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Winchester, VA 22602-4843
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Note: The Executive Conference consists of the top-level FBI officials and meets periodically to review and recommend policy.
Due to image quality, only a limited number of pages could be processed with optical character recognition (OCR).
Also see: Marquette University Raynor Memorial Libraries, Special Collections and University Archives, FBI Records:
<http://www.marquette.edu/library/archives/Mss/FBI/FBI-series62.shtml>

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FBI File Number 66-HQ-2554, Section 10

NCT USED

66-2554-1861
and 1862

CHANGED TO

1-3094-X134
X135

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/22/96 BY SP5C/llms

LEN:MLJ

November 29, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Quinn Tamm, Clegg, Rosen, Nathan, Glavin, and Nichols considered the oral suggestion of Mr. Nichols last night to the effect that on each Monday night the friends and relatives of Bureau employees and special groups be permitted to inspect the Bureau's facilities.

It was pointed out that the tours during the past two nights have been very successful and that there are quite a few worthwhile and responsible citizens who cannot visit the Bureau during the day because of their work, but who would like to take advantage of the opportunity to visit the Bureau at night.

It is the unanimous opinion of the Conference, however, that night tours should not be made available every Monday night, but should be conducted on the first Monday night of each month by appointment. This will necessitate only a small number of our personnel being on night duty, not taking into consideration the tour leaders.

In the event tours on the first Monday night of each month are approved, it will be advisable to have one tour leader on duty in the gymnasium, a firearms expert on duty in the range, an extra man on duty in the Communications Section, three or four extra employees in the Laboratory and three employees in the Mechanical Section. It will also be advisable to have checking facilities, which can be handled by two messengers.

RECORDED

66-2554-1863-2

FEDERAL BUREAU OF INVESTIGATION

DEC 1 1939

U. S. DEPT. OF JUSTICE

RECEIVED

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RECEIVED

RECEIVED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5/clm/s

ORIGINAL FILED IN 94.1

Memorandum for the
Director

- 2 -

November 20, 1939

It is further suggested that in the event the Director is not in his office (provided the recommendation concerning night tours is approved), the tour be dispatched from the Director's Exception Room and that they be shown the Director's Office.

If approved, a letter will be prepared for the Director's signature addressed to all employees today and the first night tour will be held next Monday night.

Tours will be dispatched between 7:30 and 8:30 P. M. in order to safeguard against any congestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

R. H. Glavin
Secretary

NRG:MTS
66-1934

September 18, 1939

Suggestion No. 67
R. C. Coulter, SAC
Des Moines Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Olegg, E. A. Tamm, Quinn Tamm, and Glavin, considered the following suggestions submitted by SAC Coulter:

1. He suggests that the Bureau consider the advisability of purchasing telephone directories of the various cities in lieu of the present practice of having Agents contact the telephone companies for them.

The Conference unanimously recommends against the adoption of this suggestion, pointing out that where it is not possible to secure telephone directories without charge, such directories need not be secured.

2. He recommends that a statement be included in Section 93 of the Manual of Rules and Regulations clarifying the rule concerning the submission of daily reports. He points out that it is the impression of many Agents, when temporarily absent from their division on subpoena or on temporary assignments, and under the jurisdiction of other Special Agents in Charge in other districts, that it is required that they submit daily reports to the Special Agent in Charge in their headquarters division. Mr. Coulter believes that a statement to the effect that daily reports under ^{such} circumstances are unnecessary should be included in the section of the Manual treating daily reports.

The Conference unanimously recommends against any change in the rule covering the submission of daily reports, believing that even though such daily reports are submitted by Agents on court attendance or temporary assignments in other districts they serve a definite purpose, inasmuch as the Special Agent in Charge of the office to which they are assigned has definite information as to the duties being performed by them during their absence from their field office district.

A letter to Mr. Coulter is attached concerning these matters.

Respectfully,
For the Conference

HHC:MP

September 8, 1939

66-1934-5983

MEMORANDUM FOR THE DIRECTOR

SUGGESTION BY: Bernard M. Suttler, Special Agent SUGGESTION NO. 157

THOSE PRESENT: Messrs. Quinn Tamm, Glavin, Nathan, and Clegg

THE SUGGESTION: That there be purchased for use in the gymnasium by Bureau employees forty pairs of five-pound iron dumb-bells. He justifies his suggestion in that he notices tremendous interest in the subjects taught by Mr. Goudge.

RECOMMENDATION AND REASONS THEREFOR: Divided opinion

Mr. Nathan and Mr. Clegg recommended this as favorable and Mr. Goudge and Mr. Myers have also given this suggestion favorable recommendation.

Messrs. Glavin and Quinn Tamm recommend unfavorably since they believe the types of exercise being taken are satisfactory.

Those who favor this suggestion state this would be an additional type of exercise to provide as much variation as possible.

No letter is being written until after these recommendations have been passed upon.

Respectfully,
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/90 BY SP5CUM/S

W. R. Glavin NOT RECORDED
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lawler _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-1934-5983

66-2554

September 7, 1939

EAT:HA
66-1934-5891
Suggestion 109
Edward Scheidt - SAC
Charlotte, North Carolina

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Scheidt that in setting out undeveloped leads all field offices be required to list the offices for which leads are being set out in alphabetical order.

The Conference can see no purpose in an administrative requirement of this kind believing that as long as the undeveloped leads are set out in proper form the manner of their arrangement at the end of an investigative report appears to be immaterial.

A letter is being addressed to Mr. Scheidt concerning the Bureau's reaction to his suggestion.

Those in attendance at the Conference were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/12/96 BY SP5CJ/MS

NOT RECORDED

66-2554

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Lawler
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-1934-5891

NRG:MTS
66-1934

September 18, 1939

Suggestion No. 54
Herold H. Reinecke, Former SAC
Indianapolis Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered the following suggestions submitted by former SAC Reinecke:

1. He suggests that in view of the tremendous amount of investigative work being referred to the field service and the tremendous delinquency at the present time, the Bureau do everything possible to fully man its field offices. He points out that regular violations, such as NIVTA, WSTA, Impersonation, and others are being overlooked and major cases are being given prompt and expeditious attention. He further points out that the U. S. Attorneys usually desire the investigation to be completed prior to the next grand jury or court session and it has not always been possible to do this, resulting in delayed prosecution and a lessening of appreciation for our work on the part of those who have a prosecutive interest in the case.

The Conference points out that the Bureau is doing everything humanly possible at the present time to increase its field investigative staff.

2. He suggests that due to the increased administrative functions in the field division headquarter office the quality of investigative work would be enhanced if more administrative details and responsibility in business not having to do directly with investigations could be placed on some sort of an office manager in field offices of any substantial size. He points out that the following could be assigned to such a field office manager:

- (1) Periodic check of automobiles and other field office equipment.
- (2) Physical office inspections.
- (3) Care of field office equipment and supplies including requisitions therefor.
- (4) Assignment of stenographers.
- (5) Handling of repairs to equipment and vouchers in connection therewith and similar non-investigative functions.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/90 BY SP5C110MS

66-2554

Memorandum for the Director

- 2 -

September 18, 1939

It is the opinion of the Conference that the administration of a field office is one of the primary responsibilities of a Special Agent in Charge, and it recommends against the adoption of this suggestion.

No communication has been prepared to Mr. Reinecke, due to his recent resignation from the service.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:atw
66-1934

September 18, 1939

Suggestion #91
Special Agent Eli J. Rose
Pittsburgh Field Division

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg, C. Tamm and Glavin considered the communication dated June 19, 1939, received from Special Agent Eli J. Rose, wherein he suggests that before an Agent be considered as having attained a status of a full fledged, all-around employee, he should have served at least six months on general assignment in the New York City Office, regardless of whether he has resided previously in a big eastern city or in one of the provincial areas. He points out that during such a period of assignment, an Agent can so broaden his investigative education and so attain self confidence and experience that he will be a much more valuable employee of the Bureau in other field offices.

The Conference pointed out that it is the policy of the Bureau at the present time to assign its Agents so that they receive a well-rounded experience in all sections of the country.

Agent Rose further points out that he does not believe that the Bureau should assign to the New York City Office an Agent direct from the training school because in an office of such magnitude, where special squads and special assignments are generally going on at all times, a new man gets lost in the hubbub of big matters.

The Conference is of the opinion that with proper supervision of new Agents there should not be any considerable difficulties of any new Agents being lost in the sphere of the many special assignments in New York City Office. There is attached hereto a letter to Agent Rose.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.93
DATE 7/12/90 BY SP5C/DM5

NOT RECORDED

66-1934

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Lawler
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-1934-586

WRC:atw

September 18, 1939

Suggestion No. 92
Glen P. Gannon, Clerk
Director's Office

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg, Q. Tamm and Glavin considered the suggestion contained in a memorandum to the Director dated June 20, 1939, submitted by Glen P. Gannon in which he states that he has noticed that people entering the Bureau at the 9th and Pennsylvania Avenue entrance to the building for the purpose of taking a tour encounter difficulty in finding room 5636. Invariably they have to wait at the 5th floor elevator bank and ask for directions to the tour room. He points out that upon being directed, they forget the number before they reach room 5636 and either enter the Director's Reception Room or have to ask for additional information. He points out that the wording on the door of room 5635 is "Exhibit Room, Federal Bureau of Investigation." He recommends that this legend be changed to "Tours, Federal Bureau of Investigation, Entrance."

The Conference unanimously recommends against the adoption of this suggestion, it being believed that the legend presently appearing on the door of room 5635 more accurately describes the content thereof than would the legend suggested by Mr. Gannon.

There is attached hereto a communication addressed to Mr. Gannon concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/12/90 BY SP5C/LMS

66-2554

62-29709-813X

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Egan
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

WRG:MTS

September 18, 1939

Suggestion No. 61
Charles G. Carr, Clerk
Files Section, SOG

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Charles G. Carr that the employees be requested to submit each suggestion for the improvement of the Bureau in a separate communication, rather than on a separate sheet of paper. He points out that this would not only help the employee who endeavors to locate the suggestions for the officials of the Bureau, but would eliminate the preparation of a letter of transmittal by the employee submitting the suggestions.

The Conference recommends against the adoption of this suggestion, believing that the present procedure of having each employee submit a cover letter for his suggestions which are attached to this letter is entirely satisfactory.

A letter to Mr. Carr is attached hereto with regard to this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33413
DATE 7/12/90 BY SP5L/pms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2765-18-14XV

WFG:MTS
66-1934

September 20, 1939

Suggestion No. 125
L. M. Fallaw, Special Agent
Atlanta Field Division

2 m
MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Clegg, Quinn Tamm, and Glavin, considered a suggestion submitted by Special Agent Fallaw that in the event of a running gun fight involving automobiles, Special Agents of the Bureau would possess a distinct advantage if their cars were equipped with movable windshields and movable glass in the rear window of the car.

The Conference recommends against the adoption of this suggestion, believing that movable windshields and movable rear windows would not afford a greater advantage in the case of a running gun fight than Agents of the Bureau have at the present time. The Conference further points out that on the original automobiles purchased by the Bureau such windshields were secured, although the rear windows were not movable, and from experimentation it was found that it would be difficult to properly handle firearms through the opening made by these windshields.

There is attached hereto a letter to Mr. Fallaw concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/96 BY SP5CL/AMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1934-5966

September 8, 1939

EAT:HA
66-1984-6
Suggestion 4
Werner Hanni - SAC
Aberdeen, South Dakota

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 223,003
DATE 7/12/96 BY SP5C/VPM/S

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of SAC Hanni that that part of Section 42 of the Manual of Rules and Regulations which contains information as to reports on fugitives be taken from that section and made a separate section or be set out in paragraph form in Section 53.

The Conference points out that Section 42 pertains to the manner of preparing investigative reports. The sub-heading "Title" therefore sets forth the Bureau's regulations with reference to the setting forth of a title of a report including the titles of reports in those cases in which a subject is a fugitive. The Conference believes that logically a person seeking to determine how a title would be set forth in investigative reports in those cases in which the subject is a fugitive would examine the Manual under that section which deals with report writing and the titles of cases.

SAC Hanni also suggested that Section 7 of the Manual of Rules and Regulations be amended to provide that the report recording final disposition of a case should indicate that the original enforcement officer who furnished the Bureau information of the violation has been informed of the disposition of the case.

The Conference points out that the present Manual requirement is that the original enforcement officer who informed of the violation be notified of the disposition of the case. The Conference does not feel it is necessary to require the inclusion of an affirmative statement in an investigative report indicating that this has been done feeling that the Special Agent in Charge should in approving reports indicating the final disposition of a case satisfy himself that this action has been taken.

A letter is being directed to Mr. Hanni concerning the Bureau's reaction to his suggestions.

66-2554

66-1934-593
ORIGINAL FILED IN

Memo for Director

- 2 -

September 8, 1939

Those in attendance at the Conference were Messrs.
Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRC:ITS
66-1934

September 21, 1939

Suggestion No. 7
Frank V. Sullivan, Stenographer
Butte Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Mr. Sullivan that in connection with the Monthly Automobile Maintenance Report a space be provided on the report to reflect the date of transmission thereof to the Bureau.

The Conference is opposed to the adoption of this suggestion, pointing out that under existing regulations the various field offices must forward this report to the Bureau no later than the 20th of the following month. It is believed that this regulation is entirely sufficient, inasmuch as there could not be any great difficulty experienced by the Chief Clerk's Office in securing these reports.

A letter to Mr. Sullivan is attached hereto.

Respectfully,
For the Conference

Clyde Tolson
Chairman

D. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/90 BY SP5C/LMS

NOT RECORDED

66-2554

66-1934-596

HHC:RLO

September 9, 1939

MEMORANDUM FOR THE DIRECTOR

Suggestion by: G. B. Norris, SAC

Suggestion No.: 10

Suggestion: That all undeveloped leads in reports be listed alphabetically by field offices.

Recommendation and reasons therefor:

Unfavorable, because the amount of time on the part of the Agent dictating or the stenographer transcribing the report in arranging the leads alphabetically will occasion more difficulty than that involved in reviewing the report and locating the leads therein. Also, it is not believed desirable for any device to be initiated to suggest that it is not desired that the employee read the complete report.

Those Present: Messrs. E. A. Tamm, Quinn Tamm, Nathan, Glavin and Clegg.

Employee is being advised accordingly in the event the above is approved.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5CJH/MS

Enclosure

CC: Mr. Glavin

NOT RECORDED

66-2554

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Lawler.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

✓ 1906-2-17661-99

September 7, 1939

EAT:HA

66-1934-5888

Suggestion 105

Donald S. Hostetter - SA
Seattle, Washington

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion of Agent Hostetter that Agents be advised in detail by memorandum of any stop notices placed by the office to which they are assigned with the state license bureau or any wanted notices issued to local law enforcement organizations in order that the Agents may exercise alertness and converse intelligently with reference to the cases to which they pertain.

The Conference is of the unanimous opinion that it is the individual responsibility of each Agent in Charge to notify the Special Agents attached to his office of all information of a general nature which should be in the possession of each Special Agent. The Conference does not feel it is necessary or proper for the Bureau to issue any instructions requiring that Agents in Charge notify all Special Agents in their offices of wanted notices, of license numbers of cars upon which stop notices have been placed, and of similar material believing that the individual Agents in Charge in their own discretion should determine what data of a general nature should be furnished to individual Agents attached to their offices.

A letter is being directed to Agent Hostetter concerning the Bureau's reaction to his suggestion.

Those in attendance at the conference were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/12/90 BY SP5/10MS

NOT RECORDED

66-2554

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Lawler.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 66-1934-5888

NRG:MTS
66-1934

September 18, 1939

W
Suggestion No. 72
Lillian R. Laird, Stenographer
Cleveland Field Division

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333813
DATE 7/12/96 BY SP5C/SP5MS

0
The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered the following suggestions submitted by Miss Laird:

1. She suggests that the Bureau file number, when available, be used on the third page of the monthly administrative report as an aid to identification of the cases when the report is received at the Bureau.

The Conference recommends against the adoption of this suggestion and that the present procedure of listing cases on page three of the administrative report by title instead of by identifying number be continued, it being pointed out that through the use of file numbers there is a great possibility of transposition occurring.

2. She suggests that when preparing additional assignment cards, the printing be begun lower on assignment cards, because it is more difficult to get carbon all the way to the top and if a duplicate assignment card is made up there is not room to type the word, "duplicate."

The Conference recommends that this be done. There is attached hereto a memorandum to the Chief Clerk concerning this matter.

3. She recommends that the index cards on automobiles be filed first according to the name of the car, secondly as to the first three numbers of the motor number, and then according to the 4th number of the motor number.

The Conference recommends against the adoption of this suggestion, it being pointed out that index cards at the present time covering automobiles are filed primarily by make, and not numerically. It is not believed that there should be any change in this method of filing at the present time.

A letter to Miss Laird is attached hereto concerning these matters.

Respectfully,
For the Conference

NOT RECORDED

66-2554-

Glyde Tolson, Chairman W. R. Glavin,

ORIGINAL FILED IN 66-1934-5418

September 7, 1939

EAT:HA
65-1934-5870
Suggestion 100
Charles B. Winstead - SA
Miami, Florida

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Agent Winstead that a plan be worked out whereby the Special Agent in Charge may pass upon preliminary reports and complaints in White Slave Traffic Act cases and determine whether investigation should be continued or discontinued without referring the case to the United States Attorney, particularly in those cases in which a particular United States Attorney has indicated a disinclination to prosecute cases of a similar nature.

The Conference is of the opinion that the Bureau should not take the responsibility for deciding whether White Slave Traffic Act cases, regardless of the technical nature of the violation, should be prosecuted, but feels this is solely a function of the United States Attorney. The Conference is unanimously opposed to any action being taken which would authorize the Special Agents in Charge to evaluate the facts from a legal viewpoint and determine whether prosecution might be instituted and the investigation continued or discontinued.

