for the Assistant Director to pull the necessary files or background data in order to properly prepare himself to discuss topics concerning which the SAC planned to bring up.

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference on 2/23/55, were Messrs. Boardman, Parsons, Sizoo, Tamm, Belmont and Mason. The Conference unanimously felt that no further action need be taken inasmuch as what SAC Auerbach suggests is the generally accepted practice of SACs. Members of the Conference cited a number of instances wherein SACs communicated with the Seat of Government concerning such problems and their desire to discuss these problems when they reported to the Seat of Government for Two-Day Conference.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/72 BY 275 C/JS

RECORDED-74

INDEXED-74

66-2554-12214

23 MAR 9 1955

EX-112

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

51 MAR 14 1955

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Mr. Tolson

2/15/55

The Executives Conference

SUGGESTION #36-55
MADE BY SA ALESIO SAVIOLA
NEW YORK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/10/92 BY SP5 EIS/JS

SUGGESTION:

It is suggested that Form FD-9 (Request for Identification Record), copy attached, be serialized and placed in file when it is returned to the field from the Bureau with identification record attached. At present field makes notation on top serial that FD-9 was sent to Bureau but no other record of the form is maintained.

PRESENT RULE:

The Manual of Instructions states that when FD-9 is returned to the field with record attached, the record should be serialized and filed but the form should be destroyed.

ADVANTAGES:

Suggester states that in cases where identification was made without the use of identifying numbers, it may at a later date be difficult to determine whether subject of identification record was identical with subject of case file and with FD-9 readily available in the file, next to the identification record, this question can be resolved simply by referring to FD-9. It is further noted that FD-9 contains informative notations valuable to file.

DISADVANTAGES:

None noted by suggester.

Mr. Kelly, New York, states this appears to be a good suggestion and recommends it be adopted. Inspector H. C. Van Pelt concurs with Mr. Kelly.

Inspector B. C. Brown states he is in favor of suggestion and recommends Form FD-9 be stapled on top of the identification record and filed as one serial to save time.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:OS

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- Tele. Room _____
- Holloman _____
- Gandy _____

The Conference of 2/14/55, composed of Messrs. Tolson, Mohr, Harbo, Parsons, Sizoo, Hennrich, Boardman, Eosen, DeLoach and Mason, recommended unanimously favorable. Attached are proposed Manual changes and a letter to employee Saviola.

cc: Messrs. Harbo & Sizoo
Attachment

24 MAR 9 1955

55 MAR 11 1955
(5)

RECORDED - 28
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MR. TOLSON

3/7/55

EXECUTIVES CONFERENCE

SUGGESTION #84-55
MADE BY MRS. [REDACTED]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP3 CT/JS

b6
b7c

SUGGESTION:

Mrs. [REDACTED] suggests that ~~music~~ be played in the lobby for the tourists while they are awaiting a tour leader.

OBSERVATIONS:

Mr. G. D. DeLoach, Records and Communications Division, does not feel that music should be played in connection with tours inasmuch as this does not appear to be in keeping with the dignity of the tour program.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/7/55

Present at the Executives Conference on 3/3/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Holloman and Mason.

The Conference felt it unanimously undesirable to play music in the entrance lobby to the building on the first floor where the public gathers for tours. The lobby referred to is the one half way between 9th and 10th Streets on Pennsylvania Avenue and this entrance is used for the assembly of visitors waiting for tours.

cc-Messrs. Harbo
Sizoo

RECORDED - 76
INDEXED - 76

106-2537-12216

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- Winterrowd _____
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- Holloman _____
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67 MAR 10 1955

RS

THE DIRECTOR

3/8/55

EXECUTIVES CONFERENCE

MOOT COURT TRAINING
FOR SPECIAL EMPLOYEES AND
OTHER NONAGENT PERSONNEL
WHO MIGHT HAVE TO TESTIFY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP3 ce/js

BACKGROUND:

Special Employees numbering 203 throughout the FBI and a limited number of radio operators who do Special Employee-type work on a part-time basis might be called upon to testify in court. The frequency of testimony by nonAgents is not specifically known but such persons would testify infrequently.

Such persons are given moot court training when they are first assigned to any duties which could result in their testifying in court. There is no set period as to when refresher moot court training must be provided. It is entirely possible that a Special Employee might have had moot court training several years ago and has not been called upon to testify during the interim.

EXECUTIVES CONFERENCE CONSIDERATION:

The question was presented to the Conference as to whether moot court training should be given on an annual basis to the nonAgent personnel who could be called upon to testify in court. This would include the 203 Special Employees in the field and a very small number of radio operators who do part-time Special Employee-type work.

Present at the Conference on 2/24/55, were Messrs. Tolson, Parsons, Mohr, Sizoo, Keay, Holloman and Mason.

The minority of the Conference, Messrs. Mohr and Mason, felt that moot court training should be given to nonAgent personnel who might be called upon to testify at intervals of one year; estimate that it would take approximately one-half hour per employee to provide such training. (There are other arrangements in existence for providing moot court training to Agent personnel.)

RECORDED-35 66-2554-12217

INDEXED-35

MAR 10 1955

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

cc-Messrs. Sizoo and Harbo

EDH:DMG

(5)

James

EX-115

MAR 11 1955

RAH

Memorandum to the Director

The majority, Messrs. Tamm, Parsons, Sizoo, Keay and Holloman, felt that there was no need to provide refresher training in moot court to non-Agent personnel; it is sufficient to provide moot court training once to any Special Employee or radio operator who might later have to testify; if and when it becomes necessary for the employee to actually testify the SAC could check the employee's testifying ability in advance of a courtroom appearance.

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

Respectfully,
For the Conference

✓
Clyde A. Tolson

Mr. Tolson

March 8, 1955

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5CJ/JS

SECURITY RISK PROGRAM
ATOMIC ENERGY ACT

On March 7, 1955, the Executives Conference considered the question as to whether the Bureau should continue to disseminate to the Attorney General and to the Chairman of the Atomic Energy Commission the list of names included in the Bureau's Security Risk Program. This is a list of names which the Bureau has maintained since March 15, 1948, of persons holding active Atomic Energy Commission clearances to Restricted Data and concerning whom Bureau investigations reflected derogatory information within certain standards. As of March 7, 1955, there were 194 names included on the list.

Dissemination was first made to the Chairman of the Atomic Energy Commission on December 2, 1952, at the request of an AEC Commissioner for the identity of individuals at AEC who might be Communist sympathizers. Dissemination was first made to the Attorney General on January 7, 1954, for his information, inasmuch as J. Robert Oppenheimer's name had been on the list since its inception and AEC had begun proceedings to revoke Oppenheimer's clearance. Periodic revisions have been submitted to the Attorney General and the AEC since initial dissemination. On March 4, 1955, the Chairman of the Atomic Energy Commission advised that the previous lists had served a useful purpose; that he had had all cases reviewed concerning individuals mentioned and in several cases AEC recommended hearings to determine if clearance should not now be revoked. He indicated a desire to receive lists in the future.

Sizoo. The Executives Conference consisting of Messrs. Tolson, Boardman, Harbo, Mohr, Parsons, Rosen, Holloman, McGuire for Nichols, Hennrich for Belmont, was of the unanimous opinion that since the sole responsibility for the granting or denying of clearances was imposed upon AEC and since the Bureau disseminated the reports on all individuals directly to AEC upon completion of the investigations that no further dissemination of the Security Risk list should be made.

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- Holloman _____
- Gandy _____

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

117-1654

Attachment

DET: eeg

sent 3-10-55

24 MAR 10 1955

66 MAR 11 1955

RECORDED-95
INDEXED-95

66-2554-12218

ACTION:

1) In view of this decision it is believed necessary that the Chairman of the Atomic Energy Commission be advised that the Bureau will not prepare such lists in the future. A letter to this effect is attached.

2) We have never advised the Attorney General that he would be furnished these lists on a continuing basis and it is not believed notification of the discontinuance need be sent to him.

✓
OK
A.

The Director

3/9/55

The Executives Conference

TRAINING SCHOOL TO BE HELD AT
ST. LAWRENCE UNIVERSITY
CANTON, NEW YORK
AUGUST 14 - 19, 1955
FOR SHERIFFS AND JAILERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CJS

The Conference on March 9, composed of Messrs. Tolson, Nichols, Boardman, Holloman, Sizoo, Parsons, Rosen, Hennrich, Tamm, Mohr and Harbo, considered the proposal that the Bureau furnish instruction on defensive tactics and handling of firearms at a school in New York state designed for "sheriffs, jailers and others concerned with the handling of short term and detention prisoners."

According to the publicity on the school the course is designed "particularly for sheriffs, jailers, jail wardens and jail officers, county penitentiary officers, police assigned to local lock-ups and detention pens, and others concerned with the daily administration of similar units." The training program has the interest and support of the following groups: The New York State Sheriffs Association, the New York State Commission of Correction, the American Correctional Association, the National Jail Association, the Prison Association of New York, the U. S. Bureau of Prisons, and St. Lawrence University. According to our Albany Office, the New York State Chiefs of Police Association is also interested in the program.

SAC Soucy anticipates an invitation for the Bureau to participate in this training program by furnishing instruction on defensive tactics and proper handling of firearms. He recommends that the Bureau accept the invitation in view of the fact that the New York State Sheriffs Association and Chiefs of Police Association for many years have cooperated with the Bureau in a long-range police training program which has been highly successful. A few years ago, the New York State Division of Safety under National Academy Graduate Thomas W. Ryan endeavored to enter the police training field to some degree but this was discontinued after conferences with Ryan. Ryan ceased duty with the change of administration early this year. There are

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- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Harbo

Mr. Sizoo

RTH:gsr

(6)

MAR 11 1955

RECORDED-95

INDEXED-95

66-2554-12219

MAR 10 1955

EX-

present members on the staff of the State Division of Safety who undoubtedly would like to extend their activities into the field of police training generally.

It was pointed out to the conference that the majority of the individuals who attend the school in August will probably be deputy sheriffs assigned to jail duties. However, the invitation is extended to other county jailers and employees in state institutions.

Messrs. Nichols, Boardman, Holloman, Sizoo and Parsons recommend that the Bureau agree to participate in the school as recommended by SAC Soucy on the ground that it would be to our advantage to do so because (1) we have frequent daily contacts with county jailers and we need their cooperation; (2) if we don't furnish this training it will leave an opening for some other group of agency such as the New York State Division of Safety to furnish this training and thereafter endeavor to expand their training to groups of sheriffs and police officers generally.

Messrs. Tolson, Rosen, Hennrich, Tamm, Mohr and Harbo were opposed to Bureau participation in the proposed training school since it is a school in which such agencies as the New York State Commission of Correction, the National Jail Association, the Prison Association of New York, and the U. S. Bureau of Prisons have a primary interest along with the New York Sheriffs Association. Those individuals who may be expected to attend the proposed school, August 14 - 19 who are deputy sheriffs would, of course, be eligible to attend regular police training schools which the FBI does conduct under its established and well-known policies. These schools, of course, include such topics as defensive tactics and the proper handling of firearms.

If the Director approves the majority recommendation, the attached letter should be sent to Albany advising that the Bureau cannot participate in the proposed school for jailers and penitentiary employees.

Respectfully,
For the Conference

✓
Glyde A. Tolson

Mr. Tolson

2/28/55

Executives Conference

SUGGESTION #51-55
MADE BY SA [redacted] &
SA FLETCHER D. THOMPSON
CLEVELAND OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY 21321/JS

SUGGESTION:

It is suggested, in Bureau reports, the established criminal informant be described as "T-1, who has furnished reliable information in the past,..." rather than "T-1, of known reliability." *is now used.*

ADVANTAGES:

Suggester feels this suggestion would avoid unnecessary conclusion on part of Bureau concerning the reliability of established criminal informants; would eliminate the possibility of misinterpretation by U. S. Attorneys and other non-Bureau personnel; would avoid possible future embarrassment to the Bureau.

DISADVANTAGES:

None noted by suggester.

Setting out Reliability of Criminal Informants

OBSERVATIONS:

SAC Hawkins, Cleveland, recommends the suggestion be adopted.

Mr. Rosen, Investigative Division, recommends the suggestion be adopted, pointing out that the recommended new phraseology is more accurately descriptive as to information from criminal informants.

Inspectors H. C. Van Pelt and B. C. Brown, Training and Inspection Division, recommend adoption of this suggestion.

AWARD:

If the Conference approves this suggestion, it should also consider whether an award is to be paid to the suggesters and in what amount.

EXECUTIVES CONFERENCE CONSIDERATION:

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- Tele. Room _____
- Holloman _____
- Gandy _____

The Conference of 2/14/55, composed of Messrs. Tolson, Mohr, *M* Parson, Sizoo, Hennrich, Boardman, Rosen, DeLoach and Mason, recommended unanimously favorable. If you approve, manual changes and letters to SA [redacted] and SA Thompson are attached.

Attachments
cc: Messrs. Harbo & Sizoo

new (5) men

12-220
24 MAR 10 1955

66 MAR 11 1955

RECORDED-96
INDEXED-96

EX-107

b6
b7c

DATE OF MAIL 3-8-55

HAS BEEN REMOVED FOR MR. LAMPHERE TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM 1736

SEE FILE 66-2554-7530 FOR AUTHORITY.

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CI/JS

SUBJECT JUNE MAIL

REMOVED BY 59 JUL 11 1955

FILE NUMBER 66-2554-12221

PERMANENT SERIAL CHARGEOUT

MR. TOLSON

3/7/55

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/93 BY SP5 CE/JS

WAR PLANS -
CIVIL DEFENSE MOTOR VEHICLE MARKERS

Present at the Executives Conference on 3/3/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Holloman and Mason.

Each division head, field and Seat of Government, has in his possession a supply of Civil Defense motor vehicle markers (SF-139). These were obtained by the Bureau in the summer of 1954 for ultimate issuance to key employees in order that those employees could travel freely through Civil Defense or police lines in any emergency. Agent or clerical credentials will be recognized by Civil Defense; the motor vehicle marker, however, will make it unnecessary for Civil Defense employees to stop the car driven by a Bureau employee and frequently demand identification.

The markers are cardboard placards designed for display through the windshield of the motor vehicle; the FBI is not identified; the placard describes the car as an essential Civil Defense vehicle. Such cards can readily be seen lying on the front seat or on the rear window shelf of many parked cars in the parking lot on 14th Street opposite the Department of Commerce. Obviously, some agencies have already issued the Civil Defense markers.

It was pointed out to the Conference that presently the markers are retained by division heads; under such circumstances they will be useless when an employee tries to get from his home to the field office or to an evacuation point or to his position at the Seat of Government during an emergency period. Markers have already been issued to the firearms instructors at Quantico so that upon receipt of a yellow alert they can promptly proceed to Quantico to ready the building for the key employees of the Seat of Government who will evacuate to Quantico. The Records and Communications Division feels that the need exists for automobile markers for use by certain key radio employees, switchboard employees and other essential people who are to report for duty in an emergency or who will have to evacuate

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- Holloman _____
- Gandy _____

cc-Messrs. Harbo & Sizoo

Attachment
(6) EDM:DMG

RECORDED-27

66-2554
MAR 10 1955

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51 MAR 14 1955

INDEXED-27

Memorandum to Mr. Tolson

promptly in order to keep communications open.

The Conference was requested to express its view as to whether: (1) Civil Defense motor vehicle markers (SF-139) should be issued now to key employees in the field and at the Seat of Government; (2) Rather than prepare a property receipt for each such marker whether the division head should arrange to have each marker numbered on the back and keep a list of the employees who have each marker and the number of the marker assigned to that employee.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference unanimously agrees that the automobile markers should be issued to key employees in the field and at the Seat of Government now and that each division head should keep a listing of the markers issued without the necessity of property receipts.

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

OK
JK

Mr. Tolson

2-24-55

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/90 BY 35 CFB

The Executives Conference with Messrs. Boardman, Parsons, Mason, Sizoo and Q. Tamm being present considered a question pertaining to the posting of missing person notices in the Identification Division files.

It has been the policy of the Identification Division since 1939 not to post missing person notices if the missing person has a criminal record of a felony nature. Although a review of the Bureau files for background data on this particular question of policy was unproductive, the Identification Division recommends that discretion be utilized in the posting of missing person notices to the extent that missing person notices be placed even though the missing person has a criminal record. It should be noted that the notice is posted for an interested relative and that in many instances the relative does not even know of the existence of a criminal record. The missing person notice is not for the benefit of the missing person but rather for the relative.

The Conference unanimously recommends that if a missing person has a criminal record the notice still be posted for an interested relative provided there is an indication of an actual bona fide interest in a missing relative.

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

RECORDED - 88 66-2554-12223

INDEXED-88 24 MAR 11 1955

EX-112

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MAR 14 1955

[Handwritten signatures and initials]

Mr. Tolson

3/3/55

Mr. Harbo

XFBINA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 EJS

56TH SESSION FBI NATIONAL ACADEMY

The 56th Session of the Academy is scheduled to run from August 1 to October 21. These dates were set because of the previously-planned retraining session which has now been canceled. We wanted to have the retraining session in the middle of October when the weather would be more pleasant than it ordinarily is in the middle of November. Usually the fall session begins the last week in August and ends around the middle of November. This avoids the hot August weather. It also permits the graduation exercises to be held in the middle of November when the weather is apt to be cool and when we would have no difficulty keeping the auditorium comfortable for the graduation exercises. Since the retraining session has been canceled the recommendation is being made that the 56th Session dates be changed from starting date of August 1 to the starting date of August 29 and graduation date from October 21 to November 18. The Departmental Auditorium will be available to us for graduation exercises on that date.

Since the retraining session for 1955 has been canceled, it is believed that we should have regional retraining sessions in the field as we have had in the past. These are held either on a state or regional basis and have proven very successful. Each state or region has a chapter of the FBI National Academy Associates and the holding of an annual retraining session can do a great deal of good for the Bureau as well as for the graduates. This will take the place of the retraining session in Washington.

RECOMMENDATIONS:

1. That the dates of the 56th Session of the FBI National Academy be changed to August 29 - November 18, 1955.
2. Field be instructed to arrange for annual retraining sessions either on a state or regional basis for the FBI National Academy Chapters.

INDEXED-99 RECORDED-86

66-2554-1222
RECORDED
167 MAR 16 1955

3. That the attached SAC Letter be sent.

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

JCR:gsr/rr
(5)
Attachment

EXECUTIVES CONFERENCE ACTION: RTH:HD

Recommended unanimously favorably by Executives Conference on 3/7/55, Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen, McGuire, Holloman & Harbo being present.

INITIALS ON ORIGINAL

ORIGINAL FILED IN

Mr. Tolson

2/15/55

Executives Conference

SUGGESTION 426-55
MADE BY SA [redacted]
BUTTE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/92 BY SP5 CE/JS

b6
b7c

SUGGESTION:

It is suggested that ^{data} descriptive/presently typed on back of Security Index cards by the Field Office be typed instead on a separate card and securely attached to the Security Index card by staples. When a new Security Index card is received for the same Subject, and no changes are necessary in the information going on the back of the card, the separate card can be removed from the old Security Index card and attached to the new Security Index card. Present procedure is to retype descriptive data on back of each new Security Index card received.

ADVANTAGES:

The suggester states that the adoption of this suggestion will result in a savings of clerical time.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

SAC R.F. Hosteny, Butte, recommends the suggestion be adopted, pointing out that he believes considerable savings on a Bureau-wide basis can be effected.

SAC D.K. Brown, Baltimore, states that he feels that if this suggestion were adopted it would prove economically beneficial to the Bureau, particularly in the larger offices and in those offices where there are frequent changes in Security Index data. Mr. Brown points out that the savings of time which will result will not be realized the time a Security Index card is changed for the first time but will be realized on subsequent changes of the same card; the stapling of the added data will make for a more bulky Security Index card box and will further effect a little more difficulty in handling the cards. Mr. Brown recommends adoption with the proviso that it not be handled on a project basis but only at such times as changes are made to the Security Index card.

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

SAC Laughlin, Washington Field Office, feels the suggestion is a good one and recommends that no project be undertaken to prepare cards containing this information but that the cards be prepared only at the time the change has been made on one of the Security Index cards.

Attachments
cc: Mr. Harbo
Mr. Sizoo

RECORDED - 886-2334-12225

24 MAR 14 1955

58 MAR 15 1955

Mr. F. J. Baumgardner, Domestic Intelligence Division, is opposed to the suggestion for the following reasons: Such a stapling process would be unsatisfactory because it would make the Security Index too bulky; the staples would tear the cards and injuries could result to employees in the stapling process.

SAC Kelly, New York, advised that he favors adoption of this suggestion as do ASACs Moore and [redacted] of his office. The New York supervisor who handles the Security Index and the clerical employees who perform the actual work of making changes on the cards all agreed that adoption of this suggestion would effect a saving in time. The New York Office makes about fifty changes per day in its Security Index cards and Mr. Kelly estimates this suggestion would save one-half the time of a clerical employee. The increased thickness of the cards would, however, require one additional cabinet for storage purposes. SAC Kelly also pointed out that in addition to the time saved in typing the description, the wear and tear on the photograph of the subject occasioned by constantly removing it from the card would be saved as well as the time required. The retyping of the fingerprint classification on many of the cards takes more time than normal typing does, and this would be eliminated if this suggestion is adopted. SAC Kelly suggested that the changeover from the present system to the suggested one should be a gradual process; i.e., prepare the separate card when it next becomes necessary to make a change on that particular card. He also desired the Bureau to furnish the field with cards printed with the necessary data now printed on the back of Security Index cards.

The Bureau presently has 26,503 Security Index subjects. The Mechanical Section advises that it would cost a total of \$60.84 to imprint the necessary descriptive headings on 27,500 cards which would be plain on the reverse side. This cost includes the cost of the cards. The same printing job could be produced on bond paper, if such is deemed heavy enough to serve the purpose, for a total cost of \$36.92. The use of bond paper would provide a less bulky Security Index than if two cards are fastened together, but possibly would not be as durable in view of the fact the description is to be stapled to a new card each time one is received. The present cost of Security Index Cards is \$4.83 per thousand. The above quoted cost of 27,500 cards bearing the descriptive headings amounts to \$2.21 per thousand.

PREVIOUS SUGGESTION:

A similar suggestion was made on August 28, 1952, by [redacted] Memorandum from Mr. E. D. Mason to Mr. Clegg, dated 9/23/52, states that the views of the Domestic Intelligence Division and the New York and Philadelphia Offices were solicited and all were unanimously opposed to the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:cs

The Conference of 2/14/55, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, DeLoach and Mason, recommended unanimously favorable.

If you approve, attached is an SAC Letter and appropriate manual changes to put this suggestion into effect. Also attached is a letter to employee [redacted] advising him of the adoption of his suggestion.

b6
b7c

Mr. Tolson

2/15/55

Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/18/92 BY SP5 CI/JS

SUGGESTION #50-55
MADE BY MR. G. J. ENGERT
IDENTIFICATION DIVISION

SUGGESTION:

Mr. Engert suggests that the ~~attendance register~~ used by divisions at the Seat of Government be revised to consist of a 5x8 card as set out in attached Exhibit #1. Each employee would have a separate card and names would be printed thereon by IBM machinery.

PRESENT PROCEDURE:

The attendance register is in the form of a folded sheet of paper approximately 8x14 1/2" when folded (See Exhibit #2). Each week the names of the employees are typed on these registers for the following week and the number of employees in each section determine the number of registers necessary for the section. For example the Technical Section (day and night force) of the Identification Division has over 1,000 employees. Each week the names of these employees are typed on approximately 60 registers.

ADVANTAGES:

The present form has to be made out with the names of the employees each week while the proposed form would serve for a period of 4 weeks and, if printed on the reverse side, could serve for a total of 8 weeks.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. Rosen, Investigative Division, agrees with the unfavorable recommendation of Mr. C. H. Stanley, pointing out that there is no place provided for overtime of Supervisors and the leave clerks of the Investigative Division feel that the proposed register would not save time but would probably increase the work in handling the various leave records.

Mr. Belmont, Domestic Intelligence Division, recommends suggestion not be adopted. Mr. Belmont feels the present form represents a better control for the purpose intended.

Inspector E. D. Mason, Training and Inspection Division, recommends unfavorably as to the adoption of this suggestion.

cc: Mr. Harbo RECORDED - 33
Mr. Sizoo

Attachments INDEXED-33
EX-112

12226

24 MAR 14 1955

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

6 MAR 15 1955

Mr. Parsons, Laboratory, concurs with Mr. A. K. Bowles in that the suggestion has a good purpose - to reduce or eliminate the time required to type employees' names on the registers; however, he does not favor the suggested attendance form.

Mr. Mohr, Administrative Division, recommends that Mr. Engert's suggestion not be adopted but that the Bureau adopt his idea of printing names by IBM machinery on registers of the current type used rather than having the names typed on by typists.

Mr. C. D. DeLoach, Records & Communications Division, agrees with the recommendation of Mr. A. E. Leonard that forms be designed, ordered and experimented with in the Identification Division before adoption throughout the rest of the Bureau. Mr. Leonard points out that the proposed attendance register would make it much easier for each Seat of Government division to check on and analyze the leave of its employees and in fact would provide a much superior leave picture than that previously provided by so-called master leave cards maintained in the Leave Unit. He stated that the master leave card was prepared from the time and attendance register but recorded only the total leave taken in each period. The proposed form would provide a day by day picture of such leave which would tell a great deal more than did the old so-called master leave cards.

Mr. Leonard states that you can not regard as of minimum benefit the advantage of the proposed form mentioned with regard to transfer of an employee from one unit to another. While it is true that it is no great task to delete a name from one register and add it to another, the real advantage comes when the time and attendance clerk in the second section or division where employee is now located makes up the necessary payroll information. Under the present register system he would have to check each place the employee worked during the pay period before he could make up his report. If the register card goes with the employee as under the suggested procedure, the complete record is readily available without any checking elsewhere.

EXECUTIVES CONFERENCE CONSIDERATION:

EDH:cs

The Executives Conference of 2/14/55, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Boardman, Rosen, DeLoach and Mason, unanimously recommended:

1. A trial of the proposed new attendance register in the Technical Section of the Identification Division and reconsideration by the Bureau after a reasonable trial period has been experienced.

2. For the purposes of the trial the Identification Division not purchase any visible carder folders to retain the new style attendance cards.

3. A further experiment be conducted by having employees' names on the present time and attendance register printed thereon by using IBI equipment. If this is approved, the register for the Training & Inspection Division would be suitable for practice purposes.

✓
RHM Jan 4H

Mr. Tolson

3/8/55

Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/18/92 BY SP3 CIB/B

SUGGESTION #97-55

MADE BY [redacted]

RECORDS & COMMUNICATIONS DIVISION

b6
b7C

SUGGESTION:

It is suggested that Form 2-25 (~~Inspector's Work Sheet~~) be filed on the left hand cover of each current section of inspection files kept in the Personnel Records Unit.

WHAT DOES THE SUGGESTER HOPE TO ACCOMPLISH:

The Inspector's Work Sheet lists the various topics under the headings shown in the Inspectors' Manual; each topic is given a numerical and alphabetical designation. This numerical and alphabetical designation appears in the lower left hand corner of each administrative memorandum prepared during an inspection. For example, automotive equipment is carried under the general heading of Physical Condition and Maintenance and automotive equipment may be found in Section 2E of the Inspectors' Manual, appears as 2E on the Inspector's Work Sheet, any any administrative write-up assembled into the inspection report would show automotive equipment as 2E. This document would be in the second section of the inspection report as Item E.

Suggesting employee feels that having the Inspector's Work Sheet attached to each section of an inspection file would help filing employees find any particular portion of an inspection report that they may have to refer to.

OBSERVATIONS OF MASON:

1. Particularly large inspection reports are equipped with a table of contents; consequently, the Inspector's Work Sheet need not be attached to the file cover.

2. Another employee of the Personnel Files Unit made a similar suggestion about a month ago at which time Mason made available copies of the Inspector's Work Sheet for the use of the Personnel Files Unit; These should suffice without going to the expense of attaching an Inspector's Work Sheet to each section of an inspection file.

3. There are numerous Agent Supervisors at the Seat of Government who are Inspectors' Aides and have Inspectors' Manuals and the Records Section clerk who receives the request for a particular portion of an inspection report should be able to quickly ascertain where the pertinent write-up would appear in the inspection report.

cc: Mr. Harbo & Mr. Sizoo

EDN:mew

RECORDED-11

INDEXED-11

62-2334-12227

24 MAR 15 1955

Tolson
Boardman
Nichols
Belmont
Harbo
Rosen
Sizoo
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

F-278 (5)

MAR 15 1955

4. There appears to be no monetary savings which could occur through adoption of this suggestion but on the other hand it is believed that expense could result.

Mason recommends the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr 3/8/55

The Executives Conference of 3/8/55, composed of Messrs. Tolson, Boardman, Nichols, Callahan, Parsons, Sizoo, Belmont, Tamm, Rosen and Harbo recommended unanimously unfavorable for the reasons indicated herein.

OK
✓ per [initials]

- Tolson
- Boardman
- Nichols
- Sizoo
- Harbo
- Belmont
- Tamm
- Rosen
- Parsons
- Callahan
- Boardman
- Tolson

RECORDED-45

INDEXED-45

66-2554-12228
~~NOT~~ RECORDED
107 MAR 11 1955

#1

EX-107

71 MAR 18 1955

ORIGINAL FILED IN
66-2554-12228

TO : Mr. Tolson

DATE: 2/4/55

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

FROM : Executives Conference

SUBJECT: SUGGESTION #48-55
MADE BY MISS [REDACTED]
RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/10 BY 395 efs

INGRAM

SUGGESTION:

Miss [REDACTED] suggested that in all instances where there is an enclosure either behind the file or as a bulky exhibit, that a copy of the cover letter submitting the enclosure be placed with the enclosure. This procedure presently is being followed in the Records Section with regard to enclosures currently being received. Miss [REDACTED] is suggesting that the Records Section go back and prepare a copy of the cover letter for each enclosure which was in the file or maintained as a bulky exhibit prior to the time this procedure was adopted.

b6
b7C

ACTION BY RECORDS SECTION:

By memorandum to Mr. Nichols dated 1/27/55, Mr. Eames, Records Section, stated that the adoption of this suggestion would require the preparation of many thousands of copies of previously received cover letters. Many of these enclosures are referred to infrequently and in some instances it is necessary for the Supervisor to see the original cover letter since he may be interested in notations appearing on it. Accordingly, it was not believed that Miss [REDACTED] suggestion should be adopted as submitted. However, it was felt that the Filing Unit and File Review Unit are in a position to determine which enclosures are giving the Records Section the most trouble in this regard and that Miss [REDACTED] suggestion can be adopted on a very selective basis. Accordingly, instructions were issued to these Units to place this suggestion into effect on a very selective basis.

b6
b7C

SAVINGS:

Mr. Eames advised it is not possible to determine the savings which will accrue through the limited adoption of this suggestion, however it will save some time and improve service. Mr. McGuire, Records & Communications Division, concurred in the recommendation that Miss [REDACTED] be awarded the maximum cash award of \$10.00.

