

MR. TOLSON

10/6/55

EXECUTIVES CONFERENCE

NUMBER THREE CARDS  
OF RESIDENT AGENTS

PRESENT RULE:

SAC Letter #40, Series 1952, 4/26/52, instructs that field may destroy after review by a Supervisor in the field office the Number Three Cards of resident Agents. Daily Reports are submitted by the Agents whose Number Three Cards are destroyed. All other Number Three Cards (which actually are attendance records) as well as Daily Reports are retained for period of three years.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION:

On 4/8/52, a majority of the Executives Conference agreed with four SAGs and Inspector Stein that Number Three Cards should continue to be used by resident Agents but should be destroyed in the field office after perusal by a supervisory official, since their Daily Reports would serve as a complete record the same as do Number Three Cards of headquarters city Agents.

RECOMMENDATION:

Inspector E. D. Mason recommends that Number Three Cards of resident Agents be destroyed by the Senior Resident Agent after they have been checked by him and that they not be forwarded to the field office for perusal and destruction. This would save some mailing costs, although such would be quite small, and also would save some time in the field office. The Daily Reports are forwarded to the field office on a daily basis and would provide the field office with full information for supervisory purposes.

EXECUTIVES CONFERENCE CONSIDERATION: BGB:DMG 10/6/55

Present at the Executives Conference on 10/6/55, were Messrs. Tolson, Belmont, Mohr, Tamm, Parsons, Holloman, McGuire, Nease, Hennrich and B. C. Brown (for Training and Inspection Division). The Conference was unanimously in favor of the above recommendation.

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

If you approve, an appropriate revision for the Manual of Rules and Regulations is attached hereto.

Enclosure  
cc-Mr. G. A. Nease

cc-Training and Inspection Division

AGG:DMG

(5)

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66-2554-12379

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Mr. Tolson

10/20/55

The Executives Conference

PROPOSED RETRAINING SESSION  
FBI NATIONAL ACADEMY ASSOCIATES - Gen.  
N.A.

Present at the Executives Conference 10/17/55 were Messrs. Tolson, Mohr, Tamm, Parsons, Belmont, Boardman, Rosen, Nichols and Mason.

Conference considered whether a Retraining Session should be scheduled for FBI National Academy Graduates to be held in Washington. Concluded that 1956 would not be a suitable year inasmuch as most police budgets have already been made up; elections; Armistice Day and Thanksgiving would break up any programs scheduled in November.

Rather than making a decision now as to whether a Retraining Session should be scheduled in 1957, Conference unanimously decided that this matter should be considered in May 1956. Reconsideration in May will permit ample time for notification to police of any proposed Retraining Session in order that police may make necessary budgetary provisions.

There are attached solely for record purposes and for use in reconsidering this matter in May 1956 certain documents which outline a proposed program for the Retraining Session, proposed entertainment and suggestions as to committee assignments.

RECORDED-29

1 ENCL.

Enclosures (7) INDEXED-29

cc - Mr. Nease  
Mr. Mason

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EDY:gsr  
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EX-124

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

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ORIGINAL FILED IN 94-1-666-1237

MR. TOLSON

10/28/55

EXECUTIVES CONFERENCE

PHYSICAL CONDITION  
INVESTIGATIVE PERSONNEL

H. A. Meyers, Supervisor in Charge of the Bureau's Physical Training Programs, has proposed that periodically we furnish to all investigative personnel a handout concerning helpful hints on health. He pointed out that the Bureau has a responsibility concerning the physical condition of its Special Agents and Bureau officials and there appears to be a definite need for dissemination of information on health and physical fitness. Meyers submitted for consideration an article entitled "The Facts About Your Weight" which had appeared in the April 1955 issue of the Readers Digest which had been condensed from U. S. News and World Report which he suggested be sent to all investigative personnel.

EXECUTIVES CONFERENCE CONSIDERATION:

Present on 10/27/55 were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Boardman, Nichols, Rosen, Belmont, Holloman, and Gearty. The Conference was of the unanimous opinion that information affecting the health and physical fitness of the Bureau's investigative personnel would be most appropriate but were opposed to reprinting an article which had appeared in a national magazine. The Conference felt that instead, contact should be had with the U. S. Naval Hospital at Bethesda, the Department of Health, Education, and Welfare and similar sources for the purpose of obtaining information relating to health and physical condition which could be concisely furnished to the investigative personnel. This procedure will be followed.

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- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Nease \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Training & Inspection Division

Mr. Nease

This is not a matter to be considered under the suggestion program.

NOV 14 1955

68 NOV 10 1955

FILED IN 66-4782



THE DIRECTOR

10/27/55

THE EXECUTIVES CONFERENCE

DEFENSIVE TACTICS TRAINING IN THE FIELD

BACKGROUND: There are 4 outdoor firearms periods per year and at each it is required that specified defensive tactics techniques be practiced for a minimum of 30 minutes per session. Thus, field defensive tactics training amounts to 2 hours per year.

Checks with agents reporting for In-Service training reveals that some agents are not familiar with basic defensive tactics techniques which were supposed to have been the subject of instruction at a recent firearms session; corrective action has been taken to improve the quality of field defensive tactics training.

EXECUTIVES CONFERENCE CONSIDERATION: Present at the Executives Conference 10/24/55 were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Holloman, Nichols and Mason.

~~The Conference considered the question of whether to increase defensive tactics instruction from a minimum of 30 minutes per session to a minimum of 1 hour per session....~~  
In a nutshell this would be an increase of instruction from 2 hours per year to 4 hours per year minimum.

The minority, Messrs. Nichols and Mason, felt that the time should be increased from 2 to 4 hours per year by increasing the time per practice session from a minimum of 30 minutes to a minimum of 1 hour each. Minority feels this additional instruction is necessary to assist agents in becoming more familiar with defensive tactics techniques and that this additional one-half hour of training per firearms session could readily be worked in inasmuch as relatively small groups attend firearms training in each field office and such training does not usually consume a full day.

cc - Messrs. Nease

- Tolson EDM:hag
- Boardman C
- Nichols (5)
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mason

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1-3395-2513

Executive Conference memo

10/27/55

Re: DEFENSIVE TACTICS TRAINING IN THE FIELD

The majority, Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, and Holloman, pointed out that the 2 hours of defensive tactics training now given at the rate of 1/2 hour four times a year would not be increased effectively merely by increasing the 1/2 hour period to 1 hour; that if increased training is desired, it would be necessary to increase the number of training periods rather than the time at any one training period. The majority felt that the Agents are given sufficient fundamental training under the present procedure and the Agents can practice on their own time to increase their efficiency. The majority felt that it is not practical to increase the number of training periods and, consequently, the training should remain as it is at the present time.

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

Respectfully,  
For the Conference

Clyde Tolson

The Director

11-7-55

The Executives Conference

The Executives Conference of November 2, 1955, consisting of Messrs. Holloman, DeLoach, Gandy, Parsons, Tamm, Belmont, Nease and Mohr, considered a suggestion of Mr. C. L. Trotter of the Identification Division that a change be made in one of the questions on the performance rating form. The performance rating form now includes a question at the bottom, "Has employee had any abnormal sick leave record during the rating period? (If so, explain in narrative comments.)" Mr. Trotter proposes that this question be changed to read as follows: "(1) How many hours of sick leave has the employee used during the rating period? (2) If more than 50 hours were used, narrative comments should be supplied as to the reasons."

It was explained to the Conference that the purpose of the question now appearing on the performance rating form was to elicit information from the rating official as to his opinion concerning an abnormal amount of sick leave used by a particular employee during the rating period. It is true that the standard of what constitutes an abnormal amount of sick leave will vary, but that is the purpose of the question, to determine the reason for the variations. For instance an employee may take only one day of sick leave a month. This may be abnormal, whereas another employee may be on sick leave for three months due to an operation, and the second employee would not be taking an abnormal amount of sick leave.

It would not be a great deal of effort for the Identification Division and the Records Section to compile necessary data for the performance rating forms as suggested by Mr. Trotter since these two large divisions keep the necessary sick leave records already. It would mean some additional work in the remaining divisions and in the field. ASAC Fletcher of the Washington Field Office does not feel that sick leave is enough of a problem to warrant a change in the present system. Mr. Quinn Tamm, representing the minority of the Conference,

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Lo \_\_\_\_\_
- Werrrowd \_\_\_\_\_
- Room \_\_\_\_\_
- \_\_\_\_\_

RECORDED-35

cc: Mr. Nease  
Training and Inspection Division

66-254-12383

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recommends the adoption of the suggestion made by Mr. Trotter. The rest of the Conference recommended no change in the present form of the sick leave question on the performance rating form. If you agree with the majority of the Conference, no change will be made with respect to the leave question on the present performance rating form.

Respectfully,  
For the Conference

Clyde Tolson

*I agree*  
*H*

TO : THE DIRECTOR

DATE: 11/10/55

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: ERROR SYSTEM

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

The Executives Conference of October 24, 1955, consisting of Messrs. Tolson, Tamm, Parsons, Nease, Boardman, Mason, Rosen, Belmont, Holloman, Nichols and Mohr, considered the present error system which is in effect which results in a letter of censure for a dictating Agent and preparing Stenographer or Typist when such employees accumulate five errors of form over a six-month period of time. The present system also provides that reviewing officials who are scored with ten errors of form over a six-month period of time are also censured.

It was pointed out to the Conference that certain reviewing officials because of the nature of their assignments review far more mail than others and that the error system is disproportionate when considering the amount of mail being reviewed by a particular individual and considering the number of errors which he is allowed during the same six-month period of time as other officials who review far less mail. The present six-month period of time began on May 10, 1955 and ends November 9, 1955. All errors scored during that period of time are wiped out and a new six-month period begins November 10, 1955 for all employees. Some reviewing officials have received as many as three letters of censure for approving mail containing errors of form which have gotten to Mr. Boardman's Office, Mr. Tolson's Office or to the Reading Room and were detected in one of those three places and returned for correction.

The Conference was divided in its views with respect to any change in the present error system.

Messrs. Nease and Mason recommended that the scoring of errors against reviewing officials be changed and that they be censured if they have ten errors of form in a three-month period of time. They also felt that the primary responsibility rests with the originating employees, the dictating Agent and the Stenographer or Typist, and that such employees should be censured if they have five errors of form in correspondence prepared by them in a nine-month period of time. In other words, they are recommending a lesser penalty for reviewing officials and a stiffer penalty for employees preparing correspondence who permit such correspondence to get into the regular channels with errors of form.

JPM: [initials]  
 (5)  
 CC - Mr. Nease  
 CC - Training and Inspection Division

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Mr. Tolson recommended no change in the manner of scoring errors against reviewing officials, but recommended that originating employees be given a letter of censure if they are scored with five errors of form in a nine-month period of time. Mr. Tolson is recommending a more severe form of action against the originating employees of correspondence containing errors of form.

Mr. Rosen recommends no change in the system whatsoever.

The majority of the Conference, <sup>(remainder)</sup> recommended no change in the scoring of errors against the originating employees, namely that the rule remain as is, five errors over a six-month period of time. The majority of the Conference did recommend, however, that in view of the large volume of mail being reviewed by some reviewing officials that the rule be changed to allow them to be scored with ten errors over a three-month period of time.

Should the Director agree with the majority views of the Conference, appropriate instructions will be issued to amend the existing instructions.

Respectfully,  
For the Conference

  
Clyde Tolson

*I agree with Tolson. I might  
certainly am in favor of  
tightening up rather than  
relaxing. We have made  
great progress but more  
is needed.*

*K.*

Mr. Tolson

11/14/55

The Executives Conference

FORM FD-252  
SUGGESTION FORM

Form FD-252 is used to submit suggestions under the Suggestion Program. Supply is low and the form must be reprinted.

Forms Management Desk has redesigned form in contemporary style; see Item 2 attached. New design will provide additional data of possible interest should the Bureau wish to run a survey to determine response to the Suggestion Program among employees of different grades. Also added is the requirement that the suggester show annual savings, a figure which is needed for determination of the award and is basis for his estimate of annual savings. Latter item added to make suggester analyze possible savings more clearly and not simply make irresponsible figure that a lot of money will be saved.

Administrative Division suggests that the following also be added: "State specifically whether or not suggestion believed applicable to other agencies of Department of Justice or other departments of Federal Government. If believed applicable, name the agencies or departments and give specific reasons." Basis for this recommendation is that under rules of Federal Suggestion Program any department receiving a suggestion applicable to another department must forward it to the latter department. Training and Inspection disagrees with the above recommendation of the Administrative Division, believing that the quoted language would result in many employees making questionable assertions that their suggestions apply to such and such a department also. This would affirmatively raise an issue which, if carried to its logical completion, would require that we contact the mentioned department. If we failed to contact the other department the employee might later complain that his suggestion was not fully handled. Training and Inspection believes that the issue of whether or not the suggestion applies to another department is one to be raised, decided and handled solely by the Suggestion Desk and that any attempt to do so by the suggester would simply complicate our problems without gaining anything.

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

Mr. Nease

Training & Inspection Division

RECORDED - 84  
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59 NOV 18 1955

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*[Handwritten initials]*

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ger ✓ 11/14/55

Present at the Executives Conference 11/14/55 were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Belmont, Boardman, Rosen and Mason. The Conference unanimously agrees that the suggestion form should be redesigned to provide additional data of interest in connection with the management of the suggestion program such as the estimated annual savings and the basis for this estimate.

Conference unanimously opposed to the proposal that a paragraph be included on the suggestion form whereby the suggester will state whether the suggestion is believed to be applicable to other departments or agencies of the federal government; the names of those agencies or departments; and the specific reasons why the suggestion might be applicable. Conference felt that the suggestion desk of the Training and Inspection Division should continue to be alert to refer any pertinent suggestion to another agency in the future as in the past but to include a comment as to this point on the suggestion form may result in a number of suggestions being referred to other federal agencies when there is no merit to the suggestion and the employee knows little or nothing about the operations of the outside agency.

RECOMMENDATION:

If you agree, appropriate revisions will be made in the suggestion form.

M J S



Mr. Tolson

10/27/55

The Executives Conference

Ransom Lists

SUGGESTION #260-56

Made by SA [redacted]

Kansas City Office

b6  
b7c

SUGGESTION: When a list of serial numbers of currency is prepared, a space should be left between the third and fourth digits and between the fifth and sixth digits.

PRESENT PROCEDURE:

A00125641B B20348945A  
A00134839F D12067852B  
A00293670\* D12178490F  
A00301921A D12283922\*

Suggested Procedure:

A001 25 641B B203 48 945A  
A001 34 839F D120 67 852B  
A002 93 670\* D121 78 490F  
A003 01 921A D122 83 922\*

ADVANTAGES STATED: Save time and expense in checking large numbers of bills against printed lists. Avert eye-strain.

OBSERVATIONS: SAC Woly, Kansas City, recommends favorably. Any manner in which ransom lists can be prepared that will make it easier to search will cause the public to cooperate more enthusiastically.

Assistant Director Mohr has no objection; Mechanical Section will print as desired by Investigative Division and Statistical Section.

Investigative Division recommends favorably. Principal advantage is that it is easier to read.

Inspector DeLoach, Records and Communications Division, recommends unfavorably. Due to increased spacing, additional pages would be required. For instance, the 41 pages in the Greenlease case would be increased by 14 or a total of 56. This would result in additional

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Rowd \_\_\_\_\_
- Room \_\_\_\_\_
- man \_\_\_\_\_

cc: Training and Inspection Division

Mr. Nease

66-2554-12386

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17 NOV 17 1955

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EX-125

Memorandum for Mr. Tolson from The Executives Conference

costs in preparing, assembly and mailing. Additional time would be required which would delay the initial distribution of these lists. Since the serial numbers on bills appear identically as now printed, there is some doubt as to any advantage to be gained by the re-arrangement of the lists.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:ATP 10/27/55

Present on 10/27/55 were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Boardman, Nichols, Rosen, Belmont, Holloman, and Gearty. The Conference was unanimously of the opinion that the suggestion should be adopted with a slight modification. The Conference felt that in separating a series of digits the conventional manner should be followed in that starting with the last digit on the right the series of digits should be separated into thousands, hundred thousands, and millions thus using the suggester's breakdown of A001 25 641B the Conference proposal would separate the digits as follows:  
A00 125 641B.

Mr. Tolson

11/14/55

The Executives Conference

SUGGESTION #278-56  
Made by SA Hilton A. Jones  
Records and Communications Division

*spell out*

SUGGESTION: That a specific requirement be set <sup>out</sup> to the effect that all letters from the field must carry the "Recommendation" at the end of the letter and that the specific recommendation thereafter be spelled out.

ADVANTAGES STATED: In the case of long letters, it would save considerable time for Bureau Officials and Supervisors by making it unnecessary for them to read through the entire letter in search of the problem presented.

OBSERVATIONS: The following instructions presently appear in Section 4, pages 8 and 9 of the Manual of Rules and Regulations relating only to leads involving investigative action:

III Preparation of letters containing leads

- (A) First, set out a concise general summary and background of the matter. (Information which will prepare the reader's mind so that he will be able to decide as to subsequent action desirable)
- (B) Second, set forth any descriptive data necessary; action taken; new developments or other facts upon which the recommendations are based.
- (C) Third, set forth instructions, recommendations, or leads listed in numerical order.

Inspector Sizoo, Domestic Intelligence Division, recommends unfavorably, citing the above instructions in the Manual of Rules and Regulations. He states that no problem has been presented in the Internal Security Section and that in view of present instructions, he does not recommend adopting the suggestion.

Mr. Jones feels existing instructions do not specifically cover his suggestion and that they should be amended to do so.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Quinn Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Glavin \_\_\_\_\_
- Ladd \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Belmont \_\_\_\_\_
- Conrad \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
- Rosen \_\_\_\_\_
- Sullivan \_\_\_\_\_
- Tavel \_\_\_\_\_
- Trotter \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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INDEXED - 22 167 NOV 18 1955  
cc: Training and Inspection Division

Mr. Nease

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Executives Conference memo for Mr. Tolson.

Investigative Division recommends favorably, stating that there appears to be no serious objection, however from the standpoint of the work in that Division it is doubted if there would be any substantial saving of time as it would still be considered necessary to review each communication in its entirety.

Training and Inspection Division recommends unfavorably. The above cited instructions in the Manual of Rules and Regulations provide for the logical presentation which the Bureau needs. Failure to follow these instructions should be called to the field's attention on an individual basis.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:gsr 11/14/55

Present at the Executives Conference 11/14/55 were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Belmont, Boardman, Rosen and Mason. The Conference took cognizance of the fact that it has previously turned down suggestions that letters from the field carry the word "recommendation" and that each specific recommendation thereafter be spelled out at the end of the letter. Conference felt that this might induce the supervisors to refrain from reading the body of the letter and seek to take action based on the reading of the recommendations.

If you agree, no further action need be taken.

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

Mr. Tolson

Oct. 20, 1955

The Executives Conference

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION  
(SAMBA)

The Executives Conference on October 17, 1955, considered the report of the Board of Directors of the Special Agents Mutual Benefit Association (SAMBA). The Conference consisted of Messrs. Nichols, Rosen, Boardman, Parsons, Mohr, Belmont and Tamm.

The Conference was advised that the Prudential Life Insurance Company, the underwriters for SAMBA, have indicated a dividend for this year of \$143,500. SAMBA has a surplus of \$192,865.03. The Conference was advised that presently SAMBA gives Agents additional coverage above the actual premiums so that the present operating expenses are \$75,000 a year. The estimated operating expenses above collections for the next fiscal year will be \$78,700. The Board of Directors recommends that because of the size of the dividend and the fact that we do now have a surplus in the treasury that the following additional insurance be purchased out of the dividend for the coming year.

That payment for hospital miscellaneous charges be increased from \$75.00 as at present to \$200.00; that \$25.00 X-ray and laboratory fee insurance be purchased so that payment may be made in minor cases where hospitalization is not required. Under the present policy, payment such as this cannot be made. This would be limited to \$25.00 per year to persons, that is, Agents and members of the family covered by the insurance policy. At the present time in those cases of major illness where the Agent has major medical coverage it is necessary under the present policy for the insured to pay the first \$300.00 of the expenses and after that the major medical policy pays 75% of the additional expenses up to \$10,000. It is proposed that in the new policy the Agent pay only the first \$200.00 of the major medical expense before the insurance company takes over the additional payments. In other words, this will amount to an additional \$100.00 insurance for the Agents and their families.

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

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*Investigative Conference*  
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SP5C/PT 2-14-92

9 NOV 21 1955

Memorandum for Mr. Tolson

The addition of these charges to the SAMBA policy will cost \$67,331.16. This will make the total operating cost for the year \$146,031.16 which will use some of the surplus which we have accumulated but is considered a safe margin because of the amount of our surplus. This additional coverage, especially the \$25.00 X-ray and laboratory fee contracted outside of a hospital and the increase in miscellaneous charges, will benefit a great number of Agents and enable SAMBA to pay a great number more minor claims. It will make the SAMBA policy an extremely attractive hospitalization policy.

Last year, we did not increase the benefits of the policy a great deal. However, we did declare a 50% a month dividend to each member which amounted to reducing the monthly premium by 50%. This cost SAMBA for the year \$24,000. Discussion by Mr. Quinn Tamm and other members of the Board of Directors with individual Agents revealed the fact that the Agents were more interested in increased hospitalization coverage and that the 50% reduction in premiums did not mean a great deal to them. Consequently, the Board of Directors recommends that the 50% a month dividend not be continued during the coming year, it being noted it was placed in effect for one year only, but rather the actual premium charges revert to the former cost and as outlined above we are spending the \$24,000 for increased insurance coverage.

The Conference unanimously agrees with the recommendations of the Board of Directors of SAMBA. If you approve, appropriate advice will be furnished to all members.

OK  
H.

Mr. Tolson

11/21/55

The Executives Conference

SEMIANNUAL CONFERENCE FOR SOG SUPERVISORS

Present at the Executives Conference November 21, 1955, were Messrs. Tolson, Mohr, Tamm, Parsons, Hennrich, Belmont, Rosen, Holloman, McGuire and Mason.

The conference unanimously recommends:

- (1) Semiannual Conference for SOG Supervisors be held in three shifts; December 13, 14 and 15; commencing 3:00 p.m. each day; Classroom #1 (Room 5231).
- (2) The program for each session of the conference be:
  - a. Briefing - concise, accurate, clear, oral presentations and how they can improve our work -- Mr. Mason - 10 minutes;
  - b. Preparation of memoranda and objectivity in our work - making certain that the reader of a document is told the facts tersely, logically, clearly, with no loose ends dragging -- Mr. Gilliland (Training and Inspection Division) - 10 minutes;
  - c. How the Bureau stands today with the public -- Mr. Nichols - 10 minutes;
  - d. Finances and economy -- Mr. Mohr - 15 minutes;
  - e. Results of Intensification Program -- Mr. Belmont - 15 minutes;
  - f. Need for aggressive supervision of investigative matters -- Mr. Boardman - 10 minutes;
  - g. FBI's role in identifying air tragedy victims -- Mr. Tamm - 10 minutes;
  - h. First showing of new FBI motion picture color film on "How to Take Fingerprints" -- 20 minutes;
  - i. Announcements -- Mr. Mason - 5 minutes.

(3) Supervisory staff of Washington Field Office will be instructed to attend as in the past.

(4) The attached memorandum go forth to division heads (SOG and Washington Field) advising of the conference.

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

Enclosure

EDM:jla

(5) cc - Mr. Nease  
Training and Inspection Division

RECORDED - 61  
INDEXED - 61  
66-2554 - 12389

NOV 22 1955

ALL INFORMATION CONTAINED  
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DATE 11-20-83 BY SP-8/BJ

51 NOV 22 1955

6/ Mr. Tolson

11/17/55

The Executives Conference

CIVIL RIGHTS SCHOOLS

Present at the Executives Conference November 15, 1955, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Henrich, Boardman, Rosen and Mason.

It was presented to the conference that Jack Carley, Associate Editor, Memphis Commercial Appeal, thinks it highly desirable to hold police schools for local officers in connection with Civil Rights matters. Carley offered the view that the schools might be more palatable to some southerners if they were termed "Legal Rights School" rather than "Civil Rights School."

Mr. Nichols observed prior to the conference that the term Civil Rights is expressive. Mr. Rosen observed prior to the conference that the term Civil Rights is more appropriate; legal rights might be misleading; the Department of Justice uses the term Civil Rights and so does all literature; many legal rights might not be covered by Civil Rights statutes.

EXECUTIVES CONFERENCE CONSIDERATION

Conference unanimously recommended that the schools continue to be called by the title Civil Rights rather than Legal Rights.

If you agree, no further action is necessary.

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DATE 2-18-92 BY SP5/PT

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

Training and Inspection Division

RECORDED - 86

INDEXED - 86

12 NOV 23 1955

66-2554-12390

51 NOV 25 1955

EX-126



The Director

11/9/55

The Executives Conference

~~HANDLING OF SIGNATURE MAIL~~  
IN MR. BOARDMAN'S OFFICE

Present at the Executives Conference on November 8, 1955, were Messrs. Tolson, Tamm, Parsons, Nease, Sizoo, Boardman, Rosen, Nichols and Mason.

The question discussed was whether an arrangement should be continued whereby an estimated 250 pages of out-going signature mail per day should be sent to Mr. Boardman's office for approval without first clearing through the office of the appropriate Assistant Director of the Domestic Intelligence or Investigative Divisions.

The mail referred to does not encompass the more important items. It relates to non-policy communications transmitting reports, developments in cases of interest to the Department, to other agencies, or follow-ups with Department or other agencies, or transmittal of informational data to them or to the field.

The policy mail and most important data are already routed through the Assistant Director of Domestic Intelligence or Investigative Divisions en route to Mr. Boardman's office.

