

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

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Page 133 ~ Referral/Consult;
Page 137 ~ Referral/Consult;
Page 138 ~ Referral/Consult;
Page 139 ~ Referral/Consult;
Page 164 ~ Referral/Consult;
Page 165 ~ Referral/Consult;
Page 166 ~ Referral/Consult;
Page 210 ~ Referral/Consult;
Page 211 ~ Referral/Consult;
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Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT
FROM : MR. W. V. CLEVELAND
SUBJECT : ASSESSMENT
SPECIAL AGENTS INSURANCE FUND

DATE: April 18, 1955

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

C. O. Smith

Members of the Special Agents Insurance Fund were assessed \$10.00 on October 29, 1953, at which time there was approximately \$241,000 in the Fund. Since that time, there have been 9 deaths--4 in November, 1953; 3 during the year 1954; and 2 thus far in 1955, including the death of Special Agent James P. O'Connor, who died at 4:00 a.m., April 18, 1955. After drawing a check in the amount of \$10,000 in connection with the death of Agent O'Connor, the Fund stands at approximately \$228,000.

At a meeting of the Governing Board, November 22, 1954, it was decided that an assessment would be made after 2 more deaths. Agent O'Connor's death was the second after this meeting.

RECOMMENDATION:

It is recommended that the Administrative Division prepare and forward a notice of an additional assessment to the membership of the Special Agents Insurance Fund.

306,696 & 323,013
2-19-92 S.S. W. / acg

RECORDED - 70

EX-118

166-255-101-1229-9
MAY 4 1955

WVC:LL
(9)

- cc--Mr. Mohr
- cc--Mr. C. Q. Smith, Division 3, Room 5523
- cc--Mr. Belmont
- cc--Mr. A. Rosen
- cc--Mr. Q. Tamm
- cc--SAC R. J. Abbadicchio, Charlotte Office
- cc--SAC W. M. Whelan, San Francisco Office
- cc--Mr. Cleveland

MAY 3 1955

EXECUTIVES' CONFERENCE
RECOMMENDATIONS

APR 20 1955
INITIALS ON ORIGINAL

The Executives' Conference consisting of Messrs. Tolson, Boardman, McGuire for Nichols, Mason for Harbo,

MAY 10 1955

ORIGINAL FILED IN

Mohr, Parsons, Rosen, Tamm, Sizoo and Belmont unanimously recommended that an assessment be levied at this time.

AHB:tlc

RH
1966

JB

Q

J.

V.

THE DIRECTOR

5/4/55

The Executives Conference

DICTOGRAPH SYSTEM

On May 3, 1955, the Executives Conference consisting of Messrs. Tolson, Mohr, Trotter, Sizoo, Winterrowd, Harbo, Holloman, and Parsons considered the Dictograph interoffice communications system. ~~The present system consists of approximately 90 units, most of which are 15 to 20 years old and the most recent equipment is nearly ten years old.~~ The system connects the Director with Bureau officials, the officials with each other, and, in addition, connects the officials with Section Chiefs and key personnel in the respective division. Because of the age of the equipment and the poor condition of the cables, considerable maintenance difficulty has been encountered. Because of the nature of the system, trouble on one unit in a particular division can cause trouble not only within that division, but throughout the entire system, including the Director's office.

Because of the value of the Dictograph system in handling important and long distance phone calls and avoiding excessive transferring of calls, the Division heads desire to retain the equipment within their divisions, and, therefore, the Laboratory has endeavored to devise a plan to preserve the equipment located within the divisions but at the same time isolate the maintenance problem from the Director's system. By a minor change in the standard equipment supplied by the Dictograph Company, it is now possible to separate the systems and remove much of the maintenance problem.

It was proposed to the Conference that the Dictograph equipment in the Director's office and in the offices of all officials to which the Director's Dictograph is connected be replaced with new equipment and connected with new cable. This will provide an isolated system for the communication from the Director to the Bureau officials and will permit the Division heads to communicate within their divisions and between divisions. The cost will be approximately \$7,400. The installation of the new cable will require approximately three weeks, but it will be possible to make satisfactory arrangements with the installers for access to the officials' offices. Although the cabling of the system will be changed, there will be no difference in the operation of the individual stations and no additional keys or buttons will be needed.

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

Mr. Harbo (1)
Mr. Sizoo (1)

RECORDED-42

INDEXED-45

MAY 6 1955

EX - 116

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-19-92 BY SP-5/SL/BJG
306,616-323,013

MAY 9 1955

66-2554-12299
D

Memorandum for the Director

May 4, 1955

Since we are replacing only a part of the system, the General Accounting Office has ruled that it is not necessary to solicit bids and the new equipment can be obtained from the Dictograph Company on a negotiated purchase.

The Conference unanimously recommends the above system at a cost of \$7,400.

Respectfully,
For the Conference,

Clyde Tolson

OK
A

Mr. Tolson

4/13/55

Executive Conference

SUGGESTION NUMBER 158-55
MADE BY SA WILLIAM S. TAVEL
ADMINISTRATIVE DIVISION

306,696 4323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-19-92 BY SP5 e/mj

SUGGESTION: That airtels be written in the same style as memoranda, i.e., with paragraphs, lower case letters, and lines single spaced.

This suggestion comes within the purview of SA Tavel's duties. His supervisor is Assistant Director J. P. Mohr.

PRESENT PROCEDURE: Airtels are written in capital letters, lines double spaced, without paragraphing, following the form used in teletypes. ^{Writing of}

ADVANTAGES STATED: Would make the airtel easier to read and would save paper.

DISADVANTAGES STATED: None.

SAVINGS: An unestimated savings in paper. No offsetting costs.

OBSERVATIONS: Assistant Director Mohr recommends adoption. Inspector Hennrich, Domestic Intelligence Division, recommends adoption, provided that teletype language be continued and that thin white copies be distinctively marked airtel to insure proper handling, stating that paper would be saved and airtels would be easier to read.

SAC Santoiana, Portland, recommends against adoption, stating that capital letters are easier to read and that little paper would be saved because few airtels are too long for one page, even when written in capital letters and with lines double spaced. SAC Abbaticchio, Charlotte, and SAC Milnes, St. Louis, agree with the position taken by SAC Santoiana.

- Tolson _____
- Boardman DJD:hcc
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd (5)
- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Harbo

Mr. Sizoo

RECORDED-99
INDEXED-99

66-2554-1230R

MAY 13 1955

92

EX-126

RH

67 MAY 12 1955

Enclosures

ORIGINAL FILED IN 62-14749-2104

Executives Conference for Mr. Tolson

Assistant Director Rosen says he sees no need for the suggested change. Inspector McGuire, Records and Communications Division, recommends against adoption. Little paper would be saved because experience shows that roughly three-fourths of airtels are one page or less under present handling. Double spaced lines allow space for the Routers in the Teletype Unit to write in the meaning of abbreviations used such as FISUR (physical surveillance), done by instructions from the Director's Office. Agents and Officials make notations between the lines for their own use and the Director's use. The present form marked airtel has the same appearance as teletypes and assures special handling. In multiple address airtels the green (SOG) or blue (Field) bond form is sent to only one office, and the other addressees receive two white tickler copies. If bond forms only were used airtels would need to be typed more than one time, in many cases, to secure enough copies to send to several offices.

This suggestion, received from another Special Agent, was unanimously rejected by the Executives Conference on August 3, 1954. Similar suggestion had previously been considered and recommended unfavorably.

RECOMMENDATIONS: 1. That the suggestion not be adopted.

2. That if the suggestion is adopted, no award be considered because (1) the savings in paper would be small at best and (2) this suggestion comes within the purview of the suggester's duties. If an award is considered it would be based on minimal cash savings and would appear to justify the minimum award of \$10 for a savings of \$1 to \$200 in paper cost.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 4/13/55

The Executives Conference on 4/11/55, with Messrs. Tolson, Mohr, Tamm, Conrad, Sizoo, Henrich, Boardman, Rosen, Mason, McGuire and Holloman present, unanimously recommended that Air-Tels be written in the same style as memoranda (with paragraphs in lower case letters and single spaced) with the following proviso:

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

If a document initially is prepared as a teletype and a supervisory employee subsequently instructs that it be sent as an Air-Tel, it should not be retyped.

Memorandum to Mr. Tolson.

2. The change shall not be construed as permitting a lengthening of Air-Tels or more frequent use of Air-Tels.

If approved, appropriate manual revisions are attached hereto.

Attached hereto is a letter advising SA William S. Tavel of the adoption of this suggestion.

Also attached hereto are letters to Miss [redacted] Investigative Division; [redacted] Investigative Division; SA(A) [redacted] Washington Field Office, all of whom previously submitted this idea to the Bureau.

b6

b7C

The Conference was unanimously opposed to any award in this instance.

Mr. C. A. Tolson

May 10, 1955

The Executives' Conference

JURY PANEL INVESTIGATIONS

On May 9, 1955, the Executives' Conference consisting of Messrs. Tolson, Boardman, McGuire for Nichols, Belmont, Mason for Harbo, Mohr, Parsons, Winterrowd for Rosen, Tamm, Holloman, and Sizoo considered whether Bureau files should be checked in connection with the investigations of jury panels.

The policy in the past has been to check the field office indices only and the Manual of Instructions presently calls for this procedure. In a recent jury panel investigation in the District of Columbia Bureau indices were also checked and information not available to the field was located regarding two names of the 177 on the jury panel although positive identification was not possible.

The Conference concluded unanimously that in most jury panel investigations a check of Bureau files would be a duplication of effort as the information therein originates with the field; however, in cases in the District of Columbia in which a jury panel investigation is authorized Bureau files should be checked because of the large number of Government employees involved and the possibility that the Bureau may have received information from another agency regarding a member of the jury panel that has not been forwarded to the field.

RECOMMENDATION:

The Conference unanimously recommended that the Bureau continue to follow the present policy of checking field office indices only in jury panel investigations except in those concerning cases being tried in the District of Columbia in which Bureau indices should also be checked. If you approve we will follow this procedure in the future. A suggested letter to Washington Field is attached advising of this change in procedure.

Enclosure

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

273

GWH:pat MAY 12 1955
(9)

RECORDED-35
INDEXED-35

66-2337-12301

[Handwritten signatures and initials: GWH, Boardman, Rosen, Tamm, Sizoo, Hall, OK]

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DATE 8/1/82 BY SP5 a/jdy

PA

Mr. Tolson

May 12, 1955

The Executive Conference

INTERNATIONAL ASSOCIATION OF AUTO THEFT INVESTIGATORS
THIRD ANNUAL CONFERENCE TO BE HELD AUGUST 1-3, 1955
GRAND RAPIDS, MICHIGAN

The Executive Conference on May 12, 1955, consisting of Messrs. Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Winterrowd, Harbo and Nichols considered captioned matter.

REQUEST FOR PARTICIPATION IN CONFERENCE:

Detective Lieutenant Edward Leestma, Chairman, Program Committee, International Association of Auto Theft Investigators (IAATI), by letter dated April 29, 1955, and Mr. H. D. Brigham, President of the IAATI and National Academy graduate in good standing, by letter dated May 6, 1955, requested the FBI to participate in the third annual conference of the IAATI scheduled for August 1-3, 1955, at Grand Rapids, Michigan. Brigham enclosed a proposed program which sets a tentative time of 3:00 to 4:00 p.m. on August 1, 1955, for a representative of the FBI to address the group. Brigham indicates a special interest in the new National Automobile Altered Numbers File described in the April, 1955, edition of the FBI Law Enforcement Bulletin.

OFFICERS:

Brigham's letter indicates the following officers of the Association; President, Herbert D. Brigham, Missouri Highway Patrol Jefferson City, Missouri; First Vice-President, R. B. King, Virginia State Police, Richmond, Virginia; Second Vice-President, A. T. Nelson, Police Department, Los Angeles, California; Third Vice-President, Edward Leestma, Police Department, Grand Rapids, Michigan; and Secretary-Treasurer, V. E. Moncrief, Police Department, Oklahoma City, Oklahoma. Brigham is a graduate of the 31st Session of the National Academy in good standing. Captain King is a graduate of the 35th Session of the National Academy in good standing and Detective Moncrief is a graduate of the 46th Session also in good standing. Lieutenant Edward Leestma has been described by the SAC, Detroit as an outspoken friend of the Bureau. 65-5334-12302

OBJECTIVES:

The IAATI was organized in Oklahoma City, Oklahoma, in 1952, and Brigham's letter lists the following objectives: 1. To unite for mutual benefit, 2. To provide for the exchange of technical information and developments leading to the identity of

RECORDED-92

INDEXED-92

MAY 16 1955

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ALL INFORMATION CONTAINED
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DATE 2-19-80 BY SP5 C/ML

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

cc - Mr. Harbo
cc - Mr. Sizoo

HEH:ew (6) Enclosures (2)

MAY 16 1955
MAY 16 1955
H&K

Memorandum to Mr. Tolson

May 12, 1955

commercial car thieves operating in this country, Canada, and Mexico, as well as the modus operandi employed by commercial car thieves, 3. To cooperate with law enforcement agencies and associations engaged in prevention and suppression of auto theft, and 4. To encourage high professional standards of conduct among automobile theft investigators. Funds of the organization are not to be used to influence legislation.

MEMBERSHIP:

This Association is nonprofit and limited to regularly salaried law enforcement officers of municipal, county, state and Federal agencies, Special Agents of the NATB and administrators of motor vehicle departments. The current membership consists of approximately three hundred from throughout the United States, Canada, Mexico and one representative from Johannesburg, South Africa. The membership fee will not exceed \$3.00 per year.

PUBLICATION:

The IAATI circulated mimeographed news bulletins in 1953 and 1954 which advised of the organizational structure and news items of interest in the auto theft field in different states. There is no advertising included in the bulletins.

SAC LETTER NUMBER SIX DATED JANUARY 13, 1953:

This letter advised of the background of the IAATI and stated the Bureau did not desire Bureau personnel to become members of the organization nor for the Bureau to participate in conferences. This was based on the opinion the Bureau should await developments.

EXECUTIVE CONFERENCE FEBRUARY 24, 1953:

This conference decided the Bureau should not participate, in any capacity, with the proposed 1953 conference of the IAATI. It was not believed the organization would last long, and there were no assurances as to what would happen to dues that had been collected.

SAC LETTER 53-48 DATED JULY 14, 1953:

This letter reiterated previously announced Bureau policy.

SUBSEQUENT DEVELOPMENTS:

Annual conferences were held in May, 1953, at Oklahoma City, Oklahoma, and July, 1954, at Kansas City, Missouri, without

Memorandum to Mr. Tolson

May 12, 1955

Bureau participation. The SAC, Dallas by letter dated June 16, 1953, recommended participation. The SAC, Detroit by letter dated October 5, 1954, advised that it would definitely be to the advantage of the Detroit Division to participate in the 1955 conference.

Mr. William J. Davis, Secretary and Manager of the National Automobile Theft Bureau (NATB) described the 1954 conference as well organized and in general "an excellent meeting." He believes officers in the Association are reputable and have no ulterior motive in founding the organization.

COMMENTS:

1. The IAATI is a professional society limited to regularly employed law enforcement officers.
2. The bylaws provide that no funds are to be used to influence legislation.
3. The publication of the organization consists of mimeographed news bulletins which contain no advertising.
4. All reports indicate the officers of the organization are of good reputation.
5. The Association now appears to be thriving with the third annual conference now scheduled.
6. Contact with members will be on a day to day basis, and they will be a source of referrals for ITSMV cases. It is noted that auto thefts and recoveries have declined during the current fiscal year.
7. The IAATI can be of extreme value on a permanent basis as a vehicle for following up developments and educational work begun by the Bureau in its auto theft conferences of 1952. It is believed that the interest generated by these conferences was a moving force in the formation of this organization.
8. Participation in the conferences will present an excellent vehicle for advancing public relations with police officers.

It was the unanimous opinion of the Executive Conference that the attached letter to Lieutenant Leestma be sent and that a

Memorandum to Mr. Tolson

May 12, 1955

Letter be directed to Lieutenant Brigham advising of the decision of the Bureau to participate in the proposed conference.

RECOMMENDATIONS:

1. That the attached letters be sent to Lieutenant Leestma and Brigham advising the Bureau will participate in the proposed conference.

2. Consideration be given to the preparation of a SAC letter advising of a policy of participation in IAATI conferences.

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OK
H

Mr. Tolson

May 13, 1955

The Executives Conference

Report Writing - Inclusion of Date of Each Interview - Security of Government Employees and Applicant-type and Related Investigations (Except Bureau applicants).

306,696 & 323,063
ALL INFORMATION CONTAINED
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DATE 2-19-92 BY SP3E/dm

The conference on May 12, 1955, unanimously voted to oppose the recommendation of the Security of Government Employees and Special Inquiry Sections that the present rule requiring the first sentence of each paragraph of a report contain the date of the interview with the subject or other person be modified.

It was recommended that this rule be modified in connection with interview in applicant and Security of Government Employee-type cases and that the dates of such interviews not be set forth except in those instances where derogatory information is received or the individuals under investigation are actually interviewed, or where it is obvious the date of an interview is pertinent and should be included in the details of the report.

The following reasons were submitted:

(1) Setting forth the dates of the interviews in all these type cases makes it possible for all other Government agencies to determine exactly what was done in the investigation and the amount of investigative activity afforded in each case. It was also pointed out that setting forth the dates in all instances in turn gives a good picture on what dates investigation was conducted and could reflect any dates wherein investigation was not conducted.

(2) It was also pointed out that these types of reports are set up differently and are not in chronological form but are rather so broken down as to set forth the information developed in logical categories such as background, neighborhood, references, etc.

The conference, consisting of Messrs. Nichols, Boardman, Harbo, Parsons, Mohr, Trotter, Sizoo, and Winterrowd, felt that no exception should be made. It was further felt that the same objection as

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

cc: Mr. Harbo
Mr. Sizoo

RECORD 45

66-12303

INDEXED-45

MAY 16 1955

50 MAY 17 1955

EX-126

fw

Memorandum to Mr. Tolson from
The Executives Conference
Re: Report Writing - Inclusion of Date of
Each Interview - Security of Government
Employees and Applicant-type and Related
Investigations (Except Bureau applicants)

5/12/55

advanced, setting forth all of the dates, could be applicable to other types of cases and that there is no objection to a report with all of the dates of interviews set forth even though another agency or department might be able to reconstruct what was done on the investigation. *

ACTION:

None. This is submitted for record purposes.

**That is, determine the order in which the interviews were conducted and note dates on which no investigation was conducted.*

Expenditure Conf.

92

RECORDED - 14
INDEXED - 14

166-2554-12304
~~RECORDED~~
MAY 13 1955

63 MAY 25 1955

~~RECORDED~~

ORIGINAL FILED IN 64-5212

2025

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Parsons

DATE: March 31, 1955

FROM : G. F. Downing

SUBJECT: SPANISH LANGUAGE SCHOOLS

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

Los Angeles airtel 3/24/55 supplied information re purchase by Bureau of 16 mm. feature length sound films in the Spanish language at approximately \$100.00 each.

As you know, our experience in conducting concentrated foreign language schools, Russian and Spanish, has demonstrated that foreign language films are of tremendous assistance. They not only provide a needed change of pace with accompanying boost in morale but also assist students in the best possible way to comprehend and think spontaneously in a foreign language. They permit students to listen to many different native speakers, male and female, to follow native intonations and practical applications of idiomatic language forms in natural settings. Such films are also used by the instructors as a basis for classroom conversation and discussion.

We have made extensive surveys to locate Spanish language sound films. One-reel "shorts" of documentary and travelogue types are available on a loan basis from local sources such as the National Security Agency, the Pan American Union and CIA. These are adequate for our classes from about the 6th week through the 9th week. Thereafter a minimum of six feature length sound films are needed and we have found it impossible to borrow such films. The cheapest arrangement is the one tentatively arranged by the Los Angeles Office with Columbia Pictures Corp. for purchase at about \$100.00 per picture. Loan rentals through commercial sources have been quoted at approximately \$20.00 per day per film, with each film requiring several days to cover shipping, etc.

An alternative to rental or purchase of 16 mm. sound films would be for our Spanish language students to attend the Circle Theater, 2105 Pennsylvania Avenue, N.W., Washington, D.C., which regularly shows double feature Spanish language films, Tuesdays and Wednesdays beginning at 6:00 P.M. The Bureau could provide each student with a \$10.00 advance or expense allowance to cover 10 weeks of attendance at the Circle Theater for a total of 20 Spanish language movies. I understand that the Circle Theater is a respectable theater.

64-5012
IIN:EB

1 50 6/11/55

306 196 + 323 013

2-20-55

323 013 + 306 196

MAY 16 1955

323 013 + 306 196

5/5/55

Memorandum to Mr. Parsons
March 31, 1955

~~CONFIDENTIAL~~

In order to provide our Spanish language students with the best possible language training the following recommendation is offered.

RECOMMENDATION:

That the students in our Spanish Language Schools be granted a \$10.00 advance or expense allowance for the purpose of attending 10 weekly Spanish language shows at the Circle Theater, Washington, D. C., which they would do out of hours on their own time. This would involve a maximum expenditure of \$100.00 per school, each school covering a period of four months.

ADDENDUM

The facts in this matter were discussed with Mr. [redacted] Index-Digest Attorney, General Accounting Office, in a hypothetical case, for purpose of ascertaining if our funds are available to pay the admission of employees to attend Spanish language Shows. Mr. [redacted] stated that our funds can be used to provide specialized training, for employees in connection with their work, and their attendance at the theater would be a furtherance of such training. He cited the following Comptroller General decisions as the basis for his opinion: 29 C.G. 419 and 32 C.G. 339.

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b7c

Handwritten initials and scribbles

PGT:lyh

ADDENDUM: (DJP:edm, 4/20/55) Approved on April 20, 1955, by Executives Conference consisting of Messrs. Tolson, Mohr, Tamm, Belmont, Boardman, Rosen, Sizoo, Mason, Maguire, and Parsons.

D. J. Parsons

*Cannot advance,
Part of resolution on
should refer to
the 70.11
4/26*

~~CONFIDENTIAL~~

THE DIRECTOR

May 8, 1955

THE EXECUTIVES' CONFERENCE

cc - Mr. Boardman
Mr. Belmont
Mr. Bibler

SIGNING OF TAFT-HARTLEY AFFIDAVIT BY BUREAU INFORMANT

On May 2, 1955, the Executives' Conference consisting of Messrs. Tolson, Boardman, Nichols, Mohr, Parsons, Rosen, Tamm, Holloman, Sizoo and Belmont, considered whether security informant [redacted] should sign a Taft-Hartley affidavit to the effect that he is not a member of the Communist Party if he has no alternative but to do so.

*CONF. INFT.

Bureau security informant [redacted] is one of Boston's most valuable security informants. He is a member of the Communist Party, has [redacted] in the [redacted] area, and furnishes very valuable information to the Boston Office. He is paid at the rate of \$200.00 per month plus expenses up to \$55.00 per month. On January 31, 1955, he secured a job at the [redacted] with the help of [redacted] United Electrical Radio and Machine Workers Union. At a recent Union meeting it was suggested that the above informant may be [redacted]

[redacted] sign a Taft-Hartley affidavit which will be furnished to him by [redacted] who is a member of the Communist Party.

The informant may be instructed by his Communist [redacted]

[redacted], he will have to sign the affidavit negatively in order to maintain his position as an informant and retain the confidence of the Communist Party.

In a like case, Mr. William E. Foley, of the Department on January 28, 1953, stated he could see no moral or ethical wrong in the informant [redacted]

and moreover this would not be a prosecutable violation of the Labor Management Relations Act, as informant's membership in the Party was solely for the purpose of assisting his government and informant had no intent to violate the law.

This conversation was confirmed by letter to the Criminal Division dated February 2, 1953.

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

523 013 & 306 476
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5/ky

cc - Mr. Harbo
Mr. Sizoo

1955 451 RECORDED - 70
INDEXED - 70

MAY 18 1955

EX-126

AHB:tlc
(7)

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b7C
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12305
[Handwritten signatures and initials]

Executives' Conference Memorandum for Director

Executives' Conference Recommendation:

Messrs. Nichols, Belmont, Mohr, Parsons, Rosen, Tamm, Holloman, Sizoo and Boardman recommended:

(1) that Boston be instructed to maneuver this informant away from any circumstances which will require the signing of a non-Communist affidavit;

(2) that a memorandum be sent to Assistant Attorney General Tompkins furnishing the facts of this case without revealing the identity of the informant to again get the Department on record that if the informant has to sign this affidavit negatively, such action is justified;

(3) that if the informant is forced to a position where he has to sign the affidavit, he should sign it negatively, stating he is not a member of the Communist Party.

These members of the conference pointed out that the Bureau cannot go to the Union to clarify the informant's status. In loyalty cases, we do go to the informant's employer on a confidential basis and advise the employer of the informant's status. These conference members felt that the Bureau cannot afford to sacrifice an informant of this quality when the action taken by the informant in signing the affidavit is justifiable, morally and ethically, and has the Department's backing.

Mr. Tolson felt that the informant should not be allowed to sign the affidavit negatively, as it would be a false statement.

We will be governed by the Director's desires in this matter.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

5/12/55

The Executives Conference

RETENTION OF NOTES TAKEN AT TRAINING SCHOOLS AND CONFERENCES

The Conference of 5/12/55 was composed of Messrs. Boardman, Mohr, Trotter, Parsons, Sizoo, Hennrich, Winterrowd, DeLoach and Harbo. The Conference considered the possible desirability of a modification in the recently adopted regulation requiring that notes at all types of training schools and conferences be destroyed after a period of 90 days.

The Conference was advised that a check with one In-Service Class indicated no difficulty with the present rule. However, there were no sound men in the class. Accordingly, a check was made with the Washington, New York and Newark Field Offices as to whether agents who had received sound training, lock training and chaffering training felt that notes should be retained beyond the 90 days. After checking with such employees these offices advised that the present 90-day rule is adequate.

The Conference unanimously recommends continuance of the present rule requiring destruction of notes taken at all training schools and conferences after a period of 90 days. The Conference agreed that this would include any printed note guides or similar material which may be distributed by instructors for insertion in their notebooks.

If the foregoing is approved the attached letter should be sent to Kansas City.

RH

Enclosure

cc - Mr. Harbo
Mr. Sizoo
Mr. Gearty

RECORDED-45

66-2554-12306

INDEXED-45

11 MAY 18 1955

EX-11

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

RTH:gsr

(6)

306,696 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-19-92 BY SP-5 CIP/ug

87
MAY 20 1955

RH

4
MR. TOLSON

4/29/55

R. T. HARBO

AGENTS' DAILY REPORTS

323013a 306,696
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DATE 2-19-92 BY SP-Sci/deg

Agents' Handbook and Manual of Rules and Regulations specify that agents' daily reports, among other things, shall set forth, "the time when specific item of work began and ended." During field inspections, some lack of uniformity has been noted in interpreting this requirement. Some agents include under time of interview the time consumed in traveling from one place to another and in locating the next witness; some make a separate entry reflecting travel and locating time; still others do not account for the interval between interviews, but merely show the ending time of one interview and the starting time of the next, leaving unaccounted for a number of minutes between interviews.

In order to establish uniformity, it is proposed that the wording in the pertinent sections of the Handbook and Manual of Rules and Regulations be revised to require that daily reports show the time when a specific item of work began and ended, the starting and ending time of each interview; neither travel nor locating time is to be included in the time recorded for the actual interview; intervals of more than 15 minutes between interviews, used in traveling or locating next interviewees, are to be explained in separate entries. Such entries will carry the file number or identifying data on next interview, except where travel is between towns in which leads in a number of cases are to be handled.

Recommendation: Attached changes be incorporated in the Agents' Handbook and Manual of Rules and Regulations.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 5/4/55

Executives Conference recommended unanimously favorable on 5/2/55. Present were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Holloman, Nichols and Mason. If approved, the attached manual change will be made requiring travel time not be added to the time of any particular interview inasmuch as to do so inflates the amount of time that a person was allegedly interviewed and could conceivably result in future embarrassment if questions arise.

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

Encls. (2)
ECB:mfs
(7)

66 MAY 31 1955

EX-126

RECORDED
141 MAY 19 1955

ORIGINAL COPY FILED IN 66-7557-113

CHANGE FOR MANUAL OF RULES AND REGULATIONS

Section 2, page 10, paragraph at bottom of page - in lieu of last sentence on the page reading, "Show travel time between interviews if considerable time involved. If interviews are in same vicinity do not show travel." include the following:

"Show the time when specific item of work began and ended; the beginning and ending time of each interview; neither travel nor location time shall be included in the time recorded for the actual interview; intervals of more than 15 minutes between interviews used in traveling or locating next interviewee, shall be explained in separate entries; such entries to carry file number or identifying data on next interview, unless travel is between towns to handle leads in a number of different cases."

Based on memo Harbo to Tolson 4/29/55.
ECB:mfs

ENCLOSURE

66-2034-1517

CHANGE FOR AGENTS' HANDBOOK

Part I, page 3 (a) third full paragraph, line 9 to read as follows;

"(3) the time when specific item of work began and ended; the beginning and ending time of each interview; neither travel nor locating time shall be included in the time recorded for the actual interview; intervals of more than 15 minutes between interviews used in traveling or locating next interview, shall be explained in separate entries. Such entries to carry file number or identifying data on next interview, unless travel is between towns to handle leads in a number of different cases."



Based on memo Harbo to Tolson 4/29/35.

WJH:fs

M
P



~~WJH~~

66-255-1587

ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: 5/9/55

FROM : E. D. Mason

SUBJECT: USE OF FORCE

306,696 - 323,03
2-19-92 SP Scidog

Stamp box with illegible text and a checkmark.

Manual of Rules and Regulations, Page 1, Section 1, Paragraph B2e, states that employees must not be guilty of brutality, physical violence, duress or intimidation of subjects, or the use of force except in self-defense. In view of the recent Norfolk incident wherein the SAC and ASAC refrained completely from use of force, two questions arise:

(A) Should we add to the Manual in addition to the above: "Employees are expected to defend themselves at all times and when necessary meet force with force."

(B) Discuss at In-Service training, possibly in the lecture entitled "Current Bureau Problems" which I give on the first day, the importance of agents' avoiding or provoking any fight or brawl but if they are attacked, they should certainly defend themselves and use whatever force may be necessary.

RECOMMENDATIONS:

(1) Approval be granted to appropriately adjust the Manual of Rules and Regulations.

(2) Approval be granted to discuss the use of force at In-Service classes.

RECORDED - 43

166 255.4 - 12308

EXECUTIVES CONFERENCE CONSIDERATION MAY 25 1955 5/11/55
The Conference on 5/11, composed of Messrs. Tolson, Boardman, Nichols, Trotter, Conrad, Sizoo, Hennrich, Winterrowd and Harbo, unanimously opposed the proposed addition to the Manual regulation on the ground that the present Manual provision is adequate. The Conference unanimously agreed that this topic should be included in a discussion at In-Service classes based on the recent incident, in order to be sure there is no misunderstanding of Bureau policy.

EDM: jla
(3)

ORIGINAL COPY FILED IN

INITIALS OF ORIGINAL

~~THE~~ DIRECTOR

May 10, 1955

THE EXECUTIVES' CONFERENCE

EMERGENCY DETENTION PROGRAM -
SUBJECTS INVOKING THE FIFTH AMENDMENT
Bufile 100-356082

323,013 + 306,694
ALL INFORMATION CONTAINED
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DATE 2-19-92 BY SP5C/dg

On May 2, 1955, the Executives' Conference consisting of Messrs. Tolson, Nichols, Boardman, Mohr, Tamm, Parsons, Winterrowd for Rosen, Holloman, Sizoo and Belmont considered the problem as to whether a security subject invoking the Fifth Amendment when asked regarding past or present Communist Party membership should be considered an overt act justifying adding or retaining a name in the Security Index under the revised criteria. This question was submitted to Assistant Attorney General Tompkins by Bureau letter dated April 7, 1955, and Mr. Tompkins in his memorandum dated April 26, 1955, advised that invoking the Fifth Amendment under the conditions outlined must be considered an overt act within the revised criteria. Mr. Tompkins' memorandum is attached. There is also attached a copy of SAC Letter 455-30 dated April 12, 1955, which furnished the revised criteria to the field.

EXECUTIVES' CONFERENCE RECOMMENDATION:

Messrs. Tolson, Nichols, Holloman, Sizoo, Parsons and Mohr were of the opinion that taking the Fifth Amendment by a security subject constitutes an overt act and should be considered as such in bringing Security Index subjects within the period requiring their retention or placement in the Security Index. They argued that if the other factors are present which would warrant placing the subject in the Security Index except for the necessary overt act within the necessary period the taking of the Fifth Amendment in response to the question "Are you now or have you ever been a member of the Communist Party" would constitute an overt act and would be considered by a hearing board as basis for retention.

Enclosure
AHD:mjt

(6)

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

EX-111

RECORDED - 10 66-2554-12309

INDEXED - 10 20 MAY 1955

71 MAY 31 1955

1 MAY 27 1955

[Handwritten initials]

Messrs. Boardman, Tamm, Winterrowd for Rosen and Belmont argued that the Bureau will be on very poor grounds if we consider the taking of the Fifth Amendment as an overt act and the basis to justify adding or retaining a name in the Security Index when positive subversive acts have not been developed within the time limits or circumstances as outlined in the revised Security Index criteria for the following reasons:

(1) Invoking the Fifth Amendment is a fundamental constitutional right provided for in the Constitution and the courts have repeatedly held that no inference of guilt is to be drawn from the exercise of that right. In a 1954 decision the United States Court of Appeals in connection with the taking of the Fifth Amendment stated: "mere refusal to answer might perhaps have been motivated by a dislike of the resulting publicity or a fear that his answers, by misconstruction or otherwise, might result in an unfounded prosecution against him on some criminal charge, as for instance a prosecution under the Smith Act, 18 U.S.C.A. 2385. Perhaps it may have stemmed from reluctance to implicate, or disturb, the privacy of others."

It is not believed that the Department or the Bureau can place a different inference on the invocation of the Fifth Amendment than has been done by the courts.