EXECUTIVES CONFERENCE ACTION: RTH:cs

The Executives Conference of 2/3/55, composed of Messrs. Tolson, Boardman, Mohr, Parsons, McGuire, Belmont, Tamm, Rosen, Sizoo and Harbo, noted

Attachment
3 25 BH 122

cc: Mr. Harbo
Mr. Sizoo

AGG:mew
(5)

BOARDMAN

DATA FILES

that the suggestion has already been placed into effect on a very select basis and concurred in the recommendation for a minimum cash award of \$10.00 to Miss [redacted] Attached is a letter to Miss [redacted] advising her that a modification of her suggestion has been adopted. RH

b6
b7C

ltr. to Stewart
7-8-55
[initials]

[Handwritten signature]

[Handwritten mark]

Award authorization
2/28/55 - [initials]

Mr. Tolson

2-17-55

R. T. Harbo

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/18/92 BY SP5 CJS

HIGHLIGHTS OF SEAT OF GOVERNMENT
WAR PLANS FOR CHAIN OF COMMAND

Cooperative Conference

SAC F. H. McIntire, Detroit, had pointed out that if it should be necessary for those SACs in the Bureau Chain of Command to assume the responsibility of operating the Bureau, they would have to rely quite heavily on the existing staff at Seat of Government. Mr. McIntire added that in all probability the existing staff at Seat of Government would be wiped out along with those in the Bureau Chain of Command above the SACs in question.

Mr. McIntire suggested that when SACs McIntire, Kelly and D. K. Brown next come to Washington for their two-day conference, some time be allocated for a conference on Bureau War Plans and that they be given an opportunity to inspect the installation and records at Quantico. This suggestion is concurred in by SACs Kelly and Brown. It appears to have considerable merit.

SAC McIntire is scheduled for the two-day conference at the Bureau beginning March 7, 1955; SAC Kelly of New York is scheduled for a two-day conference beginning March 28, 1955. SAC D. K. Brown of Baltimore has recently completed his two-day conference but advised that he was certain that he could arrange his schedules to meet with SACs Kelly and McIntire to arrange for a conference on Bureau War Plans and the installation and records at Quantico.

The Administrative Division believes such a conference would be desirable and knows of no reason why it could not be conducted on March 30, 1955. Crime Records Section has no record of prior commitments for SACs Kelly, McIntire and D. K. Brown for March 28, 29 and 30, 1955 other than the scheduled conferences for Mr. Kelly above mentioned.

RECOMMENDATIONS:

(1) That SACs Kelly of New York, McIntire of Detroit and D. K. Brown of Baltimore be given an opportunity to become thoroughly familiar with Seat of Government War Plans and the installation at Quantico on 3-30-55.

JEM:rlc
(3)

RECORDED-45

MAR 17 1955

66-2554-12229
MAR 8 1955

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 66-17381-(7-18-52)

ORIGINAL COPY FILED IN 66-17381-1052

Memorandum to Mr. Tolson

(2) That SAC McIntire's two-day conference at the Bureau scheduled to begin March 7, 1955 be delayed to March 28, 1955.

(3) SAC D. K. Brown be instructed to attend a conference on Seat of Government War Plans beginning 9:00 a.m., 3/30/55

EXECUTIVES CONFERENCE CONSIDERATION EDM:DMG 2/23/55

Present at the Executives Conference on 2/23/55, were Messrs. Boardman, Parsons, Sizoo, Tamm, Belmont and Mason. The Conference unanimously felt that a visit to Quantico for the purpose of looking over the installation, types of records, where the records are kept, types of supplies, examination of the allocation of space, whereabouts of reserve food supplies and related aspects of war planning concerning use at Quantico would serve no useful purpose for the three SACs who are members of the Seat of Government chain of command.

On the other hand, the Conference unanimously felt it desirable to have SACs McIntire and Kelly report to the Seat of Government for two-day conference at the same time and that these men, along with SAC D. K. Brown of Baltimore, go over the Seat of Government aspects of the Program for the Detention of Communists. The Conference felt that, while the SACs understand the program from the field operational point of view, there are a number of matters relating to the administrative control of the program for the Detention of Communists which the SACs should be briefed on in connection with their chain of command responsibilities.

If you approve, the Conference unanimously recommends that the Administrative Division arrange to have SAC McIntire of Detroit and SAC Kelly of New York report to the Seat of Government at the same time for conference (McIntire now scheduled for two-day conference March 7; Kelly now scheduled for two-day conference March 28) and at the commencement of the second day of the conference SAC D. K. Brown of Baltimore should also report to the Seat of Government. It is estimated that one-half day with the Domestic Intelligence Division would be adequate.

"I see no need to go to this expense.

2/27
T."

"I concur. Our fiscal condition makes it impossible. There must be drastic curtailments as we are running a deficit.

H."

Mr. Tolson

March 7, 1955

The Executives Conference

REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 EJS

Present at Executives Conference on March 7, 1955,
were Messrs. Tolson, Boardman, Hennrich, Harbo, Parsons, Rosen, McGuire,
Mohr, Holloman and Sizoo.

Instructions issued in Memorandum to All Bureau
Officials and Supervisors, 2-21-55, regarding "Report Writing"
were discussed. These instructions prohibit amended pages
for reports and specify that when corrections to Bureau
reports disseminated to outside agencies are necessary the
corrections must be called to the attention of such outside
agencies by letter or memoranda calling attention to the
specific report, page, and change to be made. The instructions
likewise provide all corrections must be noted on all copies
of Bureau reports in ink by an Agent Supervisor who will
place date and his initials on page corrected at time of
correction.

Mr. Hennrich raised question of modifying rule to
permit amended pages for reports where necessary which have
not been disseminated outside Bureau. He cited example of
New York summary report, 1-19-55, in case entitled "Nathan
Cummings, Security Matter - C." Upon receipt at Bureau
language of one paragraph on page 3 bearing on membership
in Communist Party was considered too nonspecific and needed
expansion and clarification. Language of one paragraph on
page 4 bearing on association of subject with another
Communist needed additional phraseology to show period of
association.

Mr. Hennrich pointed out that to adhere strictly
to rule requiring that corrections of this nature be made in
ink on all copies of report would, where changes are extensive,
make the report obscure or illegible and possibly subject it
to misunderstanding or misinterpretation. Over-all effect of

SBD:dmd
(9)

cc - Mr. Harbo
Mr. Sizoo

INDEXED - 67
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Donahoe

66-2554-12230

MAR 15 1955

cc - 100-416559

Attachment
MAR 16 1955

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

ORIGINAL FILED IN 66-19066-1673

subsequent dissemination of such reports with extensive phraseology deleted by inking through and addition of extensive phraseology in ink could be damaging and bring discredit on quality of Bureau reports.

The instructions which require corrections, Supervisor's initials, and date of corrections be made in ink on each page of all copies of report corrected cause not only the corrections but the administrative record of who made them and when to appear on all copies thereafter disseminated. Here again the problem of legibility and misinterpretation exists and an undue volume of this will create very unfavorable impression of quality of Bureau reports when the opportunity is present to make all copies of a report still in our possession presentable for dissemination before we disseminate them. It is believed practical to permit erasure and typing in of corrections, as well as preparation and insertion of amended pages where additions or deletions are of such an extent or nature to merit it, for all copies of report still in our possession at Seat of Government or in field. This will enable subsequent dissemination of presentable, accurate report. Of course, outside agencies who have already received copies of the report must still be advised of all changes in writing and there is to be no relaxation of rule prohibiting furnishing of amended pages to outside agencies. Over-all effect of permitting erasure and/or typing in of corrections instead of making them in ink would negate requirement that Supervisor's initials and date of correction appear at all on report thus corrected. Record of such corrections would be clear in written correspondence required to effect similar corrections in all copies of report. Where Supervisor utilizes error form (0-17) to notify field of minor corrections, copy of which not retained in file, it is proposed that notation in ink on original report as to sending of form include also record of errors noted. Where such notation cannot be legibly made for any reason it is proposed that there be a mandatory filing of one copy of error form in file.

Over-all effect of strict compliance with present rule specifying that errors requiring correction be called to attention in writing to agencies to which report has been disseminated can result in useless, embarrassing correspondence unless discretion, common sense and good judgment is exercised.

For example, it is obvious that matters relating to correction of form of Bureau report such as incorrect office of origin, incorrect file number, etc., should not require advice to outside agency recipients. Similarly minor errors not bearing on meaning or substance of information furnished should not require such advice.

Executives Conference Recommendations:

The Executives Conference unanimously recommended as follows:

1. That the rule prohibiting amended pages for Bureau reports be modified to permit the preparation and insertion of amended pages in all copies of reports still in possession of Bureau both at Seat of Government and in the field even though dissemination of one or more copies may have already been made. Amended pages are to be permitted where changes required are necessary and sufficiently extensive that to make them otherwise might render phraseology illegible, obscure or subject to misinterpretation. There is to be no relaxation of the ban against furnishing amended pages to outside agencies.

2. That to preserve an accurate and permanent record of changes effected by amended pages it shall be required that after the insertion of amended pages the original incorrect page or pages shall be stapled to the back of the original report at the Bureau, to the back of the initialled report retained by the submitting office, and to the back of one copy of the report retained in each auxiliary office.

3. That with respect to errors susceptible to correction without preparation of amended pages the rule be

changed to permit erasure and typing in of necessary corrections on all copies still in possession at Seat of Government and in field. It will not be necessary for initials of Supervisor and date of correction to appear directly in conjunction with such corrections. Dictated correspondence to effect similar changes in other copies will preserve record. Where error form (0-17) utilized to apprise field of corrections notations in ink as to transmission or receipt of form shall include record of errors noted, together with initials of Agent Supervisor and date of transmission or receipt. Where such notation cannot be made legibly for any reason one copy of error form sent must be filed in case file.

4. That written advice to outside agencies as to corrections made in reports disseminated be limited to corrections bearing on meaning and substance of information furnished. Common sense and good judgment should be exercised in determining the necessity for such written advice and unnecessary letters relating to the form and not the context of Bureau reports should not be sent.

Attached for approval is a proposed Memorandum to All Bureau Officials and Supervisors and a proposed letter to All Special Agents in Charge implementing these instructions. Both of attached re-emphasize prior instructions that where errors occur explanations must be secured and appropriate recommendations as to administrative action submitted. Also where field discovers errors in report within 7 days of submission SAC letter instructs deferred air-tel advice to Bureau to permit correction where possible of report prior to dissemination at Bureau.

OK
JK

Mr. Tolson

3/9/55

R. T. Harbo

SUGGESTION NUMBER 113-55
MADE BY MISS [REDACTED]
PORTLAND OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CIB/JS

b6
b7c

SUGGESTION:

It is suggested that the blue assignment cards, which are used by all offices, have imprinted following "office of Origin" the word "Here".

PRESENT PROCEDURE:

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

ADVANTAGES:

The suggester states the adoption of this suggestion would save considerable time in each field office.

DISADVANTAGES:

The only disadvantage noted by suggester was the extra work involved in printing the cards.

OBSERVATIONS:

SAC J. F. Santoiana, Portland, states suggestion has merit and is believed worthy of consideration and adoption.

SAC W. A. Murphy, Dallas, does not recommend the adoption of this suggestion. He sees no saving in time of any consequence whatsoever and he much prefers to see the actual name of his office following the words "Office of Origin" to the word "Here."

PREVIOUS EXECUTIVES CONFERENCE ACTION:

The Executives Conference of 8/3/54 considered a suggestion to the effect that the field be instructed to discontinue placing the name of the city where the major portion of work is to be conducted on Assignment Cards, except in those instances in which the case is to be unassigned. The Conference unanimously recommended no change be made in present procedure. The Conference also considered a suggestion to the effect that the field be instructed to discontinue the practice of showing the office of origin on all Assignment Cards. The Conference unanimously recommended no change in present procedure.

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

RECORDED - 4

166-2554-12231
NOT RECORDED

MAR 15 1955

INDEXED - 4

INITIALS ON ORIGINAL

60 MAR 22 1955
Attachment

ORIGINAL FILED IN 66-2285-341-118

R. T. Harbo Memo to Mr. Tolson

3/9/55

PREVIOUS EXECUTIVES CONFERENCE ACTION (Continued):

In view of the recent action by the Executives Conference in connection with the two similar suggestions mentioned above, this matter will not be presented to the Executives Conference unless you so instruct.

RECOMMENDATIONS:

1. It is recommended that this suggestion not be adopted.
2. If approved, the attached letter be forwarded to Miss Delin advising that her suggestion cannot be adopted at this time.

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

Mr. Tolson

3/4/55

R. T. Harbo

Executive Conference

SUGGESTION #79-55
MADE BY SA WILMER L. THOMPSON
SAVANNAH OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP3 CFI/JS

SUGGESTION:

Mr. Thompson suggests (a) That prominent race track and test drivers be contacted for suggestions as to the handling of automobiles at high speeds; as to best ways to obtain high speed rapidly; as to stopping distances and safe stopping at high speeds; as to proper turning of curves and corners at high speeds; as to how to prevent a car ahead or behind a Bureau car from wrecking the Bureau car; and as to how, if necessary, a Bureau car can best safely force another car to the ditch. (b) Persons and agencies who have conducted research on collisions and driver and passenger safety should be contacted to ascertain the precautions to be taken, when a collision is imminent to minimize injury to persons in the car. It is suggested that the results of such inquiries be made available to new agents in New Agents classes and to other agents at In-Service classes.

ADVANTAGES:

The suggester believes the adoption of this suggestion would result in safer operation of Bureau automobiles at high speeds.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

SAC Laughlin, Washington Field Office, is opposed to part (a) of this suggestion but feels that part (b) has some merit. Mr. Laughlin feels that results of any scientific research conducted by reputable individuals, schools, colleges or organizations should be obtained and any information which will help in the operation of Bureau cars, save money and reduce accidents should be obtained.

Mr. Mohr, Administrative Division, agrees with the unfavorable recommendation of Mr. L. J. Gauthier. Mr. Gauthier further recommends that the Training and Inspection Division compile available data concerning safe driving techniques through contact with Professor Smith, the American Automobile Association and other research agencies and that pertinent data dealing with this suggestion be passed on to the field divisions for further informal discussion at Special Agent conferences and to new agents if practical.

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

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Mr. G. G. Gearty, Training and Inspection Division, recommends suggestion not be adopted, pointing out that at the present time we receive the following publications: (1) "Public Safety," the National Safety Council magazine; (2) "The Traffic Quarterly" by End Foundation; (3) "Traffic Engineer," the official publication of the Institute of Traffic Engineers; (4) "Highway Research Abstracts" published by Highway Research Board of the National Research Council. These publications are the leaders in the field of traffic safety and they contain the results of traffic experiments and procedures, therefore, there is not any need for our contacting race car drivers or test drivers. Mr. Gearty recommends we continue to follow our policy of advising the field by SAC Letter or Bureau Bulletin of safety information that is pertinent to field operations.

Inasmuch as the Bureau's position is obvious this matter will not be presented to the Executives Conference unless you so instruct. SA Thompson has already been thanked for this suggestion.

RECOMMENDATION:

It is recommended that this suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/4/55

Present at the Executives Conference on 3/3/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Holloman and Mason. The Conference was unanimously opposed to both parts of this suggestion and felt that no action should be taken. If you agree, no further action is needed inasmuch as the suggesting employee has already been thanked.

RY

0 Expense Conference

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~~INITIALS ON ORIGINAL~~

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Office Memorandum

UNITED STATES GOVERNMENT

TO : Mr. Rosen *RW*

DATE: Jan. 31, 1955

FROM : Mr. Evans *E*

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

C
SUBJECT: ~~SEMINAR ON BRIBERY, CORRUPTION AND FRAUD MATTERS - FOUR-YEAR GENERAL AND CRIMINAL IN-SERVICE COURSE~~

*being prepared
Rosen
notes
within details
Rosen*

After further consideration of ways and means of increasing class participation in this seminar, it has been decided to prepare notebook size sheets containing information regarding the principal matters which should be brought to the attention of In-Service Agents in these types of cases. An outline of the material to be furnished the In-Service Agents in this matter is attached. The lecture may then be considerably shortened in that it will be necessary only to make brief explanatory comments regarding the various items on the outline.

*... theme?
simulated
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interviewed
per T & D...
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E*

The additional time remaining in the one hour period will be utilized for two simulated interviews with the lecturer and the discussion leader portraying the parts of the complainant and the interviewing Agent. Audience views will be sought concerning ways the interviews could have been improved and there will be enough errors and omissions in the interviews to elicit interest on the part of the Agents witnessing them.

ALL INFORMATION CONTAINED
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DATE 2/18/92 BY SP5 CI/JS

RECOMMENDATION:

If you approve of this plan of handling the seminar on bribery, corruption and fraud it is recommended that the attached outlines be furnished to the Training and Inspection Division to supplement the lecture outlines previously sent to that division.

ENCL.

EMERGENCY, CELEBRATION AND OTHER MATTERS
AND PROCEDURES

1. These are important cases, which must receive continuous and preferred investigative attention.
2. (a) Deadlines must be met in absence of circumstances beyond administrative control of the field. Possibility that persons to be interviewed may be temporarily unavailable should be forecasted and leads should not be deferred until just before deadline date.

(b) Thorough job, however, even more important than deadlines.

(c) If deadline cannot be met, Bureau should be
I advised prior to deadline date
II Specific reason why unable to meet
III When necessary material will be submitted
3. Notify Bureau immediately upon receipt of FID or Bribery complaints.
4. (a) Signed sworn statements are to be taken from potential subjects and normally from potential witnesses in cases involving fraud against the Government or misconduct of Government employees.

(b) If persons refuse to furnish signed statements or to be placed under oath show this in the body of the report.

(c) If for any reason agent decides against oath or signed statement, his reasons should be set out on administrative page of report.
5. Allegations involving matters of a nonspecific nature or outside Bureau jurisdiction should be furnished to Bureau for dissemination to interested agencies. Forward blank memo, original and 4 copies. Show administrative detail in transmittal cover memo, not in blank memo.
6. (a) USA responsible for legal advice and prosecutive opinions, but responsibility for conducting investigations rests with the Bureau.

(b) SAC allegations should be discussed with USA promptly upon receipt to ascertain whether he would consider prosecution should allegations be substantiated by investigation. If he would not, submit closing report. If he would, initiate thorough, expeditious investigation.

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DATE 2/18/92 BY SP5 CJS

ENCLOSURE 66-2554-122

7. Demand that strict guidelines of assignment exist in military cases.

8. Bureau desires to avoid waste of resources, divided responsibility, and duplication of investigations through entering matters previously handled by other Government agencies. Such information revealed that another agency has investigated matters within our jurisdiction, determine full facts of complaint including date, nature, and extent of investigation already conducted. Bureau full facts to Bureau promptly with your recommendations on how

(a) whether Bureau should enter case.

(b) whether consideration should be given to taking matter up with headquarters of other agencies.

1/31/55

EXECUTIVES CONFERENCE CONSIDERATION: RTH:HD 3/8/55

On 3/7/55 the Executives Conference, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen, McGuire, Holloman and Harbo, recommended unanimously unfavorably on the proposal that the foregoing material be printed as lecture notes on notebook-size paper and distributed to each member of the In-Service Classes.

Mr. Tolson

3/8/55

Executives Conference

SUGGESTION #65-55
MADE BY SA RAY J. THOMPSON
ST. LOUIS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/18/92 BY SP5 CJP/S

SUGGESTION:

In those matters which are not now reported to the Bureau by the auxiliary office but are referred upon completion to the office of origin, it is suggested that consideration be given to the reporting of such negative information to the office of origin by letter rather than by report.

PRESENT PROCEDURE:

The matters referred to in the suggestion are those covered by the present Bureau rule requiring that when an investigation is conducted by an auxiliary office and the results 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 is not to be furnished to the Bureau by the auxiliary office in the following classifications: 4, 8, 10, 15, 25 - registrant delinquency cases only, 26, 31, 42, 43, 45, 47, 52, 62 - Civil Aeronautics Act only, 70, 71, 76, 78, 87, 88, 90, 103, 111, 112, 113, 114, 115, and 116. In all such cases the office of origin is to summarize briefly the negative inquiry made by the auxiliary office in the next report submitted to the Bureau. The suggester wants the auxiliary office to be permitted to advise the office of origin by letter rather than by report in the above instances.

Present rules permit the results of investigation to be furnished by means other than report only in the following instances and by the communication indicated:

Type of Investigation

Type of Communication

1. Apprehensions by auxiliary office

By Air-tel, teletype or telegram to Bureau and office of origin, unless letter will suffice.

2. Interviews ordered by Bureau with complainants when negative

By letter to Bureau.

3. OF FBIINA applicants

By letter to Bureau.

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

cc: Mr. Harbo
Mr. Sizoo
Attachments
AGG:mew

INDEXED
RECORDED - 93

66-2534-12234

MAR 17 1955

71 MAR 17 1955

Type of Investigation

Type of Communication

4. Deserter cases where subject voluntarily surrenders or is apprehended by military or local police on own initiative.

By Air-tel to Bureau and office of origin.

5. ITSMV cases - when office of theft develops no other facts except details of theft.

By RUC Air-tel, teletype or letter to office of origin.

ADVANTAGES:

The suggester states the adoption of this suggestion would save both Agent and clerical time and would reduce filing space.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. Rosen, Investigative Division, recommends this suggestion be adopted but that it be extended to permit auxiliary offices reporting negative information to the office of origin in the listed classifications, to do so by letter, teletype or Air-tel (as the circumstances might require).

SAC J. E. Milnes, St. Louis, feels this suggestion would save Agent and clerical time and recommends adoption.

SAC R. L. Faisst, Norfolk, can see no objection to the suggestion provided it is limited to those cases where only negative-type information is involved. If any positive information is developed, Mr. Faisst feels a report should be written. He did not feel the suggestion would provide any big advantage over the present system.

SAC G. G. Burton, Houston, is opposed to the suggestion since it would provide just one more administrative rule to be followed and he feels it is better to write a report anytime investigation is conducted.

AWARD:

In the event this suggestion is adopted, this employee would be entitled to consideration for a cash award under the Incentive Awards Program. Since it would be difficult to determine the exact savings possible under this suggestion, the minimum cash award of \$10.00 could be paid.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/8/55

Present at the Executives Conference on 3/3/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Holloman and Mason. The Conference unanimously favored this suggestion. If you

Memorandum to Mr. Tolson

agree, there are attached (1) Letter to suggesting employee, SA Ray J. Thompson, advising him of the adoption of his suggestion; (2) Appropriate change for Manual of Rules and Regulations putting the suggestion into effect.

No cash award is proposed at this time. Matter to be reconsidered June 30, 1955, inasmuch as it is believed savings will be more apparent by that time.

R PHM

✓
June

MR. TOLSON

3/11/55

THE EXECUTIVES CONFERENCE

~~DESTRUCTION OF FIELD FILES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY 3/5 C/T/S

SYNOPSIS:

There is need to develop workable solution to problem of reducing records volume in field without impairing efficiency of field operations. Following survey in three offices for 60 days, Executives Conference, 11/29/54, decided no further action should be taken with regard to suggestion that certain field files be microfilmed to conserve storage space.

Proposal made that auxiliary offices annually destroy all non-security files more than 15 years old, determined by date of top serial in file; files at Seat of Government and office of origin to be retained. Prior to destruction a new index card would be prepared on each file reflecting office of origin, file numbers of Bureau, office of origin and auxiliary office, name, race, date and place of birth of principal subject, date of most recent serial and date of file destruction.

Inspectors B. C. Brown, H. C. Van Pelt and J. E. Nugent favor adoption of proposal as do F. L. Price, Chief of Criminal Section, Wendell Eames of Records Section and ASAC Fletcher, WFO. Inspector G. C. Callan, Special Inquiry Section and J. A. Reilly, Loyalty Section, have no objection provided SACs in field approve, but pointed out possibility of extra correspondence between auxiliary offices and offices of origin regarding content of destroyed files in applicant and Security of Government Employee (SGE) cases, as well as possible delays in investigations.

With Director's approval, survey made in ten offices to determine frequency of references to files over 15 years old in Applicant and SGE cases, and to get views of field regarding proposal. New York, Louisville, Cincinnati, Detroit and Los Angeles offices favor adoption. Seattle favorable except in Kidnaping, Extortion and Bank Robbery cases. Boston approves but with regard to files 20 years of age only. Newark, Chicago and Knoxville offices opposed. Survey disclosed average of ten references per office in one week to files over 15 years old; Chicago reported 58 references, considerably more than other offices. Adoption of proposal would save file storage space in field. Opponents believe it would require additional correspondence and possibly cause delays in some cases as well as considerable work to place proposal into effect.

Vertical handwritten notes on the left margin, including names like Tolson, Boardman, Nichols, Belmont, Harbo, Mohr, Parsons, Rosen, Tamm, Sizoo, Winterrowd, Tele. Room, Holloman, Gandy.

Vertical handwritten notes on the right margin, including "ORIGINAL COPY FILED IN" and "62-12235".

Vertical list of names: Tolson, Boardman, Nichols, Belmont, Harbo, Mohr, Parsons, Rosen, Tamm, Sizoo, Winterrowd, Tele. Room, Holloman, Gandy.

60 MAR 21 1955
RECORDED - 65
76 MAR 18 1955
INDEXED - 65

Handwritten initials and numbers: 66-2554-12235, MO, J, MA, #10

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/11/55

Present at the Executives Conference on 3/10/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, McGuire and Mason.

The Conference unanimously recommends that no steps be taken at this time to destroy field files in auxiliary offices where those files relate to nonsecurity types of cases and particularly Applicant and Security of Government Employees matters. The Conference felt that the objections cited and the frequent use to which these files are put necessitate their continuance; their destruction after they have reached the age of 15 years might result in additional correspondence and delays so that the Bureau would be worse off rather than better off.

The Conference suggests no change in the current requirements with regard to the retention of files. (It would be legal to destroy old files in auxiliary offices inasmuch as the original communications would be on hand at the Seat of Government and in the office of origin.)

DETAILS:

Problem:

There is a need to develop a workable solution to the problem of reducing our records volume in the field without impairing the efficiency of field office operations.

Background:

Based upon a survey in three field offices for 60 days for the purpose of determining whether certain field records should be microfilmed to conserve storage space, the Executives Conference on 11/29/54 decided no further action should be taken in this regard.

In view of the increasing interest of government officials in reducing the volume of records, the proposal was made that auxiliary offices annually destroy all files of non-security type which are more than 15 years old, date of destruction to be determined by top serial in RUC file; files at Seat of Government and offices of origin to be maintained as before. (Memorandum from Mr. Harbo to Mr. Tolson, 1/10/55, captioned as above.) Prior to destruction, a new index card would be prepared on each file reflecting the office of origin and its file number, auxiliary office file number, Bureau file number, name and race of principal subject together with date and place of his birth, date of most recent RUC serial and the date the auxiliary office file was destroyed.

Views on Proposal:

This proposal was submitted to Inspectors B. C. Brown, H. C. Van Pelt and J. E. Nugent, all of whom recommended it be adopted. Mr. Mohr, Administrative Division, F. L. Price, Chief of Criminal Section, Investigative Division, Wendell Eames, Records Section and ASAC Howard Fletcher, WFO, advised they have no objection to the proposal being adopted. Inspector G. C. Callan, Special Inquiry Section and J. A. Reilly, Loyalty Section, stated they would interpose no objection to the proposal if the SACs in the field approve it, but Messrs. Callan and Reilly believe the adoption of the proposal would result in (1) additional traffic between offices based upon need for checking out relatives and references of applicants, and (2) delays in some instances due to necessity of setting out leads to offices of origin in applicant and Security of Government Employee cases.

Results of Survey:

With the Director's approval, a survey was conducted in ten field offices for a period of one week to determine the number of references made to non-security type files more than fifteen years old in connection with name checks of applicant (or employee) references and relatives in both applicant and Security of Government Employee cases. Each office was instructed to give its recommendation as to whether the proposal should be adopted for all non-security type cases and as to the effect the plan would have on applicant type investigations.

The New York, Louisville, Cincinnati, Detroit and Los Angeles offices advised they favor adoption of the proposal. In addition, the SAC at Seattle favors adoption except for Kidnaping, Extortion and Bank Robbery cases which, he points out, cover most of the Bureau's major cases and he feels these should not be destroyed. The Boston Office approved the proposal but suggested it apply only to files which are more than 20 years of age. SAC Malone at Los Angeles suggested the files be microfilmed before destruction as an added safeguard.

The Newark, Chicago, and Knoxville Offices were opposed to the proposal. SAC Hostetter, Chicago, recommended placing files over 15 years of age in cheap dead storage space instead of destroying them.

The ten offices making the survey reported a total of 100 references to files over 15 years of age during the week of the survey. Although this gives an average of ten such references per office, it should be noted that the Chicago Office reported 58 of the 100 references, Los Angeles 12, New York 4, Newark 9, Cincinnati 9, Boston 3, Louisville 3, Detroit 1, Knoxville 1 and Seattle none.

Advantages of Proposal:

The Offices approving the proposal listed the following advantages and observations:

1. Considerable file storage space would be saved in most offices. (Some few Bureau Offices are not old enough to have many files over 15 years of age.)

2. From the small number of referrals to files over 15 years of age during the survey period, there is little reason to expect that destruction of such files in auxiliary offices would entail much additional correspondence between offices to obtain information from office of origin files.