The mail referred to has in the past been sent directly to Mr. Boardman's office from Section Chiefs or Unit Chiefs in the Investigative Divisions and in Mr. Boardman's office such mail is approved by Mr. Scatterday who is Mr. Boardman's assistant. The mail then goes to the Reading Room.

Of the mail referred to which is not now clearing through the Assistant Director's office, about 220 pages come from Section Chiefs and 30 pages per day from Unit Chiefs directly to Mr. Boardman's office; this constitutes

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_ cc - Mr. Nease
- Harbo \_\_\_\_\_ Mr. Mason
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_ EDH:gsr
- Tamm \_\_\_\_\_ (5) [initials]
- Sizoo \_\_\_\_\_ [initials]
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED-27

INDEXED-27

EX-126

66-2554-2391  
NOV 28 1955

ALL INFORMATION CONTAINED  
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DATE 1-14-83 BY SP5CJ/CP7

68 NOV 29 1955

66-3665-2741  
ORIGINAL FILE IN

about 50 per cent of the total outgoing signature mail received daily in Mr. Boardman's office.

Mason proposed, following a check of certain mail matters in Mr. Boardman's office, that if a document is important enough to be sent to the office of an Assistant to the Director, then it is important enough to clear through the office of the Assistant Director; it is essentially bad business for a division head to not control all outgoing mail from his division by having it correlated in his office.

Advantages of having this mail first approved in the office of the Assistant Director prior to going to Mr. Boardman involve: possibility of tighter control and better preparation of mail, possibility of saving a little time in Mr. Boardman's office because of this better preparation (the same number of pages will come to Mr. Boardman's office daily regardless of whether the proposal is adopted).

The disadvantages are that a total of about 250 additional pages will have to be read daily in the offices of Belmont and Rosen; the mail is fairly evenly divided as to Domestic Intelligence Division or Investigative Division. This will result in about 125 additional pages per day in each of the two offices named; the mail is generally non-controversial; relatively short data of non-policy, non-urgent type.

EXECUTIVES CONFERENCE CONSIDERATION:

Directors NOTATION I HAVE BEEN STRONGLY FOR THIS VIEW. H.

The minority, Messrs. Tolson, Parsons, Nease and Mason, recommends that all mail sent to Mr. Boardman's office for initialing first clear through the office of Assistant Director Rosen or Assistant Director Belmont; discontinue the present practice of permitting Section or Unit Chiefs to send certain mail directly to Boardman's office. The minority additionally feels that Section Chiefs and Unit Chiefs should not be granted authority to initial correspondence for their Assistant Directors; that any initialing for the Assistant Director should be done in the Assistant Director's office.

The majority, Messrs. Tamm, Sizoo, Boardman, Rosen and Nichols, recommends no change in the present procedure feeling that adoption of the proposal would be the very contrary to streamlining; would result in additional work

in the offices of Belmont and Rosen with no real advantages inasmuch as the type of correspondence referred to has not been involved in very many errors detected in Mr. Boardman's office.

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

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

Nov. 15, 1955

The Executives Conference

On November 14 the Executives Conference with Messrs. Tolson, Boardman, J. E. Edwards, Parsons, Mason, Mohr, Rosen, Belmont and Q. Tamm being present considered the question of the dissemination of identification records as furnished by the Bureau to the Securities and Exchange Commission (SEC).

It is noted that one Albert H. Crombie has complained to the Bureau that a photograph of him furnished by the FBI to SEC was made available to the Better Business Bureau of Columbus, Ohio. No action is being taken concerning Crombie's complaint. However, the Bureau's policy with regard to the furnishing of information to SEC is again being reconsidered.

The Conference was advised that since 1936 we have been disseminating criminal identification records and photographs to SEC. Until April 13, 1953, no restriction was placed on SEC as to further dissemination. However, on this date, it was agreed by the Bureau with SEC that they could disseminate such information to private organizations, such as the Better Business Bureau, without identifying the Bureau as a source. The incident referred to occurred prior to this agreement. There has been no problem arising with SEC since this agreement.

The Executives Conference recommends no change in our present understanding with SEC.

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

1 - Mr. Nease  
1 - Mr. Mason

OT:VH  
(5)

RECORDED-35

INDEXED-35

66-2554-12392

8 NOV 29 1955 ALL INFORMATION CONTAINED  
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51 NOV 29 1955

Mr. Tolson

11/15/55

Executives Conference

ASSISTANT CHIEF OF POLICE  
WAYCROSS, GEORGIA  
FBI NA GRADUATE

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DATE 11/15/81 BY SP5/1

Present at the Executives Conference November 15, 1955, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen and Mason.

b6  
b7c

Mr. Mason advised that the question had come up as to whether [redacted] who was removed from the Directory of National Academy Graduates and all mailing lists because of his personal misconduct in 1949, should now be restored as a graduate in good standing and that he was personally opposed to so restoring [redacted]

[redacted] was a graduate of the Fifth National Academy Session and at that time was a representative of the Valdosta, Georgia, Police Department; considered below average student, lazy, selfish, and mentally dull. Attitude satisfactory. Dismissed Valdosta PD 1948 because of excessive drinking and disorderly conduct; dismissed as Chief of Police at Douglas, Georgia, February 1949 because of intoxication; made unsuccessful attempt at suicide; removed from National Academy Directory and all mailing lists 2/25/49. Became Chief of Police, Madison, Florida, October 1949. In Valdosta, Georgia, while visiting, he shot and killed a friend while intoxicated in 1951; tried for manslaughter but acquitted. Dismissed 10/1/54 as Chief at Madison because of excessive drinking. Hired Waycross, Georgia, Police Department as Detective August of 1952; promoted to Detective Lieutenant September 1954.

Since August 1952 [redacted] has led an exemplary life of respectability and sobriety; highly regarded by members of his department and by City Commission.

b6  
b7c

SAC Lopez at Savannah says that [redacted] is one of the strongest FBI boosters in Georgia; friendly attitude; largest single source of new criminal cases in the Waycross territory; turned over three auto cases to FBI on July 18; furnished on 8/15 Interstate Transportation of Stolen Property case; frequently  
ee - Training and Inspection Division

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

COPIED - 81 INDEXED - 81

106-2554-12393  
NOV 24 1955

ORIGINAL FILE

Memo Executives Conference to Mr. Tolson,  
dated 11/15/55, re [redacted]  
FBI NA Graduate

volunteers information. SAC Lopez recommends [redacted] be reinstated  
to good standing.

EXECUTIVES CONFERENCE RECOMMENDATION:

Conference unanimously recommended the status of  
[redacted] be re-evaluated in one year; meanwhile not be restored  
in good standing. If

If you agree, an appropriate communication is attached  
hereto, and it should be signed and sent to the SAC at Savannah.

OK  
A

b6  
b7c

Mr. Tolson

12/7/55

The Executives Conference

SUGGESTION #308-56  
Made by SA Robert E. Gebhardt  
Investigative Division

SUGGESTION: That Training and Inspection Division consider issuing instructions to field wherein any letter submitted by the field to the Bureau of more than one page in length must contain a synopsis to be supported by the necessary details. If subject matter requires recommendation, set it forth following synopsis.

PRESENT PROCEDURE: SAC Letters 52-88G (9/12/52), 55-19B (3/1/55), and 55-37A (5/31/55), instruct that letters be brief and concise.

Suggested practice is utilized in matters of misconduct by Bureau employees (SAC Letter 53-296, 4/28/53).

ADVANTAGES STATED: (1) Bureau Officials will have a concise, clear-cut picture of the information without having to read pages of details. Details will, of course, be thoroughly reviewed by individual supervisors to make certain they are consistent with synopsis.

(2) Will preclude preparing memoranda at Seat of Government, except in unusual instances.

(3) Will act as a training factor for the field in that the field will (a) be brief and preclude having to prepare synopsis and thus cut down on verbosity and loquaciousness; (b) cause field to more closely analyze and marshal facts prior to preparing letter in order to be short and concise.

(4) Time-saving, therefore money-saving.

PREVIOUS EXECUTIVE CONFERENCE CONSIDERATION

On 2/11/53, SA Ralph R. Roach, Domestic Intelligence Division, submitted a suggestion that the field be instructed to submit a synopsis for each letter of more than one page in length forwarded to the Bureau. The Executives Conference on 2/25/53, unanimously recommended unfavorably. The following consideration was taken from a letter to Mr. Roach dated 2/27/53:

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

Enclosure

ceh  
(5)

cc: Mr. Nease

Mr. Mason

DEC 8 1955

59 DEC 12 1955

58 DEC 9 1955

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DATE 11-10-87 BY SP-Sci  
LP Jch

RECORDED - 33  
INDEXED - 33  
66-2554-12394

Executives Conference memo for Mr. Tolson

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION: (continued)

"It was thought that such a procedure might possibly result in some employees reading only the synopsis and, thus, missing out on some matters concealed in the details which would have a definite bearing upon consideration to be given the topic. Although this objection to a synopsis still stands, an even greater one is paramount in that the preparation of synopses for lengthy letters would result in further demands upon stenographic employees in the field, and the current shortage of such employees makes it necessary to curtail to the greatest possible degree all stenographic work."

OBSERVATIONS: Assistant Director Rosen recommends favorably to the suggestion.

Inspector Sizoo, Domestic Intelligence Division, recommends unfavorably in that letters prepared by the field would require considerable additional work on the part of the field and would probably necessitate additional correspondence from the Bureau for failure to include pertinent data in the synopsis or in the details. Seat of Government supervisors being held responsible for the contents of the entire letter could not take action on the synopsis alone and would have the additional responsibility of determining whether the details covered all items in the synopsis and vice versa.

Mr. Sizoo states that only a small percentage of mail from the field entails the preparation of a memorandum at the Seat of Government. The additional time spent by the field in preparing letters in the form suggested in all instances, therefore, does not appear justified. Supervisors at Seat of Government in submitting an action memorandum could not rely entirely on letter submitted by the field. Such request would not contain sufficient background data necessary for Bureau Officials to take appropriate action. Necessary background data would in numerous instances not even be available to the field office submitting the letter.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:jla 12/7/55

On 12/7/55 the Executives Conference consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Holloman and Gearty, unanimously were opposed to the suggestion.



MR. TOLSON

12/8/55

EXECUTIVES CONFERENCE

~~CIVIL RIGHTS SCHOOL~~

On 12/7/55 the attached curriculum for a 6-day Civil Rights School was considered by the Executives Conference. It was pointed out to the conference that there are approximately 50 northern-born Agents now working in 18 southern offices who have been in the South for approximately 3 years who would be eligible to attend this school. This number of Agents trained would equalize the southern-born Agents assigned to southern offices previously trained in civil rights schools. It was proposed that there be 2 schools of approximately 25 men each, the first to begin 1/16/56 and the second to begin 1/23/56. Those men in attendance who will be due for In-Service during 1956 will join the In-Service class then in session for the second week of the In-Service training and receive credit.

The Administrative Division is reviewing the files of all Agents to determine the identity of those who will receive this training. They are expediting this review of the files and will submit a separate memo recommending those who will attend.

EXECUTIVES CONFERENCE ACTION:

The Conference on 12/7/55, consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Holloman and Gearty, unanimously approved the curriculum, the dates of the two schools, and the manner of selection of the Agents to attend the schools.

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

Enclosure

GCG:hd  
(6)

CC - Mr. Nease  
Mr. Mason  
Mr. Mohr

66 DEC 12 1955

RECORDED - 72  
INDEXED - 72  
EX-107

10 DEC 9 1955

66-2554-12395

Mr. Tolson

Dec. 2, 1955

The Executives Conference

ALL INFORMATION CONTAINED  
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DATE 2/14/92 BY SP5/EL  
PT

On December 1, the Executives Conference with Messrs. Tolson, Holloman, McGuire, Gearty, Belmont, Nease, Parsons, Boardman, Mohr, Rosen and Q. Tamm being present considered a request by B. H. Griffin, Airport Director, Washington National Airport, District of Columbia, that the Bureau resume the searching of fingerprint cards of new employees at the Washington National Airport.

On December 18, 1953, the Executives Conference recommended and the Director approved a change in policy ~~of~~ with regard to the handling of applicant fingerprint cards submitted by interstate carriers. Prior to December of 1953 the Bureau had handled the fingerprint cards of applicants for positions with various railroads, airlines and trucking companies. This policy had been in effect since 1937 based upon a ruling by the then Attorney General that railway police agencies were entitled to receive information from the Identification Division files. This ruling was later expanded to include other transportation facilities engaged in interstate transportation -- bus lines, airlines and trucking lines. However, because of the volume of such fingerprint cards being received subsequent to World War II, the Bureau's policy was not consistent in the handling of fingerprint cards submitted by some of the railroad agencies. We were accepting for search from some railroads, airlines, etc., all of their applicant fingerprint cards and restricting the service to other railroads and airlines to those applicants for positions with the law enforcement branch of the particular transportation facility. In this connection we were handling the fingerprint cards of the employees of the Washington National Airport.

In order to make our policy consistent and uniform, Tolson \_\_\_\_\_ in December of 1953 with the approval of the Director the Boardman \_\_\_\_\_ Bureau adopted a policy of handling for interstate carriers Nichols \_\_\_\_\_ the fingerprint cards of applicants for positions with the Belmont \_\_\_\_\_ law enforcement branch of the transportation facility and Harbo \_\_\_\_\_ stopped handling all other applicant fingerprint cards of Parsons \_\_\_\_\_ this nature. This policy also applied to the Washington Rosen \_\_\_\_\_ National Airport. Tamm \_\_\_\_\_ Sizoo \_\_\_\_\_ Wintertrowd \_\_\_\_\_ Tele. Room \_\_\_\_\_ Holloman \_\_\_\_\_ Gandy \_\_\_\_\_

6 DEC 15 1955

EX-121 RECORDED - 6 INDEXED - 6

10 DEC 14 1955

12396

A033

Memorandum for Mr. Tolson

Mr. Griffin, a Director of the Washington National Airport, now requests an exception to this policy. He points out that the Airport is operated directly by the Civil Aeronautics Administration and is the only such airport in the country so operated. However, it should be noted that the Bureau does handle the fingerprint cards of the actual employees of the Civil Aeronautics Administration, they being Government employees, but the principal finger-printing of employees at the Washington National Airport would consist of employees of various airlines as well as other individual contractors who operate concessions at the Airport.

The Conference is unanimously of the opinion that an exception should not be granted to the Washington National Airport. If such an exception is granted we will immediately again receive requests for the handling of the fingerprint cards of airline, railroad, bus and trucking company employees. This would amount to a large volume of fingerprint cards and we would not be in a good position to refuse to handle these cards if one exception is granted.

If the Conference opinion is approved, Mr. Griffin will be appropriately notified.

1 - Mr. Mason  
1 - Mr. Nease

GF:VH  
(5)

THE DIRECTOR

11-22-55

THE EXECUTIVES CONFERENCE

SPECIAL AGENTS ASSIGNED TO CIVIL RIGHTS MATTERS

*Supervision - CIVIL RIGHTS*

The Executives Conference of November 15, 1955, consisting of Messrs. Tolson, Mason, Hennrich, J. E. Edwards, Parsons, Tamm, Rosen, Belmont, Holloman and Mohr, considered the problem with respect to Special Agents assigned to Civil Rights matters and particularly the criticism which has been directed toward the Bureau by such organizations as the National Association for the Advancement of Colored People, and the like, concerning certain Special Agents conducting Civil Rights Cases in the South.

The Conference was advised from time to time individuals and organizations have unjustly criticized the Bureau for the manner in which Civil Rights investigations are conducted. Various statements made have been proven to be without basis of fact and actually unfounded and untrue. As an example, an article appearing in the Jackson, Mississippi, Daily News dated October 11, 1955, quoted Representative Adam Clayton Powell (Democrat-New York) as stating that the FBI Agents assigned to investigate the Emmett Till Case in Mississippi are "from the deep South, if not from Mississippi itself." Allegedly, Powell recommended that Northern FBI Agents be sent in to investigate the case. You will recall that Emmett Till was a 14-year old Chicago Negro who was allegedly kidnapped and killed while visiting in Mississippi. The defendants were found not guilty of the murder. The FBI conducted no investigation in this case.

Other statements have been made to the effect that FBI Agents who were former police officers conduct Civil Rights Cases in the South and are possibly prejudiced.

A survey has been made to determine just how many Southern and Northern Agents are assigned to Civil Rights investigations in the Southern Offices and also, to determine just how many FBI Agents conducting these investigations are former police officers and how many have attended the Bureau's Civil Rights School. Eighteen of our offices are considered to be in Southern states. Two hundred six Special Agents in these eighteen offices

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

RECORDED-27

INDEXED-27

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66-2557-12397

10 DEC 14 1955

have handled Civil Rights matters and are given these assignments as the violations occur in the various offices. One hundred twenty-nine of these Agents or 62.6% are Southern born. Seventy-seven or 37.4% are from the Northern states, Northwestern states or the Pacific Coast states. The majority of these are actually from "Yankee" states. Thirteen of these Agents or 6.6% are former police officers and are scattered between six of our Southern offices. Twelve of our Southern offices have no Agents who were former police officers. Forty-seven of these Agents or 22.8% have attended the Bureau's Civil Rights School. Only one Southern office, Dallas, Texas, has no Agents assigned Civil Rights matters who previously attended Civil Rights School. The forty-seven Agents who attended one of the Civil Rights Schools are scattered throughout the other seventeen Southern offices. You may recall that instructions were given to the Agents who attended one of the Bureau's Civil Rights schools to train other Agents in their divisions. *Did we specifically follow up on this, H?*

It is interesting to note that the Atlanta, El Paso, Houston and Miami Offices have more Northern Agents than Southern Agents handling Civil Rights investigations. The Mobile and Savannah Offices have about an equal number of Northern and Southern Agents assigned to these matters while the percentages in the other offices vary considerably.

Attached hereto is a complete breakdown by offices and states covered in the survey.

The Conference gave considerable study to this matter and considered possible action that might be taken including a possible letter to the SACs advising them to assign to Civil Rights investigations nonnative born Agents who are not former police officers whenever possible to do so. Mr. Rosen questioned the propriety of such an SAC Letter and thought that any such instructions would raise more questions and possible criticisms than leaving the situation as it is at present. Mr. Holloman pointed out that in the South if it became known that so-called Northern or Yankee Agents conduct Civil Rights investigation, instead of the Bureau being criticized by an organization such as the NAACP, that the Bureau might well be criticized by reputable Southerners who might well resent any such action by the Bureau.

The Conference felt that it would be desirable to improve the situation by having additional Civil Rights Schools early in 1950 with a view to selectivity in picking the Agents

to attend this school so that we might have a more representative number of so-called Northern Agents to conduct Civil Rights investigations in the South.

In the event you agree with the unanimous views of the Conference, the Investigative Division should make plans to hold a two-day Civil Rights School early in 1958 with a specific view in mind to include in the school more Northern Agents who are living in the South to attend such Civil Rights School.

Respectfully,  
For the Conference

Clyde Tolson

Enclosure

cc: Mr. Mason  
Mr. Nease

JPT:son  
(5)

1. This is OK but I also want orders issued that no Agents who were former Police Officers are to be assigned to Civil Rights Investigation. This is no reflection upon such agents but is done to avoid embarrassment to the agents & to the Bureau.

2. The percentage of Southern Agents assigned to such cases is entirely too high & must be more equalized. H

The Director

12/6/55

The Executives Conference

CIVIL RIGHTS MATTERS

Present at the Executives Conference on December 6, 1955, were Messrs. Tolson, Nichols, Boardman, Mohr, Tamm, Parsons, Nease, Holloman and Mason. The Conference considered a memorandum from Mr. Nease to Mr. Tolson dated 11/30/55 advising that SACs at Little Rock and Knoxville preferred to use agents native to the particular locality in conducting interviews with police officers in Civil Rights matters. Both SACs feel that to obtain desired results without creating undue animosity they should use southern born agents in interrogating local officers. The Director observed that the SACs are not looking at the over-all picture but only a narrow provincial angle.

The Conference considered what policy should be established as to the assignment of agents to investigative Civil Rights cases, it being well known that many southerners do not like Civil Rights cases as such but would be particularly resentful of a so called "Yankee Agent" whereas there are other groups who might be critical of the Bureau for using southern Agents to investigate southern Civil Rights violations.

There are a number of expressions from members of the Conference among which were: (1) If an SAC Letter should be sent instructing that only agents of northern birth investigate Civil Rights cases or that two-men Civil Rights interview teams consisting of 1 agent of northern background and 1 of southern background be used, it would be difficult to defend the FBI because outsiders would regard this as the Bureau's belief that southern agents might not be fully trustworthy or might be prejudiced. (2) While it is important to avoid criticism from some of the northern organizations and individuals, due consideration must be given to the large segment of southerners who, while opposed to mob violence, brutality or duress just as much as northerners, might well regard it as an affront if so called "Yankees" came into the localities to conduct investigations when southerners are already in the area. (3) Instances were pointed

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

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DEC 19 1955 INDEXED-61

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Memorandum for the Director

going to give any information at all concerning a Civil Rights violation he is more likely to give it to a southern agent. General sentiment that southern agents fall very definitely into that bracket of high-class people of the South who abhor Civil Rights violators and are, therefore, even more vigorous in investigating Civil Rights violations than the average northern agent might be expected to be. Because of ignorance, social standing or mode of living, some people of the South, particularly some colored folks, require special treatment and interview techniques in which southern agents are rather well versed.

(4) The important thing is to make sure that all investigations are fair, impartial and thorough; that experienced and competent agents conduct the investigations and that good judgment is used in selecting agents who have no ties to the group being investigated and that the Civil Rights cases be solved. (5) Generally undesirable to issue specific instructions that agents be permitted, or not be permitted, to work on Civil Rights investigations because of the state where they were born; some agents born in northern states have lived long enough in the South to be fully accepted by local people as southerners; SA Joseph Canale of Memphis is Memphis born and has been doing a fine job in handling Civil Rights investigations. (6) The discussion at the Conference did not result in a clean-cut unanimous decision as to what policy to employ in assigning agents to conduct Civil Rights investigations.

EXECUTIVE CONFERENCE RECOMMENDATIONS:

1. The Conference unanimously recommends that the Civil Rights School planned for January be held in Washington; that it be of the Major Case-type training and, although past Civil Rights Schools have been of 2 days duration, this one should run for a longer period of time to be exceptionally thorough. Executives Conference will consider curriculum 12/7/55.

Done ✓ OK

2. The minority of the Conference, Messrs. Nichols, Mohr, and Parsons, felt that no written instructions should be issued to SACs as to whether to assign northern or southern agents to Civil Rights investigations; that SACs should be careful to use the best possible men available at the time when an investigation arises; that the problems of the Bureau should be orally conveyed to our SACs, particularly those in the South



Memorandum for the Director

The majority, Messrs. Tolson, Holloman, Tamm, Nease, Hennrich, Boardman, Rosen and Mason felt that all things being equal, any agent of northern birth who has been working in the South for an extended period of time, perhaps 3 years, should be considered acceptable for Civil Rights investigations and assigned to such cases; discuss the Bureau's problem in this regard with SACs orally so they will understand the problem and make assignments in a fashion to avoid criticism from any source.

OK H

3. Unanimously felt it undesirable to issue written instructions that an agent from the North accompany an agent from the South or vice versa on Civil Rights investigations or that northerners or southerners be excluded from such investigations.

OK H

4. Unanimously felt we should endeavor through the January, 1956, Specialized Civil Rights Training School to provide an equal proportion of agents of northern and those of southern birth as the recipients of specialized Civil Rights training so that we can respond to inquiries, if necessary, that our Civil Rights Investigative Staff is evenly divided between persons of northern and southern birth.

OK H

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

H

Respectfully,  
For the Conference

✓  
Clyde Tolson

cc - Mr. Rosen  
Mr. Boardman  
Mr. Nichols  
Mr. Mohr  
Mr. Nease  
Mrs. Buchanan

EDM:hcb  
(8) ✓

Mr. Tolson

12/2/55

Executives Conference

Present at the Executives Conference on 11/28/55, were Messrs. Boardman, Parsons, Nease, Tamm, Hennrich, McGuire and Mason.

The Conference was advised of a suggestion (#210-56), which emanated from the Dallas Office, concerning the designation of copies of letters and memoranda, the consideration of which resulted in the adoption of a related suggestion and subsequent Manual changes. Both the field and the Seat of Government are now:

- (1) Listing ~~dictator's~~ initials on the last page of letters and memoranda (except memoranda or letters from Seat of Government to field).
- (2) Identifying individuals who are to receive copies of letters and memoranda on the last page.
- (3) Showing ~~enclosure~~ notations and file numbers on the last page of letters and memoranda.
- (4) Indicating the ~~number~~ of copies of letters and memoranda prepared on the last page of the communication.

This has created a hardship for those people in the ~~Mail~~ Sorting Room of the Records Section, in the Mail Room of the Records and Communications Division and for those people in various other Seat of Government Divisions who have to turn up the first page or two of communications to find out where a given carbon copy is destined.

Executives Conference Consideration: The Conference of 11/28/55 unanimously recommended that we return to our old procedures which will consist of:

- (1) Memoranda and communications for use at the Seat of Government, identify, on the first page, persons receiving carbon copies along with pertinent file numbers, and in those instances where current instructions call for the initials of stenographer

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 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
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 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

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or dictator, same be placed on the first page.

- (2) Identical instructions for communications to the field (initials of stenographer and dictator do not appear on the original of communications to the field and no change is contemplated in this, however, such initials will appear on the first page of the yellow rather than on the last page).
- (3) Dictator's initials, stenographer's initials, file numbers, identity of offices receiving copies and enclosure notations on memoranda and letters from the field be shown on the first page rather than on the last page.
- (4) No change in communications prepared on Director's note paper, memoranda to the Department or documents on black letterhead stationery to persons in or out of the FBI.