(2) The revised Security Index criteria, approved by the Attorney General on April 11, 1955, set a time limit within which overt subversive acts or statements establishing membership or participation in the activities of a basic revolutionary organization must be established. The overt acts or statements are positive subversive acts or statements so that we will have evidence of subversive activity to present to hearing boards within the time limit stated. The taking of the Fifth Amendment is a negative act.

(3) If no subversive acts can be shown in five or more years it is believed that hearing boards will follow the Constitution and the court decisions and release subjects who have done nothing in recent years but take the Fifth Amendment, a constitutional right.

(4) Although the privilege of the writ of habeas corpus will be suspended it is not felt that such action means that we can base detention on other than positive evidence of subversive affiliation and under the revised criteria this must be established within the time limits and circumstances outlined.

(5) Under the revised Security Index criteria, unless a subject on interview by a positive statement clearly indicates a continued adherence to the doctrines, aims and purposes of a revolutionary organization, the result of the interview is not considered a factor requiring placing or retaining a name in the Security Index. A refusal to talk to Agents in an attempt to interview is a similar situation as taking the Fifth Amendment.

They suggested that the question of considering the taking of the Fifth Amendment as an overt act within the revised criteria should again be submitted to Mr. Tompkins for his reconsideration.

We will be guided by your wishes.

Respectfully,
For the Conference

✓
Clyde Tolson

I can't see why as he
has already ruled on it.
I share view of Tolson et al.

★

The Director

May 12, 1955

The Executives Conference

Proposed SAC letter entitled
"Unauthorized Publication or Use of
Communications."

306,696 323,013
ALL INFORMATION CONTAINED
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DATE 2-19-92 BY SP5/edg

The attached proposed supplemental SAC letter concerning contacts with telephone companies in connection with wire tapping cases, was discussed, May 12, 1955.

The conference was advised that SAC Letter #55-31 (4/19/55) gave instructions to the field to make a discreet check with established and reliable contacts in the telephone company for information concerning persons formerly employed who had been discharged for improper activities in connection with wire tapping or through illegal tampering with communications. It was pointed out that officials of the Michigan Bell Telephone Company and the New York Bell Company developed a misunderstanding as a result of contacts of this nature by Bureau Agents. The misunderstanding was apparently through the relaying of the initial requests by Agents through echelons of officials in the telephone companies, which resulted in the improper interpretation of the initial request. It was pointed out a thorough inquiry had been made and it was determined that our Agents acted properly.

It was pointed out, however, in order to avoid any misunderstanding it was felt that additional instructions should be issued. Furthermore, it was observed that the Director had considered our initial instructions too sweeping and that we should be alert not to burden the telephone companies.

The conference was advised the proposed attached SAC letter specifically refers to limiting requests made of the telephone companies to inform where there is evidence of illegal wire tapping and also for information concerning former employees who have been fired for illegal wire tapping or other irregular tampering with communications such as installing extension phones, microphones, etc. without authority of the telephone companies. The proposed SAC letter points out that it is not the intention of the Bureau to place any undue burden on the telephone companies.

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

EX-104

RECORDED-74

66-2554-12310

The conference was further advised that the Training and Inspection Division in reviewing this supplemental SAC letter stated

MAY 27 1955

cc: Mr. Harbo
Mr. Sizoo
EHW:ush Enclosures
(8)

INDEXED-74

MAY 26 1955

Memorandum to the Director
Re: Proposed SAC letter entitled
"Unauthorized Publication or Use
of Communications."

May 12, 1955

it was too broad and that the telephone companies should be only approached on the basis that the Bureau would appreciate being promptly advised of any indication of an illegal wire tap. It was pointed out to the conference that in this regard experience had reflected that in previous instances of allegations of wire tapping, particularly in the recent New York case, telephone company employees, either present or former, had been involved.

VOTE:

(1) The majority of the conference, consisting of Messrs. Nichols, Boardman, Harbo, Parsons, Trotter, Sizoo, and Winterrowd, felt that the attached SAC letter should go forward.

no. H.

(2) Mr. Mohr felt that it was not essential to make any further contacts since, undoubtedly, practically all logical contacts have already been made in this matter with telephone companies; therefore, the attached letter is not essential.

I agree with Mohr.

5/13

yes

H.

(3) There is attached a detailed memorandum prepared by the Investigative Division relating to the questions heretofore posed by the Director concerning the previous SAC letter.

Respectfully,
For the Conference

Clyde Tolson

TO : Mr. Tolson
FROM : THE EXECUTIVES' CONFERENCE
SUBJECT: INFORMANTS IN FEDERAL GOVERNMENT

May 17, 1955

On May 16, 1955, the Executives' Conference, consisting of Messrs. Tolson, Boardman, Nichols, Parsons, Rosen, Tamm, Holloman, Sizoo, and Belmont, considered the question of advising Government agencies of the identities of Bureau informants who are engaged in subversive activity on behalf of the Bureau and presently employed by a particular agency. The question arose in connection with [redacted] who signed Standard Form 85, Application for Government Employment in the United States Post Office, while he was being developed as an informant in 1954 and at that time he answered the loyalty question on the form in the negative. Subsequently he was approved as an informant and he is presently furnishing information which he obtains due to his association with members of the Socialist Workers Party (SWP). He is not a member of the SWP, but has progressed rapidly in SWP activities and has a good potential as an informant on the activities of the organization. The informant is presently employed in [redacted].

With regard to loyalty certifications, several informants in the past have signed such certifications on Government forms in the negative, and in this connection we have an opinion dated July 24, 1953, from the Department to the effect that individuals placed in subversive groups on behalf of the Bureau could legally and morally answer questions in that manner. Despite this opinion, under date of March 8, 1955, instructions were issued to the field that in view of present conditions the procedure of having an informant deny subversive activity undertaken for the benefit of the Government should be discontinued, and no informants are to be advised to sign loyalty oaths in the negative. As a result, we are advising the Civil Service Commission or the employing agency, as the case may be, of the connection of an informant when he is faced with the necessity of signing a loyalty certification.

cc: Mr. Boardman
Mr. Belmont
Mr. Harbo
Mr. Sizoo
Mr. Stanley
Mr. Donohue

AHB:de (7)

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DATE 2-19-82 BY SA 5 a/deg

RECORDED - 83

66-2554-12311
MAY 31 1955
92

30 JUN 7 1955 273

ORIGINAL FILED IN 66-6200-134-124

MEMORANDUM FOR MR. TOLSON

A review of our informants reflects that such action has been taken in eight cases. On the other hand, for security reasons and based upon previous policy, we have not advised the Civil Service Commission or the employing agency of the connection of informants in the case of four active informants.

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that the employing agency be advised of the identity of an active informant who is involved in subversive activities on behalf of the Bureau. It was recommended that in each case we contact the employing agency on a high level and furnish the identity of the employee, pointing out that his connection with the Bureau is confidential and strictly for the purpose of assisting the Bureau in obtaining information on subversive activities. In accordance with this recommendation, we will so advise the employing agency in each case where we have an active informant employed by the Federal Government.

THE DIRECTOR

5/23/55

EXECUTIVES CONFERENCE

MAIL COUNT

SECURITY INDEX UNIT

DOMESTIC INTELLIGENCE DIVISION

Present at the Executives Conference on 5/23/55, were Messrs. Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Nichols and Mason.

The Conference was advised that in Mr. Harbo's memorandum of 2/4/55, captioned "Streamlining Survey, Domestic Intelligence Division," it was recommended and approved that the Security Index Unit of the Domestic Intelligence Division continue to maintain a weekly mail count and, in addition, record the number of pages of documents handled in order to permit a more accurate measurement of relative volume."

Mr. Belmont now advises that during the past six weeks 82,294 individual pages have been recorded, which is an average of 13,549 pages per week. In showing the weekly page count Mr. Belmont observes that the big item is represented by investigative reports. He feels that the figures represent a normal ratio of items to pages and that reports average about seven pages each; Mr. Belmont sees no real purpose in continuing to record the number of pages of material coming into the Security Index Unit. Mr. Belmont holds to the belief that the number of items (each document regardless of the number of pages is counted as one item) is the most accurate index to the work load; to place reliance upon a page count seems to assume that a ten-page report requires twice the supervisory attention of a five-page memorandum when the opposite is often the case.

It was pointed out to the Conference that the reason a page count was instituted was because it was felt that this would be a more accurate method of computing incoming work. Inspector Van Pelt in January 1955, experienced real difficulty in determining the volume of incoming work and establishing standards as to the number of Agents required to handle work loads. He felt that the page count, while not foolproof,

cc-Messrs. Sizoo
Harbo
Boardman
Belmont

- Tolson _____
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- Mohr _____
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- Holloman _____
- Gandy _____

INDEXED - 73

JUN 3 1955 F395

166-2554-12312

RECORDED
174 JUN 1 1955

306,196 4323 23
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HEREIN IS UNCLASSIFIED
DATE 2-19-82 BY SP5/kyf

ORIGINAL FILED IN 66-1855-5-1

Memorandum to the Director
Re: Mail Count
Security Index Unit
Domestic Intelligence Division

was nevertheless more accurate and reliable than counting individual items because the amount of work might vary greatly from item to item and, in addition, some one-page items could be quickly read whereas multiple-page reports would require considerably more reading time.

EXECUTIVES CONFERENCE CONSIDERATION:

The minority of the Conference, Mason only, felt that we should continue to count pages and, since the pages are numbered on documents, this would be no undue burden; page count is the most accurate method of determining the volume of work being handled by the Security Index Unit; page count is more reliable in determining work loads than recording items as in the past under which arrangement a one-page document and a 75-page report are each individually counted as one item. Mason recommended no change in the counting of pages.

The majority consisted of Messrs. Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, and Nichols, who favored discontinuance of the page count. They feel it is not more reliable than the counting of items; that some one-page items might require as much time to handle as a 75-page report; that it is difficult to establish a production-line arrangement; the majority agreed with each of the views of Mr. Belmont earlier expressed in this memorandum.

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

The Director

~~CONFIDENTIAL~~

May 18, 1955
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OTHERWISE

The Executives Conference

COVERAGE OF SOVIET AND SATELLITE OFFICIALS
(INTENSIFICATION PROGRAM)

On May 18, 1955, the Executives Conference, with Messrs. Tolson, Boardman, Harbo, Parsons, Rosen, Trotter for Tamm, Holloman, Sizoo and Belmont present, considered the conditions under which the surveillances of Soviet and satellite officials should be resumed under the Intensification Program.

The Conference unanimously recommended that the surveillance program be reinstated under the following provisions:

1. All agents who are to engage in the surveillance work in New York will receive in advance a six-day training course on surveillance work. A course of study has been worked up by the New York Office, added to and approved by the Training and Inspection Division and concurred in by the Domestic Intelligence Division. Inspector B. C. Brown as a representative of the Training and Inspection Division will supervise the original course of training to be given in the New York Office. A surveillance manual for the New York Office has been drawn up which outlines the procedures for conducting surveillances under this program, the supervision and the controls. It has been approved by the Training and Inspection Division and the Domestic Intelligence Division. The Conference recommended that this training course be started immediately in the New York Office.

2. Controls to be set up governing the operation of this program in the New York Office and at the Seat of Government are as follows:

A. Specific Bureau authority will be required before the initiation of any surveillance except in emergency situations where time will not allow for obtaining specific authority.

CC: Mr. Harbo
Mr. Sizoo
Mr. Boardman
Mr. Belmont
Mr. Turner
FTT:blb (7)

~~CONFIDENTIAL~~

RECORDED-57
INDEXED-50

66-2554-12312

24 JUN 8 1955

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EX-104

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~~CONFIDENTIAL~~

Memorandum to the Director from the Executives Conference

RE: [COVERAGE OF SOVIET AND SATELLITE OFFICIALS
(INTENSIFICATION PROGRAM)] (X)

- I. In such emergency situations the Field will be required to submit a weekly letter setting forth the circumstances, reasons why Bureau authority could not be obtained and justifying the surveillance without Bureau authority.
- B. Agents hereafter will be required to notify the SAC as well as the supervisor of any potentially embarrassing incidents occurring on surveillance.
- C. Each surveillance team will have a team captain and a line of succession will be set up for someone to succeed him so that responsibility for the surveillance can be fixed.
- D. The surveillance team captain will be required to confer with the supervisor each day before commencing surveillance.
- E. The SAC, ASAC and supervisor will be required to physically check surveillance operations periodically and the SAC will be required to certify once a month that this has been done. The supervisors responsible for the surveillances will be required to spend a substantial portion of their time actually checking their surveillances.
- F. The surveillance team captain will be responsible to see that the surveillance logs are properly prepared and that surveilling cars are not placed in the immediate vicinity of any diplomatic establishment.
- G. Surveillance cars and license tags will be rotated.
- H. The Field will be required to use experienced personnel wherever possible for this surveillance work and where inexperienced personnel are of necessity used, they should be placed with experienced personnel. Any agent not adaptable to surveillance work should not be utilized.

~~CONFIDENTIAL~~

Memorandum to the Director from the Executives Conference

RE: COVERAGE OF SOVIET AND SATELLITE OFFICIALS
(INTENSIFICATION PROGRAM)

~~CONFIDENTIAL~~

I. The SAC will be required in the future to set forth in the monthly letters which are submitted to the Bureau, the identities of officials who have been under surveillance, the results of the surveillances, and justification for continuance or discontinuance of the surveillances. He will also be required to certify that the surveillances are being properly supervised and handled.

J. A new desk has been set up at the Bureau for the purpose of correlating material and coordinating the over-all operations of the Intensification Program. This desk is to study all phases of the program and carefully analyze and evaluate the Field implementation of this program. Instructions will be issued to the individual desks handling phases of this program to insure that any evidence indicating that any phase is not receiving proper handling is immediately called to the attention of the proper Bureau officials.

Let me know who is being considered for this desk?
RH

The controls set forth above are to apply to the Washington Field Office (WFO) as well as the New York Office. WFO has given agents on this program a one-week training course. Therefore, a full week of training as recommended for the New York Office is not recommended for WFO. However, the Conference recommended that the Training and Inspection Division go over the training course given by WFO and add to it pertinent material which is contained in the proposed course for New York and thereafter see that WFO agents receive this additional training. Likewise, the Conference recommended that pertinent and applicable material in the surveillance manual of the New York office be added to the surveillance instructions in WFO and that the Training and Inspection Division should see that this is done.

The Executives Conference had a split vote as to the extent of the reinstatement of surveillances on Soviet and satellite officials. (No surveillances will be conducted of Yugoslav officials.)

New York

Messrs. Tolson, Harbo, Rosen, Trotter and Holloman recommended that the number of agents assigned to surveillance coverage of Soviet and satellite officials in New York be cut in half on the basis that the new procedure should be tested for 60 days and if they prove successful the number of agents at that time can be increased in accordance with the needs of the program. At the time the program was suspended, 120 agents were assigned to

mpp

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Memorandum to the Director from the Executives Conference

RE: COVERAGE OF SOVIET AND SATELLITE OFFICIALS
(INTENSIFICATION PROGRAM)

Soviet surveillances and 123 to satellite surveillances in the New York Office. Under this proposal these numbers would be reduced to 60 agents for the Soviets and 60 for the satellites. (X)

I share above Views. H.

Messrs. Boardman, Parsons, Sizoo and Belmont recommended the full reinstatement of surveillances on Soviet and satellite officials in New York utilizing the 120 agents on the Soviets and the 123 agents on the satellites, after the proper training and controls have been set up as indicated above. They pointed out that the program is effective and necessary and the Bureau should implement it fully to carry out its responsibilities. There is no question that the coverage is needed and the use of 50 per cent of the personnel is a half measure which does not meet our responsibilities. (X)

WFO

Messrs. Boardman, Harbo, Rosen, Trotter, Holloman, Parsons, Sizoo and Belmont recommended that the program be fully reinstated in WFO as promptly as possible. They pointed out that WFO had already given training to its agents and under the controls which are being established, it was felt the program would work successfully in that office. (X)

Mr. Tolson recommended that the personnel at WFO on these surveillances be out in half for a 60-day period on the same basis as for the New York Office. 59

At the time of suspension of the program there were 152 agents on Soviet surveillances at WFO and 93 agents on satellite surveillances. Mr. Tolson's recommendation would, therefore, reduce this number to 76 on Soviets and 47 on satellites for WFO. (X)

I share above Views 29
Other Offices H.

Inasmuch as no other offices are engaged in Soviet and satellite surveillances except when these officials travel from Washington or New York, it is not necessary to notify other offices since the instructions to cover such travel of the officials will flow from the Bureau, New York and WFO. (X)

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~
~~INTELLIGENCE~~

Memorandum to the Director from the Executives Conference

RE: [COVERAGE OF SOVIET AND SATELLITE OFFICIALS
(INTENSIFICATION PROGRAM)] (X)

ok
The Conference further recommended that the surveillances be ~~reinstated~~ in WFO as soon as possible but that the surveillances in New York not be reinstated until Mr. W. G. Simon reaches New York on June 1, 1955. Meanwhile, the New York agents can be trained. (X)

We will be guided by the Director's desires in this matter.

Respectfully,
For the Executives Conference

W
Glyde Tolson

44
All of the above sounds fine but will be worthless unless Boardman, Belmont, + Harbo really keep on top of it + see that the implementation is not a "flash flood" to be ignored after a short while.

H.

~~CONFIDENTIAL~~

THE DIRECTOR

June 6, 1955

THE EXECUTIVES CONFERENCE

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DATE 2/19/93 BY SP-5/uf
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Alexandria Police Boys Camp, Inc.
Camp Charles Herbert Grimm

The Executives Conference of June 2, 1955, consisting of Messrs. Tolson, Boardman, Hennrich, Sizoo, Parsons, Tamm, Rosen, Holloman, Harbo, McGuire and Mohr, considered a recommendation of the Working Committee of the FBI Employees Consolidated Charities Fund that the Bureau not make a donation to the Alexandria Police Boys Camp, Inc.

The Conference was advised that the Working Committee was divided, that the minority of the Committee felt the Bureau should contribute \$100.00 and point out in the letter of transmittal that this was made possible due to the success of the 1954-55 Consolidated Charities drive in the Bureau. The minority of the Working Committee felt that it would help the youth in the Alexandria community and continue pleasant relations with the local law enforcement officers. The majority of the working committee was opposed because they felt it would be opening the door for other local police departments that have similar camps.

It was further pointed out to the Conference that the Alexandria Police Boys Camp is not one of the charities included in the FBI Employees Consolidated Charities Fund and that it was not a listed member of the Community Chest Agency. The Alexandria Police Boys Camp was organized in 1946, the camp being located 133 miles south of Alexandria in Virginia. It was named after Charles Herbert Grimm, an Alexandria youth who was killed at Iwo Jima. Boys between the ages of 8 and 15 are eligible to attend the camp by submitting applications to the Alexandria Police Department. Annually citizens of Alexandria are solicited for contributions for the maintenance of the camp. The contributions received are augmented by the proceeds derived from the sale of farm products that are raised on the camp site. The camp has facilities to accommodate approximately 700 boys. Many of the families pay the cost of sending the boys to the camp, whereas other families cannot afford it.

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

The camp is operated by a Board of Directors selected from among members of the Alexandria Police Department. Warren W. Zimmerman is the General Chairman, a member of the Alexandria Police Department, and a National Academy graduate.

66-2554-10314

RECORDED - 24

21 JUN 8 1955

5 JUN 8 1955

In the FBI Employees Consolidated Charities Fund budget there is included an unallocated reserve to provide for charities which are deemed sufficiently worthy. The reserve budget in the last campaign was \$800. In view of the fact that the campaign in 1954-55 went so far over the top we have in the treasury an unallocated reserve of \$9,781.20.

The Conference was evenly split in its vote since Mr. Tolson was not present at the time the vote was taken. Messrs. Tamm, Henrich, Boardman, Rosen and Holloman were opposed to making any contribution to the Alexandria Police Boys Camp, Inc. since they felt this was not a charity in the usual sense of the word, that there were many other camp funds, such as the Evening Star Camp Fund, and that if we made a contribution to the Alexandria Police Boys Camp, Inc. we would be merely starting a precedent which it would be difficult to stop. They felt that would be true even if we limited the contribution only to camp funds of police departments within the metropolitan area.

The other half of the Conference consisting of Parsons, Sizoo, Harbo, McGuire and Mohr recommended that we contribute \$100. to the Alexandria Police Boys Camp because they felt it was a worthy charitable event, that it was an effort on the part of law enforcement to combat juvenile delinquency, that Alexandria was a community within the metropolitan area of Washington and would logically be a recipient of the charitable contributions of FBI employees, particularly those residing in Alexandria. This group was also in favor of making the donation with the understanding that we limit such donations to camp funds of police departments in their efforts to fight juvenile delinquency.

No further action will be taken pending the views of the Director on this matter, it being noted that the Conference was evenly divided with one half being against making any donation and the other half in favor of making a \$100 donation to the Alexandria Police Boys Camp, Inc.

JPM
Jones with
this view

6-7

I do not believe
we should do it as
it would set an
undesirable precedent,

H

MR. TOLSON

4/6/55

THE EXECUTIVES CONFERENCE

SUGGESTION PROGRAM

306,696 of 323,03
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/82 BY SP-3 c/d/az

This memorandum sets out two problems in handling the suggestion program which should be presented to the Executives Conference for consideration.

The first problem is whose name to show on our permanent records (which are open to inspection by the Civil Service Commission (CSC)) as the official supervisor of the employee making the suggestion. The memorandum covering the Incentive Awards Program for the Department of Justice, copy attached, states that the name of the suggesting employee's supervisor shall be kept in the permanent records (page 7, paragraph 5). That requirement should apparently be read in connection with another statement which says that "Supervisors who have been outstanding in encouraging employee participation will also be recognized for an award" (page 1, paragraph 1). The CSC will apparently view our records for the names of such supervisors.

It is suggested that when a suggestion is received from a field office, the SAC of that field office be shown as the supervisor of the suggesting employee, and that, when a suggestion is received from the SOG, the section chief be shown as the supervisor.

The second problem is that of complying with the instructions, also set out in the Department of Justice memorandum, that "In case the contribution is rejected, the employee should be promptly advised in a personal letter which states specifically the reasons for the rejection" (page 7, paragraph 3).

We acknowledge by personal letter the receipt of all suggestions and we advise the employee by letter when his suggestion is adopted, but we have not been advising him by letter when his suggestion is rejected. This would make extra work and it would violate the recommendations of the Hoover Commission on Paperwork Management by adding another correspondence burden which seems to be unnecessary. Moreover, security requirements make it impossible to state to an employee in some cases just why his suggestion was rejected. Since we cannot write an adequate rejection letter in some cases, it is believed that we should be uniform in our practice and not send personal letter in any case to specifically advise of rejection.

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

RECORDED - 24

INDEXED - 24

66-2554-12315

21 JUN 8 1955

53 JUN 8 1955 EX-112

RH

DP

The Executives Conference may wish to take note of the fact that the Department has approved the Bureau's own Suggestions and Incentive Awards Program, a copy of which is attached, and that this program does not state that we will show the name of the suggesting employee's supervisor, and it does not state that we will advise the employee by letter in the event his suggestion is rejected.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gsr 4/6/55
gsr

The Conference of 4/5/55, composed of Messrs. Tolson, Nichols, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman and Harbo, unanimously recommended that when a suggestion is received from a field office the SAC of that office be shown as the supervisor of the suggesting employee; in suggestions originating at the Seat of Government the Section Chief will be shown as the supervisor.

The Conference further unanimously recommended that we continue our present procedures with reference to acknowledging receipt of suggestions and advising employees subsequently only in the event the suggestion is adopted.

RTH

gsr

✓

MR. TOLSON

5/23/55

EXECUTIVES CONFERENCE

~~IN-SERVICE TRAINING~~
LEGAL HOLIDAY, 5/30/55

Present at the Executives Conference on 5/23/55, were Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Nichols and Mason.

It was pointed out to the Conference that Monday, May 30th, is a legal holiday and that the In-Service Class which would normally commence on Monday will convene on Tuesday, May 31st, but that the In-Service Class which commenced on May 23, 1955, will be in Washington on May 30 and is scheduled to depart to the field on Wednesday, June 1.

The Conference was advised that in connection with George Washington's birthday, February 22, no classes were held and the In-Service Class then in session was retained in Washington for an additional day; in the past In-Service Training has not been held on legal holidays. Prior to January 1955, two weeks of In-Service Training was given and it was then possible to absorb a one-day holiday by shortening firearms training. However, with the intensive In-Service Training now afforded for 10 days (rather than two weeks under the old system) it is not possible to shorten firearms training or absorb a one-day holiday.

Alternatives considered by the Executives Conference were: For the In-Service Class presently in session to work two or three hours each night in order to make up the Classes which would be missed if classes were not held on May 30; another alternative is to retain the In-Service Class for one additional day.

The Conference unanimously recommends that classes not be held on May 30; the In-Service Class now in session depart for the field on June 2, rather than June 1, and thus be held over for an additional day. The Conference also recommends that the In-Service Class which will commence

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

cc-Messrs. J. A. Sizoo
R. T. Harbo
G. C. Gearty

EDM:DMG
(6)

JUN 14 1955

RECORDED-29
INDEXED-29

166-2554-12216
NOT RECORDED
167 JUN 8 1955

30686 4 223 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-19-92 BY SP-5 C/PLG

ORIGINAL FILED IN

Memorandum to Mr. Tolson

Tuesday, May 31, be retained an additional day to compensate for the loss of training on Monday, May 30. This procedure will be followed if you approve.

MR. TOLSON

5/31/55

EXECUTIVES CONFERENCE

SCHEDULING OF IN-SERVICE TRAINING CLASSES

The schedule for the In-Service Classes which will start through June 13, 1955, have been completed; thereafter there will be 982 men in the field due for In-Service Training this calendar year and 536 of them are in the New York Office.

The men needing training may be divided as follows:

	<u>Field Total</u>	<u>NY Agents</u>
1. Agents with approximately 2 years' experience.....	292	211
2. Agents with 4 or more years' experience to be considered for Security School.....	485	266
3. Agents with 4 or more years' experience to attend General and Criminal School.....	205	59.

There are 50 men in each present In-Service Class; heretofore, we have drawn 8 men from New York for each In-Service Class (there are 1,240 Agents assigned to New York) and a continuation of the practice of drawing 8 New York Agents per class will make it impossible to provide the necessary training for New York personnel this year. Under present plans we can have only 11 more In-Service Classes during the calendar year and the untrained Agents in New York would at the end of the year number 191 men due for their first In-Service Class; 226 men due for Security In-Service Training and 27 Agents due for General and Criminal In-Service Training.

The Conference was advised that by following the present procedure the last In-Service Class will finish 9/7/55; there will be no In-Service Classes in session for the remainder of the year and this will present real problems in connection with the operation of the Academy at Quantico because only one New Agents' Class is scheduled for this summer; it will be impassible to serve meals at the present reasonable figure;

cc-Messrs. Sizoo, Harbo Mohr and Nichols

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-11-82 BY SP5 a/ky

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

INITIALS ON ORIGINAL

6 JUN 14 1955

RECORDED 90 66-2554-12317

EX - 116 INDEXED 00 JUN 10 1955

ORIGINAL FILED IN 1-19-16

Memorandum to Mr. Tolson

the Academy will be largely vacant and, thus, subject to requests by Immigration and Naturalization Service or other parts of the Department which might wish to use these facilities.

SOLUTION:

Reduce In-Service Classes from 50 to 40 men; New York have 22 men attend each of 12 Security In-Service Classes to be held this year; New York have 12 men attend each of 5 General Criminal Classes to be held this year; New York have 30 Agents attend each of 7 In-Service Classes for men who have never previously attended In-Service Training. Inspector B. C. Brown agrees with this proposal and believes that the New York Office can comply.

This would make a total of 24 classes commencing June 20 and ending 12/7/55; will keep the Academy in operation; the smaller classes (40 men each) should contribute to even greater class participation.

RECOMMENDATION OF EXECUTIVES CONFERENCE

The Conference on 5/31/55, with Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, Boardman and Mason present, unanimously recommended as follows:

1. Commencing June 20 reduce In-Service Classes from 50 to 40 men.
2. New York furnish 22 men for each of 12 Security In-Service Classes.
3. New York furnish 12 men for each of 5 Criminal In-Service Classes.

(continued on following page)

Memorandum to Mr. Tolson

4. New York furnish 30 men for each of 7 In-Service Classes for men who have never attended In-Service Training; these men will come back at the expiration of two years in the field.

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

OK
V. 6-2

May 31, 1955

PROPOSED CHANGE IN THE
MANUAL OF INSTRUCTIONS

Section 87B, 3, dd, of the Manual of Instructions
should be amended to read as follows:

dd. COPIES OF REPORTS TO THE OFFICE OF ORIGIN - 2

Section 87D, 10, of the Manual of Instructions
should be amended to read as follows:

10. COPIES OF REPORTS TO THE BUREAU - 6; TO THE OFFICE OF
ORIGIN - 2

Section 87E, 6, of the Manual of Instructions
should be amended to read as follows:

6. COPIES OF REPORTS TO THE BUREAU - 6; TO THE OFFICE OF
ORIGIN - 2

Section 105J of the Manual of Instructions should
be amended to read as follows:

J. COPIES OF REPORTS TO THE BUREAU - 5; TO OFFICE OF ORIGIN -
Individuals - 3, Organizations - 2

FMB
(7)

306,696 & 323,013
NO. 100-100000-10000
2-19-92
SP-Sci/deg

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166-2554
NOT RECORDED
182 JUN 15 1955

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

Based on Executives Conference Memorandum to
Mr. Tolson 5/31/55 on Suggestion 169-55, Paper-
work Management DJD:mkb/lab

NOT RECORDED
12 JUN 14 1955

aff
K

53 JUN 17 1955

ORIGINAL FILED IN 66-2554

Mr. Tolson

5/25/55

Executives Conference

SUGGESTION NUMBER 127-55
MADE BY MRS. [REDACTED]
NEW ORLEANS OFFICE

306696 & 323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-9-92 BY SP-3 cid/ug

b6
b7c

SUGGESTION: Form FD-144, copy enclosed, is a receipt mailed by the field office to the employee with his check or bond and signed by the employee and returned to the office. It shows the serial number of the salary check. Suggested that FD-144 be replaced by enclosed form which is simpler to execute. When signed by Agent for receipt of check form will be stapled to machine listing of checks received from Bureau.

Suggestion is within purview of suggester's duties; she mails checks in New Orleans Office. Supervisor is SAC Chiles.

ADVANTAGES STATED: Suggested form easier to prepare; will save clerical and typing time.

DISADVANTAGES STATED: None.

SAVINGS: Suggester estimates one minute saved on each item, annual savings of \$1500 all field offices.

OBSERVATIONS: SAC Chiles recommends adoption for salary checks but retention of FD-144 for expense checks and bonds (this makes two forms instead of one). SAC Foster recommends adoption; \$15 annual savings in Newark Office. SAC Gale recommends against adoption; no savings. SAC Abbaticchio says suggested receipt will save over hour's time per pay period but agrees with Mr. Leonard, Statistical Section, that entire plan of using receipts should be abandoned. If check is lost in the mail the receipt is also lost and not executed; it would not aid in locating the check. If check is received by employee no receipt necessary. Penciled note of date and destination of mailing on machine listing of salary checks would suffice; similar notations can be made on transmittal forms for expense checks and bonds.

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

Enclosures (2)

DD: hcc
(5) 06

RECORDED - 15

INDEXED - 15

11 JUN 15 1955

EX-124

66-2354-12318

953197 MAR 9 9

Executives Conference memo for Mr. Tolson

Mr. C. Q. Smith, Administrative Division, has no objection to revising or discontinuing FD-144 if proper safeguard provided otherwise by SAC. Inspector Callahan believes a form necessary for verifying delivery. Training and Inspection agrees with SAC Abbaticchio and Mr. Leonard. Every salary check, expense check and bond received in field office is listed by number in either machine listing of transmittal (salary checks) or in letter of transmittal. Field office can make notation beside check or bond number that it was sent by mail on such and such a date. This procedure would make real savings.

RECOMMENDATION: 1. That suggestion to replace Form FD-144 with proposed form not be adopted.

2. That Form FD-144 be discontinued.

3. That enclosed SAC Letter and Manual Change be approved.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:gsr 5/25/55

The Conference of 5/24/55, composed of Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Rosen, Holloman and Harbo, unanimously recommended that the use of form FD-144 (receipt signed by employee at Resident Agency to acknowledge receipt of check or bond) be discontinued. If approved the attached SAC Letter should be issued to notify the field. Proposed Manual change is also attached.

RTH
✓
Jm

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

MR. FOLSON

June 13, 1955

EXECUTIVES CONFERENCE

PERS. FILES

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-19-92 BY SP-5/deg

DEPARTMENT OF JUSTICE
FEDERAL CREDIT UNION

The Executives Conference of June 9, 1955, consisting of Messrs. Tolson, Harbo, Holloman, Winterrowd, Boardman, Sizoo, Parsons, Trotter and Mohr, considered the present Bureau policy with respect to assisting the Department of Justice Credit Union in its dealings with FBI employees. It was explained to the Conference that in the past we have rendered little or no assistance to the Department of Justice Credit Union, particularly in connection with furnishing forwarding addresses of former employees who left owing money to the Credit Union or who left having accounts in the Credit Union and the Credit Union wishes to communicate with the former employees to advise them of the status of the account on an annual basis as they are required to do. Also we have never helped the Credit Union in connection with present employees who have delinquent accounts and have failed to pay them.

The Conference was further informed that normally with creditors we try to be of assistance in furnishing forwarding addresses when requested to do so on former employees and if an employee is delinquent in his account after the creditor has made reasonable efforts to obtain payment we insist that our employees, as a matter of policy promptly discharge their obligations to avoid embarrassment to the Bureau. Mr. Grant of the Credit Union has discussed some of these problems with H. L. Edwards, Personnel Officer of the Bureau.

The Conference unanimously recommended that approval be given to furnishing the forwarding addresses of former employees to the Credit Union providing such requests do not become so numerous as to be burdensome. If approved, arrangements will be made for Mr. Grant of the Credit Union to address all such requests to the main personnel office of the Bureau.

The Conference unanimously recommended that where requested by the Credit Union, in aggravated cases of delinquent accounts, that all these matters be brought to the attention of our employees in order that our employees will discharge their obligations to the Credit Union the same as they would with any other creditor.