3. The preparation of the new index card on files being destroyed would in many instances provide sufficient information to make it unnecessary to communicate with office of origin for more data.

4. Delays which might occur in some instances because of the necessity to write to office of origin could be avoided by requiring expedite handling of such requests made to the office of origin.

Disadvantages of Proposal:

The Newark, Chicago and Knoxville Offices listed the following disadvantages of the proposal:

1. Considerable correspondence might be necessary between offices to check indices not only in applicant and Security of Government Employee cases but in other cases also.

2. Delays could result in some instances in meeting deadlines due to necessity of setting out leads to offices of origin.

3. In some instances the auxiliary office file contains information not furnished to office of origin or Bureau; for example, an auxiliary office might conduct investigation and on authority of office of origin close the case administratively by memorandum for the file.

4. Considerable work would be necessary to place the program into effect and the cost of the additional work as well as the cost of extra correspondence between offices would exceed the saving on cost of file storage space.

Office Memorandum - UNITED STATES GOVERNMENT

TO : Mr. Harbo
FROM : E. D. Mason
SUBJECT: ENCLOSURES

DATE: 3-4-55

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 EJP/JS

Executive Conference

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

Enclosures to Bureau letters and other documents are now designated by use of the words "Enclosures" and "Attachments." These two words are used interchangeably for this purpose and either is correct according to the Reading Room.

On Intra-Bureau letters and other documents the word "Enclosures" or "Attachments" appears in the lower left-hand corner of the first page. This rule was adopted at the request of the Mail Room in order to make the work there both faster and more accurate when Mail Room employees are checking for the presence and completeness of enclosures or attachments. There is an obvious advantage to having the word on the front page rather than the last page.

On correspondence going outside the Bureau, however, we follow the standard rule that the word "Enclosure" or "Attachments" should appear at the end of the letter in case of a letter of two pages or more, rather than at the end of the first page. The same rule is used for correspondence on the Director's note paper. The standard rule is set out in correspondence style books but it would seem to have little justification other than historical.

The result of following these two rules is that stenographers and typists throughout the Bureau, as well as those who dictate and read the mail, must know and follow two different rules for two different circumstances. Situations of this kind clutter up their minds and distract them from the substance of the work being done.

RECOMMENDATION:

That the Bureau Bulletin be issued directing that hereafter all Bureau employees shall use the single word "Enclosure" or "Enclosures" and that this word shall always appear at the lower left-hand corner of the first page regardless of whether the communication is directed to a point within the Bureau or to someone outside the Bureau.

6 ENCL. filed with [unclear]

6 ENCL.

50 MAR 18 1955

cc: Mr. Nichols
DJI: pjo/rlo

Handwritten notes:
This is reported in [unclear]
505 [unclear]
maintained on [unclear]
3/15/55

166-2554-1
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46 MAR 17 1955

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INITIALS [unclear]

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(2) That the same rule be used at the Seat of Government for communications written on the Director's note paper.

(3) That the Stenographers' Manual be changed to require the practice recommended above.

R/K/m

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/4/55

Present at the Executives Conference on 3/3/55, were Messrs. Tamm, Mohr, Tolson, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Holloman and Mason.

The Conference unanimously recommends:

- (1) Abandon the word "Attachments" and use the word "Enclosures" in all instances. (This will make it unnecessary for employees to remember two rules.)
- (2) Show the word "Enclosure" in the lower left-hand corner of the first page of all documents destined for use inside the FBI or outside the FBI. (This will eliminate an additional rule.)

If you agree, there are appropriate changes attached for the Stenographers' Manuals (Field and Seat of Government).

R/K/m

3/4/55
G.H.K.

The Director

3/17/55

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 C/T/S

RETENTION OF NOTES TAKEN DURING IN-SERVICE TRAINING,
NEW AGENTS' TRAINING AND OTHER SPECIAL SCHOOLS
AND CONFERENCES

On March 15, 1955, the Conference, composed of Messrs. Tolson, Nichols, Boardman, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman and Harbo, was advised that for several years the Bureau has had a rule permitting an agent to retain the notes which he prepared while attending In-Service School until the next time he attended In-Service Training. This means that at any one time would have only one set of In-Service School notes. There has been no specific regulation concerning destruction of New Agents' Training School notes or notes at special schools or conferences.

Donner
Messrs. Tolson and Boardman recommend that notes taken at training schools of all types, special schools and conferences be destroyed after ninety days. The SAC in the field or the division head at the Seat of Government would have the responsibility for seeing that the notes are destroyed. This recommendation is based on the view that notes will have served their main value to the agents during the ninety-day period after termination of the school or conference; there is a danger that highly confidential information included in the notes will be lost or misplaced or otherwise misused if they are not destroyed in accordance with a certain schedule. If the agent ceases duty prior to the expiration of the ninety days it will be the obligation of the appropriate official to take up the notes from the agent at the time he takes up other government property. Mr. Harbo agrees with this recommendation except that he proposes that the agent be authorized to retain the notes for a period of one year after the conclusion of the school or conference.

Messrs. Nichols, Holloman, Hennrich, Parsons, Sizoo, Tamm and Mohr agree that any outstanding agent's notes should be taken up at the time an agent ceases duty; however, they felt that the agents should be permitted to keep their new agents' training notes and special school notes as long as they stay in the service, together with notes from the latest In-Service Class attended.

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

66-2554-12236

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

RECORDED - 81

INDEXED - 81

EX-126

Respectfully,
For the Conference

MAR 21 1955

Clyde Tolson

RW

cc: Messrs. Harbo, Gearty
RTH:gsr (6)

MAR 21 1955

THE DIRECTOR

March 3, 1955

THE EXECUTIVES' CONFERENCE

SECURITY INDEX

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/18/92 BY SP5 CI/JS

On March 1, 1955, the Executives' Conference consisting of Messrs. Tolson, Boardman, Harbo, Winterrowd for Rosen, Tamm, Sizoo, Parsons and Belmont considered additional proposed guides to assist the field in its current review of Security Index cases and also concerning individuals to be placed on the Index in the future.

In connection with the current review of Security Index cases in the field and in connection with the placing of persons on the Security Index in the future, from discussions with field representatives there is an apparent need to give the field guidance in order that those persons retained on or placed on the Security Index will be restricted to individuals against whom a clear case of potential dangerousness in the event of emergency can be proved. To assist the field in this respect, the Domestic Intelligence Division proposed that an SAC Letter be sent to the field instructing that in evaluating these cases, in addition to the criteria presently listed in the Manual of Instructions, two additional factors must be considered, as follows:

- (1) The investigation must show:
 - (a) Subject has had membership or participation in the activities of a basic revolutionary organization within the last 5 years as shown by overt acts or statements established through reliable sources, informants or individuals;
 - (b) Subject has had membership or participation in the affairs of one or more front organizations, which adhere to the policies and doctrines of a revolutionary group, in a leadership capacity or by active substantial participation in the furtherance of the aims or purposes of the front organization within the last 3 years as shown by overt acts or statements established through reliable sources, informants, or individuals;

A

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

INDEXED-61

RECORDED-61

66-2556-12237
24 MAR 21 1955

Attachment
cc - Mr. Boardman
Mr. Belmont
66 MAR 26 1955

Mr. Harbo

3/4/55

G. C. Gearty

**ANALYSIS OF QUESTIONS
SUBMITTED BY SPECIAL AGENTS
ATTENDING IN-SERVICE TRAINING**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CFB

SYNOPSIS

Executives Conference of 1/31/55 recommended that questions submitted by Agents be analyzed to determine if they were type that could or should be answered by SACs, thus indicating possible failure on part of latter to properly indoctrinate personnel in Field.

Analysis by the Training and Inspection Division of the total 565 questions submitted by the 298 Agents who attended the six sessions held from January 10 to February 21, 1955, reflects that the vast majority of questions were good and were properly directed to the Seat of Government. Training and Inspection Division, therefore, recommends that the procedure now in effect of soliciting questions be continued unchanged. This recommendation is joined in by the Domestic Intelligence, General Investigative, Administrative, Identification and Laboratory Divisions.

ANALYSIS

I. Totals:

- 1. Number of In-Service Sessions covered - 6
- 2. Period covered - January 10, to February 21, 1955
- 3. Number of Special Agents attending - 298
- 4. Number of questions asked - 565

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

CAD:med/nls
ma

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MAR 21 1955

EX-107

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1-19-1632 ✓
ORIGINAL COPY FILED IN

MEMORANDUM FOR THE DIRECTOR

- (c) Investigation has developed information that an individual, though not a member or a participant in the activities of a subversive organization, has anarchist or revolutionary beliefs and is likely to seize upon the opportunity presented by a national emergency to endanger the public safety as shown by overt acts or statements within the last 3 years established through reliable sources, informants, or individuals.
- (d) Although investigation has failed to establish overt acts or statements on the part of a subject within the time limits set out above, facts have been developed which clearly and unmistakably depict the subject as a dangerous individual who could be expected to commit acts inimical to the security of the country in time of emergency.
- (2) In evaluating interviews with Security Index subjects or potential Security Index subjects, the following shall be adhered to:
- (a) Whenever a subject of a security investigation by a positive statement to interviewing Agents clearly indicates a continued adherence to the doctrines, aims or purposes of a revolutionary organization or a front organization, the positive statement shall be considered an overt act on the part of the subject in establishing continued adherence.
- (b) Other than as indicated above, interviews with Security Index subjects or potential Security Index subjects are not to be considered as factors requiring the placing or retaining names of persons on the Security Index; for example, lack of cooperation or partial cooperation are not to be regarded as such factors.

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that this proposed SAC Letter be sent out to the field in order that the field may be given appropriate guidance.

MEMORANDUM FOR THE DIRECTOR

While concurring with the need for the attached SAC Letter to afford the field guidance in carrying out present Bureau policy, Belmont stated that he disagrees with the concept now being applied to the Security Index. This concept requires that the case against a Security Index subject be of such a nature that the evidence against the subject will clearly require a hearing board to hold the subject in detention subsequent to his arrest.

Belmont feels that the FBI has an overriding and fundamental security responsibility to place on the Index for apprehension all individuals who in the experience of the Bureau should be considered potentially dangerous in an emergency despite the fact that the investigation has been unable to develop witnesses or evidence which would conclusively require a hearing board to hold the subject. Due to the security precautions of the Communist Party and the known "sleeper" and "colonization" programs of the Party, the two-faced, deceitful tactics inherent in the Communist Movement, and the consequent lack of concrete proof which can be developed through investigation, it is many times impossible to develop evidence to the extent required under the above concept.

Just the job has been given as the FBI

Belmont feels most emphatically that it should not be the job of the Bureau to decide who should be arrested; that this is a job for the Department. However, the Department has refused to do its job and the burden rests with the FBI. Belmont realizes that if the hearing boards release a considerable number of persons arrested, the Bureau will be open to criticism; however, the Security Index was devised for the purposes of protecting the country in time of most grave emergency and under the conditions of devastation, confusion and chaos which will occur should this country be attacked by Soviet Russia, it is Belmont's opinion that the FBI must carry out its security responsibilities to the country to the utmost. In addition, under the conditions which will exist in an all-out emergency, the attitude of the country and the hearing boards will be markedly different from the attitude now existing.

No doubt about this

Belmont realizes that this matter has been given most careful consideration by the Bureau; however, inasmuch as his dissent is deep-seated, he is expressing it, as set forth above.

We must face up to reality whether we like it or not the Dept has "passed the buck" to us as to arrests. It is wrong & undesirable but we are the "goat" so we must protect ourselves. H

MEMORANDUM FOR THE DIRECTOR

If you agree, the attached SAC Letter will be disseminated to the field immediately.

Respectfully,
For the Conference

Glyde Tolson

I think the factors considered by the Conference are thoroughly sound. I recommend we present the proposed policy to the A.S. Rogers & Sampson for a definite ruling for our future guidance.

3/5 ✓

yes
1/4

We should also point out the proposed two (2) categories of the index.

1. Upon declaration of war
2. Should invasion occur

yes
H.

✓

It should be pointed out to the best of the reason for our change namely the fact Dept. is unable to pass upon each case in a manner & therefore the cataclysmic of mass arrests. H.

The average number of questions was approximately 2 per Agent. Many men asked more than one question. A total of 31 men failed to ask a question. The great majority of the total number of questions asked (75%) were directed to the two principal investigative divisions: Domestic Intelligence and General Investigative. The individual breakdown by Division follows.

II. Breakdown by Division

1. Identification	- 5
2. Training & Inspection	- 45
3. Administrative	- 68
4. Records & Communications	- 4
5. Domestic Intelligence	- 292
6. General Investigative	- 129
7. Laboratory	- 21

OBSERVATIONS: Analysis of Agents' questions indicates healthy interest and a desire to do their job as the Bureau wants them to do it. Answers to some of their questions could possibly be obtained in the field, but the inclination is strong to get the complete story at the Bureau. Agents reason that in last analysis the Bureau will be final judge of their reports so they seek answers to report writing here rather than in field; they want to hear about the latest policy and why a change in former procedure was made. Questions indicate Agents appreciate attitude of Bureau towards their questions and take advantage of it. This is desired as it is a prime purpose of In-Service Training. The duplication noted did not appear sufficient to justify any conclusion field officials are falling down in their responsibilities. Any attempt to "question" the questions by communication to the field would undoubtedly result in decrease in their number and Agents might leave In-Service with personal, investigative, and administrative questions unanswered to the detriment of the Bureau's work.

RECOMMENDATION: That the Bureau continue its present procedure and that no action be taken that would block the present free flow of questions.

EXECUTIVES CONFERENCE CONSIDERATION: 3/7/55 RTH:gsr
The Conference, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen, McGuire, Holloman and Harbo unanimously concurred in the foregoing recommendation and feels no communication to the field is necessary concerning this matter at present.

III. IDENTIFICATION DIVISION

1. Comment by Training and Inspection Division:

There was no duplication in the 5 questions directed to the Identification Division. Because of their individual nature no pattern could be logically drawn indicating any general lack of knowledge on the part of the agents as to the functions and responsibilities of this Division. The questions generally could be described as good e.g. What is Bureau policy on use of local identification bureaus? One question, however, fell into the category of those which every agent should know, namely - Are the facilities of the Identification Division available to the armed forces?

2. Mr. Tamm agrees with the foregoing analysis, and recommends present procedure be continued:

IV. TRAINING AND INSPECTION DIVISION

The 45 questions directed to this Division were of an individual, isolated and scattered nature. Only one question was asked more than once - What is the status of the program advanced by George Washington University to grant degrees of Master in Law Enforcement to Special Agents? It was asked twice.

The remaining questions concerned problems apparently personal to the agents who asked them and no pattern, accordingly, could be drawn, nor logical conclusion reached.

V. ADMINISTRATIVE DIVISION

1. Comments of Training and Inspection Division:

Of the total 68 questions put to this Division, a significant percentage involved duplication. The duplication, however, indicated natural interest in obtaining the most up-to-date information, and, in some instances, involved pending legislation and recent changes in Bureau policy and procedures. A breakdown of the questions asked repeatedly (totaling 62) follows:

- | | |
|---------------------------------|----------------|
| (1) Fringe benefits legislation | - 25 questions |
| (2) Transfers | - 18 " |
| (3) Salaries and Promotions | - 11 " |

The remaining questions were non-conclusive. They involved subjects like the imprest fund, Bureau automobiles, and length of lunch hour.

(2) Mr. Mohr agrees with foregoing analysis, and recommends that present procedure be continued.

VI. RECORDS AND COMMUNICATIONS

Only 4 questions were directed to this Division. There was no duplication involved. They were concerned with Bureau relations with the press and public and could be described as good.

VII. DOMESTIC INTELLIGENCE

1. Comment by Training and Inspection Division:

Slightly over 50% of the total questions asked were put to this Division. They totalled 292 in all and covered the broad field of national defense. Many of these 292 questions contained several parts. They showed concern of the agents with:

(1) the current international situation - they accented Security Index matters, and

(2) concern with the current domestic situation - they accented informants and report writing.

Many of the questions involved some duplication but they were general in tone e.g. What has been the success of the various informant development programs? What success has the Bureau had in penetrating the Underground?

Many of the questions were not pin-pointed to any particular problem but called for general discussion as to why the Bureau desired certain methods to be followed. Many requests were received for a discussion of new techniques in the development of informants, in surveillances, in report writing. The Special Agents desired to know the reasons behind various policies of the Bureau. They wanted to know how other offices handled problems with which they were individually concerned. They wanted further discussion as to instructions set forth in SAC Letters of recent date.

Many questions, on the other hand, were obviously of an individual nature. There was no duplication in these.

Some were expressions of opinions or observations rather than true questions.

Study of the hundreds of questions directed to this Division indicates that although several agents might be interested in the same general matter, their individual inquiries would not be identical on all fours; their approach and particular interest would vary. For that reason no clear cut conclusion could be reached that they were generally unaware of data that should be in their possession. Many of them desired particulars on problems that are, of necessity, covered only in a general way in Bureau instructions.

2. Comment by Mr. Belmont:

The many questions submitted represent no burden to the Domestic Intelligence Division because they concern matters previously recognized by this Division as essential to the agents and which had been included in the Instructors' outlines. Present procedure should be continued.

VIII. GENERAL INVESTIGATIVE

1. Comments by Training and Inspection Division:

As in the case of Domestic Intelligence no definite conclusion could be drawn from the questions asked the General Investigative Division. There were 129 questions in all.

The Special Agents asked for suggestions concerning new investigative techniques, reasons behind certain Bureau policies, ideas on how other field divisions handle particular problems, attitude of the Department, requests on how to handle certain situations based on broad Bureau experience and the like.

There were questions on Bureau policy as to setting of deadlines in applicant cases, queries as to why applicants did not fill out their PSQ's in better fashion, requests as to how reports could be written briefer without rigidity, why Agents could not get photographs of subjects on SGE cases, how to report an interview with a Special Agent in a Special Inquiry

case, and so forth.

There were questions of a very general nature e.g. Have all SOG cases under Executive Order 9835 been reviewed under EO 10450?

2. Comments by Mr. Winterrowd for Mr. Rosen:

The current procedure affords an opportunity for Agents to get their questions answered. The questions are well taken and present procedure should be continued. They stimulate class discussion and give rise to practical examples cited by other class members. It permits the Agents to determine the fine points of Bureau policy behind their problems.

IX. LABORATORY

1. Comments by Training and Inspection Division:

A total of 21 questions were directed to the FBI Laboratory. Of this total 13 were general requests for discussion of new techniques involving radio in surveillances. There were 2 questions late developments in photography as an investigative technique. The remainder were of a mixed nature e.g. What are the services of the Laboratory in 87 cases? Why not specify a minimum number of specimens of handwriting in check cases? Due to the nature of the questions no adverse conclusion could be drawn.

2. Mr. Parsons agrees with foregoing analysis and states present procedure should be continued.

X. OBSERVATIONS (General) by Training and Inspection Division based upon study of questions to all Divisions:

Analysis of the hundreds of questions submitted by Agents indicates a healthy interest in their work and a desire to do their job as the Bureau wants them to do it. The answers to some of their questions could possibly be obtained in the field. But the inclination is strong to get the complete story, the inside story at the "home office" and agents follow that inclination. This is particularly true when the Bureau solicits their questions. They reason, for example, that in the last analysis the SOG will be the final judge of their reports so they seek the answer to report writing here rather than in the field. Added to that they want to hear about the latest policy and why a change in former procedure was made. They many questions

asked indicates that they appreciate the attitude of the Bureau towards their questions and they take advantage of it. This is what is wanted as it is a prime purpose of In Service Training. Not every question was a "good question" but the vast majority were "good questions." The duplication noted did not appear sufficient to justify any conclusion that field officials are falling down in their responsibilities. Any attempt to "question" the questions by communication to the field would undoubtedly result in a great decrease in their number and agents might leave In Service with personal investigative and administrative problems unanswered to the detriment of the Bureau's work.

XI. RECOMMENDATION:

That the Bureau take no action that would block the present free flow of questions.

THE DIRECTOR

March 18,
1955

THE EXECUTIVES' CONFERENCE

EXCESS LOSS INSURANCE ON LIVES OF
AGENTS INSURED UNDER THE
SPECIAL AGENTS INSURANCE FUND

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 C.I./JS

On March 17, 1955, the Executives' Conference, consisting of Messrs. Tolson, Boardman, Nichols, Harbo, Mohr, Conrad for Parsons, Rosen, Tamm, Holloman, Sizoo and Belmont, considered the advisability of additional reinsurance coverage, above and beyond the coverage the Special Agents Insurance Fund has at the present time. At this time, the Special Agents Insurance Fund is insured against catastrophes to the extent it pays \$10,000 each to beneficiaries in connection with the first 5 deaths, and its policy with Lloyd's of London covers payments to the beneficiaries of 25 Agents over the first 5 incident to any single catastrophe.

BACKGROUND

At the latest meeting of the Governing Board of the Special Agents Insurance Fund, held on November 22, 1954, a discussion was held as to the advisability of additional reinsurance coverage above and beyond the present coverage. The present coverage insures against catastrophes to the extent the Fund pays \$10,000 each to beneficiaries in connection with the first 5 deaths, and its policy with Lloyd's of London covers payments to the beneficiaries of 25 Agents over the first 5 incident to any single catastrophe. Annual rates were obtained from Lloyd's of London for additional reinsurance coverage, wherein Lloyd's of London offered a rate of 20¢ per Agent for 50 Agents over the first 30; 25¢ per Agent for 100 Agents over the first 30; or 27½¢ per Agent for 200 Agents over the first 30. The above rates would be in addition to the present coverage, for which a premium of 25¢ per Agent for 25 Agents over the first 5 is paid. The members of the Governing Board are

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

WFB:LL

- (9)
- cc - 1 - MR. HARBO
- cc - 1 - MR. SIZOO
- cc - 1 - Mr. Boardman
- cc - 1 - Mr. Belmont
- cc - 1 - Mr. Cleveland
- 5 cc MAR 22 1955
- 1 yellow copy

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MAR 22 1955

Mr. A. H. Belmont, Chairman, and Messrs. A. Rosen, Q. Tamm, W. M. Whelan and R. J. Abbotichio. These members were furnished the above information by Mr. Belmont and were asked to advise whether they considered it desirable to obtain additional reinsurance. Upon receipt of their replies, it was found that Mr. Rosen favored additional reinsurance; Messrs. Tamm and Belmont opposed additional reinsurance; and Messrs. Whelan and Abbotichio felt it was not necessary to obtain additional reinsurance but were open to further arguments concerning the matter.

EXECUTIVES' CONFERENCE RECOMMENDATIONS:

Messrs. Tolson, Boardman, Harbo, Conrad for Parsons, Tamm, Holloman, Sizoo and Belmont were opposed to additional reinsurance, on the basis that the probability of any catastrophe involving more than 30 Agents was remote and, consequently, the cost of reinsurance was not warranted even though such cost would be met by accumulated interest from the Special Agents Insurance Fund.

Messrs. Nichols, Mohr and Rosen felt it was possible there would be a catastrophe involving a large group of Agents. Therefore, they felt that reinsurance for an additional 200 Agents over the first 30 should be obtained, inasmuch as the cost would be met through accumulated interest from the Fund and would amount to only approximately \$1,650 a year over and above the approximately \$1,200 a year now paid to cover 25 Agents over the first 5, making the total cost a year approximately \$2,850 (on the basis of 6,000 Agents).

In the event you agree with the majority, no steps will be taken to increase the reinsurance at this time.

1
Louise
H

Respectfully,
For the Conference

✓
Glyde Tolson *gk*

Mr. Tolson

3/22/55

The Executives Conference

XIN-SERVICE CLASS SCHEDULES ON
PALM SUNDAY AND EASTER SUNDAY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CJS

On 3/22/55, the Conference, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont and Harbo, was advised that in prior years we have dispensed with any training activity at Quantico on Palm Sunday and Easter Sunday. This means that adjustments must be made in connection with five hours of training usually given on Sunday afternoon.

The Conference unanimously recommended that the practical arrest problems be reduced from five hours to four hours and that the remaining four hours needed be provided by two 2-hour evening sessions, one to be held the first Tuesday the classes are in session and the other to be held the second Monday the classes are in session.

If the foregoing recommendation is approved the schedules will be adjusted accordingly.

cc: Mr. Harbo
Mr. Sizoo

RTH:gsr
(5)

OK ✓
H
B

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EX-120

66-2554-10240
MAR 23 1955

RTH

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

66 MAR 24 1955

MR. TOLSON

3/22/55

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 2/18/92 BY SP5 CI/JS

RETENTION OF STENOGRAPHIC NOTES

The Current Rule

Stenographic notes are to be retained for a period of 30 days after the stenographic notebook has been filled; thereafter a supervisory employee will destroy the stenographic notebook. (Field Stenographers' Manual, Section 1, page 3, item C, 1(e)).

The Question

In order to be able to fix responsibility for errors for a period longer than 30 days, should the rule be changed so that stenographic notes can be retained for 90 days?

Observations

Inspectors E. D. Mason and H. C. Van Pelt, SACs Kelly of New York, Foster of Newark and ASAC H. B. Fletcher of Washington Field Office all agree that the current rule should be continued without change. Their conclusions are based upon:

1. Space problems..... it takes five full file-cabinet drawers to retain stenographic notebooks for 30 days in the New York Office; it would take 15 drawers to retain the books for 90 days; space is at a premium in New York.
2. Good paper work management demands getting rid of unnecessary documents at the earliest practicable time; 30 days has been shown to be practicable over a period of years.
3. There have only been a few instances when it has not been possible to fix stenographic responsibility for an error because the stenographic notes were destroyed; an additional 60-day interval of retention will perform no magic and there has to be a point beyond which stenographic notes will not be retained and 30 days seems to be a logical point.

cc-Messrs. Boardman
Harbo

66-2554-12241

RECORDED - 25

Tolson _____
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 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____

EDM:DMC

24

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr

The Conference today, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont and Harbo, unanimously recommended that in the future stenographic notes be retained for a period of sixty days after the notebook has been filled, both in the field and at the Seat of Government. It was felt that this extension of the period would make it possible in most instances to fix responsibility for stenographic errors.

OK
7/10

Jan 21 1940
RTH

MR. TOLSON

3/4/55

EXECUTIVES' CONFERENCE

ACCURACY IN INVESTIGATIVE REPORTS AND
IN COMMUNICATIONS PREPARED BY
SEAT OF GOVERNMENT EMPLOYEES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY 245 CI/JS

Present at the Executives Conference on 3/3/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Holloman and Mason.

The Conference considered ways and means of attaining greater accuracy in documents. The Conference pointed out that at the present time in view of the intense interest in attaining accuracy, explanations are being obtained for all errors discovered including those of a typographical nature wherein no embarrassment is likely to result and the substance of the communication is not changed. The program of obtaining such explanations is resulting in a tremendous amount of extra work at the Seat of Government and in the field. The Conference sought a method of controlling communications, assuring accuracy and impressing upon employees the need for constant attention to paper work control and accuracy.

EXECUTIVES CONFERENCE CONSIDERATION

The Conference unanimously recommends that the following program be applied to both the field and the Seat of Government:

1. Any substantive error in an investigative report or any other type of document be handled on an individual basis and explanations be obtained and administrative action be considered.
2. If an error makes it necessary for the Bureau to require a corrective memorandum to the Division of Records of the Department of Justice or any other agency, appropriate explanations be obtained and administrative action be considered.
3. That good judgment be exercised and explanations not be required for typographical errors within the organization or other errors of a routine type. When such a routine error is discovered, the Seat of Government Supervisor should prepare an appropriate error form (such a form is in existence) to the field office in order that the SAC may be aware of the error and bring it to the attention of the appropriate employees, and make a routine notation in the error folder of the employee for use in the preparation of that employee's next performance rating (an error folder is a

Tolson _____
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 Sizoo _____
 Winterrowd _____
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 Holloman _____
 Gandy _____

cc-Messrs. Sizoo and Harbo

RECORDED - 13
EX-125 INDEXED - 13
66 2557-12242

56 MAR 24 1955 [Handwritten initials and signatures]

Memorandum to Mr. Tolson

separate folder for each employee into which is dropped communications not suitable for the personnel file, but which will be helpful in evaluating the efficiency or lack thereof of the employee concerned; items which should be considered in the next performance rating of the employee.)

4. It will be the responsibility of each SAC to be aware of the typographical and nonsubstantive errors of the employees of his division and, if any employee, typist, stenographer, Agent, Supervisor or otherwise is responsible for as many as five nonsubstantive errors during any six-month period, the Division head (field or Seat of Government) shall prepare an appropriate communication summarizing the employee's error record and offering recommendations as to administrative action.

5. The Conference felt that the same rule should apply to the Seat of Government as to the field.

If you agree, appropriate instructions will be issued.

*I concur but I
don't want No. 3 to be
abused. It has been in the
past. All too many typographical
errors have been made both in
the field & at the Seat of Govt. &
that must cease.*

THE BUREAU

3/16/55

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CIP/B

FBI AMERICAN LEGION POST #56 PISTOL CLUB

On 3/16/55 the Executives Conference, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen, Holloman and Harbo, considered the proposal that the FBI American Legion Post #56 Pistol Club be permitted to use the FBI Indoor Range on Saturday mornings between 10 and 11 AM with the express provision that all expenses in connection with targets and ammunition will be borne by the American Legion Post; further, that members of the pistol club who are not FBI employees will not be permitted to shoot on the indoor range. Two members of the FBI American Legion Post are Agents qualified as administrative firearms men and it would be required that one of them be present and in charge at each meeting.

Messrs. Tolson, Boardman, Mohr and Harbo recommend unfavorably on the ground that the possibility of accident always exists with resultant possibility of a tort claim against the government and other possibility of embarrassment to the Bureau.

Messrs. Nichols, Holloman, Hennrich, Sizoo, Parsons and Tamm recommend favorably. They point out that only Bureau employees will be permitted to attend, that we have previously permitted members of the FBI Recreation Association Pistol Club from time to time to use the Indoor Range and that this is a desirable activity of the type the Bureau sponsors for its employees through the FBIRA.