If you agree, appropriate Manual changes will be prepared by the Manuals Desk of the Training and Inspection Division.

cc - Mr. Mason  
Mr. Nease

EDM:dmg,gsr

(5) *[Signature]*

Mr. Tolson

12/19/55

Op

The Executives Conference

SUGGESTION #304-56

Made by SA [redacted]  
Detroit Office

b6  
b7c

SUGGESTION: SA [redacted] suggests:

(1) Where extra copies of memoranda were originally prepared and filed in 100-0 file for possible future dissemination, but never used, these extra copies should now be destroyed.

(2) That Detroit Office be permitted to consolidate approximately 36 file drawers of 100 classification files transferred to it in the latter part of 1945 when the Grand Rapids, Michigan, Office was closed. These are mostly thin files in which no material has been filed since transfer of the files to Detroit.

(3) The Detroit Office be permitted to consolidate approximately 60 file drawers of closed files in the 100-German, Italian and Japanese classification. Most of these cases were closed in 1945 or before and consist of only a few serials each.

ADVANTAGES: (1) Would save filing space; example given of where 420 copies were made of a 14-page memo which now take up 18 volumes of the 100-0 file in Detroit Office.

(2) It is believed adoption of this part of suggestion would reduce present 36 drawers of 100 classification files in Detroit Office to approximately 9 drawers.

(3) Consolidation would reduce necessary drawer space for these files from 60 to approximately 20 drawers.

PRESENT PROCEDURE: Recent Detroit Inspection disclosed office follows practice of making numerous extra copies of channelizing memoranda where memorandum contains a number of names on whom no file has been opened. These copies are filed in 100-0 file for possible future use in event case is later opened on each person listed. One instance noted where over 400 copies of one memo prepared but never used. New York Office prepares only one extra copy and indexes names on whom files not opened. Washington Field Office makes extra copies for retention in 100-0 file only where appears warranted and only where

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

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cc: Mr. Nease INDEXED - 19 DEC 23 1955

Mr. Mason

EX-107

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Enclosure  
cc: ceh  
(5)

Handwritten initials and signatures

Executives Conference memo for Mr. Tolson  
Re Suggestion #304-56

PRESENT PROCEDURE: (Continued)

two or three names involved; otherwise, list of names is indexed from one copy.

Field is now permitted to consolidate Applicant, Selective Service and Criminal files when closed six months; also certain other closed files (including three of Security type\*) 96, 97\*, 98\*, 106\*, 108, 121 and 140 classifications. Not permitted to consolidate most security type files including 100 classification files.

OBSERVATIONS: Inspector E. O. Teague, Training and Inspection Division, concluded Detroit Office had in several instances prepared and retained unreasonable number of copies of channelizing memoranda. Inspector called this to attention of SAC and believes Detroit should be authorized to destroy excess unneeded copies.

Inspector Teague also favors permitting Detroit to consolidate the 100 classification files obtained when Grand Rapids Office was closed.

PREVIOUS EXECUTIVES CONFERENCE ACTION: On 1/6/55, the Conference unanimously agreed that no effort should be made at that time to consolidate Italian, German and Japanese files throughout the field. This decision followed an experiment in the New Orleans Office where the SAC found uniform consolidation was not possible since Communist files were interspersed with the other 100 classification files and the large amount of manpower necessary to do the job was not justified.

CONCLUSIONS: (1) There appears to be no reason to retain numerous copies of the same memorandum in the Detroit 100-0 file where time has shown no need for the extra copies. The problem seems to be peculiar to Detroit Office.

(2) Since Detroit does not reopen any of the old Grand Rapids files but instead, where necessary, removes serials and opens a new Detroit file, there appears to be no objection to consolidation of the old Grand Rapids 100 classification files.

(3) Executives Conference action earlier this year decided after an extensive experiment that consolidation of 100 classification files on German, Japanese and Italian subjects is not practical at this time.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:gsr

Present at the Executives Conference December 19, 1955,  
Messrs. Nichols, Boardman, Parsons, Tamm, Mohr, Nease, McGuire,

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

Rosen, Belmont, Holloman and Mason. The Conference unanimously recommends that the Detroit Office be advised:

1. No reason to maintain numerous copies of the same memorandum in the Detroit 100-0 file when it is obvious those copies will not be needed.

2. Authority granted to Detroit to consolidate the old files of the former Grand Rapids Office now contained in classification 100 in Detroit.

3. Do not endeavor to consolidate the 100 classification files on Germans, Japanese and Italians inasmuch as Communist cases are numerically interspersed with the German, Japanese and Italian files; such consolidation would leave numerous gaps because the Communist cases should not be consolidated.

If you agree, the attached memorandum to Detroit, incorporating above views, should be sent.

MR. TOLSON

12/6/55

The Executives Conference

FIELD FM. RADIO SERVICE

On December 6, 1955, the Executives Conference consisting of Messrs. Tolson, Nichols, Holloman, Mason, Rosen, Boardman, Hennrich, Nease, Tamm, Mohr, and Parsons considered the installation of voice radio equipment in Resident Agencies.

All field office headquarters cities have voice radio stations to communicate with radio-equipped cars in the headquarters cities. As a result of consideration on an individual basis, there have been a number of situations where radio equipment has been installed in Resident Agencies. These installations fall into three categories:

1. Where the Resident Agency installation rebroadcasts transmissions from the headquarters city and, therefore, provides an extension of the radio system of the headquarters city into the Resident Agency city.
2. Where the installation provides local radio communication from the radio-equipped cars from the Resident Agency and also to the headquarters city and, therefore, provides communication between the Resident Agency and the headquarters city.
3. Where the radio installation provides local coverage only for communication between the Resident Agency and radio-equipped cars in the Resident Agency city.

Because of the number of requests which have been received for additional installations in the Resident Agencies, the Laboratory has studied this problem in order to devise a policy or guide for any future installations. Based on experience with existing installations and as a result of our study, it was recommended to the Conference that such installations be made only where there were at least five automobiles operating in the Resident Agency city unless some extremely unusual situation existed, such as an Atomic Energy installation.

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
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 Parsons \_\_\_\_\_  
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EX-107

Memorandum for Mr. Tolson

December 6, 1955

There is presently on hand equipment for making installations in four Resident Agencies, in Hartford and Bridgeport, Connecticut; Toledo, Ohio; and Wilmington, Delaware. These can be done in the immediate future at a cost of from \$50 to \$100 each for antenna and accessories. Equipment will become available as a result of conversion of headquarters city stations in the near future which will permit three additional installations in Jacksonville and Tampa, Florida, and in Dayton, Ohio, also at a cost of \$50 to \$100 each. The remaining four Resident Agencies which qualify under the above-stated rule are Tucson, Arizona; Providence, Rhode Island; Columbus, Ohio; and Syracuse, New York. The Laboratory proposes not to make these installations at this time because of the lack of funds to purchase the equipment which would cost approximately \$6,600, but to make these installations as equipment and funds become available.

The Conference unanimously agreed with the proposed policy of providing radio coverage in Resident Agencies only if at least five automobiles are operating in the Resident Agency city or extremely unusual situations meriting an exception exist.

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1 - Mr. Mason  
1 - Mr. Nease

DJP:edm  
(6)



Mr. Tolson

12/19/55

The Executives Conference

*File* \* SUPPLEMENTAL INVESTIGATIONS  
SECURITY OF GOVERNMENT EMPLOYEES

The Conference, attended by Messrs. Boardman, Parsons, Tamm, Mohr, Holloman, Belmont, McGuire, Mason and Rosen, considered the observation from Mr. Nichols that it was noted on occasions persons with whom he talked were surprized to learn the Bureau would conduct investigation to develop data re explanations by Government employee which if true would prove employee innocent of charges made. It has always been the Bureau's policy to comply with reasonable requests for additional investigation in loyalty cases where original investigations were conducted by Bureau. Federal Personnel Manual contains instructions to effect Bureau will conduct investigation to develop additional data considered essential by employing agency to proper disposition of a case. However, in order to insure there can be no misunderstanding of Bureau policy in this respect it might be well to send memorandum to the Department setting forth Bureau policy in simple language. The Department in turn may publicize or bring to each Department and agency head's attention the Bureau's policy in this respect. The advantages and disadvantages to the publication of this policy are as follows:

DISCUSSION:

Although publicly stating the Bureau's position again at this time might focus attention on the availability of supplemental investigations and thereby cause employees and their attorneys to seek, at times unreasonable assistance in supplemental investigations, our position for the record should remain crystal clear as the Bureau has always been willing to develop data which has been furnished to it by employees which if true would establish their innocence.

RECOMMENDATION:

It is the unanimous recommendation of the Conference that our position be made known to the Attorney General, Rogers, Burger, Tompkins, and Donegan.

If approved, there is attached hereto a proposed memorandum the above-named persons.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure

cc: Mr. Mason  
Mr. Nease

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EX-125

JAN 9 1956

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/12/55

FROM : E. D. Mason *M/AD*

SUBJECT: SUGGESTION #326-56  
Made by ASAC Clarence M. Kelley  
Seattle Office *EXECUTIVE*

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

SUGGESTION: That a Log Officer be added to the personnel of a major case squad. His duties would include: (1) preparing daily notes on major developments and keeping a log, a function now handled by the Administrative Officer; (2) preparing running memoranda, now a function of the Reporting Officer; (3) maintaining a chronological log, now assigned to Reporting Officer; (4) preparing daily teletypes to the Bureau, now assigned to the Reporting Officer; (5) maintaining a log of available equipment and supplies, now assigned to the Equipment Supervisor; (6) maintaining surveillance logs; (7) maintaining any other log deemed necessary.

PRESENT ORGANIZATION OF PERSONNEL: Provisions have been made for the establishment of (1) Officer in Charge; (2) Administrative Officer or No. 1 Man; (3) Reporting Officer or No. 2 Man; (4) The Personnel Officer; (5) Night Supervisor; (6) Equipment Supervisor, and (7) Sound Expert.

ADVANTAGES STATED: ~~By~~ Having a Log Officer prepare daily notes of all major developments and keep a log would free the Administrative Officer for greater attention to supervision and obviate the necessity for delegation of his duty when Administrative Officer is acting in absence of Officer in Charge.

By relieving Reporting Officer of the duties of preparing running memoranda, maintaining chronological log and sending daily teletype to Bureau, he could devote more attention to clerical functions and preparation of reports.

OBSERVATIONS: SAC Auerbach, Seattle, feels that this is an excellent suggestion.

Assistant Director ~~Rosen~~ recommends ~~unfavorably~~, stating that the Administrative Officer by preparing daily notes and keeping a log is aware of all developments in the case and can keep abreast of the situation. The same reason would apply to the Reporting Officer who, by maintaining the running memoranda, the chronological log and preparing the daily teletype is thoroughly familiar with the case. The Equipment Officer has the responsibility for a log of available equipment. This should be continued as all information concerning equipment and supplies should be maintained by one man. The surveillance log may be maintained under the supervision of the Administrative Officer.

(Recommendation on page 2)

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RECOMMENDATION: That the suggestion be not adopted.

*AM*  
*mm*

*M*  
*or* *pub*

*d. rogers*  
*jm*

ADDENDUM

EDM:jlax 12/15/55

Present at the Executives Conference Wednesday, December 14, were Messrs. Mohr, Tamm, Conrad, Nease, Belmont, Boardman, Rosen, Holloman, Nichols and Mason. The Conference unanimously recommends that the duties of the major case squad remain as currently outlined; that a log officer not be established.

*M*

*V. [unclear]*

The Director

12/29/55

The Executives Conference

FBI MOTION PICTURE

Present at the Executives Conference, December 29, 1955, were Messrs, Nichols, Boardman, Mohr, Parsons, Trotter, Nease, Sizoo, Rosen, Holloman and Mason.

THE PROPOSITION: Mason suggested that we can help improve morale; tie families of Special Agents more closely to the Bureau and thus bind the Agents themselves more closely to the FBI through making available for showing at 2:00 p.m., Saturday, January 14, 1956, in Classroom #1, Justice Building, one of the full-length feature motion pictures concerning FBI work. We have three feature pictures available. Propose that attendance be restricted to immediate relatives of Agents at the seat of Government and in Washington Field including children, wives, parents and the Agents. No charge; outsiders not invited. Permit Agents to make advance reservations with Inspector Gearty's office; approximately 115 people can be conveniently accommodated at each showing; if the response necessitates, additional showings will be scheduled for January 14 with perhaps a showing in the morning and another in late afternoon. Endeavor to obtain without cost a cartoon to precede the feature picture, such cartoon to be obtained through Mr. Nichols or through Quantico. Administrative Division can provide Projectionist.

The proposal is a take-off on the Bureau's program of about 15 years ago when we ran night tours for the relatives of FBI employees, and these tours were wonderfully well received.

EXECUTIVES CONFERENCE CONSIDERATION: The minority, Mr. Nichols, felt that there was no need to have a motion picture showing as proposed; no requests have been received; the tours held years ago were during a war-time period when there were thousands of new employees on duty in Washington. Mr. Nichols felt that the tour, approved by the Director, for FBI employees and their relatives to visit Quantico on a Saturday during the spring would suffice.

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

Enclosure  
EDM:gsr

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EX-11

The majority, Messrs. Boardman, Mohr, Parsons, Trotter, Nease, Sizoo, Rosen, Holloman and Mason, favor the proposal of showing the movie; recommend that the film be shown and point out that some of our feature pictures were made years ago when children of Agents were too small to see or get anything out of the pictures, and consequently, have never seen them. Majority believes that in addition to showing the picture on January 14 at 2:00 p.m. (Saturday) with additional showings same date if necessary, there should be a report to the Director as to the success of this venture with possible future consideration to the use of the Departmental Auditorium on a subsequent date with a same type of arrangement for all non-Agent employees at the Seat of Government, Washington Field and their relatives. However, no commitment as to this possible future action should now be made.

If the Director agrees with the majority view, the attached memorandum should be issued to all Bureau Officials and Supervisors advising of the proposed showing of the feature "Street With No Name" on Saturday, January 14 at 2:00 p.m. and suggesting that reservations be made with the office of Inspector Gearty, Training Section, Washington Field Agents will be separately notified.

Respectfully,  
For the Conference

Clyde Tolson

Laguer with Nichols - Picture is too old.

L Laguer  
H

Mr. Tolson

12/29/55

The Executives Conference

LIEUTENANT STEWART PRESTON TRAIL  
CAVAL ZONE POLICE, NATIONAL ACADEMY APPLICANT

Present at the Executives Conference on December 29, 1955, were Messrs. Nichols, Boardman, Mohr, Parsons, Trotter, Nease, Sizoo, Rosen, Holloman and Mason. The Conference considered whether to recommend that Lt. Stewart Preston Trail, Canal Zone Police, be accepted for the 57th Session of the FBI National Academy commencing March 19, 1956.

REASONS WHY TRAIL SHOULD BE ACCEPTED:

1. Canal Zone Police is a civilian police agency under the jurisdiction of the Canal Zone Commission, an arm of the U. S. Government.
2. The one graduate on duty with Canal Zone Police is a Sergeant in charge of training; Chief wants to send a higher ranking man to the Academy. Applicant Trail is a Lieutenant.
3. We no longer have a liaison Agent assigned to the Canal Zone; although we have little work in the Canal Zone, presumably necessary investigations will be handled on a road-trip basis out of the Miami Office as in the past and a second National Academy Graduate might be helpful.
4. U. S. Attorney Rowland K. Hazard of the Canal Zone personally recommends Trail as one of the most reliable men in the Canal Zone; personally visited Inspector J. S. Rogers on December 20 to endorse Trail's application.

REASONS WHY TRAIL SHOULD NOT BE ACCEPTED NOW:

1. Only about 80 applicants can be accommodated at each National Academy Session; only two sessions per year; we have about 600 applications pending from officers in the United States.
2. Desirable to give preference in filling vacancies

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

cc - Mr. Mason  
Mr. Nease

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DATE 1/14/95 BY SP5 ELD/PT

to officers representing those departments in the United States who can be of even greater help to the FBI in its daily work when compared with the purely speculative assistance which can be rendered by Canal Zone officers.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

The Conference unanimously recommends:

1. Give preference to filling vacancies to officers in the United States.

2. Defer consideration of application of Lt. Trail until there is a greater justification for accepting him.

OK. H.

I agree  
11/2  
V.

The Director

12/16/55

The Executives Conference

FIREARMS TRAINING  
IN-SERVICE CLASSES  
PRACTICAL MACHINE GUN COURSE

Present at the Executives Conference 12/14/55 were Messrs. Tamm, Conrad, Nease, Belmont, Boardman, Rosen, Holloman, Nichols and Mason.

Background: At In-Service training at Quantico, agents fire exactly the same machine gun course fired in the field. Facilities at Quantico make possible additional training of a practical type which would be highly beneficial to agents in the field. SAC Sloan and the Quantico firearms staff recommend that the machine gun course fire during In-Service at Quantico (not in the field) be revised to constitute a practical machine gun course involving prone, sitting and shooting from barricade positions.

The current machine gun course involves shooting from hip level and from left and right shoulders and shooting from a kneeling position; no barricades.

The proposed course is as follows:

60 yards	2 prone
50 yards	2 sitting
	2 prone
	2 left hand barricades
	2 right hand barricades
25 yards	2 kneeling
	2 left hand barricades
	2 right hand barricades
15 yards	4 hip level

Total 20

66-2554-12406

INDEXED-75 RECORDED-75

Experience with the Proposed Course: The proposed course was 17 JAN 2 1956

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

the special schools on kidnapping and many favorable comments were received. The firearms staff does not believe that it is possible to provide adequate training for future use in shooting around barricades unless barricades are used in training; undesirable for an agent to imagine that he is shooting around a barricade which is nonexistent. THE TRAINING

cc - Mr. Mason  
Mr. Nease

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-95 BY SP-1/pt

51 JAN 4 1956



Memo to The Director

AND INSPECTION DIVISION WOULD BE THE LAST PEOPLE TO PROPOSE A FIREARMS COURSE WHICH MIGHT JEOPARDIZE SAFETY; the Training and Inspection Division endorses the proposed course; recommends that the 20 shots be fired within a space of 2 minutes; regards this as ample time based upon actual tests and experience; will insist that the safety lock on the machine gun be placed in "safe" position after each 2 shots so there will be no chance for accident while an agent is moving from one location or position to another.

EXECUTIVES CONFERENCE CONSIDERATION

The minority of the Conference, Messrs. Nease and Mason, recommend that the proposed course be adopted in preference to the present course because it combines practice in a prone and sitting position not now offered by the present course; it proposes that actual barricades be used for the protection of the shooter; we fire a similar course with the revolver; no additional shots are contemplated and, therefore, cost is not involved; no additional In-Service time will be needed. mhr

The majority of the Conference was opposed to the proposed practical machine gun course and the majority consisted of Messrs. Tamm, Conrad, Belmont, Boardman, Rosen, Nichols, ~~Allen~~ and Holloman. The majority felt that there would be too much danger in firing this course; that agents would be waving machine guns around in the air while moving from one position or location to another; undesirable to have a time limit of 2 minutes for such a course because it may cause agents to run with the machine guns; just as many benefits can be obtained from shooting the weapon from the left and right shoulders without actually using barricades.

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

Respectfully,  
For the Conference

*J.A.*  
✓  
Clyde Tolson

*I concur*  
*H*

Mr. Tolson

Dec. 21, 1955

6  
The Executives Conference

On December 21 the Executives Conference with Messrs. Boardman, Parsons, Nease, Mohr, Mason, Holloman, Nichols, Belmont, Rosen and Q. Tamm being present considered a report submitted by Mr. Quinn Tamm concerning the possibility of group hospitalization and surgical benefits for clerical employees.

The Conference was advised that contact has been had over the last three weeks with the Prudential Life Insurance Company on the possibility of including the clerical employees of the Bureau in the Special Agents Mutual Benefit Association. Prudential has now proposed a policy for all Bureau employees. The policy would be the same as the present SAUBA (Special Agents Mutual Benefit Association) policy except that the payment for the hospital room would be based upon the hospital's charge for a semi-private room instead of the \$10.00 per day presently paid by SAUBA. This is an increased benefit for the members of the Association. The other difference between the clerical policy and the Agents' policy would be that the clerical employees would have \$1,000 life insurance, the Agents carry \$5,000 life insurance. The present payments for the Agents are \$6.00 for a single Agent, \$11.50 for a married Agent. Payments for clerical employees would be \$4.00 for a single person, \$9.50 for a married person. This compares with Group Hospitalization payments in Washington of clerical employees in that single persons pay Group Hospitalization \$2.70, married persons pay \$6.90.

The rate obviously is higher for this coverage than the present Group Hospitalization rates. However, it is noted that Group Hospitalization does have what is known as a preferred policy and that 47% of the Bureau clerical employees having Group Hospitalization voted in favor of taking the preferred policy, but Group Hospitalization would not permit the Bureau employees to have the preferred policy because 50% were not willing to take it. SAUBA's rate compared to the preferred Group Hospitalization policy is fairly close.

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

INDEXED-68  
RECORDED-68

66-2554-12407

31 JAN 4 1956  
OT:VH  
(5)

EX-107

17 JAN 1956

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/17/82 BY SP5C/CPT

Memorandum for Mr. Tolson

as compared to Group Hospitalization  
The benefits/accruing to the clerical employees joining SAMBA would be as follows. The room and board rate and the surgical rate paid by both policies are comparable. However, SAMBA would offer several additional factors in its coverage, namely, major medical expenses up to \$10,000; Group Hospitalization has none. This is the same type of insurance the Agents now have. SAMBA would provide for \$1,000 life insurance; there is no life insurance in Group Hospitalization -- \$2,500 polio insurance; there is no such provision in Group Hospitalization -- \$25.00 diagnostic and X-ray examinations outside of a hospital which is not covered by Group Hospitalization and, in addition, there are no exclusions under SAMBA's coverage. Group Hospitalization has numerous exclusions, such as, mental, tuberculosis, pre-existing conditions. In other words, for slightly increased premiums the clerical employees would be given much more liberal benefits. The difference in the cost between clerical employees and the Agents is based strictly on the amount of life insurance.

Prudential Life Insurance Company has indicated that they would like a minimum of 3,000 clerical employees in order for them to write the contract. Of course, if there was a favorable response I think they would take less than 3,000 to start with.

It should be noted that in SAMBA now because of favorable experience we receive dividends from the Prudential Life Insurance Company which have enabled us to buy additional insurance. At the present time we buy \$125,000 more insurance than is collected in premiums. This is paid for by the dividend. The dividend also enables SAMBA to operate its office. There will be no additional subsidization necessary for the inclusion of the clerks. There will be a slightly additional office expense which will be compensated for by the dividends received.

The Executives Conference unanimously recommends that the Bureau make this group hospitalization insurance available to the clerical employees. It is felt that it would result in material benefit to all employees of the Bureau, will make available uniform coverage anywhere in the country and will benefit both the clerical employees and the Agents who are now members of SAMBA.

If you approve, arrangements will be made to present this insurance plan to all employees of the Bureau.

I agree  
1-2 ✓

OK. 71.  
- 2 -

The Director

12/16/55

The Executives Conference

- ~~FIREARMS TRAINING~~
- ~~IN-SERVICE CLASSES~~
- ~~DOUBLE ACTION REVOLVER SHOOTING~~

Present at the Executives Conference 12/14/55 were Messrs. Mohr, Tamm, Conrad, Nease, Belmont, Boardman, Rosen, Holloman, Nichols and Mason.

Proposal: SAC Sloan and the Quantico firearms staff desire authority to revise the double action revolver course so that an agent is facing either 45 degrees to the left or 45 degrees to the right of the target and must turn to face the target before drawing his gun and firing from the hip.

At present during In-Service training double action revolver shooting involves 30 shots fired with right and left hands at 7 yards; 10 shots from the shoulder shooting with the right hand at 15 yards; 10 shots fired with the right hand from a kneeling position at 25 yards. This is a good course; it is practical; however, there is no guarantee that when an agent in the field must draw his gun he will always be directly facing his adversary at the instant he makes up his mind to commence reaching for his gun. Having the agent face 45 degrees to the left or right and then pivot so that he faces the target and then draw his gun seems to provide training of even more practical nature.

Experience with the Course: This course was considered by Executives Conference in September, 1952, having been at that time recommended by SAC Sloan and endorsed by Messrs. Glavin and Tracy. The remaining members of the Conference (Tolson, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty and Clegg) were opposed to this proposed course feeling that an element of danger might be involved because when an agent is facing 45 degrees away from the target he is then only an additional 45 degrees from agents to his left or right whereas under the present course he is a full 90 degrees from pointing at his neighbor to the left or right.

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

cc - Mr. Mason  
Mr. Nease  
EDH:jla  
(6)

RECORDED-27

cc - Mr. Gearty  
SAC Sloan

66-2554-12408

INDEXED-27

JAN 3 1956  
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HEREIN IS UNCLASSIFIED  
DATE 10/10/80 BY SP5CJ-  
CPT

51 JAN 4 1956

Memo to The Director

In the recent past Messrs. Mohr and Mason have, at Quantico, had experience in the exact course proposed by Sloan and believe it to be safe and practical.

**EXECUTIVES CONFERENCE CONSIDERATION**

*Jensen*  
*H*  
The minority, Messrs. Tamm, Holloman and Nichols, are opposed to the proposed course for the same reasons expressed by the Executives Conference majority in 1952 feeling that safety would be jeopardized.

The majority, Messrs. Mohr, Conrad, Nease, Belmont, Boardman, Losen and Mason, recommend the adoption of Sloan's proposal that training be given at Quantico only for In-Service agents involving double action shooting at 7, 15 and 25 yards by having agents first face 45 degrees away from the target to either the left or right (whichever direction is designated by the instructor) on command pivot their bodies to face the target; thereafter draw their revolvers from their hip; thereafter shoot the specified number of shots.