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

Mr. Harbo
JUN 13 1955

RECORDED-41

INDEXED-41

EX-125

66-2554-12319

17 JUN 15 1955

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

As a matter of interest, Mr. Grant of the Credit Union has stated that he estimated the Credit Union had 6500 accounts and of these he estimated 70% of them were either present or former Bureau employees. He also stated the Credit Union had 2500 loans outstanding and he estimated 2100 of them were to former or present FBI employees.

In the event you agree with the unanimous views of the Conference, the policy and procedure set forth above would be followed by the Personnel Officer of the Administrative Division of the Bureau.

I think we should give the same assistance to the Credit Union that we would give a local bank but no more

6-14

I agree I have always had some concern about the money making aspects of the Credit Union & who got the profits. It is no different than a private loan Co. & should be treated accordingly.
H.

my

MR. TOLSON

6/17/55

EXECUTIVES CONFERENCE

SUGGESTION NUMBER 422-55
MADE BY [REDACTED]
ALBUQUERQUE OFFICE

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-19-92 BY SP-5/deg

b6
b7c

SUGGESTION: Manual of Rules and Regulations, Section 3, page 4, (6c) states index cards on motor numbers, serial numbers, or license numbers are to be destroyed when they are five years old. Mr. [REDACTED] suggests that the files on Interstate Transportation of Stolen Motor Vehicle cases be destroyed after five years where it is an unknown subject case. Suggester points out that file would be of little value if the index cards are destroyed.

ADVANTAGES STATED: Savings of filing space.

DISADVANTAGES STATED: None.

OBSERVATIONS: SAC Bryce, Albuquerque Office, believes the suggestion has merit and recommends that it be given further consideration. Assistant Director Rosen is opposed to the suggestion that these files be destroyed. Automobiles do not wear out in five years and one car may be stolen a second time at a later date, or subsequent information may be developed tying an old stolen car into a ring case and these files could be of later value.

Mr. Eames, Records and Communications Division, recommends unfavorably, stating index cards on unknown subject cases in this category are not destroyed at the Seat of Government. Number cards are destroyed only when there is a known subject who is properly indexed. This card on the individual remains in the Bureau's index and is never destroyed. Motor numbers on unknown subject investigations are considered to be in the same category and are never destroyed. It is believed that, even though motor number cards have been destroyed in the past, the file should not be destroyed since it may contain other valuable information concerning individuals who are properly indexed. Mr. Eames proposes that the field be advised to discontinue destroying motor number cards on unknown subject cases.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____ cc-Messrs. Sizoo
- Harbo _____ Harbo
- Mohr _____
- Parsons _____ EDM: HCC
- Rosen _____ (5)
- Tamm _____
- Nease _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

RECORDED - 76
INDEXED - 76

65-257-12320
11 JUN 22 1955

63 JUN 23 1955

RB

EARLIER CONSIDERATION OF RELATED TOPIC: The Executives Conference of 11/3/49 considered the results of a survey of 14 offices during which survey 9 offices recommended that index cards on motor numbers, serial numbers and license numbers be destroyed when such cards become 5 years old. Five offices were opposed. Arguments in favor were: Saving of space; relieve indices congestion; the cards can be easily located for destruction; the index cards serve no useful purpose after becoming 5 years old. Arguments against destruction of index cards were: Cards should not be eliminated on active pending cases but no objection to eliminating index cards on closed cases; although license numbers are of little value after one year, motor and serial numbers should be retained because in some unknown subject cases the motor or serial number will appear in the title; most offices did not (in 1949 but they do now) put dates on index cards; cases are sometimes pending over 5 years.

The Executives Conference of 11/3/49 unanimously recommended that the index cards be destroyed on license, motor and serial numbers after cards have become 5 years old.

EXECUTIVES CONFERENCE CONSIDERATION OF 6/14/55 RTH:gsr

On 6/14, the Conference composed of Messrs. Tolson, Boardman, Nichols, Trotter, Parsons, Sizoo, Hennrich, Rosen and Harbo, unanimously recommended that the presently existing procedures be continued.

RH OK
V. f. s.

~~SECRET~~

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DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 06-08-2011

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WHERE SHOWN OTHERWISE

Per OGA letter dated 5/16/2011

Mr. C. A. Tolson

June 22, 1955

The Executives' Conference

306, 246 & 323, 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/92 BY SP-5 CUD/ef

PLANT INFORMANT PROGRAM

On June 21, 1955, the Executives' Conference, consisting of Messrs. Tolson, Boardman, Belmont, Harbo, Rosen, Parsons, Tamm, Sizoo and Callahan for Mohr, considered the Bureau's policy in connection with the Plant Informant Program.

BACKGROUND:

At the outbreak of the Korean conflict the Executives' Conference on July 13, 1950, recommended the reinstitution of the Plant Informant Program and as of March 20, 1954, we had developed 105,708 informants in 9391 plants. These plants are divided into five categories as follows:

(1) Facilities on the Key Facilities List. This is the group of plants designated by the Department of Defense as vital to the national defense of this country.

[Redacted Box] Referral/Consult

b1
b3

(4) Facilities considered vital by local Army area and Naval district commanders.

(5) Facilities considered vital by the individual Special Agents in Charge of FBI offices.

lw

On August 12, 1954, the Executives' Conference considered the scope of our Plant Informant Program as it then existed. Inasmuch as it was thought that agents' time could

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

cc - Mr. Harbo
Mr. Mohr
Mr. Belmont
Mr. Rushing

INDEXED - 67

66-2554-18321

RECORDED - 67

12 JUN 23 1955

EX-112

TDR:LFJ

53 JUN 27 1955

~~SECRET~~

~~SECRET~~

Memorandum for Mr. Tolson

be more productively applied to more pressing matters, the program was curtailed at that time. The field offices were instructed that the development of plant informants in the above categories was to be restricted to the security officer and/or other officials having responsibility for plant protection except in those cases where the SAC felt that this was insufficient to insure the Bureau's responsibility in connection with sabotage, espionage and subversive activities could be fulfilled. The field offices are under instructions to recontact all security officers and/or other officials having responsibility for plant protection at least once each year and to submit a letter to the Bureau on September 15 of each year reporting that this had been done. The first letter from the field will be due September 15, 1955.

The curtailment of the Plant Informant Program in no way affected our program of developing informants in the vicinity of Strategic Air Command Bases of the United States Air Force. As the results of an agreement between the Director and the Secretary of the Air Force, the Bureau since 1950 has engaged in a program of developing informants in the vicinity of those Air Force Bases occupied by the Strategic Air Command. We are still developing informants in connection with this and will continue to do so.

Referral/Consult

TDR:ll ~~SECRET~~

~~SECRET~~

Memorandum for Mr. Tolson

Referral/Consult

TDR:lfj:gm

~~SECRET~~

Memorandum for Mr. Tolson

Referral/Consult

American Legion Contact Program

The American Legion Contact Program was reinstated in August 1950 and curtailed in August 1954 because the Bureau felt that the program had served its purpose. As of March 20, 1954, 16529 active Posts had been contacted by Bureau field offices and in these Posts 111,491 Legionnaires had been developed as contacts. We now require the field to contact annually all National officers, Departmental (state) Officers and members of the American Legion Americanism Commission and advise the Bureau by March 15 of each year that this has been done.

The Executives' Conference considered this program and unanimously recommended against any change in current procedure. The Executives' Conference felt that it was not necessary to reinstitute this program at this time as no apparent problem exists. If in the future problems arise or the need exists to re-emphasize necessity of support from the Legion we can reconsider this matter.

~~SECRET~~

Memorandum to Mr. Tolson
June 22, 1955

ACTION:

If you approve, the Plant Informant Program will be reinstated on a restricted basis as outlined above and we will, of course, continue the present procedure of maintaining contacts with security officers and/or individuals charged with plant security in all categories.

If you approve, no change will be made with respect to the American Legion Contact Program.

OK
JK

~~SECRET~~

Mr. Tolson

April 6, 1955

The Executives Conference

SPELLING AND VOCABULARY TESTS
Exemption of Typists in Identification
and Records and Communications Divisions

The Executives Conference of April 5, 1955, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Rosen, Hennrich, Sizoo, Parson, Tamm, Belmont and Mohr, unanimously recommended the following modification in the present policy which requires all typists to pass the same spelling and vocabulary tests as given stenographic applicants; that such policy not apply to typists in the Identification and Records and Communications Divisions as long as they remain assigned to typing duties in those divisions; but before such typists can be transferred out of either of those divisions to positions in other divisions requiring a qualified typist, such employees will have to first pass the spelling and vocabulary tests. The conference unanimously believes this modification is justified and will serve the best interests of the Bureau for reasons given herein.

By way of background, SAC Letter 55-20 (dated 3-8-55) instituted the policy that candidates for the position of typist should take the same spelling and vocabulary tests given to stenographic applicants. This policy has been followed and experience has now shown that it is working a reasonable hardship on the kind of typists assigned to the Identification and Records and Communications Divisions because such typists are for the most part performing a noncorrespondent kind of typing where abbreviations, card typing, typing of index and file numbers, etc., are involved. The Bureau recognized this years ago in approving specialized typing tests for these typists of an entirely different kind from the regular typing test given typists who prepare memos, correspondence, and the like. Spelling and vocabulary are not essential factors in the work performance of the specialized typists in the two divisions named.

Should the unanimous recommendation of the conference be approved, the typists thereby relieved from taking the spelling and vocabulary tests while assigned to the Identification and Records and Communications Divisions will be placed on notice that such exemption

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont CC
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen WTV
- Tamm HLE: MAH
- Sizoo (5)
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

Mr. Harbo
Mr. Sizoo

32303 + 30646
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-97 BY spsw/deg

RECORDED - 75

66-3554-12322

12 JUN 27 1955

EX-108

65 JUN 28 1955

To: Mr. Tolson

From: The Executives Conference

will apply only so long as they are assigned to those divisions and that they will have to take these tests as prerequisites to being considered for positions in other divisions requiring fully qualified typists.

Upon approval of this conference recommendation, the action above indicated will immediately be taken.

SAC lit & change
for operations & procedures
manual typewr 4-14-55 4-19-55
CRD: [initials]

- son _____
- ardman _____
- hols _____
- mont _____
- bo _____
- ur _____
- sons _____
- sen _____
- nm _____
- oo _____
- terrowd _____
- e. Room _____
- loman _____
- dy _____

Mr. Tolson

6/28/55

Executives Conference

REPORT WRITING BY INVESTIGATIVE CLERKS

PROBLEM: The Saint Louis Division advises that in connection with utilization of ~~Investigative Clerks~~ at the Federal Records Center and the Adjutant General's Office, the question has arisen as to whether the Investigative Clerks should be indicated as authors of the report.

St. Louis suggested that as a solution to this problem the supervising Special Employee at the two Record Centers be designated as the author of the report, with a statement on the Administrative Page indicating the identity of the Investigative Clerk who actually prepared the report and reviewed the files upon which the report was based.

PRESENT PROCEDURE: Section 4 A, 2 of the Manual of Rules and Regulations permits name of Special Employee to appear as author of reports. Section 4 A, 11 g also provides that except in reports on Security of Government Employees, the identity of the employee conducting a particular interview or other investigation must be shown in details of the report.

In Washington Field all reports involving record checks are prepared by Special Employees whose primary responsibility is the preparation of reports. The identity of the person actually making the record check appears in the details of the report.

RECOMMENDATION: That name of supervising Special Employee as described by Saint Louis appear as the author of the report with the identity of the employee making the actual record check and preparing the report appearing in the body of the report as having made the check.

To include identity of such employee on administrative page would in many instances necessitate preparing an administrative page solely for this purpose and would not be in keeping with current regulations.

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

cc: Mr. Harbo, Mr. Sizoo

RECORDED-74

66-254-12323

11 JUN 30 1955

CAN:lab
(5)
Enclosure - 1

306,696
323,013
INDEXED-74
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5/edey

35 JUN 30 1955

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMC-6/28/55

Present at the Conference on 6/27/55, were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason.

The Conference felt that investigative clerks (clerks in Grade GS-5 through GS-7 approved to check records of other agencies) should in preparing reports use the name of the Special Employee who supervises the clerks or the supervising Special Agent or the SAC (depending upon the circumstances) as the maker of the report. Thus the names of investigative clerks will not be shown as the report writer.

The Conference further recommends that in each instance the field file show clearly the identity of the employee who checked the records of the other agencies. In all instances work performed by investigative clerks will relate only to record checks.

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

RH_m

7H

OK
J

Jan

Mr. Tolson

6/30/55

The Executives Conference

FIXING RESPONSIBILITY FOR ACCURACY
OF RECORD CHECKS

The Conference of June 28, 1955, considered what steps could be taken to assure greater accuracy in investigative reports with regard to information obtained from record checks.

It was pointed out that in the New York inspection the inspection staff rechecked the original files of various other agencies in 800 instances where these files had been previously checked by any one of 13 Special Agents or 15 Special Employees in the New York Office. Out of the 800 files, serious substantive errors were found in 19 instances.

The errors consisted of a variance between information in the records checked by the FBI and the ultimate report prepared by the FBI. Responsibility could not be clearly fixed for 16 of the errors because the rough draft notes of the employee who checked the records have been destroyed. Procedure followed in New York is for a liaison agent or Special Employee to check records of another agency and furnish his notes to a Special Agent who will incorporate the findings in an investigative report; thereafter the employee who dictated the report proofreads it after typing and destroys his notes; report is then sent to the supervisory desk; supervisor is unable to tell whether the information in the report is accurate.

Washington Field follows the system of having the record check notes accompany the investigative report to the supervisory desk so that the supervisor can verify the correct reporting of record check information. Inspection staff rechecked a substantial number of files in the Washington Field Office and compared the information against the original agency records; no discrepancy could be found. It will be recalled that St. Louis did find a discrepancy between agency records and certain investigative reports. The need for record checking exists in all field offices but to a greater degree in St. Louis, Kansas City, Baltimore, Washington Field, New York and Chicago.

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

cc - Mr. Harbo
Mr. Sizoo

EDH:gar
(5)

JUL 6 1955

306296 + 323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5/dec/...

RECORDED / 84

66-2554-12324

11 JUL 6 1955

Ways of Fixing Responsibility:

1. Continue to destroy notes as at present but emphasize the importance of accuracy - inspection staff does not feel this will accomplish desired result.

2. File liaison employee notes showing results of record checks - undesirable because of the high cost; this would cost about \$7,000 a year in New York including two full-time clerical employees and 12 5-drawer file cabinets to hold the 111,000 record check documents annually.

3. Have notes of liaison employee who checked records accompany the typed investigative report to the dictating agent for careful review and thereafter to the supervisor who will approve the report and destroy the notes. The advantage is that the supervisor would be in a position to testify that the investigative report correctly contained information which appeared in the notes. The disadvantage is that in some instances our representatives do not review files of other agencies and the actual file reviews are conducted by representatives of other agencies and these representatives furnish synopses to the FBI. Thus this proposal is not foolproof but is an additional step in the direction of fixing responsibility.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Conference on 6/28/55 were Messrs. Tolson, Callahan, Trotter, Parsons, Sizoo, Keay, Nichols, Rosen, Holloman and Mason. The Conference was advised that on June 24, 1954 and on September 28, 1954, the Executives Conference had considered the question of whether to require the filing of notes relating to record checks but in both instances the Conference was opposed feeling that the costs and disadvantages outweighed the benefits.

The Conference of June 28, 1955, felt that although it would not serve as a panacea to assure accuracy, it would help to provide greater accuracy if notes relating to record checks would accompany typed investigative reports to the field supervisor in order that he could verify the correctness of the typed investigative report.

If you agree, there is attached a proposed SAC Letter so ordering.

RH
M
sent to Mechanical
7-5-55
mjfm

Mr. Tolson

6/23/55

The Executives Conference

SUGGESTION #484-55

MADE BY MRS. [redacted]

RECORDS AND COMMUNICATIONS DIVISION

b6
b7c

Mrs. [redacted] advises that in view of the new Bureau policy of single spacing air-tels, it is impossible for the Teletype Unit to insert the stamps "Technical Surveillance," "Microphone Surveillance," and "Physical Surveillance" immediately over the code words "Tesur," "Misor," and "Fisur" respectively, when these code words appear in air-tels submitted by the field. She suggests that stenographers be instructed to type out these phrases in full in air-tels rather than use the code words.

On 6/21/55, the Conference, composed of Messrs. Tolson, Boardman, Callahan, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Harbo, unanimously recommended that in air-tels, approved abbreviations and code words may be used provided they are spelled out in full followed by the abbreviation or code word in parentheses the first time they appear in the communication, thereafter the abbreviation or code word may be used alone.

If approved, the attached changes for the Stenographic Manual, FBI Handbook and the Manual of Rules and Regulations will be issued setting forth the above instructions but providing that this requirement does not apply to the following Bureau-approved abbreviations or code words used for (a) title and character of case, (b) Special Agent in Charge, (c) Assistant Special Agent in Charge, (d) Special Agent or Special Employee, (e) various abbreviations of the "reference is made to" phrases such as Reurlet, Relet, ReBulet, ReButel, etc.

If foregoing is approved, attached is a letter to Mrs. [redacted] advising that her suggestion has been adopted with certain modifications.

b6
b7c

Nichols
Harbo
Sizoo
(5)

RECORDED - 113

66-2007-12325

INDEXED - 25

20 JUL 6 1955

306,696 + 323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-14-92 BY SP-5/deg

128

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : EXECUTIVES CONFERENCE

SUBJECT: DEPARTMENT OF JUSTICE
FEDERAL CREDIT UNION

DATE: June 13, 1955

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

306,696 & 323,013
 DEPARTMENT OF JUSTICE
 FEDERAL CREDIT UNION
 2-1492
 [Handwritten signatures and initials]

The Executives Conference of June 9, 1955, consisting of Messrs. Tolson, Harbo, Holloman, Winterrowd, Boardman, Sizoo, Parsons, Trotter and Mohr, considered the present Bureau policy with respect to assisting the Department of Justice Credit Union in its dealings with FBI employees. It was explained to the Conference that in the past we have rendered little or no assistance to the Department of Justice Credit Union, particularly in connection with furnishing forwarding addresses of former employees who left owing money to the Credit Union or who left having accounts in the Credit Union and the Credit Union wishes to communicate with the former employees to advise them of the status of the account on an annual basis as they are required to do. Also we have never helped the Credit Union in connection with present employees who have delinquent accounts and have failed to pay them.

The Conference was further informed that normally with creditors we try to be of assistance in furnishing forwarding addresses when requested to do so on former employees and if an employee is delinquent in his account after the creditor has made reasonable efforts to obtain payment we insist that our employees, as a matter of policy promptly discharge their obligations to avoid embarrassment to the Bureau. Mr. Grant of the Credit Union has discussed some of these problems with H. J. Edwards, Personnel Officer of the Bureau.

The Conference unanimously recommended that approval be given to furnishing the forwarding addresses of former employees to the Credit Union providing such requests do not become so numerous as to be burdensome. If approved, arrangements will be made for Mr. Grant of the Credit Union to address all such requests to the main personnel office of the Bureau.

The Conference unanimously recommended that where requested by the Credit Union, in aggravated cases of delinquent accounts, that we call these matters to the attention of our employees in order that our employees will discharge their obligations to the Credit Union the same as they would with any other creditor.

JPM'mmm
 cc - Mr. Harbo
 Mr. Sizoo

(4) JUL 12 1955

RECORDED - 8
 JUN 22 1955

166-2537-12326
 RECORD
 JUN 16 1955

INITIALS ON ORIGINAL

ORIGINAL FILED IN 100-34941-80

As a matter of interest, Mr. Grant of the Credit Union has stated that he estimated the Credit Union had 6500 accounts and of these he estimated 70% of them were either present or former Bureau employees. He also stated the Credit Union had 2500 loans outstanding and he estimated 2100 of them were to former or present FBI employees.

In the event you agree with the unanimous views of the Conference, the policy and procedure set forth above would be followed by the Personnel Officer of the Administrative Division of the Bureau.

APM
JFK

I think we should give the same assistance to the Credit Union that we would give a local bank. but no more

6.14

I agree. I have always had some concern about the money making aspect of the Credit Union who get the profits. It is no different than a private loan co. & should be treated accordingly.
H.

MR. TOLSON

6/8/55

THE EXECUTIVES CONFERENCE

REGIONAL ~~AUTOMOBILE~~ THEFT CONFERENCES
(INTERSTATE TRANSPORTATION OF
STOLEN MOTOR VEHICLE MATTERS)

306694 d 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 *alg*

The Conference, on June 7, 1955, was presented with the recommendation that there be reinstated a series of regional automobile theft conferences to be held throughout the field during the calendar year of 1956. It was pointed out that no similar type conferences were scheduled to be recommended by the Investigative Division. The Training and Inspection Division have concurred in the recommendation.

This same type of conference was held throughout the field from October, 1952, to January, 1953, and it is felt that sufficient time has elapsed that similar conferences should be rescheduled in view of the widespread interest in this matter.

The conferences previously held met with very favorable results and resulted in additional accomplishments for the Bureau in the years to follow. It was pointed out that while there was an all-time high in automobile recoveries during both the fiscal years of 1953 and 1954, there has been a decline in recoveries during the current fiscal year.

The holding of another series of automobile conferences during the calendar year 1956 would be appropriate to further stimulate the interest of law enforcement officers in this problem.

It was observed that there is ample material with which to furnish the field on which to base agenda for these conferences. The Training and Inspection Division has under consideration and preparation an additional training film on how to spot a stolen automobile which would be of value. The Crime Records Section has under preparation an additional booklet on auto thefts for distribution to used car dealers, similar to the booklets distributed to banks, hotels, and motels by the Bureau.

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

BHW:LS
(9)

63 JUL 11 1955

Handwritten signatures and initials: J, S, P, R, E

ORIGINAL COPY FILED IN 62-95377-402

RECORDED - 82
INDEXED - 82
66-2554-12327

EX-104

Memorandum for Mr. Tolson

The Conference, consisting of Messrs. Tolson, Nichols, Boardman, Mohr, Trotter, Parsons, Sizoo, Belmont, Harbo and Winterrowd, unanimously agreed that these regional conferences should be held during the year 1956.

RECOMMENDATION

If you approve, the Investigative Division and the Training and Inspection Division will work closely together to coordinate a program in order to institute these conferences during the calendar year 1956. The proposals and the program will then be submitted for approval.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 7/6/55

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

FROM : The Executives Conference

SUBJECT: ACCURACY IN INVESTIGATIVE REPORTS AND COMMUNICATIONS

The Executives Conference of June 23, 1955, consisting of Messrs. Tolson, Holloman, Boardman, Belmont, Rosen, Sizoo, and Callahan considered the desirability of having the same error scoring system in effect for reviewing officials in the field as is presently in effect for such employees at the Seat of Government, i.e. consideration for censure when they have been charged with ten instances of failure to detect errors in correspondence they have reviewed and approved within any six-month period. The present rule applying to the field provides that censure consideration will be afforded after five such errors have been charged within a six-month period. The change would put both the Field and Seat of Government reviewing officials on an equitable basis in this respect.

The Conference unanimously agreed that the rule for the field reviewing officials should be the same as the Seat of Government.

323,013 + 306,696
 2-14-92 SPSC/dcg
 ✓

RECORDED - 6

66-14-12328

RECORDED

16 JUL 11 1955

INITIALS ON ORIGINAL

NPC:kIm
(2)

64 JUL 18 1955

ORIGINAL FILED IN 66-14-12328-114

Mr. Tolson

7/6/55

Executives Conference

SUGGESTION NUMBER 489-55
Made By [redacted]
Identification Division

306696 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5/CLD

SUGGESTION: Mr. [redacted] suggests that production in the Identification Division be based on a seven and one half hour day because fifteen minutes of lunch and twenty minutes of rest period are included in eight hour day.

PRESENT PROCEDURE: Production in the Identification Division is based on an eight hour day.

ADVANTAGES STATED: Would provide a more accurate evaluation of an employee's ability. Higher indexes and morale. Standardizing a practice pioneered by production units in Record Section in Identification Building.

DISADVANTAGES STATED: None.

OBSERVATIONS: Assistant Director Tamm recommends that the suggestion not be adopted, stating relative averages would not change under the proposal. The top producing employees would still be top producing employees. In order to tie in with the cost survey it is necessary to account for eight hours' work since employees are paid for eight hours' work. The net effect of the adoption of this suggestion would result in a slow down since the unit requirements in the Technical Section for example are six searches per hour based on the present system.

Mr. Nichols states the Records Section uses a seven and one half hour day in figuring production averages because it gives a more accurate picture when it is necessary to furnish estimates to Bureau supervisors and officials relative to the time necessary for completion of a specific project. In the past, in connection with Name Check and File Review Unit work, we have been able to furnish fairly accurate information concerning completion time of a project.

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

cc: Mr. Harbo

Mr. Sizoo

RECORDED - 75

INDEXED - 75

EX - 103

66-2554-12524

12 JUL 12 1955

60 JUL 13 1955

Executives Conference memo for Mr. Tolson

and on the basis of the estimate supervisors have been ordered in at a given hour with the anticipation that files and other material would be ready for them to work on. The Records Section prefers to use a seven and one half hour day since it is closer to the time actually worked by the employees. They actually work 7 hours and 25 minutes. If use of 8 hour day is more satisfactory to the Identification Division, there appears to be no reason why either Division should change for the sake of uniformity alone. Mr. Nichols recommends that no change be made.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMF 7/6/55

Present at the Executives Conference on 7/6/55, were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Nichols and Mason.

The Conference considered whether production should be based on an 8-hour day or a 7 hour and 25-minutes' day in the Identification Division. It was concluded that, inasmuch as the standard work quota is to search 48 prints per day (8-hour day) and employees are paid for an 8-hour day, and since the 10-minute morning rest period and the 10-minute afternoon rest period and the 15 minutes additional lunch period, which is added to the standard one-half hour lunch period, are all designed to increase production, there is no reason at this time to change production quotas or computations.

Mr. Tamm will appropriately advise employee [redacted] of the Identification Division that work quotas are based on a daily foundation rather than on an hourly computation.

If you agree, no further action need be taken.

b6
b7c

ADDENDUM July 8, 1955:

Mr. [redacted] was appropriately advised. QT:VH

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

Mr. Tolson

7/14/55

The Executives Conference

* FIREARMS TRAINING

323,013 + 30644
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 *eddy*

Present at the Executives Conference July 13, 1955, were Messrs. Tolson, Mohr, Trotter, Conrad, Hennrich, Nease, Holloman, DeLoach and Mason.

It was brought to the attention of the Conference that the firearms training program of the Bureau has for several years been established on a fiscal year basis primarily because it was felt that as each new fiscal year began it would be easy to decide how much ammunition should be ordered out of new appropriations. This reason is not compelling and firearms training can be on a calendar year basis just as easy as on a fiscal year basis.

As a matter of fact, holding firearms on a calendar year basis would make the last winter shoot in the fall and would provide a couple of months for any necessary make-ups so that by the end of the calendar year there would presumably be no delinquents.

EXECUTIVES CONFERENCE CONSIDERATION:

Conference unanimously recommends that the present outdoor firearms schedule of April, June, July and September **BE CHANGED TO: March, May, July, September.** This will provide a spare month between each shooting month so that delinquencies can be made up. It will also provide the months of October, November and December for any additional make-up shoots which might be necessary prior to the delinquency report December 31.

Training and Inspection Division will follow delinquents each month in order to have these delinquencies removed prior to the next outdoor schedule to shoot. *IS*

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

If you agree, appropriate notification will be issued and an SAC Letter will be sent to the field this fall advising of the outdoor firearms schedule for calendar year 1956; schedule already laid out through 12/31/55 will be followed.

cc - Mr. Sizoo

Mr. Harbo

EDM: jla

RECORDED - 71

12 JUL 15 1955

INDEXED - 71

64 JUL 15 1955

EX-121

RM

66-2554 12330

Mr. Tolson

7/14/55

The Executives Conference

PROPOSED FORM FOR COMPUTING MONTHLY OVERTIME AVERAGES OF AGENTS

323013 + 306696
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY [signature]

Present at the Executives Conference July 13, 1955,
were Messrs. Tolson, Mohr, Trotter, Conrad, Hennrich, Nease,
Holloman, DeLoach and Mason.

It was brought to the attention of the Conference that each division is required to submit to the Bureau monthly a statement of overtime performed in order that appropriate Fringe Bill overtime payments can be arranged for appropriate Agent personnel in the field and at the SOG.

Birmingham and Los Angeles Offices proposed that certain forms be devised as a means of computing the overtime from daily figures in order that a monthly average could be drawn up for each Agent; the monthly averages would then be typed (as is required) on another form for submission to the Bureau. The forms proposed by Birmingham and Los Angeles were sent to New York, Philadelphia, Baltimore, Richmond and Charlotte Offices for views. The Birmingham form was rejected because it is too complex.

The comments on the Los Angeles form vary from office to office; variations were proposed by Philadelphia, Baltimore and Charlotte.

Richmond and New York were against the use of any form; it was found that the simple method of using a few pages of accounting paper serves adequately in drawing up the monthly overtime average for each Agent.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference unanimously agrees that a form is not necessary for use in computing monthly overtime averages of Agents; accounting paper will adequately serve as it has in the past; the field and SOG Division will,

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

RECORDED - 70

INDEXED - 70

EX-125

66-2554-12331

11 JUL 15 1955

59 JUL 20 1955

course, continue to submit a typed report for Bureau use as to the volume of overtime per Agent per month on a daily average basis in order that Fringe Bill benefits can be paid.

If you agree, no further action is necessary.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-24-54

FROM : W. W. WAIKART

SUBJECT: DESTRUCTION OF APPLICANT-TYPE PERSONNEL FILES

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

Records Section

By memorandum dated 5-24-54 the Records Section recommended that the Bureau consider the destruction of applicant-type personnel files dated prior to 1945 (older than 10 years) which contained only an application blank and an interview sheet. It was ascertained that some 32,000 files could be purged from our voluminous personnel records with a substantial savings in space.

The Executives Conference in considering this suggestion in 1954 opposed the destruction of these applicant-type personnel files on the theory that they might sometimes be used in connection with name check work. To our knowledge during the past year they have not been used for this purpose and have been of no value whatever except to occupy valuable space in 25 5-drawer file cabinets.

It is proposed that the destruction of these files again be considered, bearing in mind that we will not dispose of any applicant files where investigations have been conducted or any other derogatory information is reflected in the file. We have previously considered other methods of disposing of or storing these obsolete records but have rejected all of them in view of the expenses involved (microfilming) and the fact that we would be subject to severe criticism by General Services Administration, Archives, and possibly the Hoover Commission if we occupy even dead storage space with such notoriously valueless material. As you are aware, existing Government regulations provide for the ultimate destruction of personnel mail including applicant-type material after a reasonable period of time, on the theory that the data contained therein is only of temporary value.

While this material is valueless from a records standpoint, we could keep the index cards in the Personnel Files indices, noting on each line "Destroyed--date." This would preserve a complete record of all persons who have applied for jobs with the Bureau.

RECOMMENDATION:

RECORDED-35

That consideration be again brought to the destruction of applicant personnel files over ten years old, where no information of value is contained therein. The Personnel Files index cards would be retained with the notation "destroyed" and the date.

63 JUN 21 1955
 (3) 51
 RECEIVED - WOHK
 7-5-55

323013-30696
 (over)
 2-14-92 SP-5C/...

ORIGINAL COPY FILED IN

Memorandum to Mr. Nichols
Re: Destruction of Applicant-Type
Personnel Files

6-16-55

ADDENDUM: LBN:arm 6-16-55. The Executives Conference consisting of Messrs. Tolson, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Harbo, and Nichols recommended the approval of the foregoing procedure.

✓

✓

J. Edgar Hoover

CHP.

THE DIRECTOR

7/20/55

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING

323 013 & 306 696
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5 a/dec

Present at the Executives Conference on 7/20/55, were Messrs. Tolson, Mohr, Trotter, Conrad, Nease, Rosen, Holloman, Nichols and Mason.

The Conference considered whether In-Service Training should be lengthened from 10 days to 12 days and all members of the Conference, except Mr. Nichols, were in favor of a 12-day course.

This Conference consideration of In-Service Training was based on the Director's instructions to each Seat of Government head to carefully analyze all In-Service presentations and offer recommendations for any desirable change, such as decreases or increases of time, elimination, curtailment, increase or addition of seminars or other presentations. As you know, one course of In-Service Training is provided for men of two years' service and another course of In-Service Training is provided for men of four or more years' service and this latter course is adjusted to put emphasis on Security work for men having a Security background or to put emphasis on general Criminal investigative work for men performing such duties.

Mr. Nichols did not favor increasing the course from 10 days to 12 days because he feels the present 10-day course has produced a good tempo, is condensed and fast-moving. Mr. Nichols felt, if additional topics should be presented, such as more Firearms Training, that something else should be cut in order to make room for it.

The Training and Inspection Division feels In-Service Training is already as compressed as it should be; does not permit the necessary time for some very important matters.

Each of the recommendations below was approved by Messrs. Tolson, Mohr, Trotter, Conrad, Nease, Rosen, Holloman and Mason and was opposed by Mr. Nichols.

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

cc-Messrs. Mohr (with enclosure)
 Nichols "
 Harbo "
 Gearty "
 Sloan "

RECORDED - 94

INDEXED - 94

66-2554-12333
 12 JUL 22 1955
 RECEIVED DIRECTOR

Enclosure (8) 63 JUL 26 1955

Memorandum to the Director

Re: In-Service Training

RECOMMENDATIONS:

1. Increase Firearms Training by one full day by adding three hours of rifle training (4 hours now given); add 2 hours of revolver training on electronic courses (3 hours now given); add 3 hours Defensive Tactics, including come-along holds and practical application of defensive tactics in arrests and use this training as a means of evaluating the quality of field defensive tactics instruction. (Defensive Tactics is not currently taught at In-Service Training.) Basis for Conference consideration is that SAC Sloan has observed average scores are two points lower than they were a year ago when we had 3 days of Firearms Training (now have 2½ days); Sloan observes need for additional rifle training and this is very noticeable; Sloan observes Agents need more familiarity with weapons in order to improve their proficiency; safety and efficiency demand additional firearms training in the use of the rifle.