Respectfully,
FOR THE CONFERENCE

C. Tolson

MAR 23 1955

RECORDED - 83
INDEXED - 83

- Tolson _____
- Boardman _____
- Nichols CC - Mr. Sizoo
- Belmont _____
- Harbo _____ Mr. Harbo
- Mohr _____
- Parsons _____
- Rosen RTH:HD
- Tamm (5)
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

71 MAR 25 1955

Mr. Tolson

3/22/55

Executive Conference

SUGGESTION NUMBER 109-55
MADE BY ASAC HERBERT K. MOSS
ST. LOUIS OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP3 C.I./JS

SUGGESTION:

ASAC Moss suggested that each field office be authorized to maintain one or more master Identification Order files in addition to the one currently required to be maintained by each field office. Purpose is to have extra complete sets of IOs which Agents can use for exhibits to police, informants and witnesses.

PRESENT PROCEDURE:

Each field office maintains one complete set of Identification Orders, required by Manual of Rules and Regulations, Page 5, Section 8, 13. Additional Identification Orders are kept in case files and Special Agents may keep them.

ADVANTAGES STATED:

Will provide a practical and expedient method for each field office to exhibit to its informant coverage the complete outstanding Identification Orders and should result in development of information regarding outstanding Identification Order subjects.

DISADVANTAGES STATED:

Agents would have to return IO files to office.

SAVINGS:

Savings cannot be estimated. Offsetting cost of keeping these files.

OBSERVATIONS:

SAC Wilcox, St. Louis Office, recommended adoption. The complete sets of Identification Orders would be available when Special Agents need a complete set for display to police officers and others outside the office. Only disadvantage is that Agents would have the burden of returning each set charged out. SAC Murphy, Dallas Field Office, has no objection to the suggestion but sees no value in it.

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

Pertinent Identification Orders have always been available when needed. SAC McIntire, Detroit Field Office, sees no particular advantage or disadvantage. He feels the suggestion adds another burden of paper work and should not be adopted unless some definite value can be foreseen. SAC Laughlin of Washington Field Office sees no need for

RECORDED - 73
INDEXED - 73

cc: Mr. Harbo and Mr. Sizoo
DJD:mew

66-2554-12244
RO

MAR 24 1955

66 MAR 24 1955

DP

these extra IO files and remembers no occasion in which they would have been valuable. SAC Hastetter, Chicago Office, and SAC Kelly, New York Office, agree. Inspectors Van Pelt and Nugent also agree. Assistant Director Rosen, Investigative Division, approves the suggestion. An extra file of Identification Orders could be charged out by Agents and eliminate bringing persons to the office to view Identification Orders and save time required for removing individual Identification Orders from case files. These "files" of Identification Orders should be classified as albums and charged out only on the approval of the SAC, ASAC, or Supervisor.

This suggestion comes within the purview of the normal duties of ASAC Herbert K. Moss.

RECOMMENDATIONS:

1. That the suggestion not be adopted.
2. That no financial award be given. If an award is given it must be computed according to the official table for "intangible" benefits of "minor" value for "Bureau-wide" application. The smallest award in this category shown in the table is \$100.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr

The Conference of 3/22, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont and Harbo, recommended unanimously unfavorable in view of the additional administrative work involved in the field which would not be justified by the possible results anticipated.

Mr. Tolson

3/22/55

Executive Conference

SUGGESTION #104-55
MADE BY SAC RICHARD H. HOSTENY
SPRINGFIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CE/JS

SUGGESTION:

SAC Hosteny suggests that a ~~flash~~ flash notice be placed in the Identification Division against all current criminal and security informants so that the field office handling an informant will be advised of information concerning him which reaches the Identification Division. If no fingerprints on file, place the flash notice against informant's name.

This suggestion comes within the purview of SAC Hostetter's regular duties.

PRESENT PROCEDURE:

Flash notices are not maintained against either the fingerprints or the name of an informant.

ADVANTAGES STATED:

A further control and check on informants; field offices would be advised of information some informants may try to conceal.

DISADVANTAGES STATED:

None.

OBSERVATIONS:

Assistant Director Tamm of Identification Division states that flash notices can be placed against fingerprints but should not be placed against names, where fingerprints not available because experience shows that positive identification cannot be made without fingerprints. It was once the practice to post flash notices unsupported by fingerprints but this is no longer done, even in connection with Security Index subjects. If these flash notices are approved, the Identification Division would like to receive Form 1-12 (for posting the flash notice) from field offices on a staggered basis, not to exceed 500 a week, in order to process them without greatly interrupting other work. Cost of processing flash notices against fingerprints on file is approximately \$.30 per notice.

- Tolson _____
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- Tele. Room _____
- Holloman _____
- Gandy _____

Mr. Tamm also suggested that informants might be asked to provide their fingerprints.

cc: Mr. Harbo & Mr. Sizoo

DJD:me
RECORDED - 71
INDEXED - 71

66-2554 - RPT 2245
16 MAR 23 1955

71 MAR 25 1955

Assistant Director Parsons, FBI Laboratory, points out that 4 of these cameras are kept in the Laboratory for field use where needed. A number of offices have recently requested Polaroid cameras but none of the requests have been approved since the limited need did not appear to justify the expense of buying such cameras. Moreover, in most emergency situations, photographic prints can be made in a short time in the field office or through special arrangements with the contract photographer. The Polaroid print is inferior to normal prints and extra copies of the normal print can be made at a fraction of the cost required for Polaroid prints. Each original Polaroid print costs 20¢, the cameras cost \$69.95 each and it would cost \$3,627.40 to supply the field offices alone with one camera each, not including Resident Agencies. The FBI Laboratory recommends against adoption of the suggestion.

RECOMMENDATIONS:

1. That the suggestion not be adopted.
2. That if the suggestion is adopted, no financial award be made. SA Hearn has already been thanked by personal letter for making the suggestion. If an award is made, it must be based on the table for intangible benefits and would be classified as a suggestion of "minor" benefit and "general" application, in which case the minimum award is \$100.00 and the maximum is \$150.00.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr

The Conference on 3/22, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont and Harbo, recommended unanimously unfavorable for the reasons indicated herein, including the fact that the needs of most offices are better served with the camera equipment presently on hand. The Conference felt a request received from any individual office which had a special need for a Polaroid type camera should be considered in the light of the circumstances cited in support of each such request.

J. J. [Signature] RTH

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr

The Conference of 3/22, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont and Harbo, was unanimously unfavorable. The Conference felt that the cost involved would not justify the results that could be anticipated. With reference to security informants, the possibility of current arrests would be of major significance if the informant were to be used as a witness in the trial of a case. An informant would not be so used without a thorough current check of his activities which would include a check of his criminal record. Criminal Informants would rarely be used as witnesses.

V. RTH
gsr

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

Mr. Tolson

3/22/55

EXECUTIVE CONFERENCE

SUGGESTION #125-55 made by
SA GLENN H. HEARN
BIRMINGHAM OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/10/92 BY SP5 CEF/JS

SUGGESTION: That the Bureau supply Polaroid cameras for field offices and Resident Agencies to use in obtaining instant photograph of subjects.

This suggestion comes within the purview of the normal duties of a Special Agent. SA Hearn's supervisor is SAC J.A. Robey.

PRESENT PROCEDURE: The FBI Laboratory maintains 4 Polaroid land cameras and they are available for field use where needed.

ADVANTAGES STATED: If a subject is arrested and it is necessary to immediately send an air-tel to other offices requesting investigation in the case, photographs of the subject could be taken with a Polaroid camera and sent with the air-tel as enclosures. It would not be necessary to send the photographs a day or two later as must be done now with the standard camera equipment.

DISADVANTAGES STATED: None.

SAVINGS: None. The FBI Laboratory states that it would cost \$3,697.40 to supply one of these cameras to each field office, not including Resident Agencies.

OBSERVATIONS: SAC Robey, Birmingham Office, says he believes this suggestion warrants consideration. SAC Johnson, Oklahoma City Office, said he does not believe any material advantage could be had by the Bureau from using this camera. SAC Blaylock, Indianapolis Office, agrees. Assistant Director Rosen, Investigative Division, stated his division feels some advantage would result from the use of Polaroid cameras, subject to approval of the FBI Laboratory on technical aspects and Administrative Divisions to availability of funds.

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- Mohr _____
- Parsons _____ cc - Mr. Harbo
- Rosen _____ Mr. Sizoo
- Tamm _____
- Sizoo _____ DJH:cs
- Winterrowd _____ (5)
- Tele. Room _____
- Holloman _____
- Gandy _____

RECORDED - 71
INDEXED - 71

66-2554-1224 JB

16 MAR 23 1955

71 MAR 25 1955

EX-112

RJ

Mr. Tolson

3/16/55

Executive Conference

SUGGESTION NUMBER 1039-54
MADE BY MISS [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/82 BY SP8 EIB/S

SUGGESTION:

Miss [REDACTED] suggested that field offices prepare abstracts submitting Form FD-132 requesting Bureau approval of a proposed Police training school. Purpose is to eliminate the preparation of abstracts on the Expedite Processing Desk.

PROPOSED SOLUTION:

Form FD-132 comes in from field offices without an abstract. Form must be sent immediately by the Expedite Processing Desk of the Training and Inspection Division. That desk must prepare an abstract for each form in order to put the form fully on record. It is returned to the Records Section.

ADVANTAGES:

The suggested advantage was to make preparation of the abstract unnecessary at the Seat of Government and thus handle these forms like any other mail from the field offices.

DISADVANTAGES:

None stated.

RECOMMENDATIONS:

Miss [REDACTED] suggestion was not adopted but it prompted study of the problem. The solution now adopted is to send these forms to the Training and Inspection Division without making an abstract or doing any other processing on the Expedite Processing Desk. When the forms are returned from the Training and Inspection Division they are filed as "not recorded" which is a means of placing correspondence on record without an abstract as contrasted to placing them fully on record with an abstract.

The Records Section computes savings of \$1,389.73 annually. Total savings the cost involved in preparing approximately 2,340 abstracts being cost of 59¢ each.

Belmont: [REDACTED]
Harbo: [REDACTED]
Mohr: [REDACTED]

RECORDED - 60

66-2554-12247

Parsons: [REDACTED]
Rosen: [REDACTED]
Tamm: [REDACTED]
 Sizoo: [REDACTED]
 Winterrowd: [REDACTED]
 Tele. Room: [REDACTED]
 Holloman: [REDACTED]
 Gandy: [REDACTED]

INDEXED - 60

MAR 24 1955

MAR 25 1955

RJ

The problem presented by this suggestion is what to do when an employee's suggestion is not adopted as submitted but the suggestion serves to open the door to the examination of a problem and that examination results in a considerable financial savings for the Bureau. Records Section recommended that Miss [redacted] be given an appropriate cash award.

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b7c

EXECUTIVES CONFERENCE CONSIDERATION: RTH:GSR 3/16/55

The Conference of 3/15/55, composed of Messrs. Tolson, Nichols, Boardman, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman and Harbo, was unanimously of the opinion that a cash award should not be made to an employee under these circumstances.

Mr. Tolson

3/22/55

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 EIJ/JS

SUGGESTION #88-55

MADE BY [REDACTED] GLEDE
BALTIMORE OFFICE

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b7c

SUGGESTION:

Mr. [REDACTED] suggested that ~~small FD forms, such as FD-4, FD-5, and FD-197 (copies attached), be bound in pad form with a war lacking along the upper edge as in the case of 5 x 8 notepads.~~

Mr. [REDACTED] is a clerk in the Baltimore Office and this suggestion comes within the purview of his regular duties. His supervisor is SAC D. K. Brown.

PRESENT PROCEDURE:

No Bureau forms are issued in pads at this time.

ADVANTAGES STATED:

Binding the pads will reduce the normal loss expected of loose forms which fall off the pile, get lost in cabinets and so forth. It will facilitate counting the number of forms on hand because they will be printed at the rate of a certain number to a pad. It will make the supply room more neat. It will enable the Agent to keep a pad of routing slips, for example, on his desk and pull one off when needed. Instead of reaching in a drawer to take one from a loose pile.

DISADVANTAGES STATED:

None.

RECORDED - 88
INDEXED - 88

66-2554-12248

29 MAR 24 1955

OBSERVATIONS:

SAC D. K. Brown, Baltimore, Office, recommends adoption, stating the new procedure would aid materially in general office house-keeping and that it has "the additional attractive feature of being economical."

Mr. Renneberger, Mechanical Section, said he believes the suggestion is worthy of adoption. Mr. Mohr concurs. The Mechanical Section can easily pad forms FD-4, FD-5, FD-197 and some other smaller forms by using present equipment, possibly needing additional equipment estimated to cost \$50. The padding of these 3 forms would also require approximately one-half the labor of an unclassified employee earning \$2974.00 annually. The cost of glue for 60,000 pads of FD-4 printed annually (100 sheets per pad) would be \$120. The glue cost for 90,000 pads of FD-5 printed annually would be \$270. The glue cost for 850 pads of FD-197 printed annually would be \$3.00. Total estimated labor and glue costs for padding these 3 forms annually would be approximately \$1950.00.

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- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Harbo and Mr. Sizoo

Attachment
35D:mem
MAR 25 1955

Handwritten initials: RB, M, DP

The suggester claims a saving in forms lost by stating, "hypothetically assuming that an average of five of these forms (meaning forms FD-4, FD-5 and FD-197) combined, become mutilated or lost in the average field office in the twenty-four-hour workday, this would amount to approximately 150 forms a month. This figure mounts substantially when multiplied by the 51 Bureau field offices." Carrying out the suggester's calculation, approximately 93,600 forms would be lost annually in Bureau field offices. Figuring this loss at the cost of Form FD-4, which is approximately \$1.00 per thousand sheets, the loss would be \$94 annually on all three forms.

SAVINGS:

The savings of \$94, calculated above, would be far more than offset by the approximately \$1950 cost of padding forms FD-4, FD-5 and FD-197. No estimate of intangible savings can be made.

RECOMMENDATIONS:

1. That the suggestion not be adopted.
2. That no award be given. Suggester has already been thanked by personal letter for making this suggestion.

NOTE: If an award is given, it must be calculated on the basis of intangible benefits because there is no tangible saving of money. According to the prescribed table for intangible benefits this suggestion is of a minor nature but of Bureau-wide application and the minimum award would be \$100.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr

The Executives Conference of 3/22, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont and Harbo, was unanimously unfavorable in view of the added costs involved.

Mr. Tolson

3/16/55

Executives Conference

SUGGESTION #81-55
MADE BY [REDACTED]
LOS ANGELES OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 EIJ/JS

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b7c

SUGGESTION:

It is suggested that ~~Form FD-290~~ (Semiannual Listing of Delinquent Matters) (see exhibit #1) be printed as a 3x5 fanfold in triplicate with carbon/preinserted (see exhibit #2). The new form would be received at the Bureau in an original and a copy. The copy would go to the Supervisor handling that case and the original would be kept in the office of the Assistant Director having charge of that class of cases until the subsequent form was received. Form FD-290 is now kept by the Assistant Director for one year; it is not filed in the Records Section. Field offices file it for three years.

ADVANTAGES:

The suggester feels the adoption of this suggestion would save clerical time, duplication of work and paper.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

SAC Malone, Los Angeles, states suggestion has considerable merit and recommends adoption.

Mr. W. A. Branigan of the Domestic Intelligence Division points out that a form similar to the proposed form is now used by the New York and Los Angeles Offices. Mr. Branigan believes this suggestion has considerable merit from the standpoint of simplifying compilation in the field with consequent savings. He further states that from a supervisory standpoint at the Bureau, the small form restricted to the listing of one case has been found easier to print. Mr. Belmont concurs in the favorable recommendation of Mr. Branigan.

Mr. Rosen, Investigative Division, states that while the suggestion appears to save clerical time in the field, it presents

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- Tele. Room _____
- Holloman _____
- Gandy _____

cc - Mr. Harbo
Mr. Sizoo

RECORDED - 14
INDEXED - 14

66-2554 - 12249

Attachments
DJD:mew/cs
(5)

7 MAR 25 1955

60 MAR 29 1955

filing problem at the Bureau, mainly in space. Mr. Rosen recommends that prior to the adoption of this suggestion it be determined from a survey of representative offices if any appreciable time would be saved by the suggested form.

SAC Laughlin, Washington Field Office, states that he sees no advantage in utilizing the suggested form and prefers the present system of listing delinquent matters.

SACs C. W. Brown, R. L. Murphy, Maynor, Werner and Wily were questioned concerning this form while at SOG on Friday, 2/25/55. They all agreed on the following points: (1) the new form would appear to be of value to the SOG in that the first copy of each form received here can be sent to the Supervisor handling the case involved and be used by him as an aid to administration; (2) the second copy, which will be kept in the field office, has some possible value for use as a tickler by the SAC though the actual use to be made of it, if any, will not be clear until some trial has been made. Some offices might find this tickler to be of real value while others will not use it at all. Form FD-29d is of no value for use as a tickler; (3) the field office cost of making up the two forms will be identical insofar as it can be estimated or predicted at this time.

The SACs mentioned immediately above were unanimously in favor of adopting the new form unless it is necessary to keep the new form on file in the field office for three years as in the case of Form FD-29d. If such filing is required, the SACs are unanimously against adoption of the new form because of the large bulk of filing space which would be required.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/4/55

Present at the Executives Conference on 3/3/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Holloman and Mason.

The Conference unanimously favored this suggestion. If you agree, there are attached: (1) Proposed letter to advising of the adoption of her suggestion; (2) Proposed change for Manual of Rules and Regulations in order to put the suggestion into effect; (3) Proposed SAC Letter advising the field of the changes being made in this form. (4) Proposed revision of Form FD-29d as redesigned by Forms Management Desk from form submitted with instant suggestion (see Exhibit #3).

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b7c

The Director

3/16/55

^O
The Executives Conference

WAR PLANS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CI/JS

On March 16, 1955, the Conference composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman and Harbo considered whether war plans should continue to be coordinated in the Training and Inspection Division or whether this program should be coordinated by the Domestic Intelligence Division.

Strictly speaking, war plans in the Bureau consist of plans relating to air raid shelters, evacuation, security of records and personnel, and continuity of official operations prior to, during and subsequent to an emergency such as a hostile attack. This includes plans for the destruction of records if necessary. Since July, 1950, the Training and Inspection Division has been designated to handle the coordinating function to insure that the program was closely followed and administered properly.

Plans for the detention of Communists, the protection of certain foreign diplomats and other investigative and intelligence work during an emergency period have not been considered a part of what the Bureau has referred to as its war plans as referred to above. The detention of Communists and related programs in event of war are supervised in the Domestic Intelligence Division.

At present almost all of the pending matters relating to war plans pertain to problems involved in operating at our relocation site, including coordination with Departmental officials. Related items pertaining to the detention of Communists and other programs presently under the supervision of the Domestic Intelligence Division are also substantially involved. It was pointed out to the Conference that it would be easier for the Director if the supervision of all phases of the Bureau's activities involved in or related to the war plans were consolidated in one division.

Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Holloman and Harbo recommend that the present function as coordinator

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- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Harbo
Mr. Sizoo
Mr. Belmont
Mr. Mason

RECORDED-32

INDEXED - 32

166-25547-12250

MAR 30 1955

MAR 1 1955

EX-125

A

of war plans be transferred from the Training Division to the Domestic Intelligence Division. If this recommendation is approved SA James E. McArdle of the Training Division, presently assigned to this project, would be transferred to the Domestic Intelligence Division. This would provide a fixing of the responsibility in one division and would simplify administrative problems within the Bureau.

Messrs. Boardman, Nichols and Hennrich were opposed to the change on the ground that the Domestic Intelligence Division is already heavily burdened with important responsibilities especially those dealing with operations to be carried forward in the event of war. The proposed transfer would increase this already heavy load. They believe that the coordination of the administrative phases of the war plans should continue to be handled in the Training and Inspection Division with close liaison between the two divisions.

Respectfully,
For the Conference

Glyde Tolson

MR. TOLSON

3/29/55

EXECUTIVES CONFERENCE ~~CONFIDENTIAL~~

2/18/92
Classified by ~~SP5 EJS~~
Declassify on: ~~OADR~~

SIMPLIFICATION OF REPORT WRITING

SUGGESTION: That in all investigations the person being investigated be referred to by his or her proper name, or name most frequently used.

BUREAU PROCEDURE: In Security of Government Employee cases the person under investigation may not be referred to as subject; the person may be referred to by name or as the "applicant" or "employee." In investigations of employees of [redacted]

[redacted] the person under investigation may not be referred to as subject, but must be referred to by name or as the "employee" or "applicant." It is customary in criminal cases to refer to the person under investigation as suspect or subject. In Application for Pardon after Completion of Sentence or Application for Executive Clemency cases, the person under investigation should be referred to as "applicant." In routine applicant investigations of various types, the person under investigation is called "applicant," or sometimes "employee" if a job has already been granted. In writing reports under the character International Labor Organization and the character World Health Organization, the person under investigation is to be referred to as a "delegate."

COMMENTS: Messrs. Boardman, Mohr, Rosen and Sizoo recommended against the suggestion for the following reasons; (1) The new system might lend itself to misspellings where the person being investigated has a lengthy foreign name; (2) The present terminology is more impersonal to the person reading and evaluating the report; (3) The use of terms like "employee," "delegate," etc., is a continual reminder to the Agent of the type of case he is handling; (4) No difficulty has been experienced by using the present system; (5) The Special Agent writing the report is allowed to use the name now to break up repetition of "employee," "delegate," etc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

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Mr. Belmont recommended against the suggestion for the reasons set out above and made the following additional comment: "it is pointed out that in some investigations persons of the same name as the subject will be interviewed. This would cause confusion unless the full, complete names of the parties were used."

67 MAR 31 1955

RECORDED-24
INDEXED-21
~~CONFIDENTIAL~~

66-2554-1225

24 MAR 31 1955

(6) CC-Mr. Harbo, Mr. Sizoo

Memorandum to Mr. Tolson
Re: Simplification of Report Writing

~~CONFIDENTIAL~~

Mr. Parsons recommended against the suggestion and commented that it would be more of a burden to distinguish between persons of same or similar names both in preparing and reviewing reports.

Messrs. Nichols, Harbo and Tamm had no objection to the suggestion.

RECOMMENDATIONS: The Report Writing Committee recommends for the suggestion (1) in the interests of uniformity, and (2) to avoid the embarrassment to the Bureau that can occur if the designation "subject" is applied to an individual being investigated in an applicant-type case.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/29/55

Those present at the Executives Conference on 3/28/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason.

The Conference unanimously recommended that the present practices of describing individuals as applicant, employee, subject or delegate continue without adopting the suggestion which would require that all persons investigated be referred to by their proper names.

No further action appears necessary.

~~CONFIDENTIAL~~

MR. TOLSON

3/30/55

EXECUTIVES CONFERENCE

F.B.I. M.A.

NATIONAL ACADEMY GRADUATION
JUNE 10, 1955

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY SP5 CII/JS

The Executives Conference on 3/29/55, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont, Holloman and Harbo, unanimously recommended the following as speakers for the National Academy graduation exercises on June 10:

1. Father Theodore Hesburgh, President, University of Notre Dame. Father Hesburgh has been reported as an ardent admirer of the Director and the Bureau, and as an excellent speaker who makes a fine personal appearance. Bureau files have been reviewed and nothing derogatory found.

2. Secretary of the Air Force Harold E. Talbott. Attached hereto is a memorandum dated 2/20/53 which summarizes the results of a special inquiry investigation conducted of him by the Bureau prior to his appointment.

The conference recommended that Dr. Edward Hughes Pruden, Pastor of the First Baptist Church, Washington, D. C., be invited to give the invocation and benediction.

In December, 1954, Bureau files were reviewed concerning 10 clergymen in the District of Columbia for possible participation in the graduation exercises. One of those was Dr. Pruden. The following pertinent information was set forth at that time. In 1941 a confidential informant advised that in the summer of that year Dr. Pruden was listed as one of the sponsors of the Washington Committee for Aid to China. This organization has been cited by the House Committee on Un-American Activities. Dr. Pruden's name appeared in the active indices or mailing list of the United Spanish Aid Committee in June 1942. This organization has been cited by the Attorney General. In 1942 an informant advised that Dr. Pruden's name appeared on the list of the Executive Committee of the Spanish Refugee Relief Campaign. Dr. Pruden was at that time President of the Washington Federation of Churches. The Spanish Refugee Relief Campaign has been cited as a communist front.

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Enclosure (1)

RTH:HD

(7) APR 1 1955

CC - Mr. Harbo, Mr. Sizoo
Mr. Nichols, Mr. Rogers

RECORDED - 30

INDEXED

66-2554-12752

16 MAR 31 1955

RB

Washington Field Office report dated 5/26/41 set forth the membership list of the Capital City Forum, an alleged radical lecture group in the District of Columbia. Dr. Pruden's name appeared on the membership list.

Bureau conducted an investigation concerning Dr. Pruden in June and July 1951 under the character "Special Inquiry - State Department (Voice of America)". No derogatory information other than that set forth above was developed.

There is no indication, however, that Dr. Pruden was aware of any communist influences in any of the above-mentioned committees. It will be recalled that he is the pastor of the church previously attended by President Truman. Dr. Pruden is very well known to SA M. A. Jones of Crime Records who regards him very highly.

If the foregoing recommendations are approved, appropriate letters of invitation will be prepared.

I agree as to proposed
speakers but I suggest
Dr. Pruden not be invited

3/30 ✓

I concur
H

Mr. Tolson

3/17/55

The Executives Conference

CASH AWARDS FOR SUGGESTIONS

On March 15, 1955, the Conference, composed of Messrs. Tolson, Nichols, Boardman, Mohr, Tamm, Parsons, Sizoo, Hennrich, Holloman and Harbo, considered the following two questions: (1) whether ten dollar awards (minimum awards) should be made to supervisory employees, (2) whether members of Streamlining Committees should receive ten dollar awards (minimum awards) for suggestions which originated with them.

The Conference was unanimously of the opinion that minimum awards of ten dollars may properly be made to supervisory personnel when the suggestion relates to a matter not within their supervisory jurisdiction; but awards to supervisors for suggestions on matters within their supervisory responsibility should be made only for suggestions of extraordinary value, which would obviously result in an award in excess of ten dollars.

With reference to minimum ten dollar awards to members of Streamlining Committees for suggestions which originated with them, the Conference unanimously believes that it is quite proper and desirable that such awards be made; however, the memorandum submitting the recommendation should in each instance clearly indicate that the idea involved in the suggestion originated with the employee submitting it. The Conference felt that obviously no award should be made to a member of a Streamlining Committee for a suggestion which came to his attention from another employee in his capacity as a Streamlining Committee member.

cc: Mr. Nichols
Mr. Mohr
Mr. Harbo
Mr. Sizoo
Mr. Mason

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/12 BY SP5 CEF/JS

RECORDED-48
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MAR 31 1955

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- Holloman _____
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66 APR 4 1955

347

term "also known as" by claiming he had never used any other name. It, therefore, appears that the suggestion is without any real merit and for this reason, the Investigative Division feels we should not change our present procedure.

Mohr,
3. Messrs. Boardman, Nichols, Belmont, Harbo, Parsons
and Tamm concur with suggestion.

RECOMMENDATION:

That suggestion be adopted and appropriate changes be made in the Manual of Rules and Regulations and the FBI Handbook. (Changes attached)

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:DMG 3/29/55

Those present at the Executives Conference on 3/28/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason.

The Conference unanimously recommended no change in the current use of the words "with aliases" and the words "also known as" in report writing. In other words, the Conference does not desire to adopt the suggestion.

Mr. Tolson

3-29-55

Executives Conference

STANDARDIZATION OF REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/82 BY 275 CI/JS

SUGGESTION:

The following suggestion has been made by the Report Writing Committee: In all cases, names other than the true name of the individual referred to, should not be referred to as aliases but by the expression "also known as" (abbreviation - aka).

BUREAU PROCEDURE:

The term "with aliases" is used in criminal type investigations to indicate the use of another name by the subject, whereas in applicant type investigations the term "also known as" is utilized.

COMMENTS:

The following comments were received as a result of a memorandum from the Director to all Assistant Directors dated 3-4-55 re Suggestions for Manual Revisions which set out the above suggestion of the Report Writing Committee and pointed out that embarrassment can result from using the term "with aliases" in a criminal type case where reports are disseminated and later findings show no offense was committed by the citizen.

1. Mr. Sizoo: Favors present system because term "alias" more accurately describes name, other than his own used by a criminal.

2. Mr. Rosen: Favors present system since police agencies throughout the world apply the term "with aliases" to criminals who assume other names for the purpose of carrying out nefarious schemes. The Bureau has done likewise.

For example, in check cases the criminal is not known to other individuals by the assumed name but rather he assumes the alias for the specific purpose of avoiding detection. Furthermore, it would further appear that should any person object to the

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

Attachment
cc: Mr. Harbo
Mr. Sizoo

RECORDED - 87
INDEXED - 57

66-2554-12754

16 MAR 31 1955

TWC:rlc
(5)

67 APR 1 1955

MR. TOLSON

4/1/55

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/10/92 BY SP5 CI/JS

The Executives Conference of March 31, 1955, consisting of Messrs. Tolson, Harbo, Boardman, Belmont, Sizoo, Parsons, Tamm and Mohr, considered the present Bureau policy with respect to the granting of annual leave. It was pointed out to the Conference that the Bureau's policy has been to grant annual leave on an "as earned" basis whereas the Department of Justice and some of the other governmental agencies follow the policy of crediting annual leave at the beginning of the leave year and letting an employee take the annual leave at any time during the year.

The Conference was advised that an employee with three years or less of service earns 13 days of leave per year; an employee with three years of service but less than fifteen years earns 20 days; an employee with fifteen years or more earns 26 days per year. At the present time employees are not permitted to accumulate more than 30 days of annual leave to their credit and any unused annual leave in excess of the 30 days is forfeited. Furthermore, new employees entering on duty cannot take annual leave during their first 90 days of employment.

With respect to advanced annual leave, the Bureau's policy has been to grant such only in emergency cases and not for vacation purposes. During the calendar year 1954, there were only eight instances in which advanced annual leave was granted to Bureau employees. In most instances where employees had insufficient leave, they took leave without pay or they had to forego the opportunity of a period of leave.