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

Respectfully,  
For the Conference

*st*  
✓  
Clyde Tolson

Mr. Tolson

12-22-55

*fw*

THE EXECUTIVE CONFERENCE

Salutations

In line with my recent conversation with the Director wherein we discussed errors of form and substance, I have gone into the stenographer's manual and the matter of scoring errors of form. The following specific instances reflect the necessity to allow good judgment and common sense prevail rather than an arbitrary rule:

The Manual points out that a police patrolman should be addressed as "Mr." A letter was prepared in the Crime Statistical Section recently addressed to the policeman as "Patrolman Jones." This is in accordance with a series of listed salutations which was included in the Manual on March 4, 1942, by a memorandum prepared by Mr. Hendon. Certainly no harm could come from addressing a police officer as Patrolman. It is not believed a letter should be rewritten and an error scored simply because the salutation "Dear Patrolman Jones" is used.

*then change the manual ✓ - Yes.*

As another illustration, the Bureau's Manual points out that members of the House of Representatives should be addressed as "My dear Congressman." Emily Post says that the proper way to address a Congressman is "Dear Mr. \_\_\_\_\_." It would not be an error then where the "Dear Mr. \_\_\_\_\_" salutation was used rather than "My dear Congressman."

*I do not agree ✓ - He must adhere to the rule. H.*

We have made a recent change in the Manual to provide that City Managers could be addressed as either Honorable or as Mr. Certainly not all City Managers rate the designation of "Honorable" as they are appointed just like a garbage collector.

A letter was returned because John Edgar Hoover, Director, was typed on blue letterhead. For years our policy has been to type the Director's name and title on black letterhead but not on blue. This is a house rule not known outside of the Bureau and I do not believe an error should be charged in case like this. — *I agree ✓*

The Crime Records Section recently sent an envelope addressed to an individual in Ireland utilizing a franked envelope. It turns out the frank is not honored in Ireland. This was scored as an error. *pld*

*It should have been.*

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo (5) \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mason  
cc - Mr. Nease

LDH:ptm:sb

RECORDED-35  
INDEXED-35  
EX-126

66-2554-12409 ✓  
17 JAN 5 1956 *Right.*

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HEREIN IS UNCLASSIFIED  
DATE 1/19/98 BY [signature]

51 JAN 5 1956

Common sense and good judgment it appears would dictate that we should put a stamp on the envelope and the  $\frac{1}{2}$  cent cost of the franked envelope is far less than the cost of retyping the letter.

On December 7th a memorandum prepared in the Crime Records Section was addressed to Assistant Attorney General, Mr. S. A. Andretta. This was charged as an error since the Manual suggests that he be addressed as "Mr. S. A. Andretta, Administrative Assistant Attorney General. The word "Administrative" left out of title is no serious defect in a routine, informative memo. *I do not agree. I concur. H.*

There is a further situation which develops where good judgment and common sense should be used. For example, a letter was addressed to the National Commander of the American Legion using the salutation "Honorable." The envelope used the term "Mr." in addressing him. This, of course, was wrong, however, it is not felt that we are justified typing a new envelope or in retyping a letter of this nature in order to redate it. *I do not agree. I concur. H.*

The foregoing matters and problems were presented to the Executives Conference consisting of Messrs. Boardman, Nease, Mohr, Mason, Belmont, Holloman and Nichols. It was unanimously recommended we adopt the following policy:

(1) The Manual setting forth the salutations be specifically labeled that these are set forth as suggested salutations and the Reading Room will be instructed to utilize common sense and good judgment to the end that letters will not be returned as errors, when there is a basis for the salutation or manner of addressing them.

*Mr. Clerks should be able to follow the manual if it is properly prepared. - Right. H.*

(2) That good judgment and common sense be utilized by reviewing officials and letters not be retyped purely because of a variance in preference.

*But the rule prevailing must be followed. H.*

(3) That common sense be used in instances where an outgoing letter contains an item not in strict conformance with the housekeeping rules or practices of the Bureau and the letter be approved since the

cost of redoing the letter is not justified by the nature of the imperfection, particularly where the minor imperfection would cause no embarrassment or reflection on the Bureau. It is, of course, understood that misspelled words will not be passed, but that letters will not be required to be rewritten when the word could be hyphenated in more than one manner.

*yes if dictionary so allows  
but not if it be the whim of the writer. H.*

(4) That instances wherein there is a preferential way and the manner in which the communication is prepared is not inherently wrong, that the Reading Room send a notation to the interested Division for future guidance.

*The stenographers' manual should be properly prepared and its provisions uniformly followed.*

*1-3 ✓*

*I do not intend to approve any such unlimited discretion. Rules are rules & must be followed, otherwise chaos will follow. If our rules are wrong or unsound change them but we must adhere to the rules prevailing. H.*



# Office Memorandum • UNITED STATES GOVERNMENT

TO : L. V. Boardman

DATE: 12-15-55

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

FROM : A. H. Belmont

SUBJECT: SOVIET INTELLIGENCE ALBUM  
SATELLITE - YUGOSLAV INTELLIGENCE ALBUM

PURPOSE

- To consider advisability of further dissemination of Soviet Intelligence Album to (a) CIA and (b)
- To establish policy re dissemination to other agencies, domestic and foreign, of inserts to be prepared for Satellite - Yugoslav Intelligence Album.

BACKGROUND

In 1945 the FBI initiated the Soviet Intelligence Album, a compilation of photographs, descriptive data and brief resumes of intelligence activity of Soviet intelligence personnel. This album has proven of immeasurable value in interrogations, surveillances, identification of unknown subjects, etc., and currently includes pertinent information concerning approximately 1200 Soviet espionage agents.

On 12-12-55, a Satellite-Yugoslav Intelligence Album, to include similar information concerning intelligence personnel of Satellite countries and Yugoslavia, was approved by the Director.

DISSEMINATION POLICY

On 2-5-48 the Executives Conference unanimously recommended that distribution of the Soviet Intelligence Album be strictly limited to Bureau field offices, observing that dissemination to Army, Navy, Air Force, CIA,  would provoke inquiry concerning some of individuals in album who are subjects of pending cases.

On Feb. 25, 1948, the Executives Conference unanimously recommended that the Album be furnished to

Enclosures (2)  
Ticklers: Mr. Boardman  
Mr. Belmont  
Mr. Gregg

(SEE APPENDUM DATED 12/19/55, PAGE 4, BY MR. BELMONT)

68 JAN 10 1956

RECORDED - 34  
FOR APPROVAL SENT DIRECTOR  
12-25-55 EX-107

166-2554-12410  
NOT RECORDED  
JAN 5 1956

INITIALS ON ORIGINAL

ORIGINAL FILED IN 100-342404-804

b7D

b7D

Memorandum for Mr. Boardman

~~SECRET~~

[redacted] it being pointed out that [redacted] have furnished a similar album and that due to extensive travel of intelligence personnel and numerous names used in various countries, such exchange would enable display of photographs to various informants, defectees, etc., for identification of Soviet agents and would therefore be desirable. They recommended that no action be taken at that time relative to dissemination to other domestic agencies (CIA, G-2, ONI, and Air Corps Intelligence). The Director approved. (S)

b7D

REASONS FOR DISSEMINATING TO CIA (S)

1. The Soviet Intelligence Album is a good album, better than [redacted]. It reflects credit on the FBI. (S)
2. It would enable exploitation of informants, sources and defectees abroad not available to us, thus enabling further identification of Communist intelligence personnel. Espionage is, by its very nature, international. (S)
3. Very frankly, it is one of the best possible means of "making a record," placing CIA on notice, forcing upon them the responsibility of advising us of entry or proposed entry of Communist espionage personnel. (S)

REASONS FOR DISSEMINATION TO [redacted] (S)

1. [redacted] voluntarily forwarded to FBI their album containing similar information on Soviet officials in [redacted] identified by [redacted] and his wife as intelligence personnel. (26) (S)
2. [redacted] have advised that upon completion they will forward album of all Soviet officials (in Sweden, Russia, etc.) identified by [redacted] as intelligence agents (over 100) and have requested in return "any identifications of Soviet Intelligence personnel which you may possess." (S)

b6  
b7C  
b7D

Memorandum for Mr. Boardman

3. It would enable even broader exploitation of informants, sources and defectors not available to us. ~~(S)~~
4. [redacted] have the Album and we are not so naive as to believe they would be above giving selected information to [redacted] without credit to FBI. ~~(S)~~

b7D

OBJECTIONS TO DISSEMINATION: ~~(S)~~

1. ~~(S)~~ The principal objection is that such dissemination might provoke inquiry as to subjects of current investigations. In this connection it is pointed out that existing policy forbids dissemination of inserts concerning individuals identified solely on basis of [redacted] information, those identified only thru implication in a current double agent operation, and in those instances in which submitting office believes dissemination inadvisable for a particular reason. ~~(S)~~
2. Extra copies of the complete Soviet Intelligence Album (10 volumes) are not available for dissemination. To reproduce would be expensive. However, new inserts are being received regularly and old inserts are being constantly revised. One volume of new and revised inserts (attached) is now available for dissemination. The Satellite-Yugoslav Album is now being prepared. ~~(S)~~

b7E

RECOMMENDATIONS: ~~(S)~~

1. That the attached single volume of the Soviet Intelligence Album be disseminated to CIA and that new inserts and revisions be forwarded as received (except those restricted for dissemination to Bureau offices). If approved, return for cover ~~(S)~~

Memo to CIA  
with encl. 1-4-56  
EMB: hcf

memo - ~~(S)~~



Mr. Tolson

12/19/55

The Executives Conference

COLLECTION OFFICER, PHILADELPHIA, PENNSYLVANIA,  
EMBEZZLEMENT OF GOVERNMENT PROPERTY

SUGGESTION:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/8/00 BY SP5/SLY

b6  
b7c

Conference, attended by Messrs. Boardman, Parsons, Tamm, Mohr, Holloman, Belmont, McGuire, Mason and Rosen, considered the suggestion of Mr. [redacted] Acting Assistant Commissioner, Inspection, Internal Revenue Service, Washington, D. C., asking that the Bureau give consideration to having the Inspection Service of Internal Revenue Service make investigations of embezzlements under the amount of \$50. [redacted] pointed out that this would enable Internal Revenue Service to make immediate inquiry in all embezzlement cases where first reports indicate that the embezzlement will not be widespread or involve a large amount.

PRESENT PROCEDURE FOLLOWED BY THE BUREAU:

The Bureau when receiving allegations of embezzlement of Government funds involving small amounts of money promptly discusses such allegations with the U.S. Attorney in whose district the offense occurs. This discussion with the U.S. Attorney is for the purpose of securing his opinion as to whether he would consider criminal prosecution, if investigation verifies the allegation or whether he is of the opinion the matter can more properly be handled administratively by the Government agency concerned. If the U.S. Attorney is of the opinion that the allegation can better be handled administratively by the agency involved, that agency is immediately informed of the U.S. Attorney's opinion so that appropriate action can be promptly taken.

Under this procedure there is no delay in enabling the Internal Revenue Service to take administrative action in instances where the U. S. Attorney is of the opinion such action should be taken; however, it is pointed out that cases of this type could be handled even more expeditiously if the Internal Revenue Service would authorize its offices on a field level to refer these cases directly to our field offices. This would eliminate the time required to refer such cases to Internal Revenue Service Headquarters in Washington.

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

Mr. Mason  
Mr. Nease

*(Handwritten initials)*

Enclosure

AR:ush

(9)

RECORDED

INDEXED - 20

EX-107

66-2559-12477

6 JAN 5 1956

ORIGINAL COPY FILED IN

b6  
b7c

Re: [redacted]

Collection Officer, Phil., Penn.  
Embezzlement of Gov't Property

Memorandum to Mr. Tolson

in this case is nominal if the Treasury Department had immediately referred this matter on a local field level, it could have been immediately submitted to the U. S. Attorney and a decision reached as to further handling either administratively or criminally.

RECOMMENDATIONS:

1) The Conference unanimously recommended that we not accede to the request of Internal Revenue that the Inspection Service of Internal Revenue will make investigations of embezzlement under the amount of \$50. It is noted that up to date since February 1955 when the agreement became effective, we have received but 52 Treasury Department matters involving all types of violations (34 cases concerned Internal Revenue Service personnel). We are, therefore, not being over burdened by referral of work from Internal Revenue Service.

*J. Conner  
H.*

2) If we accede to this request to further restrict the scope of our activity, it is but the first of a series of requests which can be expected which would further limit our activity. This would be an undesirable trend.

*OK  
H.*

3) Inasmuch as we are not being over burdened and as we have no experience which would indicate a need to further restrict our jurisdiction, the Conference was unanimously opposed to the suggestion.

*OK  
H.*

Re: [REDACTED]

Collection Officer, Phil, Penn.  
Embezzlement of Gov't Property

Memorandum to Mr. Tolson

4) The attached letter to IRS is suggested wherein we advise that agency of the procedure followed by the Bureau and wherein we also suggest that IRS in an effort to expedite these matters on the part of their agency consider having these complaints referred to the FBI on a field level. If approved, this letter will be delivered to IRS by the Bureau's Liaison representative.

Copies of correspondence in this matter are being made available to Assistant Attorneys General Olney and Rankin for their information.

Liaison in delivering this letter to IRS should inform that agency that if IRS has any particular problem with reference to any particular case, the Bureau will, of course, be glad to receive the facts in such a situation for its immediate attention and consideration.

Mr. Tolson

Jan. 12, 1956

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-20-98 BY SP5 C-1/ST

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION  
EXTENSION OF COVERAGE TO CLERICAL EMPLOYEES

On January 11, the Executives Conference with Messrs. Tolson, Nichols, Holloman, Mason, Rosen, Nease, Parsons, Mohr and Q. Tamm being present considered the final arrangements for making the Special Agents Mutual Benefit Association (SAMBA) available to all employees of the Bureau.

The Conference was advised that the Prudential Life Insurance Company is in the process of preparing a new booklet outlining the history of SAMBA and the benefits available under the insurance policy. It is noted that the policy will be the same for all employees with the exception that clerical employees will have \$1,000 life insurance; Agents will continue to carry \$5,000. The cost for a single clerical employee is \$4.00 a month; married clerical employee \$9.50 a month; single Agent \$6.00 a month; married Agent \$11.50 a month, the difference in cost being the difference in the amount of life insurance carried.

The combination of the Special Agents and the clerical employees will result in some increased benefits to the present members of SAMBA, primarily in the amount allowed for the payment of hospital room. This will be changed from the present allowance of \$10.00 a day to the cost of semi-private accommodations which averages approximately \$15.00 a day in the Washington area. The new contract will also carry the right to convert to an individual policy covering hospitalization and surgical upon resignation from the Bureau. This hospitalization policy premium will be based upon the age of the individual at the time of either retirement or resignation from the Bureau and, of course, will carry reduced benefits. However, we have never had a conversion right on the surgical and hospital benefits before.

It is noted that Prudential expects to make this plan available to the clerical employees on January 23, 1956, and membership will be open to all employees of the Bureau without evidence of insurability up to February 21; in other words, 30 days.

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

It is noted that Group Hospitalization, Incorporated, of the District of Columbia within the past few months was granted permission to explain a new Group Hospitalization policy to all employees of the Bureau. This was done by Group Hospitalization representatives discussing with Bureau employees in Bureau.

1 - Mr. Tolson  
1 - Mr. Nease

RECORDED-82 66-2554-124

INDEXED-82 EX-107

JAN 13 1956

OT:VH W (5)



Memorandum for Mr. Tolson

space a proposed new policy available to employees of the Bureau. However, this policy was not made available to Bureau employees because an insufficient number indicated a desire for the policy.

The Conference recommends that this same privilege be accorded the SAMBA representatives and representatives of the Prudential Life Insurance Company who will explain the policy to Bureau employees at the Seat of Government, Washington Field Office, Los Angeles, Chicago, San Francisco, Detroit, New York and Newark where we have our largest concentration of clerical employees. This will consist of outlining the history of SAMBA and explaining the terms of the contract.

In the handling of Group Hospitalization at the Seat of Government it is noted that there are 17 Bureau employees who serve as collectors for the 3,047 employees covered by Group Hospitalization.

It is recommended that these same 17 employees be permitted to make the collections from the clerical employees who join SAMBA.

It is further recommended that collections from the clerical employees be handled on a biweekly pay period basis rather than monthly. This will mean that the single clerical employee will pay \$1.85 per pay day, the married clerical employee \$4.40 per pay day for the insurance. It is felt that this will make it easier for the clerical employee to pay the premiums and it is further pointed out that if the Government passes its proposed Government employees hospitalization insurance plan, and it appears probable that such a plan will pass, payroll deductions will then be permitted and they will be on the basis of the pay period. The collections to be handled in the same manner as Group Hospitalization will probably only have to be made for a period of five or six months because there are indications that by that time the Government will have a payroll deduction insurance plan. SAMBA will qualify under the Government plan.

It is felt that this will be a very worthwhile insurance policy for all Bureau employees and if you approve the above arrangements will be put into effect. The new policy will become effective February 21st if approximately 3,000 clerical employees indicate that they will take it.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: 12/19/55

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: DELINQUENCY SYSTEM OF FIELD WORK

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

BACKGROUND: On 12/14/55 the Director instructed Mr. Tolson, "Please have a review made of present system of determining delinquency of work in field divisions."

FINDINGS: Present procedure to gauge delinquency of investigative cases outlined as follows:

- (1) Case is assigned.
- (2) Agent supposed to dictate in time to have <sup>results</sup> typed within 45 days after case opened. . . report due each 45 days until completed.
- (3) Control measure exists, requiring that to greatest practicable degree, all investigative work in division be contained in 1 investigative report; reports not to be written on negative or trivial data where only purpose of report is to remove case delinquency.
- (4) During 45-day period, agent will conduct some investigative work and it will not be recorded in file until report is typed; the only way to find out how much investigation has been conducted, prior to typing of report, is to ask agent.
- (5) If agent has conducted partial investigation, results of which should be immediately made available to Bureau or other offices, without waiting for report, the air-tel, teletype or memorandum reporting same may be posted so the case will not become delinquent for an additional 45 days; same process for leads set out for other offices.
- (6) The 45-day rule, requiring a report or other communication going out of office in lieu of a report, was established at 45 days many years ago to require frequent reporting and continuous investigative attention. Thus, a 60-day period would make for more infrequent reporting; 30-day period would multiply paper work without corresponding investigative achievement.

(7) An investigative report, or other communication going out of the office in lieu of a report, will remove the delinquency.

(8) How do we know what investigative work is done between the submission of reports, or communications in lieu of reports: by supervisor going over the case with agent each 30 days on file, review (resident agents each 60 days)

Enclosure  
cc-Mr. Mason  
Mr. Nease  
JAN 10 1956

RECORDED - 33  
INDEXED - 33  
JAN 16 1956  
SENT DIRECTOR  
INITIALS ON

ORIGINAL COPY FILED IN 66-1773

ENCL  
1/11/56

EDM  
JAN 10 1956

24/13

Memorandum to Mr. Tolson:

(9) An examination of 10 cases reported delinquent November 30 in Washington Field Office (no report or communication in lieu of report in 45 days) reflected through interviews with agents and file reviews:

(a) 7 cases had received investigative attention during November; however, a report or communication in lieu of report had not been sent out of office until after December 1, 1955.

(b) the remaining 3 cases had not received investigative attention as in each case Washington Field Office was awaiting action by other offices. No investigation was necessary in Washington Field Office during this period.

(10) The present delinquency system is considered fair, understandable, best suited to Bureau needs and deserving of no change at this time, according to SACs Laughlin of Washington Field Office, Foster of Newark and ASAC Simon of New York. Messrs. Boardman, Belmont, Rosen, Mason, Inspectors B. C. Brown and L. O. Teague concur with this view.

EVALUATION: No change in present system of recording and reporting delinquency.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:gsr

Present at the Executives Conference, December 19, 1955, were Messrs. Nichols, Boardman, Parsons, Tamm, Mohr, Nease, McGuire, Rosen, Belmont, Holloman and Mason. Conference felt that the present system of reporting the administrative delinquency of investigative cases should be continued. It was felt, however, that the field should be alerted to the fact that the Bureau, in major cases, should be kept fully advised of developments even during the period when the investigative results are purely negative. This will permit the Bureau to be aware of action taken and contemplated for future investigative action in those major cases. Conference unanimously recommends that an SAC Letter be issued so advising the field. The attached SAC Letter is offered for approval.

M  
W  
J  
100



Mr. Tolson

12/27/55

The Executives Conference

DELINQUENCY SYSTEM APPLIED TO FIELD INVESTIGATIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-20-82 BY SP5CJ/PT

I-----BACKGROUND

On 12/14/55, the Director instructed that a review be made of the present system of determining the delinquency of work in field divisions. The Executives Conference on 12/19/55 recommended unanimously that the present system of reporting the administrative delinquency of field investigative matters should be continued without change in the applicable regulations but in addition, the field should be alerted to keep the Bureau fully advised of developments in major cases even though the developments might be of a negative type.

The Director subsequently observed, "The recent memorandum of Executives Conference regarding 'delinquency' statistics is grossly inadequate. Our present system does not give us a true picture and is practically useless. What I want to have is the number of cases upon which no substantial investigative work has been performed for stated period. That would show real delinquency. As it is now a dozen or more agents could be working on a case and if no reports are submitted within 45 days the case is delinquent -- that doesn't make sense. H"

II-----OUR PRESENT DELINQUENCY CONTROL SYSTEM

The yardstick in measuring field investigative delinquencies is to regard as delinquent any case where investigative results have not been reported in writing after intervals of 45 days. The same basic system has been in use for about 20 years. Although at times the interval has been adjusted -- 45 days has been standard for many years.

The present monthly administrative report attempts to establish a common denominator applicable to all offices; very important if there is to be a comparison between offices. The monthly administrative report measures many items including volume

- Mr. Tolson \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Boardman \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Holloman \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

Enclosure

Mr. Mason  
Mr. Nease

RECORDED-27

INDEXED-27

166-554-12414  
JAN 16 1956  
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EDM:gst  
(5)

of cases received, volume closed, volume in each class of work, volume delinquent, days spent on surveillances, number of agents assigned. ~~xxxxxxxxxxxxxxxxxxxxxxxx~~ The present system is uniform; results easily calculable.

Present system is based on the premise that no matter how much investigative work has been done in a case the real result comes only after an investigative report has been submitted, because only then can the investigative results be used by the field supervisor, U. S. Attorney, ONI, OSI, G-2, Bureau Supervisor, and other agencies. Statistical accomplishments such as convictions, recoveries, fugitives are calculated only after an investigative report has been submitted. Therefore, the investigative report has been made the key in computing delinquency.

To provide greater accuracy in measuring delinquency and still maintain field uniformity, provision has been made to permit the removal of delinquency upon submission of airtel, teletype, or other communication which actually contains investigative results when that document serves in lieu of a formal investigative report.

The office of origin is sometimes faced with a problem in that no investigative work can be conducted, and hence no report can be written, because the case is awaiting court action and under such circumstances provision exists for an SAC to designate such a case as Pending-Inactive -- hence it does not become delinquent because only Pending-Active cases accrue delinquency.

There are situations when a pending-active case cannot be worked in a given division until necessary information is furnished by some other office, and necessarily this matter is shown as delinquent at the end of 45 days because it is truly delinquent.

Rules prohibit the submission of investigative reports containing only negative or trivial data -- where the sole purpose is to remove the delinquency -- because to permit such reports would vastly multiply our overhead costs and paper work mechanisms without tangible benefits.

The monthly administrative report (i.e. delinquency findings) puts the Bureau on notice as to certain facts for managerial control purposes but does not constitute the only delinquency control. Other controls are:

1. Supervisory review of cases with agents each 30 days (60 days for Resident Agents) to make sure proper attention of prompt and intelligent nature is given each case. (This brings to light investigative results not yet typed.)

2. Field and Seat of Government Supervisory analyses of the days on which investigation was conducted as shown at the top of page one of each investigative report -- so gaps can be detected. (This analysis relates to typed results).

3. Tickler reviews by field supervisors of cases which should not wait until the 30-day file review in the presence of agent. (Typed results).

4. Examination of daily reports of Resident and roadwork agents; #3 Cards of Agents in Headquarters City -- daily. (This relates to undictated, untyped results).

### III-----WHAT DOES OUR ADMINISTRATIVE REPORT NOT DO?

It does not identify for the Seat of Government those cases where there has been substantial investigative work conducted involving one or many agents but no report has yet been submitted. It appears this can be corrected within the framework of our present system by requiring supplemental information with each monthly administrative report such as: "Identify each case where no substantial investigative work has been performed during the 45-day delinquency period; explain why no action taken and what SAC intends to do about that case." Seat of Government Supervisors can follow up.

*Make it 30 days. H.*

This information can be obtained only through having each agent provide it at the end of each month. ASACs at Washington Field, Newark, New York, state the work involved in collecting these data is not worthwhile; they believe the present delinquency system to be fair, uniform, best suited to FBI needs.

### IV-----EXECUTIVES CONFERENCE RECOMMENDATIONS

Present at Executives Conference 12/27/55 were Messrs. Nichols, Boardman, Mohr, Trotter, Parsons, Nease, Belmont, Rosen, and Mason. ALL RECOMMENDATIONS ARE UNANIMOUS.

1. For a 90-day trial period require the field to furnish, in addition to data presently included in the monthly administrative report;

Title (and Bureau file number if known) of each

delinquent case in which there has been no substantial investigative activity during the delinquency period; reasons why no investigation conducted; contemplated future action.