✓ yes
7/1

2. Increase Records and Communications Division Seminar on relations with public, press and individuals from 2 hours to 2½ hours; Training and Inspection Division points out this is an excellent means of pinpointing Bureau problems and helping to prevent future embarrassment.

✓ yes
7/1

Memorandum to the Director

3. Domestic Intelligence Division is allowed 15 minutes for discussion of Liaison problems; increase this to 45 minutes.

✓ yes
H

4. In Criminal School increase seminar on Fraud Against the Government, Bribery and Corruption from 3/4 of an hour to 1 hour; increase Federal Housing seminar from 3/4 of an hour to 1 hour.

✓ yes
H

5. Since the bulk of our work is investigative, most of our weaknesses are in the investigative field; increase 2-hour seminar on case supervision to 4 hours in order to make possible greater presentation of actual investigative reports, memoranda and letters showing inaccuracies, inadequacies, lack of clarification and verbosity.

✓ yes
H

6. Increase Report Writing Problems (a practical application course) from 2 hours to 3 hours.

✓ yes
H

Memorandum to the Director

7. Because of recent difficulties with forcible entries increase the 2-hour seminar on Searches and Seizures, Arrests and Errors in Major Cases by 1 hour so that there will be a total of 3 hours and this will provide adequate time to treat more fully the matter of forcible entries.

✓
yes
H

8. To help eliminate surveillance problems increase seminar on surveillances from 1 hour to 1½ hours.

✓
yes
H

9. It was initially intended that field Agents would bring perplexing investigative problems of a current nature to In-Service so that they could be discussed along with highly successful investigative techniques; experience has shown insufficient time to handle these during presentations of substantive violations; 2 hours should be set aside specifically for the topic of Investigative Techniques.

✓
yes
H

Memorandum to the Director

10. If each of the above is approved, the course will have been lengthened from 10 to 12 days; Agents will report for In-Service Training at 10 a.m., Monday morning; depart for Quantico 6 p.m. the first Wednesday; leave Quantico for Washington at the close of business the second Wednesday; spend the last two days of the course (Thursday and Friday) in Washington.

✓
yes
HJ

11. Course of training for Agents of two years' service will be adjusted substantially along the preceding lines, except that one-half hour will be included on the topic of Selective Service and these 30 minutes will be obtained by trimming other appropriate presentations.

✓
yes
HJ

12. Orders have already gone out for Agents to report for In-Service Training through the class which will commence August 15th. Rather than delay in putting the new program into effect, it is proposed that it begin on August 1 and, if approved, the attached SAC Letter should be signed and sent.

✓
yes
HJ

RECORDED - 86
INDEXED - 86

66-307-12334

JUL 22 1955

58 JUL 29 1955 ¹⁷

ORIGINAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TAMM ✓

DATE: 7-12-55

FROM :

[Redacted Name]

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Mohr ✓
 Parsons ✓ b6
 Rosen ✓ b7C
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUBJECT:

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION
 (SAMBA)
 EMPLOYEES' SALARY INCREASE

The salaries of employees at SAMBA, as well as the other insurance company managed by Mr. Beebe, have been adjusted in the past to give effect to Federal pay raise legislation.

Under date of October 24, 1951, SAMBA employees were given salary increases consistent with the Government raise at the time.

In accordance with your instructions the writer telephonically contacted the following directors of SAMBA. These directors agree with your recommendation for a 7.5 increase retroactive to the first pay period after February 28 (March 6, 1955). Directors contacted were J. S. Rogers, A. E. Leonard, J. A. Sizoo, and H. B. Fletcher.

For your information the 7.5 increase will amount to \$1200 annually for all employees whose salaries we pay at SAMBA. This does not include a raise for Mr. Beebe since he is on a contract.

RECOMMENDATION:

Approval of action of Board of Directors.

322,93 & 306,696
 3-14-92
 11/17 10/30 11/22

6 JUL 20 1955

RCA:FJB

(2) ADDENDUM: @LT:hs 7-13-55

ONE,
 Anderson
 advised OK
 6-14
 7-14

On 7-13-55 considered by Executives Conference consisting of Tolson, DeLoach, Holloman, Mason, Nease, Hennrich, Mohr, Conrad and Trotter. Unanimously favorable that employees of SAMBA, numbering 3 full-time and 3 part-time, be tendered 7.5 salary increase retroactive to 3-6-55. Upon final approval the employees of SAMBA will be notified.

✓

Q.T.

MR. TOLSON

7/27/55

EXECUTIVES CONFERENCE

323,013 + 306,694
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 [signature]

[Redacted]

CAPTAIN
TENNESSEE DEPARTMENT OF SAFETY
APPLICANT
56th SESSION, FBI NATIONAL ACADEMY

b6
b7C

Present at the Executives Conference on 7/26/55, were Messrs. Mohr, Trotter, Conrad, Keay, Hennrich, Nease, Winterrowd, Nichols and Mason.

The Conference considered whether it would be desirable to invite Captain [Redacted] Tennessee Department of Safety, to attend the 56th Session of the FBI National Academy, which will convene August 29, 1955.

It was pointed out to the Conference that the Circuit Court records of Nashville, Tennessee, show that a suit was filed 6/10/54, by [Redacted] Docket #61, Case #45705, against [Redacted] several other police officers, the Hartford Accident and Indemnity Company and the Knoxville News Sentinel Company in the amount of \$50,000 each. The charge is that certain members of the Tennessee Highway Patrol, the Tennessee Bureau of Investigation and Sheriff Upchurch of Fentress County (plus a Deputy Sheriff and a Constable) banded themselves together and conspired to illegally and unlawfully enter [Redacted] home and without a search warrant did commit illegal and unlawful acts against [Redacted] property and his right not to be searched. It is further alleged that the defendants, on June 11, came upon the premises of [Redacted] with a warrant of arrest for [Redacted] son, [Redacted] that the son came outside of his house and was taken into custody and thereafter the defendants demanded to search the house and were advised they could not do so without a warrant.

b6
b7C

It appears that, in June 1953, the Sheriff's wife was shot from ambush while accompanied by her two small children and investigation was conducted by members of the Tennessee Bureau of Investigation; [Redacted] (sons of [Redacted] apparently perpetrated the crime, warrants were obtained for their arrest and the applicant, along with Sheriff Upchurch and other law enforcement officers, acting upon orders of a superior, arrested [Redacted] at the [Redacted]

b6
b7C

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

cc Messrs. Harbo and Sizoo

Enclosure
EDY:DMC
(5)

EX-108

RECORDED - 71 66 - 2559 - 1233
INDEXED - 71
1955
12335

Memorandum to Mr. Tolson

home. They also searched the [] home looking for [] but he was not present; they seized guns and ammunition. One of the [] brothers had previously shot at Sheriff Upchurch and the Sheriff, in returning the fire, had killed a brother of []

b6
b7C

Despite the fact that applicant is regarded by superiors as a capable leader, intelligent, cooperative, attentive to duty and a person of excellent appearance, and one who has made rapid progress, the Executives Conference unanimously recommended that, since this civil action will probably come up in October 1955, at which time the applicant would be attending the FBI National Academy, the possibility of adverse publicity exists and, therefore, attendance of the applicant at the Academy should be deferred until a later session inasmuch as there is no vacancy for him at this time and that the Commanding Officer of [] should be so notified.

RECOMMENDATION:

b6
b7C

(1) That the attendance of Captain [] at the FBI National Academy be deferred until a later session in view of the fact the civil action now pending against him and other law enforcement officers will probably come up in October 1955.

✓

b6
b7C

(2) If approved, the attached letter go forward to SAC, Memphis instructing that the commanding officer of [] be notified there is no vacancy for him at this time; however, he will be kept in mind for attendance at a future session of the FBI National Academy.

✓

MR. TOLSON

5/17/55

The Executives Conference

306696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5/edg

RECORDING EQUIPMENT

On May 16, 1955, the Executives Conference, consisting of Messrs. Tolson, Holloman, Rosen, Boardman, Belmont, Sizoo, Tamm and Parsons, considered recording equipment used in the field, principally for microphone and telephone surveillances.

During the last war there were purchased for the field 323 disc type recording units. This type equipment recorded the intelligence on discs such as can be played back on the ordinary phonograph. All of this equipment was in use in the field during the war. In 1950, the Laboratory instituted a program of replacing this equipment with a more modern type of recorder which records the intelligence on magnetic tape.

Based on information as to the use and need of recording equipment in the field, the Laboratory proposed to buy 54 additional magnetic tape recorders to supplement 212 now in field and complete the replacement program. The Laboratory further proposed to recall all of the disc type recorders from the field and dispose of all of these units except 50 of the disc units to be retained in storage as a reserve supply for emergency purposes. The reason the Laboratory desired this reserve supply is because of the difficulty which was experienced during the last war and which arises during any emergency period in obtaining electronic equipment.

During the recent inspection of the Laboratory, the Inspectors disagreed with the Laboratory's proposal and recommended that all of the disc type recorders be recalled and destroyed as the new equipment is received and placed in the field. As a reserve for the emergencies, the Inspectors proposed a 20% increase in the Laboratory's proposed purchase or 11 more magnetic tape recorders for a total of 65. The Laboratory is opposed to the purchase of the additional 11 recorders because of the undesirability of purchasing new equipment to put in storage for emergency use when and if needed. The magnetic tape recorders cost approximately \$1,000 each, which makes an increase of \$11,000 in the purchase proposed by the Inspectors.

The Conference unanimously agreed with the Inspectors that disc type recording equipment not be put in storage or retained for an emergency supply and recommends that this equipment be destroyed. The Conference further unanimously recommends the purchase of 54 magnetic recorders as proposed by the Laboratory and that additional units not purchased and put in storage for emergencies.

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

DJP:edm (6) 66 AUG 2 1955

RECORDED - 84
INDEXED - 84

65-2554-12
12336

66 AUG 22 1955

F-41

INITIALS ON ORIGINAL

100-3571 ✓

AUG 11 1955

78

ORIGINAL FILED IN

100-357082

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. Rosen

DATE: July 27, 1955

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

FROM : Mr. C. H. Stanley

SUBJECT:
FORMER BUREAU INFORMANT

306 696 6323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-Scideg

BACKGROUND:

was paid Bureau informant at Los Angeles, August, 1950 to January, 1955, when he became involved in

Noted that information, as far as possible, has been corroborated by other informants and found to be accurate.

In connection with its study of "Ex-Communists as Witnesses," Department requested list of Security of Government Employees (SGE) and Loyalty of Government Employees (LGE) cases containing info furnished by List of thirteen such cases compiled as result of search at Los Angeles and at Bureau has been furnished to Department.

Although Department has not instructed that other agencies to whom reports in question have been furnished be advised of the reports containing info from the thirteen files involved have been reviewed to determine whether such advice necessary. As result of review, it has been noted that none of the investigations was based on info from and that info contained in reports in no instance pertains directly to employee involved. In each case, info is used to characterize some associate or relative of employee or some organization mentioned in report.

EXECUTIVE CONFERENCE OPINIONS:

Regarding over-all question of advising agencies of identities of discontinued informants, on May 10, 1955, Executive Conference considered similar question regarding 123 individuals recently discontinued as informants due to their backgrounds, such as neurotic tendencies, poor criminal records, or some other trait which might render their future use as informants inadvisable. While not discontinued for

100-351082

cc: (1) Mr. A. H. Belmont, Room 177450

JRS:llp:baj
(7)

RECEIVED AUG 11 1955

REC'D
AUG 10 1955

Memorandum for Mr. Rosen

these reasons, it appears he would fall into this classification. Executive Conference observed instructions are outstanding that whenever an informant is discontinued, information furnished by informant should be reviewed for evidence purposes and if he is willing to appear, his availability should be made known in each case in which he has furnished information; but that in view of reasons for their discontinuance, it would seem inconsistent to furnish identities of the 123 individuals to Department and outside agencies. Conference unanimously recommended that identities of the 123 discontinued informants not be disclosed, but where imperative to divulge names of informants, each case should be considered on its individual merits. Conference noted these informants discontinued, not because they furnished unreliable information, but rather due to some personal weakness.

In addition, on 3/10/55, Conference considered question as to action to be taken relative to discontinued informants who, through their speech, writing, or actions raised a doubt as to their reliability subsequent to their discontinuance as informants. Conference unanimously recommended Bureau not attempt to go back and re-evaluate the reliability of a former informant with respect to information furnished by him while an informant, in absence of definite indication that informant furnished unreliable information to Bureau during that time. Conference felt Bureau does not have this responsibility since information, at time it was reported, was reported in good faith and is still accurate despite subsequent activities on part of informant. (As noted above, information furnished by [redacted] corroborated by other informants and found to be accurate, as far as possible).

b7D

COMMENTS:

Since the Department has not instructed that other agencies be advised in this matter, since none of investigations was based on [redacted] info and none of his info relates directly to employee involved, and in view of the Executive Conference opinions set out above, it is not believed necessary for the Bureau to advise other agencies in this matter.

Memorandum for Mr. Rosen

RECOMMENDATIONS:

1. That, if you approve, other Government agencies not be advised, in this matter, in the absence of a specific request.

2. That, for record purposes, a memorandum be placed in each pertinent file noting that the file contains information furnished by

b7D

Do

ARM
for

jm

ARM

Mr. Tolson

8/3/55

Executives Conference

SUGGESTION NUMBER 58-56
Made By SA [redacted]
Portland Office

32303 + 306696 3753
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-11-92 BY SP5 SLD/deg

b6
b7c

SUGGESTION: Adoption of reflex type 50 mm. lens, mounted by means of small mounting bracket to use binoculars or monocular, in addition to medium power telephoto lens, for high-power telephoto use in security and criminal type surveillances, and in obtaining photographs of security subjects. Examples of photographs enclosed.

ADVANTAGES STATED: Greatly reduce cost, size, weight, increased simplicity of operation, portability, and discreetness of use over comparable units now in use by the Bureau.

DISADVANTAGES STATED: The rating of the suggested combination lens is F 19, which is adequate for outside sunshine and cloudy bright days, but is not adequate for reduced light and indoor telephoto work, using the new high-speed TEL-X film, except for photographs where action is not fast and slower shutter speeds are allowable.

OBSERVATIONS: SAC Santolana, Portland, states "This suggestion appears to have considerable merit and to be extremely practical and facile. Suggest serious consideration for adoption."

Assistant Director Parsons observes as follows:

While the principles involved in the procedure suggested by Special Agent [redacted] are known and have been discussed in surveillance photography lectures to in-service classes for some time, the equipment used in this instance is smaller and more portable than similar units previously. The 50 mm. spotting scope has been used with the Speed Graphic camera in the past. The use of binocular and other telescopic equipment has been suggested to Agents attending in-service classes.

b6
b7c

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

Enclosure

cc: Mr. Harbo
Mr. Sizoo

RECORDED - 70
INDEXED - 70

66-25547-12337

21 AUG 24 1955

(5) 68 AUG 25 1954

Executives Conference memo for Mr. Tolson

The equipment suggested by SA [] could be used by Agents having above-average photographic and technical ability but may not be very practical for general use unless complete units could be developed and constructed by the Laboratory and furnished to the field.

The work done by SA [] is certainly deserving of high commendation and the results of his further experiments will be incorporated into the surveillance photography lecture given to in-service classes.

Assistant Director Parsons makes the following two recommendations:

1. That SA [] be given a \$50.00 incentive award for his work in further developing this surveillance technique since his equipment is superior in some respects to equipment previously developed. (Mr. Shaneyfelt of the FBI Laboratory points out that from the material submitted by SA [] it is apparent that he is a camera fan and as such he would already have the Practiflex camera which he used in his experiment and the Albinar telephoto lens. The additional items which he shows on page I of the attachment to his recommendation are those which he bought for the specific purpose of making his experiments leading to this suggestion and they would have little value for any other purpose. These items consist of a Monocular, costing \$30.00, a Prism viewer, costing \$13.50 and a Support bracket, costing \$1.50. Cost of items is \$45.00. Thus, to give SA [] an award of \$50 would simply compensate him for the cost of equipment bought for the specific purpose of making experiments leading to this suggestion).

2. That, when funds permit, the Laboratory construct 3 units for retention in the Laboratory to be sent to the Field on special assignments. It is estimated that such construction would require approximately 15 man days and materials costing about \$200.00.

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

Executives Conference memo for Mr. Tolson

Training and Inspection Division agrees with Assistant Director Parsons except as to the amount of the award. The Standard Federal Government Table of Awards for "Intangible Benefits" in cases where personal danger and risk are not dominant factors states that if an employee makes a suggestion of "minor" benefit which has application throughout his Bureau or Division the minimum award is \$100.00 - \$150.00. On the basis of this table plus the opinions expressed by Assistant Director Parsons on the value of the equipment suggested by SA [redacted] it is believed that he should be granted an award of \$100.00.

RECOMMENDATION: 1. That the suggestion be adopted to the extent that when funds permit, the FBI Laboratory construct 3 units for retention in the Laboratory to be sent to the field on special assignments. As noted above, estimated cost is 15 man days and materials worth about \$200.00.

2. That SA [redacted] be given an incentive award in the amount of \$100.00.

EXECUTIVES CONFERENCE CONSIDERATION: GGG:ATP 8/9/55

On 8/3/55 the Executives Conference consisting of Messrs. Nichols, Boardman, Rosen, Hennrich, Parsons, Sizoo, Tamm, and Gearty unanimously recommended that the suggestions be adopted: (1) that when funds permit the Laboratory be permitted to expend an estimated 15 man days and material worth \$200. to construct 3 units for retention in the Laboratory to be sent to the field on special assignment; and (2) that Special Agent [redacted] be given an incentive award in the amount of \$100.

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

Mr. Tolson

8/25/55

Executives Conference

SUGGESTION NUMBER 75-56
Made By ASAC John L. Quigley
Dallas Office

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 CJD/gy

SUGGESTION: That a separate administrative file be opened in each field division, captioned "Evidence in possession of U. S. Marshal," or similar phraseology, in order that there will be located in the field office one central depository in which can be recorded or placed copies of receipts of identities of all items of evidence being held by the U. S. Marshal's Office for ultimate disposition, pursuant to request of local office.

ADVANTAGES STATED: Provide uniform procedure to be followed in turning over to U. S. Marshal evidence for temporary retention. Some offices file the receipt obtained from the U. S. Marshal in a 1-A envelope in the substantive case file. Other offices have opened an administrative file which contains all copies of receipts obtained from the U. S. Marshal.

DISADVANTAGES STATED: None.

OBSERVATIONS: SAC Murphy, Dallas, recommends favorably on basis such is extremely desirable in interests of uniformity in field administration.

Training and Inspection Division observes as follows: The receipts obtained from the U. S. Marshal for the property received by him should be kept in the 1-A envelope of the substantive case file because that is the place where such material is traditionally kept and hence the place where the Agent would expect to find it.

RECOMMENDATION: 1. That the suggestion not be adopted.

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

Enclosure

DJD:hca

(5)

59 AUG 30 1955

RECORDED-45
INDEXED-45
12 AUG 29 1955

cc: Mr. Harbo
EX-121
Mr. Sizoo

66 2554-12338

M

M

RS

DJD

Executives Conference memo for Mr. Tolson

8/25/55

2. That the enclosed Manual Change be approved, directing all offices to place the receipt received from U. S. Marshal in the 1-A envelope in the substantive case file.

21721

EXECUTIVES CONFERENCE CONSIDERATION: DJD:bcc 8/25/55

On 8/23/55 the Executives Conference consisting of Messrs. Boardman, Rosen, Sizoo, Parsons, Keay, Trotter, McGuire, Mohr and Harbo unanimously recommended that the suggestion not be adopted and that all offices be instructed to place receipts obtained from the U. S. Marshal for evidence delivered to him in the 1-A envelope of the substantive case file.

12338

MR. C. A. TOLSON

August 9,
1955

THE EXECUTIVES CONFERENCE

21722

~~BUREAU WAR PLANS -~~
~~CHAIN OF COMMAND~~

The Executives Conference on August 9, 1955, considered a replacement for former SAC McIntire, Detroit, in the Bureau's chain of command from the field which consisted of SAC's Kelly, New York, McIntire, Detroit, and D. E. Brown of Baltimore. These are the SAC's to serve in the event of disaster wiping out the chain of command at the Dept of Government. Present at the Executives Conference were Messrs. Nichols, Boardman, Parsons, Sizoo, Cosen, Trotter for Tamm and Keady for Belmont.

The Executives Conference unanimously recommended that SAC D. G. Hostetter of Chicago be designated to replace McIntire. If approved, the necessary steps will be taken to effectuate this change in the chain of command.

VPE:td
(8)

- cc - Mr. Harbo
- Mr. Sizoo
- Mr. Boardman
- Mr. Belmont
- Mr. Cosen
- Mr. Mohr

Yellow

OK
H.

323,013 + 306,696
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5/ldc/g

RECORDED - 73

INDEXED - 73

66-2554-12339
13 SEP 1 1955

[Handwritten signatures and initials]

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

59 SEP 8 1955

SENT DIRECTOR
8-9-55

EX-124

*3
W. J. ...
...*

50 SEP 6

~~1955~~

INDEXED - 84

EX-124

54

SEP 1 1955

REPRINTS ON REQUEST

ORIGINAL FILED IN

66-2061-2411

X

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson 323,013 + 306,696 DATE: 4/28/55

FROM : Executives Conference 2-14-92 SP-54/deg

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

SUBJECT: SUGGESTION NUMBER 50-55
MADE BY SA G. J. ENBERT
IDENTIFICATION DIVISION

Engert
→ *Director's Rm. 5234*

SUGGESTION: On February 14, 1955, the Executives Conference considered the suggestion that standard attendance register Form O-10 (Item #1 enclosed) be replaced by a card (Item #2 enclosed). The Conference recommended that the Identification Division try this new register and report for reconsideration by the Conference. The Conference also recommended that during the trial period the Identification Division not purchase visible Kardex folders to hold these cards.

OBSERVATIONS: Following trial in Technical Section with 1,000 employees Identification Division reported that the new card (Item #2 enclosed) was quite successful. There is smaller storage problem. It is unnecessary to type names of all Technical Section employees because the names are printed on the card by the Statistical Section at the rate of 50 cards per minute. It is easier to check time and attendance cards against the new register cards; easier to check an employee's leave and eliminates changing names from one register to another when an employee is transferred to another unit. Only objection is that it does not contain sufficient space for Agent supervisors to sign in and out more than once a day and to record their overtime. Identification Division proposed a revised card (Item #3 enclosed) to overcome objection which will be each employees register card for a 2-week period rather than a 4-week period as in the case of the old card, thus resulting in more available space.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:hcc 4/26/55.

On 4/26/55 the Executives Conference consisting of Messrs. Tamm, Parsons, Sizoo, Hennrich, Boardman, Gearty, McGuire, and Rosen, unanimously recommended approval for the Identification Division to use the proposed Form (Item #3 enclosed) throughout the entire Division. Conference also recommended the Mechanical and Statistical Sections print the new card (Statistical Section prints 10,000 per hour) for use in the Security of Government Employees Section and Espionage Section for a trial period of two 2-week pay periods. Investigation and Domestic Intelligence Divisions will thereafter advise the Training and Inspection Division of their recommendation for the card to be used.

cc: Mr. Harbo Mr. Rosen
Mr. Sizoo Mr. Belmont
Enclosures **ENCLOSURE**
Substantiating substantial number of Agent Supervisors.

DJD:hcc

2-18

Seat of Government Divisions. Conference further recommended that any consideration for field-wide use be deferred pending final action at the Seat of Government and that we continue to operate without visible Karder folders until results of the additional trial are received.

RH

✓

Joh

APR 6-16-55
Handled
in Ident. Div.
6-16-55

RA

THE DIRECTOR

August 25, 1955

THE EXECUTIVES CONFERENCE

THREE PER CENT SAVINGS PROGRAM

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5CJ/deg

The Executives Conference of August 24, 1955, consisting of Messrs. McGuire, Harbo, Rosen, Boardman, Belmont, Sizoo, Parsons, Trotter and Mohr, considered the problem of effecting a three per cent savings in this Bureau's appropriated funds for the fiscal year 1956 amounting to \$2,620,000 under the Administration's Government-wide savings program in order to balance the budget.

The Conference unanimously concurred with the Streamlining Committee recommendation that the Bureau point out to the Attorney General the fact that to effect a savings, if required of the \$2,620,000 of the Bureau's present appropriation of \$30,000,000, would of necessity require curtailment of certain essential investigative and service function activities, particularly in light of the fact that legislation enacted during the 85th and 86th Congresses have substantially increased this Bureau's investigative responsibilities for which no funds have been provided during the fiscal year 1956. Accordingly, the Conference unanimously recommended that a memorandum be addressed to the Attorney General pointing out the Bureau's position with reference to this potential savings and strongly recommending that this Bureau not be required to curtail expenditures of three per cent in its current appropriation.

Should the Director approve, there is attached a suggested memorandum to the Attorney General.

Respectfully,
For the Conference

RECORDED-99
INDEXED-99

66-2554-12541
Clyde Tolson

EX-107

16 SEP 1 1955

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

Enclosure
SEP 2 1955

cc: Mr. Harbo
Mr. Nease

[Handwritten signatures and initials]

Mr. Tolson

8/24/55

Executives Conference

323 013 4 306,696
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 ci/dcg

SUGGESTION NUMBER 34-56 Made by
[redacted] and SA John B. Duffy
Phoenix Office

b6
b7c

Suggestion

SYNOPSIS: Manual of Rules and Regulations, Section 8, Page 4, requires that stop notices under be reviewed every month. Purpose is to provide timely cancellation of stop notices with cooperating agencies. Captioned employees suggest review be made once every 6 months to save time and labor. The Executives Conference of 7/25/55 requested views of 6 field divisions to see if their monthly review uncovers stops which should have been removed earlier. Views of WFO, New York, Indianapolis, New Orleans, Philadelphia and Cincinnati obtained. Last 5 of these 6 offices find one or more stop notices each month which should have been removed earlier. Assistant Director Rosen, SAC Kelly of New York and SAC Chiles of New Orleans recommend against adoption on ground that Bureau should maintain close control of stop notices placed with other agencies and notify them as soon as possible. Kelly says checking on 6 months basis would save 10 clerical days work annually; Chiles estimates saving of 3 clerical days work annually. SAC McFarlin and SAC Laughlin recommend adoption of suggestion on basis of clerical time saved, amount not estimated. SAC McCabe and SAC Blaylock recommend review of stop notice indices quarterly, drawing a compromise between saving of employee time and necessity of removal of stop notices with other agencies. McCabe says quarterly review would save 16 days per year of clerical and Special Agent time; Blaylock does not estimate time saved. The Executives Conference considered the problem on 6/22/50 with regard to WFO only and decided that present monthly check should be continued for all stops concerning the apprehension or detention of a person but other stops should be checked once each 90 days. The Executives Conference again considered the problem on 9/15/54 following a suggestion from Detroit that stop notice cards be checked on quarterly basis. The Conference decided against change of present monthly rule on ground that cooperative relation with other agencies require that we review these stop notices frequently so that we can advise them promptly when a stop notice is no longer desired. Training and Inspection Division believes previous Conference position is sound because (1) 5 of 6 offices just polled admit that on each monthly review they find one or more cards on stop notices which should have been cancelled earlier but were not; these flaws should not be permitted to go on undetected from 3 months to 6 months. (2) The saving of employee time by quarterly or semi-annual check of stop notice indices is admittedly not large. (3) The value of cooperative assistance we get from other agencies is too great to be jeopardized by their possible dissatisfaction on being advised several months late that the apprehension or detention of a subject is no longer desired.

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

cc: Mr. Harbo

Mr. Sizoo

RECORDED-95
INDEXED-95

66-2554-12342

21 SEP 6 1955

Mohr

52 SEP 6 1955

EXECUTIVES CONFERENCE CONSIDERATION: RTH:hd

On 8/23/55 the Executives Conference, composed of Messrs. Boardman, Rosen, Sizoo, Parsons, Keay, Trotter, McGuire, Mohr and Harbo, unanimously recommended that the present procedure for monthly review of the stop notice index be continued.

RTH

Executives Conference memo for Mr. Tolson

DETAILS

SUGGESTION: ~~That~~ stop notice index be reviewed once every six months rather than once every month.

ADVANTAGES STATED: Would save five-sixths of time presently spent checking stop notice indices.

DISADVANTAGES STATED: None.

OBSERVATIONS: By way of background there was presented to the Executives Conference on 6/22/50 the problem of checking a stop notice index containing approximately 1800 cards. SAC Hottel suggested that Washington Field Office be permitted to check this index only once each 6 months. The decision reached by the Conference was that all stops in connection with the apprehension or detention of a person must be checked each 30 days, as had been the practice. Washington Field was permitted, however, to check other stops once each 90 days.

The Executives Conference again considered this problem on 9/15/54 following receipt of a suggestion from Detroit that stop notice cards be checked on a quarterly basis rather than monthly as at present. The Conference noted that the Bureau should keep the number of stops in any assisting agency at a minimum, making them more effective and decreasing the possibility of friction with the agency because of a burden of requests from us. Also that it is potentially embarrassing to the Bureau to have an agency advise one of our offices that they have located a subject wanted by us only to learn that we are no longer interested in the subject despite the fact that we had not removed the stop notice. In summation, the Conference took the position that the Bureau assumes a pressing obligation to remove stop promptly when no longer required as a matter of good business and courtesy to those persons who are assisting us. The Conference voted unanimously to continue review of stop notice index cards monthly as at present.

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Executives Conference memo for Mr. Tolson

The Executives Conference of 7/25/55 unanimously felt that before changing the present Bureau rule an analysis should be made by six field offices to determine whether these offices are finding instances in their monthly checks of Stop Notices where the stops have not been removed and should have been. The extent of detection of such errors would have a bearing upon the advisability of continuing the monthly check of Stop Notice cards or possibly permitting less frequent checks of these records.

Assistant Director Rosen recommends against adoption of the suggestion, stating a review of the stop notice index every six months would not be a close control to be sure stops had been removed on persons wanted for questioning as cases are closed daily in our field offices. The Investigative Division feels that monthly check of stop notice index should be continued.

SAC Laughlin, Washington Field, states the Stop Notice Index actually constitutes a tickler and has no other value other than to assure that Wanted Notices are withdrawn in due course of time. It is estimated that there are not more than 15 or 20 cards which suggest any type of action other than following up with an office because of the lapse of time to determine whether the stops should be continued. The 15 or 20 cards include those in cases where Washington Field Office is origin and action is initiated to have the stops removed for one reason or another but particularly the lapse of time. For example, the Statute of Limitations has operated. SAC Laughlin recommends that Washington Field Office be authorized to make the check on a six-months' basis because, first, it will save clerical time and, second, provide for the removal of stop notices within reasonable time limits. The only disadvantage is that from time to time there will be Stop Notices which could have been withdrawn at earlier dates if they had been checked more frequently and, thus, the Stop Notice Index would have been more current.

SAC Kelly, New York, advises New York has approximately 750 Stop Notice index cards on file, 400 of which pertain to files that are in a closed status. He notes that checking this index every 6 months would save 10 clerical days work. To check the index every 3 months would save 4 clerical days work. SAC Kelly recommends that a monthly check be retained in order to maintain an up-to-date accurate record of the stop and wanted notice cards. He notes that an average of six cards are detected monthly which should have been removed earlier but were not. Of these six cards, four pertain to instances where the stops were removed but the cards in the stop index remain pending until the next check. An average of two of the instances relate to stops which should have been withdrawn but the stops were still pending.

Executives Conference memo for Mr. Tolson

SAC Blaylock, Indianapolis, advises that the average number of stop and wanted notice cards on file in the Indianapolis Office is 60. The average number of cards detected monthly wherein cards should have been removed earlier but were not is 1. The majority of these cards relate to stops which were removed but the cards in the stop index remained pending until the next check. The proper notation was not made on the serial removing the stop for the clerical employee to remove the stop card from the stop index. Quarterly review of index would be frequent enough to prevent unwarranted accumulation of obsolete stop cards where stops had been removed and would substantially decrease the amount of required clerical time in checking each stop once per month as is done at the present time. Six months review of stop cards would decrease the amount of clerical time necessary to review these cards on monthly or quarterly basis. This would permit unwarranted accumulation of obsolete stop cards remaining in stop index. SAC Blaylock recommends that stop cards be reviewed on a quarterly basis since monthly review is too frequent for commensurate results and six months review is too long to prevent unwarranted accumulation of obsolete stop cards.

SAC Chiles, New Orleans, advises that the New Orleans Office has an average of 130 Stop and Wanted Notice cards on file. An average of 6 cards are detected monthly where cards should have been removed earlier, 2 stops which should have been withdrawn and 4 stops removed but cards remained in index until checked. He points out that about 3 hours clerical time would be saved each month if check was made once every six months. SAC Chiles recommends against adoption of suggestion that this index be reviewed every six months because approximately 1/3 of the stop and wanted notices would remain undetected each month until the semi-annual review was made.

SAC McCabe, Philadelphia, advises that there is an average of 150 stop and wanted notice cards on file in the Philadelphia Office. An average of 10 cards are detected wherein cards should have been removed earlier than monthly review. Of these 10 an average of 1 on each review relates to stops which should have been withdrawn; the remaining average of 9 pertain to stops which were withdrawn but cards were not removed from stop index. SAC McCabe says change from monthly to quarterly review would save about 16 days per year of clerical and Special Agent time. He points out that there would be possible delay in noting failure to remove stop in one or two instances and there would be accumulation of small number of unnecessary stop cards in stop index for a three month period. SAC McCabe recommends that the stop index be reviewed on a quarterly basis.

Executives Conference memo for Mr. Tolson

SAC McFarlin, Cincinnati, advises that there is an average of 200 stop and wanted notice cards on file in the Cincinnati office. Average number of cards detected monthly wherein the cards should have been removed earlier but were not is 1. These relate to stops which should have been withdrawn but the stops were still pending. It is felt that a review of these cards every six months would result in a saving of clerical time. There would be no decided disadvantage since the monthly review reveals a negligible number of cards to be removed. SAC McFarlin recommends that the suggestion requiring a review of stop cards and wanted notice cards every six months be adopted.