RECORDED 13
INDEXED 13

66-2554-122-55

Under present leave regulations, it is possible to credit employees with annual leave at the beginning of a leave year and permit them to take it at any time during the year. Seven governmental agencies were contacted and four follow the FBI practice and three permit advancing the annual leave at the beginning of the leave year. The leave year coincides with the calendar year. The three agencies which permit crediting of annual leave at the beginning of the leave year are the Department of Justice, which requires the employees to maintain a five-day annual leave reserve to which exceptions can be granted on justification, the Department of Agriculture and the Department of State. Agencies which follow the present FBI practice of granting annual leave to employees only on an "as earned" basis are Internal Revenue Service, Department of Commerce, Civil Service Commission and the General Accounting Office.

APR 5 1955

JPM:DW
(5)

CC - Mr. Harbo
Mr. Sizoo

The Conference was advised there were advantages and disadvantages in changing our rule to conform with the Department's rule. The advantages to changing the rule would be avoiding the necessity of making exceptions requiring the advancing of annual leave in cases as they arise. There is also the possibility that by changing our policy we will decrease our turnover figure, particularly among the newer, younger employees. We have no concrete facts on which to base this but we do know that many employees resign because they want to go back home. We feel that many of them if they had sufficient annual leave to go back home on a vacation for a period of at least two weeks would then return to their jobs in Washington happier and more satisfied and would forego resigning. Mr. Quinn Tamm pointed out he felt changing our policy would have a beneficial effect in cutting down the resignation rate in the Identification Division.

One of the disadvantages is that increased paper work would result in those cases where employees who had used annual leave in excess of their earnings resign. In other words, these employees would have a leave debt which they would have to pay. It is felt that pay backs would be kept to a minimum because we have a two-week delay in our payroll procedures and most employees have money in their retirement fund which could be attached to take care of uncollected pay backs.

The Conference unanimously recommended that for the calendar year 1955 we adhere to the same policy followed in the Department, namely crediting employees with the annual leave they earn during a leave year at the beginning of the year and permitting them to take the entire amount at any time during the leave year. As an example, an employee who had been in the Bureau's service for one year would be credited with 13 days of annual leave on January 1, 1955, which is the amount he would earn during the calendar year 1955, and he could take this 13 days at any time during the calendar year. The Conference felt that if the policy assisted in cutting down on turnover it would be of material benefit to the Bureau. They also felt if it resulted in abuses, we could always revert to our previous policy.

AC
H.

MR. TOLSON

3/31/55

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 2/18/92 BY SP5 CIP/JS

FBI NATIONAL ACADEMY ASSOCIATES;
PROPOSED CHANGE OF CONSTITUTION TO PROVIDE FOR ANNUAL
ELECTION OF OFFICERS BY MAIL

The Executives Conference on 3/31/55, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen and Harbo, considered what would be the most desirable procedure to follow in arranging for the change in the constitution of the National Academy Associates to permit an annual election of officers by mail. The proposed changes in the constitution would permit election of officers by mail vote annually, or at a regular annual business meeting, and also would provide that the president appoint a 5-man nominating committee to present a slate of officers to the membership. These provisions would be in lieu of existing provisions that (a) election of officers can be made only at annual retraining sessions, and (b) that the candidates shall be selected by nominations from the floor of the meeting, except that the president shall be selected from among the vice presidents in attendance.

There has been no retraining session of the associates since 1949 and consequently the present officers have held their positions since 1949. Newman Kimbrough, President of the Associates, has advised of receipt of a letter from Harold R. Dowd, First Vice President of the Associates (Chief of Police, Maplewood, N. J.), in which Dowd suggested Kimbrough call the Executive Board to Washington to discuss future operations of the association. Undoubtedly Dowd is interested in moving up to the presidency. The Executive Board consists of a total of 16 members and this would be a rather heavy drain on the treasury of the associates. Kimbrough is desirous of the Bureau's advice as to how he should proceed. In the meantime Kimbrough has answered Dowd's letter by indicating that he will consult with the Bureau.

The conference was unanimously of the opinion

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

RTH:ED
(6)

RECORDED-32

66-2554-12256

CC - Mr. Sizoo
Mr. Harbo
Mr. Rogers

INDEXED-32

24 APR 6 1955

66

APR 7 1955

Enclosure (1)

that we should first present to the associates for a vote by mail proposed changes in the constitution permitting annual election of officers by mail with a 5-man nominating committee appointed by the president to submit a proposed slate of candidates. After this question has been voted on by the membership, consideration then will be given to the desirability of further action to hold an election under the terms of the new constitution.

The conference further felt it was desirable that Mr. Rogers of the Training Division proceed to Montgomery, Alabama in order to personally go over these plans with Newman Kimbrough in detail.

If approved, the attached letter should be forwarded to Mr. Kimbrough.

OK
H.

MR. TOLSON

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

March 10, 1955

THE EXECUTIVES' CONFERENCE

~~CONFIDENTIAL~~

~~CONFIDENTIAL INFORMANTS~~

4/27/92
Classified by SP5 CI/JS
Declassify on: OADR
FOIA # 323,013

On March 10, 1955, the Executives' Conference, consisting of Messrs. Tolson, Boardman, McGuire for Nichols, Mason for Harbo, Rosen, Sizoo, Parsons, Tamm, Mohr, Holloman and Belmont, considered the action to be taken by the Bureau when an informant or a former informant is found to have furnished false information to the Bureau.

On occasion, the Bureau will determine that an informant or former informant has furnished false information to the Bureau. Regardless of how this determination is made, whether through the careful cross checks we apply to our informants or by other means, it has been the Bureau's policy that whenever we determine that there is reason to believe that an informant has been furnishing false information, the files of the Bureau must be checked and all information furnished by the informant must bear the evaluation showing the unreliability of this informant. This checking procedure extends to all agencies to whom information has been disseminated. There is no question that this procedure must be continued and that the corrections are to be made in accordance with recent instructions in a completely aboveboard manner so that no possible incorrect interpretation can be placed on the method of correction.

The Conference considered another aspect of this problem, namely, what action should be taken relative to discontinued informants who, through their speech, writings or actions, raise a doubt as to their reliability subsequent to their discontinuance as informants. The extent of possible unreliability of such persons varies exceedingly. For example: -

[redacted] - This individual was considered a reliable, valuable informant from 1943 until 1950 when he was discontinued as his demands for money grew to be excessive. Subsequent to his discontinuance, he became affiliated with an unscrupulous attorney named [redacted] and his testimony before Congressional Committees, his speeches and his writings have raised a question as to his reliability. There has been no question, however, concerning the reliability of the information he furnished while he was an informant.

RECORDED 13

66-2554-12257

INDEXED - 13

24 APR 1955

~~CONFIDENTIAL~~

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

Mr. Boardman
Mr. Belmont
Mr. Harbo
Mr. Sizoo

ORIGINAL FILED IN 66-6800-130-107

MEMORANDUM FOR MR. TOLSON

~~CONFIDENTIAL~~

b7D

[redacted] - This individual was an informant from 1942 until 1952 when he was discontinued as he was exposed through his testimony at the [redacted] trial. He was reliable as an informant. Since his exposure, he became affiliated with Attorney [redacted] and his activities have raised extreme doubt as to his reliability during the period subsequent to his discontinuance as an informant.

Paul Crouch - He has never been designated as a regular informant of the Bureau, but left the Party in 1947 and we interviewed him extensively and paid him for some of the information he furnished us. Consequently, he can be charged to us as an informant. Crouch has been a controversial figure. He has testified in a number of Government trials and hearings. He has been under attack by the Alsops but has not been discredited. The extent to which he could be considered unreliable is questionable; nevertheless, the question has been raised.

[redacted] - She was a confidential informant in New York from 1945 until 1952, when she was discontinued as New York's contacts with her reflected sudden development of possible instability. The information she furnished, as in other informant cases, was cross checked repeatedly where possible and is believed to be reliable. She was properly discontinued when a question arose as to a developing instability on her part. (X)

[redacted] - He was an informant in Philadelphia from November, 1949 until August, 1950, when he stated he was breaking off his association with the Socialist Workers' Party due to the fact that his double life was upsetting him and he was afraid of being discovered. In May, 1951, [redacted] indicated instability to the Philadelphia Office and in July, 1951, [redacted] father advised the Philadelphia Office that his son had been mentally upset for the last few months. [redacted]

b7D

There is no indication that the information he furnished while he was an informant is other than reliable. *calif*

[redacted] - He was an informant in the Los Angeles Office from June, 1950 to January, 1955, at which time he disappeared and attempted a hoax of kidnaping, subsequently turning up and publicly exposing his activities as a Bureau informant, making statements relative thereto that were patently false. Los Angeles has checked and re-checked the information [redacted] furnished while he was an informant and there is every reason to believe that he furnished accurate information during the time he was an informant.

~~CONFIDENTIAL~~

MEMORANDUM FOR MR. TOLSON

Executives' Conference Recommendation:

~~CONFIDENTIAL~~

The Executives' Conference unanimously recommended that the Bureau not attempt to go back and reevaluate the reliability of a former informant as to information furnished by him while he was an informant in the absence of a definite indication that the informant furnished unreliable information to the Bureau while he was an informant. The Conference felt that the Bureau does not have this responsibility, inasmuch as information, at the time it was reported, was reported in good faith and is still accurate despite subsequent activities on the part of the informant. To take any other course would mean not only a stupendous amount of work, but would in effect be causing the Bureau to guarantee the future reliability of all persons who furnish information to the Bureau.

For example, the information furnished by Elizabeth Bentley has been checked through all possible means and been found to be accurate. Yet, Bentley has been under considerable strain which may even result in current instability on her part. However, this would not reflect on information furnished by her in the past.

If there is a definite indication that an individual furnished unreliable information while he was an informant, we will in each instance go back and qualify the source accordingly in our files and notify agencies to whom we have disseminated it in accordance with current instructions.

If you approve, an SAC Letter to the field will be prepared and disseminated in order that the field may be governed accordingly. This SAC Letter will also contain instructions to the field that henceforth informants shall not be classified as "of known reliability," but rather when pertinent, as an informant "who has furnished reliable information in the past" or "~~who is in a position to furnish reliable information.~~" In addition, this letter will stress the need to advise the Bureau by air mail of any unreliability discovered on the part of an informant; that once an informant is exposed, he is no longer to be carried as a concealed source but is to be identified; and will require the field to send copies of any information received about or furnished by an ex-informant to the office which originally handled him in order that the control file of the ex-informant maintained in that office can be as complete as possible.

*namely, we would not go back and change the evaluation of the information in those reports disseminated to other agencies

~~CONFIDENTIAL~~

Mr. Tolson

1/26/55

The Executives Conference

~~CORRESPONDENCE UNIT
(READING ROOM)~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 EJS

RECORDS AND COMMUNICATIONS DIVISION

Twelve employees in the Reading Room, ranging in grade from GS-5 to GS-9, total annual salary \$51,330, read outgoing mail and sign or initial the bulk of it for the Director. A two-week study (10/26-11/5/54) made during the recent inspection of the Records and Communications Division disclosed that 14% of the mail went to the Director's office after review by the Reading Room. The balance, or 86%, went directly from the Reading Room to the Mail Room; 63% was intra-Bureau to field offices and Bureau personnel; the balance, or 37%, went to persons outside the Bureau and to other organizations and agencies; 3 1/2% of the mail was returned by the Reading Room to the Division in which it originated for corrections or initialing. Volume averaged 1142 pieces of mail per day.

A count of mail handled by the Reading Room on 1/13 and 1/14/55 showed an average daily volume of 1118 pieces. During the week of 1/10-14/55, 124 pieces of mail were returned by the Reading Room for various corrections. This amounted to 2.2%, a reduction from the corrections necessary during the earlier study. Analysis of the 124 errors disclosed 115 to be form errors, such as failure to show correctly the number of enclosures under the new rule, typographical errors, such as 1954 instead of 1955 in the date of the communication, failure to hyphenate a word, use of singular verb with plural subject, an occasional misspelled word, failure to assemble mail properly, failure to attach envelope to outgoing correspondence, and incorrect punctuation. Nine of the errors, or approximately 7%, were of a more serious nature, such as use of incorrect initial of a sheriff on a communication to him, incorrect address, or incorrect date of an enclosure being transmitted to the Attorney General. Fifty-five, or 46%, of all errors were in communications going to persons or organizations outside the Bureau. According to Reading Room standards, 44 of the errors of the more inconsequential type were designated for the information and future guidance of the originating Division and 80 were returned for actual correction.

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

cc: Messrs. Nichols
Harbo
 Sizoo

66-2554-12258

APR 8 1955
OCC: jia
(6)

RECORDED - 43
INDEXED - 43

24 APR 7 1955

EX-10

PROPOSED PROCEDURE:

In view of the apparent reduction in the number of errors in outgoing mail, plus the fact that over 90% of the errors are form errors of a inönsubstantive nature, it is proposed that:

(1) Reading Room employees discontinue reading the body of memoranda going to field offices on standard form 64 (Government memorandum);

(2) That Reading Room check: a. assembly; b. address; c. verify attachments and enclosures; d. determine that no unauthorized serials are attached to outgoing; e. initial and send to Mail Room;

(3) That all signature mail (carrying full signature of the Director) to Bureau employees or outside persons and all mail to outside agencies, to other Divisions of the Department, continue to be reviewed in the Reading Room and handled as at present;

(4) That Reading Room personnel be reduced to seven employees, from the present twelve. Work will be reduced approximately this much, since over 50% of outgoing mail is intra-Bureau and a substantial portion of this would not have to be read under this plan. Adoption of this plan would save approximately \$20,000 per year;

(5) For the next 90 days the Reading Room keep a detailed record as to: a. volume handled; b. whether intra-Bureau or to outside persons or agencies; c. types of errors; d. division responsible for errors. At conclusion of this study a further survey should be made concerning the personnel needed in the Reading Room.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMC 1/20/55

Present at the Executives Conference on 1/20/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Nichols, Rosen and Mason.

The entire Conference was in unanimous agreement that every effort should be made to reduce the volume of mail read by the Reading Room. Mr. Nichols agreed with the principle that it would be desirable to rescind the present practice of having memoranda addressed to field offices go through the Reading Room; however, he felt that the proposed system of holding the Reading Room responsible for checking the addresses, attachments or enclosures, determining that no unauthorized

Memorandum to A Tolson

serials are attached to the outgoing mail, determining the adequacy of initialing of the mail by Bureau officials, would result in the Reading Room's being held responsible for certain mail, even though under the proposal the Reading Room employees would be instructed not to read the body of the document. Mr. Nichols felt that, if it is not important enough to check the body of communications to field offices, then it is not important enough for the Reading Room to check assembly, address, initials and enclosures. Mr. Nichols feels that it is purposeless to have mail approved by a Grade GS-6 Reading Room employee just for the purpose of placing the Director's initials thereon; would be better to have this type of mail prepared under facsimile signature of the Director and go directly to the Mail Room from the Section Chief, thereby obviating the need for the Director's autographic initials; agrees there should be no further extension of authority to sign or initial mail for the Director and, therefore, it seems more logical to Mr. Nichols to have such mail prepared over a form signature on Standard Memorandum Form #64 and be dispatched from the Section Chief level. Mr. Nichols felt the entire matter should be reconsidered by the Training and Inspection Division.

Adoption of Mr. Nichols' proposal would result in a reduction in controls over memorandum-type letters to field offices; they would skip Assistant Directors and other officials and be dispatched directly to the Mail Room from the Section Chief level. It would be much easier for a Supervisor to get memoranda out of the Bureau without the document coming to the attention of officials, if the Supervisor should be so inclined.

The remainder of the Conference felt: (1) Mail to field offices on Standard Memorandum Form #64 should continue to go to the Reading Room as at present, but that the Reading Room should not read the body of the communication to the field office; however, the Reading Room should examine the communication as to (A) proper initialing by appropriate Seat of Government officials; (B) Proper address; (C) Assembly of mail; (D) Verify attachments and enclosures, and (E) Determine that no unauthorized serials are attached to the outgoing; (F) Initial for the Director.

If this proposal is adopted as to Standard Memorandum Form #64 addressed to field offices, it is estimated that the number of employees in the Reading Room could be reduced from 12 to 7.

The entire Conference agreed that, if the proposal is adopted there should be a re-evaluation at the expiration of 30 days to determine whether the 7 employees can actually handle the volume of mail; evaluate records to be kept by the Reading Room as to the volume of mail daily and whether it is intra-Bureau.

Memorandum to Mr. Tolson

mail or documents destined to go to outside persons or agencies, types of errors found, division responsible for the errors, and further recommendations should be made as to whether any additional streamlining is possible.

The Conference unanimously agreed that all signature mail addressed to employees of the FBI personally or to individuals or agencies outside of the FBI should continue to be examined by the Reading Room as at present.

I agree with majority.
H

This is one of the most poorly prepared memos I have ever seen. Recommendations should be clearly & succinctly set out so I do not have to do a Sherlock Holmes to find.

H

Mr. Tolson

4/25/55

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/92 BY 375 CE/JS

SUGGESTION NUMBER 126-55
MADE BY ASAC HERBERT K. MOSS
ST. LOUIS OFFICE

S.L.R. 3

SUGGESTION: That Bureau Field Offices take palmar and fingertip impressions of bank robbery subjects in addition to the usual fingerprints and that all such prints be compared by the Identification Division with unidentified palmar, fingertip, and fingerprint impressions in pending unsolved bank robbery cases.

This suggestion comes within the purview of ASAC Moss's duties. His supervisor is SAC J. E. Milnes.

PRESENT PROCEDURE: Field Offices take only the regular fingerprint impressions of bank robbery subjects in the usual case. The Identification Division automatically compares these fingerprints with latent fingerprints in unsolved bank robbery cases and also makes such comparisons of palmar and fingertip impressions when the latter are submitted.

ADVANTAGES STATED: Would improve the co-ordination of information and evidence on gangs of bank robbers operating in widely separated areas, as is frequently the case, and possibly being investigated by more than one Bureau Field Office without knowledge of the other offices being interested.

DISADVANTAGES STATED: None.

OBSERVATIONS: SAC Milnes, St. Louis Office, recommends adoption, stating that he believes the proposed system would lead to the identification of bank robbers who otherwise might not be identified and connected with certain other crimes. Assistant Director Rosen, Investigative Division, recommends adoption providing results will justify manpower needed. This question he leaves up to the Identification Division where the comparison work must be done. Mr. Rosen says that if the suggestion is adopted it would be one more aid in solving unknown subject cases and would supplement existing instructions to the field that photographs, descriptive data and modus operandi of subjects must be furnished to the field office in which the subjects have traveled or lived, for consideration in connection with unsolved cases.

Tolson
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Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Trotter
Tele. Room
Holmes
Gandy

DJD:hcc

RECORDED - 15

66-2554-12259

Mr. Harbo
Mr. Sizoo
APR 8 1955
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INDEXED - 15

24 APR 8 1955

DJA

Assistant Director Tamm, Identification Division, recommends adoption, saying it is believed that the suggested prints should be obtained from all bank robbery subjects whenever possible so these prints can be compared with latents in unsolved cases and also be available for use in kidnapping and other major crimes occurring in the future.

SAVINGS: None. There will be some offsetting costs, fluctuating with bank robbery volume and not readily susceptible of estimation, in handling these extra impressions in the Identification Division.

RECOMMENDATIONS: (1) That the suggestion be adopted.

(2) That no financial award be given because this suggestion is within the purview of the suggester's duties. If an award is considered, it must be based on the intangible values and cannot be estimated to be more than "minor" benefit and "limited" application; minimum award of \$10 and maximum award of \$50.

(3) That the attached letter be sent to ASAC Moss advising him the suggestion has been adopted.

(4) That this memorandum be referred to the Investigative Division for preparation of necessary SAC Letter and Manual Changes, co-ordinating where necessary with the Identification Division.

EXECUTIVES CONFERENCE CONSIDERATION EDM:DMG 3/29/55

The Executives Conference on 3/28/55 consisted of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, Holloman and Mason.

The Conference unanimously favored adoption of this suggestion. The Conference was unanimously opposed to any award for ASAC Moss.

Attached hereto are (1) Letter to ASAC Moss advising him of the adoption of his suggestion; (2) Appropriate manual changes; SAC Letter.

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

Mr. Tolson

4/7/55

Executives Conference

STANDARDIZATION OF REPORT WRITING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/14/92 BY SP5 ECF/JS

SUGGESTION:

The Report Writing Committee suggests that references in all cases appear after the last item on the administrative page.

BUREAU PROCEDURE:

Manual of Rules and Regulations, Section 4, page 5, items 10 a-b states: "The reference must be shown in the following locations:

- a. In applicant reports - following the synopsis and preceding the details.
- b. Other reports - last item on the administrative page."

COMMENTS:

M

This suggestion was considered by the Executives Conference on July 26, 1954, at which time the following evaluation was made, "to require the reference in applicant-type cases to be put on the administrative page would require some additional time on the part of clerical employees when searching and filing applicant cases. Do not believe that our present rule should be changed since applicant-type case is the only exception." Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Kemper and Mason recommended unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 4/7/55

The Conference of 4/5/55, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman and Harbo, recommended unanimously unfavorable. The Conference recommends continuance of the existing procedures, since adoption of the proposed change would result in necessitating preparation of an administrative page in all applicant type reports, the majority of which do not presently have administrative pages.

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

RECORDED 13

66-3554 / 2260

24 APR 8 1955

INDEXED - 13

Attachment

cc: Mr. Harbo
Mr. Sizoo

APR 8 1955

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RJ

Mr. Tolson

4/7/55

Executives Conference

PROPOSED MANUAL CHANGE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 CJP/BS

SUGGESTION:

filing of letters IN

In connection with conscientious objector investigations and selective service investigations involving the re-employment provisions, Volume III, Section 90, Pages 18 and 33 of the Manual of Instructions requires that upon receipt of a case from the U. S. Attorney, the Bureau must be immediately advised thereof by a letter bearing the notation "Informative Data--Not to be Filed." The committee on Report Writing suggests that if this letter is absolutely necessary, it should be filed. Otherwise, an investigation is going on with no record thereof in the Bureau indices although the Bureau has been officially notified.

COMMENTS:

An average of 100 such letters is received monthly.

The General Investigative Division advised that Conscientious Objector and the re-employment Selective Service cases are received directly by the field. In contrast to regular Selective Service cases, these types are deadline matters and must be completed within 30 days. The requirement has been, in effect, that the field advise the Bureau of the receipt of such cases in order that the Bureau can properly follow the field and insure that these cases are handled within the deadline period. A form letter has been used for this purpose satisfactorily. It is necessary for the efficient supervision of these cases. The letter has not been filed because it contains no information other than the name of the subject and the fact an investigation has been instituted. The only value in having the letter filed would be a more prompt recording in the Bureau's indices of the subject's name. Complete data for this indexing is, of course, received when the report is submitted. However, this may be as much as 30 days thereafter. *me*

The letter of notification to the Bureau is necessary. It is a record of Conscientious Objector and re-employment cases maintained by the Selective Service Supervisor in connection

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Room _____
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TWC:rlc
Attachment
cc: Mr. Harbo
Mr. Sizoo

RECORDED 60
INDEXED 30
66-2554-12261

24 APR 8 1955

(5) APR 11 1955

with his following of these cases. If it is deemed necessary that the form letter be filed, this can be done, even though it contains no information of value other than the subject's name.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 4/7/55

The Conference on 4/5/55, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman and Harbo, unanimously agreed that existing procedures be continued for the reasons indicated herein.

RH
V. Jones

Mr. Tolson

4/7/55

Executives Conference

~~STANDARDIZATION OF REPORT WRITING~~

SUGGESTION:

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/14/92 BY 2/5 CFI/JS

The Report Writing Committee suggests that the following rules which appear in various places in the manuals should be restated as general rules in Section 4 of the Manual of Rules and Regulations which deals with General Instructions in Report Writing, to further standardize report writing procedures.

1. Information of value obtained from postal employees as a result of their official capacities should be reported as coming from temporary confidential informants (now appears in Volume III, Section 69F, Page 17, of the Manual of Instructions dealing with Security of Government Employees).

2. In Unknown Subject cases, cases in which reliance must be placed on descriptions given by witnesses for identification of the subject, and fugitive cases where positive and complete descriptive data are not available, descriptions should be obtained from witnesses who have seen the subject and such descriptive data should be set out in the report as part of the interview. Thereafter if deemed desirable a composite description containing all pertinent items may be set out. (Now appears in Volume II, Page 4, Section 21 D of the Manual of Instructions dealing with Bank Robbery Investigation.)

3. Any report of twenty pages or more should have a table of contents and any long list of names should be alphabetized. (Now appears in Volume III, Section 87 D, Page 49 of the Manual of Instructions dealing with Security Investigation.)

EXECUTIVES CONFERENCE CONSIDERATION: BTH:gsr 4/7/55

The Conference on 4/5/55, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman and Harbo, unanimously recommended as follows:

(1) Unanimously opposed to the proposal requiring that in all instances information obtained from postal employees as

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

Enclosure
CC: Mr. Harbo
Mr. Sizoo

RECORDED-12

INDEXED-12

66-2554-RY 12262

24 APR 11 1955

EX-126

APR 12 1955

a result of their official capacities should be reported as coming from temporary confidential informants.

(2) Unanimously approves the proposal that instructions concerning unknown subject bank robbery cases now appearing in the bank robbery section of the Manual of Instructions be included in Section 4 of the Manual of Rules and Regulations.

(3) Unanimously opposed to the proposal that the rule requiring a table of contents in any report of 20 pages or more and that any long list of names should be alphabetized, as presently required in connection with security investigations, be extended to all types of reports.

✓

PROPOSED ADDITIONS TO THE
MANUAL OF RULES AND REGULATIONS

The following should be added to Section 4, Page 6
item 7 dealing with information to be reported under a T-symbol:

Information of value obtained from postal employees
as a result of their official capacities should be reported as
coming from temporary confidential informants.

The following should be added to Section 4, Page 2
item A 1 dealing with general instructions for report writing:

In unknown subject cases, cases in which reliance
must be placed on descriptions given by witnesses for identification
of the subject, and fugitive cases where positive and complete
descriptive data are not available, descriptions should be
obtained from witnesses who have seen the subject and such
descriptive data should be set out in the report as part of the
interview. Thereafter if deemed desirable a composite description
containing all pertinent items may be set out.

The following should be added to Section 4, Page 2
item A 1 dealing with general instructions for report writing:

Any report of twenty pages or more should have a
table of contents and any long list of names should be
alphabetized.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 CJS

Tolson _____
Boardman _____
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Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
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Holloman _____
Gandy _____

Based on Exec Conf memo 4/7/55
re STANDARDIZATION OF REPORT
WRITING.

ENCLOSURE

100-255-1226

Mr. Tolson

4/7/55

Executives Conference

ALL INFORMATION CONTAINED
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DATE 2/4/92 BY SP6 CJP/JS

STANDARDIZATION OF REPORT WRITING

SUGGESTION: That the field office abbreviations be utilized as a prefix to "T" symbols, such as NY, T-1.

PRESENT POLICY: Present policy is that informants are merely referred to as T-1, T-2, etc., with one exception. In Security of Government Employees' cases the name of the field office is prefixed to the "T" symbol.

OBSERVATIONS: A similar suggestion was considered by the Executives Conference on 7/14/54, at which time the following observations were made:

1. Mr. Belmont's division opposed the suggestion for the following reason:

In security cases it is not desirable to show the location of the informant covered by a "T" symbol. This would add nothing to the report but would aid in identifying confidential informants covered by "T" symbols should the report fall into the wrong hands.

2. Mr. Rosen's division opposed the suggestion for the following reason:

The use of an office designation preceding the temporary informant number is setting up a new rule and tends to complicate the situation since we already use office designations preceding permanent confidential informant symbols.

3. The Conference consideration on 7/14/54, was unanimously unfavorable.

The Committee on Report Writing currently recommended adoption of the suggestion for the following reasons:

An outside agency may have reports on the same subject and/or applicant from several field offices. It would be entirely possible for someone unfamiliar with the reporting system to greatly underevaluate the information contained in such reports as the reader might assume that T-1 and T-2 in reports from several offices are the same persons in each report and that all the T-1's

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

Attachments - 3
cc: Mr. Harbo
Mr. Sizoo

RECORDED - 8

66-25541-12263

24 APR 11 1955

INDEXED - 8

53 APR 12 1955

EX-112

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mentioned are the same person, etc.

Messrs. Boardman and Belmont recommend against it for the following reasons:

The proposal does not solve the problem. In a series of reports from the same office on the same case the symbol T-1 will be used several times and yet pertain to different persons in different reports. "T" means temporary and there is no need to complicate matters by adding to it.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr 4/7/55
g

The Conference of 4/5/55, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman and Harbo, was unanimously opposed to the suggestion for the reasons indicated herein.

PROPOSED CHANGE IN THE
F. B. I. HANDBOOK

Part I, page 35, item V states in part: "All confidential informants shall be referred to by T symbols..."

This should be amended to read: "All confidential informants shall be referred to by a T symbol prefixed by the field office abbreviation, i.e., NYT-1."

TWC:LAB
(5)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 WPS

66-2554-12263
ENCLOSURE

PROPOSED CHANGE IN THE
MANUAL OF RULES AND REGULATIONS

Section 4, page 6, item 1, of the Manual of Rules and Regulations states: "When reporting information obtained from confidential informants a 'T' symbol must be used."

This should be amended to read:

"When reporting information obtained from confidential informants a 'T' symbol prefixed by the field office abbreviation, i.e. NYT must be used."

TWC:lab/aw
(5)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/4/92 BY SP5 LJS

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ENCLOSURE

66-2554-12263

MR. TOLSON

April 4, 1955

EXECUTIVES CONFERENCE

GIFTS TO OFFICE CONTACTS,
SOURCES AND INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY sp5ct/ks

The Executives Conference of March 22, 1955, consisting of Messrs. Tolson, Harbo, Belmont, Sizoo, Parsons, Tamm, Nichols and Mohr, considered a practice being followed in some field offices of presenting gifts usually at Christmas time to office contacts, sources and informants and reclaiming the expenditures by means of the confidential fund and the use of the blue slip.

The practice in the field of giving gifts to office contacts sources and informants, has been in existence for a considerable period of time. A check of blue slips indicates that the practice of claiming reimbursement by blue slips from the confidential fund has been in existence as far back at least as 1945. The question of gifts to informants and others was considered by the Executives Conference on January 12, 1954, and as a result of that Executives Conference the practice was continued but the Director specifically prohibited the purchase of alcoholic beverages as gifts.