A letter is being addressed to Agent Winstead regarding the Bureau's reaction to his suggestion.

Those in attendance at the Conference were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/90 BY SP5C/LMS

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Gurnea
Mr. Harbo
Mr. Lester
Mr. Lawler
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

66-2554

65-1934-5870-106

HHC:RLC

September 9, 1939

MEMORANDUM FOR THE DIRECTOR

Suggestion By:

Hattie Havens, Stenographer

Suggestion No.:

41

Suggestion:

That Classification 80 "Crime Detection Data and Methods" be assigned a new classification number as this number also is the number for Public Relations Files.

Recommendation:

Favorable. It is recommended that Crime Detection Data and Methods be given a new classification number - 3 - in order to aid in properly organizing such material in the files. If this is approved, there is attached hereto a memorandum for Mr. Clegg, accordingly.

Those Present:

Messrs. E. A. Tamm, Quinn Tamm, Nathan, Glavin and Clegg

Employee is being advised accordingly in the event the above is approved.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5C/LDS

Enclosures

CC: Mr. Glavin

NOT RECORDED

66-2554

FEDERAL BUREAU OF INVESTIGATION
JAN 28 1940
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-1734-5726

WRG:MTS
66-1934

September 18, 1939

Suggestion No. 65
E. E. Conroy, SAC
Dallas Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Clegg, Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by SAC Conroy regarding the instructions of the Bureau in a letter dated September 3, 1936, that the Bureau should be furnished on the 15th of September, the 15th of February, and the 15th of May a list of all Agents who are assigned exclusively to the investigation of a particular type of case. He points out that those instructions have never been canceled, and in the event it is the intention of the Bureau to have the field offices each year furnish that information he suggests it would be appropriate to include in the Manual of Rules and Regulations such instructions.

The Conference is unanimously in agreement with Mr. Conroy in this regard and these instructions will be included in the revised Manual of Rules and Regulations.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/96 BY SP5C/SP5MS

NOT RECORDED
66-2354-

ORIGINAL FILED IN 66-1934-578

WRC:MIS
66-1934

September 18, 1939

Suggestion No. 40
Robert B. Miller, Special Agent
El Paso, Texas Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Clegg, Nathan, Quinn Tamm, E. A. Tamm, and Glavin, considered a suggestion submitted by Special Agent Robert B. Miller that when addressing telegrams to the SAC by Agents in the field they be permitted to use the abbreviation, FBI, for Federal Bureau of Investigation. He points out that this would eliminate the necessity for writing out in full Federal Bureau of Investigation.

The Conference recommends approval of this suggestion and further recommends that it be included in the general letter to be transmitted to the field concerning the manual changes.

There is attached hereto a letter to Mr. Miller concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5C10MS

September 20, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled NATIONAL BANKRUPTCY ACT INVESTIGATIONS - INSTRUCTIONS - SECTION 5 and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Nathan, Ladd, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Miss Gandy	_____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/96 BY SP5C/MW

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554-47-14X2

HHC:VCR

September 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg being present, approved the attached revision of Sections 106 and 107 of the Manual of Rules and Regulations, which records the newly adopted and approved firearms training and technical training cards, as a part of the Manual in lieu of the form presently in the Manual which is now obsolete.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Crowl	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Lawley	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Sears	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/96 BY SP5CJ/ams

66-2554

ORIGINAL FILED IN 66-1934-6008X ✓

WRC:MTS
66-1934

September 18, 1939

Suggestion No. 39
Arthur F. Carey, Special Agent
New Orleans Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Special Agent Arthur F. Carey that a letter be directed to all SACs pointing out the advisability of securing toll credit cards of the Bell System of the American Telephone and Telegraph Company for all Agents of the Bureau. Carey points out that through the use of such toll credit cards long distance telephone calls of an official nature made away from the headquarters city can be made by the interested Agent and charged to the field office telephone number.

The Conference points out that such toll credit cards are in use in certain of the field offices at the present time and at the Seat of Government. The Conference recommends that this suggestion be included in a general letter to the field.

There is attached hereto a letter to Mr. Carey concerning his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/12/96 BY SP5C/LDM/S

ORIGINAL FILED IN
66-1934-5954

WFG:MTS
66-1934

September 27, 1939

Suggestion No. 35
Frank W. Walkart, Special Agent
Birmingham, Alabama

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered the following suggestions submitted by the above Agent:

1. He suggests that the use of file folders in which Bureau Field Office Files are maintained be discontinued. This suggestion is based on the fact that at the Seat of Government in the Administrative Files Section these folders are not used, since apparently they serve no useful purpose and it is believed that the discontinuance of the use of these folders in the field divisions will result in a considerable monetary savings, a saving of file cabinet space, and a saving in time and labor in making up and labeling these folders, in addition to the files themselves.

The Conference is unanimously opposed to the adoption of this suggestion, it being pointed out that through inquiry at the New York and Washington Field Offices it was ascertained that the field personnel are of the opinion that such file folders are essential to the proper maintenance of field office files. It was pointed out to the Conference that the clerical personnel of both the New York and the Washington Field Offices are of the opinion that retention of the folders is necessary for the proper filing of charge-out slips and for the purpose of filing serials which have not yet been included in the file. It is further pointed out that if file folders were not used it would be necessary to have some kind of a division marker in the files so that the files themselves could be easily segregated and identified.

2. He suggests that when new Agents are first assigned to the field they be required to spend at least the first week of their initial assignment in the field office, thoroughly learning and becoming acquainted with the administrative set-up and office routine.

The Conference points out that under present regulations the SAC of the field office, upon the arrival of a new Special Agent in his district, should take it upon himself to thoroughly acquaint this Agent with the functioning of the office in question. The Conference recommends that this matter again be included in the general letter which is being prepared for dissemination to the field service.

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5/10M3

ORIGINAL FILED IN 66-1934

Memorandum for the Director

- 2 -

September 27, 1939

3. He suggests that once every two weeks Agents be required to personally recharge out any files or serials which they have held out over that period.

The Conference believes this is an individual problem of the various field offices and can best be handled by the several SACs.

A letter to Mr. Walkart in this regard is attached hereto.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

HHC:RLC

September 9, 1939

MEMORANDUM FOR THE DIRECTOR

Suggestion by: E. E. Conroy, SAC
Suggestion No.: 51
Suggestion: That every Special Agent in Charge of the Bureau attend and graduate from the FBI National Police Academy because of contacts for the benefit of the training and the pride in possessing the diploma.

Recommendation and reasons therefor: Unfavorable, because the amount of time required makes it necessary that the Special Agents in Charge not be absent from their offices for such an extensive period in view of more pressing problems at such offices.

Those Present: Messrs. E. A. Tamm, Quinn Tamm, Nathan, Glavin and Clegg.

Employee is being advised accordingly in the event the above is approved.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Lawler
Mr. Nichols
Mr. Rosen
Mr. Seane
Mr. Quinn
Mr. Tracy
Miss Gandy

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/12/98 BY SP5/oms

Enclosure

CC: Mr. Glavin

NOT RECORDED

66-2554-7

ORIGINAL FILED IN 66-1934-5-902V

September 7, 1939

EAT:HA
66-1934-1981
Suggestion 148
Charles B. Doland - SA (A)
Washington, D. C. (Field)

Can't locate serial
in file
66-1934-1981

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion of Agent Doland that Special Agents (A) be used in any work the Bureau does in the plant protection field, particularly in industrial concerns engaged upon commercial contracts and airplane building.

The Conference feels as a basic and general principle in selecting men for specialized work in munitions factories, airplane factories and similar commercial occupations due consideration must be given to a man's background and qualifications and his industrial or commercial experience prior to his entering the service of the Bureau. Most certainly the services of Accountants who have had prior industrial experience would be considered seriously by the Bureau in those instances where it is necessary to put a man in a commercial plant.

A letter is being addressed to Mr. Doland concerning the reaction of the Bureau to the suggestion he submitted.

Those in attendance were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Lawler
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/96 BY SP5/ams

NOT RECORDED

66-2534

ORIGINAL FILED IN 66-1934-1981

WRC:LTS
66-2765

September 21, 1939

Suggestion No. 158
L. A. Hince, Special Agent
Seat of Government

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Clegg, Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Mr. Hince that with respect to the handling of memoranda and other communications at the Seat of Government an arrangement be worked out whereby any supervisor or official preparing memoranda requiring action have placed at the end of the body portion of the abstract slip a notation such as the following, "ACTION REQUIRED," "FOR RECORD PURPOSES ONLY," OR "FOR REVIEW." He believes that this would tend to expedite the handling of matters which require action, although they would not necessarily be of the minute-to-minute urgent action type, such specially urgent matters being handled with special tags.

He points out that his experience in observing large quantities of written matter coming to the desks of Bureau officials and supervisors is that the urgent and action-requiring communications are often delayed because of the large quantity of memoranda submitted for record purposes only, for general review, and for interest only and believes that this suggestion will afford a method whereby clerical employees, supervisors, and officials will be able quickly, without reading the contents of a large group of papers, to select those requiring action.

The Conference is opposed to the adoption of this suggestion, pointing out that it is believed that those supervisors and officials of the Bureau receiving correspondence would, for their benefit, wish to personally review the correspondence being referred to them for the purpose of definitely determining whether any action is to be taken or whether the content thereof is of an emergency or special nature. It is not believed that this action should be left to the discretion of the originator of the correspondence in question. A letter to Mr. Hince in this regard is attached.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/12/90 BY SP5CJ/DM5

NOT RECORDED

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554

ORIGINAL FILED IN 66-2765-1876

September 7, 1939

EAT:HA

66-1934-5890

Suggestion 104

Harold L. Scott - SA
Kansas City, Missouri

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion of Agent Scott that Bureau offices be authorized to use a form letter to secure from penal institutions data concerning detainees.

The Conference points out that from the very nature of the Bureau's work Agents are required frequently to call at penal institutions and that consequently matters of this kind may be checked when the Agents are at the penal institutions on other official business. The Conference points out further that so much information other than the actual filing of a detainer is obtained from examination of the files of penal institutions that it is believed highly desirable for the Agents to check matters of this kind personally when at penal institutions.

Agent Scott also suggests there be set forth in the undeveloped leads data concerning the page and paragraph in the report where the basic information may be obtained.

The Conference is opposed to any procedure of this kind designed to authorize or enable Special Agents to check an undeveloped lead without have full knowledge and the background of the case under investigation. The Conference feels each Agent should be required to having complete knowledge of every case he investigates even though his assignment consists of checking a very minor lead since it is impossible ever to determine prior to actual investigation the type, volume, amount and nature of the information which may be obtained from some suggested lead.

A letter is being addressed to Mr. Scott concerning the Bureau's reaction to his suggestions.

Those in attendance at the conference were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 335-13
DATE 7/12/98 BY SP5CUB/S

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Rosen
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-1934-5890

WRC:MTS
66-1934

September 20, 1939

Suggestion No. 102
Regina Caffrey, Clerk
Kansas City Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered a suggestion submitted by Mrs. Caffrey that all Bureau field offices, where possible and practical, have individual telephone lines, rather than service through switchboards in the building in which they are located.

The Conference points out that this is the arrangement followed by the Bureau at the present time, and when offices are located in Federal buildings there is but a single tie-line to the Federal building switchboard, and all other telephone service is direct service, contracted for by the interested field office.

A letter thanking Mrs. Caffrey for her suggestion is attached hereto.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/12/90 BY SP5C/IDM/S

NOT RECORDED

66-2554

66-1934-58912
ORIGINAL FILED IN

URG:MTS
66-1934

September 26, 1939

Suggestion No. 23
R. E. Nalls, Special Agent
Aberdeen Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Glegg, Quinn Tamm, and Glavin, considered a suggestion submitted by Agent Nalls that all automobiles being used by Bureau Agents, especially in those districts covering vast territories, be so equipped that when Agents in the field are called upon to proceed to the scene of a crime they will have readily available the proper equipment to make the needed initial investigation without first having to request that supplies be sent to them in the field from the various field offices. He points out that he has particular reference to bank robbery, bank burglary, kidnaping, and other major investigations which require immediate and comprehensive action, and that in most instances the service kits should contain such articles and tools as are usually necessary to properly conduct the needed preliminary examination and investigation. It is his opinion that such kits should contain the following equipment: Camera, films and flashlight bulbs, fingerprint powders, brushes and lifting tape, plaster of paris and other material for the taking of casts, wrench, hammer, saw, screwdriver, and other equipment of a like nature.

The Conference is opposed to the adoption of this suggestion, pointing out that kits, powders and fingerprint cameras are available in the various field offices for assignment to Agents when necessary. It is not believed that such equipment should be carried regularly in Bureau automobiles, first, because there would be no justification for completely equipping some 400 to 500 automobiles in this manner, and second because theft of small articles from Bureau automobiles has not been completely eliminated and there is no reason to subject to theft fingerprint cameras and like equipment. It is believed that the SACs of the various field offices can, in their assignments, properly equip the various Special Agents in their territories.

A letter to Agent Nalls in this matter is attached hereto.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/12/90 BY SP5 C. L. M. S.

NOT RECORDED

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-761-99
ORIGINAL FILED IN 66-2554-761-99

66-2554

MBW

WRG:MTS
66-1934

September 21, 1939

Suggestion No. 155
N. H. McCabe, Special Agent
Washington Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Clegg, Quinn Tamm, and Glavin, considered a suggestion submitted by Mr. McCabe that if available space can be located on the 7th floor, additional exhibit rooms be set up on that floor in order that general tours can be wholly confined to that floor and their progress through the building expedited. He does not suggest that any change be made in the handling of special tours. This suggestion is made by Mr. McCabe due to the fact that he has noticed that at times considerable delay is caused by having to transport large groups from the 5th to the 7th floor, after coming out of the exhibit rooms on the 5th floor.

The Conference is opposed to the adoption of this suggestion. It is pointed out that at the present time there are a sufficient number of tour leaders under the Bureau's present policy of affording tour leader duty to all those clerical employees desirous of being considered for Special Agent positions to properly handle visitors coming into the building at the present time. General tours do not exceed 25 persons and it is not believed that there would be any considerable delay in transporting these groups from the 5th to the 7th floor. It is further pointed out that even though it were deemed desirable to effect such an arrangement as is suggested by Mr. McCabe, due to the lack of space available on the 7th floor it would not be possible.

A letter to Mr. McCabe in this regard is attached hereto.

Respectfully,
For the Conference

NOT RECORDED

66-2554

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5CUDMS

ORIGINAL FILED IN 66-1934-5985

September 6, 1939

EAT:HA
66-1934-5968
Suggestion 20
H. Allen Smith - SA
Los Angeles, California

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Agent Smith that when a field office submits an original report in a bank robbery case in which the identities of the participants have not been ascertained, a mimeographed letter be forwarded to all division offices setting forth the date, time, modus operandi and descriptions of the participants.

The Conference does not believe any affirmative action is necessary upon this suggestion for the reason that the Bank Robbery Supervisor upon receipt of initial reports in bank robbery cases compares the modus operandi, descriptions, et cetera, with similar material in other bank robbery cases and advises the field fully of the Bureau's findings. It is believed consequently that the furnishing of a mimeographed letter to all field offices by each office reporting a bank robbery case in which the subjects have not been immediately identified would not add any material amount of information or knowledge to the field office files and would entail a volume of additional clerical work which would not be adequately compensated by the results which might be reasonably expected therefrom.

A letter is being directed to Agent Smith relative to the Bureau's reaction to his suggestion.

Those in attendance at the Conference were Messrs. Nathan, Glavin, Clegg, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

NOT RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5CU/OMS

ORIGINAL FILED IN
66-1934-5968

WFG:MTS
66-1934

September 20, 1939

Suggestion No. 116
P. E. Wright, Special Agent
Los Angeles Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered the following suggestions submitted by the above Agent:

1. He suggests that the telephone number and the address of the office of Resident Agents be listed under the heading, "Department of Justice," in the United States Government section of the telephone directories.

The Conference unanimously opposed the adoption of this suggestion, pointing out that a Resident Agent, in properly performing his duties, will not be available in the Resident Agency office, and a telephone for that reason would not be of any particular benefit. The Conference further points out that there are numerous Resident Agencies where no specific office space has been allocated and that by reason of the changing of Resident Agents in the various cities if their residence telephones were to be used in listings in the telephone directories they would for the most part be out of date and useless.

2. He suggests that the Bureau consider purchasing larger red lights to be used either with a "disappearing" assembly on top of the car, or in some manner whereby the larger light can swing out to the left and be concealed when not in use. He pointed out that the present small red lights are not particularly noticeable or effective.

The Conference points out that this matter has been given study not only by a committee at the Seat of Government, but by a Committee of field experts, and the recommendation has been made that dual lights be installed in such a manner that they will be visible both from the sides and the front of the car. These lights were ordered and at the present time are being delivered to the field service with appropriate instructions for their installation.

A letter to Agent Wright is attached regarding these matters.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33613
DATE 7/12/90 BY SP5/clm/s

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-1934-5922
ORIGINAL FILED IN

66-2554

WRC:MTS
66-1934

September 18, 1939

Suggestion No. 47
Glenn A. Paulson, Special Agent (A)
New York City Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Special Agent (A) Paulson that the purchase of dictating machines be confined to such machines as are considered immediately necessary and that an inquiry be made to ascertain when the companies manufacturing these machines expect to put on the market technically up-to-date machines with electrical recording and transcription. He points out that new machines are being manufactured at the present time and that there appears to be an understanding between the manufacturers of such equipment to put the new machines out at identical periods.

The Conference points out that the Bureau has followed the policy in the past of purchasing dictating machines only at the specific request of the various field offices and upon specific need at the Seat of Government. The Bureau also endeavors to keep up-to-date on new machines being manufactured by dictating machine companies and has at all times secured up-to-date equipment.