RECOMMENDATION: Training and Inspection Division recommends that the suggestion not be adopted and that all field offices continue making the review of stop notice index cards once a month. A review of field office opinions expressed indicates that they all find one card or more each month on which the stop notice itself should have been canceled but was not. On this basis of error, a quarterly review of the cards would reveal at least 3 stop notice cards which should have been canceled in each office, some as much as 3 months earlier. If the Bureau permits any stop notices with another agency to go uncanceled 3 months or longer the possibility of friction with that agency is tremendously increased and if we were to lose the cooperative assistance of any one agency we would probably suffer a greater loss than the present clerical cost of making monthly check of these cards to give good service to cooperating agencies.

EXECUTIVES CONFERENCE CONSIDERATION:

Mr. Tolson

4/28/55

Executives Conference

SUGGESTION NUMBER 50-55
MADE BY SA G. J. ENGERT
IDENTIFICATION DIVISION

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 ci/dgy

SUGGESTION: On February 14, 1955, the Executives Conference considered the suggestion that standard attendance register form 0-10 (Item #1 enclosed) be replaced by a card (Item #2 enclosed). The Conference recommended that the Identification Division try this new register and report for reconsideration by the Conference. The Conference also recommended that during the trial period the Identification Division not purchase visible Kardex folders to hold these cards.

OBSERVATIONS: Following trial in Technical Section with 1,000 employees Identification Division reported that the new card (Item #2 enclosed) was quite successful. There is smaller storage problem. It is unnecessary to type names of all Technical Section employees because the names are printed on the card by the Statistical Section at the rate of 50 cards per minute. It is easier to check time and attendance cards against the new register cards; easier to check an employee's leave and eliminates changing names from one register to another when an employee is transferred to another unit. Only objection is that it does not contain sufficient space for Agent supervisors to sign in and out more than once a day and to record their overtime. Identification Division proposed a revised card (Item #3 enclosed) to overcome objection which will be each employees register card for a 2-week period rather than a 4-week period as in the case of the old card, thus resulting in more available space.

EXECUTIVES CONFERENCE CONSIDERATION: GGC:hcc 4/26/55

On 4/26/55 the Executives Conference consisting of Messrs. Tamm, Parsons, Sizoo, Hennrich, Boardman, Gearty, McGuire, and Rosen, unanimously recommended approval for the Identification Division to use the proposed Form (Item #3 enclosed) throughout the entire Division. Conference also recommended the Mechanical and Statistical Sections print the new card (Statistical Section prints names) for use in the Security of Government Employees Section and Espionage Section for a trial period of two 2-week pay periods. Investigative and Domestic Intelligence Divisions will thereafter advise the Training and Inspection Division of their recommendation for this card to be used for all

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

RECORDED 65
Mr. Rosen
Mr. Belmont

66-2554-123-73

INDEXED 65

16 SEP 2 1955

59 SEP 7 1955
DJD:hcc
(8)

EX-106

Seat of Government Divisions. Conference further recommended that any consideration for field-wide use be deferred pending final action at the Seat of Government and that we continue to operate without visible Korder folders until results of the additional trial are received.

MR. QUINN TAMM

4-5-55

G. J. Engert

ATTENDANCE REGISTERS
SUGGESTION

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 CJD/af

Background

Reference is made to my memorandum of January 25, 1955, in which it was suggested that an individual sign in register card be used instead of the attendance register (Form O-10). The Executives Conference of February 14, 1955, approved the proposed 5 x 8 individual attendance card for a trial period in the Technical Section of the Identification Division. Attached is a sample of the card which is used for this trial period.

Trial Experiment

The sample sign in individual register card was used in the Technical Section from February 28, 1955. This covered two pay periods (#6 and #7) or four calendar weeks. The Statistical Section mechanically reproduced the names of the Technical Section employees on the 5 x 8 cards at the rate of 50 a minute. The form desired was made up by the "plastiplate process." The Mechanical Section printed the form on the 5 x 8 cards on which appeared the printed name of the Technical Section employee.

The Executives Conference indicated that no visible index folders were to be purchased in connection with this trial period. The use of a visible index folder would aid in the operation of the proposed individual sign in register.

Results

1. It has eliminated the storage of the old, bulky registers (Form O-10). The Technical Section has approximately

GJE:jmv
(3)

Attachments (2)

ENCLOSURE 2 p. 2554 - 123 1/2

4-5-55

60 registers for each week of the year.

2. It has eliminated the typing each week of all the names of the Technical Section employees on these registers. The present personnel of the Technical Section (day force and night force) is 1,019.

3. It has made it easier to check the time and attendance cards against the 5 x 8 individual register cards.

4. It has been easier to check back on the leave of an employee because the Leave Clerks do not have to go through the weekly bulky attendance registers (Form O-10). The proposed 5 x 8 individual register card maintains the employee's attendance for a long period of time, whereas the old attendance register (Form O-10) is only for a one week period. The Technical Section employees handling the leave have advised that the new 5 x 8 individual attendance card has made it easier for them to handle leave and attendance problems.

5. It has eliminated the necessity of changing names from one register to the other when an employee is transferred to another unit of work.

Observation

1. The use of a visible index folder would further increase the efficiency of the proposed 5 x 8 individual register card.

2. To meet the objection previously indicated regarding the space allotted on the 5 x 8 individual register card, there is attached a sample of another form. The attached sample would be used for one pay period and has more space allotted for signing in and out. It would be easier to maintain either 26 individual 5 x 8 cards or 13 individual 5 x 8 cards than to maintain 52 of the large weekly attendance registers (Form O-10). Particularly, it is noted that to check on the weekly registers (Form O-10) it would be necessary to locate the individual employee's name on the separate weekly register (Form O-10).

3. The 5 x 8 individual register card has, in the Technical Section, been very satisfactory and unless advised by the Bureau, will continue for an additional two pay periods.

MEMORANDUM TO MR. QUINN TAMM

4-5-55

4. It is felt that the 5 x 8 individual register card has met a definite need in the Technical Section. The Technical Section employees are assigned and work on the sixth, fifth, fourth, third and second floors of the Identification Division building.

RECOMMENDATION:

It would be recommended that the 5 x 8 individual register cards be continued in the Technical Section.

Mr. Tolson

Executives Conference

306,694 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5 CID/ey

AGENTS' DAILY REPORTS
SUGGESTION NUMBER 129-56
MADE BY SA JAMES JOSEPH O'CONNOR
BUFFALO OFFICE

SUGGESTION: That Daily Reports be eliminated for Resident and Road-work Agents.

OBSERVATIONS: SAC Shanklin, Pittsburgh, SAC Gale, Richmond, and SAC Maynor, San Diego, recommend that the Daily Report be retained because it is the principal accurate record which the headquarters office has on the activities of the Resident or Road-work Agent. It provides a record from which supervisors can check the manner in which the Agent is performing his work, whether he is making unnecessary travel and how effectively he is covering the territory assigned to him. It also serves as a convenient way for recording time in office, time spent developing potential criminal informants and time spent developing potential security informants.

SAC Alden and SAC Malone, Knoxville and Los Angeles Offices, recommend that the Daily Report be eliminated because considerable Supervisor, Agent and Clerical time is consumed in preparing, reviewing, filing and maintaining this report. Considerable filing space is also consumed. SAC Malone points out that a lost or misdirected Daily Report could be a source of embarrassment to the Bureau. SAC Alden notes that a Number Three card, if adequate for headquarters Agents, should be adequate for use of Resident Agents.

Enclosures (2)

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

Mr. Harbo
Mr. Nease

RECORDED - 39

INDEXED-39

SEP 3 1955

66-2554-12348

71 SEP 7 1955 / 31

MS

Executives Conference memo for Mr. Tolson

SAC Williams, Springfield Office, believes the Daily Report should be retained because it reflects the Agent's statement of work performed and can be used to check the Agent's work. It shows whether Agent was on official business in the event of an accident. It also serves to identify investigative cases and can be used by a supervisor to determine if a particular case is receiving investigative attention. SAC Williams recommends that the Daily Report be revised. Sample of revised Daily Report as suggested by SAC Williams is enclosed, Item #1. Copy of present Daily Report enclosed, Item #2.

Training and Inspection Division agrees with majority and recommends that Daily Reports be retained for Resident Agents and Road-trip Agents. Also, that the revision of the Daily Report form suggested by SAC Williams, Springfield, not be adopted. The revision of SAC Williams omits time sequence of interviews. This type of Daily Report would leave many questions unanswered should it be necessary to reconstruct an Agent's activities for a previous period and it would also permit a Daily Report form to be made up with the persons interviewed not shown in proper chronological sequence.

RECOMMENDATION:

1. That the Daily Report be retained for Resident and Road-trip Agents.
2. That the revised form suggested by SAC Williams not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: (CGG:ATP 8/29/55)

The Executives Conference on 8/29/55 consisting of Messrs. Mohr, Trotter, Parsons, Nease, Belmont, Boardman, Gearty, and Holloman unanimously recommended that the use of the daily report be continued and that there be no change in its present form.

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

I agree
JH

RJ

Mr. Tolson

8/25/55

Executives Conference

SUGGESTION NUMBER 116-56
Made By [redacted]
Investigative Division

306696432303 G.R.-6
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5 cjd/deg

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b7c

QWC

SUGGESTION: That Bureau initiate a four-day training class for all Seat of Government stenographers after they have been in the Bureau at least one month.

ADVANTAGES STATED: Elimination of many misunderstandings by stenographers; therefore, increased production. Better knowledge of Bureau procedure.

DISADVANTAGES STATED: The possibility of employee's quitting before the Bureau has properly benefited by class. Taking employee away from active work for four days.

OBSERVATIONS: Mr. Winterrowd, Investigative Division, recommends unfavorably, stating the training program now in effect down through the section level is adequate and no change as suggested is necessary. There is a continuing effort made to keep all personnel up-to-date with the requirements of their positions and all new policy and procedures.

Inspector Gearty recommends favorably with the exception that the training class be limited to 2 days in accordance with the present training period. Mr. Gearty points out that presently all employees who have attended and completed the Bureau's stenographic course attend a 2-day training class. Employees who enter on duty as stenographers do not in the main attend this course. It is believed they should. This class provides an indoctrination into the procedures of the Bureau and also includes a review of the stenographic manual which is most significant in the operations of a stenographer. Mr. Gearty recommends that the 2-day training course for stenographers include newly

- Tolson _____
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- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____ acc
- Gandy _____ (5)

Mr. Harbo

Mr. Sizoo

OK

RECORDED - 49

INDEXED - 49

SEP 3 1955

66-2554-12345

63 SEP 7 - 1955 / 39

EX-107

RF

Executives Conference memo for Mr. Tolson

appointed stenographers as well as those who have attained their rating based on attendance of the Bureau's stenographic course. This training should be given approximately one month after stenographer enters on duty in order that the employee will have time to become familiar with Bureau forms and procedures before entering the training class.

RECOMMENDATION: 1. That the two-day training class for Seat of Government Stenographers include newly appointed stenographers as well as those who attained their stenographic rating by attending the Bureau's stenographic course. Stenographers should attend this class approximately one month after entering on duty.

2. That the award be limited to a letter to Miss [redacted] advising her that a modification of her suggestion has been adopted.

b6
b7c

EXECUTIVES CONFERENCE CONSIDERATION: RTH:HD

The Executives Conference on 8/25/55, composed of Messrs. Nichols, Mohr, Trotter, Parsons, Nease, Rosen, Belmont, Boardman and Harbo, unanimously recommended that the 2-day training class for Seat of Government stenographers include newly appointed stenographers as well as those who attained their stenographic rating by attending the Bureau's stenographic course.

MR. C. A. TOLSON

July 25, 1955

THE EXECUTIVES' CONFERENCE

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#323,013 #306

10/17/94

~~BUREAU RELOCATION PLANS -~~

~~RELOCATION SITE~~

Classified by ~~SP5C/ha~~

Declassify on: OADR

#306,696

On July 25, 1955, the Executives' Conference consisting of Messrs. Nichols, Parsons, Rosen, Mohr, Nease, Trotter (for Hamm), Hennrich (for Boardman) and Keay (for Belmont) considered the question of a new relocation site for the Bureau.

Mr. Hennrich pointed out that an extensive survey had been made of all types of facilities in a reasonable distance of Fort Ritchie, Maryland, as well as in the vicinity of Sweet Briar, Virginia, where the President may locate if Congress should relocate to White Sulphur Springs, West Virginia. Four possible suitable and available sites for the Bureau's relocation have been located as follows:

- (1) State Farm Show Building
Harrisburg, Pennsylvania

Two large modern buildings located in the town of Harrisburg, Pennsylvania, totaling 169,000 sq. ft. of floor space. Utilized only a few times each year for shows such as Builders', Farm and Horse Shows. They could be utilized for office space, but living facilities would have to be procured in the town of Harrisburg which has a population of 90,000. The town is located 50 miles from Fort Ritchie and 115 miles from Washington. The Director approved no further consideration be given to this site at this time due to better facilities being considered.

- (2) Randolph Macon Women's College
Lynchburg, Virginia

This college of 600 students has excellent facilities and, would be available for the Bureau's use although tests during the winter term would present problems. Located on the grounds is a building of 7,700 sq. ft. and a residence with three bedrooms and two baths built by the National Art Gallery for possible storage of art treasures in an emergency. The National Art Gallery indicated that these buildings probably could be made available for

306,696 323,013 10/22/92
CLASSIFIED BY SP5C/ha
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Winterrowd _____
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Holloman _____
Gandy _____

59 SEP 8 1955

RECORDED - 64

66-2554-12346

Mr. Mohr INDEXED - 64
Mr. Nease
Mr. Tamm

Mr. Boardman
Mr. Belmont
Mr. Roach

SENT DIRECTOR
7-26-55

EX-107
~~TOP SECRET~~

VPK:td:jd

Executive Conference to Mr. Tolson

~~TOP SECRET~~

the Bureau's use and they would be sufficient for our permanent storage space which the college does not have available. [The college is located at Lynchburg, Virginia, 175 miles from Washington and 15 miles from Sweet Briar, Virginia. The Director approved no further consideration pending a decision with reference to location of the President at Sweet Briar.] (X)

(3) Chambersburg, Pennsylvania

Two girls' colleges (Wilson and Penn Hall Colleges) with approximately 675 students have ample facilities for the Bureau and the Department. Contacts with the presidents of the colleges reflected arrangements can be made for use of the buildings although there will be problems in connection with using them for test purposes. Also, the colleges have no space immediately available. There is in Chambersburg, however, an abandoned factory in good condition in which the General Services Administration is now endeavoring to procure 45,000 sq. ft. for storage of civil defense supplies. This factory has an office building with about 8,500 sq. ft. of space which would be excellent for the Bureau's use for permanent storage and for setting up communications facilities. It could also be used as an office for our Resident Agent at Chambersburg. This building can be procured through a lease. Chambersburg is a town of 18,000 located 19 airline miles north of Fort Stovall (20 miles by road). (It is 80 miles from Washington, D. C. and approximately 220 miles from Sweet Briar.) It has excellent hotel facilities and a large number of hotels since it is in a resort country. It has the disadvantage of having a tremendous Ordnance Supply Depot only six (6) miles away where a great deal of explosives are stored. To consummate arrangements in this area, it would be necessary that we obtain a lease on this office building at the factory and that we make formal arrangements through the Board of Trustees of the two colleges, including working out arrangements whereby we can hold tests at the college. (S)

(4) Shepherd College
Shepherdstown, West Virginia
(detailed memorandum attached) (X)

This College was the Bureau's original relocation site and is still the relocation site of the Washington Field Office. It has over 600 students and adequate facilities for our purposes, including the Department. The previous drawback was that the President of the College did not desire that we use it for tests as he did not want to alarm the students and persons in the (X)

~~TOP SECRET~~

Executive Conference to Dr. Tolson

~~TOP SECRET~~

vicinity. The President, who is very cooperative, has now decided that in view of recent publicity, there would be no objection to using the facilities for tests and, in fact, he was most cooperative in his offer to work out arrangements whereby such tests as might be desired could be held. He does not want radio towers, however, located on the campus. Although there is some dead storage space, there would not be adequate storage space available for us on the campus as we will have to store files which must be guarded twenty-four hours a day. This would mean that we would have to rent a building with sufficient room for storage and communications facilities and a possible Resident Agent's Office (we have a Resident Agent at Lexington, nine miles away). There is available, according to a previous survey, at least four large houses or cottages which might be rented or leased by the Bureau. We previously had a small building rented on one of these cottages where we had microwave facilities erected. The college dormitories could sleep comfortably on two shifts approximately 500 people. A new men's dormitory has two suites in it and the President's house on the campus has ten rooms, all of which would be available for housing the Director and the Attorney General in the event of a real emergency necessitating relocation. For test purposes and for possible use during an extended relocation, there is a 150-room hotel at Lexington nine miles away, as well as hotels in the vicinity. The College cafeteria will seat 150 persons at a sitting and it is available, according to the head of the College, for tests, as well as in a real emergency. Shepherdsboro is 70 miles from Washington, D. C. and is approximately 40 miles southeast of Fort Meade (approximately 25 by air line). It is 30 miles by road north of High Falls, the Civil Defense and Office of Defense Mobilization relocation site and also one of the sites for the use of the President. It is about 100 miles from Great Britain.

It was recommended to the Conference that we concentrate on Shepherd College; that contact be made to determine whether we can rent or lease adequate off-campus facilities for storage and communications and that a detailed cost survey be made. The reason Shepherd College was picked as the next logical relocation site if we come from Lunenburg area (among the 4 above-listed prospective sites)

1. Geographically it is well located with respect to the various locations already selected for the President and with respect to other key agencies.

~~TOP SECRET~~

Executives' Conference to Mr. Tolson

~~TOP SECRET~~

2. Arrangements are already in existence for use of the College. We have had experience in dealing with the college authorities and time and expense would be saved by not having to go through with the same type arrangement with other sites. (S)
3. Surveys and tests as to communications have already been made at Shepherdstown which would also mean a saving in time and expense. (S)
4. It is a better site from a target standpoint than Chambersburg or Harrisburg in that there is no industry around it and it is a good distance from Fort Ritchie (24 miles). (S)

Preliminary estimates of cost of the move and of installing adequate facilities at Shepherdstown (chiefly communications facilities) indicate that the potential minimum cost would be from \$55,000 to \$125,000 depending on whether it was necessary to erect a microwave station (Office of Defense Mobilization is considering a new microwave network and it might not be necessary that we put up a new microwave station at Shepherdstown in the immediate future) and a recurring cost of over \$30,000 annually (chiefly communications cost and rent of property). It was noted that these costs are substantial but that similar costs probably will be incurred in a move from Quantico to any site we may pick. It was also noted that the Department, of course, should pay its proportionate share of these costs. (S)

The Conference unanimously recommended that we fully explore the Shepherdstown site; make necessary surveys as to off-campus space and as to the cost and thereafter a final decision can be made. (S)

OK JH

~~TOP SECRET~~

Mr. Tolson

8/31/55

Executives Conference

~~ATTENDANCE REGISTER~~
SUGGESTION NUMBER 50-55
MADE BY SA G. J. ENGERT
IDENTIFICATION DIVISION

306,690 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 a/pcy

SYNOPSIS

SA Engert suggested on 1/25/55 that register card (Item 1, enclosed) replace 0-10 register (Item 2, enclosed). Each employee will sign in and out on own card for 2-week period. Executives Conference 2/15/55 recommended reconsideration after trial in Technical Section, Identification Division. Trial reported success on 4/5/55. Executives Conference 4/26/55 recommended extension of system to entire Identification Division and trial in Espionage and Security of Government Employees Sections. Results are: Inspector Trotter recommended use of card system on Bureau-wide basis; Inspector DeLoach recommends card system for entire Seat of Government and possibly throughout the field; Assistant Director Rosen and Inspector Hennrich see no decisive reasons for extending card system beyond Identification Division. Assistant Director Mohr says advantages of new system not sufficient to recommend change from use of present 0-10 register. Cost of proposed card plus machine printing of employees' names in Statistical Section estimated at \$624 cheaper annually than printing 0-10 register and typing in names of employees in each Section. Easier to check Time and Attendance data against new card system but this advantage is believed not great in smaller work Sections. Division of opinion on whether new card would require more storage space. Registers must be kept for 3 years. More difficult to check for employees who have not signed in as of 9:00 A. M. with card system but this disadvantage not believed great. Card easier to lose than 0-10 register. If card system adopted final design of card must be drawn up and each Section will need simple, inexpensive folder like that enclosed.

- Tolson _____
 - Boardman _____
 - Nichols _____
 - Belmont _____
 - Harbo _____
 - Mohr _____
 - Parsons _____
 - Rosen _____
 - Tamm _____
 - Sizoo _____
 - Winterrowd _____
 - Tele. Room _____
 - Holloman _____
 - Gandy _____
- Administrative Division suggests that if card system adopted the card should be for a 4-week period. SA Engert and SA Leonard prefer 2-week cards.

Enclosures (3)
1 ENCL. file
cc: Mr. Harbo
Mr. Nease

INDEXED 64
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EX-107

66-554-12347
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81

50 SEP 9 1955

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EXECUTIVES CONFERENCE CONSIDERATION:

RTH:gst

On 8/31/55, the Conference, composed of Messrs. Boardman, Mohr, Trotter, Conrad, Belmont, Winterrowd, Holloman, Nease, McGuire and Harbo, unanimously recommended that the proposed card system be tried for thirty days in one unit of the Records Section, thereafter the results to be further considered by the Conference.

Executives Conference memo for Mr. Tolson

DETAILS

SUGGESTION: SA Engert suggested on 1/25/55 that standard register form 0-10 on which employees sign in and out, copy enclosed, be eliminated and that individual card for each employee be used. Sample of card now being used by Identification Division enclosed.

OBSERVATIONS: 1. General:

Executives Conference memorandum 2/15/55 recommended trial of card system in Technical Section, Identification Division, to be followed by reconsideration. Memorandum of 4/5/55 from SA Engert to Mr. Tamm reported the experiment a success. Executives Conference memorandum 4/26/55 recommended system be extended to entire Identification Division and also experimented with in the Security of Government Employees and Espionage Sections. Results of experiment to date are:

- (a) Inspector Trotter recommends use of card system on Bureau-wide basis.
- (b) Inspector DeLoach recommends use of card system for entire Seat of Government and possibly throughout the field.
- (c) Assistant Director Rosen and Inspector Hennrich do not recommend extension beyond Identification Division, stating that test survey reveals no decisive reasons for such wider use.
- (d) Assistant Director Mohr says the advantages of the new system are not sufficient for him to recommend a change from the use of the present 0-10 register.

2. Advantages and Disadvantages:

a. Cost of Preparing Each Type of Register.

We use approximately 18,000 copies of register 0-10 each year at the Seat of Government. If printed at rate of 9000 copies per printing a year's supply would cost approximately \$110 or \$4 for each pay period of two weeks. All employees' names must be typed on register 0-10. We now have approximately 5100 employees at the Seat of Government. A GS-3 typist or clerk can prepare the 0-10 register for use at estimated rate of 100 names typed in 20 minutes, or 17 hours time for all 5100 names at the Seat of Government. This labor cost at GS-3 rate is approximately \$50 per pay period. Result: Cost of printing and typing names on register 0-10 estimated at \$54 per pay period or \$1404 annually at the Seat of Government alone.

New system has been experimented with, having cards printed in Mechanical Section. Permanent adoption of card system will require 5 x 8 cards, continuous feed style, designed for use in IBM machines which will print the employees' names on the cards. Mr. Leonard estimates this cost at \$3.79 per 100 cards or approximately \$19 for 5100 cards used each pay period. Machine cost estimated at \$5.68 and other cost, including labor, estimated at \$5 per pay period. Result: The prepared cards, delivered to Sections and Units for use, will cost approximately \$30 per pay period or \$780 per year, an annual savings of \$624 compared with present system.

b. Using Register for Time and Attendance Data, Etc.

Time and Attendance cards submitted to Crime Statistics Section for each pay period provide the basis for each employee's check. Constant reference to register 0-10 is required to prepare them. Clerk preparing Time and Attendance card finds employee's name on each two-week 0-10 register and then checks for leave and other necessary payroll data. Under the proposed system under which each employee would sign in and out on a card for a two-week period, the clerk preparing Time and Attendance cards would simply check the employee's single card for the period. This card would always be easily found because filed alphabetically by employee's name. Identification Division believes this is a big labor-saving factor. Espionage and Security of Government Employees Sections

Executive Conference memo for Mr. Tolson

say there is a small saving in preparing Time and Attendance cards under proposed system as compared with register 0-10. Also greater ease in checking leave record although this not a big problem in Sections of small to average size. Administrative Division says so many Sections now keep a production type card on each employee, showing tardiness and sick leave along with production and accuracy, that resort to attendance registers to analyze a leave record is no longer necessary in many cases. Mr. Leonard favors proposed system saying Time and Attendance data must be furnished with the greatest possible dispatch because that information must reach the Statistical Section by 12:30 P. M. on Monday of the following week.

c. Transfer of Employee.

Using the 0-10 register system, the Technical Section of the Identification Division had 60 forms in constant use with approximately 12 names to a form. When employee John Doe was transferred from Unit A to Unit W in the middle of a week, the name was manually stricken from the Unit A register and inserted in the Unit W register. The clerk who later made up the Time and Attendance card had to locate both registers and get data from each. Under proposed system Doe's card is simply transferred with him, carrying all necessary data with it. This advantage is only effective where there are frequent transfers.

d. Storage of Records.

Attendance registers must be kept for 3 years. Identification Division believes cards proposed for new system will be easier to store and take less space. Administrative Division believes to the contrary. Training and Inspection Division notes that neither old register 0-10 nor proposed 5 x 8 cards fit properly into regular file cabinets. There is more wasted space in cabinet when cards are used but the cards can be filed more neatly. Storage problem not believed to be controlling factor in deciding which system to use.

e. Morning Check of Sign-In Register.

Espionage and Security of Government Employees Sections state register sheet 0-10 permits prompt visible check of entire register at 9:00 A. M. to see who has signed in and who has not and that more time would be required to check individual cards for each employee. Identification Division believes this factor too small to be given any weight.

Executives Conference memo for Mr. Tolson

f. Possible Loss of Cards.

Espionage and Security of Government Employees Sections state proposed system has definite disadvantage in that an employee's card would be lost easier than the entire register 0-10 would be lost or mislaid. Mr. Leonard points out that Time and Attendance card used throughout Bureau is smaller than proposed register card and loss has not proven to be a problem.

g. Folders for Holding Cards under Proposed System.

Kardex folders for holding cards like those proposed can be had at following prices: 42 card holder, \$9.60; 66 card holder, \$11.75; 98 card holder, \$15.50. Since small Sections would want small folders and other Sections would require larger folders, the average cost would be \$12.28 for folder for 69 names. Seat of Government would need 74 folders for 5100 employees. These 74 folders at \$12.28 each would cost \$908. SA Engert points out such folders are not necessary because simple folders like the enclosed, prepared here at Bureau, cost virtually nothing and work satisfactorily.

h. Design of Card.

Comment on original design of card to the effect that it does not leave enough room for Agents to sign in and out more than once a day and to record their overtime. SA Engert states that this can easily be eliminated by adjusting the design.

SA Engert and Mr. Leonard prefer card for two-week period to fit in with Time and Attendance for two-week period system. Mrs. Woods, Administrative Division, has prepared suggested card for four-week period. Training and Inspection believes system should originally be started with card for two-week pay period, subject to modifications if recommended later.

The Director

9-1-55

~~CONFIDENTIAL~~

The Executives Conference

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HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

The Executives Conference of August 25, 1955, consisting of Messrs. Nichols, Harbo, Rosen, Boardman, Belmont, Nease, Parsons, Trotter and Mohr considered the question of whether the Bureau should claim as a set-off the difference between the \$600,000 the Bureau was sued for in connection with the accident involving Special Agent Herbert F. Greathouse and the amount for which the suit was settled, which was \$150,000.

The Conference was advised that if the Bureau claimed the savings it would amount to \$450,000. They were further advised that the suit in question resulted from an accident involving a Bureau car driven by SA Greathouse on June 11, 1953, that the accident happened in New Mexico. At the time of the accident Agent Greathouse had in the Bureau car a Mexican informant, the informant's daughter, and the plaintiff, who was driving the other car, had her husband riding with her. The cars hit head-on, the plaintiff's husband was killed, the plaintiff was seriously injured, the informant was killed and Agent Greathouse and the informant's daughter suffered injuries but not extensively.

The plaintiff filed suit in Federal District Court in San Francisco alleging damages amounting to \$600,000. As indicated, the plaintiff was seriously injured and her husband, who was in his middle 50s was a banker who earned \$15,000 a year with a raise coming up to \$18,000 a year. The Conference was advised that in view of the circumstance that if it could have been shown that the accident was completely a fault of the Government that the case could have resulted in extremely heavy damages.

It was further pointed out to the Conference that it has never been established just how the accident occurred, that all we know is that the Bureau car that Greathouse was driving pulled over to the left side of the road across the white line. Just as Greathouse was getting it back on his own side of the road the plaintiff decided to pass Greathouse on the left instead of pulling to the right on a very wide shoulder or out into the field, with the result that she hit Greathouse head-on.

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

SEP 12 1955

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65-257-12348

SEP 9 1955

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It was explained to the Conference that the plaintiff was represented by one of the best tort lawyers in the country. The plaintiff made an offer to compromise the suit for \$250,000 which offer was declined by the Department and the Department made a counteroffer of \$150,000, which the plaintiff's attorney accepted the day the case was to go to trial.

The Bureau conducted a very extensive investigation in connection with this accident. Two things that the Bureau did may well have had a great deal of bearing on the plaintiff's attorney accepting the Department's \$150,000 counteroffer. The Bureau was able to find a tire expert who was willing to testify that a tubeless tire if partially deflated might go flat and probably the most important fact was that the Bureau made motion pictures of the scene of the accident from moving automobiles showing just how the accident occurred. These pictures would clearly show that had the plaintiff elected to drive on the shoulder of the road or even off into the field, she could have avoided the accident occurring.

It was pointed out to the Conference that in other cases we have claimed such savings where Bureau cars were involved and we claim such savings where Department vehicles are involved, in tort claims. The Conference was divided in their views; the minority consisting of Messrs. Trotter, Rosen and Mohr thought this was a legitimate savings which the Bureau should claim. The majority felt this savings should be claimed because it appears that the savings resulted from the extensive investigation which we conducted and it is a type of savings we would claim if the involved vehicles belonged to the Department and further that we have claimed it in other situations involving claims where Bureau employees in vehicles were involved, but the amounts, of course, were not so substantial. The majority of the Conference, consisting of Messrs. Belmont, Parsons, Boardman, Harbo and Nichols, felt that the Bureau should not claim this as a savings since it would be embarrassing to the Bureau if it were ever determined that the Bureau took advantage of a situation such as this where Bureau employees were involved. The majority of the Conference felt that the Bureau's policy in the future in such cases be that we not claim savings in any case where Bureau employees or Government vehicles are involved in tort claims.

Respectfully,
For the Conference

I agree with
the minority
9-4

- I agree with the
Clyde Tolson
same category of cases for which

~~CONFIDENTIAL~~

would claim credit if it occurred in

some other Agency
770

DATE OF MAIL 8-24-55

HAS BEEN REMOVED FOR MR. ^{*Sully*} ~~LAMPHIER~~ TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM ~~4736~~ ^{*1734*}

306,696 & 323,013
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DATE 2-14-92 BY SP-5 cyd/g

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL *Executive Conference*

REMOVED BY 5 SEP 1955

FILE NUMBER 106 - 2554 - v

PERMANENT SERIAL CHARGEOUT

THE DIRECTOR

9/8/55

EXECUTIVES CONFERENCE

323013
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DATE 2-14-92 BY SP-5 C/ll

USE OF BASEMENT GYMNASIUM
DEPARTMENT OF JUSTICE BUILDING

Present at the Executives Conference on 9/8/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Winterrowd, Harbo, McGuire, Holloman and Mason.

As the Director instructed, the Conference considered whether it would be possible to close the basement Gymnasium in the Justice Building and unanimously agreed that the Gymnasium should be continued. Primary points which influenced the unanimous Conference recommendation to continue the Gymnasium were:

(1) The Gymnasium is in use 2 hours per day for the purpose of toning up the physical condition of National Academy men through a specified course of calisthenics and in the teaching of Defensive Tactics. Past National Academy graduates have written the Director that the course in Defensive Tactics has saved their lives after graduation. Conference believes that the opportunity for physical exercise is important to National Academy men who are not accustomed to being in a classroom all day and who must necessarily spend several sedentary hours nightly on homework.

(2) The Gymnasium is used for voluntary attendance by Seat of Government Supervisors (daily average - 20), who make up after working hours any time devoted to gymnasium; used by approximately 4 Washington Field Office Agents nightly on an average of three nights per week; used by 5 Seat of Government softball teams in the summer months and used in the teaching of First Aid Training (6 hours for each New Agents' Class; Defensive Tactics instruction provided New Agents in Washington when such training cannot be worked into the Quantico schedule, bearing in mind that New Agents are not on per diem while in Washington but do receive per diem in Quantico.

(3) Defensive Tactics classes have been held on alternate weeks up until now; 1 to 6 men per class; purpose of class to train field Agents as Police Instructors in Defensive Tactics; duration 5 days. With the new per diem rate of \$12, it would appear desirable to conduct this training at Quantico as Mr. Tolson suggested and the Conference unanimously agreed. This can be accomplished by sending

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

- cc-Messrs. R. T. Harbo
- G. A. Nease
- G. C. Gearty
- H. L. Sloan
- J. S. Rogers

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andun to the Director
Re: Use of Basement Gymnasium
Department of Justice Building

9/8/55

Supervisor H. A. Meyers of the Gymnasium to Quantico on a daily basis to work with Firearms - Defensive Tactics Instructor Zeiss at Quantico. Two instructors are needed for each class because of safety and other factors. This is no immediate problem inasmuch as for the remainder of the fiscal year additional Agents will not be trained as Defensive Tactics instructors because of economy factors.