2. Data obtained to be routed to Seat of Government Supervisors for file reviews and follow-up action.

3. Re-emphasize to the field the necessity of keeping the Bureau advised in major cases.

4. Issue attached SAC Letter if the three foregoing recommendations are approved.

5. Re-evaluate system after 90-day trial.

6. No change as to other contents of monthly administrative report or procedures regulating submission of investigative reports.

1. OK  
2. Note my comment on P. 3  
3. I will want careful study of contents of current administrative Report at end of 90 days toward end of discontinuing any items not also necessary.

H.



Mr. Tolson

1/5/56

Mr. Mason

Executive Conference

~~FBI NATIONAL ACADEMY~~

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DATE 11/19/92 BY [signature]

In view of public interest in Civil Rights matters and the likelihood of increasing FBI involvement in Civil Rights affairs, particularly in the South, we have given consideration as to what aspects of work in the Training and Inspection Division will be helpful to the Bureau's position.

It is our belief that the more friends we have among Southern law enforcement officers the better because there are excellent chances we will need every friend we can muster in the Southern states. The more these officers understand our jurisdiction, objectives and problems, the better friends they will be. The Civil Rights Schools and the police training schools generally will help draw police officers closer to us, and these matters are being handled separately.

An analysis of the last 4 classes of the FBI National Academy shows that of 319 graduates, 81 came from 11 Southern offices, or about 25 per cent. This is pretty good coverage of the South in view of heavier population in the North and in California. There are at this time about 100 applications pending from Southern police officers to attend the FBI National Academy. Not all could come immediately in view of our rule that we do not accept two men from the same department in the same session and because of varying other circumstances which might involve local problems, sickness, etc. At any rate, we are getting more applications constantly.

We do not feel that the 2 National Academy Sessions per year should be increased to 3. On the other hand, we do feel that it will be helpful to the Bureau in the future to have more National Academy Graduates among Southern police agencies and therefore propose that the number of National Academy men per session be lifted from 80 to approximately 95. This would involve no additional expenses; no additional teachers; our facilities could accommodate the additional 15 men per session because we have had classes running slightly in excess of 100 a few years ago. Our thought is to

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

cc - Mr. Nichols  
Mr. Boardman

EDM:gsr

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46 JAN 18 1956

JAN 19 1956

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present this to the Director and secure authority to increase each National Academy session by about 15 men for the next 3 or 4 classes in order to accommodate more Southern officers. This could be very quietly handled without fanfare, publicity or questions arising. The 15 additional men would all be Southern officers.

RECOMMENDATION:

For the next 3 or 4 National Academy Sessions, authority be granted to increase number in each session from approximately 80 to approximately 95.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

FEB 9 1956

The Executives Conference, January 9, 1956, had in attendance Messrs. Tolson, Nichols, Boardman, Belmont, Mohr, Rosen, Tamm, Parsons, and Mason. The Conference unanimously recommends that the enrollment of the FBI National Academy be increased from 80 to 95 per session for the next 3 or 4 sessions; specific purpose being to add 15 additional Southern officers per session as a means of developing additional friends in law enforcement in the South in view of increasing activity in the Civil Rights field. If approved, the 57th Session, commencing March 19, 1956, will be increased to 95 men.

THE DIRECTOR

January 25, 1956

The Executives Conference

*Handwritten notes and stamps:*  
30/6/96  
CONFIDENTIAL

BUREAU WAR PLANS -  
AVAILABILITY OF COPIES OF SUMMARY  
REPORTS IN SECURITY INDEX CASES  
AT BUREAU RELOCATION SITE

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DATE 2/11/96 BY SP5C/PT

The Executives Conference, consisting of Messrs. Tolson, Boardman, Nichols, Belmont, Mohr, Parsons, Tamm, Holloman, Nease and Mason, on January 25, 1956, again considered the question of whether copies of summary and investigative reports on Security Index subjects should be filed ~~at Quantico~~. This question was unfavorably considered by the Executives Conference in August and September, 1954, and was again reconsidered because of the reduction in the Security Index as a result of the Security Index Review project.

Present Extent of Decentralization of Essential Records  
Dealing with Security Index Subjects

A complete set of the Security Index <sup>Cards</sup> is maintained ~~at Quantico~~ along with fingerprint records and handwriting specimens in certain cases. In addition to the two sets of Security Index cards maintained in the headquarters city, each field office maintains at a Resident Agency a complete set of Security Index cards containing descriptions and, in most cases, photographs. In addition to the above, it is noted that copies of all security reports maintained at the Seat of Government are also maintained in the office of origin.

The only advantage to the maintenance of a duplicate set of these reports ~~at Quantico~~ is to have a set available in the event both the Seat of Government and the field office are destroyed by enemy action. However, in the event this occurs, pickups could be made by the field office utilizing the set of Security Index cards maintained in the designated Resident Agency.

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

- cc - Mr. Boardman
- cc - Mr. Mason
- cc - Mr. Nease
- cc - Mr. Belmont
- cc - Mr. McArdle
- cc - Mr. Rushing

TDR:pjm  
(8)

59 FEB 6 1956

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JAN 26 1956  
*Handwritten initials and signatures*

Memorandum for The Director

~~CONFIDENTIAL~~

Feasibility of Filing Reports [at Quantico]

Adequate space exists [at Quantico] for the storage of these reports. However, in addition to the administrative difficulties involved caused by constant changes in the Security Index, the initial cost is estimated to be \$5,225 for file cabinets plus \$4,700 cost in pulling the reports from Bureau files. Maintenance cost thereafter is estimated at \$1,762 annually plus an additional expenditure of \$825 cost of cabinets needed in annual expansion.

Executives Conference Recommendation

Messrs. Tolson, Boardman, Belmont, Mohr, Parsons, Tamm, Holloman and Nease recommended that these reports not be sent [to Quantico]. They feel that there is sufficient safeguard in duplicate reports being maintained in the office of origin and at the Seat of Government and that, from an operational standpoint, Security Index cards now [at Quantico] and in a Resident Agency of each field office would permit the necessary action to safeguard the internal security of the country in the event of an emergency. They further feel that any condition so serious that both Washington and a field office are bombed out would be of such serious nature that the need for these reports in that particular city would be completely secondary. In addition, they felt that the cost and time involved would not be warranted.

Mr. Nichols and Mr. Mason felt that the Bureau should have the proper tools to work with and that, if both the Bureau and a field office are bombed out, we should have reports to present to hearing boards. They felt that the cost involved is not prohibitive and recommended that action be taken to place a duplicate set of these reports [at Quantico].

~~CONFIDENTIAL~~

*Memorandum for The Director*

*In the event the Director agrees with the majority, no effort will be made to file duplicate sets of these reports [at Quantico.]*

~~CONFIDENTIAL~~

*Respectfully,  
For the Conference*

*Clyde Tolson*

~~CONFIDENTIAL~~

The Director

February 6, 1956

Ticklers: Mr. Belmont  
Mr. Boardman  
Laboratory Division  
Mr. Norstrom

The Executives Conference

CHINESE LANGUAGE TRAINING

On February 6, 1956, the Executives Conference, consisting of Messrs. Tolson, Nichols, Rosen, Belmont for Boardman, Hennrich for Belmont, Nease, Parsons, Mason and Tamm, considered the advisability of affording Chinese language training to restricted number of Special Agents.

PROBLEM

Recent disclosures by State Department concerning widespread traffic in fraudulent travel documents by Chinese seeking entry to U.S. highlights language problem involved in dealing with Chinese. Less than five per cent. of Chinese seeking admission to country from Hong Kong, including those who were previously residents of U.S., speak English. Because of ignorance of language, Chinese immigrants resist Westernization, distrust and will not cooperate with Government agencies and it is difficult to develop suitable informants or sources in Chinese communities in large part because of language barrier. Those Chinese entering country fraudulently are also subject to coercion through blackmail and extortion, and substantial influx in recent years of immigrants from Hong Kong might be nucleus for Chinese Communist subversion in U.S., particularly if Red China admitted to UN which appears likely in 1957.

PROPOSED TRAINING

Consideration has been given to enrolling an Agent or Agents in 16 weeks' course in Cantonese dialect given by Army Language School at Monterey, California. Course would be without cost to Bureau, but Laboratory feels that the value of the training given is problematical and feels that it can devise a course more in keeping with Bureau's needs as great majority of Chinese immigrants from five small districts in Kwangtung Province, China, and speak variations of Cantonese dialect. Laboratory suggests 18 months' course in Cantonese for eight Special Agents at approximate cost of \$90,000, including salary and transportation expenses of instructor and eight Special Agents.

EXECUTIVE CONFERENCE RECOMMENDATION

Members of the Conference, with the exception of Mr. Tolson, are of the opinion that the proposed training is justified in that substantial potential for subversion presented by Communist China is of such a serious nature that warrant advance preparation to meet any

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

51 FEB 8 1956

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Memorandum to The Director

possible threat posed, and Chinese language training is a necessary step in that direction. Mr. Tolson, however, felt that the proposed program, in view of its nature, presented too much of a gamble as Agents who were given the training might leave the service and their entire training would be lost to the Bureau. *and*

*des too much expense ✓*

ACTION

In the event you agree, the Laboratory Division will institute an 18 months' course of instruction in the Cantonese dialect of the Chinese language for eight students, and the Domestic Intelligence Division will determine and submit the identities of personnel to attend the course.

Respectfully,  
For the Conference

Glyde Tolson

*I cannot approve this. It involves expenditure of nearly \$100,000 & we have a deficit already. I do wish our Executives would consider matters more realistically. There are many things we should do & do for better efficiency but can't because we have no funds available.*

*H*

Mr. Tolson

2/7/56

~~The Executives Conference~~

PRESIDENTS OF STATE BAR ASSOCIATIONS  
MEETING WITH ATTORNEY GENERAL

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DATE 2/20/92 BY SP5CJ  
LP

Present at the Executives Conference 2/6/56 were  
Messrs. Tolson, Tamm, Parsons, Hennrich, Belmont, Rosen and  
Mason.

The Conference was advised that according to  
newspapers, Attorney General Brownell has invited Presidents  
of State Bar Associations to come to Washington at an unspecified  
date next spring for a meeting to study ways of reducing the  
backlog of cases pending in Federal courts.

It is not clear just how the presidents of these bar  
associations will approach their problem of straightening out  
court problems.

The question presented to the Conference was whether  
SAGs should be instructed to review their files on the Presidents  
of State Bar Associations and advise the Bureau of any presidents  
who might be hostile or involved in controversial matters with the  
field office. Conference was informed that we have no indication  
that the FBI will have any contact with the Presidents of the  
State Bar Associations when they come to Washington and we do  
not know how many will want to see the Director. D

EXECUTIVES CONFERENCE CONSIDERATION: 66-2554-12418

The Conference unanimously felt that it is unnecessary  
to have the field furnish data to the Bureau concerning the  
degree of cooperation (or lack thereof) received in the past from  
Presidents of State Bar Associations. FEB 8 1956

If you agree, no further action is necessary.

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

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EX - 124

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I agree  
H.

M

cc - Mr. Nease  
Mr. Mason

51 FEB 9 1956



4  
Mr. Tolson

2-6-56

The Executives Conference

DESIGNATION OF ENCLOSURES WHICH ACCOMPANY COMMUNICATIONS

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DATE 1/20/00 BY SP5CJ/PT

Mr. H. L. Edwards in a memorandum to Mr. Mohr following the loss of an enclosure in the Springfield Office, recommended additional steps be taken to identify enclosures accompanying communications.

The big problem is that an employee receiving a document containing a notation that six enclosures are attached sometimes cannot tell precisely what the enclosures are. It is not always clear whether two copies of one enclosure actually should be counted as two enclosures or as one. Frequently the enclosures are described in the body of the communication but not always. It is not always practicable to describe enclosures with sufficient identifying detail in the body of the communication and under such circumstances an additional means of control should be established for the benefit of employees who must account for the proper enclosures being attached upon receipt of a communication.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference 2-2-56 were Messrs. Nichols, Boardman, Belmont, Mohr, Parsons, Rosen, Tamm, Nease and Mason. The Executives Conference unanimously recommends:

1. Continue the present rule of showing the number of enclosures which accompany communications; remind employees to identify enclosures in the body of communications whenever practicable; when enclosures are not identified in the body of the communication between Bureau and field offices or between field offices themselves on Form 64 there should be a description of each enclosure immediately after the enclosure notation. On such communications the enclosure notation is placed in the lower left margin on page one. If space permits, data identifying the enclosures should be placed thereto. If more than two enclosures are to be identified or the descriptions are lengthy, there should be an additional designation at the end of the communication headed "Enclosures" with appropriate identifying data.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Wizoo \_\_\_\_\_
- Terrowd \_\_\_\_\_
- Room \_\_\_\_\_

Mr. Mason

Mr. Nease

EDM:js

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66-2554-12419

FEB 9 1956

1/1  
Type Conference memo to Mr. Tolson  
re Designation of Enclosures which  
Accompany Communications

2. Instructions already exist for the description of enclosures to appear on the yellow file copy, if not placed in the body of letters to correspondents outside the Bureau. Conference recommends these instructions be extended to cover correspondence over the Director's signature to Bureau employees.

3. Regulations requiring the checking of incoming documents and enclosures are now sufficient and should be continued without change.

4. If the above recommendations are approved, this document should be returned to the Training and Inspection Division in order that appropriate revisions can be prepared by the Manuals Desk for inclusion in:

- a. Manual of Rules and Regulations
- b. Manual for Field Stenographers
- c. Manual for Seat of Government Stenographers

MR. TOLSON

2/6/56

THE EXECUTIVES CONFERENCE

CIVIL RIGHTS MATTERS

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DATE 8/20/90 BY SP500/epk

The Conference considered the suggestion that was raised at the Civil Rights schools ending January 28, 1956, that the Bureau policy be changed to permit interview of a subject who is a law enforcement officer in the presence of his superior if either the Chief of Police or the subject so requests.

Arguments submitted in behalf of the change:

- (1) Would assist in maintaining good relations with police officers;
- (2) Subject has right to an attorney and superior officer might be considered as tantamount to an attorney;
- (3) Present rule permits no discretion and if subject willing to make statement in presence of superior, not considered good investigative procedure to walk away;
- (4) No difficulty would be experienced in introducing any statement at a later date if made in presence of the superior officer.

Reasons for maintaining present rule: (1) Subject might not present full story to Bureau if his superior is present either by trying to impress his superior by coloring the facts or by purposely withholding information; (2) The Bureau and the law enforcement agency involved might be subjected to allegation that the two agencies had "whitewashed" the matter, particularly if prosecution is not authorized; (3) Subjects in other criminal cases not permitted to specify conditions under which interviews are to be conducted nor to have their superiors present and to permit such exception would make Bureau vulnerable to charge that special consideration being given by Bureau to law enforcement officers who are involved as subjects in Civil Rights matters.

The Chief of Police or the head of the particular agency is advised at the outset by the Bureau that investigation is being conducted. If contact is made properly and Bureau's jurisdiction fully explained, Agents should be able to interview subject without the superior officer being present.

cc - Mr. Mason  
Mr. Nease

AR:LS  
(9)

FEB 17 1956

RECORDED - 23  
INDEXED 26

66-2554-12420

FEB 16 1956

71-73

Memorandum for Mr. Tolson

RECOMMENDATION

The Conference unanimously recommended that the policy which prohibits the interview of the law enforcement officer who is the subject in a Civil Rights case in the presence of his superior be continued, those in attendance being Messrs. Tolson, Nichols, Quinn Tamm, Parsons, Henrich, Mason, Belmont and Rosen.

COPY was

MR. QUINN TAMM

2-1-56

P. F. O'Connell

AIRTELS

*2/10/92 SP5CJ-LPT*

*4-2*

Body of ~~airtel~~ is prepared in same manner as letter. In other words, paragraphs are used and words are not capitalized as in teletypes. Carbon copies of airtels accordingly resemble carbon copies of letters. Carbons of airtels are detached and routed for immediate handling to the various divisions. It is felt that these carbons should have a physical form which will flag them as airtels.

Oftentimes leads are set forth for an office by airtel. However, the original airtel on green paper is designated for the office of origin and the auxiliary office which is to cover the lead receives a carbon copy on white ~~manifold~~ paper. It is felt that these carbon copies should also have a physical form which would flag them as airtels.

Accordingly, it is felt that consideration should be given to preparing carbon copies of airtels on manifold paper of the same color. Green paper is used for airtels at the Seat of Government and blue paper is used for airtels in the field.

RECOMMENDATION:

That consideration be given to preparing copies of airtels on manifold paper of the same color as the original both at the Seat of Government and in the field.

PFO:br

Enclosure

(2)

ADDENDUM BY TRAINING AND INSPECTION DIVISION 2/6/56 - AGG:ceh

Recommend against adoption. Executives Conference, 9/27/54, considered similar suggestion (679-54) and recommended unanimously present procedure be continued. Colored paper would cost more than white (\$1.54 per 1000 sheets more in 1954) without any appreciable advantage. "Special" tags now are attached to all copies of airtels to flag their importance. Attached letter thanks employée for suggestion and advises of prior consideration and rejection.

*1-2-56*  
*66 FEB 20 1956*

RECORDED-42

166-2554-12421  
RECORDED  
133 FEB 20 1956

*62-14749-111*  
ORIGINAL FILED IN

Memo P.F. O'Connell to Mr. Tamm  
re: AIRTELS

2/1/56

*Executives*

EXECUTIVES-CONFERENCE CONSIDERATION: 2/8/56 - EDM:ceh

○  
The Executives Conference of 2/8/56, consisting of Messrs. Tolson, Boardman, Mohr, Parsons, Tamm and Mason considered the suggestion and unanimously recommended unfavorably.

Mr. Tolson

February 24, 1956

The Executives Conference

APPLICANT INVESTIGATIONS -  
FRAUD AGAINST THE GOVERNMENT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/98 BY SP5/STP

The Executives Conference on 2/23/56, considered the matter of false statements, concealments or omissions made by persons in executing applicant forms for Government employment, particularly in connection with petty or immaterial offenses. It is to be noted that any misstatement, concealment or omission in the applicant form pertinent to the application is a technical violation of Section 1001, Title 18, United States Code. Those present were Messrs. Tolson, Nichols, Boardman, Belmont, Mason, Mohr, Parsons, Rosen, Tamm, Holloman, and Nease.

It was the unanimous decision of the Conference that petty and immaterial offenses should not be presented to the United States Attorneys by the Agents handling the cases in the field. Their decision was that such petty and immaterial offenses should be reported in our reports and submitted to the Bureau with a cover memorandum, pointing out these technical violations. Upon receipt of such a report at the Bureau, the Bureau supervisor will then decide whether such offense should have been presented to the local United States Attorney.

In those instances where the matter is considered petty or immaterial, the reports will be transmitted to the agency which requested the investigation by cover letter pointing out the false statements which were made.

The reports will also be transmitted to the Department pointing out the false statements.

The Conference also considered the matter of prominent individuals that are investigated for various positions wherein they likewise are guilty of technical violations of the False Statements Statute. The decision was unanimous that such matters should not be presented.

cc: Mr. Mason  
Enclosures  
Mr. Nease

RECORDED - 30

INDEXED - 30

FEB 27 1956

12422  
Handwritten initials and signatures

JRM:ss/ush  
(8)

- Adman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

51 FEB 28 1956

Memorandum to Mr. Tolson

locally to the United States Attorney regardless of the degree of the offense. These instances relating to prominent persons should be called to the attention of the Bureau and the Bureau will then issue necessary instructions to the field or handle at the Seat of Government.

The Conference also decided that there should be no interviews with any of the persons being investigated for violations of the False Statements Statute when the violation can be considered trivial in nature or the individual is a person of prominence.

Pursuant to the expressed desires of the Executives Conference, appropriate Manual of Instructions and Handbook changes are attached.

RECOMMENDATION:

If you approve of the unanimous decisions of the Executive Conference, these decisions have been set forth in the attached Manual and Handbook changes. The Training and Inspection Division is requested to expedite the issuance of these changes pursuant to the expressed desires of the Conference.



THE DIRECTOR

February 15, 1956

The Executives' Conference

~~CONFIDENTIAL~~

BUREAU WAR PLANS - FIELD RELOCATION  
EMPLOYEE SUGGESTION 423-56

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/92 BY SP5CJ-CP

The Suggestion:

The Executives' Conference consisting of Messrs. Nichols, Boardman, Mason, Callahan for Mohr, Parsons, Tamm, Rosen, Holloman, Nease, and Belmont on February 15, 1956, considered the suggestion of Special Agent Fred B. Caldwell of the San Antonio Office to place a copy of the field division war plans plus certain supporting documents in a designated place where they would be readily available in an emergency.

The supporting documents suggested by Special Agent Caldwell are copies of SAC letters reflecting the [relocation sites] and means for contacting each field office as well as the Bureau, emergency payroll plans, vouchers and necessary forms for use in an emergency, and a copy of payroll table number 37 and a Time and Attendance Manual.

Items Now at Selected Resident Agencies:

There are on file in a selected resident agency in each field office (except Honolulu and Washington Field) a set of the division's Security Index cards and forms necessary to the execution of the Emergency Detention Program. In September 1955 when the field was instructed to place this set of Security Index cards at the resident agency, the field was also told to send a copy of its Emergency Detention Program Survey to the resident agency.

In November 1955 (SAC Letter 55-68) the Bureau gave appropriate instructions to the field regarding payroll vouchers and accounting procedures, including instructions that one copy of the instructions should be sent to the resident agency, with appropriate forms. Administrative Division feels this sufficiently covers payroll and attendance matters.

Enclosure

- Tolson cc Mr. Boardman
- Boardman \_\_\_\_\_ Mr. Belmont
- Nichols \_\_\_\_\_ Mr. Mason
- Belmont \_\_\_\_\_ Mr. Nease
- Harbo \_\_\_\_\_ Mr. McCardle
- Mohr \_\_\_\_\_ Section Tickler
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED-20

FEB 29 1956

INDEXED - 20

AHB:mn  
MAR 1 1956

66-2554-12423

Memorandum for the Director

~~CONFIDENTIAL~~

We have not previously instructed that the field divisional war plans should be sent to the selected resident agencies because we felt there is too great a risk in providing 50 additional points where such war plans would be stored. This matter was discussed with SAC's Whelan (San Francisco), Auerbach (Seattle), Mumford (Atlanta), and Lopez (Savannah) by Belmont during their recent visits to the Bureau. These SAC's did not feel that it was desirable to send the field war plans to the resident agencies because the war plans provide a summary of the Bureau's planning in an emergency whereas those items now stored at the resident agency do not give the over-all picture of the Bureau's plans. In this respect, Belmont went over with these SAC's the material now stored at the selected resident agencies. The SAC's felt that the "Emergency Detention Program Survey" now at the resident agencies is not essential and because it gives an over-all picture of the Emergency Detention Program in each respective office, these Surveys should be withdrawn from the resident agencies and returned to the field offices. With this Belmont agrees.

Items Now at Bureau's Relocation Site:

We have at the Bureau's ~~relocation site~~ a complete set of Security Index cards with the accompanying forms and a copy of the plan prepared by each field office for the execution of the Emergency Detention Program. We also have at this site a copy of the war plans of the divisions of the Seat of Government and of each Legal Attache. We also have copies of the other material mentioned by Special Agent Caldwell except for copies of the individual field division war plans.

The field division war plans contain the detailed plans, aside from the Emergency Detention Program, that reflect the planning of the division for evacuation, chain of command, communications, supplies, codes, etc. They are drawn up based on instructions from the Bureau following the over-all Bureau war plans.

Executives' Conference Recommendations:

~~CONFIDENTIAL~~

The Executives' Conference was unanimous in its recommendation that we should not place copies of the field war plans in the selected resident agencies because of security factors. The Conference was unanimous that the Emergency Detention Program Surveys for the field should be withdrawn from the resident agencies inasmuch as it does not appear that the value to the field is commensurate with the risk of storage at resident agencies. The Conference unanimously recommended that we instruct the field offices to store at the selected resident agencies a list of the field office ~~relocation sites~~ and telephone numbers. Attached is a ~~posed~~ SAC Letter instructing the field to withdraw the Emergency Detention Program Surveys from the resident agencies and to forward to the resident agencies a list of the ~~relocation sites~~, their telephone numbers, as well as the means of contacting the Bureau ~~relocation site~~ and the means of contacting Bureau ~~relocation site~~.

Memorandum for the Director

*I Concur*  
*J*

~~CONFIDENTIAL~~

Following a discussion as to whether copies of the individual field division war plans should be sent [to Quantico], Messrs. Nichols, Boardman, Parsons, Tamm, Nease, and Belmont recommended against such action. They felt that, if the war plans of a field division were destroyed because of an attack, the primary function of the division would be to make the necessary arrests and to conduct investigations of possible espionage, sabotage, etc. The material essential to these functions is already at the resident agencies. The Bureau can provide any additional instructions necessary from its relocation site. To maintain the individual field war plans at Quantico would be a heavy administrative function inasmuch as we receive daily changes from the field.

Messrs. Rosen and Mohr recommend that the war plans of 10 or 12 of our major offices be maintained [at Quantico] in the belief that the burden of keeping them up to date is warranted by the value of having an extra set of these plans [at Quantico]. Mr. Mason recommended that copies of all field division war plans be maintained [at Quantico] in the belief that the value of having the extra set of plans [at Quantico] outweighs the administrative burden of keeping them current.

In the event you approve, the recommendations of the majority of the Conference will be followed.

Respectfully,  
For the Conference

Glyde Tolson

~~CONFIDENTIAL~~

The Director

2/28/56

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2019 BY SP5CJ-  
LPT

INSPECTOR AIDES

Present at the Executives Conference February 27, 1956, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Hennrich, Boardman, Rosen, Nichols and Mason.