Paulson also suggests that it would be an easy matter to have an attachment for the recording of telephone conversations. The Conference is not of the opinion that telephone recording units which cost approximately \$800 each at the present time should be considered as regular equipment in the various field offices.

A letter to Agent Paulson is attached hereto with regard to this matter.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-11-86 BY SP5C/TOM

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1934-3940

WRC:MTS

September 18, 1939

Suggestion No. 37
Frank J. Blake, Special Agent
Dallas Field Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, Glegg, and Glavin, considered the following suggestions submitted by Special Agent Frank J. Blake:

1. That the rule of the Bureau be amended whereby some latitude may be given and some exception made to the rule prohibiting the taking of local officers outside their respective jurisdictions for assisting in an investigation being conducted by Special Agents of the Bureau. Blake points out that it would appear in some instances that it would not only be proper to permit the local officer who furnished the information to accompany the Agents upon the investigation outside his jurisdiction, but in many instances it would be a valuable addition to the resources of the Bureau.

The Conference recommends that the Bureau's present rule in this regard be continued, that local law enforcement officers be not taken with Special Agents outside of their respective jurisdictions to assist in investigations unless prior Bureau approval is received.

2. Agent Blake suggests that the Bureau insist that Agents procure automobile driver's licenses for any state in which he is or might be expected to operate a Bureau-owned or personally owned automobile.

It is pointed out by the Conference that the Bureau's present regulation covering this matter appears to be sufficient, the regulation being that Agents operating cars in any jurisdiction must have local operators' permits. There is attached hereto a communication addressed to Mr. Blake concerning these matters.

Respectfully,
For the Conference

Clyde Tolson
Chairman

M. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5C11DMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1934-5957

WEG:atw
66-1934

September 18, 1939

2 Suggestion No. 76
LeRoy H. Barnard, Special Agent
New York City Field Division

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg, Q. Tamm and Glavin considered a suggestion submitted by Agent Barnard wherein he points out that at the present time exhibit envelopes used in the field offices are fastened with metal tabs and it has been noted that in many cases tabs become broken after the envelope has been opened a comparatively few times. He suggests that when the present supply of exhibit envelopes is exhausted, they be replaced with envelopes which may be fastened by the parchment button and string method which he believes would prove more serviceable for this type of use.

The Conference recommends against the adoption of this suggestion, it being pointed out that it is very easy to replace exhibit envelopes when the pronged tab becomes broken; that the same difficulties which are experienced with these envelopes would be experienced with the parchment tab and string envelopes in that the string would break or the tab would pull out of the envelope.

There is attached hereto a communication addressed to Agent Barnard concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/96 BY SP5C/DM5

Attachment

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1934-5923

NRG:atw
66-1934

September 18, 1939

Suggestion No. 89
E. R. Davis, Special Agent in Charge
Knoxville Field Division

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg, Q. Tamm and Glavin considered a communication received from SAC Davis of the Knoxville Division dated June 20, 1939, wherein he suggests that the location, address and telephone number of resident agents' offices be furnished to all field offices in order that communications which request the investigations in resident agents' cities of an expedite nature may be mailed not only to the office having jurisdiction over the resident agents' territory, but also a copy of the same communication might be mailed direct to the resident agents' office.

The Conference unanimously recommends against the adoption of this suggestion it pointing out that all communications to any field division should properly clear through the field office proper. It also points out that with the changes in resident agents and resident agents' addresses, it would be a very cumbersome policy to institute.

There is attached hereto a communication addressed to SAC Davis concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/90 BY SP5C110MS

ORIGINAL FILED IN 66-1934-58681

66-1934-58681

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Lawler.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Mr. Gandy.....

September 9, 1939

MEMORANDUM FOR THE DIRECTOR

MA Suggestion by: Dean T. Fleming, Special Agent (A)

W Suggestion No.: 16

Suggestion: That each Special Agent be required at some time during his service to fire Bureau rifles from the unorthodox shoulder.

Recommendation and reasons therefor: Unfavorable, because of the danger element and the lack of necessity of employees firing this weapon from the unorthodox shoulder in Bureau work.

Those Present: Messrs. E. A. Tamm, Quinn Tamm, Nathan, Glavin and Clegg

Employee is being advised accordingly in the event the above is approved.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

*Transfer
these Bullets
to Ruth Loppel*

Enclosure

CC: Mr. Glavin

NOT RECORDED

66-2554

ORIGINAL FILED IN

1-29-45

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/2/96 BY SP5C/LMS

September 8, 1939

EAT:HA

66-1934-5938

Suggestion 11

Kenneth C. West - Clerk
Kansas City, Missouri

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion made by Mr. West that the purpose of the bank robbery albums be so defined as to make their chief use the identification of subjects involved in future bank robberies, eliminating in particular the photographs of deceased individuals.

The Conference feels the selection of photographs of individuals for inclusion in the bank robbery albums is a problem that must be met primarily by the Special Agent in Charge who must exercise both discretion and judgment in determining what photographs should be included. The Conference does not sympathize with incorporating in bank robbery albums a large number of the photographs of persons who could not possibly have committed current bank robberies but points out it is desirable in order to check the reliability of a witness to include some photographs of persons who could not possibly have been connected with current robberies. The Conference believes the practical value of the bank robbery albums is limited, it being pointed out that the Bureau adopted and authorized the maintenance of bank robbery albums upon the repeated suggestion of the field that the albums would serve a practical purpose. The Conference feels consequently that the administrative regulations surrounding the maintenance of these albums should be kept at an absolute minimum in order that the Special Agents in Charge can maintain them in a manner which seems most desirable and practical to them.

A letter is being directed to Mr. West concerning the Bureau's reaction to his suggestion.

Those in attendance at the Conference were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5CJ/10MS

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-1934-5938

September 7, 1939

EAT:HA

66-1934-5889

Suggestion 108

Nellis E. Manson - SA (A)
Kansas City, Missouri

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Agent Manson that at the ends of letters addressed to the United States Attorneys there be set forth detailed lists of the enclosures transmitted with the letters.

The Conference points out that the body of a letter addressed to a United States Attorney transmitting any enclosures will invariably and undoubtedly refer in detail to the several enclosures transmitted therewith and consequently there does not appear to be any purpose in re-stating at the end of the letter a list of the enclosures transmitted.

A letter is being directed to Agent Manson concerning the Bureau's reaction to his suggestion.

Those in attendance at the Conference were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Gurnea.....
Mr. Harbo.....
Mr. Lester.....
Mr. Lawler.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/12/90 BY SP5CII DMS

ORIGINAL FILED IN 66-1934-5889

September 8, 1939

EAT:HA

66-1934-5944

Suggestion 13

Marion B. Rhodes - SA

Kansas City, Missouri

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion of Agent Rhodes that each field division be instructed to make a check every six months of the dockets of closed cases as well as pending cases in order to avoid any situation where a sentence reported in an investigative report has been changed or altered.

The Conference is of the opinion that the occasions upon which such an alteration or change would occur arise so infrequently as to make it undesirable to expend a large amount of Agent time checking dockets on closed cases when the information obtained would vary on such few occasions with the data previously recorded. The Conference points out that at the present time Special Agents are required to verify from the court records all sentences pronounced and imposed and consequently does not feel an additional check of this information is necessary.

A letter is being directed to Mr. Rhodes concerning the Bureau's reaction to his suggestion.

Those in attendance at the Conference were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/90 BY SP5C10MS

ORIGINAL FILED IN 66-1934-5944

66-1934-5944
not located in
file.

66-2554

August 16, 1939

CT:DSS
66-1984-5901
Suggestion No. 53
Duane L. Traynor, SA
Seattle, Washington

MEMORANDUM FOR THE DIRECTOR

Special Agent D. L. Traynor suggests that there be a wider distribution of the law enforcement bulletin and that copies be regularly sent to the Police Captains of each detail of the Metropolitan Police forces throughout the country. The Executives Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, Glavin and Tolson, recommended unfavorably with regard to this suggestion. The bulletin is presently being sent to all contributors of fingerprints and upon specific request to the principal officers of police departments. Approximately 16,000 copies of the bulletin are now being distributed. It is felt that the distribution should be based upon an indicated desire therefor rather than to send a large number of copies of the bulletin to individual police departments.

A letter to Agent Traynor is attached.

Respectfully,
For the Conference:

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lawler _____
Mr. McIntire _____
Mr. Rosen _____
Mr. Sears _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5CJ/oms

ORIGINAL FILED IN 66-1984-5901-4261-79

September 7, 1939

EAT:HA

66-2765-1863

Suggestion 99

John B. Ruggles, Jr. - SA
Washington, D. C. (Div. 1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3230/3
DATE 7/12/90 BY SP5 CUL/MS

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Ruggles that wide publicity be given to the fact that a record of stolen cars may be placed in the National Stolen Property File of the Bureau.

The Conference is inclined to the belief that because the insurance companies have maintained for a period of years national clearing houses of information concerning stolen or recovered automobiles the Bureau should not attempt to enter this field because of the expense which would be entailed in maintaining an accurate and complete index of stolen automobiles. The Conference has from time to time heretofore expressed the belief that the Bureau should be willing to accept data concerning stolen automobiles for inclusion in the National Stolen Property File but should not solicit information of this kind because the Bureau would be duplicating at the expense ultimately of the taxpayers a service which is now performed by commercial organizations at no direct cost to the Government. The Conference however does recommend that a check be made to determine the approximate cost of maintaining a complete index of stolen automobiles predicated upon some standard of indexing only after the cars have been stolen for a sufficient period of time to eliminate any possibility of their having been utilized merely in the so-called joy riding cases. The National Motor Vehicle Theft Act Supervisor and Mr. Harbo are collaborating on the preparation of an estimate regarding this matter.

A letter is being directed to Mr. Ruggles relative to the Bureau's reaction to his suggestion.

Those in attendance were Messrs. Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully
For the Conference

NOT RECORDED

66-2554

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Crowl	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Lawler	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

ORIGINAL FILED IN 66-2765-1863

WRG:MTS

August 29, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, and Glavin, considered the suggestion submitted by Mr. Harbo for a change in Section 21 of the Manual of Instructions pertaining to crime statistics. Harbo recommends that the title of this section be changed to "Uniform Crime Reporting." He also recommends that certain additional data be included concerning the follow-up of incomplete or incorrect crime statistics data.

The Conference approves the changes as recommended.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/12/96 BY SP5C/10ms

EAT:DM

August 25, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends the attached revision of Section 12 of the Manual of Rules and Regulations, entitled "POWER OF ARREST".

Those members of the Executive Conference concurring in this recommendation were Messrs. Nathan, Clegg, Glavin, G. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 3/12/96 BY SP5C/LBM/S

RECEIVED IN 167934-1147C

HN:CSH

August 25, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin and Nathan, considered and unanimously approved the changes in paragraph 2, Section 4, of the Manual of Rules and Regulations, referred to in the attached memorandum from Mr. Coffey, dated August 18th.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lawler _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/12/96 BY SP5C110ms

ORIGINAL FILED IN 66-1934-59932

9
LAT:DM

August 25, 1939

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, composed of Messrs. Nathan, Clegg, Glavin, L. Tamm and E. A. Tamm, recommends the attached revision of Section 42 of the Manual of Rules and Regulations, entitled "INVESTIGATIVE REPORTS". With reference to the addition under the sub-heading "Title" requiring that in violations of the National Bank and Federal Reserve Acts the name and location of the bank concerned shall be set forth in the title of the report and in bank robbery cases the name, location and date of the robbery should also be set forth, Messrs. Clegg and Nathan were opposed to the adoption of this suggestion. Messrs. Glavin, L. Tamm and E. A. Tamm were in favor of the same.

Respectfully,
For the Conference

Glyse Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/12/90 BY SP5C10m5

61 RECORDED

66-2554

ORIGINAL FILED IN 66-2554-31

EAT:DH

August 25, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends the attached revision of Section 13-A of the Manual of Rules and Regulations entitled "Firearms Found in Possession of Criminals".

Those members of the Executive Conference concurring in this recommendation were Messrs. Nathan, Clegg, Glavin, C. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. E. Glavin, Secretary

62-21775-899x2

Serial has been
Destroyed.

NOT RECORDED

66-2554

FEDERAL BUREAU OF INVESTIGATION

JAN 21 1940

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5cl/mms

ORIGINAL FILED IN 62-21775-899x2

WRC:MTS

August 26, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Clegg, Quinn Tamm, and Glavin, considered certain changes of sections of the manual pertaining to Chief Clerk's work.

The Conference approves all the recommended changes reflected in Mr. Growl's memorandum to Mr. Tolson under date of August 25, 1939. It also recommends in so far as Section 36 is concerned (Reports of Personnel Status) that this section be changed not only to provide that female employees shall include in such reports the occupations of their husbands, but that male employees shall also include in such reports the occupations of their wives.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/96 BY SP5emms

ORIGINAL FILED IN 66-2554-32 X

OT:APB
#66-1934-5894
Suggestion No. 113
L. I. Bowman
Special Agent
Huntington, W. Va.

August 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of this employee to the effect that Section 58 of the Manual of Rules and Regulations be reworded to make the portion of this section pertaining to the submission of probationary form letters more understandable.

This suggestion had previously been considered by the Executives' Conference, and a new rewording of this section adopted.

A letter has been addressed to Agent Bowman, thanking him for the submission of this suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/90 BY SP5CJ/MS

EAT:DM

August 26, 1939

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference recommends the attached revision of Section 66 of the Manual of Rules and Regulations, entitled RECORDS AND INFORMATION.

Those members of the Executive Conference concurring in this recommendation were Messrs. Nathan, Clegg, Glavin, G. Tamm and E. A. Tamm.

Respectfully,
for the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

NOT RECORDED

66-2554

EAT:DM

August 25, 1980

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends the attached revision of Section 47 of the Manual of Rules and Regulations, entitled "DESCRIPTORS OF PERSONS INVOLVED".

Those members of the Executive Conference concurring in this recommendation were Messrs. Nathan, Clegg, Glavin, C. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/12/90 BY SP5CJL/mjs

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-50305-3

QT:APS

#66-2765-1866

Suggestion No. 122

Robert Muenster

Technical Section

August 15, 1939

MEMORANDUM FOR THE DIRECTOR

6
The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of this employee to the effect that a card index system be placed on each row of cabinets in the Technical Section to augment or replace the present card index system maintained in the Identification Division.

The Conference does not believe that the adoption of this suggestion is advisable. It would mean that the fingerprint men would both search the fingerprint card and then make a name search for the index card. It would necessitate a great deal of referencing within the Technical Section because of the various aliases and the fact that the fingerprint cards would fall chronologically by fingerprint classification. The card index system would be maintained by name and there would be no relationship between the two.

A letter has been directed to Mr. Muenster, thanking him for the submission of this suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/12/96 BY SP5C/Lom/s

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2765-1866

HN:CSH

August 29, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. E. A. Tamm, Glavin and Nathan, considered and unanimously approved the manual changes and additions referred to in the attached memorandum from Mr. Coffey, dated August 28th.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lawler _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Seals _____
Mr. G. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-12-90 BY SP5C/Loms
NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1934-6000X21

CT:AI
66-1934-5985
Suggestion No. 110
SAC H. E. ANDERSEN,
Oklahoma City

August 17, 1939

MEMORANDUM FOR THE DIRECTOR

Mr. Andersen suggests that arrangements be made with representative detective magazines to have photographs and descriptive data regarding the outstanding fugitives being sought by the Bureau published therein from time to time.

As you know, this has been done in recent months, and through the efforts of Mr. Nichols in contacting publishers and officials of detective magazines, we have had considerable success in securing the publication of the photographs of wanted fugitives; in some instances we have been able to secure the publication of photographs of such criminals on the cover pages of detective magazines.

The Executive Conference agrees that this is a desirable thing to do, and believes we should not relax in our efforts along this line.

A letter is attached to Mr. Andersen.

Those in attendance at the meeting were Messrs. Glavin, Nathan, E. A. Tamm, Quinn Tamm and the writer.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SPScubms

ORIGINAL FILED IN 66-1934-5985

QT:APS

#66-1934-5965

Suggestion No. 26

SAC W. L. Listerman
Atlanta, Georgia

August 14, 1939

MEMORANDUM FOR THE DIRECTOR.

ms
The ^OExecutive Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of SAC Listerman, in which it was suggested that an outline pertaining to the setting-up of a fingerprint file for small and medium-sized police departments be furnished to each field division.

The Conference was advised that the Retraining Division has such an outline which is placed at the disposal of those lecturers who are teaching police training work. The Conference does not believe it advisable that this type of contact should be handled by the SAC and recommends that the present procedure be continued.

A letter has been addressed to SAC Listerman.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-1934-5965

August 17, 1939

EAT:HA

66-1934-5945

Suggestion 139

Elmer H. Roth - Steno

Pittsburgh, Pennsylvania

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Stenographer Roth in which he pointed out that quite frequently undeveloped leads are set forth in reports requesting all field offices to check their indices to uncover any case they may have on a given group of names, license numbers, or other data, and that he believes a great deal of time would be saved, and possible errors in checking avoided, if the office of origin would request the Bureau to check its files and notify the interested offices of the result of the check.

The Conference was opposed to the suggestion believing this might be a desirable procedure in individual cases where there is a specific reason for taking this step, but does not feel the suggestion is of such general applicability to all of the Bureau's work to justify its incorporation in either of the Bureau's manuals. It is further pointed out that from time to time there will be included in the indices of the field offices index cards upon individuals or subject matter which has not been indexed in the Bureau, this being particularly true in cases eight or nine years old.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Lawler _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Those attending the Conference were Messrs. Tolson, Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

A letter is being addressed to Mr. Roth advising him of the Bureau's reaction to his suggestion.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/12/90 BY SP5CJL/MS

Clyde Tolson
Chairman

NOT RECORDED

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-1934-5945-1

66-2554

CT:APS

766-1934-5910

Suggestion No. 52

Duane L. Traynor, SA,
Seattle, Washington.