A partial survey of blue slip items covering the 1954 Christmas season was made and the offices surveyed were Philadelphia, Cleveland, Detroit, New York and Newark. As a result of this survey it was determined that 83 blue slip items were submitted for gifts to office contacts, sources and informants. The total amount of money expended in this manner was \$623.18. Of the offices surveyed, Philadelphia appeared to be the most active in this field with 63 of the so-called gifts being in that division. The cost of the gifts purchased in the Philadelphia Office was \$430.55. The average cost per gift was \$6.83. The gifts consisted of pen and pencil sets, cigarettes, cigarette lighters, wallets, miscellaneous items of jewelry such as earrings, cufflinks and the like. Some of the recipients of the gifts were associated with credit bureaus, telephone companies, newspaper libraries and municipal offices. The latter employees in municipal offices who received gifts were those who had helped the office to arrange for trash covers.

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- Holloman _____
- Gandy _____

The conference was advised that many offices do not reclaim expenses for gifts to office contacts and sources by means of blue slips and that these items are paid for out of an office fund, usually a

cc - Mr. Harbo
Mr. Sizoo

RECORDED - 83

66-57-12264

APR 12 1955

EX-126

INDEXED - 83

APR 13 1955

Memorandum to Mr. Tolson from The Executives Conference
RE: FILE COPIES OF REPORTS

An analysis has been made of the 14 reports in which no copies were attached. Four were in security cases. Ten were in investigative cases. The 14 reports represented 48 pages, which would cost approximately \$3.00 to photostat. The paper alone for the remaining reports would cost \$7.70 and would occupy over one file drawer of space. It was the view of the Records Section that if in 14 instances out of 1919 it was necessary to have additional copies of reports photostated, this would be more economical and would represent a saving.

As a matter of policy, our regulations require the submission of from two to five copies of investigative reports to be determined by the offense classification. For example, in extortion, interstate transportation of a stolen motor vehicle and other matters, two copies of reports are submitted to the Seat of Government. In security classifications, five copies of a report are submitted to the Seat of Government.

The Conference was unanimous in approving the experimental practice of the Records Section in discontinuing the initial filing of a file copy with the understanding that in the event at some future date we should become confronted with a shortage of personnel or an excessive volume of reports, we could always revert to this practice.

It was the further recommendation of the Conference that in all instances wherein our regulations require the submission of more than two copies of reports that the field be instructed to reduce by one the number of copies prepared for the Seat of Government.

It was the further recommendation of the Conference that the Training Division make a survey to determine whether there could be a further curtailment of the number of reports submitted to the Seat of Government, as well as whether it would be possible to curtail the number of copies of letters sent to the Seat of Government.

o/c
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collection taken up among the Special Agents in the particular office. It appears to have been the practice, however, to always request reimbursement for gifts paid to informants or potential informants.

The conference unanimously recommended that field offices should not reclaim reimbursement for gifts to office contacts and sources during holiday seasons or at any other time by blue slip since they did not feel that this was a proper expense item to be paid for by the government. They felt that if any gifts were purchased they should be paid for out of any general fund the field office might have collected.

The conference unanimously recommended that field offices not give gifts to informants since such action might be misconstrued by defense attorneys and that the relationship between our agents and informants be maintained on a strictly businesslike basis.

The conference unanimously recommended the attached SAC Letter go forward to the field at this time prohibiting reclaiming of gifts to office contacts and sources through the use of blue slips and advising that gifts should not be made to informants but the relationship should be on a strictly businesslike basis.

Mr. Tolson

4/12/55

The Executives Conference

NATIONAL ACADEMY GRADUATION
JUNE 10, 1955

The Conference on 4/12/55, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, Henrich, Rosen, McGuire and Harbo unanimously recommended that Seaborn P. Collins, National Commander of the American Legion, be invited as a speaker at the National Academy Graduation Exercises on June 10.

There is no derogatory information in Bureau files concerning Mr. Collins, who is known to Inspector DeLoach as being very favorably inclined toward the FBI.

If the above recommendation is approved, an appropriate letter of invitation will be prepared.

cc: Mr. Nichols
Mr. Harbo
Mr. Sizoo
Mr. Rogers

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 CE/JS

RTH:gsr

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INDEXED - 88 66-2554-12265

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

60 APR 13 1955

Mr. Tolson

April 7, 1955

The Executives Conference

FILE COPIES OF REPORTS

ALL INFORMATION CONTAINED
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DATE 2/14/90 BY SP5 CI/JS

The Executives Conference consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Harbo, Holloman and Nichols considered the recommendation of the Records Section which was presented by Mr. Nichols to discontinue placing the file copy in the file of investigative reports as they go through the Records Section.

By way of background, in the early war days, in view of the backlog of work, it became necessary to adopt the practice of placing a file copy of each investigative report in the file as it went through the Records Section, with the exception of five classifications of reports wherein the locate problem did not exist. It was found that this was more economical than locating reports when the necessity arose.

The condition of the work in the Records Section is now such, as a result of streamlining and having adequate personnel, that incoming investigative reports are processed within two days and are in the file within one day after they are returned to the Records Section. Accordingly, beginning on February 3, 1955, the Records Section on an experimental basis discontinued the practice of putting a copy of an investigative report in the file prior to its being processed. From that time to the present no difficulties have arisen.

By discontinuing one file copy, it will be possible to eliminate the preparation, processing and filing of 312,000 copies of investigative reports a year. This will represent an annual savings of \$28,244.60, the equivalent of the salaries of 9 1/2 GS-3 employees required to handle this, together with considerable saving of paper.

A survey was made on April 5, 1955, of all investigative reports that came into the Records Section after being processed by Supervisors and necessary copies of the report disseminated to appropriate agencies. Out of 1919 reports, there were only 14 reports wherein no copies were attached. In 306 instances, one copy was attached. In 1168 instances, two copies were attached; in 93 instances, three copies were attached; 34 instances, four copies were attached; and in 10 instances, five copies were attached.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Clerrow
Rosen
Belmont

cc - Mr. Harbo
cc - Mr. Sizoo
JEN: arm: jec

EX-122

RECORDED - 98

13 APR 13 1955

INDEXED - 98

3 APR 14 1955

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Mr. Tolson

4/6/55

The Executives Conference

BLOOD DONOR PROGRAM

During recent months we have not permitted Agents in New Agents Training Classes to participate in the Blood Donor Program during school hours since this would necessitate their missing one and one-half to two hours of class work. The Conference of 4/5/55, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman and Harbo, unanimously agreed that the present practice should be continued.

RH

RTH:gsr

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- Boardman _____
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- Parsons _____
- Rosen _____
- Tamm _____
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- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Harbo
Mr. Sizoo

INDEXED-126

166-2554-12267

APR 13 1955

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/4/92 BY SP5 CE/JS

111
58 APR 19 1955

ORIGINAL COPY FILED IN 100-414

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3-11-55

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

FROM : R. T. Harbo

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/14/92 BY SP5 CCF/JS

SUBJECT: ELECTION OF OFFICERS
FBI NATIONAL ACADEMY ASSOCIATES

In order to effect a change in the present slate of officers of the FBI National Academy, who have been in office since October 1949, it will be necessary to change the constitution of the FBI National Academy Associates to permit the election of officers by mail vote. This will mean that the president of the Associates must appoint a nominating committee to present a slate of officers. The following procedures are proposed:

(1) That President Newman H. Kimbrough be requested to appoint a nominating committee of 5 persons to meet with him in Washington at Bureau headquarters at a date to be selected, for the purpose of (a) considering and recommending to the associates a change in the constitution of the National Academy Associates and (b) selecting a slate of candidates for the membership to vote upon.

(2) Before the nominating committee meets in Washington, we will notify all Associates of the appointment of this committee so that any suggestions which they may wish to send to the committee members may be sent.

(3) The nominating committee will thereafter meet in Washington. We anticipate that they will concur in the proposed changes in the constitution and recommend them to all the associates. Following this they will nominate a slate of candidates from which will be selected the new officers by vote of the entire members if conducted by mail.

(4) The next step will be to submit the proposed changes and the ballots to all associates. The ballots will be returned to the FBI National Academy desk in Washington to be tabulated.

ACTION:

By the undersigned, detailed plans will be prepared.

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INDEXED-30

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10 APR 13 1955

12768

EXECUTIVES CONFERENCE ACTION:

The Executive Conference on March 17, 1955, those present being Messrs. Tolson, Boardman, Nichols, Sizoo, Tamm, Conrad, Belmont, Rosen, Holloman, and Harbo, concurred in the above proposal.

67 APR 15 1955

(3)

ORIGINAL FILED IN 157

Mr. Tolson

4/13/55

Executives Conference

REVIEW OF CASE FILES ON
SECURITY INDEX SUBJECTS DURING INSPECTIONS

On 4/13/55 the Conference, composed of Messrs. Tolson, Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Winterrowd, Holloman and Harbo, considered whether any change should be made in existing policies with reference to the review of case files on Security Index subjects during field office inspections. The existing rule provides that all pending case files shall be reviewed and that a spot check will be made of the closed files.

The Conference was unanimously of the opinion that the present procedure should be continued with the exception that in the current inspection of the New York Office no case files on Security Index subjects will be reviewed due to the fact that the field is presently under instructions to review all Security Index case files and submit a memorandum recommending retention on or removal from the list. It was estimated that 2500 to 3000 Security Index case files in New York are in pending status and the review of these by the Inspection Staff would be an unnecessary duplication of what the field office will be doing in the immediate future.

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me

cc - Mr. Sizoo
Mr. Harbo

RTH:cs
(5) *cs*

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24 APR 14 1955

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- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
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- Parsons _____
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- Holloman _____
- Gandy _____

63 APR 14 1955

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4/12/55

Mr. Tolson

The Executives Conference

SUGGESTION #128-55 made by
SA JOSEPH E. ZIEL
NEW YORK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 CF/JS

SUGGESTION: That Form FD-237, copy attached, which is the top item in each informant's field office file, showing 25 separate items of information on the informant and the field serial where that information can be found, be revised to include another item, #26, to show the serial number of the memorandum on the informant's emotional stability, reliability and accuracy of information furnished.

The suggestor is a Special Agent and this suggestion comes within the purview of his duties. His supervisor is SAC Kelly, New York City Office.

PRESENT PROCEDURE: SAC Letter 55-15 dated 2/17/55 requires semiannual submission of a separate memorandum for the office file, setting out the contacting Agent's opinion of the informant's reliability, emotional stability and accuracy of information furnished. There is no provision on Form FD-237, the top item in the informant's field file, for showing the serial number of the memorandum submitted by the Agent on the informant's emotional stability, etc.

ADVANTAGES STATED: If the suggestion were adopted any inspector, supervisor or Agent desiring to know the serial number of the memorandum reflecting the Agent's opinion of the informant's emotional stability, etc., could find it immediately by checking Form FD-237, the top item in the informant's file.

DISADVANTAGES STATED: None.

SAVINGS: None estimated or susceptible of estimation. Offsetting costs of adding another item to Form FD-237 at next printing negligible.

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OBSERVATIONS: SAC Kelly, New York City, recommends adoption, stating the suggestion has considerable merit. SAC McFarlin, Cincinnati, recommends adoption stating that the memorandum on the informant's stability, etc., is important and should be readily available. SAC Laughlin, Washington Field, believes

DJD: jla
cc - Mr. Harbo
Mr. Sizoo
58 APR 14 1955
Attachment

EX-107 66-2554-12270

24 APR 14 1955

INDEXED - 19
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the suggestion is worth while and recommends that it be adopted. SAC Howard, Minneapolis, recommends against adoption stating that since the Agent's memorandum on the informant's emotional stability, etc., must be submitted twice a year it is always available at a nearby place in the file and need not be otherwise cataloged. SAC Chiles, New Orleans, agrees with SAC Howard. Assistant Director Rosen recommends against adoption stating that Form FD-237 is to record items of information on the informant which usually need to be submitted only once and hence tend to become buried in a large file. The memorandum on emotional stability, etc., is a recurring item which will be placed in the file at least once each 6 months and hence will always be available and not far from the top of the file.

Inspector Mason observes that Form FD-237 has now used is permanent, i.e., when the memoranda concerning the items called for in Form FD-237 have once been submitted to the file and the serial number of each recorded on Form FD-237, there is little need, if any, to make any changes on this form and it remains permanent in the file for a long time. If the suggested item is added, however, a new serial number will have to be recorded on the Form FD-237 each 6 months as a new memorandum is written on the informant's emotional stability, etc. If the suggestion is adopted, provision should be made on the form for recording a number of these memoranda on emotional stability, etc., to prevent the field from making up the form all over again each time a newer memorandum on this subject is submitted.

RECOMMENDATIONS:

(1) That the suggestion not be adopted.

(2) That if the suggestion is adopted, no monetary award be given SA Ziel who has already been thanked by letter for making the suggestion and it comes within the purview of his duties. If an award is considered it must be based

on intangible values and would appear to be one for a "minor" benefit of "limited" application in which case the minimum award is \$10 and the maximum award \$50.

EXECUTIVES CONFERENCE CONSIDERATION: 4/12/55 EDM:DMG *DMG*

Executives Conference on 4/11/55, with Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Henrich, Boardman, Rosen, Mason, McGuire and Holloman present, unanimously opposed listing on the informant review sheet in the file the identity of the serial which comments as to the emotional stability, reliability and accuracy of the informant; such factors may change from day to day; listing specific serials as to such matters would undoubtedly lead to error. Conference recommended no further action.

Mr. Tolson

4/12/55

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 EFB

SOURCE OF INFORMATION CARDS -
RETENTION BY RESIDENT AGENTS

PROPOSAL: Where Resident Agents have no approved office space, it is proposed they be permitted to maintain source of information cards in locked steel filing cabinets in their homes. Source of information cards contain the names and addresses of persons and organizations in government, business and industry who willingly furnish information to Bureau employees; such as banks, railroads, stores, industrial concerns, etc.

PRESENT RULE: Manual of Rules and Regulations, Section 6 K, page six, provides that source of information cards may be maintained in Resident Agencies having approved office space which can be securely locked and which have locked cabinets where records can be kept.

The Portland Office has advised it has two Resident Agencies where no approved office space is available; Agents operate out of their homes; they have been provided with locked, steel cabinets where records can be kept, which they maintain in their homes. Under present rule, source of information cards relating to the Resident Agency territory are maintained in the Portland Office. This situation undoubtedly exists in other offices also.

ADVANTAGES OF PROPOSAL: Adoption of this proposal would permit all Resident Agencies to have readily available for constant use, the source of information cards relating to the territory they cover. This would save some time and make for better efficiency of operation.

POSSIBLE DISADVANTAGES: (1) Residences normally are more susceptible to burglaries than business offices and a locked filing cabinet in a home would leave the impression it contained something of value. (2) Small children in the home might get curious and playful with contents of a filing cabinet if left unlocked at any time.

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

cc: Mr. Harbo
cc: Mr. Sizoo

AGG:lab
(5)

Enclosures (2)

RECORDED - 76

INDEXED - 76

EX-126

66-2554-12271

24 APR 14 1955

60 APR 15 1955

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:DM 4/12/55

The Executives Conference was advised on 4/11/55, that some resident agents who do not have approved office space and operate from their homes are in possession of steel, file cabinets equipped with a lock; such resident agents normally have Bureau manuals charged to them; the Source of Information cards under such circumstances are currently kept in the field office where they are not available to the resident agents.

The Conference, with Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Henrich, Boardman, Rosen, Mason, McGuire and Holloman present, recommends:

1. Resident agents be permitted to keep Source of Information cards (listings as to various individuals in companies or agencies of Government who will openly make available records and information to any Agent) ~~be kept~~ in locked steel, file cabinets in the homes of those resident agents rather than in the field office whenever the SAC feels it is practicable to do so.
2. That the attached manual change be issued.
3. That the attached memorandum go forth to SAC, Portland inasmuch as he initially raised this question.

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Holloman _____
Gandy _____

MR. TOLSON

4/12/55

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/90 BY SP5 CJP/JS

PROMINENT OFFICIALS WITHIN FIELD DIVISIONS

The Manual of Rules and Regulations requires concerning persons who are to be known to SACs:

"Additional persons to be contacted shortly after the arrival of the SAC include all Federal Judges; U. S. Attorneys; and leading state and county prosecutors; all state governors; in the principal cities; mayors and chiefs of police, managers of leading newspapers, heads of newspaper wire services, managers of leading airports and railroad stations, managers of leading radio stations, Executive Secretary of State Chamber of Commerce and Executive Secretary or Director of Chambers of Commerce, heads of better business bureaus in leading cities, heads of leading banks, heads of more important civic clubs in major cities such as Kiwanis and Rotary, top church leaders, for instance, the Bishop of a diocese of any faith, or the leading Rabbi."

There is no requirement that there be any record in the field office that the SAC record his having met the persons named above. There is no requirement that the managers of the leading hotels or the managers of the leading airports, railroad stations and other prominent persons named above be identified by name and title. It is difficult, if not impossible, for the Inspection Staff to take any affirmative action to verify the SAC's compliance with this manual provision except to point to the manual provision and inquire as to whether the SAC has fully complied. The invariable answer from the SAC is "yes."

Questions which should be considered are:

- Should each field office be required to have a list of the prominent persons who are included under the pertinent manual provision? (It would put the SAC on notice as to the people he should know personally; would make it easier for the Inspector to check whether the SAC has complied with the manual provision; on the other hand, it would take considerable amount of effort to compile such a list and to keep it current. The only possible value that it has is to remind the SAC of individuals who may be helpful under certain circumstances and to facilitate inspection checking.)

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

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3 APR 15 1955

EX-126

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INDEXED - 40

24 APR 15 1955

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Memorandum to Mr. Tolson

2. Should there be a written record in a file as to the first time that the SAC meets each of the prominent officials named? (This would be a voluminous file in some localities, such as in New York and Los Angeles; after several months the file would grow to unwieldy proportions; the only useful purpose foreseen is that it will put on the record the attitude and the degree of friendship which may be expected from the prominent people involved.)

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 4/12/55

The Executives Conference on 4/11/55, with Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Hennrich, Boardman, Rosen, Mason, McGuire and Holloman present, unanimously recommended:

1. That the field not be required to advise the Bureau of contacts such as those named in this memorandum (heads of Better Business Bureaus, leaders of civic clubs and churches, heads of newspapers, airports, railroad stations, radio stations, mayors, chiefs of police, state governors, judges, United States Attorneys, and leading prosecutors).

2. That the field not be required to keep a list of such individuals to be contacted or those who have been contacted.

3. In inspections the Inspectors will necessarily have to rely upon the SAC's general comment as to whether he has complied with the pertinent manual provision concerning meeting the officials named.

4. That there be no change in the present method of handling this contact matter.

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RM
✓ J

MR. TOLSON

April 12, 1955

EXECUTIVES CONFERENCE

* SCORING OF ERRORS - FIELD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/93 BY SP5 CI/JS

The Executives Conference of April 11, 1955, consisting of Messrs. Tolson, Holloman, McGuire, Mason, Rosen, Boardman, Hennrich, Sizoo, Conrad, Tamm and Mohr, considered the present Bureau program with respect to the handling of errors insofar as it applies to the field.

It was pointed out to the Conference that at the present time if a field office Special Agent detects an error in a report prepared by him, whether it be an error of form or substance, the agent is being scored with the error even though he detected it on his own initiative. It was further pointed out to the Conference that Special Agents in the field would obviously soon adopt the attitude of not finding their own errors and leaving it up to the Bureau to find them for them if the particular agent is going to be scored where errors of form occur and be censured where errors of substance occur when he finds his own errors after the report has left the field office for dissemination and to the Bureau.

The Conference was further advised that it appeared that a morale factor was involved here and that an Agent finding his own errors should be given some type of credit, particularly in those cases where he did not have an opportunity to initially read his report to detect any errors before the report was disseminated locally or sent to the Bureau. It was pointed out to the Conference that many times an agent will dictate a report in headquarters city and will not have an opportunity to read it and initial it before it is approved for local dissemination and transmittal to the Bureau. This occurs in situations where an agent dictates and promptly thereafter leaves for a road trip, resident agency, special assignment such as an inspector's aide, In-Service training, on sick or annual leave, or he may be given an urgent special assignment within his own divisional office making it impossible for him to read and initial his report before it has been approved, disseminated and transmitted to the Bureau.

The Conference unanimously recommended that Special Agents in the field who review reports for the first time after the report has been disseminated locally and transmitted to the Bureau and discovers errors of form or substance that such agent not be scored with form errors under existing regulations, nor shall the agent be censured in event the error is one of substance. If the errors are of a type which

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

66-2554-12773

RECORDED-16

24 APR 15 1955

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30 APR 15 1955

MR. TOLSON

4/7/55

THE EXECUTIVES CONFERENCE

SUGGESTION #147-55
MADE BY ASAC HERBERT K. MOSS
ST. LOUIS OFFICE

ALL INFORMATION CONTAINED
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DATE 2/14/92 BY SP5 CI/JS

changed title reference

SUGGESTION: That when a title of a report is marked "CHANGED" the changes in the title be set forth in the first paragraph of the details only and not in the title block.

The suggester is ASAC of the St. Louis Office and this suggestion comes within the purview of his duties. His supervisor is SAC Milnes, St. Louis.

PRESENT PROCEDURE: Bureau rules require that when a title is marked "CHANGED" the new aliases added appear in both the title block and the first paragraph of the details, with appropriate explanation of all title changes in the first paragraph of the details.

ADVANTAGES STATED: Will save stenographer time in not having to type aliases in the title.

DISADVANTAGES STATED: None.

SAVINGS: Records Section made a two-day survey of "CHANGED" title reports received in the mail. A daily average of 96 "CHANGED" title reports were received, 47 of which contained 100 aliases with 1553 typing strokes. Based on these figures, at a typing rate of 45 words per minute, the Records Section estimates that adoption of this suggestion would save 30 hours per year for the entire field, or approximately \$45.90 in stenographer time.

OBSERVATIONS: SAC Milnes, St. Louis, recommended adoption in the addendum which he made to the suggestion, stating that unnecessary typing will be eliminated. SAC Abbaticchio, Charlotte, agreed with SAC Milnes. SAC McCabe, Philadelphia, recommended adoption on the basis of typing time saved. SAC Brown, Baltimore, recommended against adoption, stating that confusion would result from adoption. SAC Laughlin, Washington Field, recommended against adoption, stating that

- Tolson _____
- Boardman JD:mpm
- Nichols _____
- Belmont _____
- Harbo 1 - Mr. Harbo
- Mohr 1 - Mr. Sizoo
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

INDEXED - 98
RECORDED - 93

66-2554-12274

24 APR 18 1955

EX-112

RT

58 APR 20 1955

clerical employees responsible for indexing expect to find the new aliases in the title. SAC Santoiana, Portland, recommended against adoption, stating that there is no burden in placing new aliases in both places, and that having them there is a double check. Mr. Eames, Records Section, recommended against adoption, stating that faster file reviews can be made when new aliases appear in the title block; in a number of reports the first paragraph of the details appears on the second page. Assistant Director Rosen recommended against adoption, stating that the practice of putting the new aliases in the title makes for more certain indexing.

RECOMMENDATIONS:

1. That the suggestion not be adopted.

2. That, if the suggestion is adopted, no financial award be considered because the suggestion comes within the purview of the suggester's duties. If an award were considered, it would be based on the estimated annual savings of \$45.90 and it would carry a minimum award of \$10.00.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 4/7/55
gsr

The Conference of 4/6/55, composed of Messrs. Tolson, Callahan, Parsons, Sizoo, Holloman and Harbo, recommended unanimously unfavorable.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/5/55

FROM : R. T. Harbo

SUBJECT: SUGGESTION NUMBER 133-55
MADE BY SA THOMAS J. DUGAN
PORTLAND OFFICE

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

Executive Conference

W. Carpenter
Rm. 5254

SUGGESTION: That a form letter like the one attached be approved for use in checking automobile registration and motor vehicle operator licenses with State Motor Vehicle Bureaus.

A suggestion of this type comes within the purview of a Special Agent's duties. Special Agent Dugan's supervisor is SAC Santoiana.

PRESENT PROCEDURE: Most Bureau Field Divisions have the headquarters office or a resident agency in the capital city of the state. Requests for information from the State Motor Vehicle Bureau are handled as leads. When it is necessary to get this information in some other manner a letter is dictated.

ADVANTAGES STATED: Eliminate time spent in dictation and transcription.

DISADVANTAGES STATED: None.

SAVINGS: None estimated or susceptible of estimation. Offsetting costs in preparing, storing, and using another Bureau form.

OBSERVATIONS: SAC Santoiana, Portland Office, recommends adoption, stating that the suggested procedure would save time. SAC Howard, Minneapolis Office, disapproves the suggestion, stating there is no need for a form because Motor Vehicle Bureau information is seldom obtained by letter and such letters when necessary are simple and cause no difficulty. SAC Chiles, New Orleans Office, agrees with SAC Howard, stating also that the spaces on a form are not always appropriate for the type of information needed in a given case.

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EX-123

141 APR 18 1955

INITIALS ON ORIGINAL

ORIGINAL COPY FILED

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2 APR 15 1955

SAC Poster, Milwaukee, recommends against adoption of this form stating that he will use the form if it is sent to the field but he does not believe it necessary; the occasions on which such a form is needed are not numerous. Also, the form does not permit any variations, which occur constantly, in the type of information available on the person under investigation, which might have a bearing on the ability of the state organization to locate something pertinent. Poster also observed that either the present form would have to be modified to cover any request for both motor vehicle data and driver license data or still another form would be needed. SAC Williams, Omaha, agreed with SAC Poster, stating further that he is "lukewarm" towards this idea and sees no reason for adopting it. SAC Commons, Newark, recommended against adoption, stating that his experience in Newark shows there are relatively few occasions when the office needs to send out a letter of this kind and that each letter necessarily differs somewhat from all the others according to the data available on the person under investigation and the type of information requested. Inspector Mason observes that the adoption of a form might lead some offices to make these checks by form in their own territory rather than by having Agents in the capital city cover the lead and that such a practice would be undesirable for two reasons. First, a check made in this way is never so thorough as a check made by an Agent personally. Second, a check made by form letter gives the state capital employees a better opportunity to note and record the fact that the Bureau is making an investigation of a certain person.

Assistant Director Rosen, Investigative Division, disapproves the suggestion, stating the suggested form refers only to name checks in Oregon and does not provide for information on motor numbers, drivers' licenses, title numbers, or other types of information which may be available and needed. Further, if such checking is done in sufficient volume to require the use of a form letter, better results would be obtained by having a Special Agent or Special Employee handle the leads in person. Assistant Director Belmont, Domestic Intelligence Division, said a form similar to the one suggested might be desirable.

RECOMMENDATIONS:

(1) That the suggestion not be adopted

[Handwritten signature]

(2) That if the suggestion is adopted no financial award be given since the suggestion comes within the purview of a Special Agent's duties. If an award is considered it would fall under the table for intangible values and would appear to be one of "minor" benefit and "limited" application in which case the minimum award is \$10 and the maximum award \$50. Note that Special Agent Dugan has already been thanked by personal letter for making the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG-4/11/55

The Executives Conference on 4/11/55, with Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Hennrich, Boardman, Rosen, Mason, McGuire and Holloman present, unanimously opposed the preparation of a form letter for use in checking automobile registrations and motor vehicle operator licenses. Conference sees no need for such a form based upon field objections.

M

[Handwritten signature]

Mr. Tolson

4/12/55

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5/CFB

FIELD OFFICE COMMUNICATIONS OPERATIONS

PROPOSAL:

It has been proposed that the Bureau permit field offices to retain telephone facilities in their radio rooms where by calls can be made directly to sources outside the field office in those instances where office has definite need for such phones to make contact with local police agencies in emergency cases such as bank robberies.

PRESENT RULE:

SAC Letter 54-41 instructed that no phone calls outside the field office should be made from the radio dispatching room and no calls from non-FBI personnel should be connected through the office switchboard to the dispatching room.

SAC Letter 54-66 instructed that the telephone switchboard equipment in the field office be modified so the telephone instruments in the radio dispatching room cannot be used to make calls from the radio room to any phone which is not an extension of the office telephone system. This would not prevent Agents engaged on official business from phoning the radio room from outside the office after identifying themselves to the office switchboard operator.

The present rule is an outgrowth of the Smith kidnapping case in the Phoenix Office last year where the Chief of Police claimed that while talking by telephone with the FBI radio dispatcher, he could hear radio calls being received from FBI radio cars and that the information being given to him by the dispatcher conflicted with the information he overheard coming from the FBI cars.

RECORDED-48 66-2554-12276

PROBLEMS CONFRONTING SOME OFFICES INDEXED-48

24 APR 19 1955

SAC Auerbach, Seattle, advises that considerable thought and planning have gone into a plan of operation between the Seattle Police Department, the Kings County Sheriff's Office (Seattle),

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

cc: Mr. Harbo
Mr. Sizoo

AGG:cs/rlc
Enclosure (1)

68 APR 29 1955

EX
RBM
[Signature]

the Washington State Patrol and the FBI to be used in event of bank robberies in the Seattle area. By having a regular telephone line in the FBI radio room, the dispatcher is able to keep in direct contact with the police radio dispatcher to correlate the dispatching of cars to the scene of the robbery, to set up effective roadblocks, to relay descriptive data and car license numbers and to get necessary equipment to certain locations. Considerable delay would result if the radio dispatcher had to relay information to someone in the FBI office, who in turn would call the police dispatcher and relay messages back and forth. This same problem undoubtedly exists in other offices.

Inspector E. D. Mason favors granting permission to offices showing a definite need to continue having telephone facilities for direct calls out of the radio room, at the same time holding the SAC personally accountable for any embarrassment that might occur from such arrangement and for advising the Bureau immediately in event conditions should change to the point where such direct telephone facilities are no longer needed.

ADVANTAGES OF PROPOSAL:

(1) Would enable FBI radio dispatcher to call local police direct on emergency cases to correlate activities in apprehension of bank robbers, etc.