~~RECOMMENDATION~~

1. Continue the basement Gymnasium.

21723

OK
H

2. When Police Instructor Defensive Tactics classes are resumed possibly at the end of the fiscal year, such training be provided at Quantico where cheaper per diem prevails and a savings of approximately \$3.00 per Agent per day can be realized.

O.K. ✓ H

12349

The Director

9-1-55

The Executives Conference

322,013 + 306,696
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DATE 2-14-92 BY SP-5 CJD/def

The Executives Conference of August 29, 1955, consisting of Messrs. Holloman, Gentry, Boardman, Belmont, Nease, Parsons, Trotter and Mohr, considered a request received from Mr. G. Howland Shaw that the Junior Police and Citizens Corps, Incorporated, be given consideration to participating in our "United Fund." The Conference was advised that Mr. Shaw advised in his communication that the Junior Police and Citizens Corps has helped more than 15,000 boys and girls to become decent, law abiding citizens in the Washington vicinity and as delinquency knows no color line the Corps works on an interracial basis. The Corps was organized thirteen years ago in the 18th Police Precinct by Police Officer Oliver A. Cowan. Mr. Shaw said that the success of the program did not depend upon buildings and a large staff of professional social workers, that the staff consisted of a director, assistant director, secretary and housekeeper. He also said the Corps operates within the District of Columbia and particularly those precincts with high crime incidents. During the period of September 12 through October 7, the Corps will conduct its annual appeal for funds that they need for its annual operating budget which is \$25,000 to cover such items as staff salaries, heat, light, maintenance of headquarters, athletic equipment, office supplies, insurance, outings and parties for the children, operating and purchase of film, and the maintenance of two second-hand station wagons. The Corps is a member of the United Community Services; however, it receives no financial support from the Community Chest or the Metropolitan Police Boys Club. The Corps has no source of income other than its annual fund appeal. He mentioned the fact that the Bureau assisted in a drive for funds for the organization in 1953.

The Conference was advised that Mr. Shaw was telephonically contacted and that his letter would receive consideration, and he was specifically asked why there was no connection between the organization and the Metropolitan Police Boys Club and Mr. Shaw replied that the Junior Police and Citizens Corps is non-segregated, which is true of its board of directors, whereas the Metropolitan Police Boys Club had a completely segregated board of directors.

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

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SEP 16 1955

The Conference was further advised that Mr. Shaw was formerly with the U. S. State Department from 1917 to 1944 and served in various diplomatic positions abroad. At the time of his resignation from the State Department in 1944, he was Assistant Secretary of State. He is well known for his work with youth and lectures on juvenile delinquency. He has been very friendly toward the Bureau and has lectured on juvenile delinquency before several sessions of the National Academy since April, 1944.

Oliver Cowan of the Metropolitan Police Department has been very friendly with the Bureau over the years and has toured the Bureau with youngsters on several occasions.

In connection with any previous fund raising for this organization, the Bureau records reflect that on December 2, 1952, two teen-age boys delivered to the Director's Office 3,000 fund-raising pamphlets and contribution self-addressed envelopes. Inquiry revealed that S. A. Andretta of the Department had talked with Stanley McClure, Campaign Manager of the Corps, and the latter secured permission from Andretta to send 6,500 brochures and envelopes to the Department for distribution. Harvey Donaldson, then Chief Clerk in the Department, arbitrarily allocated 3,000 pieces of the literature to the Bureau and instructed McClure to deliver them to the Director's Office. The pamphlets which were left in the Director's Office were placed at strategic points in the Bureau during the 1953 campaign pursuant to the Director's approval.

Oliver Cowan himself has been in communication with the Bureau in an effort to obtain the Director's help in fund-raising campaigns and sent letters to the Director requesting that he serve on the Executive Committee on the group to raise funds. All such requests for letters of endorsement and active participation were declined through 1951, with the exception of 1948 when a letter dated April 30, 1948, from the Director advised Cowan that he would become a member of the Executive Committee.

The working committee of the FBI Employees Consolidated Charity Fund met on August 17, 1955, to discuss certain matters relative to the forthcoming campaign. The committee was advised of the request from Shaw and was furnished background of the Junior Police and Citizens Corps. The committee unanimously felt that we should contribute \$100 from the unallocated reserve of \$800 in our Consolidated Charity Fund. The \$800 unallocated reserve is an amount set up in the budget to take care of worthy charities that come to our attention during a charity year and is specifically for the purpose of paying out specific sums to such worthy charities. The working committee felt that this was a worthy, charitable organization, that it was an effort on the part of law enforcement to combat juvenile delinquency, that it was in metropolitan Washington and should be a recipient of the charitable contributions of FBI employees.

The Executives Conference differed in its views. The minority of the Conference, consisting of Messrs. Belmont and Trotter, felt that this was one more charity, that the Consolidated Charity Fund was committed enough at present. They also felt that there would be no justifiable grounds for turning down other small charities in the District of Columbia and they felt that we should draw the line somewhere and for that reason felt that we should disregard the Corps.

The majority of the Conference, consisting of Messrs. ^{Tolson} Holloman, Gearty, Boardman, Nease, Parsons and Mohr, recommended that we agree with the working committee and that \$100 be contributed to the Junior Police and Citizens Corps out of the unallocated reserve of \$800 from last year's drive. The majority felt that this was a worthy, charitable organization, that it was a Washington, D. C. effort to combat juvenile delinquency, that it was the type of thing our employees would like to contribute to in an effort to combat juvenile delinquency.

Respectfully,
For the Conference

Clyde Tolson

OK
H.

THE DIRECTOR

9/15/55

THE EXECUTIVES CONFERENCE

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DATE 2-14-92 BY SP-5/dfg

STREAMLINING

The Director set up the Streamlining Committee, consisting of Messrs. Callahan, Delouch, Trotter, Callan, Cleveland, Nease and Mason, to explore avenues of streamlining and make recommendations to the Executives Conference as to any possible savings in expenditures. Primary mission was to effect savings which would make up the deficit as indicated in the Administrative Division's status statement of July 30, 1955, and to see if further savings would make possible payment of per diem at the new 10 rate and parking charges of even more drastic curtailment if further statements should later necessitate.

Each Streamlining Committee consideration was reviewed by the Executives Conference and as a result an estimated savings of \$1,310,100 can be effected, as shown later in this memorandum, in order to meet our estimated deficit of \$60,500 (as adjusted from the July 30 statement) and to cover estimated \$305,000 which the new per diem and mileage rates would involve; deficit and per diem total \$1,001,500. If an even more acute financial condition arises, savings of \$473,100, as recommended in this memorandum, can be further realized through not making purchases of certain "special equipment." This is in addition to the proposed savings of \$1,310,100.

Executives Conference agrees with the Streamlining Committee that these curtailments are desirable only because of our acute financial condition and for your information; careful analysis has been made of last year's expenditures; this year's expenditures and activities; surveys of various divisions; and exploration of our policies and procedures.

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference on August 17 and 18, 1955, were Messrs. Nichols, Lehr, Tamm, Sizoo, Boardman, Mason, Belmont, Callahan and Mason; Conrad and Harbo were present August 17; Parsons, August 18.

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

Mr. Sizoo
Mr. Harbo

RECORDED - 122

INDEXED - 122

SEP 14 1955

9 SEP 18 1955

66-2554-12352

[Handwritten signature]

The Executive Conference felt that in view of the financial emergency, the action recommended below should be taken in each instance immediately even though there would be a curtailment of desirable services, as distinguished from essential and vital functions, and that while such actions would not be recommended for normal operations, the financial situation at the Bureau necessitates their adoption during this critical, but temporary period:

I - Recommended action necessary to accomplish estimated savings of \$1,210,103:

1. Adopt Mr. Nichols' proposal to release 25 clerical employees from Records Section through attrition by reducing Records Section quota from 1523 to 1516 in order to effect possible savings of \$149,104 for remainder of fiscal year, assuming that attrition will be accomplished by October 1, 1955. The effect will be to possibly delay the processing of mail through the Records Section by one day. It will also permit savings of \$4300 in machine rental and film by reducing the microfilm program.

Estimated Savings - \$153,144

2. Save through following steps:

Estimated Savings - \$104,010

a. Adopt Mr. Tamm's proposal to not fill clerical vacancies in Identification Division and reduce quota from 2047 to 2013 employees. This is to be made possible by deferring file rehabilitation work and steps will be taken to avoid any serious fingerprint delinquency.

b. There were tentative plans to hire additional agents possibly after February 1, 1956; currently there are 6579 agents on the payroll; OLY# number allowed for full fiscal year. Recommend no more agent appointments for balance of fiscal year even though at the end of this fiscal year we will be operating with fewer agents than we are requesting for fiscal year 1957.

c. Freeze clerical quotas at the Seat of Government to present levels; hire to replace only turnover.

d. Reduce field clerical quota through attrition bearing in mind that certain clerical vacancies in field

must be filled such as stenographic vacancies in New York, but by judicious filling of vacancies clerical level can be reduced by 63 in field without detriment in view of fact number of agents on payroll will be declining. After level has been reduced by 63, recruit only to fill vacancies.

3. Adopt Mr. Nichols' proposal to transfer 57 night shift Records Section clerks to day shift in order to save night differential payments of \$11,100. This will have effect of contributing to the possible one day longer required to process mail in the Records Section as mentioned above in Item 1 and will cause some inconvenience in that day shift employees will have to be called back to work at night to handle special matters.

Estimated Savings - \$ 11,100

4. Training and Inspection Division recommended that In-Service be reduced from 40 Agents weekly to 35 in order to continue to provide training to the rest of funds will permit, and continue essential operations at Quantico. Reduction will take possible travel and per diem savings for remainder of fiscal year amounting to \$100,500.

Estimated Savings - \$100,500

5. Adopt Training and Inspection recommendation that for remainder of fiscal year during field inspections all pending files not be reviewed by that 25% of pending files be reviewed making certain that there is a good cross section check of investigative operations and a review of some of the files of each Agent in the office. This is in line with inspection techniques followed several years ago. Without increasing the number of inspections but by using fewer Aides, savings in travel and per diem become possible. Approximately 63% of inspection time is devoted to file reviews. Possible savings, \$6,011.76.

Estimated Savings - \$6,011.76

6. Estimated travel costs during fiscal year 1956 are \$3,770,000 (payments to informants not included). Included are per diem, mileage allowances for personally owned cars, travel by air or rail and miscellaneous travel expenses. The Conference felt necessity for economy should be brought vigorously

to attention of each SAC and that each office should endeavor to effect a 5% reduction over last year's travel expenses. If accomplished, this would bring about a savings of \$133,000 and the Conference took cognizance that curtailment of in-service and Inspector's Aides use would help SACs in reducing travel costs.

Estimated Savings - \$133,000

7. In the fiscal year 1953 economy drive, Bureau ordered 50% reduction in communications costs. Possibility of reducing length of telephone calls, number of telephone calls and teletype costs along with the possibility of small savings in fixed charges should be brought vigorously to attention of SACs with instructions that a 15% savings be brought about in order to make possible a savings of \$165,000.

Estimated Savings - \$165,000

8. Budget contains item of \$165,000 for printing and reproductions (printing by outside agencies of Law Enforcement Bulletin, Uniform Crime Report, certain forms, and punch cards) and since our July 20, 1953, financial statement, it appears that a conservative estimate of \$25,000 may be realized below our estimate for current fiscal year.

Estimated Savings - \$ 25,000

9. Automobile maintenance - (Other contractual obligations) Conference agrees that possibility exists of further savings by preventing too frequent washing of cars and through prohibiting repairs not affecting safety or conspicuousness of the car and through stricter prohibition of unscheduled jobs; repair of minor scratches, scrapes, or dents, and worn or torn upholstery; not possible to indicate full savings but on each cover alone we will save \$2400. Conference feels that any matter affecting safety should be immediately adjusted and the field should be so instructed by SAC letter.

Estimated Savings - \$ 2,400

10. Equipment - Statement submitted as of July 20, 1955, indicated an amount of \$1,630,909 available for expenditures under this item and reflected the item to be fully obligated. Streamlining Committee recommended and the Conference concurs that an amount of \$770,295 included in this item for "special equipment," \$291,106 be considered as available for immediate savings since through consultation with the divisions for whom such "special equipment" was earmarked, it was determined and agreed upon in view of critical financial condition that they would forego such purchases if necessary this fiscal year. The remaining balance of \$479,189 will be considered as available for savings and not spent in the event the Bureau should be required to make even further and more drastic curtailments in its expenditures during the current fiscal year.

Immediate Estimated Savings - \$291,106

11. Leave Without Pay - Voluntary. Streamlining Committee recommended that the Bureau dispense with its present regulations pertaining to the granting of leave without pay and adopt a policy which will permit the granting of leave without pay upon request by employees in weekly multiples not to exceed 60 days where work assignments will permit. It was pointed out to the Conference that during the fiscal year 1953 such a policy was in effect and resulted in savings of approximately \$300,000. The Conference felt that this may be countered by the Bureau's present liberalized annual leave policy and thus we should not figure on a savings at this time in excess of an amount of \$150,000 to accrue by adoption of this recommendation if approved by the Director. The Conference was further informed that if the Bureau should be required to drastically curtail expenditures during the fiscal year by the Budget Bureau or the Administration in order to balance the budget that further possibilities of a savings through enforced leave without pay could be accomplished but it should not be considered at this time and await further developments.

Estimated Savings - \$150,000

12. Defensive Tactics - Defer proposed Defensive Tactics Training for 18 Agents in order to effect estimated savings of \$1,008. Each office has at least one Defensive Tactics man; training can be given in conjunction with In-Service next year.

Estimated Savings - \$ 1,008

13. Defer Expert Firearms training for estimated 11 men at cost of \$634. No change in field firearms training; Committee and Conference opposed to effecting reduction in pistol course training amounting to \$55,106 because such might tend to jeopardize effectiveness of Agents. Ammunition for this fiscal year has already been purchased.

Estimated Savings - \$ 634

14. Adopt Domestic Intelligence Division proposal that there be greater use of mail rather than cable in communications to Havana, Rio de Janeiro, and Mexico City, to bring about an estimated 20% savings which would amount to \$1500.

Estimated Savings - \$ 1,500

15. Defer for remainder of fiscal year conferences of European Legal Attaches (held semi-annually) in order to effect travel savings of \$1,000.

Estimated Savings - 1,000

TOTAL ESTIMATED SAVINGS \$1,210,182

OK JH

II. Recommended action on which no estimate of savings can be made at this time but which will contribute toward attaining or possibly increasing above estimated savings of \$1,310,182:

16. Express appreciation to Summer employees for a job well done and advise that the Bureau has no objection to their taking a two or more weeks' vacation if they wish in order to eliminate the necessity of their having to remain the full 90 days as required before they commenced Summer employment. If all employees avail themselves of a two-week vacation, possible savings of \$18,686 could be realized; no indication as to what the actual figure will be at this time. This has already been done pursuant to the Director's telephonic approval.

17. Automobile storage - Possibility exists of some savings this fiscal year and savings in future fiscal years by considering as acceptable those garages which offer 24-hour, fireproof service without insisting that the cars be stored in a completely enclosed area. Modern garages in some cities are covered and partially enclosed and offer storage rates cheaper than the completely enclosed buildings. Conference unanimously recommends cancellation of our current contracts and where cancellation clauses exist, survey other storage facilities of type not completely enclosed but which offer 24-hour, fireproof storage in an effort to see if cheaper service can be obtained. Not possible at this time to indicate exactly how much savings would be effected.

18. Supplies and Materials - No deficit was indicated in our status statement with reference to this item and the Conference felt that there should be no savings anticipated in this item at this time but that close control of purchases at the Seat of Government should continue to be exercised in connection with these items and that the expenditures for such items kept within the funds available and endeavor where possible to effect a savings through the curtailment of purchases of such that do not impair the operations of the Bureau. Keep supply inventories at lowest practical level.

19. The Committee recommended and the Conference unanimously concurred that resignations submitted by employees in the future be accepted at the earliest possible date and employees not be requested to give one week, two week, or 30 days' notice. It was pointed out that this would separate the employees from the Bureau's payroll at an earlier date and effect some savings thereon, which are not discernable at this time.

20. Instruct SACs to exercise maximum economy in ordering of Resident Agents to Headquarters City (present rule is that Resident Agents come in each 30 days) so that conferences and other necessary headquarters city work can be performed in conjunction with that visit so as to reduce travel costs. Establish Resident Agencies wherever facts indicate economies can be realized.

21. Instruct Legal Attaches and foreign liaison offices to utilize every effort to effect economy in connection with informant operations and general office operating expenses.

22. Adopt Domestic Intelligence Division proposal that two Liaison Agents of Seat of Government be transferred to the field; no monetary savings in that these Agents will be on the payroll; supervisory costs will be reduced.

23. Each Seat of Government Division review all deadlines imposed (in codes other than Applicant and Security of Government Employees inasmuch as these are specifically treated in this memorandum) and present to Executives Conference to see if deadlines can be adjusted to permit field savings in travel and communications expenses.

24. Dispense with weekly tabulation of errors in communications from the field inasmuch as rate of errors in past several months has been substantially less than 1% and this list is, in part, duplicative of Administrative Division list which shows administrative action resulting from field errors.

25. Be more selective in program of locating radio regarding fugitives; estimated cost of newspaper ads and mailing - \$1,400 each.

26. Deadlines - Bureau Cases.

a. In applicant investigation involving United Nations personnel and in security of Government employees investigations, the deadline to the field in which to complete these cases is 21 days. The Committee and the Conference unanimously recommended no change in this deadline since it involves highly sensitive and generally ticklish situations which should be rendered immediate investigative attention so that no criticism or embarrassment occurs to Bureau.

b. In applicant-type cases involving Atomic Energy and clerical applicants in the Department of Justice, the deadline is likewise 21 days within which the field must complete their investigation. In view of the restrictions being ordered in the field in items of travel and communications which tie directly with deadline investigative activities, it was recommended that the deadline be extended from 21 days to 30 days. The Investigative Division assures that the extending of the deadline will still permit the completion of the Atomic Energy applicant cases being completed within the present 45 days.

c. In Special Inquiry and Professional Departmental Applicant cases which presently are afforded an eight-day field deadline and are ordered by teletype and telephone with leads by the field office being handled in the same manner, it was recommended that we extend the deadline from 8 calendar days to 15 calendar days and use air-tels for ordering these investigations and setting out leads. It was pointed out that some of these cases because of the urgency occasioned by presidential appointment or by immediate confirmation in the Senate will require the same urgent treatment they now receive. The proposal refers to cases other than these urgent ones. It was estimated that 400 cases will be received during the balance of this fiscal year in the special inquiry category and 939 professional Departmental applicant cases. The savings in communications and travel costs will be reflected in the reductions ordered elsewhere throughout the field in these items.

d. Information just received indicates that some of the special inquiries requested by the White House need not be handled on a rush basis as far as the White House is concerned and there are informal indications that the White House would be willing to indicate which investigations should be given priority treatment and which may not be needed for as long as a month or two. This matter should be further explored with the White House so that we do not spend money on telephone and teletypes on those cases which the White House does not desire to have back immediately.

III. - Recommended action not affecting estimated savings reflected above. Some represent additional potential savings if still more drastic curtailment be required.

27. The Conference concurred in the Streamlining Committee's recommendation that the Bureau not circularize the field by SAC Letter as was done during the last economy drive in the fiscal year 1953 requesting that the Bureau be advised of the number and identity of those Agents throughout the field who contemplate resigning in the near future.

28. The Conference unanimously concurred with the Committee's recommendation that no consideration be given at this time to curtail the payment of IOP premium pay to investigative personnel for irregular or unscheduled overtime services. They likewise agreed that this is an item that should not be considered unless the Bureau is required to very drastically curtail its expenditures during this fiscal year.

29. The Conference unanimously concurred with the Committee that no steps be taken to curtail grade-to-grade promotions at this time. It was pointed out that there is included for the balance of this fiscal year an amount of approximately \$500,000 for this purpose in the Bureau's appropriation.

30. The Conference unanimously agreed with the Committee that the field not be circularized at this time in an effort to stimulate the retirement of those Agents eligible to apply for same inasmuch as such action may be misinterpreted and any savings would be negligible.

31. No change in practice of affording Sound Refresher Training at expiration of In-Service Training; 32 non scheduled this fiscal year at cost of \$910,000; if appropriations become more critical, it can then be considered to cancel such training or hold it tight.

52. Inspector's Field Training - Certified candidates of the Inspector's Field Training for the balance of the fiscal year 1955, which includes 100 District Agents will attend In-Service Training, to afford each man from 7:00 P.M. until 9:00 or 9:30 P.M., each evening in order that he will not be necessary to hold them over for three additional days which is the present practice to afford him 300 or 400, resulting in a savings of \$27.00 per man or an additional \$27,000 savings of \$2,501, and recommended no change in present practice of affording this training. Conference unanimously concurs.

53. Administrative Salaries (for non contemplated for promotion to ASAC or recently promoted) which will cost \$1,600 to be deferred until January of 1956, and be reimbursed in the light of our funds available then.

54. National Academy - The Conference concurred with the Committee that National Academy sessions which cost \$5,000 per session be continued. Also, that the policy of Training Councilors in the Dept of Government for the field for these positions at a cost of \$1500 per class be continued rather than to select men from the Washington, D. C. area for this purpose. There are two Councilors with each session of the Academy. The advantages of bringing the Councilors from the field to the Dept of Government by few outweigh the disadvantages of the cost incurred inasmuch as these Councilors live in the immediate area with the men in the area and thus are more readily available to the men for counseling and advice during their hours and expend a greater amount of cooperation among the members of the class.

55. De cancellation of Police Training Salaries which are estimated to cost \$23,100 for remainder of the fiscal year, but assumed also to involve equally economy and utilize fully National Academy graduates in instructional capacities.

56. 1955 Field Tax Inforcement Conference scheduled for remainder of fiscal year at estimated cost of \$4,500. No change recommended inasmuch as the are publicly conducted and the no Conference are in-vitably desirable.

37. Continue Administrative Firearms Training for proposed 10 Agents at cost of \$516.84. This training is given to newly proposed Agents.

38. Although it was reported that possible economy of \$25,000 of travel of Agents could be effected through appointing additional Agents to make speeches, the Conference was opposed and felt present program should be continued and that speeches should be selectively accepted.

39. No effort be made to defer Bureau payment of the costs of educating children of Agents stationed abroad; such legislation passed by the last Congress; estimated cost to Bureau \$7,500.

40. Should not purchase the 500 automobiles authorized in 1950 appropriation at an estimated cost of \$450,000; dangerous to defer such purchase.

41. Issue, as proposed, to clerical employees a statement showing the benefits of working for the FBI; printing costs \$287.50; this item will help morale and the expense is justified.

42. Continue preparation of index in Administrative Division so that personnel files of Bureau employees can be reviewed at least every five years from a security aspect; one Grade GS-9 clerk involved.

43. Continue Incentive Awards Program under which the Bureau in seven months paid out \$1,455 for 69 suggestions which resulted in annual savings of \$23,203. Yearly incentives and awards for suggestions, inventions and outstanding work performance estimated at \$52,000; a worthwhile stimulant.

44. Continue to provide Firearms Training at the Seat of Government and reject proposal that Seat of Government employees dispense with Firearms Training in lieu of a period of intense training whenever such employees are transferred to the field.

45. Continue Bureau tours as presently constituted; continue taking each tour to the Circars Range; possible savings of \$9,720 in ammunition, if firearm demonstration for tours is eliminated, is not commensurate with the value received in shooting for tourists.

46. No action now, but consider as a last resort, if more critical condition arises, whether to defer leave for employees on foreign assignment scheduled to return to the United States on ~~what this fiscal year; expenditures involved \$10,447.~~

47. To not curtail, unless more critical financial condition arises, practice of sending selected informants to meetings, conventions and gatherings of various subversive organizations; cost \$5,030 per annum.

48. Continue now but consider later, if more acute financial condition arises, whether to defer field program of consolidating indexes and files. These programs when complete in all offices (some nearly complete now) will expedite searching practices and save on purchase of file cabinets.

49. Reject proposal that five-day delinquency rule on field stenographers be extended to ten days. It was alleged by SAC, Newark that possibly one stenographer could be saved in each office where 25 stenographers are employed if delinquency rule is increased to 10 days. He was unable to provide supporting figures and Conference felt no such savings could be realized; extension of delinquency rule would be dangerous.

50. Conference considered whether the smaller field offices could be closed at midnight as was done years ago and concluded that under the regulations governing the retention of top secret data, it is not possible to close any field offices for a portion of the night.

51. The Conference considered the Bureau's policy of transfers to ascertain if any savings might be effected in this area and upon determining that only necessary transfers are being made at this time recommended no change therein. It was pointed out that at the present time only transfers from offices indicating a reduction in personnel is possible and transfers into offices where work load requires are being ordered at this time and necessary transfers incident to the Intensification Program.

52. Conference considered the suggestion to discontinue the Deserter-Fugitive program and unanimously recommended that such program continue, it being a source of more than 6,000 fugitive apprehensions annually at a cost of \$2,400,000.

53. Physical examinations are afforded investigative personnel once each year. It is recommended that the Bureau continue to afford these examinations and not endeavor to effect any savings in this item at this time, it being pointed out that there are relatively few offices where travel is necessary at this time in order to obtain such examinations and the field is continually seeking to perfect arrangements for such examinations in headquarters cities.

IV. In each of the topics listed below there was a split decision by the Executives Conference -- they do not effect estimated savings of \$1,210,182 but do represent potential additional savings:

54. Three Regional Conferences on Criminal Matters had been approved to be held in the early Fall in Chicago, New York and New Orleans, similar to the conference held in San Francisco. Two schools for specialized training in Chinese Security Matters have been approved for New York and San Francisco during September, 1955. In addition, Security Informant sessions of training in nine field offices have been approved to be held in October and November 1955; all of the above at estimated cost of \$39,760.

All of the members of the Executives Conference, except Mr. Mason, recommended that these Conferences be deferred and reconsidered on January 1, 1956. Mr. Mason recommended these Conferences be held as scheduled because they provide Agents with the mental tools necessary to effect accomplishments.

55. During the economy program of 1953, SACs were instructed to see that each employee, Agent or clerical, is carrying out his or her duties on a day-to-day basis and SACs were directed to furnish the Bureau full and complete facts as to any weak employees, along with recommendations concerning their retention in the service. Any reduction in employees would bring obvious savings. All members of the Conference, except Mason, felt it undesirable to issue such instructions to SACs because it is the responsibility already of an SAC to advise of any employees who are performing inadequately. Mason felt that SACs should be reminded of their responsibility to prune the least efficient employees as a means of elevating the level of accomplishments and also, to bring about savings.

56. All members of the Conference, except Mr. Sizoo, recommended that the Crime Records Section not devise a printed form letter to send to outsiders who have written to the Director concerning tours (approximately 10 such letters per day); Mr. Sizoo felt that savings could be obtained through use of the form letter; remainder of Conference felt this undesirable from a public relations aspect.

57. Consideration was given as to whether the Semiannual List of Delinquent Investigative Matters submitted by the field should be discontinued. It has been roughly estimated that on an annual basis it costs approximately \$40,000 to furnish such data to the Bureau and process it. At various stages such listing has been submitted monthly, quarterly or annually and is now submitted semiannually. It is a means of putting the Bureau on notice as to cases delinquent in the field and psychologically is alleged to cause field Agents to get cases out of delinquent status. Messrs. Rosen and Mason favored continuance of the Semiannual Listing of Delinquent Matters, pointing out that no field office is going to reduce personnel simply because the Bureau eliminates a list which requires clerical work on two occasions each year.

The majority of the Conference, Messrs. Nichols, Boardman, Belmont, Sizoo, Conrad, Mohr, and Tamm, recommended elimination of the Semiannual Listing of Delinquent Matters.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

Sept. 12, 1955

The Executives Conference

21724

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-19-92 BY SP-3 *ejf*

On September 12, 1955, the Executives Conference, consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Mason, McGuire and Holloman, considered a suggestion presented to the Conference by Mr. McGuire that the Statistical Section discontinue preparation of five statistical reports affecting the Investigative Division, thereby saving the full time of three Grade 4 employees at a cost of \$10,245 a year.

The specific reports are as follows:

1. ~~Atomic Energy Act Statistics~~ - total cases handled, including supplemental investigations and checks (Sample A attached). This is prepared monthly. It is not used for reimbursement purposes. Supervisors handling Atomic Energy matters prepare their own statistics. The Investigative Division recommended in view of the economy program that this statistical report now prepared monthly but prepared every ninety days. The entire Conference recommended the report be discontinued completely. *OK H.*

2. ~~United National (internationally recruited) statistics~~ (those United Nations cases handled by the Employees Security Section) prepared weekly (Sample B attached) and the ~~United Nations (locally recruited) statistics~~ (Sample C attached) also prepared weekly, can be dispensed with at this time according to the Investigative Division. The entire Conference concurred in eliminating this statistical report. *OK H.*

3. The statistical report ~~Employees Security Statistics~~ - prepared bi-monthly showing the lapse of time in each case between date of receipt and date of transmittal to the Civil Service Commission (sample D attached), and the ~~Selective Service Act, 1948, statistical report~~ prepared monthly (Sample E attached) were both recommended by the Investigative Division for discontinuation.

The entire Conference was in agreement and recommended the three employees saved in the Statistical Section of the Records and Communications Division be transferred to the Records Section of the Records and Communications Division.

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

Enclosures

Inspection and Training Division

Mr. Nease
16 1955

RECORDED - 22
INDEXED - 27
OK H.
66-2554-12353
SEP 14 1955

MR. TOLSON

9/14/55

EXECUTIVES CONFERENCE

DEFENSIVE TACTICS TRAINING
FOR BUREAU SUPERVISORS

306,696 & 323,013
ALL INFORMATION CONTAINED
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DATE 2-14-02 BY SP-5 cld/ly

Present at the Executives Conference on 9/14/55,
were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Hennrich,
Rosen, McGuire, Belmont and Mason.

The Conference unanimously opposed a proposal that
an annual course of 10 hours of Defensive Tactics training be
afforded each Bureau Supervisor at the Seat of Government.
Under the proposal each Supervisor would have been given two
one-hour periods of Defensive Tactics training per week for
a total of five weeks or a net of 10 hours of instruction.

The instruction would have been given in classes of
20 Supervisors at a time and 8 classes would have been in
existence simultaneously.

The benefits of the instruction would have been
improvement of general health and physical fitness for Seat of
Government Supervisors; better background training in Defensive
Tactics for Supervisors who may be transferred to the field
later. The disadvantage would consist primarily of taking a
Supervisor away from his work for a period of approximately
10 hours each year.

In view of the rejection of this proposal by the
Executives Conference, no further action is contemplated.

RECOMMENDATION:

No further action, in view of rejection of this
proposal by the Executives Conference.

RECORDED - 7

66-2554-12354

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont cc-Training and Inspection Division
- Harbo _____ Mr. Nease
- Mohr _____ Mr. G. G. Gearty
- Parsons _____ Mr. H. A. Meyers
- Rosen _____
- Tamm _____
- Sizoo _____ EDM:DLG
- Winterrowd (7)
- Tele. Room _____
- Holloman _____
- Gandy _____

INDEXED - 7

21 SEP 15 1955

EX-107

59 SEP 16 1955

Mr. Tolson ✓

9/14/55

Executives Conference

306,696 & 323,013
ALL INFORMATION CONTAINED
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DATE 2-14-92 BY SP-5 *ewj/def*

RECORDING OF FIELD INDICES CHECKS

In a recent situation in the Detroit Office an Agent conducted a physical surveillance, noted that a contact had been made and requested an indices search by phone as soon as time permitted; he received a negative report concerning the indices check. Upon returning to the field office, he telephonically requested an additional indices check and received a negative report. Actually, a negative report should not have been given because there was a file on the subject. This came to light after the second file on the same subject had been opened. The identity of the clerk or clerks making the erroneous searches was not discovered, there being no record of those searches.

The question is raised as to whether a rule should be established so that responsibility can be fixed for indices checks where the results are given orally. No problem exists concerning fixing responsibility of indices checks where names are mentioned in documents because a block stamp provides the place for the initials of the searching employee.

ASAC W. G. Simon of New York explored this problem and he recommends that a rule be enunciated that the results of indices checks rendered orally be confirmed through the written submission of an indices search slip. Mason agrees. It is felt that this is the easiest way to fix responsibility without any measurable increase in work. Under this rule the search slip would always be filed; otherwise, there would be no record of the search and the situation would be no different from that discovered in this case.

Mr. Warkart, Records Section, says in so far as SOG is concerned he prefers a system under which Special Agent requesting a search records the results of the search in his next pertinent communication. He points out, however, that in order to fix responsibility, it will be necessary for the dictating agent to include exact name which he gave to the Records Section and all instructions including limitations

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

Messrs. R. T. Harbo
G. A. Nease

RECORDED - 82
INDEXED - 82

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21 SEP 15 1955

59 SEP 16 1955

EX-107

hcc
DJD:hcc

Executives Conference memorandum for Mr. Tolson

on the search, if any. An agent calling for a search of a name "John J. Doe" should later dictate something like the following: "Bureau files show no record on John J. Doe, searched by Miss Sally Smith, extension 611, 'on the nose' and limited to the State of Utah, on August 22, 1955." If the agent dictates simply "Bureau files show no record on John J. Doe, according to search made by Miss Sally Smith, extension 611, August 22, 1955," Miss Smith may later be charged with responsibility for an error which she did not make.

Mr. Warkart points out that to require search slips in answer to all requests at the Seat of Government would entail a big increase in work of the Records Section. Telephonic requests to Records for searches of all types have been running from 7,000 to 8,000 per month. This includes such requests as "Do we have a main file on John Doe?"; "Do we have a security file on John Doe?"; "Do we have a report from Houston on John Doe?"; and other such requests in addition to general file searches. Mr. Warkart estimates that in about 25% of these telephonic requests the supervisor also asks for a search slip; in the other 75% of the cases he assumes the responsibility for the decision that a search slip is not needed.

ASAC Fletcher, Washington Field Office, stated that in so far as field operations are concerned, he feels the system under which the agent dictates the results of the search in his next memorandum or report is preferable.