August 15, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of this employee that the Bureau actively campaign and urge the establishment of single fingerprint sections in the Identification Bureaus of Metropolitan Police Departments. This is being done with a view to identifying latent fingerprints after they have been searched against the Single Fingerprint Section of the Bureau.

The Conference does not feel that it would be advisable for the Bureau to urge the establishment of single fingerprint sections. It is pointed out that the Bureau desires to do as much of the latent fingerprint work as can possibly be handled in the Single Fingerprint Section. It is further pointed out that if the Bureau took the initiative in urging the establishment of these sections in various Police Departments, and the Police Departments went to the expense of establishing such bureaus, it is conceivable that the single fingerprint section could exist for a long period of time without any material value to the Police Department. It would not be the Bureau's responsibility to urge the installation of such a fingerprint division when the Bureau could be criticized for their establishment.

A letter has been addressed to Agent Traynor, thanking him for the submission of his suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. H. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 2/2/90 BY SP5C/10ms

NOT RECORDED

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

66-2554

66-1934-5910
ORIGINAL FILED IN

QT:APS

#66-1934-5907

Suggestion No. 55

Special Agent E. J. Coble

New York, New York

August 15, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of this employee to the effect that when the Identification Division answers fingerprint cards to police departments in which an identification has not been effected in the file, that sufficient carbon copies be furnished to the police departments so that they will have a communication pertaining to each name.

The Conference was advised that it is the practice of the Identification Division at the present time and for the past few years to list non-ident replies to a particular police department on a single sheet, listing as many as 40 - 45 fingerprint card returns on this particular sheet. It was pointed out that in this manner the Identification Division can answer approximately 3,000 fingerprint inquiries where identifications have not been effected in about one-half hour. If additional carbon copies were made, the Identification Division would need additional personnel to the extent of about 30 - 40 typists. It was further pointed out that if the police department desires a separate copy for each fingerprint card submitted, the police department itself can make such copies when it receives the Bureau's return.

A letter has been addressed to Agent Coble, thanking him for the submission of his suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. G. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 2/2/90 BY SP5 JMS/MSH NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1934-5907-1

QT:APB

#66-1934-528

Suggestion No. 73

Miss Lillian R. Laird

Cleveland, Ohio

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of this employee to the effect that the Bureau determine and place the complete title of the case on all criminal records transmitted to the field offices.

The Conference feels that this would be a waste of time and the Identification Division has no way of ascertaining the title of the case. The only advantage which would be gained would be the facilitating, to a small extent, in the filing of the material in the field division.

A letter has been addressed to Miss Laird, thanking her for the submission of this suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/21/90 BY SP5CML/oms

ORIGINAL FILED IN 66-1934-5916

LAT:DM

August 25, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends the attached revision of section 2d of the Manual of Instructions, entitled "BANK ROBBERY INVESTIGATION".

Those members of the Executive Conference concurring in this recommendation were Messrs. Nathan, Clegg, Glavin, C. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

L. E. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/12/90 BY SP5C110MS

NOT RECORDED

66-25541

66-11331-2-11

CT:DSS

August 16, 1939

66-1934-5879

Suggestion No. 81

Daniel Currie, Jr., SA
Butte, Montana

MEMORANDUM FOR THE DIRECTOR

Special Agent Daniel Currie suggests that when information regarding the apprehension of a fugitive is released authorization for the release of such information be granted simultaneously to the office covering the territory in which the fugitive was apprehended and to the office of prosecution. Mr. Tamm advised the Executives Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, Glavin and Tolson, that this practice is being followed at the present time in that the office covering the territory in which the fugitive is apprehended is authorized to release information relative thereto and also the office of prosecution in the case, where it appears that this would be desirable. It is not felt that a specific rule should be adopted that this should be done in every instance, however.

A letter to Agent Currie is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lawler _____
Mr. McIntire _____
Mr. Rosen _____
Mr. Sears _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 326,613
DATE 7/16/90 BY SP5C10ms

NOT RECORDED

66-2534

QT:APS
#66-2765-1867
Suggestion No. 135
Robert Huenster
Identification Division

August 14, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of this employee that more consolidations would be made in the files if credit were given to a searcher for each consolidation that he finds accidentally.

The Conference points out that this is one of the reasons why the Bureau pays a fingerprint employee to work in the Technical Section and it is not believed that additional credit should be given to the employee for performing the duties with which he is charged; it is further pointed out that if these consolidations are not made, the Technical Section employee is scored with an error.

A letter has been addressed to Mr. Huenster, thanking him for the submission of his suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/90 BY SP5C/Lom/s

ORIGINAL FILED IN
66-2765-1867

COPY--MG

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HN:CSH

August 25, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin and Nathan, considered changes to be made in the manual, as per the attached memorandum of Mr. Coffey dated August 17th, and approved all changes referred to therein.

Respectfully,
For the Conference,

Glyde Tolson, Chairman/s/

W. R. Glavin, Secretary/s/

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/12/90 BY SP5CJLMS

ORIGINAL FILED IN 66-1944-3993X

QT:APB
66-1934-5920
Suggestion No. 126
Special Agent D. M. Magee
Los Angeles, California

August 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of this employee to the effect that the field offices be equipped with a portable photo laboratory set so that photographs may be developed in the field offices.

The Conference does not feel that this equipment is necessary, it being pointed out that such equipment would cost per unit \$275.00.

It is further believed advisable to develop all film either at the Seat of Government or by a commercial photographer.

A letter is being directed to Agent Magee, thanking him for the submission of this suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/96 BY SP5CJ-10mS

ORIGINAL FILED IN 66-1934-5920

C O P Y

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
Washington, D. C.

HN:CSH

August 25, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin and Nathan, considered suggested changes in Section 23 of the Manual of Instructions, referred to in the attached memorandum from Mr. Coffey dated August 18th, and unanimously approved the said changes.

Respectfully,
For the Conference,

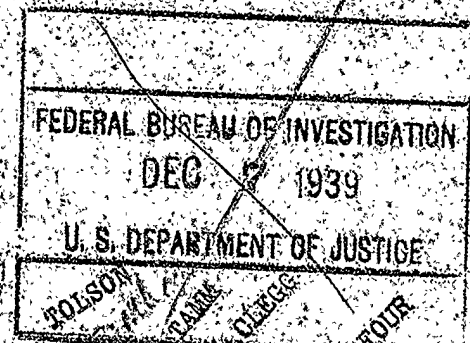
Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/12/90 BY SP5CJL/DMs

NOT RECORDED

66-2554



ORIGINAL FILED IN 66-2554-164

QT:APS

#66-2765-1859

Suggestion No. 84

Carl E. Hennrich

Special Agent-

Identification

Division

August 18, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion of this employee to the effect that the Supervisors of Division One of the Bureau, in returning jackets to the Identification Division, use a special type of tag so that the jacket will be returned "SPECIAL" to the Identification Division and placed immediately in file.

The Conference was advised that this suggestion was probably submitted because of the fact that the Supervisors in the Investigative Unit from time to time call for jackets when they are en route back to the Identification Division and they are again called for either by the Director's office or by some Bureau official. When such an occasion arises, a great deal of time is wasted in looking for the jacket and it is believed that if these jackets carry a SPECIAL tag, such as is attached hereto, it will expedite the return of the jackets to the file.

A letter has been addressed to Agent Hennrich, thanking him for the submission of this suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/96 BY SP5C110MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED

66-2765-1859

NOT RECORDED

66-2554

DM

HHC:RLC

May 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm, and Clegg being present, considered the suggestions of Mr. Gurnea for additional equipment for the barracks building at Quantico. The Conference approved the list of equipment with the following exceptions:

1. It was believed that although .22 calibre rifles might serve some purpose in training new recruits that after all it was unnecessary and since the Agents were adults they should be able to learn to shoot by using the .351, machine gun and 30'06 calibre rifle. The use of .22 calibre rifles was considered by the Conference as something in the nature of a luxury the value of which after all would be too limited to justify the expense.

2. It was believed that no effort should be made to get television sets at the present time due to the fact that this type of receiving equipment is not satisfactory at great distances from the broadcasting stations.

All the other items listed by Mr. Gurnea were approved and, if approved by the Director, will be referred to the Chief Clerk's Office.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5CJ/oms

9 HEC:BG

May 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the list of equipment and furniture for the barracks building at Quantico, Virginia. This list of furniture and equipment had been previously furnished to each member of the Executive Conference for his study over a period of approximately three weeks, so that any additions, changes or modifications might be considered.

At the meeting of the Executive Conference the only questions raised were by Mr. Glavin concerning the proposed obtaining of direct wire telephones from the barracks at Quantico to the Bureau which, he pointed out, would involve the leasing of direct wires at a prohibitive cost. It was the unanimous opinion of the Conference that Mr. Glavin should confer with telephone officials to ascertain if direct telephone lines from the barracks building at Quantico to the Washington Exchange could be installed without requirement for leasing lines, in view of the fact Quantico is such a small village that any news or conversation over the regular wires would likely become public information. It is believed that there should be a direct line between the Quantico barracks and the Washington switchboard, if possible, with one line extending from the administrative office of the barracks building and another line from the caretaker's quarters in the basement in the event the Bureau desires to reach anyone in the barracks building at night when the office is not occupied.

Mr. Glavin called attention to the suggestion that large numbers of colored National Park Service pictures be obtained for decorating the walls and, of course, it is understood that this depends upon the availability of such pictures without cost from the National Park Service.

No other changes, modifications, suggestions, additions or omissions are recommended by the Executive Conference.

Those present were Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Clegg and Clegg.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5cc/10m

NOT RECORDED

66-2554

:DSS

-1934-5884

August 16, 1939

uggestion No. 96

C. Suran, SAC

attle, Washington

MEMORANDUM FOR THE DIRECTOR

Special Agent in Charge Suran suggests that the Director's addresses should receive more widespread publicity and that the field offices should be furnished with copies of the Director's addresses in advance so that they may be released in full to the press on the date of delivery. This suggestion has been followed in some instances in the past where it could be done and good results have been secured. The conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, Glavin and Lison, believes that wherever possible in the future this procedure should be followed.

A letter to SAC Suran is attached.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1934-5884

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/12/96 BY SP3/iam/s

WT:mc

November 27, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Glavin, Rosen, Clegg and Quinn Tamm considered two suggestions submitted by Mr. E. A. Tamm concerning the methods used by the Royal Canadian Mounted Police in handling their Identification Division work.

Mr. Tamm first suggested that the Bureau give consideration to the use of a 2x3 index card instead of the present 3x5 card used in the Card Index Section.

The Conference desired to point out that at the present time the Bureau has over twelve million index cards presently on file and any proposed change in the size or type of card would necessitate the retyping of all of the present index cards. It is further pointed out that the Conference does not believe that this card is large enough to contain the information desired by the Bureau on its index cards.

The Conference was unanimous in recommending against the adoption of a new type of index card.

Mr. Tamm further pointed out that the Identification Division of the Royal Canadian Mounted Police transmits to each contributor at the time a copy of the criminal record is furnished a printed disposition sheet containing the name and number of the prisoner with the request that the disposition sheet be returned to the Identification Division with the disposition of the current arrest included therein.

The Conference believes this is an excellent method of obtaining dispositions. However, it points out that the Identification Division of the Bureau is, of course, handling a tremendous volume of work and the addition of the typing of the disposition sheets to the work of the Identification Division would necessitate additional personnel and additional time in handling the criminal record. It is not felt that the benefits to be derived from this

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

INDEXED

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3303
DATE 7/2/96 BY SP5C/10MS

66-2554-1863

ORIGINAL FILED IN 66-2554-1863

Memorandum for
the Director

-2-

November 27, 1939

procedure could justify the extra expenditure of time and money.

Conference recommends that this procedure not be followed.

Mr. Tamm then suggested that the Bureau include in each criminal record being mailed a typed or mimeographed card requesting all contributors to transmit to the Bureau information concerning dispositions.

Conference feels that this is an excellent suggestion and if you approve such a card will be included in all records mailed out for a period of 60 days.

There is attached hereto the proposed form to be used.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. H. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

HHC:AEK

November 29, 1939

MEMORANDUM FOR THE DIRECTOR

On invitation of the authorities at Quantico, Mr. Clegg was authorized to observe the use of balloons in firearms training at Quantico. Mr. Clegg had to be absent from the city on the day the demonstration was given and Mr. Gurnea was requested to make these observations.

Balloons which were specially made, and which cost one and six-tenths cents each, had been purchased from the Toycraft Rubber Company of Ashland, Ohio, by the Marine Corps. When fully inflated the balloon has the appearance of a human body, without arms or legs. Properly inflated the head is 7 x 9 inches in size and the body approximately 11 x 13 inches. This represents approximately the vital parts of the human body which would have to be struck by a bullet in order for a shot to be fatal.

Mr. Gurnea reported that the Marines, in boats on the Potomac River, rowed to the shore and landed. They had balloons placed about on the firearms range to represent the enemy. Some of the balloons were anchored securely to the ground and some of them were attached to strings and the wind would blow them about as if they were moving targets. It would be possible for the balloons to be attached to a rope and pulled across the range, in this manner forming moving targets. Mr. Gurnea reported that the Marines were enthusiastic and the use of these balloons stimulated their interest and at the same time served as a very practical firearms problem.

Since these balloons cost but \$16.00 per thousand, the Conference composed of Messrs. Tolson, Nathan, E. A. Tamm, Rosen, Quinn Tamm, Glavin and Clegg, recommended that 5,000 of the balloons be purchased for experimental purposes in order to determine if they may be utilized in making a more practical firearms course for the Bureau. Some sample balloons were furnished and are in the attached envelope.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson,
Chairman, FEDERAL BUREAU OF INVESTIGATION

W. R. Glavin,
Secretary, U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/12/90 BY SP5C110m5

CC - Mr. Glavin

Can't find in
File 1

1-3094-X136

NOT USED

66-2554-1865

CHANGED TO

1-3094-

AM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/12/90 BY SP5E/LDM/S

COPY - dc
HHC:BT

Washington, D. C.
December 15, 1939

MEMORANDUM FOR THE DIRECTOR

RE: SUGGESTED RULES - FBI BARRACKS AT QUANTICO

The Executive Conference, consisting of Messrs. E.A. Tamm, Glavin, Nathan, Q. Tamm, Rosen, Nichols, Ladd, and Clegg, considered suggested rules presented to the conference by Mr. Clegg in connection with the operation of the FBI training center at Quantico.

1. The following is a suggested program of activities for all those assigned to Quantico:

12:00 Midnight - Lights out in all sleeping quarters. Those having some special studies may continue, with special permission, in the classroom or recreation room providing that no noise is made which will disturb the sleep of the others.

7:00 A. M. Arise.

7:10 to 7:25 A.M. Outdoor callisthenics if weather conditions permit.

This is wrong. It is physiologically bad to bathe after eating & certainly we don't want men coming to meals undressed and unwashed.

7:25 to 7:45 A.M.

Group 1 to bathe and dress. Group 2 will have breakfast. Every man must bathe daily.

7:45 to 8:05 A.M.

Group 1 will have breakfast. Group 2 to bathe and dress.

8:05 to 8:15 A.M.

Rooms to be cleaned.

8:15 to 9:00 A.M.

Recreation period.

This is too long a period.

9:00 A.M. to 5:00 P.M.

Classes, with one hour for luncheon in two different shifts.

FEDERAL BUREAU OF INVESTIGATION

5:00 to 6:00 p. m.

Free period.

JUN 4 1940

U. S. DEPARTMENT OF JUSTICE

6:00 to 7:30 P.m.

Dinner, in two different shifts.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/12/90 BY SP5/DMG

INDEXED

NOT RECORDED

66-2554-1865X

ORIGINAL FILED IN 100-2734

Dec. 15, 1939

7:30 to 10:30 P.M.

Classes, study, or recreation.

10:30 P.M.

No further games permitted

12:00 Midnight Lights out (as stated above).

Too late.

O.K., but as to 2. Absences from the reservation - It was recommended as has new Agents off already been approved that members of the FBI NPA student groups be excused from 5 P.M. Sat. unless special classes are being held, at 1:00 P.M. on Saturdays to be to 10 P.M. Sun. back at 9:00 A.M. the following Monday. For in-service or retraining Leave from res-classes no week-end leave was recommended. For new Agents it was recommended that they have free one Sunday each month and that Sunday classes be scheduled be held only from 1:00 P.M. to 6:00 P.M. so that these students would have in advance, an opportunity to attend church services.

No transportation facilities will be provided by the Bureau for transportation to Washington or elsewhere for personal reasons.

Let us now adopt With the adoption of the five weeks' schedule of training, a full 3 mos. classes were held Sundays from 9:00 A.M. to 7:30 P.M. It is believed schedule for that effective immediately Sunday classes for new Agents should be new agts. with held from 1:00 to 6:00 P.M. only in order to give an opportunity for those Sundays off. who desire to attend church.

NPA & all others are to remain on reservation except for week end leave. For the period following dinner, which will be completed by 7:30 P.M. and until 7:00 A.M. the following morning it was recommended by Mr. Rosen that there be no restriction on the students of the FBI NPA or others as to their activities as long as they were not intoxicated and their conduct was gentlemanly. This would mean that they would be permitted to visit the village at Quantico, attend moving picture shows, and even proceed to Washington provided they could return by 7:00 A.M. when the routine began the following morning. All other members of the conference recommended that as far as the NPA students they be permitted to be at freedom with the usual restrictions relative to intoxication and gentlemanly conduct imposed from the completion of the dinner period until midnight but that they must be in the building by midnight. Of course, their notebooks will be inspected and they will be required individually, to keep up with their classes and studies, and they are to be warned that in the event they fail to do so they will be dropped from the school. As for the Agents, new Agents classes will last until 7:30 or 8:00 P.M. and in-service classes will usually last until 9:00 P.M. It was recommended at the conference that the same privileges be extended to the Agents as recommended for the police Academy students from the time their classes are completed until midnight. Mr. Rosen recommended that they be given their freedom until the daily class routine began at 7:00 A.M. the following morning.