The Conference considered a suggestion from the Training and Inspection Division that a group of selected Special Agents be assigned full time as Inspector Aides for a period of six months. The men would work as a unit with an Inspector. The purpose is to conduct an experiment to see if we can get greater quality work from Inspector Aides if they are regularly assigned to such duties and at the same time provide worth-while training in field office administrative work to deserving Special Agents.

The problem revolves around the fact that the Training and Inspection Division is desirous of trying to get more thorough scrutiny and tighter evaluations in inspections. It cannot be assured that the proposal would accomplish the desired result; it would be in the nature of an experiment.

ADVANTAGES:

1. More uniform, tighter and therefore better appraisal of field office operations.
2. Less interruption to field operations if the Inspector Aides are permanently assigned to such duties and are not called from field offices for inspection assignments.
3. Would greatly broaden the perspective of the Agents who are assigned to Inspector-Aide duties; they would be on this work six or more months and would be much more valuable to the Bureau at the end of their assignment.

4. Assigning eight Aides to an Inspector would permit him to inspect mostly Eastern offices so travel expenses would not be much greater than under the present system of calling

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

cc - Mr. Mason  
Mr. Nease

EDM:gsr  
(5)

INDEXED - 12  
RECORDED - 12

66-2554-12424  
27 MAR 1 1956

51 MAR 1 1956

Aides from nearby offices. Of course, one group of eight Aides could serve only one Inspector at a time and other Aides would have to be called from other field offices to assist the remaining Inspectors.

5. A group of Aides functioning as a team over a period of time should be able to conduct an even more thorough inspection in less time than is required by our present procedure.

6. If the Aides selected are men being considered for ultimate advancement, they would receive highly beneficial training in field operations, and this training should result in great benefits to the Bureau later on.

#### DISADVANTAGES:

1. If the Aides selected are men to be ultimately considered for advancement, some of them might not willingly participate in a program which would require their being away from their families the bulk of the time. In addition, the word would probably get out that these Aides are being considered for advancement and questions might arise if some person is advanced in preference to one of the Aides.

2. The present system of using Aides from nearby field offices makes it possible for them to carry suggestions back to their own offices so that several divisions benefit from each field office inspection.

#### EXECUTIVES CONFERENCE CONSIDERATION:

The minority of the Conference, Messrs. Nichols and Mason, feels that it is extremely important to have the proposed, or a similar, system set up as a means of training future field leaders, and possibly improving the quality of inspections.

*J. C. [unclear]*  
*H.*

The majority of the Conference, Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Hennrich, Boardman, and Rosen, feels that the disadvantages outweigh the advantages and that the proposal should not be adopted.

In the event the Director agrees with the majority, no further action is necessary.

Respectfully,  
For the Conference

Clyde Tolson

March 2, 1956

MEMORANDUM FOR MR. TOLSON  
MR. NICHOLS  
MR. BOARDMAN  
MR. BELMONT  
MR. MASON  
MR. MOHR  
MR. PARSONS  
MR. ROSEN  
MR. TAMM  
MR. WINTERROWD  
MR. HOLLOMAN  
MR. GANDY

2/20/56 [Handwritten initials]

RECEIVED READING ROOM  
F B I  
MAR 2 11 18 AM '56  
U.S. DEPARTMENT OF JUSTICE

Re: SAC LETTERS

EXECUTIVE CONFERENCE

At least one SAC has complained that SAC Letters do not clearly explain the reason why the SAC Letter was issued. He points out that the reason why the letter was issued may be clear to people at the Seat of Government, but it is not clear in every instance to field representatives.

I want you to make certain that all employees who prepare SAC Letters comply completely with the provision in the Manual for Bureau Supervisors which states: "SAC Letters should reflect why such instructions are being issued when this can be done." This Manual provision can be found in Section 36, page 17, lines 4 and 5.

Do not permit SAC letters to be offered for signature unless they comply with the Manual provision cited above.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover

Director

COMM - FBI  
MAR 2 1956  
MAILED 20

RECORDED-57  
EX-109

RECORDED

176 MAR 7 1956

Approved by Executives Conf. 2/29/56. Present were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Hennrich, Boardman, Rosen, Nichols, and Mason. No Manual change necessary.

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

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36  
EDM:gan  
(13)  
1956

U.S. DEPARTMENT OF JUSTICE

THE DIRECTOR

3/7/56

EXECUTIVES CONFERENCE

~~SCORING OF STENOGRAPHIC  
AND PROOFREADING ERRORS  
IN OUTGOING CORRESPONDENCE~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-9-82 BY SP5 GJF  
LJK

The Director raised the question as to why errors caught in the office of the Assistant to the Director and Assistant Directors' offices are not charged. He felt that the same system used in Ident for recording of errors should be adapted for use in other parts of the Bureau.

The Technical Section of Ident has a system of censuring an employee for the first erroneous ident and providing a three-day suspension for the second erroneous ident in any given year. These errors are substantive and the system in other parts of the Bureau is akin to this in that substantive errors are each treated separately and censure or other administrative action is considered for each substantive error.

The Technical Section of Identification Division provides censure for the fourth missed ident in any year and recommends a three-day suspension for the fifth error in a year. These are form errors and may be likened to errors in proposed outgoing correspondence detected in other parts of the Bureau.

The Assembly Section recommends censure and probation if an employee misfiles as many as five jackets in a six-month period. The Recording (Typing), Card Index and Posting Sections of Ident keep a record of errors and a record of production and a monthly tabulation is prepared so that employees whose work records are low may be separately considered for appropriate action. There is no fixed penalty system.

Regarding correspondence errors throughout the FBI at the Seat of Government, five errors made by an employee in a period of 9 months warrant censure; 10 errors not detected by an employee who reviews correspondence occurring in a 6-month period warrant censure. The errors referred to are those detected in offices of Director, Associate Director, Mr. Boardman's office, or Reading Room. Errors are recorded in Mr. Nichols' *wa*

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

cc-Messrs. Nease  
Mason

EDM:DMG  
(5)

RECORDED-99  
INDEXED-99

66-2554-12426

20 MAR 9 1956

EX-125

51 MAR 9 1956

Memorandum to Director  
Re: Scoring of Stenographic and  
Proofreading Errors in  
Outgoing Correspondence

3/7/56

office but not counted in the official tally along with those offices named above. Same practice followed in Laboratory and Training and Inspection Division. Errors not recorded in offices of four other Assistant Directors.

To correct this situation, Executives Conference considered whether to score errors at any level of Seat of Government operations. For example, if a stenographer makes an error in correspondence and this error is detected by an Agent or clerical supervisor, an error should be scored. If the Supervisor misses the error and it is detected by the Unit Chief the Agent Supervisor who did not detect the error will be scored with an error and the stenographer will be scored for making the error. Consideration was given to continuing this procedure on up the line. It could not be ordered into effect immediately because there are so many variables that a trial period would have to exist in order to work out the bugs and establish "averages"

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Conference on 3/7/56, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Henrich, Belmont, Rosen, McGuire, Holloman and Mason.

The minority, Messrs. Mohr, Henrich, Belmont and Rosen, recommended that the system of tabulating errors remain as it is presently constituted; the scoring of errors up and down the line even to the lowest levels will, in the opinion of the minority, involve tremendous amount of additional bookkeeping and paper work. Mr. Belmont pointed out that an error detected in his office might necessitate his having to prepare error slips on as many as seven different employees who were engaged in preparing and reviewing the communication before it came to him and that he simply does not have enough help to engage in this additional work. His sentiments were about the same as those of the entire minority.

The majority, Messrs. Tolson, Tamm, Parsons, Nease, McGuire, Holloman and Mason, recommend:

(1) For a period of two weeks all Seat of Government Divisions score all errors in proposed outgoing correspondence detected anywhere in the Division and also score errors on any employee who reviews a piece of proposed outgoing correspondence



Memorandum to Director  
Re: Scoring of Stenographic and  
Proofreading Errors in  
Outgoing Correspondence

3/7/56

which contains an error if the reviewing employee does not detect that error.

- (2) Set up a system to record stenographic production (pages typed per hour) for stenographic employees for a period of two weeks.
- (3) Make recommendations as to periods of training and indoctrination which would be proper for the new employees before errors are actually counted against them. In other words, avoid scoring errors on a brand new stenographer who has just undertaken stenographic duties and would naturally be expected to make a number of errors until she is familiar with her responsibilities.
- (4) Although errors are to be recorded for two weeks, administrative action is not to be taken concerning them. Purpose is to get a listing of errors and production and see what bugs or problems exist so that the Executives Conference can reconsider just exactly what to do with regard to closing the gaps in the present error program of the Bureau.
- (5) Findings resulting from the two-week experiment to be correlated by the Training and Inspection Division; thereafter to be studied by committee of Messrs. Parsons, Nease and Mason set up by Mr. Tolson to offer recommendations for Executives Conference consideration concerning strengthening the error program and finding ways to cut down all errors.
- (6) If the Director agrees with the views of the majority, this document should be returned to the Training and Inspection Division so that appropriate orders can be prepared to Seat of Government Divisions.

Respectfully,  
For the Conference

Glyde Tolson

MR. TOLSON

3/8/56

THE EXECUTIVES CONFERENCE

INTERSTATE TRANSPORTATION OF  
STOLEN PROPERTY POLICY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-10-97 BY SP5cl  
D

The Conference reconsidered our present policy in order to determine whether it should be changed so that in cases involving thefts of property valued at \$50,000 or more an immediate investigation should be instituted.

PRESENT POLICY

Thefts occurring other than in the District of Columbia

The Bureau's present policy with respect to the investigation of thefts involving property valued at more than \$5,000 is as follows:

No active investigation until both elements of the statute are present; i.e., (1) stolen property valued at \$5,000 or more (2) is transported interstate. Upon learning of a major theft, which it is believed will have wide public interest, the field office must obtain pertinent details of the theft, advise the Bureau of these details, and thereafter maintain liaison with local authorities for information indicating stolen property valued at \$5,000 or more has been transported interstate.

One exception in the District of Columbia:

Thefts of Property Valued at \$50,000 or More  
in the District of Columbia

As a result of the \$100,000 Jewel robbery occurring at Bartz and King Jewelers, Washington, D. C., on December 4, 1954, the Executives Conference re-examined our policy with respect to the investigation of major thefts and decided that due to the proximity of state lines to the District of Columbia, cases of robbery or burglary in the District of Columbia resulting in the loss of jewelry, securities, or other merchandise having a value of \$50,000 or more would be investigated immediately on the assumption that the property was transported interstate. This policy was put into effect December 13, 1954.

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

cc - Mr. Nason  
Mr. Nease

RECORDED - 54

INDEXED - 76

EX-121

66-2554-12427  
20 MAR 12 1956

AR:LS

51 MAR 13 1956

Memorandum for Mr. Tolson

In connection with thefts between \$5,000 and \$50,000, the same policy prevails in the District of Columbia as prevails throughout the rest of the United States.

#### PROVISIONS OF THE CODE

Under Section 2314, Title 18, United States Code, it is necessary to show that stolen property valued at \$5,000 or more has been transported interstate before Federal prosecution can be entertained. Many thefts of merchandise valued at \$5,000 or more are local in nature, and any investigation of such thefts would result in needless expenditure of Agent time since the Bureau could not obtain Federal process under the Interstate Transportation of Stolen Property (ITSP) Statute upon solution of the case.

#### BACKGROUND OF PRESENT BUREAU POLICY

Prior to May 31, 1946, the Bureau adhered to the strict policy of requiring that evidence of interstate transportation of stolen property valued at \$5,000 or more was necessary before the Bureau would conduct investigation of a major theft. As a result of a series of major thefts occurring in resort areas, the Executives Conference reviewed the Bureau's policy, and as a result instructions were issued to the field on May 31, 1946, which required that in all cases involving the theft of jewelry, securities, or other merchandise valued at \$50,000 or more, the field should immediately institute an investigation on the presumption that the thieves contemplated an interstate transportation. The discontinuance of this policy was approved on January 31, 1950, by the Executives Conference by unanimous vote, and subsequently approved by the Director. It was indicated that the test in each case will be (1) whether the amount of the goods is \$5,000 or over, and (2) whether it has been transported in interstate commerce in violation of the Act.

#### CONCLUSIONS

The suggestion to change the policy was unanimously disapproved by the Conference, those in attendance being Messrs. Tolson, Holloman, McGuire, Mason, Mohr, Tamm, Parsons, Hennrich and Rosen. Our experience when the policy was in effect between 1946 and 1950 proved that the results did not

Memorandum for Mr. Tolson

justify maintaining the procedure. It was found that many losses were grossly exaggerated; the Bureau was becoming involved in matters strictly of a local nature where no Federal offense had been established; it was difficult to explain why we expended manpower on an estimated \$50,000 jewel case when individuals allegedly losing \$45,000 would get no assistance from the FBI even though in both situations there was no indication of interstate transportation or any evidence of a Federal violation; the jewelry lacked sufficient identifying features to make it possible to identify once the gems were removed from their settings; numerous jewelry salesmen constantly were mislaying or mishandling their sample cases containing amounts well over \$50,000 but which were not susceptible of proper identification and where there was no evidence of Federal violations; once the police learn we have expressed interest in these cases to the extent that we are actively investigating rather than maintaining a liaison with police, there is a tendency to shift the responsibility which is purely local to that of the Bureau and consequently because of our experience in these matters it was deemed desirable to discontinue this practice. We thereafter resumed the present procedure.

RECOMMENDATION

That there be no change in our present policy.

OK  
H.

Mr. Tolson

3/7/56

The Executives Conference

SUGGESTION #473-56  
Made by ASAC Robert D. Gibbons  
Birmingham Office

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 2/21/92 BY SP2CJ/pt

SUGGESTION: That information concerning the number of copies of reports to be prepared now set forth individually under the various violations in Part III of the FBI Handbook be deleted, and that Part III merely refer to Part I where information on copies to Bureau for all violations is set out in one list. *Setting Forth Information on Copies of Reports*

PRESENT PROCEDURE: Complete information as to number of copies of reports is set out in Part III of Handbook so that full information on each violation will be found in one place. Information as to copies of reports to be sent to the Bureau is included in Part I along with the list of investigative classification titles and numbers (listed in numerical order) as an added aid where the agent wants to quickly locate instructions as to copies of reports to be sent to the Bureau but does not need to look through other instructions contained in Part III. When a change is made in the number of copies of reports required in any violation, revisions are prepared both for Part I and Part III of the Handbook.

OBSERVATIONS: SACs Fults (Birmingham), Faisst (Norfolk), Hawkins (Cleveland), and Weeks (Miami) recommend this suggestion be adopted. The most apparent advantage to adopting this suggestion is that it would not be necessary to revise and reprint two separate pages each time a change is made in the number of copies of reports required in a given violation. However, the instructions as to copies of reports found in Part III are more complete than those in Part I since those in Part III include all special instructions, such as instances where extra copies of reports are furnished to the Bureau under certain circumstances, etc. Part I lists only the <sup>NORMAL</sup> number of copies of reports to be sent to the Bureau.

Messrs. Boardman, Belmont, Rosen and Mason recommend change be made in present procedure of maintaining this data both in Part I and Part III of the Handbook. Mr. Boardman points out that most copy changes have already been made during a recent survey aimed at reducing the number of copies of reports being

- Tolson \_\_\_\_\_
  - Boardman \_\_\_\_\_
  - Nichols \_\_\_\_\_
  - Belmont \_\_\_\_\_
  - Harbo \_\_\_\_\_
  - Mohr \_\_\_\_\_
  - Parsons \_\_\_\_\_
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  - Sizoo \_\_\_\_\_
  - Winterrowd \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Holloman \_\_\_\_\_
  - Gandy \_\_\_\_\_
- Enclosure  
del. Mr. Mason  
Mr. Nease  
A. B. J. R. C.

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66-2554-12428

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EX - 107

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Executives Conference memo for Mr. Tolson

prepared and it is anticipated there will be very few such changes in the immediate future. Mr. Rosen points out that the data in both sections of the Handbook serve a special purpose.

RECOMMENDATION:

That no change be made in present procedure of listing complete copy information in Part III of the Agents' Handbook and information as to copies of reports to be sent to Bureau in Part I of the Handbook.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/7/56

Present at the Executives Conference on 3/7/56, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Henrich, Belmont, Rosen, McGuire, Holloman and Mason.

The Conference unanimously recommends that the listing of copies of reports remain in the FBI Handbook as presently constituted.

If you agree, no further action is necessary.



MR. TOLSON

3/14/56

THE EXECUTIVES CONFERENCE

ALL INFO. CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/20/92 BY [signature]

FEDERAL KIDNAPING STATUTE - 7-day PRESUMPTIVE CLAUSE

The Conference considered the 7-day presumptive clause of the Federal Kidnaping Statute in the light of recent cases to determine whether any recommendations should be made concerning the handling of these matters.

THE 7-DAY PRESUMPTIVE CLAUSE

This was an amendment to the original Kidnaping Act and became effective May 18, 1934. The provision reads as follows and is contained in Title 18, Section 1201(b):

"(b) The failure to release the victim within seven days after he shall have been unlawfully seized, confined, inveigled, decoyed, kidnaped, abducted, or carried away shall create a rebuttable presumption that such person has been transported in interstate or foreign commerce."

We have had Departmental opinions concerning the 7-day presumptive clause. Briefly, these are as follows:

1. On November 24, 1936, Judge Holtzoff stated the 7-day presumptive clause creates a presumption of the interstate transportation but does not create a presumption of kidnaping or a demand for ransom or reward and that consequently the Bureau should accept for investigation as kidnaping cases only those in which there has been a kidnaping and a demand for ransom or reward coupled with either (1) an actual showing of an interstate transportation or (2) an absence of the victim for more than 7 days. This policy was set forth in a Bureau Bulletin December 15, 1936.

2. The Bureau's policy was restated on November 8, 1945, at which time it was stated that the 7-day presumption does not create a presumption of kidnaping but only a presumption of interstate transportation in cases in which a kidnaping has been established.

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- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mason  
Mr. Nease  
Mr. Nichols

AR:IS

51 MAR 27 1956

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Memorandum for Mr. Tolson

3. The Department restated this policy on February 19, 1954, in the Hartley case wherein it stated that the policy

"continues to be that the 7-day presumptive clause does not create a presumption of kidnaping but only a presumption of interstate transportation after a period of seven days in cases in which it has been established that the victim has been unlawfully seized, confined, inveigled, decoyed, kidnaped or carried away and held for ransom or reward or otherwise."

The above policy, therefore, has been in effect since 1934.

#### RECOMMENDATION

The Conference noted that in the recent past there have been certain cases which were in the "twilight zone" insofar as a clear determination could be made that there was an actual kidnaping established within the purview of the 7-day presumptive clause of the Kidnaping Act.

An example of such a situation would be the case of an apparent unlawful taking; i.e., a baby being removed from a crib in a hospital under circumstances which indicate an unlawful taking. After a lapse of seven days a question is immediately raised as to whether the 7-day presumptive clause applies. It was the view of the Conference the Bureau would view favorably a recommendation that we move into such a case, after reviewing all of the facts available.

Another situation is presented in those cases where there appears to be an unlawful taking and an examination of the crime scene discloses definite physical evidence of a struggle and, consequently, these circumstances of a physical nature indicate a taking against one's will. In such a situation, the facts would be carefully reviewed and it was the Conference's opinion that in such cases a liberal interpretation should be made in favor of assuming investigative jurisdiction upon complete examination of the entire facts available after the passage of seven days. During this period we would maintain close liaison with local authorities.

The Conference, therefore, feels that cases in the "twilight zone" should be considered on a case-by-case basis at the Seat of Government and viewed in a liberal light

Memorandum for Mr. Tolson

rather than on the basis of a strict interpretation of the law and the Department's opinion as to the meaning of the 7-day presumptive clause as originally furnished by Judge Holtzoff in 1936 and restated in 1954.

The Conference also concluded that any set of facts reflecting an unlawful abduction, plus an indication of interstate transportation, i.e., the reporting by a witness or even an anonymous source that the victim had been seen in an area out of state, would warrant immediate investigation.

No change is necessary in the instructions presently in existence, insofar as the field is concerned, as the field must keep the Bureau advised immediately in all these cases.

No additional instructions, therefore, should be issued to the field as it will be the responsibility of the Investigative Division to immediately review the facts and submit appropriate recommendations in the light of the foregoing.

The Conference unanimously recommended the above procedure, the following persons being in attendance: Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Mason, Nichols and Rosen.

The Director

3/7/56

The Executive Conference

SUGGESTION #415-56

Made by Mrs. [redacted]  
Records and Communications Division  
Records Section Streamlining Committee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/92 BY SP 5417

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SUGGESTION: That servicemen filling and repairing vending machines in the Records Section no longer be escorted through the section by the Record Section employee. Suggester feels that adequate security will be maintained if we establish the identity of the vending machine servicemen at the time they enter the section. Employee points out that the machines serviced are in corridors near guard desks where the men are under observation of a guard or clerical employee while actually filling or servicing the machine. These men enter the Records Section principally by way of two freight elevators. Most of the men have been coming to this building for extended periods and are well recognized by many employees in the Records Section.

PRESSENT PROCEDURE: These servicemen have been escorted by Grade 2 or Grade 3 employees of the Records Section.

OBSERVATIONS: It was recommended and approved by memorandum W. G. James to Mr. Nichols dated 1/25/56, that Records Section obtain identifying data on vending machine servicemen coming into Records Section, make a name check on them, and in the absence of derogatory information thereafter not escort these men after establishing their identity each time they enter the section.

Memorandum W. G. James to Mr. Nichols, 3/1/56, set out five possible identical Identification Division and General Index records located on 5 of the 12 men that have been checked.

1. [redacted] candy route salesman, Bureau file 25-294151. The subject reported delinquent for failure to report for induction. He was being held in D. C. Jail on charges of burglary, prosecution declined. [redacted] possibly identical with FBI #A422760. Record under FBI number reflects arrests between 3-31-45 and 10-16-46 for breaking and entering, house breaking, assault, and APOE. No apparent record identifiable since 10-16-46.

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- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Keese

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EX - 12

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~~Memorandum for Mr. Tolson~~  
Re: Suggestion #415-56

3/7/56

EXECUTIVES CONFERENCE RECOMMENDATION EDM:DMG-3/7/56

Present at the Conference on 3/7/56 were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Henrich, Rosen, McGuire, Holloman and Mason.

The minority of the Conference, Messrs. McGuire and Tamm, felt that there was no need to escort vending machine employees while in Records Section space inasmuch as these individuals wear distinctive uniforms and are constantly being observed by Records Section employees. For example, there are Guard Desks located near the vending machines in the Records Section space in the Justice Building. The minority does not believe that the vending machine employees would have an opportunity to secure any confidential information.

The majority, Messrs. Tolson, Mohr, Parsons, Nease, Henrich, Rosen, Holloman and Mason, recommend that vending machine employees be accompanied by a Grade 2 or 3 clerk while working in Records Section space in order that no opportunity for embarrassment might result. The majority has in mind that the FBI has certain exemptions from Departmental instructions issued under the Executive Order governing the retention of classified material and does not want to in any way jeopardize its position by making it possible for individuals such as vending machine employees to be unaccompanied in a highly confidential area. Majority does not feel that vending machine operators could find any specific information that they wanted in the Records Section but fears the possibility that vending machine people might accidentally, if unaccompanied, come into contact with confidential data which should be kept from them.

Respectfully,  
For the Conference

Clyde Tolson

*I agree with majority.*  
H.

Mr. Tolson

March 29, 1956

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/20/90 BY SP5/ST

On March 28, 1956, the Conference with Messrs. Tolson, Holloman, McGuire, Rosen, Belmont, Hennrich, Parsons and Q. Tamm being present considered the matter of the preparation of criminal records in the Identification Division.

The Conference was advised that on May 17, 1951, as a result of a letter from a Judge Conway of Sioux Falls, South Dakota, the Bureau changed the method of preparation of criminal records. Judge Conway wrote to the Bureau and stated that he thought it was a waste of paper for records to be double spaced, among other things. After carefully considering the Judge's suggestions, the only one adopted was the single spacing of the criminal records.

After using this system for several years, the Identification Division feels that the single spaced records cause confusion in the typing of the record and also in the use and understanding of them by contributors. It is necessary in the preparation of the records, where they are single spaced, to place the dispositions on a second page with other notations and this means that they cannot be readily identified with the particular arrest. The record itself does not give an over-all professional appearance and it is felt that the record could be more properly prepared if double spaced.

It is further noted that the Identification Division is presently preparing records by the use of a new type of duplicator process and the over-all appearance of new records prepared would be much better if double spaced.

There are attached hereto examples of single spaced and double spaced records. The information typed in red is information which has been added to the record since the fingerprint cards have been received and it is

Enclosure

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- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Mason  
1 - Mr. Nease  
OT:VH  
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Memorandum for Mr. Tolson

noted that this information is easier to read if the record is double spaced. There is no material saving of paper by the single spacing of records.

The Conference unanimously recommends preparation of the records by double spacing.

OK  
H

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. QUINN TAMM

DATE: 3-23-56

FROM : R. C. Anderson

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SUBJECT: SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION (SAMBA)

On March 22, 1956, Special Agent A. Everett Leonard and the writer conferred with Mr. J. Joseph Bates, Associate Director, Group Underwriting Prudential Insurance Company, Mr. Stacey K. Beebe, Manager of SAMBA, and Mr. Warren B. Irons, Director, Bureau of Departmental Operations, U. S. Civil Service Commission, with reference to the effect of the proposed Government "major medical" insurance on SAMBA.