(2) In event Agent radioed for ambulance or other emergency aid, FBI radio dispatcher could save valuable time by making direct call instead of having to explain matter, give address and other data, to someone in FBI office who would then make necessary telephone call.

(3) In some offices, FBI radio dispatcher could call direct to State Patrol or other source to check car license ownership when requested to do so by Agent in radio car. Where Agents are attempting to identify a subject or fugitive, this procedure would save valuable time.

POSSIBLE DISADVANTAGE:

Since incoming radio calls must be loud enough to be heard by radio dispatcher, the possibility exists that someone on the outside talking with the radio dispatcher by telephone could overhear the incoming radio message just as Chief of Police in Phoenix Division claims he did last year. This provides potential of embarrassment.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 4/12/55

The Executives Conference on 4/11/55, with Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Henrich, Boardman, Rosen, Mason, McGuire and Holloman present, recommended:

1. That the rule governing telephone facilities in field office radio rooms be continued.
2. That an exception be granted for the Seattle Office pursuant to their request and based upon the firm presentation from the SAC that there will be adequate security.
3. An exception be granted for any other field office which at a later date may request such an exception and show conclusively that the exception should be granted and that adequate security will exist; no necessity of a special communication to the field advising that exceptions will be considered.
4. That the attached letter go forth to SAC, Seattle granting an exception for that office.

Office Memorandum • UNITED STATES GOVERNMENT

TO : L. V. Boardman

DATE: April 14, 1955

FROM : A. H. Belmont

SUBJECT: SECURITY INDEX

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

Executive Conference

SAC Letter 55-30 of 4-12-55 forwarded revised Security Index criteria to the field and reinstated the Security Index review project.

The revised criteria are more stringent than those previously in effect, introducing specific time limits insofar as overt subversive acts are concerned. The application of the revised criteria will undoubtedly result in the removal of great numbers of subjects from the Security Index. In many cases the subjects will be removed from the Security Index even though there is no indication of defection on their part, if, for example, there are no overt acts within the prescribed limits. The possibility exists, of course, that some of the persons in this category are "sleepers," who have deliberately withdrawn from subversive activities. They remain potential threats and in case of an all-out emergency, their identities should be readily accessible to permit restudy of their cases.

It has been suggested that procedure be devised whereby the field may keep track of these subjects. Two possible methods may be considered: (1) By permitting the field to retain under appropriate security the cancelled Security Index cards of these subjects removed purely on the basis of application of the new criteria or (2) forwarding to the field the respective Security Index lists for each office as of March 15, 1955 (such a list is available), allowing for recourse at any time in the future to the list for reference purposes.

OBSERVATIONS:

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 DATE 2/14/92 BY SP5 EJS

I feel that the procedure of retaining the cancelled cards in the field is preferable. It would permit ready recourse to these cards in the event of an extreme emergency. It should be borne in mind that such procedure would be two-fold in providing for maintenance in one place of (1) the cards cancelled during the Security Index review and (2) the cards cancelled on a continuing basis when the field examines these cases in connection with periodic reports. In the latter instances, cancellations will be made when the time limits are observed to have expired.

Enclosure 4-18-55 66-2574-
 cc Boardman BH 22 115
 Belmont
 Branigan
 Baumgardner
 Cox

NOT RECORDED
 128 APR 21 1955

INITIALS ON ORIGINAL

67 APR 22 1955

ORIGINAL FILED IN 100-353086-1912

As noted above, a Security Index list, by office, could be furnished the field. For reasons of security it would require filing, rendering it more inaccessible. Further, the list would include cases removed from the Security Index because of death, permanent departure from the country, or development as sources or informants. Use of the list for future reference would involve screening out such cases. Cancelled cards of subjects in these categories would be destroyed.

RECOMMENDATION:

If you approve, there is attached a proposed SAC Letter instructing the field to retain the cancelled cards of those former Security Index subjects who have given no actual indication of defection, in line with the foregoing. Manual changes are being prepared.

EXECUTIVES' CONFERENCE RECOMMENDATION:

April 18, 1955

The Executives' Conference, consisting of Messrs. Tolson, McGuire for Nichols, Gearty for Harbo, Rosen, Tamm, Sizoo and Belmont, on April 18, 1955, unanimously recommended approval of the attached SAC Letter.

AHB:tlc

llc

GK

V

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AHB

ALL INFORMATION CONTAINED
 April 13, 1955 REIN IN UNCLASSIFIED
 DATE 3/14/82 BY SP5 CE/JS

MEMORANDUM FOR MESSRS. L. B. NICHOLS
 L. V. BOARDMAN
 A. H. BELMONT
 E. F. HARBO
 J. P. MOHR
 L. E. LAUGHLIN

The Semiannual Conference for Seat of Government Supervisors will be held in two sessions; the dates are April 20 and 21, 1955; identical Conferences will be held on each date; each will commence at 3:30 p.m. and conclude at 5:20 p.m., in accordance with the schedule set forth below:

- 3:30 - 3:35 p.m. Call to Order and Opening Remarks Mr. Harbo
- 3:35 - 3:45 p.m. Proper Supervision of Investigative Work - Problems Encountered Mr. L. V. Boardman
- 3:45 - 4:05 p.m. How to Prepare Memoranda and Reduction of Paper Work Mr. A. G. Gilliland
- 4:05 - 4:25 p.m. Bureau's Position in Security Field- Current Problems Mr. A. H. Belmont
- 4:25 - 4:40 p.m. Budgetary and Personnel Problems Mr. J. P. Mohr
- 4:40 - 5:00 p.m. Courts and Federal Procedure in the District of Columbia Mr. T. J. Jenkins
- 5:00 - 5:20 p.m. The FBI Under Attack - Safeguarding Bureau's Reputation Mr. L. B. Nichols

Speakers should allow time for questions and their entire presentations should be concluded within the periods allotted. Mr. Harbo should arrange for as many Quantico Supervisors as practicable to attend and should also instruct Mr. A. G. Gilliland as to his presentation.

Mr. Laughlin should arrange for one half of the Washington Field Office Supervisors to attend the first session of the Conference and the other half to attend the April 21st session. Mr. Laughlin should make certain that Mr. T. J. Jenkins is fully instructed as to his presentation.

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

There will be chairs on the platform for speakers
 Mr. Gearty (sent direct)
 Unanimously approved by Exec Conf 4-11-55. Messrs. Tolson, Mohr, Tamm, Sizoo, Henrich, Boardman, Rosen, Mason, McGuire & Holloman were present. EDM:DMG
 John Edgar Hoover

MAILED 2
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ORIGINAL COPY FILED IN

April 13, 1955

MEMORANDUM FOR MESSRS. TOLSON
BOARDMAN
NICHOLS
BELMONT
HARBO
MOHR
PARSONS
ROSEN
TAMM
HOLLOMAN
SIZOO

ALL INFORMATION CONTAINED
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DATE 2/14/90 BY SP5 CEF/JS

The Semiannual Conference for Seat of Government Supervisors for the first half of the current calendar year will be held on April 20 and 21, 1955. It is imperative that you divide the Supervisors in your Division into equal groups and designate the particular Conference to be attended. Both Conferences will be identical; each will commence at 3:30 p.m. and conclude at approximately 5:20 p.m. Each Conference will be held in Classroom #1 (Room 5231, Justice Building).

Very truly yours,

John Edgar Hoover
Director

RECORDED-32

66-2554-12278

170 APR 21 1955

EDM:DMG
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EX-126

cc-Mr. G. C. Gearty (sent direct)

(Unanimously approved by the Executives Conference on 4-11-55, by Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Hennrich, Boardman, Rosen, Mason, McGuire and Holloman who were present. EDM:DMG)

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66 APR 25 1955

ORIGINAL COPY FILED IN

MR. TOLSON

4-21-55

THE EXECUTIVES CONFERENCE

SPECIAL AGENTS CONFERENCE
WASHINGTON FIELD OFFICE (WFO)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 CE/JS

On 4-21-55 the Executives Conference consisting of Messrs. Tolson, Harbo, Rosen, Belmont, Boardman, Mohr, Parsons, Tamm and Sizoo considered whether all or part of the program presented to the Seat of Government Supervisors Conference on 4-20-55 and 4-21-55 should also be presented to WFO Agents. The program for the Supervisors Conference was as follows:

HARBO	3:30 - 3:35 PM	Opening Remarks
BOARDMAN	3:35 - 3:45 PM	Proper Supervision of Investigative Work - Problems Encountered.
SUPERVISOR GILLILAND	3:45 - 4:05 PM	How to Prepare Memos & Reduction of Paper Work.
BELMONT	4:05 - 4:25 PM	Bureau's Position in Security Field - Current Problems
MOHR	4:25 - 4:40 PM	Budgetary & Personnel Problems
SA JENKINS (WFO)	4:40 - 5:00 PM	Courts & Federal Procedure in D.C.
NICHOLS	5:00 - 5:20 PM	FBI under Attack - Safeguarding Bureau's Reputation

The Washington Field Office has tentative plans for a Special Agents Conference to be held on 5-18-55 and the tentative program calls for the appearance of Mr. Q. Tamm and WFO representatives. The Executives Conference was of the unanimous belief that the appearance of Bureau officials before the Washington Field Office Special Agents Conference would contribute to morale and the effective functioning of that office. Agent Gilliland's talk revolved around problems in the preparation of Seat of Government memoranda. Mr. Belmont recently appeared before all of the agents

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66-2554-12279

INDEXED - 32

21 APR 22 1955

APR 22 1955

FY103

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

JAS:AO
(5)
cc - Mr. Harbo
Mr. Sizoo

Memorandum to Mr. Tolson

in the Washington Field Office handling Security Matters and presented substantially the same material but in greater detail. SA Jenkins is assigned to WFO and his talk was presented to an earlier Special Agents Conference. Accordingly, it was recommended that Messrs. Boardman, Mohr and Nichols, whose talks will require little or no revision, be added to the tentative schedule for the Special Agents Conference for the Washington Field Office. These talks vary from 15 to 20 minutes in length and will add approximately one hour to the WFO Conference. Each of the talks contain material that would be very appropriate for presentation and would be of real interest to field agents.

If approved, appropriate arrangements will be made with the Washington Field Office in accordance with the above Conference recommendation.

✓
O. W.
H

THE DIRECTOR

April 20, 1955

THE EXECUTIVES' CONFERENCE

SECURITY INDEX REVIEW

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/82 BY SP5 CIP/S

On April 20, 1955, the Executives' Conference, consisting of Messrs. Tolson, McGuire for Nichols, Boardman, Mason for Harbo, Rosen, Mohr, Tamm, Parsons, Sizoo and Belmont, considered certain problems relating to the Security Index Review Project including methods of supervision at the Seat of Government to handle this project expeditiously while at the same time fully safeguarding the Bureau's interests.

In SAC Letter #55-30 dated April 12, 1955, the field was instructed to review all Security Index cases (26,320 as of April 15, 1955), and forward a memorandum in each case to the Bureau with a recommendation as to whether the name of the subject should be retained or deleted from our Security Index. The SAC Letter set out the new criteria and furnished the field explicit instructions as to the information which should be included in the memoranda which will be forwarded to the Bureau as a result of their file reviews. In addition, the field was told that each memorandum must be personally approved by the SAC in most offices and in the larger offices the memoranda must be personally approved by the SAC, ASAC, or Bureau-approved security supervisors.

Scope of Review Project:

This review will encompass a critical analysis of each and every Security Index case in the light of our new, more stringent criteria. Therefore, before the entire project is completed six months from April 12 or on October 12, 1955, the field will have sent to the Bureau 26,320 memoranda. The bulk of this mail will reach the Bureau within 90 days because

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RECORDED-12

66-2554-12280

INDEXED-12

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

APR 26 1955

APR 22 1955
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the deadlines have been staggered so that the smaller offices (less than 1,000 subjects) must complete the project in 60 days, larger offices (over 1,000 subjects) in 90 days, excepting New York (approximately 7,200 subjects), in six months. Within 60 days, there will be received at the Bureau over 18,000 memoranda. This influx of mail is, of course, over and above the regular mail being received in the Domestic Intelligence Division.

We have learned from experience that questions will be raised in a certain percentage of the incoming memoranda which can only be resolved by correspondence with the field; thus, before the entire project is completed, it is estimated that well over 30,000 memoranda will be received at the Bureau for processing.

Present Status of Work

The Domestic Intelligence Division is heavily burdened at the present time with expedite matters in addition to the normal flow of mail. In order to meet this situation, the personnel in the division has contributed a considerable amount of voluntary overtime. The daily average overtime in March, 1955, in the division, by section, was as follows: Espionage, 2 hours, 13 minutes; Liaison, 2 hours, 20 minutes; Central Research, 3 hours, 4 minutes; and Internal Security, 2 hours, 59 minutes. It does not appear that there will be any decrease in the heavy flow of mail coming into the Domestic Intelligence Division in the near future. Therefore, considering the scope and importance of the review project, it is not believed that the extra work can be absorbed by our present personnel and we will require additional Special Agent personnel to assist in handling this project.

Previous Review at Seat of Government

In the previous review which was started under the old criteria and was discontinued on March 7, 1955, in addition to reviewing the information received from the field, we also made a file review at the Seat of Government (SOG). This was necessary inasmuch as in many instances application of the old criteria to a given set of facts required the use of independent judgment. The obtaining and reviewing of files is time consuming and several weeks after the project started we had accumulated more than 2,000 delinquent pieces of mail on the project despite the fact that we had assigned additional manpower to the project from the other sections within the Domestic Intelligence Division and made every possible effort to process the mail as rapidly as possible.

Supervision of the Review at the Seat of Government

The Executives' Conference considered three proposed methods for handling the Security Index Review Project at the SOG.

Proposal Number 1:

Messrs. Tolson, McGuire, Parsons, Rosen and Tamm feel that since (1) these cases require careful attention by the field; (2) recommendations must be personally approved by the SACs in most offices and (3) the new criteria are positive in nature and lend themselves to clear decisions, action at the SOG should be based on the SACs' recommendations in those cases in which removal from the Security Index is recommended. They point out, however, that because of the responsibility attached to keeping a subject on the Security Index, these files should be reviewed at the SOG on the subjects recommended for retention in the Security Index.

Proposal Number 2:

Messrs. Boardman, Mason, Mohr and Sizoo recommend that for the reasons set out under Proposal Number 1, above, action at the SOG be taken on the basis of the information appearing in the incoming memoranda whether the recommendation is for either removal or retention. They feel that because of the close scrutiny given these cases in the field and the positive nature of the new criteria, SOG recommendations should be handled without calling the case files. They also recommend, however, that files should be called when the field memoranda are not sufficiently clear and complete to enable the supervisor at the SOG to make a decision.

Proposal Number 3:

Mr. Belmont feels that it is not sound procedure to rely completely on memoranda from the field in making decisions of such momentous nature involving the question of whether subjects should be apprehended in an emergency. Belmont proposes that the files be reviewed at the SOG in all cases unless it is patently unnecessary (for example, cases of top Communist leaders).

Mandpower

The Executives' Conference was unanimous in agreeing that regardless of which method is approved, additional manpower will be required to properly handle the review project. The extent of additional manpower for temporary assignment to the project will depend on whether individual case files are reviewed at the SOG and the rapidity with which these cases are processed by the field. In any of the three proposed methods, however, there will be borderline cases which will require special attention. These cases will require memoranda which will be reviewed at a section or division level. For instance, in each case in which the field recommends the name of a subject be retained in the Security Index under Item 1 (d) of the new criteria, it will be necessary to check the file. Item 1 (d) permits Security Index status if "facts have been developed which clearly and unmistakably depict the subject as a dangerous individual" with no time limits set as to overt acts. This obviously allows latitude in judging the case. Although the field has been instructed that this provision is not a "catchall," every one of these cases will be critically analyzed when Security Index status is predicated upon this provision alone.

The Executives' Conference recommended that seven Agents who are lawyers and are experienced in security work be carefully selected for assignment to the SOG to arrive on May 2, 1955. In the event other additional personnel is needed, further requests would be made showing the justification for such requests.

Executives' Conference Recommendations:

(1) If you approve, the supervision of the Security Index Review Project at the SOG will be handled in accordance with the recommendation of the majority as indicated in Proposal Number 1, above.

✓ OK
Z



(2) If you approve, seven Agents who are lawyers and are experienced in security work will be ordered to report to the SOG on May 2, 1955, for temporary assignment to assist in the Security Index Review Project.

Respectfully,
For the Conference

✓
Clyde Tolson

THE DIRECTOR

4/21/55

The Executives Conference

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HEREIN IS UNCLASSIFIED
DATE 2/11/90 BY SP5 CI/JS

SPEECH PROGRAM V. RECRUITING PROGRAM

The Executives Conference consisting of Messrs. Tolson, Boardman, Nichols, Belmont, Harbo, Mohr, Parsons, Rosen, Tamm, and Sizoo considered the following matter which was presented at the conference by Mr. Nichols.

Over a period of years, in connection with the recruiting program, efforts have been made to have Bureau representatives participate in Career Day programs in high schools occurring at the end of the school year. This has been found to be a productive recruiting measure when we needed personnel and it has provided an excellent opportunity to discuss the fundamentals of the Bureau with high school graduates.

Heretofore, such appearances have not been considered as a speech and have been handled on a local level by the Special Agent in Charge designating qualified personnel and in many instances the Career Day would consist of a Bureau representative meeting with those members of the senior class who are interested in the Bureau which might number a dozen or more. The Bureau representative would explain the Bureau, opportunities for service in the Bureau, and answer questions. The program has been in effect for several years and most worthwhile results have followed if we can judge from comments we have received and from new employees recruited. Our best estimate is that there are between 200 and 400 such appearances a year. *md*

This year, for the first year in many, we do not need an active recruiting program, and a question arises as to whether the program should be continued this year as it has in the past or whether each appearance should be considered as a speaking engagement to be handled only by the Special Agent in Charge, Assistant Special Agent in Charge, or a qualified Bureau speaker.

cc - Mr. Harbo

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons (7) _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

RECORDED - 24
INDEXED - 24

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24 APR 25 1955

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Memorandum for The Director from The Executives Conference 4/21/55
RE: SPEECH PROGRAM V. RECRUITING PROGRAM

In the past, we have not confined these appearances to Bureau speakers and if the program is to be continued it would be practically impossible to limit the appearances to Special Agents in Charge, Assistant Special Agents in Charge and duly approved Bureau speakers since there are only 99 approved Bureau speakers in the entire field in addition to Special Agents in Charge and Assistant Special Agents in Charge.

The following are the advantages of continuing the program:

(1) While it is true we do not need applicants this year, we may need them in subsequent years. We will build up considerable good will and we should not undo the work that has been done.

(2) Career Day appearances involve essentially an explanation of job opportunities, applicant requirements, and general information pertaining to the Bureau. There is nothing that could come up which might be considered controversial.

(3) A continuation of Career Day appearances will provide an opportunity to acquaint high school graduates with the Bureau's activities and is an excellent educational program.

(4) The recruiting program is handled essentially by Agents who interview applicant, who handled applicant investigations, who have daily contact with school officials, and these are the individuals the school officials frequently will invite to participate in a Career Day program. It will be impossible to accept the invitations if this were limited to Special Agents in Charge, Assistant Special Agents in Charge, and the 99 approved Bureau speakers without diverting the key personnel from more important duties and engaging in considerable travel.

In this connection, it is pointed out that in 13 field offices only the Special Agent in Charge and Assistant Special Agent in Charge are approved to make speeches while in 11 other field offices there is only one approved speaker in addition to the Special Agent in Charge and Assistant Special Agent in Charge. To consider each participation as a speech requiring the recording of the speech and the tabulation, would cause unnecessary work.

Memorandum for The Director from The Executives Conference
RE: SPEECH PROGRAM V. RECRUITING PROGRAM

4/21/55

Messrs. Tolson, Boardman, Belmont, Mohr, Parsons, Rosen, Tamm, and Sizoo recommended that the Career Day program be discontinued as such and any participation hereafter be limited to the Special Agent in Charge, Assistant Special Agent in Charge, and qualified Bureau speakers.

Messrs. Nichols and Harbo recommended that the program continue as it has in the past.

Respectfully,
For the Conference

✓
Clyde Tolson
H

I Concur
H

MR. TOLSON

4/13/55

EXECUTIVES CONFERENCE

CORRECTING ERRORS IN COMMUNICATIONS

ALL INFORMATION CONTAINED
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DATE 2/14/92 BY 3/5 e/j/s

SAG Letter 55-23 in part set forth the following rule:

If an error is detected in a report within 7 workdays of the date of the submission of the report, immediately advise the Bureau by deferred Air-Tel of the error and advise whether amended pages are being submitted.

The Investigative Division has suggested that the above rule be amended to read as follows:

"If an error is detected in a submitted report within five workdays of the date of the report, immediately advise the Bureau by teletype of the error and whether amended pages are being submitted."

The Investigative Division has advised that all reports received in the Special Inquiry Section, except those on Special Inquiries for the White House and Congressional Committees, are transmitted to the requesting governmental agency as soon after the deadline as possible. Ticklers on the majority of investigations handled are run five days after the deadline and the majority of the reports are transmitted at that time. Further, in a substantial number of the classifications handled in the Accounting and Fraud Section, reports are routed to supervisors on "expedite processing" on the date received in the Bureau. Therefore, reports are usually handled and disseminated within five days of their receipt at the Bureau. The Investigative Division feels the above suggestion will more adequately serve the purpose of the rule.

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RECORDED-27

INDEXED-27

24 APR 22 1955

EXECUTIVES CONFERENCE CONSIDERATION:

EDM, DWT 4/13/55

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

The Conference on 4/11/55, with Messrs. Tolson, Mohr, Rosen, Conrad, Sizoo, Hennrich, Boardman, Rosen, Mason, McGuire and Holloman present, unanimously recommended adoption of the Investigative Division's proposal that a teletype be submitted to the Bureau if

6 APR 20 1955

cc - Mr. Sizoo
Mr. Harbo

Rosen

[Handwritten mark]

Memorandum to Mr. Tolson

an error is detected in a report within five workdays. This change has been incorporated in the attached proposed change for the Manual of Rules and Regulations regarding errors in communications.

Mr. Tolson

4/20/55

Executives Conference

SUGGESTION NUMBER 167-55
MADE BY MRS. [REDACTED]
WASHINGTON FIELD OFFICE

ALL INFORMATION CONTAINED
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b7c

SUGGESTION: That a form letter (sample enclosed) be prepared for use in transmitting an employee's Government property to the Bureau when that employee resigns.

Mrs. [REDACTED] Grade GS-8, is Secretary to the Special Agent in Charge in the Washington Field Office. This suggestion comes within the purview of her regular duties.

PRESENT PROCEDURE: A separate letter is typed in each case.

ADVANTAGES STATED: That adoption of the suggestion would save considerable typing time.

DISADVANTAGES STATED: None.

SAVINGS: None estimated. The savings would be small in any case because the number of these letters which must be written is not large. Offsetting costs in preparing and storing another form.

OBSERVATIONS: SAC Laughlin, Washington Field Office, says this suggestion has considerable merit and that he recommends it be adopted. SAC Faisst, Norfolk, recommends adoption on the ground that considerable typing time would be saved. SAC Abbaticchio, Charlotte, recommends adoption but suggests that other items be added, such as clerical identification card number, which would make it possible to use this form for any employee who resigns. He also suggests that there be a notation on this form that the brief case, revolver, handbook, and badge were forwarded under separate cover, thus making it possible to handle the entire transaction with one letter, a copy of which would go with the package in which the above-mentioned items were forwarded. Inspector Callahan, Administrative Division, recommends adoption on the ground that considerable typing time would be saved. Inspector McGuire, Records and Communications Division, agrees with Inspector Callahan.

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

DJD:hcc

cc: Mr. Harbo

Mr. Sizoo

RECORDED-99
INDEXED-99

24 APR 25 1955

EX-112

(5) 59 APR 28 1955

PERS. FILE

Executives Conference memo for Mr. Tolson

SAC Gale, Richmond, recommends against adoption, stating there are not sufficient resignations in the smaller offices to warrant the adoption of a special form; the time and expense of printing this form together with the space it would take in the field office makes the adoption of a special form impracticable.

SA Dalbey, Training and Inspection Division, agrees with SAC Gale, believing that by the time we add up the cost of preparing this form, shipping it to the field offices, and storing it there, the net gain in cost and efficiency would be minor, if any. Moreover, any form letter like this can easily become out-of-date when an item of Government property is added or taken away.

Mrs. [redacted] Supply Section, Administrative Division, advises that these letters are very short but that the sum total of Bureau property issued to all employees, both Special Agent and Clerical, is sufficient that the form would have to be printed on both sides of one sheet or one side each on two sheets and even then might spill over on a third sheet.

b6
b7C

RECOMMENDATIONS: 1. That the suggestion not be adopted.

2. That if the suggestion is adopted, no award be given because the suggestion comes within the purview of the suggester's duties. If an award is to be considered, it would appear to fall under the table for unestimated cash savings and intangible benefits, in the classification of a suggestion of "minor" benefit and "limited" application, in which case the minimum award is \$10 and the maximum \$50.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 4/20/55

The Executives Conference on 4/20/55, with Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Mason and McGuire present, unanimously opposed adoption of this suggestion in view of the objections cited. The Conference felt adoption of the suggestion would actually cost the Bureau money and, therefore, the present procedure should be continued.

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- Tele. Room _____
- Holloman _____
- Gandy _____

Mr. Tolson

4/20/55

Executives Conference

SUGGESTION NUMBER 172-55
PAPERWORK MANAGEMENT

ALL INFORMATION CONTAINED
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DATE 2/14/90 BY SP5 EIJ/JS

SUGGESTION: The Oklahoma City, Miami, and Portland Offices have suggested that reports be eliminated in Deserter-Fugitive cases and that the Bureau be advised of pertinent information by letter, airtel, or teletype. Oklahoma City suggested that the office of origin prepare a six-month summary report in these cases.

PRESENT PROCEDURE: No report is submitted to the Bureau in routine apprehension cases; airtel suffices. Auxiliary offices do not submit reports to the Bureau when the information is negative. Office of origin submits reports approximately every 45 to 60 days, summarizing all investigation, including that made by auxiliary offices which have not submitted reports to the Bureau.

ADVANTAGES STATED: Save paper, dictation time, clerical time.

DISADVANTAGES STATED: None.

SAVINGS: Not susceptible of accurate estimation.

OBSERVATIONS: Assistant Director Rosen recommends that the suggestion not be adopted and that the present system of reporting be continued. Reporting has already been streamlined. To eliminate reports from the office of origin would leave the Bureau with no current information on these cases. This would still be substantially true if the office of origin submitted a summary report every six months as suggested by Oklahoma City. Under the present system the field is constantly aware that the case is being followed by the Bureau. The information contained in present reports is necessary for supervisors to answer inquiries received from the Director's Office and from the offices of other Bureau Officials.

RECOMMENDATION: That the suggestion not be adopted.

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24 APR 25 1955

- Tolson _____
- Boardman _____
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- Mohr _____
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- Tele. Room _____
- Holloman _____
- Gandy _____

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 4/20/55, with Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Mason and Acquire present, was unanimously opposed; no further streamlining of deserter-fugitive reports is practicable.

APR 29 1955

DJD:hcc
(5) hu cc: Mr. Harbo
Mr. Sizoo

Handwritten initials and "PERS" stamp

MR. TOLSON

4/20/55

THE EXECUTIVES CONFERENCE

SUGGESTION #182-55
MADE BY MR. H. L. EDWARDS
ADMINISTRATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP5 CF/JS

SUGGESTION: That ~~routing slips~~ ^{with instructions} rather than memoranda, be used to advise a division head of compliance with his instructions. Also, that when a division head must report certain action taken, a single memorandum issue from the office of the chief of the division rather than individual memoranda from sections.

This suggestion comes within the purview of Mr. Edwards' duties. His supervisor is Assistant Director Mohr.

PRESENT PROCEDURE: No flat rule has been laid down by the Bureau on how the personnel of divisions should notify the division head of information which should be brought to his attention.

ADVANTAGES STATED: Reduce time required for preparation, processing and reviewing. Save paper.

DISADVANTAGES STATED: None.

SAVINGS: None estimated or susceptible of accurate estimation.

OBSERVATIONS: Assistant Director Mohr recommended that the suggestion be adopted. Assistant Director Parsons agreed with Mr. Mohr. Inspector Keay, Domestic Intelligence Division, said there is no objection but there are cases when memoranda should be written to report to the Director or to handle intradivision activities. Assistant Director Rosen pointed out that the examples used by Mr. Edwards to show that some memoranda are not necessary were cases needing compliance with the Director's instructions and Mr. Rosen wanted memoranda for his file. Mr. Nichols, Assistant to the Director, said he does not think it is possible to make an over-all rule on this point because the division head does not know whether the matter should be of record until he has reviewed it. SA D. J. Dalbey, Inspection and Planning Section, respectfully suggests that the basic idea is sound and fully in accord with present Bureau policy for reducing paper work; however, there are

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo DJD: mom
- Mohr (5)
- Parsons 1 - Mr. Harbo
- Rosen 1 - Mr. Sizoo
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

RECORDED - 25

INDEXED - 25

EX-112

66-2554-12285

24 APR 26 1955

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51 APR 27 1955

so many variations to the problem no directive could be issued in any but the most general terms, and these instructions should by this time be fully understood by all Bureau officials and supervisors responsible for any type of paper work. The general rule, which is all that could be issued, is already in effect.

RECOMMENDATION:

That the suggestion not be adopted insofar as it requires additional action in the form of another directive.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMC 4/20/55

The Executives Conference on 4/20/55, with Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Mason and McGuire present, was unanimously opposed to the suggestion, feeling it would be virtually impossible to establish a rule as to what material should be reported to a Division head orally and which should be reported by routing slip or memorandum.

Mr. Tolson

4/20/55

The Executives Conference

SUGGESTION #168-55 made by
SA [redacted]
CLEVELAND OFFICE

ALL INFORMATION CONTAINED
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DATE 3/14/92 BY SP5 CI/JS

b6
b7C

~~Instruction of~~

SUGGESTION: That informative memoranda in subject files be taken from those files and destroyed after the pertinent information in each memorandum has been incorporated into a report written on that subject. When the Agent has dictated his report he would also dictate written notification to the Chief Clerk of the memoranda in the subject files which had been incorporated into this report and the Chief Clerk would then destroy those memoranda. Should the originals ever be needed they could be found in the files of the informants who gave the information.