"Mr. Hogan agrees with majority".

3. In case of illness, it is recommended that retrainees, new Agents and NP A members be provided medical attention and hospital facilities when needed at Quantico and that the Bureau do all it can to see that

Dec. 15, 1939

such facilities are provided without cost; also that any illness attributable to active duty status would be paid for if possible by the Bureau or through the regular compensation channels, and that the policemen be considered as a reserve corps of the Bureau and similar treatment be provided them. Of course, any hospitalization, operations, or medical attention in no way connected with their service as students would have to be paid for by the individuals themselves. Mr. Glavin is making arrangements for Navy Department officials for the use of their hospital and medical facilities at Quantico.

4. Registration Book - It is recommended that all those assigned to Quantico as students be requested as they depart from the reservation to sign a register showing their names, the time of departure, the time of return, and where they expect to be, and that this registration book be kept in the administrative office and that there also be listed a general statement as to the reason for their departures. If this is approved, there is attached a suggested form for this purpose.

Floors must be mopped daily.

5. It is recommended that NPA members and Bureau employees be required to clean up their own rooms, make their own beds, and sweep the floors of their sleeping quarters; that there be appointed in each room of six a leader to serve for one month to supervise the cleaning and who will be held responsible for it with authority to hold each occupant of the room responsible for assigned duties; that the sweepings from the bedrooms be swept into the hallway and the caretaker will sweep and clean up the hallways; that there be daily inspections by the caretaker and Special Agent in Charge of the quarters; and that the floors be mopped by the caretaker at least once each week and in individual instances where it may be necessary and where the SAC instructs.

This is wrong. One man should handle incoming laundry on the reservation. It is recommended therefore that in order to keep the laundrymen and pressing and cleaning men out of the building as much as possible, on stated days the laundry and pressing with directions should call at a designated point and the caretaker, Mr. Kennedy, & pay for it at the stated times. No credit to be allowed. 6. Pressing, cleaning, and laundry service - No laundry service can be rendered to individual employees or policemen by the Quantico laundry & train-much as possible, on stated days the laundry and pressing with directions should call at a designated point and the caretaker, Mr. Kennedy, & pay for it at the stated times. No credit to be allowed. 7. In order to limit the necessity or desire to go to the village as much as possible, it is recommended that cigarette, chewing gum, candy bar and soft drinks dispensing machines be permitted to be placed in the building by the representatives of the hostess house who will be supplying meals, these machines of course to be placed in an inconspicuous place to be selected after the building is opened.

No man is to leave reservation.

7. In order to limit the necessity or desire to go to the village as much as possible, it is recommended that cigarette, chewing gum, candy bar and soft drinks dispensing machines be permitted to be placed in the building by the representatives of the hostess house who will be supplying meals, these machines of course to be placed in an inconspicuous place to be selected after the building is opened.

Dec. 15, 1939

"Thurston has been ordered to NYC 12/17 C.T."

8. It is recommended that for the first sixty days SAC Kenneth Logan and Special Agent A.M. Thurston be on joint duty continuously at Quantico with Mr. Logan permitted to visit him home at intervals with permission of the Training Division. Then, at the end of sixty days if Mr. Thurston has been satisfactory he would continue as Special Agent in Charge of the Quantico Training center. One man must be there all the time. Insp. Gurnea is to initiate it.

Get one within F.B.I. & he should live at Quantico.

9. It was recommended at the conference that a male stenographer be employed so that he could render dailywork at Quantico. If any of the present male stenographers in the Bureau desire such an assignment and want to commute at their own expense to Quantico this was considered agreeable. It is believed that Mr. Glavin who agreed to do so should make appropriate inquiries for this purpose and if no one presently employed by the Bureau desires such an assignment an effort should be made to locate through appropriate agencies or schools a qualified stenographer who resides in the vicinity of Quantico.

One regular physical instructor must be on duty at Quantico at all times.

10. Physical training - there will be a gymnasium in the building. In addition to Mr. Goudge and Mr. Meyers, physical instructors, there are employed in the Bureau two clerks, Mr. David Tobin and Mr. Robert Paris who both qualified in physical education. It is recommended that these two clerical employees be permitted for two hours per week to attend sessions as observers and assistant instructors under the supervision of Mr. Goudge and Mr. Meyers so that they may be considered as reserve instructors in physical education in the case of illness, prolonged absence, or being on leave of the regular instructors. Estimating that there will be a maximum of three classes at any one time at Quantico, it is recommended that an effort be made to have the physical training program at Quantico within a period of three consecutive hours so that the physical instructor can return to Washington. This will probably be arranged for in the afternoon, and the early morning callisthenics in the schedule submitted above can be given by the Special Agent in Charge. In the absence of one of the physical instructors at Quantico should an emergency arise one of the two clerical employees who would have had specialized training in this type of work could take over the work in the Department of Justice Building.

No gambling of any kind.

11. Gambling - The conference recommended that the rule be adopted that gambling of all forms is prohibited. Mr. Nathan recommended that instead of this rule the ordinary inclinations of the students should be given consideration and anything that is within reason should be permitted. Of course, it is recognized that at least a Special Agent in Charge will be on duty at all times. "Mr. Hogan agrees with Mr. Nathan".

It was recommended unanimously that any type of games which the students desired to play during their recreational and free periods be permitted including card games, bridge, and the like as well as athletic games, handball and softball under supervision at all times.

All official sight-seeing ends from now on.

12. It was recommended that the Bureau continue its policy of providing opportunities for sight-seeing by the students in the National Police Academy. Since the Bureau will have busses available arrangements can be made on Sunday afternoons and other convenient occasions for sight-seeing trips without cost to various parts of Washington as a part of their educational program in the study of their national government and civics.

Dec. 15, 1939

13. It is recommended unanimously that all firearms whether personally owned or Bureau owned be maintained in the gun vault; that policemen and Agents who are students should upon arrival turn their firearms whether personally owned or not into the gun vault and when occasion for dry firing under supervision or actual pistol practice arises the instructor could first have the weapons brought up to the classroom or carried to the range and there they would be issued to the owners or students for practice purposes. This would mean that the entire group of students would be unarmed at all times except when actually practicing.

No. We can have an open house on one day during each session.

14. It is anticipated that there will be visits by wives, relatives, and friends of the policemen in attendance at the Academy and the Agents. It was recommended that for the purpose and in order to avoid a series of visits at irregular hours one hour on Sunday afternoons be selected for sight-seers and tourists who desire to visit the building. Of course, if friends of the Director and the Bureau or officials from the Departments represented in the class desire to come to Quantico at any time they will be welcome, but the above hour is to avoid irregular social calls throughout the week.

O.K. unless the meals run regularly within a \$1.00 then per diem to be reduced to \$1.00.

15. Per Diem - Since room rent will be without cost and as it is anticipated that the cost of meals will be approximately \$1 per day, the following recommendations are made for per diem allowances: New Agents - None; In-service Retrainees - \$1.50 per day; Counselors, all classes - \$1.50 per day.

Lecturers who get per diem must pay for meals. All guests must pay for meals unless person inviting them wants to pay for them.

16. Payment for visitors' sleeping quarters and meals - It is believed that the Bureau should pay for the meals of visiting instructors or their guests who are actively on duty at Quantico or who may have occasion to visit Quantico for brief intervals. It is believed that these meals should be paid for rather than having the instructor pay for them and later submit a voucher, as this is a little too awkward and borders on being inhospitable. It is also believed that visiting peace officers including officers of all ranks who are guests of National Police Academy students and any guests of the Bureau visiting for brief periods should be provided quarters if available and meals at the Bureau's expense. In order to take care of these expenditures it is believed that for the first few months the Special Agent in Charge should keep an account of these expenditures, that he should pay for the meals himself and submit blue slips to cover the amount. After a few months when an estimate can be fairly made as to the average amount of expenses of this sort it is believed that a per diem allowance for the Special Agent in Charge should be made which would properly cover this expenditure, thus in the future avoiding the necessity for blue slips. No quarters for guests & meals must be paid for them by person inviting them.

This is out.

Families & guests are to only be there on the "open day".

It is believed that any members of the families of the National Police Academy classes or of Special Agents who might have occasion to be at Quantico at meal time should have their meals paid for by the students who are acting as hosts to their friends or relatives.

17. It was recommended unanimously by the conference that since the shower rooms were not immediately adjacent to the sleeping quarters the students be required to provide themselves with bathrobes and house slippers, and it is believed that letters from the Bureau to Agents instructing them to report for in-service schools should contain instructions of this type.

18. Inventory, Breakage, and Loss - It is believed that any ordinary

Dec. 15, 1939

There is to be no bolsterousness of any kind.

breakage of dishes or any reasonable shortage of towels or linen or loss of the dining room and kitchen utensils with reason should be considered as losses of expendable property and replacement should be made by the Bureau. If a large quantity of dishes are broken through bolsterousness or similar activities by students then such cases will be considered on their merits.

There is to be no such penal squad used for landscaping. Reprimand should be given & if necessary suspension or dismissal.

19. Disciplinary Measures - It is recommended that intoxication on the part of any students should result in dismissal. It is recommended that no alcoholic beverages be permitted in the barracks building at any time. It is recommended that drinking be absolutely prohibited by those in an active duty status and violation of these two rules should result in dismissal. Loss of property issued should result in a ten-day suspension for Agents, and the Police Academy students should be required to pay for the property which they lose. For unexcused tardiness one-half hour's labor landscaping the building's yard and the range for all students should be required. For unexcused absences one-half hour's labor on landscaping projects should be the minimum penalty required, and all unexcused absences in excess of one-half hour should result in the equivalent amount of labor on landscaping projects. For wilful disobedience dismissal is recommended for all students. For violation of safety rules it is recommended for all students that the first violation after the explanations and instruction have been given should result in two hours' labor on landscaping projects. For the second violation within the same week, three hours' labor on landscaping projects should be required.

It was further recommended that the rules contained in the attached mimeographed form which is issued to students upon arrival be included in printed form with the rules above mentioned which would regulate the activities and conduct of the students and that such printed forms be distributed on the opening day of each school.

Respectfully,
For the Conference

"Mr. Hogan suggests NPA officers be not allowed to visit officers' club unless accompanied by person who invites them. I agree." 1-9-40 C.T."

Clyde Tolson
Chairman

I agree.

CC: Mr. Glavin

W. R. Glavin
Secretary

"I am greatly concerned about the above recommendations. They savor too much of "fraternism". The Quantico quarters are for serious training & not for sentimental fraternizing."

H.

GENERAL RULES APPLICABLE AT QUANTICO BARRACKS

1. All room assignments will be made alphabetically.
2. One man in the room will be designated in each instance to see that the room is maintained in good order.
3. Each man will make up his own bed, and said bed shall be made in a manner conforming with other beds in the barracks.
4. Fresh linen will be furnished twice a week - usually on Mondays and Fridays - also on the last day at Quantico so that the bed may be made up and ready for the next Agent.
5. No cigarettes, cigars, and pipes are to be placed anywhere except in an ash tray, smokadore, or urn, and are not to be thrown on any of the floors, including the basement.
6. Shower room:
Place all dirty hand towels in the small baskets under the wash bowls. Place all used towels in the large basket under the paper towel dispenser. Place all used bath towels in the large basket near the shower door. An adequate supply of towels will be found in the cabinet behind the shower room door. Do not throw used razor blades in any of the waste-baskets or cuspidors, but leave them on the shelves above the wash bowls. When through washing, do not leave the bowl dirty but clean it out. Someone else will want to use it immediately thereafter.
7. All Agents shall take at least one bath each day.
8. It will be necessary for all Agents to wear clothing or a bathrobe when coming or going between their rooms and any other rooms in the building including the shower.
9. Stay out of all rooms except those in which you have business.
10. Dirty or wet clothing shall be left on the hangers provided in the basement corridor. Wet and muddy overshoes and rubbers shall be placed in the overshoe-rack in the basement corridor.
11. When going to or coming from the range, it will be necessary for all Agents to use the basement door, and muddy overshoes and rubbers should be removed before coming down the basement steps.
12. Dining room:
Stay out except at meal time. It will be necessary for all Agents to wear a clean shirt or jacket of some kind to protect the tablecloth. Do not use the dining room as a loafing place.

13. No lounging shall be done in the recreation room in range clothes.

14. Outgoing mail, stamped, may be left on the writing table in the recreation room.

15. Armory:

This room is handled on the same basis as a field office vault. When necessary to obtain equipment, contact the caretaker or the Agent in charge.

16. Cleaning room:

Cover tables with tarpaulin and do not waste the cleaning material. Place all dirty materials in waste cans, and if oil is spilled on the floor, clean it up immediately. All gun cleaning rods should be placed in the gun cleaning rod rack.

17. Hours:

Get up at 7:00 A.M.

Breakfast will be at 7:30 A.M.

Out of the dining room by 8:00 A.M.

20 minutes allowed for cleaning room and other personal needs.

8:20 to 8:30 A.M. - Get equipment ready for the range.

Leave for range promptly at 8:30 A.M.

Leave range for lunch at 12:00 noon.

Lunch will be served promptly at 12:15 P.M.

Leave for range again at 1:15 P.M.

Will shoot until 5:30 P.M.

Return to barracks and dinner will be served at 6:00 P.M.

At 7:30 P.M. - cleaning of guns or nomenclature.

All work ceases promptly at 10:00 P.M., and on certain nights prior to that time depending upon the work to be done.

All lights out at 11:00 P.M.

18. No one shall leave the reservation except when permission is received from the Agent in charge.

NOT USED

66-24-1866

CHANGED TO

1-36-77

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5ent/om3

The following Serial has been
destroyed: 94-31495X
Authority contained in 94-31
251778Y

COPY-10

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

January 6, 1940

QT:mac

MEMORANDUM FOR THE DIRECTOR

K
D
The Executive Conference, consisting of Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Clegg, Rosen, Nichols, Ladd and Quinn Tamm, considered a recommendation submitted by Mr. Quinn Tamm that in publishing wanted notices in the Federal Bureau of Investigation's Law Enforcement Bulletin the instructions as to the types of cases to be published be changed.

It is noted that at the present time cases to be considered for publication in the Bulletin must be kidnaping, robbery, burglary, rape, murder or escapes for such offenses.

Mr. Quinn Tamm recommended that any cases of aggravated felonies be published. It was pointed out that the Identification Division from time to time experienced difficulty in finding sufficient cases of the types that can be published in the Bulletin monthly.

Conference recommends that the Federal Bureau of Investigation's Law Enforcement Bulletin carry wanted notices concerning any types of aggravated felonies.

If you approve, the Identification Division will be so instructed.

Respectfully,
For the Conference,

Clyde Tolson, Chairman/s/

W. R. Glavin, Secretary/s/

RECORDED

66-2554-1866X
FEDERAL BUREAU OF INVESTIGATION

JAN 17 1940

U. S. DEPT. OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 11/3/96 BY SP5C110MS

WOK:R

ORIGINAL FILED IN 94-31495X

DML:GS

December 16, 1939

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on December 14, 1939, which was attended by Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, Rosen, Glavin, Nichols and Ladd, the suggestion of Mr. Coffey to the effect that the Laboratory file of False and Fictitious Automobile Titles and Bills of Sale be abandoned was considered.

The Executive Conference was unanimously in favor of abandoning this project, it having been pointed out to them that since the institution of this file it had not served any investigative purpose. It was suggested, however, that rather than destroy this file, it merely be placed in the closed files and this project abandoned for the time being.

In the event you approve the action of the conference, steps will be made to discontinue this file and it will be sent to the file room.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,913
DATE 7/13/90 BY SP5K/oms

NOT RECORDED

66-2554-1866X1

ORIGINAL FILED IN 66-2554-1866X1

The following Serial has been destroyed: 66-1631-698X
 Authority contained in 66-3286-608
 and 66-1631-10628

Office

January 3, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Ladd, E. A. Tamm, Glavin, Rosen and Quinn Tamm, considered the problem arising in the Identification Division because of the policy of attempting to get an 80% return on fingerprint supplies sent out to contributors.

Conference was advised that at the present time the Identification Division, in transmitting supplies to local law enforcement agencies, definitely calls the agency's attention to the fact that the Bureau expects to have all of the fingerprint cards transmitted to the agency returned to the Bureau for retention in the Identification Division files.

The Conference was advised that the volume of signature mail necessary in handling this project is probably costing more than the printing of the fingerprint cards. It is further pointed out that the Bureau is receiving numerous letters complaining about the Bureau's policy with regard to the restricted use of its fingerprint cards and it is felt that this policy is creating ill feeling among local law enforcement agencies.

The Conference recommends that the policy concerning the issuance of supplies be liberalized and that the Bureau expect only a 50% return on supplies issued. This will enable the local law enforcement agencies to retain one copy in its fingerprint files and transmit one copy to the Bureau.

There are attached hereto for your information several typical letters received from fingerprint contributors objecting to the Bureau's policy. It is noted that this policy, of course, was a complete reversal of the previous policy and of the information furnished to fingerprint contributors in the field by Bureau Agents.