The Government proposal is for a uniform "major medical" policy to be given free to all Federal employees who have Federal Group Life Insurance. There is no provision in the proposed bill for having the Government subsidize existing Federal Employee Insurance Groups, such as SAMBA, for the "major medical" portion of the insurance. Even if such subsidy were made a part of the proposed bill, the following problems would appear to make it undesirable:

A. Mr. Warren Irons stated that Government contribution (12 3/4 per \$1000 of life insurance) per biweekly pay period would be Government money. Any savings which the association could realize on purchase of "major medical" would accrue to the Government. This in effect would mean that SAMBA has nothing to gain by continuing its "major medical" program and if the experience were unfavorable would possibly stand to lose since the insurance company could increase rates. This would present the further possibility that SAMBA'S operations would be subject to audit and examination by the Civil Service Commission.

B. Retired employees. The Government "major medical" proposal would cover retired employees. SAMBA'S present "major medical" does not. Obviously SAMBA'S "major medical" would have to be extended to retired employees on a nonpremium paying basis in order to qualify if Government subsidy was forthcoming.

- 1 - Mr. Leonard (sent direct)
- 1 - Mr. Fletcher (sent direct)

RCA:fjb

(4)

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C. A further point of complication would arise in that Bureau employees not having SAMBA would be covered under the Government "major medical." This might complicate our payroll accounting and cause confusion in filing of claims.

Mr. Irons stated quite frankly that he could not recommend any subsidy to any individual group unless it appeared that the group would be materially injured by the offering of the Government "major medical" program. He stated quite frankly that it would not appear that the members of SAMBA would be materially injured in this program.

While it is desirable from the standpoint of speed in processing claims, to have claims handled by our own SAMBA office, the items set forth in A, B and C above, appear to outweigh this minor advantage.

ACTION BEING TAKEN:

Since there appears to be a good possibility that the Government "major medical" program will be enacted substantially as written, Mr. Bates has been requested to furnish rate details on plans which would bring the hospital portion and the surgical portion of SAMBA as close to the \$500 and \$250 deductible items as proposed in the Government plan.

Specifically, Bates has been requested to furnish costs on three types of plans:

A. Plan which could be purchased at our present premium contribution from employees.

B. Plans which could be purchased for a reduced premium on the part of employees. Reduction to be the amount charged for "major medical," \$1 per month for single, \$2.50 per month for married.

C. Costs of a plan which would cover the full first \$500 of hospitalization and the first \$250 of surgical expense in any calendar year. These are the deductibles under the Government program.

Memorandum for Mr. Quinn Tamm

3-23-56

RECOMMENDATIONS:

1. If the Government plan is enacted into law substantially as written, it is recommended that we drop the "major medical" coverage under SAMBA. Arrangements will be perfected to handle any pending "major medical" claims for SAMBA members who by reason of physical condition are ineligible for the Government program.

2. Further memorandum will be submitted outlining details of possible increases of the "basic" coverage when such information obtained from the Prudential Insurance Company.

ADDENDUM March 28, 1956

*This was discussed at the Executives Conference with Messrs. Tolson, Holloman, McGuire, Rosen, Belmont, Hennrich, Parsons and Q. Tamm for their information. No action is necessary until affirmative action is taken by the Government.*

*Q.T.*

ES. TOLSON

April 5, 1956

THE EXECUTIVES' CONFERENCE

BUREAU WAR PLANS

35027

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/19/98 BY SP5C/LBT

On April 4, 1956, the Executives' Conference consisting of Messrs. Tolson, Nichols, Belmont, Brown, Callahan, Parsons, Tamm, Holloman, Nease, and Boardman considered the question of whether or not it would be advisable for the Bureau to change the term "war plans," which we have been using to refer to our emergency plans, to the term "defense plans." In this connection it should be noted that the Department, at the Attorney General's instructions, is now using the term "defense plans" in lieu of the term "war plans."

To be consistent with the Department's terminology, it was the unanimous view of the Executives' Conference that the Bureau should henceforth refer to its emergency plans as "defense plans" rather than "war plans." The Bureau's code word "Duplans," which was approved for use in all Bureau correspondence on January 17, 1956, however, remains applicable and no change is recommended in the code word.

If approved, it is recommended that the attached SAC Letter go forward to the field advising of this change in terminology. No Manual changes are necessary.

cc - Mr. Mason  
Mr. Nease  
Mr. Belmont  
Mr. McCardle

JAS:mn  
(5)

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- Holloman \_\_\_\_\_
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APR 6 1956

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66-2554-12435

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. QUINN TAMM

DATE: 3-23-56

FROM : R. C. Anderson

Tolson \_\_\_\_\_  
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 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
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 Holloman \_\_\_\_\_  
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SUBJECT: SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION (SAMBA)

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The Government proposal is for a uniform "major medical" policy to be given free to all Federal employees who have Federal Group Life Insurance. There is no provision in the proposed bill for having the Government subsidize existing Federal Employee Insurance Groups, such as SAMBA, for the "major medical" portion of the insurance. Even if such subsidy were made a part of the proposed bill, the following problems would appear to make it undesirable:

A. Mr. Warren Irons stated that Government contribution (12 1/2% per \$1000 of life insurance) per biweekly pay period would be Government money. Any savings which the association could realize on purchase of "major medical" would accrue to the Government. This in effect would mean that SAMBA has nothing to gain by continuing its "major medical" program and if the experience were unfavorable would possibly stand to lose since the insurance company could increase rates. This would present the further possibility that SAMBA'S operations would be subject to audit and examination by the Civil Service Commission.

B. Retired employees, The Government "major medical" proposal would cover retired employees. SAMBA'S present "major medical" does not. Obviously SAMBA'S "major medical" would have to be extended to retired employees on a nonpremium paying basis in order to qualify if Government subsidy was forthcoming.

- 1 - Mr. Leonard (sent direct)
- 1 - Mr. Fletcher (sent direct)

RCA:fjb

(4)

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C. A further point of complication would arise in that Bureau employees not having SAMBA would be covered under the Government "major medical." This might complicate our payroll accounting and cause confusion in filing of claims.

Mr. Irons stated quite frankly that he could not recommend any subsidy to any individual group unless it appeared that the group would be materially injured by the offering of the Government "major medical" program. He stated quite frankly that it would not appear that the members of SAMBA would be materially injured in this program.

While it is desirable from the standpoint of speed in processing claims, to have claims handled by our own SAMBA office, the items set forth in A, B and C above, appear to outweigh this minor advantage.

ACTION BEING TAKEN:

Since there appears to be a good possibility that the Government "major medical" program will be enacted substantially as written, Mr. Bates has been requested to furnish rate details on plans which would bring the hospital portion and the surgical portion of SAMBA as close to the \$500 and \$250 deductible items as proposed in the Government plan.

Specifically, Bates has been requested to furnish costs on three types of plans:

A. Plan which could be purchased at our present premium contribution from employees.

B. Plans which could be purchased for a reduced premium on the part of employees. Reduction to be the amount charged for "major medical," \$1 per month for single, \$2.50 per month for married.

C. Costs of a plan which would cover the full first \$500 of hospitalization and the first \$250 of surgical expense in any calendar year. These are the deductibles under the Government program.

3-23-56

RECOMMENDATIONS:

1. If the Government plan is enacted into law substantially as written, it is recommended that we drop the "major medical" coverage under SAMBA. Arrangements will be perfected to handle any pending "major medical" claims for SAMBA members who by reason of physical condition are ineligible for the Government program.

2. Further memorandum will be submitted outlining details of possible increases of the "basic" coverage when such information obtained from the Prudential Insurance Company.

ADDENDUM March 28, 1956

*This was discussed at the Executives Conference with Messrs. Tolson, Holloman, McGuire, Rosen, Belmont, Hennrich, Parsons and Q. Tamm for their information. No action is necessary until affirmative action is taken by the Government.*

*QT*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: March 23, 1956

FROM : MR. R. R. ROACH

SUBJECT: ~~READING IMPROVEMENT TRAINING~~ 2/20/98 ~~subject~~

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

### SYNOPSIS:

The Central Intelligence Agency (CIA) provides Reading Improvement Training (speed reading) for its employees. There is a basic course of six weeks in duration and an advanced course lasting four weeks. CIA claims that training has definitely been beneficial. Description of course and results set forth. (S) (U)

### ACTION:

None. For your information. In the event the Bureau is interested in additional information, the Liaison Agent is in a position to make inquiries at CIA. That Agency has advised that it will be glad to demonstrate any of its equipment and furnish any other details concerning the courses.

DECLASSIFIED BY SP-5 [unclear] INDEXED-74

P.1, P.5 1+2, P.2, P.3 RECORDED-74  
and P.3, cont'd 56-2554-1243  
and P.1 are RECORDED  
enclosed per 149 APR 5 1956  
D. No other Agency's letter  
dtd 4/17/56

I think this would be further inquiry  
~~CONFIDENTIAL~~ 7-3

ADDENDUM - G. G. Gearty - 3/27/56 -- The Executives Conference on 5/13/52 considered the institution of a Rapid Reading Course. Conference unanimously voted unfavorably as the work of the Bureau involves detailed analysis of material; that even clerks should make careful reading of material; that supervisory staff needs details to suggest means of solving cases and that speed reading might defeat the detailed reading necessary for thoroughness which the Bureau desires.

Supervisor L. A. Francisco of the Training & Inspection Division attended U.S. Air Force Rapid Reading course 5/27/55 - 7/8/55 (1 hour per day for total of 30 hours). He concluded that rapid reading could not be applied to Bureau work because of accuracy required; we must be 100% right that our personnel are not reading for general information; they must have thorough and immediate grasp of the whole including details in order to take action; felt rapid reading course not desirable or practical and such a course could prove dangerous. Director approved recommendation that we not institute such a course.

- 1 - Mr. Nichols
- 1 - Mr. Boardman
- 1 - Mr. Mason
- 1 - Mr. Belmont
- 1 - Liaison Section
- 1 - Mr. Papich

RECOMMENDATION: No further action be taken.

58 APR 11 1956

Mr. [unclear]

L. A. Francisco

ORIGINAL FILED

Memo to Mr. Belmont  
from Mr. Roach

DETAILS:

~~CONFIDENTIAL~~

~~SECRET~~

There is set forth herewith information of possible interest to the Bureau regarding a Reading Improvement Training course provided for its employees by the Central Intelligence Agency (CIA). "Reading improvement" has sometimes been referred to as "speed reading." The over-all purpose of CIA's training is to make the eyes and mind cooperate more effectively together in the process of reading. Training in various reading skills is accomplished by instruction and application with mechanical aids and utilization of reading projects. At the present time, CIA has a basic course open to all employees, six weeks in duration, one hour of training per day. There is also an advanced course which is four weeks in duration and one hour per day is spent in class. About 30 per cent of each of the courses is devoted to lectures. The remainder of the time is spent on application through reading projects and use of mechanical aids. (S)(u)

When a student enters a reading improvement course, his reading skill level is determined by a series of tests and his eye mechanics are analyzed by a photographic record of his eye movements while reading. On the basis of this information and through consultation concerning his reading background and his particular office requirements, a plan of training is determined according to the individual's particular need. The basic course is centered around three separate types of reading: (1) Study or thorough reading, which demands analysis and organization of unfamiliar or technical material. (2) Informational reading, which should be applied to material of a straightforward nature when reading for general concepts or to increase background information. (3) Scanning, to locate specific information or to survey a source for main ideas or scope. According to CIA, one person may excel in thorough-study type reading and be deficient in scanning and informational reading, while another person may be able to scan very well and not have good ability in study reading. (S)(u)

With regard to the advantages gained through these courses, the CIA has advised as follows. A survey conducted by CIA disclosed that a hundred students who entered the course read at an average rate of 263 words per minute and answered an average of thirteen out of twenty questions correctly. When they were retested from three to five months after the completion (S)(u)

~~CONFIDENTIAL~~



Memo to Mr. Belmont  
from Mr. Roach

~~CONFIDENTIAL~~

of the course, these same students read comparable material at an average rate of 389 words per minute with thirteen out of twenty questions correct. They, therefore, increased their rate of reading by 126 words per minute with no loss in comprehension. (S)(u)

~~SECRET~~

As an example of accomplishment, CIA advised that in one instance a college graduate with a degree in political science spent approximately eight hours a day reading in his office. When he entered the course, he was an average reader but somewhat below average in study and analytical skills. In informational reading at the beginning of the course he read 273 words per minute with fourteen out of twenty questions correct. At the end of the course, he read at the rate of 406 words per minute with seventeen out of twenty questions correct. His efficiency in scanning increased from 605 words per minute with 90 per cent comprehension to 1,157 words per minute with 90 per cent comprehension. CIA advises that this is one of several examples which indicate to that Agency their Reading Improvement Training courses have been successful. (S)(u)

~~CONFIDENTIAL~~

4  
THE DIRECTOR

3/8/56

EXECUTIVES CONFERENCE

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

~~LIAISON WITH IMMIGRATION AND  
NATURALIZATION SERVICE~~

2/20/92  
Classified by 355  
Declassify on: OADR

The Director inquired as to why all contacts with Immigration and Naturalization Service (INS) cannot be handled by the Liaison Section of the Bureau; Mr. Belmont's memorandum, 3/1/56, recommended the present procedures be retained and that the need for cautious and circumspect dealing with INS be re-emphasized.

FBI work volume at INS: Approximately 4 hours of Agent time is spent each day interviewing employees of INS in connection with Departmental applicant or other applicant-type inquiries. In addition it is necessary for Agents to spend from 2 to 3 hours per day reviewing files at INS in connection with cases assigned to those Agents. This work is considered too complex for Special Employees inasmuch as the Agents know the background of their cases and can be alert to items of significance from an investigative standpoint. Two Special Employees conduct name checks and review INS files in connection with these name checks on virtually a full-time basis. The volume of these name check file reviews averages about 125 per month. The number of cases requiring interviews with INS employees averages about 15 cases per week and one case may require several employee interviews. All told, an average of 6 representatives of Washington Field appear at INS headquarters each day. The volume of work mentioned above seems to indicate that it cannot be handled through correspondence.

*That is an average of only 1 employee a day. I can't understand why it takes Agent from Bureau Liaison Section handles policy and problem.*

Liaison at INS headquarters on an average of four days per week.

Inquiry shows liaison with INS cannot be handled by correspondence inasmuch as personnel interviews are involved, it is necessary to examine photographs and handwriting specimens; necessary to review files and digest material.

Executives Conference considered various alternatives, such as:

- (1) Handle liaison with INS through correspondence, or
- (2) Add two Agents to the Liaison Section and have them handle all work at INS headquarters now handled by Washington Field employees.
- (3) Retain the present system, or
- (4) Endeavor to reduce the number of people from Washington Field who will have to visit INS headquarters. The Conference concluded that this is the most practical solution.

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

~~Messrs. Nease  
Mason~~

RECORDED-31  
INDEXED-31 EX-108

51 APR 16 1956

Memorandum to the Director  
Re: Liaison With Immigration and  
Naturalization Service

3/8/56

~~CONFIDENTIAL~~

EXECUTIVES CONFERENCE RECOMMENDATIONS

~~CONFIDENTIAL~~ Present at the Conference on 3/7/56, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Hennrich, Belmont, Rosen, McGuire, Holloman and Mason, who unanimously recommended:

(1) No change in the practice of the Identification Division's transacting certain telephonic business with the INS concerning fingerprint matters inasmuch as this procedure has been in effect for twenty-five years; Ident has been doing business with the same person at INS for twenty years; the relations are between the Identification Division and the investigative side of INS. No problems have arisen.

*all right y held to telephonic contact. H.*  
(2) Continue Bureau liaison through Liaison Agent Sam Papich, this being highly beneficial to the Bureau inasmuch as Papich picks up information which would not otherwise come to the Bureau's attention. Papich has several sources which furnish him confidential information and his presence four days a week at INS headquarters provides him with the opportunity to develop additional sources. Papich is fully aware of the proclivities of General Swing and is discreet and guarded in his contacts. *H.*

(3) Instead of making it possible for six Agents of Washington Field Office to visit INS headquarters on an average workday, designate a carefully selected and carefully indoctrinated Special Agent (and an alternate Agent to fill in when he is absent) so that this Agent can perform all of the investigative work, the interviews and the file reviews which must be done by an Agent; continue the use of two Special Employees to conduct name checks, but have them supervised by the Washington Field Agent who will do the investigative liaison work at INS headquarters. This will serve the purpose of restricting contacts at INS headquarters to the minimum practicable required to serve the Bureau's needs.

*yes. But see that it is properly indoctrinated. H.*

Respectfully,  
For the Conference

*H.*  
Clyde Tolson

*I will want more justification for this. Note my comments on page 1. H.*

~~CONFIDENTIAL~~

THE DIRECTOR

4/12/56

THE EXECUTIVES CONFERENCE

PERIODIC FIREARMS TRAINING  
FOR SECURITY PATROL CLERKS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/92 BY SP5CJ/PT

The Executives Conference of April 11, 1956, consisting of Messrs. Tolson, B. C. Brown, Rosen, Boardman, Belmont, Parsons, Tamm, Nichols, Holloman and Mohr, considered the problem with respect to affording Security Patrol Clerks a preliminary course of instruction in safety and fundamentals on the use of the revolver with refresher training each year thereafter.

It was pointed out to the Conference that there was an inconsistency in the training provided the Security Patrol Clerks in that Security Patrol Clerks at the Seat of Government are afforded at the present time ten hours of training in safety and fundamentals on the revolver on the indoor range. There is no provision for a refresher course of training for such Security Patrol Clerks at the Seat of Government. No initial or fundamental training on the use of the revolver is afforded Security Patrol Clerks in the various divisional offices. It has been considered in the past and rejected on the grounds that Security Patrol Clerks in our field offices are primarily there to afford security to the Bureau's files and not for the purpose of guarding the offices and that there was a possible hazard in permitting such employees to have access to firearms since they were principally young men whose judgment might be considered as too immature to use firearms should an emergency arise.

It was pointed out to the Conference that we have Radio Operators assigned to locations not in divisional office space and they are given a minimum period of training in handling the revolver. Instructions to the field on War Plans provide that Bureau Radio Stations not located in divisional office space should be protected by the issuance of firearms to male Radio Operators assigned to such stations. We have two such stations at Quantico, namely Sowego and Midland, there are two stations in San Diego and one in Anchorage which are not located in Bureau space.

INDEXED - 83 RECORDED - 83 66-2554-12437

The Bureau War Plans for the Seat of Government provide that Security Patrol Clerks should be armed with sidearms after a minimum of training and will continue in their patrol duties. It was pointed out to the Conference that no provision has been made for the issuance of firearms to such Security Patrol Clerks in the event of an emergency.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

JPM:DW

(5)

CC - Mr. Mason

APR 16 1956

SAC Sloan is of the opinion that Security Patrol Clerks should receive a minimum of 24 hours fundamental training in the revolver if they are going to use the weapon at any time and they should receive a refresher course every year thereafter.

It was pointed out to the Conference that insofar as Security Patrol Clerks at the Seat of Government are concerned in the Department of Justice Building, the Night Supervisor could issue revolvers to such Clerks since a supply of such weapons is maintained in locked quarters at the range. The Executives Conference of September 17, 1951 in considering War Plans recommended and the Director approved a proposal that the Identification Division maintain ammunition and pistols for Security Patrol Clerks and Special Agents in that building in the event of an emergency. Mr. Quinn Tamm advised that this equipment is maintained in locked vault space in the Identification Building for issuance to the Security Patrol Clerks in the event of an emergency.

It was pointed out to the Conference that we recently had an incident in the Springfield Division where an individual threw a rock through a window apparently with the intention of entering the Bureau space but the individual was apparently scared off when the Security Patrol Clerk came into that particular area. It was felt that the Security Patrol Clerks under such circumstances should be in a position to defend themselves if a burglar endeavored to enter our space and should at least have some knowledge of the use of the revolver. In field offices revolvers are maintained in the vault and those assigned to the individual Agents may be maintained in their locked desk drawer. Obviously a Security Patrol Clerk would have access to a revolver in the event of an emergency. The only question would be whether he would know how to use it if necessary to defend himself.

The minority of the Conference, consisting of Mr. Mohr, felt that we most certainly should afford Security Patrol Clerks, who are selected from our most mature male clerical employees, 24 hours minimum fundamental training in safety and the use of the revolver with a refresher course to be given to such employees each year thereafter. Mr. Mohr was of the opinion that this training should not only be given to Security Patrol Clerks at the Seat of Government but in each of our field offices. He felt that the Security Patrol Clerks in field offices should be advised of the location of a revolver with ammunition that he could use in an emergency to defend himself against a possible burglary or a forceful entry of the office. Mr. Mohr felt if our Security Patrol Clerks were mature enough to be entrusted with the security of our files and our secret data, they most certainly should be mature enough to be given minimum training in

the use of the revolver and instructions on how to use the revolver to defend themselves in the event of a forceful entry of our field office.

Mr. Mohr felt we should continue to give Radio Operators a minimum period of fundamental training with the revolver and a refresher course each year thereafter.

The majority of the Conference, consisting of Messrs. Tolson, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Brown, Holloman and Nichols, felt that Security Patrol Clerks were too immature to be afforded training in the use of the revolver and a potential hazard would exist if such Security Patrol Clerks were given training and access to the revolver in that they might utilize the weapon at an injudicious or improper time, causing injury to some innocent person. The majority of the Conference felt that firearms training should be discontinued for all Security Patrol Clerks, including those at the Seat of Government, and that no effort should be made to issue firearms or ammunition.

The majority of the Conference felt in view of the location of some of our Radio Stations at a point removed from our divisional offices, that Radio Operators should be given fundamental training in the use of firearms with a refresher course each year thereafter and that it should be permissible to have the necessary revolvers in a safe place at the Radio Stations for the use of such operators in case of an emergency.

In the event the Director agrees with the majority views of the Conference, the necessary instructions will be prepared for the field and the Seat of Government.

*J. Conrad*  
*H*

Respectfully,  
For the Conference

Clyde Tolson

The Director

4/16/56

The Executives Conference

UNITED STATES MARSHALS  
ALASKA *ATTN: [unclear]*  
FBI NATIONAL ACADEMY

*FROM*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE *2/20/92* BY *[signature]*

Present at the Executives Conference April 16, 1956,  
were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman,  
Rosen, Holloman, Nichols and Mason.

The question was put to the Conference as to whether our  
standard policy in accepting U. S. Marshals into the FBI National Academy  
should provide an exception so that one or more Deputy Marshals from  
Alaska can attend.

No Marshal or Deputy Marshal has attended the FBI National  
Academy from Alaska or from the United States. Assistant Attorney General  
Warren Olney, III July 1, 1954, attempted to arrange for Deputy Marshal from  
Fairbanks, Alaska, to attend the Academy. The Director stated "No" and the  
suggestion was made to Olney that the Deputy Marshal might receive some  
benefit from attending local police schools conducted by the FBI in Alaska  
inasmuch as the heavy backlog of applications on hand for men to attend  
the FBI National Academy made it impossible to offer any encouragement  
regarding the acceptance of the Deputy Marshal.

By letter 9/1/54, Anchorage advised that Chief Deputy  
Marshal James H. Chenoweth desired to attend the National Academy, and the  
Anchorage Office was informed 9/14/54 that the Bureau could not accept  
Marshals or Deputy Marshals at the National Academy.

With the Director's permission, [redacted] of the  
Department of Justice called on Inspector J. S. Rogers 4/10/56 to see whether  
Chenoweth could attend the National Academy. Chenoweth and [redacted]  
pointed out to Rogers that in Alaska, U. S. Marshals have regular police  
powers and, in fact, investigate most of the criminal violations which occur

b6  
b7c

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

cc - Mr. Mason  
Mr. Nease

RECORDED - 1  
EX - 134  
INDEXED - 1

*66-2554-12438*  
*M*

17 APR 17 1956

EDM:SSR  
APR 19 1956



outside of the corporate limits of cities; also have jurisdiction in the cities; jurisdiction is much greater than that enjoyed by U. S. Marshals in other parts of the United States. The Alaskan Marshals and Deputies have little or no police training. The aim is to have Chenoweth attend the National Academy and go back to Alaska to train other field Deputies in the Third Judicial Division which is staffed by 15 Deputies who cover 142,000 square miles.

Chenoweth has four years of college work but no degree; we investigated him when he applied for the position in the U. S. Marshal's Office and found nothing derogatory. He is 34 years of age.

We have a heavy backlog of applications from law enforcement officers in the United States and we are unable to accommodate all of them.

~~We take representatives from the Alaska territorial police and from some police departments in Alaska.~~ We have taken representatives from certain federal agencies such as the National Parks Service, U. S. Park Police, U. S. Marine Corps, and this might be a talking point for Department of Justice people who advocate training at the FBI National Academy for Deputy Marshals of Alaska.

#### EXECUTIVES CONFERENCE RECOMMENDATIONS:

1. The FBI continue to decline to take U. S. Marshals from the United States.

2. The minority of the Conference, Messrs. Parsons and Nease, recommends that an exception be made and that Deputy Marshal Chenoweth of Alaska be accepted for the FBI National Academy inasmuch as Alaskan Marshals have full police powers and inasmuch as it would be difficult for the FBI to turn down the attendance of one representative from the Department of Justice under existing circumstances.

The majority, Messrs. Tolson, Mohr, Tamm, Belmont, Boardman, Rosen, Holloman, Nichols and Mason, recommends no exception be granted to Alaskan Marshals and their Deputies inasmuch as the FBI has no facilities to train all Marshals; the Deputy Marshals in Alaska have



the same basic responsibilities as U. S. Marshals elsewhere but certain additional jurisdiction; it would be unfair to train some Marshals and not be able to train all of the remaining Marshals. For these reasons and in the light of heavy pressures within the continental limits by local police agencies wishing to have representatives attend the National Academy and the fact that nothing new has been added to support the position of Alaskan Marshals since the matter of their attendance was decided in July, 1954, majority recommends no exception be granted.

If you agree with the majority, an appropriate memorandum will be sent to the Department.