This suggestion comes within the purview of Special Agent's duties. The suggestor's supervisor is SAC Hawkins.

PRESENT PROCEDURE: The informative memoranda appearing in the subject's file remain there as integral parts of the file even after a report has been written to incorporate the data shown in those memoranda in official report form.

ADVANTAGES STATED: Would save over half of the filing space for security files inasmuch as these memoranda constitute in excess of 60% of the bulk of a security file.

DISADVANTAGES STATED: The memoranda are not available in the subject file should it be desired to review them after the report has been written. The originals of those memoranda, however, can be found in the files of the informants who provided the information.

SAVINGS: None estimated in terms of dollars.

OBSERVATIONS: SAC Hawkins, Cleveland, recommends adoption of the suggestion, stating that considerable filing space will be saved. Mr. Eames, Records Section, recommends adoption, stating that there would be a substantial savings

cc - Mr. Sizoo
Mr. Harbo

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

66-2554-12286

RECORDED

24 APR 26 1955

INDEXED - 77

DJD: jla

59 APR 28 1955

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in file cabinets and floor space. Mr. Eames adds that since these memoranda are copies of the originals from the informant files they could be considered as work papers and destroyed without specific authority from Archives. SAC Kelly, New York City, recommends against adoption, giving the following reasons:

(1) Possibility of tracing an error committed in the investigative report would be jeopardized if the memoranda had been destroyed.

(2) The only remaining source of the original information would be the informant files and these would be needed by so many Agents in so many cases that those files would be in tremendous demand and the extra handling might even jeopardize the informant.

(3) The original information would not be available for review in each subject file and some of these cases, particularly those going before hearing bodies, require a great deal of review and analysis.

(4) There would be a 20% increase in the Serializing Section of the Chief Clerk's Office in handling the memoranda marking other memoranda for destruction.

(5) Additional handling of the files involved in destroying memoranda would increase the possibility of all types of misfiles and errors.

SAC McCabe, Philadelphia, recommends against adoption, stating that destruction of these memoranda might deprive the office of important information when needed. Reports often incorporate only certain pertinent items from a memorandum and do not include other data in that memorandum which will become highly important later on should the subject be prosecuted. In case of prosecution, Government attorneys would require the most detailed information and great confusion would result if one single informant file were the only place where such information could be found on a number of cases. In security cases, the primary consideration is whatever will facilitate the Bureau's completeness and effectiveness; file space must be secondary. SAC Brown, Baltimore, recommends

against adoption citing the same conclusions as those shown immediately above. Mr. Cleveland, Domestic Intelligence Division, recommends against adoption, stating that each subject file should be complete in itself (it would not be if the memoranda were partially paraphrased in a report and then destroyed) and that if the memoranda were destroyed, the Bureau would lose the notations of an administrative nature which are frequently made on the subject memorandum. It would then be more difficult to fix responsibility. Also, memoranda often contain information which does not appear important now but becomes highly important later. This information should be in the subject's file.

RECOMMENDATIONS: (1) That the suggestion not be adopted.

(2) That if the suggestion is adopted no financial award be given because this suggestion comes within the purview of the suggestor's duties.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:DMG 4/20/55

The Executives Conference on 4/20/55, with Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Mason and McGuire present, ^{700's} unanimously opposed to this suggestion. The Conference felt that adoption of the suggestion would make it impossible to trace errors or fix responsibility and that original source information should continue to appear in FBI files. No further action necessary.

Mr. Tolson

4/12/55

Executives Conference

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DATE 2/14/92 BY SP5 CF/JS

SUGGESTION #21-55 & #22-55
MADE BY MR. CONRAD N. SHAW
RECORDS AND COMMUNICATIONS DIVISION

Attached memorandum dated January 13, 1955, R. T. Harbo to Mr. Tolson, explains two suggestions made by Mr. Shaw on using rubber stamps to facilitate removal of obsolete index cards. Both of these suggestions were put into effect by the Records Section, following approval granted by referenced memorandum. Mr. Shaw was thanked by letter for making the two suggestions.

Mr. Eames, Records Section, now advises that adoption of these two suggestions has made a net annual savings of \$909.88 after deducting the cost of the stamps purchased. A calculation was made of the time saved and this time was figured at the salary of a GS-5 employee to reach the net total savings of \$909.88.

Mr. Eames recommends that Mr. Shaw receive a cash award commensurate with net savings of \$909.88 annually.

Mr. Shaw is a GS-5 clerk assigned to the job of training employees engaged in removing obsolete index cards. He is expected to make suggestions but the value of these two suggestions considered here goes considerably beyond his routine duties.

RECOMMENDATION: That Mr. Shaw be granted a cash award of \$50. This is computed at the standard rate of \$10 for the first \$200 saved and \$5 for each additional \$100 or fraction thereof.

DJD:ncd

RECORDED - 44
INDEXED - 44

66-2554-122

cc: Mr. Harbo

Mr. Sizoo

24 APR 27 1955

(5)

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

Attachment

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DJG 4/12/55

The Executives Conference on 4/11/55, with Messrs. Tolson, Mohr, Rosen, Tamm, Conrad, Sizoo, Heinrich, Boardman, Mason, McGuire and Holloman present, unanimously recommended a cash award of \$50 (computed per the standard table) be given to Mr. Conrad N. Shaw. Administrative Division will handle the award matter.

Mr. Tolson
Miss Hayes
377
60 APR 29 1955

RECEIVED READING ROOM
APR 19 4 57 PM '55

EX-113 SECTION

RJ

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Mr. Tolson

March 28, 1955

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 2/14/90 BY SP5CI/JS

Fugitives

On March 28, 1955, the Executives Conference with Messrs. Tolson, Boardman, Holloman, Mohr, Rosen, Parsons, McGuire, Mason, Sizoo and Q. Tamm being present considered a recommendation submitted by the Identification Division with reference to the handling of fugitive cases in which the Bureau has a wanted notice and outside law enforcement agencies also have a wanted notice.

The Identification Division recommended that the Investigative Division's fugitive indices cards be marked in some manner to reflect those instances where a Bureau fugitive is also wanted by some local authority. The Identification Division proposes that the Bureau fugitive indices cards be stamped with a simple notation that there are "outside wants" so that when a Bureau fugitive is apprehended the Identification Division will be advised telephonically by the Investigative Division of the existence of this wanted notice in favor of some local authority.

The Identification Division then will be able to more promptly notify the local authority relative to the apprehension of the fugitive involved. This proposal will enable the Identification Division to more fully meet its dual responsibility with regard to the handling of Bureau fugitives as well as fugitives whose apprehension is desired by local authorities. It is noted that this involves approximately twenty fugitives a week where both the Bureau and the local law enforcement agency will be desirous of the apprehension of the fugitive.

The Conference unanimously recommends that this system be placed in effect and that the Investigative Division be furnished by the Identification Division with information to enable them to suitably mark their fugitive indices cards.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons 1 - Mr. Harbo
- Rosen 1 - Mr. Sizoo
- Tamm _____
- Sizoo _____
- Winterrowd GT:VH
- Tele. Room (6)
- Holloman _____
- Gandy _____

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INDEXED - 40 24 APR 27 1955

EX-126

60 APR 29 1955

THE DIRECTOR

4/25/55

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 2/14/92 BY SP5 CJ/JS

SUGGESTION #180-55
MADE BY SA MERVIN G. O'MELIA
SPRINGFIELD OFFICE

FINGERPRINTING OF ALL INFORMANTS SO THAT A
FLASH NOTICE CAN BE PLACED IN THE FILES
OF THE IDENTIFICATION DIVISION

PRESENT PROCEDURE

At the present time the Bureau places a flash notice with the Identification Division concerning each FBI informant who has been previously fingerprinted. Most Criminal Informants have been fingerprinted; most Security Informants have not.

SUGGESTED PROCEDURE

O'Melia proposes that all informants be fingerprinted so that the Bureau will know of any subsequent arrests.

OBSERVATIONS

SAC Wily, Springfield, does not recommend the proposal; SAC Hawkins of Cleveland, SAC McFarlin of Cincinnati and Supervisor J. D. Donohue of the Security Informant Desk oppose the suggestion. SAC Hallford of Pittsburgh favors the idea.

In its consideration of this matter the Executives Conference took cognizance of the fact that the developing of Security Informants is essentially a "selling job" and difficulty is frequently encountered by Agents in convincing persons that they should cooperate with the Bureau; requiring that such persons be fingerprinted might tend to alienate some of the Security Informants. The view was expressed that an Agent who maintains proper contact with an informant will generally know if the informant has been arrested. There are about 900 Security Informants and possibly as many as 100 have been fingerprinted. A reliable flash notice cannot be placed in the Identification Division without fingerprints.

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

RECORDED-52 66-2557-12289

EXECUTIVES CONFERENCE CONSIDERATION

INDEXED-52 APR 28 1955

Present at the Conference on 4/20/55 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason.

cc-Messrs. Sizoo, Belmont and Harbo

DM:DMG
(6)

APR 29 1955

EX-115

Handwritten initials and signatures: J, RJ, M

Memorandum to Director

OK. but I cant find
where Tolson proposed it. H

MINORITY VIEW

Messrs. Boardman, Rosen and Mason agreed with Mr. Tolson's proposal: Obtain fingerprints from Criminal and Security Informants unless some reason to the contrary exists in those instances when we do not already have fingerprints of the informant on file; if the informant refuses to be fingerprinted do not force the issue; remove the informant's fingerprints from the Criminal file whenever use of the informant is discontinued; obtain the fingerprints of the informant after the informant has been developed and not in the initial stages of development when the Agent is endeavoring to convince the informant he should cooperate with the FBI.

MAJORITY VIEW

Messrs. Mohr, Belmont, Tamm, Parsons, Sizoo and McGuire felt it would be contrary to the Bureau's best interests to require that fingerprints be submitted from informants in those instances when we do not already have those fingerprints on file and the majority was particularly concerned that the efforts to obtain fingerprints might jeopardize relations with Security Informants.

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

Respectfully,
For the Conference.

✓
Glyde A. Tolson
H

Mr. Tolson

4/27/55

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 2/14/92 BY SP5 CI/JS

~~MOTION PICTURE TRAINING FILMS~~

On 4/27/55, the Conference, composed of Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich and Harbo, considered the proposal to make two additional training films, which are provided for in the 1955 budget.

We have just completed a film on the Collection, Identification and Packaging of Evidence; a film on fingerprint matters is presently being completed. These two films with 60 copies of each cost \$26,492.79. Each film is 20 minutes in length.

The Conference unanimously recommends the preparation of two additional training films, (1) "Auto Theft Investigations - Recognition of Hot Cars" (2) "Crime Scene Searches (indoor and outdoor); the scripts to be completed in sufficient time to permit solicitation of bids and awarding of contracts prior to June 30, 1955.

cc: Mr. Harbo
Mr. Mohr
Mr. Sizoo
Mr. Gearty

RTH:gsr
(7)

I agree -
fund are
available for
this
Jpm V.

A

RECORDED - 72

INDEXED - 72

66-2554-12290

24 APR 28 1955

EX-115

RJH

377
9 1955

THE DIRECTOR

April 22, 1955

THE EXECUTIVES' CONFERENCE

~~ERRORS~~

ALL INFORMATION CONTAINED
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DATE 2/14/92 BY SP5 CFI/JS

On April 21, 1955, the Executives' Conference, consisting of Messrs. Tolson, Boardman, Nichols, Rosen, Harbo, Mohr, Tamm, Parsons, Sizoo and Belmont, considered further the problems of reducing errors in Bureau communications.

The Conference was unanimously agreed that we must continue to aggressively pursue methods to cut errors to the absolute minimum. To this end, we will continue to consider for censure employees who make five errors of form in any six months, whether the employee is Agent or clerical personnel.

Errors of substance are handled on an individual basis and letters of censure or more severe action are properly directed to the employee responsible, including employees who review and approve the communication. An example is the SAC Letter pertaining to the Harvey Matusow matter which resulted in severe letters of censure, and in some cases, probation for employees who prepared and approved the letter. Errors of substance embarrass the Bureau and require corrections in reports and other communications which have been disseminated from the Bureau.

Relative to errors of form, the employee who prepares a communication is held responsible for both the substance and the form of the communication. Therefore, he must read it for content and must also proofread it for form. The stenographer who prepares the communication is responsible for proper transcription and form. Therefore, she must proofread the communication. These are the proper levels where proofreading for form errors must be done and done accurately.

The communication is subsequently reviewed in the field by the Supervisors or SAC and at the Seat of Government by reviewing officials, primarily for content as to the soundness of the action reflected therein. Errors of form are many times caught during this review by the reviewing official, but he does not proofread the communication specifically for form errors.

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

Mr. Boardman
Mr. Nichols
Mr. Harbo

RECORDED-74
INDEXED-74
66-2554-1229
MAY 1955
Handwritten initials and signatures

MEMORANDUM FOR DIRECTOR

as this requires word for word reading of the communication. He can, of course, do so, if required, but word for word proof-reading requires considerable additional time. The volume of reading now handled by reviewing officials strongly indicates that if the reviewers are required to proofread word for word for form, they will need additional assistance due to the slow-down in their production. Thus, the problem resolves itself to factors of production and cost.

The current drive to reduce errors, both of substance and form, has caused a marked reduction of such errors and the drive must, of course, continue. In the field of substance errors involving judgment and action, the reviewing officials should be held responsible for the material they review and this is being done. In the field of form errors, however, it is possible that we should strike a balance in favor of production and cost and pin the responsibility for form errors on the employees who originate the communications. Of course, any communication which has a number of form errors in it that ostensibly should have been caught by a reviewing official would be handled on an individual basis as an error of substance.

EXECUTIVES' CONFERENCE

RECOMMENDATION:

The Executives' Conference recognized the need to give some leeway on this matter, in so far as reviewing officials are concerned.

Messrs. Boardman, Mohr, Sizoo and Harbo recommended that reviewing officials be considered for censure in the event five or more errors of form in any given month were contained in communications initialed by them, as set forth in the weekly list prepared by the Records and Communications Division.

Messrs. Tolson, Tamm and Parsons recommended that the reviewers be held responsible for ten form errors in any six-month period.

J. Conner 71

Messrs. Belmont, Nichols and Rosen felt we must strike a balance from the standpoint of production and cost and, therefore, the responsibility for form errors must continue to be pinned on the

MEMORANDUM FOR DIRECTOR

personnel who produce the communications. To charge the reviewing officials with proofreading for form will inevitably result in a slow-down in production, as they will have to read communications word for word to catch form errors. If a reviewing official approves a communication which is sloppy or contains a number of form errors, he should be held responsible as this then becomes a substantive matter. The officials in the field and at the Seat of Government should be held responsible for applying continued pressure to see that the communications are free from error. This is part of their functions as officials. Belmont recommends that no mechanical quota be set for reviewing officials.

We will be guided by the Director's desires in this matter.

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

4/26/55

THE EXECUTIVES CONFERENCE

SUGGESTION #202-55
MADE BY MISS [REDACTED]
BALTIMORE OFFICE

ALL INFORMATION CONTAINED
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DATE 2/14/92 BY SP5 CE/JS

b6
b7c

SUGGESTION: That ~~Security Index~~ cards not show the name, race, sex, birth date, and nationality of the subject on the reverse side inasmuch as this same information appears on the front of the card.

Miss [REDACTED] is a clerk, Grade GS-4, in the Baltimore Office. This suggestion is deemed to be within the purview of her duties because it relates to filing and clerical work. Her supervisor is SAC Brown.

PRESENT PROCEDURE: The data under consideration is printed on the front of all Security Index cards at SOG. Copies of these cards are kept in an alphabetical index at SOG and additional copies are broken into an alphabetical and a geographical index in the field offices. The geographical index cards (but not the alphabetical index cards) kept in the field office duplicate the referenced data on the back of the card where a complete description of the subject is set out.

ADVANTAGES STATED: Would provide more space on the reverse side of the card for information concerning relatives, precautionary measures and other facts of possible assistance to the apprehending agent.

DISADVANTAGES STATED: None.

SAVINGS: None estimated. Would be extremely small.

OBSERVATIONS: SAC Williams, Honolulu, recommends adoption of the suggestion, stating that there is no necessity for this information appearing on both sides of the card and particularly so since the back side of the card is already congested. SACs Burke, Little Rock, and Piper, Memphis, agree with SAC Williams. SAC Brown, Baltimore, does not specifically recommend adoption but stated that additional space would be made available on the back side of the card. Assistant Director Belmont recommends against adoption, stating that the limited descriptive data which appears on the front of the card is absolutely necessary for use.

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

DJD:mpm
(4)

1 - Mr. Harbo
1 - Mr. Sizoo

RECORDED - 15

INDEXED - 15

66-2554-12292

29 MAY 3 1955

EX-112

RB

66-2554-12292

1 MAY 8 1955

SP5

both at SOG and in the alphabetical files in the field offices, as a quick reference to distinguish one subject from another and to group the subjects by sex, nationality and other pertinent characteristics. This information is duplicated on the back side of the card only in the case of those cards in the geographical index kept by the field offices. Those cards contain a complete description of subject on the back side. Since that descriptive data would become quite important in the event of an apprehension program, the Domestic Intelligence Division believes that we should continue ~~to list the~~ complete description on the reverse side of the geographical index cards so that it would never be necessary for an agent to flip the card from one side to the other in order to get a full description.

RECOMMENDATIONS:

1. That the suggestion not be adopted.

2. That, if the suggestion is adopted, no financial award be made because the contribution is a small one and it comes within the purview of the suggester's duties.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:hcc 4/26/55

The Executives Conference, consisting of Messrs. Tamm, Parsons, Sizoo, Hennrich, Boardman, Gearty, McGuire, and Rosen, on 4/26/55 were unanimously opposed to the suggestion.

RH
✓
JMS

4/21/55

The Director

Executives Conference

READING ROOM

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DATE 2/14/92 BY SP5 CE/JS

BACKGROUND: Following a Reading Room survey, the Executives Conference majority (Mr. Nichols dissenting) recommended 1-20-55 and Director approved (1) Reading Room discontinue reading body of SF #64/Office Memorandum (similar to first page of this communication), and (2) further analysis be made of Reading Room operations to determine exactly how many readers could be released (previous estimate had been that staff of one clerical supervisor and eleven readers could be reduced by five employees).

ACTION TAKEN: (1) One employee was transferred 2-14-55 (2) following independent analyses of Reading Room operations by Inspector H. C. Van Pelt and by personnel of Records and Communications Division, memorandum of R. T. Harbo to Tolson, 3-31-55, recommended release of another reader, subject to recall if future workload increases. Mr. Van Pelt and Mr. Nichols concurred in said recommendation.

POSSIBILITIES FOR FURTHER STREAMLINING: Reading Room figures show 26% of outgoing documents per day consist of Form #0-9 communications (teletypes, air-tels, telegrams and radiograms). These documents comprise 24% of pages reviewed in Reading Room per day. They require seven hours, fifteen minutes reading time, or 12% of total reading time per day.

Inspector Van Pelt recommends discontinuance of review of body of these Form #0-9 communications. This would provide same type of attention to Form #0-9 communications as is presently devoted to SF #64 Office Memoranda.

ADVANTAGES: (1) It is estimated this procedure would reduce reading time required for Form #0-9 communications by 25%, or one hour, forty-nine minutes daily, and (2) it would also provide uniformity in processing required of SF #64 and Form #0-9 communications.

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

cc: Mr. Nichols
Mr. Mohr
Mr. Harbo
Mr. Sizoo

66-2554-12293

MAY 3 1955

RECORDED-41
INDEXED-41

EX-112

5 MAY 4 1955
HCVF:lab

DISADVANTAGES: Mr. Nichols disagrees, pointing out (1) Form 40-9 air-tels are widely used as substitutes for teletypes and letters, and said air-tels are relatively detailed and require close attention, and (2) field should be given no opportunity to point out any communications from Bureau containing error.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference consisting of Messrs. Tolson, Boardman, Nichols, Belmont, Harbo, Mohr, Parsons, Rosen, Tamm, and Sizoo considered the foregoing suggestion. Messrs. Tolson, Boardman, Belmont, Harbo, Mohr, Parsons, Rosen, Tamm, and Sizoo were unanimous in recommending adoption of the foregoing suggestion. Mr. Nichols took the position that he felt that teletypes and air-tels should be read in the Reading Room and that if they were considered as recommended by the Inspector as not being important enough to be read by the Reading Room, then there is no point in sending them to the Reading Room in the first instance. The Reading Room should not have the responsibility of merely checking an address and copies of the outgoing communication without checking the contents.

I share majority view.
H

Mr. Tolson

4/26/55

Executives Conference

ALL INFORMATION CONTAINED
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DATE 2/14/90 BY SP5 CI/JS

STANDARDIZATION OF REPORT WRITING

SUGGESTION: The Report Writing Committee suggests that information concerning the placing and removal of flash notices and/or stops should be placed on the administrative pages (1) as an aid to personnel reviewing such information, and (2) since the information is of an administrative nature.

PRESENT PROCEDURE: Manual of Rules and Regulations, Section 4, page 5, item 11g, states in part: "The details of a report must contain: Statement stop notice was placed and statement when removed."

Manual of Instructions, Volume I, Section 7, page 15, item 7c, re Probation Flash letter (form FD-11) states in part: "It (meaning Probation Flash Letter) should be listed as an enclosure in the investigative report."

Manual of Instructions, Volume II, Section 16, page 5, item (4), dealing with Application for Pardon After Completion of Sentence and Application for Executive Clemency Investigations requires that the office requesting the flash notice should mention that fact on the administrative page of the report.

Manual of Instructions, Volume III, Section 87, page 44a, item 11, re Security Investigations states in part that any reference to the Security Flash Notice (form FD-165) is administrative data.

INVESTIGATIVE DIVISION VIEWS: "Stop notices are placed for fugitives, persons wanted for questioning, and property, during course of criminal investigations. Since stop notices are placed or removed during course of investigation, this information should be set out in details of report since it is pertinent part of investigation."

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

EXECUTIVES CONFERENCE CONSIDERATION:

EX-112 RECORDED - 66-254-12294
664:hcc 4/26/55

INDEXED - 43

On 4/26/55 the Executives Conference, consisting of Messrs. Tamm, Parsons, Sizoo, Hennrich, Boardman, Gearty, McGuire, Rosen, and Rosen, unanimously opposed the suggestion based on the objection raised by the Investigative Division.

Mr. Harbo
Mr. Sizoo

RF J

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4-6-55

FROM : T. W. WAIKART

SUBJECT: RETURN TO THE BUREAU OF REPORTS AND BLIND MEMORANDA PREVIOUSLY DISSEMINATED TO OTHER GOVERNMENT AGENCIES

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

Linton

T. W. Waikart

SYNOPSIS:

Reports and blind memoranda previously disseminated to other Government Agencies are being returned to the Bureau in ever increasing volume. Sample communication from U. S. Department of Agriculture returning Bureau reports furnished that Agency in 1941-42 attached. The Records Section in processing these returned copies has been following the laborious and time consuming procedure of refiling each report in the substantive case file along with appropriate notations on the original.

ALL INFORMATION CONTAINED
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DATE 2/1/92 BY SP5 CII/JS

RECORDED - 17
INDEXED - 17

66-2554-12295
RECORDED
46 MAY 3 1955

RECOMMENDATION:

In order to conserve time and save valuable filing space, it is proposed that we discontinue the refiling of copies of reports and blind memoranda previously disseminated to other Agencies, but destroy them if no unusual circumstances exist; and that we make full and complete notation on the original report as to the date the copy was returned, the Agency, and a specific reference to the transmittal letter returning it. The cover communications returning these reports to the Bureau will be filed in a general file on the Agency.

ADDENDUM: LBN:fc, 4/21/55

The Executives Conference consisting of Messrs. Tolson, Boardman, Nichols, Belmont, Harbo, Mohr, Parsons, Rosen, Tamm, and Sizoo considered the foregoing recommendation and felt that in view of the small volume, it would be to the Bureau's advantage to keep reports returned to the Bureau for should any question ever arise the documents would be readily available.

TWW:nlc
Enclosure

67 MAY 5 1955

ORIGINAL COPY FILED IN 66-3665

Handwritten initials and stamps:
V-12-22
V10
2A3
W

Memorandum to Mr. Nichols
Re: Return to the Bureau of
Reports and Blind Memoranda
Previously Disseminated to
Other Government Agencies

4-6-55

DETAILS:

There is attached a communication from the U. S. Department of Agriculture, Division of Investigations, returning copies of FBI investigative reports furnished that Agency under Public Law 135. They relate to individuals who at the time the investigations were conducted were employed in the Department of Agriculture. It is observed that all of these reports and many others being held awaiting a decision as to processing in the Records Section covered a period in 1941 and 1942. We have noticed the growing tendency on the part of other Agencies to handle copies of Bureau reports and blind memoranda previously furnished to them by the Bureau in this same manner.

In discussing this problem with you approximately a year ago it was decided that the safest thing to do would be to keep the copies and refile them with the originals in the substantive case files. Due to the growing volume, this has become a laborious and tedious task and the question has again recurred as to whether it is justified. It is extremely difficult and time consuming to pull a file apart and replace file copies. Obviously, the additional copies consume cabinet space which is critically short at the present time. It is proposed that rather than filing these copies we note on the original report in our files the date the copy was returned by the particular Agency and specifically reference the file number of the transmittal letter which will be filed in a general file on the Agency. This will provide a complete and accurate record of the action taken and the only thing missing is an extra file copy which we feel is completely unnecessary. As you will note, there are no notations of any value indicated on these copies and they are completely surplus to our records. Of course, if unusual situations occur and there is additional data or circumstances that would require our keeping the disseminated copies we would do so.

*detached and
filed in case
files*

Mr. Tolson

5/3/55

The Executives Conference

SUGGESTION #209-55 made by
SA [redacted]
MIAMI OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/90 BY SP/CI/JS
FOIA# 306,696
FOIA# 323,013

SUGGESTION: That the name of the victim be included in the title of all reports, memoranda, letters, air-tels and teletypes on confidence game swindles. Also, that there be only one file per victim or group of victims in a given confidence scheme regardless of the number of subjects.

b6
b7c

Suggestion comes within the purview of SA's duties. [redacted] supervisor is SAC Weeks.

PRESENT PROCEDURE: Files are identified by subject, not by victim. It is permissible to place victim's name in title.

ADVANTAGES STATED: Confusion will be avoided in keeping information on one case separated from that related to another case. Confusion results from fact that same confidence man operates in different combinations on different victims. A file on one subject may involve several victims.

DISADVANTAGES STATED: None.

SAVINGS: Not estimated and none apparent.

OBSERVATIONS: ASAC Bryant (Miami), SAC Hawkins (Cleveland) and SAC Hostetter (Chicago) recommend adoption on basis that there would be less confusion. SAC McFarlin (Cincinnati) says suggestion has a great deal of merit but does not make recommendation. Assistant Director Rosen recommends against adoption because cases involving the same subjects or a combination of subjects with different victims do not occur with sufficient frequency to require that the character be identified only on the basis of the name of the victim. When such cases do occur, the Bureau supervisor, in the absence of a request from the field, advised the field that the name of the victim should be included

ga

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

cc - Mr. Sizoo
Mr. Harbo

RECORDED - 43

66-7537-12296

MAY 1955

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(5)

MAY 5 1955

INDEXED - 43 X - 103

M
DIA

in the title. In the majority of cases the only result of including the victim's name in the title would be to increase the length of the title.

RECOMMENDATION: That the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 5/3/55
ga

The Conference today, composed of Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo and Harbo, recommended unanimously unfavorable. For the reasons indicated herein the Conference felt the present permissive rule should be continued.

Mr. Tolson

5/3/55

Executives Conference

~~CONFIDENTIAL~~

Handwritten initials

SUGGESTION #210-55
MADE BY SA HARRY H. WHIDBEE
LOS ANGELES OFFICE

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.~~
340, 613
303, 696

SUGGESTION: That investigation requested by a Bureau field office of Bureau Legat Offices for location or verification of foreign residence and employment of Security Index subjects, having once been handled by Legat, then be placed in pending inactive status in that Legat office for duration of subject's foreign residence in that country. Legats could be ticklers to check this data after 5-month period and set at Bureau and office of origin are advised each six months of subject's continued residence and employment, his departure from that country, and/or his return to the U.

Suggestion is within purview of Special Agent's & Suggestor's supervisor is SAC John F. Malone.

PRESERT PROCEDURE: Investigation of type mentioned is requested of Legat by office of origin (routed through Bureau) each six months.

ADVANTAGES STATED: Eliminate administrative work in office of origin in reopening case, Agent file review, and preparing, dictating and transcribing letter and sending it to the Bureau for referral to Legat. Would also save work at Seat of Government and permit closer following of subject's activities abroad.

DISADVANTAGES STATED: None.

SA COST: None estimated.

OBSERVATION: SAC Malone, Los Angeles, says suggestion has merit and recommends that it be given favorable consideration. SACs McCabe (Philadelphia), Kelly (New York), and D. K. Brown (Baltimore), all recommend adoption to reduce administrative handling of these cases.

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

cc - Mr. Sizoo
Mr. Harbo
DJD:cs
(5)

INDEXED - 28
RECORDED - 28

66-2554-12297

MAY 1955

EX - 113

53 MAY 5 1955

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~~CONFIDENTIAL~~

Mr. Cleveland in Assistant Director Belmont's Office advises that the Internal Security Section recommends against adoption of this suggestion for these reasons: (1) office of origin should remain responsible for investigation of those cases; (2) at 6-month intervals, office of origin should itself determine whether subject has returned from abroad because it frequently happens that a subject returns without being noticed by Customs Bureau although stops are outstanding; (3) Legal Attaches are already following activities of Security Index subjects in those countries they cover, using the informants and other sources; (4) savings would not be appreciable in view of limited number of Security Index subjects traveling abroad. As of 4/15/55, 247 such subjects were out of the country. (S)

RECOMMENDATIONS:

1. That the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 5/3/55

The Conference today, composed of Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, and Harbo, recommended unanimously unfavorable. For the reasons indicated herein the Conference felt that the present procedure should be continued.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~