Mr. Tolson _____
 Mr. Nathan _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Ladd _____
 Mr. Coffey _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Crowl _____
 Mr. Harbo _____
 Mr. Lester _____
 Mr. Hendon _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Sears _____
 Mr. Quinn Tamm _____
 Mr. Tracy _____
 Miss Gandy _____

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 3230-3
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FEB 5 1940

W. S. GARDNER
 TOLSON

ORIGINAL FILED IN 66-1631-10628

Memorandum For
the Director

-2-

January 2, 1940

For your information the cost of fingerprint cards for the fiscal year 1939 was \$15,104.36. This includes, of course, all types of fingerprint cards including several million fingerprint cards furnished to the War Department for Civilian Conservation Corps and for the fingerprinting of War Department applicants, all of the personal identification cards and all of the applicant cards in addition to the original.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

H. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

LDW:JCR

October 28, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, C. Tamm, Glavin, Rosen, Nathan, Ladd and Nichols, considered the suggestion of Mr. Clegg, with reference to the improvement of the FBI Law Enforcement Bulletin. Mr. Clegg has suggested that various sections be included in the Bulletin, which the Conference felt was an excellent idea.

It was suggested that a section be designated as the International Association of Chiefs of Police Section. The Conference felt that the section should be referred to under the term of "Police Personalities" rather than International Association of Chiefs of Police, and that Messrs Suttler and McGuire should be responsible for this section.

The Conference unanimously agreed that a portion of the Bulletin be carried under the heading "Identification Section" and that Messrs Ladd and C. Tamm should be responsible for this section.

With reference to Mr. Clegg's suggestion that a section known as "Uniform Crime Reporting" appear in the Bulletin, it was the opinion of the Conference that this section should be known as the "Police Records Section" and that Mr. Harbo should be responsible for the material appearing therein.

Mr. Tolson

Mr. Nathan

Mr. E. A. Tamm

Mr. Clegg

Mr. Ladd

Mr. Coffey

Mr. Egan

Mr. Glavin

Mr. Crowl

Mr. Harbo

Mr. Lester

Mr. Hendon

Mr. Nichols

Mr. Rosen

Mr. Sears

Mr. Quinn Tamm

Mr. Tracy

Miss Gandy

The Conference unanimously approved Mr. Clegg's suggestion that a section appear, known as "Police Training and FBI National Police Academy Section" and that Mr. Clegg should be responsible for this section.

The Conference felt that a "Communications Section" was desirable when the material was received from the Bureau of Investigation and that Mr. Ladd should be responsible for this section.

The Conference was of the opinion that a portion of the Bulletin should be devoted to a "Traffic Section" in accordance with Mr. Clegg's suggestion, although it was

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/L/oms

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66-2554-1867

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U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

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1. Einleitung
 2. Grundlagen der Informatik
 3. Algorithmen und Datenstrukturen
 4. Programmierung in C++
 5. Objektorientierte Programmierung
 6. Systemprogrammierung
 7. Netzwerke und Internet
 8. Mobile Computing
 9. Software Engineering
 10. Wahlverfahren
 11. Mathematische Grundlagen
 12. Statistik
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been destroyed:
Authority contained in: 94.31-
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felt that the Bureau should be responsible for this and that Mr. Harbo be given the responsible for preparing it. Messrs. Burton Marsh, Maxwell Halsey and other members of the FBI National Police Academy could contribute articles on this phase of law enforcement work from time to time.

In addition to the suggestions made by Mr. Glogg, it was the suggestion of the Conference that a special section "Scientific Aids to Criminal Investigation" should be included in the Bulletin and that Messrs. Ladd and Coffey should be responsible for the material set forth therein.

It was the opinion of the Conference that Messrs. Ladd and Coffey should call upon their associates to prepare special articles from time to time and it was pointed out that if several officials were given the responsible of preparing an article of their own choosing that within a very short period of time an excellent supply of articles could be worked up.

It was the opinion of the Conference that Mr. Suttler, in Mr. Hendon's Office, should continue to be responsible for getting the Bulletin together every month although it was felt that the Bulletin should be submitted for approval not later than the 10th of each month, in order that it would give ample opportunity and time for its review.

It was the opinion of the Conference that Mr. Cauthier should prepare appropriate headings for each section which could be used in the future.

With reference to the section "Police Personalities" it was recommended that a few moments be allotted to a discussion of this before the SACs next week at which time it should be pointed out to them that this section would contain information regarding the changes of police administration and news regarding various state-wide meetings of law enforcement agencies.

In designating certain officials who would be responsible for the various sections, it was the opinion of the Conference that the officials designated herein could appoint one of their associates to prepare certain types of material and articles.

- 3 -

From time to time items of general interest which could not be properly placed in any of the above mentioned sections will appear in the Bulletin and in these instances it is believed by the Conference it will not be necessary to have a specific section for them.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

COPY-116

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

QT:mac

January 2, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/13/90 BY SP5C110MS

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Glavin, Hince and Quinn Tamm, considered a request submitted by the Police Department, Grand Rapids, Michigan, in which the Police Department advised that they are making a change in the method of filing fingerprint cards and that the survey being made goes back to 1897.

In making this transfer they request the Bureau's cooperation in searching by name and arrest number all of the fingerprint cards on which they have not received previous arrest records.

This matter was first considered by the Conference on November 13, 1939 at which time a letter was addressed to the Special Agent in Charge, Grand Rapids, Office, requesting that he contact the Chief of Police of Grand Rapids and ascertain the size of this project. Information has now been received from the Special Agent in Charge, Grand Rapids, that there will be approximately 2,000 of these records which will have to be searched by name. The Identification Division has already received about 400 such requests from the Police Department.

It is noted also that a similar request has been received from the Police Department at Salt Lake City, in which they transmitted a list of 200 names. They requested complete criminal records and pointed out that they are bringing their files up-to-date.

Messrs. E. A. Tamm, Glavin and Nichols believe that the Bureau should comply with these requests and search the names and where it is possible to effect an identification transmit the information to the Police Departments.

I think we should do this

Messrs. Nathan, Ladd, Hince and Quinn Tamm do not believe that such requests, contemplating the searching of a large volume of names in order to bring the files of a local department up-to-date, should be complied with. It is pointed out that the Identification Division functions primarily as a fingerprint Bureau and where requests are received in the form of the submission of fingerprints

I cannot agree. If we start searching by name it sets a dangerous precedent & since it is almost impossible to keep abreast of current work the extra burden would be impossible. However, I think in each instance we should go to great length to explain why we can't do it."H.

INDEXED

NOT RECORDED

66-2554-1867 X

ORIGINAL FILED IN 66-2554-1867

Memorandum for
the Director

-2-

January 2, 1940

such requests should be answered. However, it is not felt that the Bureau can afford to search strictly on the basis of a name the records of a large number of individuals. It would place a tremendous burden on the Identification Division to comply with such requests and would serve no definite purpose except to build up the files of local law enforcement agencies.

It is noted that a similar request received several months ago from a Saginaw County Sheriff's Office of Michigan was handled.

The requests from the Grand Rapids Police Department and from the Salt Lake City Police Department are being held pending a decision.

Respectfully,
For the Conference,

Clyde Tolson, Chairman/s/

W. R. Glavin, Secretary/s/

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:BT

January 10, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

RE: FOURTEENTH SESSION - FBI NATIONAL POLICE ACADEMY

403
The Executive Conference recommended the selection of the following police agencies to attend the Fourteenth Session of the FBI National Police Academy which is to begin April 15, 1940. It is desired that thirty-eight of these departments be in attendance, but it is believed that some of them may decline, and if the departments in question are approved, appropriate communications will be immediately prepared and the investigations of the applicants initiated.

1. Rome, Georgia, Police Department
2. Rhode Island State Police (second representative)
3. Charlotte, North Carolina, Police Department (second representative, first representative has accepted position as Chief of another agency)
4. Winston-Salem, North Carolina, Police Department (second representative, first representative is Chief)
5. Oak Park, Illinois, Police Department
6. Dallas, Texas, Police Department (second representative, first is rather weak)
7. Beaumont, Texas, Police Department
8. San Angelo, Texas, Police Department
9. Pueblo County, (Pueblo) Colorado, Sheriff's Office
10. Council Bluffs, Iowa, Police Department
11. Kalamazoo, Michigan, Police Department
12. Tucumcari, New Mexico, Police Department
13. Parkersburg, West Virginia, Police Department
14. Terre Haute, Indiana, Police Department
15. Indiana State Police (second representative - special request of Superintendent Don Stivers)
16. Lawrence, Kansas, Police Department
17. Tennessee Valley Authority, Knoxville, Tennessee
18. Louisville, Ky., Police Department (second representative - first one is weak and recent change in police administration believed to make this desirable)
19. Fresno, California, Police Department (second representative)
20. Newport, Kentucky, Police Department
21. St. Augustine, Florida, Police Department
22. Irvington, New Jersey, Police Department
23. Jackson, Mississippi, Police Department (second representative - first was resigned and later obtained position in Sheriff's Office)

ORIGINAL FILED IN
1-233-36X1

8
NOT RECORDED 66-2554

24. Hempstead, Long Island, Police Department
25. Muskogee, Oklahoma, Police Department
26. Omaha, Nebraska, Police Department (second representative - first one is weak)
27. Wilmington, Delaware, Police Department (second representative - request made specially by Kavanaugh)
28. Pittsburgh, Pennsylvania, Police Department (second representative - first one is weak)
29. West Homestead, Pennsylvania, Police Department
30. Lynchburg, Virginia, Police Department
31. Alexandria, Virginia, Police Department (second representative)
32. Uvalde, Texas, Police Department
33. San Diego, California, Police Department
34. Yakima, Washington, Police Department
35. Yankton, South Dakota, Police Department
36. Bloomington, Illinois, Police Department
37. Poplar Bluff, Missouri, Police Department
38. Beltrami County, (Bemidji) Minnesota, Sheriff's Office

Alternates were recommended in the following order in the event the number of thirty-eight could not be obtained from the above list:

1. Cordale, Georgia, Police Department
2. Groton, Massachusetts, Police Department
3. Ann Arbor, Michigan, Police Department
4. Wheeling, West Virginia, Police Department (second representative)
5. Jeffersonville, Indiana, Police Department
6. Salina, Kansas, Police Department
7. Johnson City, Tennessee, Police Department
8. Maysville, Kentucky, Police Department
9. Columbia, Tennessee, Police Department
10. Ridgefield, New Jersey, Police Department
11. West Hartford, Connecticut, Police Department (second representative)
12. Ponca City, Oklahoma, Police Department
13. Jenkintown, Pennsylvania, Police Department
14. Alton, Illinois, Police Department
15. Alabama State Highway Patrol (second representative)
16. LaFollette, Tennessee, Police Department
17. Madisonville, Kentucky, Police Department
18. Attorney General's Office, Pierre, South Dakota (second representative)
19. Muncie, Indiana, Police Department
20. Ecorse, Michigan, Police Department
21. Chester, Pennsylvania, Police Department
22. Larimer County (Fort Collins) Colorado, Sheriff's Office
23. Indiana, Pennsylvania, Police Department
24. Pleasantville, New York, Police Department
25. Bainbridge, Georgia, Police Department
26. Knoxville, Tennessee, Police Department (second representative)

27. Erie, Pennsylvania, Police Department (second representative)
28. Birmingham, Michigan, Police Department
29. Prairie County, (Des Arc) Arkansas, Sheriff's Office
30. Salisbury, North Carolina, Police Department
31. Columbus, Georgia, Police Department (second representative)
32. North Carolina Department of Justice, Bureau of Investigation
33. Elizabeth City, North Carolina, Police Department
34. Fayetteville, North Carolina, Police Department
35. Sheriff's Office, Nashville, North Carolina
36. Lea County, Lovington, New Mexico, Sheriff's Office
37. Summit County, (Park City) Utah, Sheriff's Office
38. Mount Carmel, Illinois, Police Department
39. Rolla, Missouri, Police Department
40. Sheriff's Office, Jackson, Missouri

Those present at the Conference were Messrs. Tolson, Nathan, Ladd, Nichols, Rosen, Q. Tamm, Glavin, and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC: Mr. Glavin

DML:GS

January 31, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference held on Saturday, January 27, 1940, and attended by Messrs. Tolson, Tamm, Nathan, Clegg, Glavin, Nichols, Rosen, Q. Tamm and Ladd, the attached proposed bulletin to the field with reference to the use of the Bureau automobile radio receivers was considered and approved.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

66-1980-7-1254x1.
The serial has been
destroyed.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/ldms

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-1980-7-1254x1

WEG:lrd

January 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Nathan, Ladd, Rosen, Nichols, Quinn Tamm, and Glavin considered a suggestion submitted by Miss Mary B. Lewis, Stenographer, Washington Field Office, under date of January 16, 1940, wherein she suggests that an additional column entitled "Remarks" be included on the present overtime form. She stated that such a column would materially aid in presenting to the Bureau a true picture of Field Office conditions during any particular month and that information showing "Reported for Assignment," "Transfer from an Office," or "On Sick Leave" could be appropriately reported thereon.

The Conference is of the opinion that such an additional column is not necessary at the present time and that if the Special Agent in Charge is of the opinion that additional information should be furnished, such information could be included in a letter of transmittal without difficulty.

There is attached hereto a communication addressed to Miss Lewis for the Director's approval.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Attachment

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/DMS

Copy - dc

Washington, D. C.
January 30, 1940

HHC:VCR

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the memorandum which sets out a review of the various letters received from field offices in response to the Bureau's communication in connection with conducting a survey of the advantages and disadvantages of having stenographers available in field offices on a staggered hour basis, to take dictation until 9:00 P.M. Thirteen offices advised that the staggered hour plan has proved advantageous and is resulting in increased production. These offices are as follows:

Baltimore
Chicago
Kansas City
Knoxville
Miami
New York

Omaha
Portland
Richmond
St. Louis
Seattle
Sioux Falls
Washington

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/96 BY SP5CUM/S

ORIGINAL FILED IN 11-3628-700X

HHC:VOR

January 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Q. Tamm, Nichols, Ladd and Clegg being present, considered the recommendation of Special Agent R. J. Abbaticchio that the building at Quantico in which the FBI training will be given be called "Cohbricks Memorial Hall". The first word in this name is a combination of the initials of those who lost their lives in line of duty.

The Conference unanimously opposed this suggestion, feeling that the name suggested so conceals the purpose that it would not be desirable to adopt such a name and, likewise, it would not take care of the Special Agents who may at any time in the future lose their lives. If this is approved, Mr. Abbaticchio is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-13-96 BY SP5C110MS

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McInnis
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Nease
Mr. Tracy
Miss Gandy

66-2554-288X2
ORIGINAL FILED IN

OT:mdg

January 29, 1940

MEMORANDUM FOR THE DIRECTOR

9
The Executive Conference, consisting of Messrs. Tolson, Glavin, E. A. Tamm, Nichols, Rosen, Clegg and Quinn Tamm, considered a suggestion submitted by William Ward McCabe, Identification Division employee, that the Bureau give consideration to changing the information appearing on the back of a fingerprint card so that definite distinctions could be made between the terms color, racial descent and citizenship.

The Conference does not believe that the adoption of this suggestion is advisable. The fingerprint card presently being used has been devised after a long period of study and has been made extremely simple with the thought in mind that the necessary information can be more readily filled in by law enforcement agencies.

There is attached hereto a letter thanking Mr. McCabe for his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

"OK" H-

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/13/96 BY SP5/lon/s

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN
66-2554-3822-571

January 31, 1940

The Executive Conference consisting of Messrs. Tolson, Clegg, Nathan, Ladd, Rosen, Nichols, Quinn Tamm, and Glavin considered a suggestion submitted by Special Agent Harold L. Scott, of the Kansas City Office, that all applicants for Bureau positions be required, at the time of filing their applications, to submit properly certified certificates of birth.

Special Agent Scott is of the opinion that such a requirement would not be unreasonable and would entail only a very nominal expense to the applicants, whereas at the present time the investigation to verify birth records requires considerable investigative activity and expense.

The Conference is opposed to the adoption of this suggestion, it pointing out that applicants at times will have considerable difficulty in securing the necessary birth certificates without expense to them, and, further, that inasmuch as the great majority of applications received in the Bureau are unfavorably considered, there does not appear to be a justification for such a regulation being placed in effect.

If the Director approves of the opinion of the Conference, there is attached hereto a communication addressed to Special Agent Scott.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5C110MS

NOT RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

ORIGINAL FILED IN 66-2160

WMC:VCR

January 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, G. Tamm, Ladd and Clegg being present, considered the inquiry of Mr. Coffey as to the type of microphone to be used in the class rooms at the Quantico Training Center in connection with the monitoring system, so that lectures could be recorded in the administrative office when desired. In view of the fact that a microphone placed on the lectern is described as the most effective method, the Conference agreed that this would be satisfactory and recommended its adoption. If this is approved, there is attached hereto a memorandum addressed to Mr. Glavin and Mr. Coffey to this effect.

Respectfully,
For the Conference

Clyde Tolson,
Chairman.

W. B. Glavin,
Secretary.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tour Room
Mr. Tracy
Miss Gandy

cc Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323, a13
DATE 7-13-96 BY SP5CLM/S

ORIGINAL FILED IN 66-2554-30

WRG:lrd

January 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Nichols, Quinn Tamm, Rosen, and Glavin, considered a memorandum under date of January 18, 1940, submitted for the attention of Mr. Ladd by Mr. Coffey of the Laboratory, concerning the possibility of assigning an additional sound recorder to the West Coast to be particularly assigned to the San Francisco Office.

Mr. Coffey points out that although he doesn't believe the need is pressing at the moment, he does think that considerable consideration should be given to our expected demands in the future in this connection. At the present time there is only one sound recorder on the West Coast. That sound recorder is assigned to the Los Angeles Office.

It is the opinion of the Conference that from time to time cases will arise on the West Coast necessitating the use of the sound recorder and, therefore, unanimously recommends the purchase of such a recorder for the San Francisco Office.