Respectfully,  
For the Conference

Rather than to handle  
by memo, I suggest  
Mason merely tell  
[redacted] orally. if  
majority view is  
approved.

✓  
Clyde Tolson

✓  
I concur  
H.

b6  
b7c

The Director

April 13, 1956

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/20/77 BY SP-6/CPB

On April 11, 1956, the Executives Conference with Messrs. Tolson, Nichols, Rosen, Boardman, Belmont, Parsons, Mohr, Brown, Holloman and Q. Tamm being present considered a suggestion made by Mr. Tolson that the name of the Identification Division be changed to Fingerprint Division. Mr. Tolson feels that this will be much more descriptive of the work of this Division of the Bureau.

An Act of June 11, 1930, c. 455, 46 Stat. 544 (U. S. C., Title 5, Section 340) provides as follows:

"There is established under the jurisdiction of the Department of Justice a division of the Division of Investigation to be known as the Division of Identification and Information; said division shall be vested with the duty of acquiring, collecting, classifying, and preserving criminal identification and other crime records and the exchanging of said criminal identification records with the duly authorized officials of governmental agencies, of States, cities, and penal institutions; and the cost of maintenance and operation of said division shall be paid from the appropriation 'Detection and prosecution of crimes' for the respective fiscal years concerned, as otherwise provided."

It is further noted that Identification Division for bureaus is common police description of that part of the department having to do with fingerprint work. Because of extensive use both by the Bureau and police departments, this name has become accepted.

It is further noted that it would be necessary to change numerous forms, manuals and letters which emanate from the Identification Division.

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

- 1 - Mr. Mason
- 1 - Mr. Nease

RECORDED - 88

66-2554-12439

INDEXED-88 EX-115 APR 17 1956

51A(5) 18 1956

**Memorandum for the Director**

**Messrs. Tolson and Brown favor the change from the name Identification Division to Fingerprint Division.**

**Messrs. Nichols, Rosen, Boardman, Belmont, Parsons, Mohr, Holloman and Q. Tamm are opposed.**

*I concur*  
*H*

**Respectfully,  
For the Conference**

*✓*  
**Clyde Tolson**  
*H*

Mr. Tolson

April 13, 1956

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/21/01 BY SPAC-  
6pt

On April 11, 1956, the Executives Conference consisting of Messrs. Tolson, Nichols, Rosen, Boardman, Belmont, Parsons, Mohr, Brown, Holloman and Q. Tamm considered a suggestion submitted by the Identification Division that the name of the Single Fingerprint Section be changed to the Latent Fingerprint Section.

It is felt that this name would be more descriptive of the work done by this particular section of the Identification Division.

The Conference was unanimously in favor of this change.

- 1 - Mr. Mason
- 1 - Mr. Nease

QT:VH  
(6)

RECORDED - 88

INDEXED-88

66-7554-12440

17 APR 17 1956

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

71 APR 20 1956

*[Handwritten signature]*



Memorandum to the Director  
Re: Liaison With Immigration and  
Naturalization Service

3/8/56

~~CONFIDENTIAL~~

EXECUTIVES CONFERENCE RECOMMENDATIONS

Present at the Conference on 3/7/56, were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Hennrich, Belmont, Rosen, McGuire, Holloman and Mason, who unanimously recommended:

(1) No change in the practice of the Identification Division's transacting certain telephonic business with the INS concerning fingerprint matters inasmuch as this procedure has been in effect for twenty-five years; Ident has been doing business with the same person at INS for twenty years; the relations are between the Identification Division and the investigative side of INS. No problems have arisen.

*all right if held telephonic contact. H.*

(2) Continue Bureau liaison through Liaison Agent Sam Papich, this being highly beneficial to the Bureau inasmuch as Papich picks up information which would not otherwise come to the Bureau's attention. Papich has several sources which furnish him confidential information and his presence four days a week at INS headquarters provides him with the opportunity to develop additional sources. Papich is fully aware of the proclivities of General Swing and is discreet and guarded in his contacts.

(3) Instead of making it possible for six Agents of Washington Field Office to visit INS headquarters on an average workday, designate a carefully selected and carefully indoctrinated Special Agent (and an alternate Agent to fill in when he is absent) so that this Agent can perform all of the investigative work, the interviews and the file reviews, which must be done by an Agent; continue the use of two Special Employees to conduct name checks, but have them supervised by the Washington Field Agent who will do the investigative liaison work at INS headquarters. This will serve the purpose of restricting contacts at INS headquarters to the minimum practicable required to serve the Bureau's needs.

Respectfully,  
For the Conference

Clyde Tolson

~~CONFIDENTIAL~~

*yes but are they  
his property  
indoctrinated*

*I will want more justification  
for this. Had my comments  
on P. 1. H<sup>2</sup>*

Mr. Tolson

4/19/56

The Executives Conference

\*TRAINING OF FIREMEN\*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/02 BY SP5/PT

Present at the Executives Conference April 18, 1956,  
were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont,  
Boardman, Rosen, Holloman, Nichols and Mason.

Agent R. W. Flach of the Laboratory, on 4/3/56, appeared  
before 125 Fire Inspectors at the University of Maryland; Special Agent  
Fleming Mason of Savannah Office appeared before a group of firemen at  
Charleston, South Carolina, to speak on Arson; the Bureau now has a request  
from the State Fire Marshal's Office of Virginia for the FBI to lecture two  
hours on the Collection and Preservation of Physical Evidence at a fire-  
investigation school in August at William and Mary College, the school being  
sponsored by the National Board of Fire Underwriters, the National Automob-  
ile Theft Bureau, the Virginia Association of Chiefs of Police, the Fire  
Chiefs Association and the Sheriffs and City Sergeants Association.

The Training and Inspection Division pointed out that we are  
getting increasing numbers of requests from firemen groups for lectures  
and training and that it appears to be desirable to avoid the ultimate creation  
of a full-scale training program for fire representatives all over the country  
which might be similar to our wide-scale program of conducting schools for  
police which frequently number about 2500 per year. Naturally, every time  
we participate in any type of training for fire representatives, we encourage  
further requests and yet some invitations from fire representatives should  
definitely be accepted because of the degree of cooperation which the FBI  
can receive from those people.

Under a recent statute we will now accept cases involving  
unlawful flight to avoid prosecution or confinement for the state crime of  
Arson when that crime is considered a felony in the state. Fire Inspectors  
can be helpful in certain types of security investigations and in sabotage cases.

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

cc - Mr. Mason  
Mr. Nease

RECORDED - 84  
INDEXED - 84

66-2554-12442

20 APR 23 1956

EX - 134

39 EDM:gsr

\*Special Agent in Charge - general

APR 23 1956 (5)  
Enclosures sent 4/20/56

EXECUTIVES CONFERENCE RECOMMENDATIONS:

1. Accept the request to lecture two hours in August at William and Mary College at the Fire Investigation School which invitation was issued by Robert E. Carter, Chief Investigator, Virginia State Fire Marshal's Office, under date of April 13.
  
2. FBI avoid encouragement of wide-spread training program for firemen so as to not create a program similar to that we now have for training police officers.
  
3. When requests are received for representatives of the FBI to lecture before responsible groups of Fire Inspectors or fire officials who are in a position to enhance our operations, each be carefully examined and favorable consideration be afforded if it appears that benefits will accrue to the FBI.
  
4. Attached letter be sent to Robert E. Carter accepting invitation for lecture at William and Mary College in August with appropriate carbon copies being dispatched to Norfolk and Richmond.
  
5. Attached SAC Letter go forth advising the field of policy covered above.

OK 12.



Mr. Tolson

4/20/56

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/90 BY SP/SC/PT

SUGGESTION #674-56

Made By Miss [redacted]  
Records and Communications Division

b6  
b7c

THE SUGGESTION: That Supervisors at the Seat of Government fully initial/routing slips from the field transmitting substitutions and corrections prior to sending these corrections to the Consolidation Unit of the Records Section for handling. Present system creates problem in that Supervisors do not always initial mail prior to corrective action by Consolidation Unit and necessarily these documents must be returned by Records Section to Supervisor for initialing before material can be placed in file.

OBSERVATIONS: Mr. F. W. Waikart of Records and Communications Division recommends favorably as does Inspector Sizoo of the Domestic Intelligence Division. Mr. Winterrowd of the Investigative Division says minor changes are already initialled by supervisors before being forwarded to Consolidation Unit but where substantial changes are involved, the file is first called and the change reviewed following which the mail is sent to the Consolidation Unit for handling and thereafter is returned to the supervisor for initialling and verification that all corrective action has been taken.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference unanimously recommends:

1. The attached instructions go forth to Seat of Government Supervisors so that whenever practicable documents will be fully initialed prior to being sent to the Consolidation Unit of the Records Section for change action. Conference realizes that the bulk of the documents can be

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

cc - Mr. Mason  
Mr. Nease

Enclosures

EDM:gsf (5)

52 MAY 1 1956

RECORDED-66

INDEXED-66

EX-121

66-12443

APR 25 1956

703 BEHS FILES

initialed by supervisors before being referred to the Consolidation Unit but involved and complex changes may require verification of action taken by the supervisor after the Consolidation Unit has finished its work.

2. Attached letter go forth to Miss  advising of the adoption of her suggestion.

b6  
b7C

Mr. Tolson

4/24/56

The Executives Conference

~~TRAINING~~ ~~RELIEF SUPERVISORS~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/78 BY SP5CJ/PT

Present at the Executives Conference 4/23/56 were Messrs. Nichols, Mohr, Tamm, Parsons, Nease, Hennrich, Rosen, Holloman, and Mason.

The Conference considered a suggestion from the Training Staff that newly appointed relief supervisors in the field be given five days' initial training with the regular supervisor prior to undertaking relief supervisory duties. The objective is to better equip relief supervisors to serve in their supervisory capacity in the field, to know more fully the responsibilities and functions of the supervisory desk to which they are temporarily assigned, and to cut down the number of investigative weaknesses attributable to relief supervisors. There has been no set or uniform pattern for training relief supervisors up to now. There are 509 relief supervisors in the field, most of whom are already thoroughly trained. The proposal is to assure adequate training for newly appointed relief supervisors and to have the results of such training reported to the Training and Inspection Division by each field office in the regular semiannual report submitted concerning field supervisory training.

The Training and Inspection Division recommends against training those 245 agents who have been recommended for advancement but are not currently relief supervisors feeling that to train these men for a week each on a supervisory desk would result in too great a drain on manpower without commensurate tangible benefits resulting.

The Manual of Rules and Regulations currently instructs that after two years' service a Special Agent should be given an opportunity to perform administrative desk work for short periods of time to make possible an evaluation of his administrative ability; relief supervisors are to serve on desks only in the absence of the regularly appointed supervisor.

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

Enclosures

- cc - Messrs. Nease (with enclosures)
- Mason (with enclosures)
- Mohr (with enclosures)

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66-2534-12444

20 APR 27 1956

58 APR 30 1956

Memo to Mr. Tolson

EXECUTIVES CONFERENCE RECOMMENDATIONS: The Conference unanimously recommends:

1. Standard period of five days' training on a supervisory desk be set up for each newly appointed relief supervisor.

2. This training be a prerequisite to performing relief supervisory duties and any training necessary in addition to the five days be given outside of work hours; the relief supervisor should stay abreast of problems and developments on the desk and he should do this outside of regular work hours by consulting with the regular approved supervisor.

3. Field shall include in its semiannual supervisory training report that training given relief supervisors.

4. Opposed giving similar training as described above to the 225 Special Agents recommended for advancement but who are not at this time approved relief supervisors. Opposed this because it would provide too big a drain on manpower without foreseeable commensurate tangible benefits.

5. Recommends that the manual provision that relief supervisors serve only in the absence of the regularly appointed supervisor remain as is but that there be an additional sentence added that the five days' relief supervisory training should be given on the desk in the presence of the regularly appointed supervisor.

6. Recommends the attached SAC Letter go forth enunciating the above instructions.

7. Recommends the attached Manual Change be approved and returned to the Training and Inspection Division.

OK ✓  
JH JH

THE DIRECTOR

April 25, 1956

THE EXECUTIVES CONFERENCE

UNIFORM CLEARANCE PROGRAM FOR  
INDIVIDUALS OTHER THAN FULL-TIME  
FEDERAL EMPLOYEES WHO REQUIRE ACCESS  
TO U. S. CLASSIFIED INFORMATION  
(PILOT OPERATION)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/99 BY SP5CPT

The Executives Conference on April 25, 1956, consisting of Messrs. Tolson, Rosen, Nichols, Holloman, Mason, Boardman, Nease, Tamm, Parsons, Mohr, and Belmont considered the problem of supervision of investigations arising under the "Pilot Operation" relating to exclusion from industry of subversives having access to classified information.

In January 1955 when the Defense Department approached us relative to the problem of exclusion from industry of subversives having access to classified information, the Bureau agreed to handle name checks, fingerprint searches, and investigations which were based on "substantial subversive, derogatory information," only on the basis that the Defense Department would reimburse the Bureau for the cost of these searches and investigations. At that time the Bureau set up an anticipated program covering the recruitment and training of personnel and the type of investigation and the deadline control of such investigations to forestall criticism of the Bureau in the handling of the program. The cost of the investigation quoted to Defense was based on a full-field, loyalty-type investigation.

Defense Department, with the approval of the President, then decided to limit this program to a "Pilot Operation," encompassing 50,000, further consideration as to full implementation of an industrial clearance program to depend on the results of the "Pilot Operation."

The name check phase of this operation was initiated in July 1955 and completed in January 1956. The fingerprint searches likewise were completed during the same period. The number of name checks and fingerprint searches were slightly under 50,000. Therefore, there will be, eventually, a relatively small refund by the Bureau to Defense Dept. on these phases of the "Pilot Program."

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

AHB:mn  
(7) Mr. Mason  
Mr. Nease  
Mr. Bland  
Mr. Belmont  
Mr. Rosen

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66-2554-12445  
APR 27 1956  
Mason  
Gandy

58 MAY 2 1956

For the Director from the Executives Conference (4-25-56)

Defense is unable to advise us how many cases will be referred for investigation. On April 17, 1956, ONI referred the first investigation to us based on "substantial subversive, derogatory information." This case is on one [redacted] ONI investigation reflects that [redacted] in his Personnel Security Questionnaire, admitted membership in the American Youth for Democracy from 1946 to 1947, claiming he left when he learned of its subversive affiliation. His name appeared on the mailing list of this inactive organization on January 27, 1954. Considerable derogatory information exists concerning [redacted] father of the employee. (FBI reports regarding [redacted] have been previously furnished to ONI.) [redacted] and his brother, [redacted] held membership in the Young Progressives of America. [redacted] mother, another brother, and that brother's wife have had connections with various front groups.

b6  
b7c

It is, of course, still not known whether a full program will be initiated at a later date. Investigative Division is of the opinion that investigations arising under the "Pilot Operation" should be handled in the Domestic Intelligence Division, primarily because the Domestic Intelligence Division currently supervises cases referred to the Bureau under the Delimitations Agreement and, particularly, cases arising from the screening of the military of persons having access to top secret and secret information. Investigative Division feels that cases referred under the "Pilot Operation" are merely an extension of cases which the Bureau already accepts for security-type investigation under the Delimitations Agreement. The Investigative Division feels that the Domestic Intelligence Division can keep any necessary records and handle any aspects of these cases just as well as the Investigative Division. There is, of course, merit to this position.

The Domestic Intelligence Division feels that the "Pilot Operation" cases should be supervised by the Investigative Division. It is pointed out that the Investigative Division is presently geared to the handling of deadline background-type investigations. Unlike cases we accept from the military under the Delimitations Agreement, the type of investigation required under "Pilot Operation" is a background-type investigation rather than a security-type investigation looking toward placing the subject on the Security Index.

For the Director from the Executives Conference (4-25-56)

We are charging the Defense Department for a full-field investigation and to protect the Bureau we must make a loyalty or background-type investigation, otherwise we may be open to criticism. In other words, we are being paid for a full-field background investigation and we must deliver on that basis.

The Investigative Division is geared to this type of investigation. Should it be necessary for the Bureau to conduct further security-type investigation in connection with the Security Index, we will continue the investigation in the same manner that we presently continue cases referred to us following the completion of Security of Government Employees investigation.

**EXECUTIVES CONFERENCE RECOMMENDATION:**

Messrs. Tolson, Nichols, Holloman, Mason, Boardman, Nease, Tamm, Parsons, Mohr, and Belmont recommended that cases under the "Pilot Operation" be supervised in the Investigative Division on the basis that the type of investigation required is a full-field, loyalty-type investigation on a deadline basis. If the Bureau is being paid for these investigations, it is necessary that a full background investigation be conducted on an open basis rather than the security-type investigation looking toward placing a subject on the Security Index. In making contacts with references, employers, neighbors, et cetera, the investigating agent can state that the investigation is being made at the request of the Department of Defense. They recommended that these cases be worked on a 45-day deadline.

*I will go along with the majority but it seems like an extreme example of "hair splitting" H*

Mr. Rosen states his basic concern is that the Bureau not take any action in conducting investigations under the "Pilot Program" which will lead to the conclusion that the FBI is extending the Government Loyalty Program to private industry. It is his belief that if we conduct an investigation patterned after the full investigation which we conduct under the Government Loyalty Program that such a conclusion might be reached and criticism result, recognizing, of course, it would be unjustified. Nevertheless, a full investigation requires that we conduct interviews with all persons who may be able to furnish information concerning the background, loyalty, and character of the person under investigation which would lead to the conclusion by uninformed citizens that the Bureau is engaged in a loyalty program of private industry.

For the Director from the Executives Conference (4-25-56)

It is Mr. Rosen's understanding that the "Pilot Operation" is an extension on the part of the Defense establishment of the "Top Secret" and "Secret" clearance now granted to persons in private industry. This extension will now reach down to level of "Confidential" clearances. It is also his understanding that the standards requiring an investigation by this Bureau under the "Pilot Program" are to be the same as those required for investigation under the "Secret" and "Top Secret" program and the Bureau is not to conduct investigation under the "Pilot Program" unless there exists substantive subversive derogatory information.

Under current procedures in the "Secret" and "Top Secret" program the Defense establishment refers to this Bureau for investigation those cases wherein the background investigation conducted by the Defense establishment disclosed information which raises a question as to whether "Secret" and "Top Secret" clearance should be granted. As noted above, the Bureau accepts these investigations only if substantive subversive derogatory information exists. While the resulting investigation conducted by this Bureau is for the purpose of determining whether an individual should be included on the Bureau's Security Index, the investigative reports are furnished the Defense establishment which utilizes them for the express purpose of determining whether "Secret" and "Top Secret" clearance is to be granted. The Bureau reports reflecting the results of the investigation conducted under the "Pilot Program" are to be utilized by the Defense establishment for the same purpose, namely, whether "Confidential" clearance is to be granted.

If this be true, he feels that since investigations involving "Secret" and "Top Secret" clearances are now handled as security-type investigations and supervised in the Domestic Intelligence Division, investigations for "Confidential" clearances should be handled in the same manner.

In the event you agree with the majority, cases under the "Pilot Operation" will be supervised by the Investigative Division.

✓ 7H



gm

The Director

4/23/56

J. I. R. - 8

The Executives Conference

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DATE 12/19/92 BY SP-5CJ  
FOIA # 328, 018 LPT  
FOIA # 306, 696

ERROR SYSTEM AT THE SEAT OF GOVERNMENT

Present at the Executives Conference April 18, 1956,  
were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont,  
Boardman, Rosen, Holloman, Nichols and Mason.

Conference received the report from Subcommittee consisting  
of Messrs. Parsons, Nease and Mason relating to the recent 2-week  
experiment of recording errors in outgoing correspondence detected in each  
division at the Seat of Government. The purpose of the experiment was to  
determine whether a tighter system of error control could be established as  
a supplement to the present system of recording errors in the Reading Room  
and in the offices of the Director, Mr. Tolson and Mr. Boardman, which  
program has resulted in a reduction of official errors from approximately  
3.7 per cent to as low as .1 per cent. The official error program has put  
the pressure on the Seat of Government divisions to detect and correct  
errors within the division and thus avoid wasting the time of higher officials.  
The 2-week survey was set up to determine whether a program could be  
established which would have the effect of reducing errors at the very source  
of these errors. The 2-week survey showed that the overwhelming bulk  
of the errors were typographical and involved such matters as misspelling  
or the omission of pertinent words.

The survey revealed that the number of pages typed per  
hour per employee varied from 1.92 pages per hour to 4.09 pages per hour  
depending upon the type of work, whether the typists were preparing terse  
teletypes, filling in partially printed forms or engaging in difficult and  
lengthy stenographic duties, and production of course varied depending upon  
the experience of the stenographers.

In the 2-week experiment of tabulating errors, every person  
who either made an error or reviewed outgoing correspondence containing

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Parsons \_\_\_\_\_
- Mohr \_\_\_\_\_
- Rosen \_\_\_\_\_
- Nease \_\_\_\_\_
- Holloman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Mason \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc - Mr. Mason  
Mr. Nease

RECORDED-31

66-2554-124 YLB

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an error but did not detect that error was counted as having made an error. In other words, an outgoing document containing a typographical error made and not detected by a stenographer and not detected by three subsequent reviewers would result in the tabulation of 4 errors. This seemed to increase the number of errors recorded in the experiment in the larger divisions where more people had occasion to review a document. Each reviewer who failed to detect an error resulted in one more error being tabulated against the division. Consequently, on a Seat of Government-wide basis the total of "maker" and "reviewer" errors averaged 7.1 per cent of the pages typed. During the experiment, out of 17,094 pages of outgoing correspondence typed, 1,229 errors were recorded. If only the actual number of errors made were counted the percentage would be substantially less.

The Subcommittee had earlier found that each substantive error results in individual consideration as to administrative action. Form-type errors in correspondence involving primarily typographical weaknesses are charged and recorded when detected within the division in the offices of three division heads but not in the offices of four other division heads; however, these divisions appear to have had provision for recording some of the errors detected within the division such as those tallied by the head of a Steno Pool. Seat of Government records show administrative action recommended by each division for excessive errors or inadequate production on the part of steno or typing employee. All divisions had records of official errors recorded in the Reading Room, in the offices of the Director, Mr. Tolson and Mr. Boardman.

The Subcommittee unanimously felt that the best way to reduce errors was to put the pressure on detecting them at the source and that each division should have records concerning the number of errors made by each employee in order to identify those employees who are making the most errors in order to permit interview with those employees or other action which might be desired. A uniform penalty system is not deemed practicable for errors detected within the division because of the variety of complexity of work volume and other factors including indoctrination periods for new employees, which periods may vary substantially.

#### EXECUTIVES CONFERENCE RECOMMENDATIONS:

1. The minority, Mr. Mohr, is opposed to the system of error scoring proposed by the majority of the Conference for the reason that he believes it is unfair and the system will defeat its purpose by becoming an employee irritant, which will adversely affect morale and increase turnover. The mere (Continued on page 3)

scoring of errors without basing it upon production is an improper method of keeping errors and when the number of errors is called to the employee's attention it will result in disputes as to the merits of the system when it has no relationship to production. In the two principal divisions where we keep error records now they are tied in directly with production and the error system has meaning. As an example of how the proposed error system would work in the Administrative Division, if two typists of equal skill and ability have their errors scored during a thirty-day period of time, obviously the one doing the most work will have the most errors. Many employees are assigned to duties requiring more typing of outgoing correspondence than others, and, therefore, their errors will be greater than employees working in the same units but having less typing duties, and yet both employees are receiving the same grade and salary.

Mr. Mohr is opposed to an error-scoring system tied into production in the small divisions because of the excessive cost. During the two-week experimental period it was found it would take the services of one employee full time to keep an error record tied into a production record in the Administrative Division. In the Administrative Division emphasis is placed on errors by calling them to the employee's attention at the time they are committed so the employee will know what the error is and will know what is expected of him in the future. In the largest unit in the Administrative Division where the greatest number of typists are employed, error and production records are maintained from time to time to gauge and measure the accuracy and production of the employees. It was found during the two-week survey that the majority of the errors committed in the Division were made by new employees who were in their 60-day training period. Mr. Mohr feels that the elimination of errors is a very important part of our job, yet the matter of handling errors, like anything else dealing with personnel, must be done on a fair and equitable basis so that the employee in question will understand the reasons for the program and at the same time have a sincere desire to insure that it works 100%.

The majority, Messrs. Tolson, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Holloman, Nichols and Mason, recommend:

*Agree H.* a. Each division keep an error record for errors detected within the division in outgoing correspondence (as a supplement to records relating to those errors detected in the Reading Room, the Director's Office, Mr. Tolson's and Mr. Boardman's Offices).

b. The system need not be as elaborate as that used during the 2-week survey, at which time rate of production, number of pages typed, and other factors of interest only for evaluation purposes were tabulated. A simple tabular listing of employees with columns to the right for entering the number of errors made by that employee during each month would provide sufficient control.

c. The error record control shall record the identity of the "maker" of errors, and Section Chiefs, Unit Chiefs and supervisory employees having jurisdiction over typists and stenographers should use the records to inform employees of the errors scored against them. Errors not to be scored during initial indoctrination or training period, but such errors are to be examined as a means of determining the aptitude of the new employee in learning his job.

d. The Training and Inspection Division will consult with each division to assure uniformity in the paper work controls over errors.

e. Executives Conference to re-evaluate the experience of this error-control system after it has been in operation approximately thirty days.

2. Conference unanimously recommends no change in the system of penalties relating to recording of errors in the Reading Room or in the offices of the Director, Mr. Tolson and Mr. Boardman.

3. If approved, appropriate instructions will be promptly issued to each Seat of Government Division.

OK  
H.

Respectfully,  
For the Conference

✓  
Clyde Tolson