The Executives Conference may also wish to consider the possibility of making no change except to issue instructions to all Bureau Officials and Supervisors and Special Agents, both at the Seat of Government and in the field, that the responsibility for each search is on the Agent--he may instruct the clerk to send him a search slip and place that search slip on record or, if he deems this action unnecessary, he may tell the clerk that a search slip is not necessary. This system gives the agent his perfect opportunity to get the confirming search slip when it is needed but at the same time does not require the work and expense of preparing it when it is unnecessary. This system would also save the dictation required under one of the possible solutions mentioned above.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 9/14/55

Present at the Executives Conference on 9/14/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Hennrich, Rosen, McGuire, Belmont and Mason.

(continued on following page)

Executives Conference
Memorandum to Mr. Tolson

9/14/55

The Conference unanimously recommended no change in the present procedures; expressed the view that any new procedure devised for requiring written confirmation of indices checks would result in tremendous additional paper work; such additional paper work not warranted in view of the very limited difficulty experienced with the present procedures.

Mr. Tolson

Sept. 12, 1955

The Executives Conference

306,684 & 323,03
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5 cly/ky

CW
Messenger Unit

The Executives Conference on September 12, 1955, consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Mason, McGuire and Holloman, considered the following economy suggestions submitted by the Records Section of the Records and Communications Division.

X MOST
1. The suggestion was made that all messenger runs except the Director's run and the signature mail run be placed on thirty-minute schedules, thereby saving the services of two employees in the Records Section at an annual savings of \$5920.00. At the present time, the Director's run is handled every ten minutes and the signature mail run and the Accounting and Fraud run, every fifteen minutes. At the present time, the Laboratory run, Espionage run, Security run, Security of Government Employees run, Liaison run, Records Section No. 1 run and Records Section No. 2 run are handled every twenty minutes. Messenger runs through the Applicant Section, Training and Inspection Division and the Teletype run are presently handled every thirty minutes. Mr. McGuire pointed out that Mr. Nichols felt the suggestion involved a risk and that disadvantages included the fact that material which should be expedited would not reach Assistant Directors' offices as rapidly as it now does, and that when expeditious service was essential, additional messenger service would be required or higher grade clerical employees would be utilized to perform messenger work.

The Conference was unanimous in its recommendation that a ninety-day trial be conducted and that all messenger runs, except the Director's run and signature mail run, be placed on a thirty-minute schedule, and that the Records and Communications Division, at the end of the ninety-day period, evaluate the results and re-submit its suggestion.

It was also pointed out to the Conference that in the event the Director's run and the signature mail run were also reduced to thirty-minute schedules, an additional two employees could be saved. The Conference unanimously recommended against any change in the Director's run or the signature mail run.

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

cc: Training and Inspection Division
Mr. Nease

JM:arm
SEP 20 1955

RECORDED - 40
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66-2554-19356

Place all runs on
a 30 min. schedule
for a trial
H.

Mr. Tolson from The Executives Conference

2. The suggestion was made that salary changes and test grades be posted in personnel files in ink at the file cabinets in the Personnel Records Unit. Mr. McGuire pointed out that the suggestion had the advantage of eliminating charging files out and then re-filing them and that two employees are now required to handle this work. If the suggestion were adopted, one GS-2 employee could handle this function, thereby saving the annual salary of one GS-2 employee, \$2960.00 per annum. A disadvantage would be that the posting on the cover sheet might not be as legible if written in ink as it would be if typed; however, the new cover sheet has adequate space for legible, panned figures.

The Conference was unanimous in recommending the suggestion be adopted.

3. The suggestion was made that the Records Section discontinue filing fanfolds on all new employees which read, "Excepted indefinite appointment." This fanfold indicates that the employee is excepted from usual Civil Service status and requirements. Mr. McGuire pointed out there would be some savings in processing, filing and space, but it was impossible to determine these items definitely. It was also pointed out that this is an official form and must be made part of the file.

The Conference was unanimous in recommending that the suggestion not be adopted.

4. The suggestion was made that personnel in the Personnel Records Unit bring the files up to date only on specific requests to do so when the personnel file is called. Mr. McGuire pointed out at the present time only four or five requests a day specified that it is not necessary to look a file up to date. Ninety per cent of personnel files are ^{looked} up to date at the time they are taken from the cabinets and unless the requestor advises it is not necessary to look file up to date, this is automatically done. Eighteen hours of employee time is required daily to look files up to date. Adoption of this suggestion would save the full time of one GS-3 employee at \$3175.00 per annum saving. As a disadvantage, the employee requesting personnel files will be required to advise if they desire the file looked up to date. It should be noted that this is the present procedure in requesting investigative files. The conference was advised that Mr. Nichols opposed the suggestion, and it was, in turn, recommended that all Supervisors be advised when requesting personnel files to specifically state whether they desire the file looked up to date.

Mr. Tolson from The Executives Conference:

The Conference unanimously recommended adoption of the suggestion and notice be made to all Supervisors concerning the manner of making requests of the Personnel Records Unit.

OK
H.

✓

THE DIRECTOR

August 25, 1955

THE EXECUTIVES' CONFERENCE

cc Mr. Boardman
Mr. Belmont
Mr. Roach

WAR PLANS - RELOCATION SITE

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY [signature]~~

The Executives' Conference consisting of Messrs. Parsons, Trotter for Tamm, Sizoo, Boardman, Harbo, McGuire for Nichols, Rosen, and Belmont on August 23, 1955, considered the present status of our search for a relocation site.

Shepherd College, Shepherdstown, West Virginia
Relocation Site

~~FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE~~

Inspector Keay made a survey of Shepherd College, Shepherdstown, West Virginia. His findings are attached. The net results are that Shepherd College could serve as a relocation site for the Bureau and the Department. Arrangements can be made to rent, at \$400.00 a month, an estate adjoining the college consisting of over 10 acres with a modern, 12-room, 5 1/2 bath house. This would take care of the communications center, storage, office for security patrol personnel, microwave radio station and part of the CW station. Additional land would be needed in connection with the radio station. President of college advised that for relocation test while school is operating at least two buildings could be made available which would give ample office space. If test held other than during holiday period, participants would have to be housed outside of the college. During real emergency, 350 people could be housed at the college; personnel beyond 350 would be housed in surrounding towns.

Estimated initial cost to set up relocation site in Shepherdstown, \$189,040.00. Annual recurring costs estimated at \$52,760.50.

Shepherdstown site well located geographically. Shepherd College site has drawbacks inherent in any site not completely controlled in advance by Bureau, such as -

- (1) Inability to physically arrange the space, communications, etc. completely in advance so that site can be put into full operation at moment's notice.

- Tolson _____
- Boardman _____
- Nichols (2) _____
- Belmont _____
- Harbo _____
- Mohr _____
- Pargson _____
- Rosen _____
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- Winterrowd _____
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- Holloman _____
- Gandy _____

(2) Initial and annual cost for which no return is received other than the protection of having a site available.

~~SECRET~~

SENT DIRECTOR

8-27-55

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SEP 21 1955

Classified by [signature]

Declassify on: OADR

Declassify on: OADR

57 SEP 22 1955

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~~SECRET~~

- (3) Other Government agencies, including the White House, are still crystallizing their relocation plans. We may find that we would have to shift our relocation site when other agency plans are formed with the loss of the heavy investment we would have made in establishing this site. (S)

Despite the above drawbacks, Shepherd College meets the requirements for a relocation site and the above drawbacks are inherent in any relocation site and particularly in any site which is not part of a going Bureau operation. (S)

Alternate Suggestion

The basic needs of the Bureau require a properly located relocation site where we can, in advance, set up our communications; store all the equipment and supplies for immediate use; safely store our essential records necessary for our operations in an emergency; and space into which we can expand immediately inasmuch as it will be set up in advance to permit immediate operations without drastic changes in physical arrangements, partitions, communications and so forth. Only under such conditions can we, in advance, set up exactly what we want to insure smooth and immediate operations in an emergency.

(S) [At Quantico, immediately adjoining our new firing ranges, the Marine Corps is holding in reserve a 50 acre plot of land for FBI expansion. It is proposed we explore the possibility of erecting a new building on this 50 acre tract which will serve as our FBI Academy for training purposes, but which will be built on a scale sufficient to serve as a relocation site for the Department and the Bureau.] There are certain very obvious advantages to this proposal:

- (1) We would have a going concern completely under our control where we could set up our space in accordance with our needs in advance.
- (2) We would have manpower at the relocation site at all times available for security purposes and to keep the site in first class condition for immediate operation.

~~SECRET~~

Executives' Conference - The Director

~~SECRET~~

- (3) From a security standpoint, we would be on a military reservation which is desirable. Also our own personnel engaged in training work would provide security. (S)
- (4) The cost of the site would be far less than if we built somewhere else. The Marine Corps has indicated that if at any time we gave up our present Academy building, they would be interested in it. This presents the possibility that we could make a deal to get credit for the value of this building to be applied against the proposed new building. Communications facilities can be readily installed utilizing existing facilities and the assistance of the Marine Corps. It would be unnecessary to move our microwave station. As indicative of savings, we recently requested the Marines to install a telephone cable at an estimated cost of \$4,000. We were billed for a little over \$2,600 and were not charged for labor. (S)
- (5) As a new building in Quantico would be continuously used for essential work of the Bureau, namely, training we could not be charged with spending funds for which no return is received, as might be the case in setting up a separate relocation site. (S)

It is realized that the Attorney General has indicated in the past that the Quantico location may not be desirable for a relocation site. However, there have been a considerable number of shifts in the relocation picture. There are several proposed alternate sites for the President well down in Virginia and the proposed site for Congress is over 200 miles southwest of Washington, D. C. Other agencies have not completely crystalized their plans. By having a relocation site which is part of a going Bureau operation, we reduce the possibility that we will sink a lot of money into a temporary relocation site and be required to shift our position later. (S)

A rough estimate has been made on the cost of a new building. Based on a relocation site for 500 persons, expandable on a two-shift basis to 750, a building two and one-half times the size of the present Academy would run 100,000 sq. ft. A preliminary check with the construction engineer at Quantico indicates a cost (S)

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Holloman _____
Gandy _____

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\$16.00 to \$20.00 per sq. ft. with \$20.00 more likely. Cost of the building on this basis would be \$2,000,000. It is not proposed that any attempt be made to secure these funds now, but rather in the future. Meanwhile, the present Academy would serve as the relocation site. (S)

Present FBI Academy (S)

Utilizing all bedrooms as office space, the present FBI Academy would accommodate a maximum of 313 persons. However, this would be cramped working space as there would be seven persons allotted to each bedroom. Under these conditions, the bedrooms on the second and third floors would not be available for sleeping quarters, therefore, personnel would have to sleep at motels, etc. in the area. To the extent that shifts of personnel were utilized (the Bureau would, of course, have to use night shifts) more people would be accommodated in this working space. Bearing in mind that in a joint relocation site space would be allotted to the Department, it is not believed that the maximum of 313 persons in any one shift could be practically accommodated. (S)

In a relocation test, the FBI would utilize 73 persons (eliminating rotation), the Department would use 60 persons and INS 16 persons, for a total of 149. These could be accommodated. (S)

In a real emergency, the Bureau contemplates 173 persons in the first wave and a supplemental wave of 187, if necessary, for a total of 360. The Department has a figure of 307 persons, however, Teagley states this will be cut down, probably drastically. If the present building is considered as a permanent site, the Department's figure will have to be drastically reduced and the Bureau will probably have to reduce its anticipated personnel in the second wave. We are examining this. (S)

RECOMMENDATIONS:

Messrs. Parsons, Trotter, Sizoo, Boardman, Harbo, McGuire and Belmont recommended that we explore the possibility of planning for a new building along the lines suggested above - pending a decision as to whether such a new building is feasible, [the current FBI Academy to be utilized as a relocation site.] (S)

~~SECRET~~

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Executives' Conference - The Director

Mr. Mohr felt that in the absence of funds and the probability of securing funds for a new building, the Bureau could use the present FBI Academy as a joint relocation site for the Bureau and the Department.] ~~(S)~~

Mr. Rosen recommended that we keep our present arrangements at the FBI Academy, but that we activate the relocation site at Shepherdstown. If this recommendation is followed, the first step will be to have a Departmental representative go to Shepherd College for the Department's appraisal as to whether it will meet the needs of the Department. ~~(S)~~

Dependant on the Director's desires, we will proceed.

Respectfully,
For the Conference

Clyde Tolson

~~(S)~~

Office Memorandum • UNITED STATES GOVERNMENT

160-56

TO : Mr. Gearty

DATE: 8/29/55

Tolson _____
 Boardman _____
 Nichols _____
 Belmont PH
 Harbo b6
 Mohr _____
 Parsons b7C
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

FROM :

[Redacted]

SUBJECT: SUGGESTION FOR CONSERVING TYPEWRITER ERASERS

I should like to suggest a solution for the problem of disappearing typewriter erasers. Because it is necessary and desirable to keep a typewriter eraser at each typewriter, and because erasers, like other small objects, are frequently carried off, I found it necessary at one time frequently to replace the circular typewriter eraser which was kept at each typewriter in the stenographic classroom. There was a 25% to 50% loss each week. This situation has not existed for some years since I have been tying the erasers to the frame of the typewriter with a stout cord.

See the attached eraser and cord, and notice the method of fastening the eraser to the cord with a double knot through center, so that the cord does not interfere with erasing or with using the eraser down to its final scrub. It is important to make the cord the proper length so that when it is tied to the lower corner of the frame of the machine (with three knots to discourage untying), and the eraser dangles at its full length, the eraser will clear the floor and thereby prevent soiling the eraser. The cord must, however, be long enough to permit erasing at either side of the carriage when the carriage is moved to its farthest extent in either direction. A cord approximately three feet long is the correct length.

I have been using this method of conserving erasers in the steno classroom for several years and find it 100% effective. I believe this method of conserving typewriter erasers would work equally well in the various typing pools about the Bureau. The saving to the Bureau would be 25% to 50% of the present cost of circular typewriter erasers. There is the added advantage to the typist of saving the time spent in looking for misplaced erasers.

303 013 v 306, 696
 2-14-92 9-56-69

SEE ADDENDUM PAGE 2.

Enclosures (2) ENCL.

KMM/r1c (5)

7 SEP 23 1955

RECEIVED CH. CLK. OFF.
 U.S. DEPT. OF JUSTICE
 B. I.

2-11

Memorandum from to Mr. Gearty

ADDENDUM: 9/8/55 hcc *Lee*

b6
b7c

Training and Inspection Division recommends unfavorably. Any savings which would accrue from adoption of this suggestion would be eaten up in employee time required to fasten cords on the typewriter erasers.

RECOMMENDATION:

1. That the suggestion not be adopted.
2. That the enclosed letter of acknowledgement be sent to Miss

EXECUTIVES' CONFERENCE CONSIDERATION: EDM:DMG 9/13/55

Present at the Executives Conference on 9/12/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, McGuire, Holloman and Mason.

The Conference unanimously felt that the suggestion should not be adopted; that it is doubtful that there would be any savings because the time spent in tying erasers to typewriters would cost about as much as any eraser which might be misplaced. The Conference felt that this type of procedure should be left to the individual discretion of each employee. No further action needed.

If approved, there is attached an appropriate letter to the suggesting employee.

M

W. J. ...

Mr. Tolson

8/31/55

The Executives Conference

OAKLAND TRUCK SALES, INC.
vs. UNITED STATES
COURT OF CLAIMS NO. 138-53
COURT OF CLAIMS

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5C/df

The question of the Bureau's taking credit for a savings to the Government in the amount of \$1,590,299 was presented to the Executives Conference on August 31, 1955, with the recommendation from the Investigative Division that the amount be claimed. The Conference, consisting of Messrs. Boardman, Mohr, Trotter, Conrad, Nease, Belmont, Harbo, Holloman and Winterrowd, unanimously recommends that the amount be claimed as a saving to the Federal Government.

By way of background, the Conference was advised plaintiff filed a suit in the Court of Claims in the amount of \$1,590,299. Basis for the suit was that equipment originally purchased by Oakland Truck Sales as Army surplus was recaptured by the Government at the outbreak of the Korean War. The plaintiff in his claim has placed an extremely high valuation on the items reclaimed by the Government.

At the Department's request, investigation was conducted in 1954 by 15 different Bureau offices in an effort to determine what true valuation should have been placed on the reclaimed property. In addition, investigation was conducted by the Bureau's Legal Attache in London. Approximately 33 investigative days were consumed in the investigation and approximately 27 persons throughout the country were interviewed representing companies or purchasing firms experienced in surplus sales.

The Court of Claims decided the matter on the basis of argument as to legal points and no testimony of witnesses was taken. The Conference was advised, however, that had this matter gone to trial, the Bureau would have been requested by the Claims Division to conduct additional investigation to determine whether there was any fraud and also to reconcile the schedules of claims submitted with the general amounts as set forth in estimates of the persons interviewed.

cc - Mr. Nease
Mr. Harbo

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

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INDEXED - 43

SEP 22 1955

4 SEP 22 1955

(7)

[Handwritten signature]

66-2554-12356
[Handwritten initials]

Memorandum for Mr. Tolson

The Conference was further advised that while the decision of the Court of Claims was in favor of the Government, the claimant or petitioner was not precluded from filing another claim in this matter. In this regard, however, it was additionally pointed out that in many of our investigations involving Court of Claims matters, although the decision is in favor of the Government, the claimants are not precluded from bringing additional action.

RECOMMENDATION

It is recommended that the savings of \$1,590,299 be claimed as a savings effectuated by FBI investigation.

MR. TOLSON

9/14/55

EXECUTIVES CONFERENCE

DEFENSIVE TACTICS TRAINING
FOR NEW AGENTS' CLASSES

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5CJ/DCG

Present at the Executives Conference on 9/14/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Henrich, Rosen, McGuire, Belmont and Mason.

The Conference unanimously recommends that an additional six hours of Defensive Tactics training be given New Agents' Training Classes near the end of their course. This will supplement the 19 hours of Defensive Tactics training given at Quantico during the initial weeks of New Agents' Training.

The six hours for training will be obtained by reducing from 24 to 22 hours each a practical case on Bank Robbery and a practical case involving identification of a Security subject contact; by cutting the Bureau Applicant investigative problem from 5 to 4 hours and by reducing instruction on the preparation of teletypes from 5 hours to 4 hours.

The Conference unanimously recommends this adjustment commence with New Agents Classes #1 and #2 now in session; the instruction commence with the 13th week of training and go through the remainder of the course.

RECOMMENDATION:

1. This adjustment commence with New Agents Classes #1 and #2 now in session.

2. The instruction commence with the 13th week of training and go through the remainder of the course.

RECORDED - 43

INDEXED - 43

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont cc-Training and Inspection Division
- Harbo _____ Mr. Nease
- Mohr _____ Mr. G. C. Gearty
- Parsons _____ Mr. H. A. Meyers
- Rosen _____
- Tamm _____ Mr. _____
- Sizoo _____
- Winterrowd EDM: DMG
- Tele. Room (8)
- Holloman _____
- Gandy _____

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EX-121

Mr. Tolson

Aug. 5, 1955

The Executive Conference

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 C/DEY

DESTRUCTION OF EVIDENCE

On August 5, 1955, the Conference, consisting of Messrs. Mohr, Tamm, Sizoo, Belmont, Boardman, Rosen, Harbo, Nichols and Parsons, considered the destruction of evidence by the Laboratory.

The question arose as a result of inquiry by an investigator of the Defender Committee on Juvenile Delinquency as to whether the Bureau could furnish testimony in a possible perjury case on an obscene matter dealer, [redacted] Shoner testified that he had not dealt in obscene matter since 1947, and did not know [redacted] In 1953, an obscene film was recovered from [redacted] by the Connecticut State Police. This film was turned over to our New Haven Division by the Connecticut State's Attorney who did not desire its return and advised that it might be destroyed if it was of no value to the Bureau. Laboratory examination of this film disclosed that it was a very common one which had been reproduced to the extent that it was not possible to determine its source. The film was thereafter destroyed.

As a general rule evidence is not destroyed by the Laboratory but is returned to the field after examination. There are two exceptions to this policy, namely, firearms and obscene material. These two types of evidence are disposed of by the Laboratory in view of the obvious need for controlling their disposition and to avoid the embarrassment they would result if evidence of this nature was later again recovered and found to have been at one time in the Bureau's possession. Firearms are disposed of by the Laboratory only after the field obtains (1) a court order or (2) a signed waiver from the owner. Military weapons are returned to the military and non-military weapons are disposed of by turning them over to the Naval Gun Factory for melting up.

Very little obscene material is received directly from local law enforcement agencies and is returned to those agencies if requested. If its return is not desired by the local agency, it will be destroyed upon specific authorization from that agency. Obscene material received from Bureau field divisions is returned to the field if needed for

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

1- Mr. Harbo
Mr. Sizoo
JRP/mek
63 SEP 26 1955

EX-113 RECORDED - 39
INDEXED - 39

66-2554-12360

SEP 22 1955

Memorandum to Mr. Tolson

4. Extortion cases involving racial situations

At the present time there is a 10-day deadline for the submission of an initial closing report in such cases.

5. Selective Service cases

a. Conscientious Objectors

30 days

b. Re-employment cases

30 days

c. Violations involving Selective Service personnel

30 days

6. Federal Tort Claims Act

A deadline of two weeks is set for the initial report.

7. Labor-Management Relations Act of 1947

30 days

8. Fraud Against the Government, Bribery, Federal Housing Administration Matters

Deadlines are set in these investigations depending upon the facts and circumstances of each case, the importance of the case, public interest in the case, etc. The deadline imposed in these cases is necessarily predicated upon the facts and circumstances surrounding each case.

9. Court and administrative inquiries

Deadlines are set in individual cases based upon the facts in the case. These cases deal with such matters as irregularities in office, jury tampering, obstruction of justice, intimidation of witnesses, perjury, and subornation of perjury.

Secretary's Conference Report to Mr. Tolson C/S/S
for Description of Evidence

The above material is referred in the reference file and if it is not identified in the file, a special agent should be further assignments is required in that collection. If it is identified in the file, the laboratory report will reflect the results of the comparison and therefore, the same information is available at any future point and after the material is destroyed. In the absence of specific authorization from the field, the above material is retained and a sticker is set up to follow the file until such authority is received.

On the basis of these summaries, approximately eight logical areas of cabinet drawers of above material are destroyed in a loan and to return all such material could actually create both a space problem and a problem of protecting this material from getting out of our possession.

In view of the fact that the policy and practice stated above have been followed for more than ten years and there has been no incident in which material has been destroyed and the report could not justify for any future consideration, the Conference unanimously recommends that the above policy and practice be continued.

OK
G. V. 1/57
J. W.

Mr. Tolson

September 20,
1955

The Executives Conference

INVESTIGATIVE DEADLINES

306,696 a 823,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5/def

The Conference considered the deadlines presently utilized with regard to investigations supervised in the Investigative Division other than applicant-type and Security of Government Employees and Loyalty of Employees of the United Nations cases, which have been previously surveyed. This survey is in conformance with the provisions of SAC Letter 55-55, 8-29-55, Section B (which states the supervisory staff at the Seat of Government has been instructed to review all deadlines and to consider if additional cases presently being handled on a deadline basis can be adjusted to permit savings in the field).

It was unanimously recommended by the Conference that all deadlines be continued in accordance with present procedures inasmuch as no savings could be effected in connection with the economy program by changing any of the deadlines contained herein, the following being in attendance at the Conference: Mr. Mohr, Mr. Tamm, Mr. Parsons, Mr. Nease, Mr. Belmont, Mr. Mason, Mr. Hennrich, Mr. Holloman, and Mr. Rosen. The deadlines are as follows:

1. Fugitive investigations

At the present time there is a 30-day deadline on the covering of leads in fugitive cases.

2. Bank Robbery

There is a 30-day deadline for the submission of the initial report in bank robbery cases.

3. Civil Rights investigations

At the present time there is a deadline of 10 days in which to submit an initial closing report showing the results of preliminary investigation conducted.

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

cc: Training and Inspection Division
Mr. Nease

AR: jh
63 SEP 23 1955 RECORDED - 33
INDEXED - 33

66-2554-12361
NO SEP 22 1955

Mr. Tolson

9/21/55

Executives Conference

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SUGGESTION NUMBER 199-56

Made By
Charlotte Office

306,694 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5 cjd/ey

SUGGESTION: That the ~~preparation~~ ^{of} lead cards be dis-
continued.

PRESENT PROCEDURE: ~~Lead cards~~ ^{are} made up in duplicate
when assigning a lead to an Agent.
One goes with the serial to the Agent and one is filed behind the
Agent's name. Applicant matters are excluded and no lead cards
are prepared for leads on this type case.

OBSERVATIONS: SAC Kelly, New York, recommends unfavorably.
Lead cards assist supervisors in following
work load of Agents, furnish a partial basis in determining
the monthly production of Resident Agents and are invaluable
to Agents in following their own cases and in preventing
delinquency of leads assigned to them. The lead card is
essential in an office the size of New York as a ready
reference to supervisors as to the identity of the Agents
handling leads in particular cases. Supervisors cannot tell
to whom leads are assigned in Resident Agencies by charge-out
slips.

SAC Soucy, Albany, recommends unfavorably. The
amount of work assigned to an Agent at any given time can be
obtained from lead cards. Lead cards serve as a tickler to the
Agents to whom the leads are assigned and aids them in following
their cases.

SAC McCabe, Philadelphia, recommends unfavorably.
Lead cards definitely assist in determining the work load of
Agents. Clerical time saved by adoption of this suggestion
would be negligible.

SAC Hostetter, Chicago, recommends favorably except
in major and involved cases. Experience gained in handling
applicant cases without lead cards demonstrates that these
devices are not essential.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
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- Holloman _____
- Gandy _____

(5) 59 SEP 26 1955

EX-122

RECORDED - 22 66 - 2554 - 12362
INDEXED - 22
29 SEP 23 1955

ADP

Executives Conference memo for Mr. Tolson

SAC Gale, Richmond, recommends favorably. Adoption of suggestion would save considerable amount of clerical time and cost of lead cards. The only disadvantage seen is that supervisors would not know how many leads were assigned to an Agent at a given time. It is believed advantages of this suggestion far outweigh the one disadvantage.

Training and Inspection recommends unfavorably. It is stated in the suggestion that adoption would result in "but a very small saving for an office the size of Charlotte," and SAC McCabe, Philadelphia, says the clerical time saved would be negligible. Balanced against this is the immediate value of lead cards in assisting supervisors in keeping the workload of Agents equalized and to follow Agents handling of those cases. The savings to be had by eliminating lead cards are too small to justify any handicap on efficient and effective office administration.

RECOMMENDATION: That the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:ATP 9/21/55

On 9/21/55 the Executives Conference consisting of Messrs. Belmont, Parsons, Mohr, Rosen, Holloman, Gearty, McGuire, Tamm, and Hennrich were unanimously of the opinion that the present procedure of preparing lead cards for the Agents served a useful purpose and should be continued.

September 12, 1955

**PROPOSED CHANGES IN
MANUAL OF RULES AND REGULATIONS**

Section 4, Subsection 5, paragraph h, page 18 of
the Manual of Rules and Regulations should be amended as follows:

- h. Coded teletypes
Teletypes shall be encoded when necessary. The
signature and address should not be coded in a
coded teletype.

306,696 a 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-19-92 BY SP5 k/dq

ORIGINAL FILED IN 100-639-

100-3557
NOT RECORDED
178 SEP 23 1955

SEP 26 1955

Changes in Manual of Official Records

gm

Mr. Tolson

Sept. 20, 1955

The Executives Conference

306,696 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 C/dep

On September 15, the Conference consisting of Messrs. Tolson, Boardman, Henrich, Parsons, McGuire, Rosen, Mohr, Nease, Quinn Tamm and Mason considered a problem arising out of those few cases occurring in the Bureau where, because of various reasons, the Bureau's facilities with regard to Laboratory examinations are denied to a law enforcement agency.

It was the suggestion of Mr. Tamm that when such a decision is made that, in addition, the facilities of the Single Fingerprint Section of the Identification Division also be restricted. We have not in the past been consistent in this regard and in some cases Identification Division facilities including Single Fingerprint Section have been made available to law enforcement agencies where the Laboratory facilities have been denied.

The Conference was unanimously in favor of doing this in the future.

- 1 - Mr. Nease
- 1 - Mr. Mason

QT:VH
(5)

OK ✓ FILE OK N

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

RECORDED - 87
INDEXED - 87
66-2507-12312
12363
SEP 23 1955

68 SEP 27 1955

MR. TOLSON

9/13/55

EXECUTIVES CONFERENCE

306,696 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5 C/PCG

SUGGESTION #163-56

MADE BY [REDACTED]

RECORDS AND COMMUNICATIONS DIVISION

SYNOPSIS

b6
b7c

[REDACTED] Records and Communications Division suggested that in the interests of economy a letter of acknowledgment of a suggestion by a Bureau employee be held in abeyance until a decision has been made as to whether the suggestion will be adopted. Employee felt that at the present time two letters are sent: (1) acknowledging receipt of the suggestion; (2) notifying of adoption or nonadoption of the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference on 9/12/55 were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, McGuire, Holloman and Mason.

Conference unanimously recommended no change in present procedure of immediately acknowledging receipt of a suggestion. The Conference was advised that suggesting employee is apparently not aware that the Bureau does not advise employees if suggestions have been turned down. Subsequent to the first letter which acknowledges receipt of a suggestion, a second letter is sent only if the suggestion has been adopted and that second letter appropriately commends the employee and/or advises of any additional recognition such as a cash award.

This practice has been inspected and approved by the Civil Service Commission. It consists of maximum streamlining of paper work and includes the beneficial factor of immediately expressing appreciation to an employee for a suggestion offered.

Conference recommends no change.

cc - Mr. C. A. Nease
cc - Training and Inspection Division

- Tolson _____
- Boardman _____
- Nichols EDH:DMC
- Belmont (5)
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

RECORDED - 86

66-2554-12364

INDEXED - 86

7 SEP 26 1955

SEP 30 1955

EX - 113

9/13/55

Mr. Tolson

Personnel

Executives Conference

206,696 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-14-92 BY SP-5 C/ky

SUGGESTION NUMBER 163-56

Made By [redacted]

Records and Communications Division

SUGGESTION: ^{DETAILS} In the interest of economy, the ~~letter of~~ ^{acknowledgment of a suggestion} made by a Bureau employee, prior to decision as to whether or not the suggestion will be adopted, be held in abeyance pending decision.

Two letters are sent:

- 1) Acknowledgment of receipt of the suggestion and expression of appreciation.
- 2) Notification of adoption or non-adoption with repetition of expression of appreciation.

The one letter would contain the "whole story," as it were. It would involve only one call for file and dictation on the part of the supervisor in charge, one typing time, one setup of stationery. It would require only one review and initialing on the part of supervisory officials. It would decrease the bulk of mail passing through official channels as well as lessen postage on mail being sent to Field Offices. It would lessen work of classifying, routing, and filing units. Considering the number of such letters written (It has been determined that approximately 1,355 suggestions were submitted during the fiscal year 1955.), the over-all economy in time, effort, required attention, and monetary cost should accrue to the Bureau's advantage.

There may be a little delay in receipt of acknowledgment on part of the employee, which any Bureau employee should understand. This would be offset by receipt of the "whole story."

son
rdman
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mont
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sons
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owd
oon
man

cc - Messrs. R. T. Harbo

G. A. Nease

RECORDED - 22 66-2554-12365

INDEXED - 22 SEP 26 1955

DJD:jla:hcc

(5) 59 SEP 30 1955

66 OCT 14 1955

Executives Conference memo for Mr. Tolson

OBSERVATIONS: Inspector McGuire agreed with the suggestion.

Training and Inspection points out that present procedure is somewhat different from that described above by the suggester. Our procedure is to immediately acknowledge, by letter from the Director, all suggestions received as a part of the suggestion program. The letter of acknowledgment states that the suggester will be promptly advised in the event his suggestion is adopted. In the event the suggestion is not adopted, no letter is sent. This procedure was considered by the Executives Conference on April 6, 1955, and unanimously approved on the ground that the confidential nature of much of the Bureau's work and the suggestions made concerning it preclude a formal explanation of why the suggestion was not adopted. We should have a uniform rule that in no case is a second letter to be written for the specific purpose of telling the suggester that his suggestion has not been adopted. The only variation of this rule is for the occasional suggestion which is such that it obviously cannot be adopted and we include on the letter of acknowledgment a statement to the effect that the suggestion will not be adopted. If we did not handle these particular matters in this manner, we would be telling the suggester in the letter of acknowledgment that his suggestion is being given serious consideration when, as a matter of fact, we know beforehand that it will not be adopted.

Training and Inspection recommends unfavorably on this suggestion for the following reasons:

1. The Department's instructions for handling the suggestion program are, in part, that there be "a working environment which invites constructive proposals, prompt acknowledgment and processing of all employee contributions and adequate publicity on awards (underlining ours)." This "prompt acknowledgment" would not be possible under the suggested procedure because some suggestions necessarily require a long study. An outstanding example is the suggestion made by SA Engert that a change be made in the sign-in and sign-out register. This suggestion has been under experimentation in different sections of the Bureau and is still being experimented with by direction of the Executives Conference. The Bureau should not remain "mute" on any suggestion for as long as a week. Courtesy demands immediate acknowledgment.

2. The Civil Service Commission's booklet on the Incentive Awards Program, of which the suggestion program is a part, goes to considerable lengths to emphasize the point that cash is not the only incentive for suggestions, and that a major incentive is the employee's desire for recognition and his desire to be a bigger part of and do a better job for the organization by which he is employed. This morale factor is also implicit in the last paragraph of the Director's annual memorandum to all employees on the subject of suggestions in which he states, "Thank you for your continued efforts to assist the FBI in its constant search for improvement and permit me to express in advance my

Executives Conference memo for Mr. Tolson

appreciation for any ideas which you may submit in the immediate future." An immediate letter of acknowledgment from the Director is welcome assurance to the employee that his suggestion is appreciated by his superiors and that, no matter what the result, it will be given serious consideration. There is a valuable morale factor involved here.

3. Inspector Brown of the Civil Service Commission recently inspected the Bureau's handling of its Incentive Awards Program, including the suggestion program, and he expressed himself to Mr. H. L. Edwards as being quite pleased with the efficiency and speed with which all these matters are handled. One of the matters brought out to him during his inspection is the fact that just as soon as the suggestion arrives the employee receives a letter of acknowledgment from the Director.