The Conference is cognizant of the fact that two new style recorders have been ordered by the Laboratory and that the purchase of additional sound recorders should be held in abeyance until the tests have been conducted in the Laboratory on the equipment now under order. The new style recorders will be received within the very near future, and there should be no appreciable delay in the ordering of the equipment for the West Coast.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/vl0m5

NOT RECORDED

66-2554

Tolson.....
Nathan.....
E. A. Tamm.....
Clegg.....
Ladd.....
Coffey.....
Egan.....
Glavin.....
Harbo.....
Lester.....
Hendon.....
McIntire.....
Nichols.....
Rosen.....
Quinn Tamm.....
Mr. Room.....
Tracy.....
Miss Gandy.....

100-10111
62
RECEIVED IN 62

DEL:GS

January 20, 1940

MEMORANDUM FOR THE DIRECTOR

2m On the evening of January 18, 1940, at a meeting of the Executive Conference attended by Messrs. Tolson, Nathan, Nichols, Rosen, Q. Tamm and Ladd, the recommendation of Mr. Ladd to the effect that the registers be again adopted for use in the various units on the Seventh Floor was considered.

Messrs. Ladd, Q. Tamm and Nathan pointed out that in preparing overtime records for the individual employees on the Seventh Floor, it would be extremely difficult without having the registers from which to obtain this information. These gentlemen also pointed out that the registers should be used solely for the purpose of signing in and out with a view to utilizing these records for the maintenance of the overtime report and no punishment should be involved for failure to sign the register, unless approved by the Director and Mr. Tolson. You will recall that all registers were abolished at the Seat of Government a year or so ago; however, it is the understanding of the above three that the register has been placed in effect in the File Room for the purpose of compiling the overtime.

It was also pointed out by the above three that at the present time in the Technical Section it takes approximately two hours to "check in" all of the technical employees without the use of any register. This would be greatly speeded up and the time of the clerical employee engaged on that saved, if the register were again adopted.

Messrs. Tolson, Nichols and Rosen were opposed to the use of the registers in the Identification Division, but would prefer to have each employee submit daily slips indicating the amount of overtime performed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn-Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CRL/m5

ORIGINAL FILED IN 66-1776-3504

HHC:RLC

January 30, 1940

MEMORANDUM FOR THE DIRECTOR

Original in Executive File

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Quinn Tamm and Clegg being present, gave consideration to the possibility of developing a Special Agent in Charge to be assigned at Quantico to relieve Mr. Gurnea after his initial assignment there and to receive training under Mr. Gurnea a portion of the time he is stationed at Quantico. A number of names were considered and had to be eliminated because the Special Agents considered were married. All present, however, agreed that Special Agent Fred Hallford, presently assigned to the Chief Clerk's Office, was the best available prospect for such an assignment and he is single. In order to begin testing his adaptability for such work it was recommended that he be used in firearms training work at Quantico whenever classes are taking training and that he be given assignments for instruction work before some of the Bureau's training classes so that his versatility and adaptability and various other attributes might be more accurately measured and at the same time his status improved by virtue of such experience and training.

It was recommended at Mr. Glavin's suggestion that Special Agent Hallford continue his assignment in the Chief Clerk's Office for the present, however, except when definitely assigned to firearms training work or instruction work. Mr. Glavin will then endeavor to locate and recommend some supervisor to take the place of Special Agent Hallford in the Chief Clerk's Office, if Hallford shows any early signs of development along the lines desired.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

W. A. Glavin,
Secretary.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tom Egan.....
Mr. Tracy.....
Miss Gandy.....

CC: Mr. Glavin

RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 343,013
DATE 7-13-1980 BY SP5CIB/mj

OTimac

January 16, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Rosen, Glavin, Nathan, Nichols, Ladd and Quinn Tamm, considered a suggestion submitted by Mr. Hallett, Supervisor of the Fostering Section, in which Mr. Hallett suggests that the Bureau destroy the single disposition sheets which are submitted to the Identification Division after the information appearing on the disposition sheet has been made a part of the fingerprint record.

Messrs. Nathan, Glavin, Rosen, Nichols and Ladd were opposed to the suggestion pointing out that they do not believe that the Bureau should destroy this material which is definitely a part of the record.

Mr. Quinn Tamm recommended the adoption of the suggestion, pointing out that the information appearing on the disposition sheet is made a permanent part of the original record in the Identification Division and that the Identification Division has no need to refer to these disposition sheets, it being further pointed out that they are simply filed on the sixth floor in the file room geographically and sequenced by date. Mr. Tamm believed that this material is filling a lot of needed room in the Files Section.

If you approve the majority's decision there is attached hereto a letter thanking Mr. Hallett for his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. A. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,003
DATE 7/13/96 BY SP5/BJM/S

Enclosure

NOT RECORDED

66-2574-

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-1131-6224

HHC:WKB

January 10, 1940

66-1980-7/6 Serial-406

File # not in use

MEMORANDUM FOR THE DIRECTOR

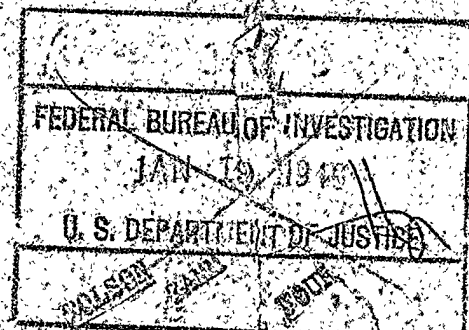
The Executive Conference, those present being Messrs. Tolson, Glavin, Rosen, Ladd, Q. Tamm, Nathan, Nichols and Clegg, considered the request of Special Agent in Charge Hood of Los Angeles that a truck be purchased to transport firearms to the range located about one hundred miles from the office.

It was not believed that this truck should be purchased. Since the elimination of the Colt Monitors, the guns are not as numerous or as heavy and other offices travel just as great a distance, some of them greater, and trucks are not necessary. Therefore, unfavorable recommendation was made. SAC Hood is being advised accordingly if this is approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/oms

NOT RECORDED

66-2554

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. L. Har
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ERG:atw

January 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Rosen, Nichols, Quinn Tamm and Glavin considered a suggestion submitted by Mr. J. A. Connors of the Chief Clerk's Office suggesting that the present index containing a record of the designated beneficiary of employees under the Retirement Act be discontinued.

It was pointed out to the Conference that this is a record which was set up initially at the time Special Agents were blanketed under the Retirement Act. It is a record that it is not possible to keep properly up-to-date because Agents and other persons in the Service under retirement can and do communicate with the Civil Service Commission direct to change these beneficiaries.

The Conference was advised that a check was made with other Government departments; namely, Justice, Interior, Agriculture, and State and none of these departments maintain such a record.

The Conference unanimously approved the adoption of this suggestion, it being of the opinion that no particular purpose is served in maintaining such a record.

If you approve, there is attached hereto a memorandum to the Chief Clerk concerning this matter, together with a letter to Mr. Connors.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Rosen
Mr. Quinn Tamm
Mr. Nease
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Glavin
Mr. Rosen
Mr. Tracy
Mr. Carson

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/LMS

ORIGINAL FILED IN

66-2554-405

QT:mac

January 6, 1949

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Clegg, Rosen, Nichols, Ladd and Quinn Tamm, considered a suggestion by Miss Dawson, Supervisor of the Typing Section, Identification Division, in which Miss Dawson recommends that the correspondence contained in the Identification Division jackets should be destroyed after one year with the exceptions of the master duplicator records which would be retained indefinitely.

Miss Dawson points out in her suggestion that all of this information contained on the correspondence is duplicated on the fingerprint cards contained in the jacket. She believes that it will result in a material saving of space.

The Conference, with the exception of Mr. Quinn Tamm, is opposed to the suggestion and does not believe that the Bureau should destroy information of this type.

Mr. Quinn Tamm believes that the information contained on the correspondence in the Identification Division jackets is of no value and serves no purpose.

If you approve the majority's decision there is attached hereto a letter thanking Miss Dawson for her suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJH/DMS

Enclosure

NOT RECORDED

66-2554

ORIGINAL FILED IN 65-1631-6200X

HHG:AEK

January 4, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Ladd, Quinn Tamm and Clegg being present, considered the request of the St. Louis Division that another representative of the Missouri State Highway Patrol be accepted in the FBI National Police Academy.

To date there have been two graduates of the NPA from this organization. Both of them, however, resided in the Kansas City Division of the Highway Patrol and they have had no representative from the St. Louis Division. Therefore, the SAC felt that the Bureau might accept in an early school a representative from the St. Louis section of the Highway Patrol.

The Conference recommended unfavorably until such a time as the Bureau is able to accept a third representative from any one police agency, but when this time came there would be no objection to accepting such a representative as was agreeable to the Missouri State Highway Patrol and the FBI.

If this is approved, a letter is addressed to the St. Louis Field Division.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Quinn Tamm.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/90 BY SP5Cil/DMS

ORIGINAL FILED IN 1-435-50

NOT RECORDED 66-2554

January 2, 1940

SAC	ALBANY	DES MOINES	MEMPHIS	RICHMOND
	ATLANTA	DETROIT	MIAMI	ST. LOUIS
	BALTIMORE	EL PASO	MILWAUKEE	ST. PAUL
	BIRMINGHAM	GRAND RAPIDS	NEWARK	SALT LAKE CITY
	BOSTON	HONOLULU	NEW ORLEANS	SAN ANTONIO
	BUFFALO	HUNTINGTON	NEW YORK	SAN DIEGO
	BUTTE	INDIANAPOLIS	OKLAHOMA CITY	SAN FRANCISCO
	CHARLOTTE	JUNEAU	OMAHA	SAN JUAN
	CHICAGO	KANSAS CITY	PANAMA CANAL ZONE	SAVANNAH
	CINCINNATI	KNOXVILLE	PHILADELPHIA	SEATTLE
	CLEVELAND	LITTLE ROCK	PHOENIX	SIOUX FALLS
	DALLAS	LOS ANGELES	PITTSBURGH	SPRINGFIELD
	DENVER	LOUISVILLE	PORTLAND	WASHINGTON, D. C.

Re: PLANT PROTECTION

Dear Sir:

In connection with the plant protection surveys presently being made by Bureau Agents, a number of cases have come to the Bureau's attention where a survey is scheduled for a plant in which a Bureau Agent is presently employed in an undercover capacity. In order to prevent any embarrassing situations, it is desired that in the future an Agent who is designated to conduct a survey in a plant in which an undercover Agent is employed should be specifically advised as to the fact that an Agent is so employed at the plant and the identity of that Agent. Whenever it is possible to do so without disclosing the confidential nature of his assignment, the Agent who is acting in an undercover capacity at the plant should also be advised that a plant protection survey is to be made. The Agent making the survey should also be cautioned to make no statements and take no action which would reveal the identity of the Agent acting in an undercover capacity.

Any observations made by the undercover Agent which are pertinent to the protection of the plant involved should be made available to the Agent conducting the survey so that the facts may be included in the plant protection report without disclosing the source from which they were obtained.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 324613
DATE 7/13/90 BY SP5/cl Gms

Very truly yours,

J. E. Hoover
John Edgar Hoover
Director

NOT RECORDED

61-2554

ORIGINAL FILED IN 66-6200-99-2541

GT:acc

January 6, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Clegg, Rosen, Nichols, Ladd and Quinn Tamm, considered a suggestion by Robert E. Bullock, Student Fingerprint Classifier.

Mr. Bullock suggests that all prints which are not strictly criminal prints should be removed from the Technical Section's files. He lists such fingerprint cards as those bearing charges of investigation or suspicion.

The Conference is unanimously opposed to this suggestion pointing out that such charges are in a number of cases criminal charges and are of material value to the investigating officers.

If you approve there is attached hereto a letter thanking Mr. Bullock for his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/20 BY SP5eul/mms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2765-1876 ✓

HHC:VOR

January 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Rosen, Nichols, Quinn Tamm, Ladd and Clegg being present, considered the various memoranda attached hereto with reference to uniforms for Bureau and NPA trainees stationed at Quantico, and the other employees to be located at the Training Center at Quantico. In view of the fact that it is planned a New Agents' class will first occupy the quarters at Quantico, it is believed that no immediate instructions should be prepared for the FBI NPA students presently here or those to come in the future, until after the initial experiments are conducted with the first New Agents' class to be assigned to the Quantico barracks.

The Conference believed it entirely possible that modifications of the present type of uniform might logically be expected to arise and that, therefore, instructions to be issued to In-Service and NPA trainees at this time would be premature.

Respectfully,
For the Conference

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5CJ/MS

NOT RECORDED

66-2554

COPY-MG

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:RLC

January 6, 1940

MEMORANDUM FOR THE DIRECTOR

RE: POLICE SCHOOL FIELD ZONES AND INSTRUCTIONS

There is attached hereto a suggested arrangement of field office divisions into zones with the names of the Agents qualified as either general instructors or firearms instructors already assigned to each zone, and in addition firearms instructors or general instructors who it is recommended should be transferred to certain zones. Agents to be transferred are identified by asterisks. In the event an Agent is recommended to be transferred from one zone to another his name is not listed in the zone to which he is now assigned.

After the names of some of the general instructors will be found the letter "I". This means that the general instructor should be used on limited types of assignments. It means further that this instructor showed a generally satisfactory status during his training in the Instructors' School, but he has not had sufficient experience to justify his handling a complete school and the easier assignments will have to be selected for them.

Resident Agents

Some of the instructors have been identified as Resident Agents. It was the unanimous recommendation of the conference that these men be relieved of their status as Resident Agents in order to make them more available for instruction purposes.

Transfers

The following transfers were unanimously recommended by the Executive Conference in order to accomplish the assignments in accordance with the attached list.

J. D. Pope
Firearms Instructor

Is now assigned to Newark; his offices of preference are Birmingham, Atlanta and Memphis. Special Agent G. F. Fitch, firearms instructor, is in the same zone. It is believed Agent Pope could more satisfactorily serve in Zone Number 4, and it is recommended he be transferred to the Savannah Office, which is more centrally located in the zone covering Atlanta, Charlotte, Knoxville, Miami and Savannah.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5CUM/MS

F. A. FLETCHER
Firearms Instructor

Agent Fletcher is now assigned to the New Orleans Office. Special Agent E. C. Dorris is also a firearms instructor and in the same office. Agent Fletcher has no office of preference. It was recommended he be assigned to the Pittsburgh Office as a firearms instructor in the zone covering Pittsburgh.

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-16-1222

United States Department of Justice
Washington, D. C.

January 3, 1948

MEMORANDUM FOR THE DIRECTOR

RE: BUREAU OF INVESTIGATION, DEPARTMENT OF JUSTICE

The following Serial has been
destroyed. Authority:
1-1152-488.

The following Serial has been destroyed. Authority: 1-1152-488.

The following Serial has been destroyed. Authority: 1-1152-488.

Resident Agents

Some of the instructions have been identified as Resident Agents. The instructions have been identified as Resident Agents. The instructions have been identified as Resident Agents.

Instructions

The following instructions were previously received by the Bureau. The following instructions were previously received by the Bureau. The following instructions were previously received by the Bureau.

J. A. Jones

Director, Bureau of Investigation

It was assigned to the Bureau; the office of reference was the Bureau; the office of reference was the Bureau. It was assigned to the Bureau; the office of reference was the Bureau. It was assigned to the Bureau; the office of reference was the Bureau.

J. A. Jones
Director, Bureau of Investigation

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/01 BY 60322

Agent Jones is now assigned to the New Orleans Office. Agent Jones is now assigned to the New Orleans Office. Agent Jones is now assigned to the New Orleans Office.

Memorandum for the Director

-2-

January 6, 1940

Philadelphia, Cincinnati and Cleveland.

H. B. Long
General Instructor

He is now assigned to the Charlotte Office. Special Agents Lopez and Braathen are also general instructors in the same zone. There is no general instructor presently in Zone Number 8, consisting of Denver, Kansas City and Omaha. Agent Long has no office of preference. It was recommended he be assigned to the Denver Office as a general instructor.

L. A. Newsom
Firearms Instructor

He is assigned to the Chicago Office as is firearms instructor A. S. Reeder. There is no firearms instructor in Zone Number 8, consisting of Denver, Kansas City and Omaha. Agent Newsom has been recommended as a Counselor in the National Police Academy session beginning January 8, 1940. It was recommended that upon completion of his assignment in the Police Academy he should be transferred to the Kansas City Office as a firearms instructor in that zone and in the meantime the zone in question will not have a firearms instructor located therein. However, there are four firearms instructors located in the Oklahoma City and St. Louis offices combined who can temporarily handle this area.

I. E. Nitschke
Firearms Instructor

He is now assigned to the Washington Field Office. His office of preference is San Antonio. There are several firearms instructors in the Washington Field Office Zone Number 3 and no firearms instructors in Zone Number 13, including Butte, Portland and Seattle. It was recommended that Special Agent Nitschke be transferred to the Butte Office as a firearms instructor in Zone Number 13.

Vacancies.

With the line up of the zones as submitted there is no general instructor assigned to Zone Number 9, including Little Rock, Oklahoma City and St. Louis. It was the opinion of the conference that nearby instructors when needed could be assigned to this zone, until the type of training being given to Agents in the Washington Field Office has developed additional instructors who can be transferred into this zone when an opportunity affords in the future.

Those Present: C. Tolson
E. A. Tamm
D. M. Ladd
H. H. Clegg
L. B. Nichols
W. R. Glavin
H. Nathan
A. Rosen
Q. Tamm

Respectfully
For the Conference,

Clyde Tolson
Chairman/s/

W. R. Glavin /s/
Secretary

Enclosure

"OK" H



January 20, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/10MS

The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Nichols, Quinn Tamm, Rosen, and Glavin, considered a suggestion submitted by Mr. Laughlin that at the present time the Files Section is filing copies of correspondence having to do with the appointment of Agents as number one men or resident agents, five copies of the outgoing letter to the Special Agent in Charge or from the Special Agent in Charge in connection with such appointments being filed as follows: In the personnel files section one copy is placed in the Agent's file and one in the office file. In the Administrative files section, one copy is placed in the Agent's file, one in the office file, and one in the special file for number one men or resident agents, as the case may be.