The difference between the present system and proposed system is one of about 300 short, two-paragraph letters per year. Figured at the July and August rate we will get about 1000 suggestions in fiscal 1956. This would mean 1000 letters from the Bureau under the proposed system. Under the system actually in use it means 1000 letters per year plus approximately 300 additional letters in the approximately 30% of the cases in which suggestions are adopted. This is a little more than one, two-paragraph letter per working day. Training and Inspection does not believe this is too high a price for a system in which each suggestion is acknowledged by letter from the Director immediately upon receipt.

RECOMMENDATION: That this suggestion not be approved.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 9/13/55

Present at Executive Conference on 9/12/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, McGuire, Holloman and Mason.

The Conference unanimously recommended no change in the present practice of acknowledging suggestion letters. Each suggestion is immediately acknowledged upon receipt and the employee is advised that in the event favorable action is taken the employee will be notified. If the suggestion is adopted the employee is notified and in the same communication he is commended and advised of any other recognition such as a cash award. If the suggestion is turned down no communication goes to the employee after the initial acknowledgement. This procedure has been inspected and approved by the Civil Service Commission.

Mr. Tolson

9/19/55

Executives Conference

323,013 + 306,694
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5/ky

* COPIES OF REPORTS TO
US ATTORNEY, BUTTE, MONTANA

REQUEST OF U. S. ATTORNEY, BUTTE, MONTANA:

USA Kreat Cyr, District of Montana, Butte, requested Butte Office to furnish him extra copy (total of 2) of investigative reports where case is being handled by his assistant at Billings, Montana. USA Cyr pointed out that upon receipt of reports in cases being handled at Billings, it is necessary for him to send his only copy to the AUSA at Billings, leaving no report in his own files. At present time, Mr. Cyr and all other U. S. Attorneys are furnished one copy of each FBI report in cases being handled by them.

SIMILAR PRIOR REQUESTS:

By letter 8/17/53 SAC, San Diego requested Bureau advice on similar request from office of AUSA, San Diego. The U. S. Attorney's office for Southern District of California is located at Los Angeles with an AUSA at San Diego. Bulet 8/27/53 to SAC, San Diego advised the request could not be complied with as it would be both difficult and expensive to arrange for every Bureau field office, which might send a report to San Diego Office for ultimate transmittal to USA, to send two copies instead of one.

A similar request from USA Donald R. Ross, District of Nebraska, Omaha, was reported in Omaha letter 2/15/54. Mr. Ross requested an extra copy of reports in cases being handled by AUSA at Lincoln, Nebraska. This request turned down by Bulet to Omaha 2/25/54 for reasons similar to those given to San Diego request.

RECORDED - 22
INDEXED - 22

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 9/15/55, consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Boardman, Rosen, Nease, Hennrich, McGuire, Holloman and Mason, recommended the Butte Office be permitted to furnish USA Cyr with one extra copy of

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

cc: Mr. Harbo
Mr. Nease
Enclosures (2)

AGG:rlg

(5) on file
SEP 20 1955

RECEIVED
SEP 23 5 47 PM '55
NOV 10 1955

[Handwritten signature]

Memorandum to Mr. Tolson from Executives Conference

each report prepared locally where the case is being handled by the Assistant U. S. Attorney at Billings, Montana. The conference was opposed to extending this to auxiliary offices which might be sending reports to the Butte Office for distribution to the U. S. Attorney. The conference took note of the fact similar requests had been received from the Omaha and San Diego Offices and concluded approval should be given to those two prior requests on the same basis as that approved for the Butte Office.

If you approve, there is attached an appropriate letter to SAC, Butte advising him accordingly and a separate letter to SACs Omaha and San Diego making reference to their prior request and giving approval similar to that given the Butte Office.

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT:

DATE: 9-1-55

Boyd
H. L. Edwards

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

The Executives Conference of August 29, 1955, consisting of Messrs. Holloman, Gearty, Boardman, Belmont, Nease, Parsons, Trotter and Mohr, considered a request received from Mr. G. Howland Shaw that the Junior Police and Citizens Corps, Incorporated, be given consideration to participating in our "United Fund." The Conference was advised that Mr. Shaw advised in his communication that the Junior Police and Citizens Corps has helped more than 15,000 boys and girls to become decent, law abiding citizens in the Washington vicinity and as delinquency knows no color line the Corps works on an interracial basis. The Corps was organized thirteen years ago in the 13th Police Precinct by Police Officer Oliver A. Cowan. Mr. Shaw said that the success of the program did not depend upon buildings and a large staff of professional social workers, that the staff consisted of a director, assistant director, secretary and housekeeper. He also said the Corps operates within the District of Columbia and particularly those precincts with high crime incidents. During the period of September 12 through October 7, the Corps will conduct its annual appeal for funds, that they need for its annual operating budget which is \$25,000 to cover such items as staff salaries, heat, light, maintenance of headquarters, athletic equipment, office supplies, insurance, outings and parties for the children, operating and purchase of film, and the maintenance of two second-hand station wagons. The Corps is a member of the United Community Services; however, it receives no financial support from the Community Chest or the Metropolitan Police Boys Club. The Corps has no source of income other than its annual fund appeal. He mentioned the fact that the Bureau assisted in a drive for funds for the organization in 1953.

2-14-92
323013 & 306 676

INDEXED - 84
 RECORDED - 84
 166-2554-12367

The Conference was advised that Mr. Shaw was telephonically contacted and that his letter would receive consideration, and he was specifically asked why there was no connection between the organization and the Metropolitan Police Boys Club and Mr. Shaw replied that the Junior Police and Citizens Corps is not segregated, which is true of its board of directors, whereas the Metropolitan Police Boys Club had a completely segregated board of directors.

cc: Mr. Harbo
 Mr. Nease

52 SEP 29 1955
 (5)

Redwood 6 11/13/55
dated 7/15/55 enclosed
check for \$100.

SEP 26 1955

BOARDMAN

ORIGINAL COPY FILED IN 94-34461

John

The Conference was further advised that Mr. Shaw was formerly with the U. S. State Department from 1917 to 1944 and served in various diplomatic positions abroad. At the time of his resignation from the State Department in 1944, he was Assistant Secretary of State. He is well known for his work with youth and lectures on juvenile delinquency. He has been very friendly toward the Bureau and has lectured on juvenile delinquency before several sessions of the National Academy since April, 1944.

Oliver Cowan of the Metropolitan Police Department has been very friendly with the Bureau over the years and has toured the Bureau with youngsters on several occasions.

In connection with any previous fund raising for this organization, the Bureau records reflect that on December 2, 1952, two teen-age boys delivered to the Director's Office 3,000 fund-raising pamphlets and contribution self-addressed envelopes. Inquiry revealed that S. A. Andretta of the Department had talked with Stanley McClure, Campaign Manager of the Corps, and the latter secured permission from Andretta to send 6,500 brochures and envelopes to the Department for distribution. Harvey Donaldson, then Chief Clerk in the Department, arbitrarily allocated 3,000 pieces of the literature to the Bureau and instructed McClure to deliver them to the Director's Office. The pamphlets which were left in the Director's Office were placed at strategic points in the Bureau during the 1953 campaign pursuant to the Director's approval.

Oliver Cowan himself has been in communication with the Bureau in an effort to obtain the Director's help in fund-raising campaigns and sent letters to the Director requesting that he serve on the Executive Committee on the group to raise funds. All such requests for letters of endorsement and active participation were declined through 1951, with the exception of 1948 when a letter dated April 30, 1948, from the Director advised Cowan that he would become a member of the Executive Committee.

The working committee of the FBI Employees Consolidated Charity Fund met on August 17, 1955, to discuss certain matters relative to the forthcoming campaign. The committee was advised of the request from Shaw and was furnished background of the Junior Police and Citizens Corps. The committee unanimously felt that we should contribute \$100 from the unallocated reserve of \$800 in our Consolidated Charity Fund. The \$800 unallocated reserve is an amount set up in the budget to take care of worthy charities that come to our attention during a charity year and is specifically for the purpose of paying out specific sums to such worthy charities. The working committee felt that this was a worthy, charitable organization, that it was an effort on the part of law enforcement to combat juvenile delinquency, that it was in metropolitan Washington and should be a recipient of the charitable contributions of FBI employees.

The Executives Conference differed in its views. The minority of the Conference, consisting of Messrs. Belmont and Trotter, felt that this was one more charity, that the Consolidated Charity Fund was committed enough at present. They also felt that there would be no justifiable grounds for turning down other small charities in the District of Columbia and they felt that we should draw the line somewhere and for that reason felt that we should disregard the Corps.

The majority of the Conference, consisting of Messrs. ^{Tolson} Holloman, Gearty, Boardman, Nease, Parsons and Mohr, recommended that we agree with the working committee and that \$100 be contributed to the Junior Police and Citizens Corps out of the unallocated reserve of \$800 from last year's drive. The majority felt that this was a worthy, charitable organization, that it was a Washington, D. C. effort to combat juvenile delinquency, that it was the type of thing our employees would like to contribute to in an effort to combat juvenile delinquency.

Respectfully,
For the Conference


Clyde Tolson





MR. TOLSON

9/26/55

EXECUTIVES CONFERENCE

SUGGESTION #204-56
MADE BY SAN FRANCISCO OFFICE

306,664,323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5 ci/dag

SYNOPSIS

~~Space saving in regard to Selective Service files closed 10 or more years in San Francisco Office, in an effort to save field filing space, proposed with regard to Selective Service files which have been closed 10 or more years that one of the alternatives below be employed: (1) Destroy; (2) Destroy all except those in which prosecution was had, or (3) Destroy all serials except closing reports.~~

SACs of the following offices recommended favorably: New Orleans and Albany. The following SACs recommended unfavorably: Newark, St. Louis, Omaha, Chicago.

A test in Washington Field Office showed that, out of 100 Selective Service files closed between 1941 and 1944 the same or similar names of 53 of the 100 individuals appeared in 53 Security and other types of cases distinct from Selective Service; a one-day check of work in the File Review Unit of Washington Field Office showed 75 Civil Service Commission forms on which 19 Selective Service references were checked, 20 reviews were G-2, involving 15 Selective Service references; 23 Applicant matters involving 4 Selective Service references.

EXECUTIVES CONFERENCE RECOMMENDATION:

Present at the Executives Conference on 9/26/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Heinrich, Winterrowd, McGuire, Holloman and Mason.

Conference unanimously opposed destruction of Selective Service files more than 10 years old in any of the three categories proposed by the San Francisco Office.

If you agree, no further action is necessary.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont cc-Mr. G. A. Nease
- Harbo cc-Training and Inspection Division
- Mohr _____
- Parsons EDM:DMC
- Rosen (5)
- Tamm _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

59 SEP 30 1955

RECORDED-11
INDEXED-11

66-12368
SEP 27 1955

MR. TOLSON

9/26/55

EXECUTIVES CONFERENCE

SUGGESTION MADE BY
SA I. MAURICE MILLER
TRAINING SECTION
TRAINING AND INSPECTION DIVISION
IN-SERVICE TRAINING

306,696 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5CJ/df

14

SA I. Maurice Miller of the Training and Inspection Division proposed that, since 55 Special Agents now assigned to the Washington Field Office or the Seat of Government will attend Security In-Service Training this calendar year, these 55 men should be put in one or two separate In-Service Classes and that arrangements be made for maximum training in Washington where no per diem would be involved.

Customary practice has been to have Washington Field Agents and Seat of Government Supervisors in the regular In-Service Classes along with Agents from other field offices. The majority of In-Service time is spent at Quantico where the per diem cost is \$4.00 per day, as distinguished from \$12.00 per day in Washington. Miller has in mind that, since Agents who have headquarters in the City of Washington would receive no per diem while attending training classes in Washington, these men could get by with 3 or 4 days' work at Quantico. This would mean an additional four days in Washington in lieu of Quantico training, or savings of \$4.00 per Agent per day for a class of 55 men, or a possible savings of \$880.

EXECUTIVES CONFERENCE RECOMMENDATION:

Present at the Executives Conference on 9/26/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Hennrich, Winterrowd, McGuire, Holloman and Mason.

The Conference unanimously opposed grouping Seat of Government and Washington Field Office Agents into one or two In-Service Classes because it would leave Quantico vacant for a few days and cause difficulties with regard to the employment of messengers; would deprive Agents from other offices of the observations of Washington Field and Seat of Government Supervisors who would normally appear in the class with those Agents of other offices.

B

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

No further action necessary if you agree.

66-2554-12367

cc-Training and Inspection Division

cc-Mr. G. A. Hease

EDM:DLG

59 OCT 3 1955

EX-124

RECORDED 75

INDEXED 75

1 SEP 27 1955

Memorandum to the Director

9/26/55

Re: Suggestion Made by
SA Dwight J. Dalbey

The majority, Messrs. Tolson, Mohr, Tamm, Parsons, Henrich, Winterrowd, McGuire and Holloman, felt that the establishment of such a bravery medal would be undesirable because it would involve the FBI in local politics and possible improper activities on the part of the recipients might reflect on the FBI.

If you agree with the majority view, no further action is necessary.

M

✓
I concur
H

THE DIRECTOR

9/26/55

EXECUTIVES CONFERENCE

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-2 C/deg

SUGGESTION MADE BY
SA DWIGHT J. DALBEY
TRAINING AND INSPECTION DIVISION
PROPOSING ESTABLISHMENT OF
J. EDGAR HOOVER MEDAL FOR BRAVERY

Present at the Executives Conference on 9/26/55,
were Messrs. Tolson, Mohr, Tamm, Parsons, Hennrich, Winterrowd,
McGuire, Holloman and Mason.

The Executives Conference considered a suggestion
received from SA Dwight J. Dalbey of the Training and
Inspection Division to the effect that there should be
established a "J. Edgar Hoover Medal for Bravery" to be awarded
annually to three police officers for acts of outstanding
bravery; selection of these officers to be made by the
International Association of Chiefs of Police or the American
Society of Newspaper Editors.

Mr. Dalbey contemplated that it would be difficult
to select just one officer for outstanding bravery and the
selection of three such officers would be easier; having the
selection made by the International Association of Chiefs of
Police or the American Society of Newspaper Editors would remove
the FBI from any controversy concerning awards; would prevent
criticism of the FBI from an officer who was not selected
for the award. Dalbey felt that the award would help bind the
police more closely to the FBI; considerable favorable
publicity would result throughout the country; Dalbey had in
mind that the selections would be announced at the Annual
Convention of the International Association of Chiefs of Police
and men in all phases of law enforcement work would be eligible.
The Carnegie Foundation presents an annual award, but specifically
excludes those individuals such as police officers who are,
because of their duties, expected to perform acts of heroism.
It was felt that the medals could probably be purchased for a
nominal sum to be paid for out of FBI Recreation Association
funds or through subscription of Agents.

EXECUTIVES CONFERENCE RECOMMENDATION

RECORDED-33
INDEXED-33
1554-12370

The minority, Mason, felt that the award would be
a highly desirable thing for the exact reasons expressed by
Mr. Dalbey.

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

cc: Mr. C. A. Nease
EDM:DMG
Training and Inspection Division

By
68 OCT 5 1955

EX-108

RECORDED - 78
INDEXED - 78

ML
166-2524-12371
SEP 30 1955
70

ORIGINAL COPY FILED IN 66-411

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: August 15, 1955

FROM : *Kul* [Redacted]

SUBJECT: SUGGESTIONS FOR REDUCING OPERATING EXPENSES FOR CURRENT FISCAL YEAR COMMUNICATIONS SECTION

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	b6
Tamm	b7C
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Emergency Communications Center - Basement of Justice Building Room B-634

This Communications Center was set up at a time when, as far as was known, no potential aggressor had the power to attack the United States with atomic weapons. Under the concept of possible attack by conventional explosive devices it was quite probable and conceivable that our fifth floor Communications space could be rendered untenable without the equipment in the basement being put out of commission. This was also before we had a relocation site equipped with adequate Communications facilities. Under atomic attack, it would be necessary to evacuate all personnel immediately. There would be no point in the Director and Members of the Executive Conference remaining here to issue instructions for a few minutes and be subject to a complete loss at any minute - in addition we would need at our evacuation site every Communications employee we could possibly get there as soon as possible.

Therefore, I consider the telephone and teletype equipment in our Emergency Communications Center to be actually useful only in the event our telephone and teletype equipment were sabotaged. The two basement switchboards and trunks combined cost a total of \$150.15 per month and the four teletype machines \$10 each or \$40 total per month. I recommend we have this equipment removed -

Yearly Saving \$2,281.80
Risk in removing equipment - Negligible

Mr. Belmont concurs, advising that current war plans considerations are not based on these items and accordingly they no longer are of value in our war plans.

306,696 4 323,013
2/4/92
SP5C/dep

LEW:dps
(2)

2114/92
SP5C/dep
306,696
323,013

SEP 27 1955

THREE

August 15, 1955

Teletype Unit

~~CONFIDENTIAL~~

At the present time traffic on the midnight shift in Teletype Unit is at a minimum. In line with the Bureau's determination to keep Communications costs at the irreducible minimum, I do not expect any sustained increase in teletype traffic. If we are allowed to work only one employee on week ends and night following holidays instead of two we can reduce the midnight personnel complement by one GS-4 employee. The yearly saving in salary, holiday and differential pay would be \$3726.60.

Risk - We would be running risk of having an outgoing message delayed several minutes occasionally - or not being able to handle an incoming message quite as quickly as we do now. We may have to call an employee in to work an unscheduled shift or part of a shift on the midnight shift occasionally. I feel that the saving justifies the risk and recommend we be allowed to reduce midnight shift by one employee to a total of 3 until we are forced to use 4 employees on midnights in teletype because of work load. -

Yearly Saving \$3726.60

Switchboard Unit

Personnel coverage in Switchboard Unit on Saturdays is as follows:

<u>Shift</u>	<u>Number of Employees</u>
7:00 am - 3:00 pm	2
9:00 am - 5:00 pm	1
3:00 pm - 11:00 pm	3

This provides following coverage.

7:00 am - 9:00 am	2
9:00 am - 3:00 pm	3
3:00 pm - 5:00 pm	4
5:00 pm - 11:00 pm	3

Mrs. [] Switchboard Supervisor, believes we can eliminate one employee on the 3:00 pm to 11:00 pm

b6
b7c

~~CONFIDENTIAL~~

Memorandum to Mr. Nichols

August 15, 1955

shift without our running a risk of being seriously understaffed from 5:00 pm until 11:00 pm. I agree with her. This would save \$39.68 annually in night differential pay.

Recommendation - That one employee be eliminated from 3:00 pm to 11:00 pm shift in Switchboard Unit on Saturday at yearly saving of \$39.68.

Risk - Negligible.

We have 20 emergency trunks on our Switchboard Sterling 3-6500 through Sterling 3-6519. These lines cost \$2.75 each per month for these trunks - a total of \$55.00 per month. I believe we can have Sterling 3-6510 thru 3-6519 disconnected and held in reserve for us by the Telephone Company at a monthly saving of \$27.50 - or \$330. per year.

Recommendation - That this be discussed with Telephone Company officials and if it is possible to have the last ten of the 20 Sterling numbers disconnected and held in reserve for us at no charge that this be done at a \$330. yearly saving. If done, it will be necessary to advise the field of this in connection with war plans.

Risk - Some delay in having the 10 lines reconnected in an emergency.

Emergency Facilities

We have a leased teletype circuit between our Teletype Unit and Quantico. At the S.O.G. terminus of this circuit we have the teletype machine equipped with a reperforator to avoid retyping messages originating at Quantico and destined for transmission to the addressee by radio. The new radio sites will be in operation in 60 to 90 days. The new radio receiving site will be tied directly to our relocation site by radio and teletype circuits and the reperforator on our S.O.G. terminus of the Washington - Quantico leased teletype circuit will not be needed at that time. The monthly rental of the reperforator is \$25. By taking out the reperforator we run the risk of some delay in the transmission of radiograms from Quantico to the radio station in an emergency. I feel that the saving is worth the risk.

Recommendation - I recommend we have the reperforator removed at a yearly saving of \$300. Mr. Belmont concurs.

Memorandum to Mr. Nichols

August 15, 1955

Automobile Costs

Suggest parking of cars on Bureau side of court be controlled by issuing parking permits for only those private cars which are used on official business and possibly make room for more official Bureau cars in court instead of garaging them at the Capitol Garage.

Radio Stations

We had intended to request the Administrative Division to obtain a substantial amount of new furniture to equip the two new CW radio sites at Midland and Sowedgo, Virginia. Although, our furniture at our old sites is not in keeping with the Bureau's standards and will appear to be out of place in our new sites, we intend to use it and request only those items of furniture, supplies and equipment necessary to operate the sites. While this is not considered a saving since these items have not been ordered, it is an expenditure that can be deferred until the Bureau's budget is balanced.

Recommendation - I recommend we use the old furniture in our new radio sites until funds are available to purchase new furniture.

Recap of estimated savings - removing phones and teletype in basement \$2, 281. 80.

H Done per transcript 9/8

Eliminate one teletype employee \$3, 726. 60

Eliminate one night shift week end switchboard employee saving night differential pay of \$39. 68.

Release ten trunk lines on switchboard now held in emergency (we will still have an additional ten held in reserve) saving \$330 a year.

Done per transcript 9/8

Remove reperforator teletype unit from Washington-Quantico leased teletype line \$300.

Done per transcript 9/8

Total estimated savings \$6, 678. 08

ADDENDUM: LBN:ptm 8-16-55

The Executives Conference consisting of Messrs. Tamm, Parsons, Sizoo, Keay, Boardman, Rosen, Harbo, Mohr and Nichols considered each of the foregoing suggestions and unanimously recommended their adoption.

von

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman *LB*

DATE: September 26 1955

FROM : Mr. A. H. Belmont *AHB*

306,696 & 323,013
2/14/92 SP. Scidg
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/85 BY 1145/CAJ/ML

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

SUBJECT: PLANT INFORMANT PROGRAM

0 EXECUTIVES CONFERENCE

SAC Letter 54-48 dated September 7, 1954, advised the field that the development of plant informants was being restricted to a contact with the security officer and/or other official having the responsibility for plant protection. The field was permitted upon securing Bureau authority in each case to develop plant informants in addition to the security officer when it was felt that this limited coverage would be insufficient. Instructions were issued that on September 15 of each year a letter should be directed to the Bureau advising that all plant informants developed have been recontacted during the past year.

The Manual of Instructions (corrected August 1, 1954) now provides for the development of plant informants in addition to the security officer in those plants designated as Category 1 in the Department of Defense Key Facilities List and those plants designated as Referral/Consult

Inasmuch as complete plant informant coverage must now be developed in the above plants it is believed desirable for the field to submit more complete reports on the status of the Plant Informant Program in the above plants in order for the Bureau to properly supervise and follow this program.

RECOMMENDATION:

It is recommended that the field be instructed to submit a semiannual report on March 15 and September 15 of each year on the status of the Plant Informant Program listing by name the plants in which plant informants were developed, the number of employees in the plant, the total number of plant informants developed, and whether the file on this plant is pending or closed.

Attached is a suggested SAC Letter. Also attached is a suggested change for the Manual of Instructions. ~~changes are necessary for the FBI Handbook.~~

Enclosures - detached
RECORDED - INDEXED

- cc - Mr. Boardman
- cc - Mr. Belmont
- cc - Mr. Simpson

70 OCT 4 1955

52 OCT 4 1955

See Appendix on next page.

ORIGINAL COPY FILED IN

FBI - REC'D

Memorandum for Mr. Boardman

ADDENDUM:

September 29, 1955

The Executives Conference consisting of Messrs. Tolson, McGuire for Nichols, Mason, Rosen, Belmont for Boardman, Hennrich for Belmont, Parsons and Tamm on September 29, 1955, unanimously concurred.

RDS:hif

[Handwritten initials]

[Handwritten initials]

Mr. Tolson

10/5/55

The Executives Conference

USE OF SACs ON INSPECTIONS

306696 & 323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 c/dcy

The Executives Conference, on 10/4/55, composed of Messrs. Tolson, Nichols, Mohr, Parsons, Rosen, Tamm, Holloman, Nease, Hennrich and B. C. Brown (for Training and Inspection Division) considered a suggestion by Inspector Lee O. Teague to the effect that each SAC should assist on an inspection of at least one office each year. Advantages cited: (1) would keep SAC in touch with over-all Bureau operations; (2) would benefit him in administration of his own office; (3) would augment the inspection staff; (4) would permit Inspectors to evaluate Agents in Charge; (5) would give additional opportunity for Assistant Agents in Charge to operate office in absence of SAC; and (6) would assist in training SACs for further advancement.

Disadvantages considered by Conference: (1) experiment has been tried in years past and has met with only partial success; (2) SAC would be away from his own office for extended periods of time, during which his office administration might suffer; (3) Agents in Charge, although scheduled for an inspection at a certain time, would be unable to assist in the inspection because of more urgent duties in their own offices; and (4) virtually all SACs being appointed now have assisted in inspections prior to being appointed as SACs.

The Conference was unanimous in its feeling that SACs should not be used to assist on inspections.

If approved, attached letter will thank Inspector Teague for his suggestion and advise him that it is not being adopted.

Tolson _____ cc - Mr. Nease
Boardman _____ Mr. Mason
Nichols _____
Belmont _____ Enclosure
Harbo _____ BCB:jla
Mohr _____ (5)
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Sandy _____

RECORDED - 87
INDEXED - 87

OK
H
66-2554-12373

EX-118

OCT 6 1955

9 OCT 10 1955

Mr. Tolson

10/5/55

The Executives Conference

306,696 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 ci/dep

~~GOSSIP~~

On 10/4/55, the Executives Conference with Messrs. Tolson, Nichols, Mohr, Parsons, Rosen, Tamm, Holloman, Nease, Hennrich and B. G. Brown (For Training and Inspection Division) present, considered a suggestion by Inspector in Charge E. D. Mason to the effect that SACs be informed by SAC letter that serious breaches of ethics and matters which result in severe disciplinary action should be used as training aids; facts should be presented orally to investigative personnel at appropriate conferences as a means of reducing gossip, rumor and speculation, as an opportunity of presenting the Bureau's position, because when agents know the Bureau's side they invariably agree with it.

The Conference was unanimously opposed to this idea because it was felt this would cause more talk than it would prevent; that not all Agents in Charge would be capable of presenting the facts to the investigative personnel to the Bureau's best advantage. It was felt that the Training and Inspection Division should continue to hammer home at each In-Service class and during conferences held by Inspectors with field agents, the fact that gossip, rumor and speculation are injurious to morale; are contrary to the FBI's reputation for accumulating both sides of any controversy; should make every agent in the service conscious of the fact that he himself might become a possible victim to gossip which can be started by his associates. It was felt that the dangers of gossip, rumor and speculation should continue to be a major point in interviews conducted at the Seat of Government by officials and in the field by Inspectors.

If approved, continued stress, through the means presently utilized by the Bureau, will be placed upon the reduction of gossip throughout the Bureau.

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

cc - Mr. Nease
Mr. Mason

BGB:jla
(5)

59 OCT 10 1955

RECORDED-32
INDEXED - 32

OK
[Signature]

66-2554-12377

OCT 7 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. NICHOLS *fnh*

DATE: 9/16/55

FROM : A. E. LEONARD *al*

SUBJECT: EXECUTIVES CONFERENCE —
MEMORANDUM, SEPTEMBER 12, 1955

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

In order to clarify some questions which have arisen in connection with the decision reached in the attached Executives Conference memorandum, I would like to explain that there will still be available and tabulated in the Statistical Section the necessary information for any reimbursement or budget requests with reference to United Nations and Employees Security programs.

The tabulating cards will still be prepared on these programs and the monthly reports sent through. However, all of the voluminous weekly listings of individual cases and the bimonthly listings of Employees Security cases showing the lapse of time between date of receipt and transmittal to the Civil Service Commission have been discontinued with the approval of the attached memorandum.

Similarly, nothing is being recorded in this section in the future on the Atomic Energy Act data or the Selective Service Act of 1948 and no statistical reports in these series will be available from now on.

ACTION TO BE TAKEN

None. For information purposes.

cc - Mr. Rosen
Mr. Mohr

AEL:fnh
(3)

Attachment

166-2554-
NOT RECORDED
141 OCT 12 1955

INITIALS ON ORIGINAL

306,696 or 323,013
2-14-92
30-501/deg

U.S. DEPT. OF
E. B. I.

~~RECEIVED
OCT 12 1955~~

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66-2554-15

JUL 18 1955

Mr. Tolson

10/11/55

The Executives Conference

306,694 & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-82 BY SP-5 c/dg

SUGGESTION #236-56
Made By SA W. S. Hyde
Administrative Division

SUGGESTION: SA W. S. Hyde, Administrative Division, suggests ^{that} typing and proofreading time could be reduced by use of more commonly accepted abbreviations in Bureau letters written to outside persons. He states that business firms make wider use of abbreviations than does the Bureau. For example, we write out "post office box," "boulevard," "street" and "avenue" whereas many business firms abbreviate these and similar terms. Suggester says use of such abbreviations is now commonly accepted and there should be no objection to them in purely business-type letters from Bureau to outside person.

PRESENT PROCEDURE: The Manual of Rules and Regulations, Section 9, lists many pages of abbreviations for use in intra-Bureau communications, no rule stated on communications to outside. The Stenographers' Manual, pages 10 and 11, permits "Mr." for Mister, "Dr." for Doctor, "FBI" for Federal Bureau of Investigation, "U. S." for United States, "c/o" for in care of, and "inc." for incorporated, but states that with these exceptions abbreviations are not to appear in the body of the letter.

OBSERVATIONS: Section Chief M. A. Jones, Crime Records, recommends unfavorably, stating that, while further use of abbreviations would admittedly save a limited amount of time in typing and proofreading, it is believed that the small savings would be overshadowed by the resulting impairment in the quality and appearance of Bureau letters. He is against the use of such abbreviations as "St." for Street, "Blvd." for Boulevard, "P. O." for Post Office Box, "Capt." for Captain, and "Lt." for Lieutenant. Assistant to the Director L. B. Nichols recommends unfavorably, stating that he is opposed to abbreviations.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:gsr

Present at the Executives Conference on 10/10/55

- Tolson _____ were Messrs. Tolson, Mohr, Parsons, Trotter, Nease, Belmont,
- Boardman _____ Boardman, Nichols, Holloman and Mason. Conference unanimously
- Nichols _____ felt that it would be undesirable to permit further abbreviating
- Belmont _____ in correspondence going outside of the Bureau.
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____ Training and Inspection Division
- Holloman _____
- Gandy _____

Mr. Nease

RECORDED - 547
INDEXED - 118

66-2557-12376

10 OCT 12 1955

DJD:hcc
(5)

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

Mr. Tolson

9/23/55

The Executives Conference

SUGGESTION NUMBER 157-56
MADE BY SA OSCAR M. HUGHES
CHICAGO OFFICE

SUGGESTION: SA Hughes suggests the field be allowed to designate a copy for the Bureau by mail in instances where teletypes are transmitted between field offices when information contained therein is merely for the information of the Bureau. ~~Copies of Teletypes designated for Bureau of interoffice mail for information~~

PRESENT PROCEDURE: Manual of Rules and Regulations states: "Only copies of the following types of correspondence not addressed to the Bureau are to be sent to the Bureau: (A) Correspondence dealing with speaking engagements. (B) Correspondence of relevancy (that is, limiting or affecting the nature or scope of an investigation) directed to or received from a U. S. Attorney in a particular case. (C) Correspondence setting forth investigative leads when the Bureau is office of origin. (Section 4 A, page 13).

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on 9/15/55, consisting of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Rosen, Nease, Hennrich, McGuire, Holloman and Mason, recommended adoption of the suggestion with the clear understanding it is not to be used by the field as a means of notifying the Bureau of important developments which normally would be forwarded by more expeditious means. It may save money.

If you approve, an appropriate manual change is attached.

RECORDED-45

INDEXED - 45

66-2554-12377

OCT 14 1955

- Tolson _____
- Boardman cc: Mr. Mason
- Nichols _____ Mr. Nease
- Belmont _____
- Harbo AGG:mag/slp
- Mohr (5)
- Parsons _____
- Rosen Enclosure
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

306,696 + 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP-5 w/dcg

OCT 22 1955

DATE OF MAIL 9-29-55

HAS BEEN REMOVED FOR MR. ^{Fully} ~~SMITH~~ TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM ~~1736~~ ¹⁷³⁴

306,696, & 323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-82 BY SP-5 c/dg

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL Executive Conference

REMOVED BY 59 OCT 19 1955

FILE NUMBER 66-2554-V

PERMANENT SERIAL CHARGEOUT

Mr. Tolson

10/11/55

The Executives Conference

21725

SUGGESTION BY SA GEORGE A. GARDNER
WASHINGTON FIELD OFFICE

SA Gardner of WFO recommended that each Agent contribute one dollar annually toward the setting up of a "John Edgar Hoover Scholarship Fund." The fund would entitle two or three youngsters of Special Agents four-year scholarships to any college of their choosing. One scholarship should be afforded to a youngster of a deceased Special Agent.

Suggester proposed that examinations be composed by the Bureau and be afforded to SACs who would arrange for the examinations to be given to applicants of Bureau employees then attending their last year of high school; examinations would later be turned over to prominent Washington faculty members for evaluation.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference on 10/10/55, composed of Messrs. Tolson, Mohr, Parsons, Trotter, Nease, Belmont, Boardman, Nichols, Holloman and Mason, unanimously felt that the suggestion should not be adopted at this time - too much administrative work; some people might misinterpret the financial donations by various Agents; there would be problems in selecting candidates for scholarship; other problems would be created.

If you agree no further action need be taken but the attached letter should go forth to SA George A. Gardner.

306,696
323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-14-92 BY SP5CJ/ky

Enclosure

RECORDED-99
INDEXED-99

66-2534-1237
RECORDED
141 OCT 19 1955
12378

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

cc - Mr. Nease
Mr. Mason

EDM:gsr
(5)

F469
OCT 24 1955

EX-121

ORIGINAL COPY FILED IN 62-12378