Mr. Laughlin is of the opinion that this multiple filing is entirely unnecessary. He recommends that if one copy of such communications is placed in the Agent's and one copy is placed in the office personnel file, subsequent searches for such information in the files section will be easily made.

The Conference, in considering this suggestion, recommends that the multiple filing presently followed be dispensed with and that one copy of the communication be filed in the Agent's personnel file and one in the Agent's administrative file, as the Conference does not believe that any purpose is served in filing copies of these communications in either the personnel or administrative office files or in the special file for number one men or resident agents.

If the Director concurs, the attached memorandum should go forward to Mr. Patterson.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2460-1205

- Mr. Tolson
- Mr. Nathan
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Ladd
- Mr. Coffey
- Mr. Egan
- Mr. Glavin
- Mr. Harbo
- Mr. Lester
- Mr. Hendon
- Mr. McIntire
- Mr. Nichols
- Mr. Rosen
- Mr. Quinn Tamm
- Mr. Tracy
- Miss Gandy

AD:Z

January 23, 1940

MEMORANDUM TO: THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Trantley that Section 42 of the Manual of Rules and Regulations, which presently provides that the names and aliases of all victims in White Slave Traffic Act, Criminal on the High Seas, Extortion and Kidnaping cases, be included in the title, be amended to include the names of any Special Agents of the Bureau who may be assaulted or murdered as well as the victims of crimes on Government Reservations in connection with such cases investigated by the Bureau and in which reports will be rendered.

The Conference has unanimously opposed to Mr. Trantley's suggestion. If it were adopted it would mean that there would be no reason for including victims in impersonation cases and all other violations handled by the Bureau. The purpose of the provision is to assist the field offices and the Bureau file room in properly identifying victims in the types of cases indicated. No confusion has arisen nor has there been any necessity for the additional provisions suggested.

Those in attendance at the conference were Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, G. Egan, Nichols and Rosen.

Respectfully,
For the Conference

Wlyde Tolson, Chairman

Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5CJ/DM5

NOT RECORDED

66-2854-

ORIGINAL FILED IN 66-2854-1

Glavin

January 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, E. A. Tamm, Nichols, Rosen, Clegg and Quinn Tamm, considered a suggestion submitted by William Earl McCabe, Identification Division employee, in which Mr. McCabe suggests that all employees upon entering on duty in the Bureau be instructed in the classification of fingerprints.

The Conference is unanimously of the opinion that this would serve no definite purpose. It is noted that where such instruction is necessary in the Identification Division the employees are furnished with fingerprint classification data.

There is attached hereto a letter thanking Mr. McCabe for his suggestion.

Respectfully,
For the Conference,

Waldo Tolson, Chairman

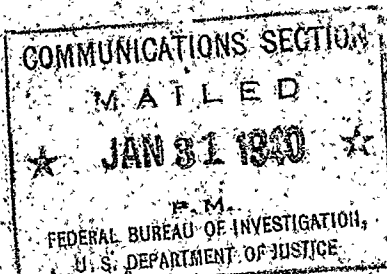
G. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554-



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/13/90 BY SP5CJ/oms

ORIGINAL FILED IN 66-1631-6268

LAH:VOR

February 5, 1940

MEMORANDUM FOR THE DIRECTORALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/13/90 BY SP5/clm/s

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Rosen, Glavin, Nichols, Ladd, Quinn Tamm and Hince being present, considered the recommendations of certain firearms experts in connection with the suggestion that the Bureau should adopt the Model 81 Remington Auto-Loading Rifle. It was pointed out that the firearms instructors have made certain preliminary tests and have obtained preliminary indications that the Remington Auto-Loading Rifle has certain advantages over the present .351 Rifle with which the Bureau is experiencing a great deal of difficulty. It was pointed out that of the twenty three .351 Rifles presently at the Seat of Government and which have recently been overhauled and repaired by the Winchester Company, there are only twelve which are presently in satisfactory condition. This has been taken up with the Winchester people and further contacts are being made with them by Mr. Glavin in order to obtain satisfactory performance by the Winchester Company.

It has been suggested that the Remington Auto-Loading Rifle is superior to the .351; that if it is superior it might be adopted by the Bureau to replace the .351 rifles as they wear out. It has also been suggested that the Remington may be adopted by the Bureau in place of both the .351 and the 30.06 rifles, inasmuch as it possesses intermediate qualities of accuracy and penetration, supposedly superior to the .351 and inferior to the 30.06. If the Remington is a satisfactory rifle with sufficient qualifications to replace both the .351 and 30.06, it would probably be an advantage to the Bureau to have it.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

The Conference recommended unanimously that the Chief Clerk's Office obtain three Model 81 Remington Auto-Loading Rifles and that extensive tests be conducted promptly at Quantico in order to determine the exact characteristics of the weapon. If approved, Mr. Glavin will make the necessary arrangements to obtain the rifles for testing purposes.

Respectfully,
For the Conference

Clyde Tolson
Chairman

NOT RECORDED

W. R. Glavin
Secretary

cc Mr. Glavin

66-2554

AA Tamm

ORIGINAL FILED IN 66-3780-2553

January 31, 1940

The Executive Conference consisting of Messrs. Tolson, Clegg, Nathan, Ladd, Rosen, Nichols, Quinn Tamm, and Glavin recommended that the attached bulletin to all the Field offices and Division Heads at the Seat of Government pertaining to the monthly overtime report be approved for distribution.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

U. R. Glavin, Secretary

Attachment

Mrs. Tolson
Mrs. Nathan
Mr. E. & T.
Mr. Chaney
Mr. Ladd
Mr. Callahan
Mr. Egan
Mr. Glavin
Mr. Hendon
Mr. Lester
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Quinn
Tele. Rm.
Mr. Nease

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,017
DATE 7/13/90 BY SP5C/L pmS

LDN:MLJ

February 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference has considered the questionnaire submitted to the Bureau by Mrs. Marguerite J. Fisher and is of the unanimous opinion that the suggestion should be made to Mrs. Fisher that she might wish to send the questionnaire to a select number of law enforcement officers, using the techniques presently followed by the various polls.

It was pointed out that there are certain questions which would do the Bureau no good and might possibly do it some harm if it got into the hands of the wrong people. Accordingly, it was recommended that Mr. Nichols confer with Mrs. Fisher personally and supply her with a list of the police departments to which the questionnaire could be forwarded. Mr. Nichols and Mr. Clegg have conferred on the police departments.

Inasmuch as Mr. Lester will be in Syracuse on February 9th and 10th, arrangements are being made to have him contact Mrs. Fisher.

Mr. Tolson

Mr. Nathan

Mr. E. A. Tamm

Mr. Clegg

Mr. Ladd

Mr. Coffey

Mr. Egan

Mr. Glavin

Mr. Crowl

Mr. Harbo

Mr. Lester

Mr. Hendon

Mr. Nichols

Mr. Rosen

Mr. Sears

Mr. Quinn Tamm

Mr. Tracy

Miss Gandy

Letters to Inspector Lester and Mrs. Fisher are

attached.

addendum: The matter was discussed in detail over long distance telephone this morning by Mr. Nichols with Mr. Lester.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32303
DATE 11/3/90 BY SP5/LMS

W. L. Glavin
Secretary

cc Mr. Glavin

ORIGINAL FILED IN 74-4 917-23

66-2557

GT:AGS

January 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference last night, consisting of Messrs. Nathan, Quinn Tamm, Rosen, Nichols, Ladd, and the writer, considered the New York Division supervisory staff, and desire to recommend as follows:

That Special Agent ROBERT L. MURPHY, presently assigned as a Supervisor of bank robbery and departmental applicant matters, be transferred to New York to replace Special Agent A. M. Thurston as Supervisor of Section #1.

The Conference recommends the transfer of Special Agent Thurston to Detroit as Number One Man.

The Conference recommends the transfer to New York of Mr. Arthur Crowl, presently assigned to the Chief Clerk's Office, and suggests that Mr. Crowl be designated as Supervisor of Section #3 in charge of accounting work, to replace Special Agent Paulson.

Respectfully

Clyde Tolson
Chairman

H. E. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Spars _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/13/96 BY SP5/LOM/S

66-2554

NOT RECORDED

WRC:lrd

January 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Nathan, Ladd, Rosen, Nichols, Quinn Tamm, and Glavin considered the desirability of securing additional presto sound recorders for the field.

For the information of the Director, the Conference points out that at the present time sound recorders are located in the following offices:

Atlanta
Chicago
Detroit
Los Angeles
Kansas City
New York (Two)

An additional recorder has been ordered for the New York Office, and a recorder has been ordered for the San Francisco Office. There are four recorders presently assigned to the Technical Laboratory and two were recently purchased which are being tested. After tests, one of these recorders will be sent to the New York Office to fill the needs of that office.

The Conference recommends that additional sound recorders be purchased for the Dallas, Denver, and New Orleans offices. It is believed that such additional recorders will give proper coverage to the entire country with a minimum of travel for the equipment. It further recommends that the presto sound recorder presently assigned to the Kansas City Office be transferred to the St. Louis Office. It appears from information furnished to the Conference that the sound recorder at Kansas City has served very little use up to the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5CJ/ams

NOT RECORDED

66-2551

ORIGINAL FILED IN 66-2551-1096

HHC:RLC

January 10, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Nathan, Rosen, Nichols, Quinn Tamm, Ladd and Clegg, considered the proposed In-Service Training Course which will include general instruction, general intelligence instruction, plant protection instruction, three days' firearms training, one hour daily practical work in the gymnasium, and which will last for a period of thirteen days.

It is recommended this course of training begin with the next In-Service School, beginning Thursday, January 18, 1940.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393.013
DATE 7/13/90 BY SP5CUDMS

ORIGINAL FILED IN 1-17-261x

COPY-MG

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

January 5, 1940

EAT:DM

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends that Mr. Roy J. Upton, presently employed in the Single Fingerprint Section, be designated to go to the Canal Zone to handle the installation of the fingerprint unit in the Identification Division Bureau when the War Department is ready to set this unit up. The orders for the equipment and supplies are just being placed at this time according to information furnished by the War Department and it will probably be a month before the War Department will be ready to undertake the actual installation of the Identification Division.

The Conference recommends that Mr. Upton function under Mr. Gleason's immediate supervision. Mr. Upton is single.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Clegg, Glavin, Nichols, Rosen, Ladd, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman/s/

W. R. Glavin, Secretary/s/

"OK"H

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3-23-013
DATE 7/13/96 BY SP5C/LMS

NOT RECORDED
66-2534

BHC:RLC

January 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Nichols, Rosen, Quinn Tamm and Clegg being present, considered the specific request of the Springfield Office that the Alton, Illinois, Police Department be substituted for the Bloomington, Illinois, Police Department for consideration in the April 15th session of the Academy.

In view of the recommendation of the Special Agent in Charge since there was really no particular preference in the beginning on the part of the members of the Executive Conference, the Conference recommends that this substitution be made; that the Alton, Illinois, Police Department be given favorable consideration at this time and that the Bloomington, Illinois, Police Department be passed over until some subsequent session.

If this is approved, the Springfield Office is being advised that its recommendation is being considered favorably.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/13/90 BY SP5C10M3

NOT RECORDED

66-2554

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tele. Room.....
Mr. Tracy.....
Miss Gandy.....

WRG:atw

January 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Clegg, Rosen, Nichols, Quinn Tamm and Glavin considered the suggestion submitted by Mr. Glavin that investigative leads of applicant investigations in Mt. Rainier, Chevy Chase, Takoma Park and Silver Spring, Md. be designated to be covered by the Washington Field Division.

Mr. Glavin pointed out that due to the very many applicant investigations, it would be necessary for considerable investigative activity of this matter to be performed in the above-mentioned localities which in reality are part of Metropolitan Washington. He was of the opinion that it would be more expensive and would cause more delay in having these investigations performed by Agents of the Baltimore Field Division.

Messrs. Nathan, Clegg, Rosen, Q. Tamm, Nichols and Glavin recommended that this procedure be followed. Messrs. Tolson, E. A. Tamm and Ladd were opposed, they being of the opinion that such investigations should be properly handled by the Baltimore Field Division and that there should be no justification for a segregation of such work inasmuch as the same difficulty is experienced in other divisions of the Bureau. Should the Director approve the majority recommendation, appropriate steps will be taken by the Chief Clerk's Office to put this procedure into effect.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C110ms

NOT RECORDED

66-2554

AF:DM

January 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin containing information relative to the closing of bankruptcy cases and was unanimously in favor of its submission to the field.

Those in attendance at the conference were Messrs. Tolson, Nathan, Glegg, Ladd, Nichols, C. Tamm, Glavin and Rosen.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. H. Glavin, Secretary

NOT RECORDED

66-2354

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C10MS

ORIGINAL FILED 66-2354-572XV

R

January 30, 1940

MEMORANDUM FOR THE DIRECTOR

Based upon an inquiry received from a graduate of the FBI National Police Academy as to whether the Bureau had established any standard courses for police firearms match shooting a survey was made of the opinions of various firearms experts and instructors of the Bureau. Special Agents in Charge Denner, Logan and Wily, and Special Agents I. E. Nitschke and W. R. Walsh recommended unfavorably.

The unfavorable recommendation is based either on a lack of experience in match shooting or upon the fact that the experts were aware that the National Rifle Association and the national match courses fired at Camp Perry each year had established regular courses of training which are believed are standard and which are further thought should be continued.

Until after the Bureau's firearms range is constructed and new firearms courses devised at Quantico it was doubted that the Bureau should seek to establish such standards.

The recommendation of the firearms instructors is therefore approved by the Executive Conference. Those present were Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Q. Tamm and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/90 BY SP5C110MS

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Eddan.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 66-3760-31-477

DML:CS

January 17, 1940

MEMORANDUM FOR THE DIRECTOR

On the evening of January 13, 1940, the Executive Conference, which was attended by Messrs. Nathan, Glavin, Nichols, Rosen, Q. Tamm and Ladd, considered the attached recommendation from Mr. Ladd with reference to the use of the Bureau's radio trucks, and unanimously approved the recommendation that these trucks be retained without alterations; that no further radio trucks be constructed and that the trucks be retained at New York City and Chicago where they are presently stationed.

The Conference also unanimously recommended that a letter be sent to the field outlining to them the type of case in which these radio trucks might be utilized in an effort to secure the fullest possible use from the trucks.

In the event you approve the action of the conference, there is attached hereto copy of a suggested letter to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Soaks _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1980-12-3734

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

DEL:OS

January 11, 1940

MEMORANDUM FOR THE DIRECTOR

At the meeting of the Executive Conference on the evening of the 9th of January, 1940, which conference was attended by Messrs. Tolson, Clegg, Nathan, Glavin, Nichols, Rosen, Q. Tamm and Ladd, the suggestion of Mr. Coffey relative to the purchase of a new model polygraph with the psychogalvanometer attachment for approximately \$995.00 was considered, and Messrs. Tolson, Clegg, Nichols and Ladd were in favor of purchasing this equipment in view of the obsolete nature of the present equipment in the Bureau's Laboratory.

Messrs. Nathan, Glavin, Rosen and Q. Tamm were opposed to the purchase of any additional polygraphs at the present time.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Soder _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LWS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 100-330

WRG:lrd

January 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Nathan, Ladd, Rosen, Nichols, Quinn Tamm, and Glavin considered a suggestion submitted by William Ward McCabe, Clerk in the Identification Division, wherein he suggests that in the event the correspondence files of the Bureau increase at their present rate of speed that photographic copies be made of all the files, that these be prepared as greatly reduced positive transparencies, and as such filed, the original files being destroyed.

The Conference is unanimously opposed to the adoption of this suggestion at the present time. There is attached hereto a communication addressed to McCabe for the Director's approval.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Rosen
Mr. Quinn Tamm
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

NOT RECORDED 66-25542

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP2/10m5

ORIGINAL FILED IN 66-25542-1778

HN:CSH

January 13, 1940

66-8/8 Serial-1744

Serial has been
destroyed

MEMORANDUM FOR THE DIRECTOR

RE: NATIONALISTIC TENDENCY FILE

The Executives Conference, consisting of Mr. Tolson, Mr. E.A. Tamm, Quinn Tamm, Clegg, Ladd, Rosen, Nichols, Glavin and Nathan, considered a suggestion by Mr. Laughlin, in connection with the special Card Index file on individuals having definite nationalistic tendencies, to the effect that these index cards be filed under the names of the newspapers (in those instances where the cards represent subscribers to foreign language newspapers), and if any additional index is desired such names be placed only in the straight alphabetical file. In other words, he recommends that the cards representing nationalistic newspaper subscribers, not be placed in the alphabetical file.

A discussion arose as to the existing procedure and it was reported that field offices are submitting these cards in triplicate. One set of cards is filed in the regular card index section in alphabetical sequence. The second set of cards is subdivided as to the nationalistic tendency, i.e., Nazi, Communist, et cetera, and filed alphabetically under the subdivisions. The third set of cards is further subdivided as to geographical location, i.e., city and state, and in those instances where there are a large number of cards allocated to a given city, they are further divided as to nationalistic tendency. The cards which have been submitted representing the list of subscribers for foreign newspapers are filed as indicated above. The nationalistic tendency of the individuals listed on these cards is determined by the language of the newspaper, i.e. Russian newspapers are considered Communistic, German newspapers are considered Nazi, et cetera.

A subcommittee consisting of Messrs. E.A. Tamm, Ladd and Nathan reported that they had considered this system of filing cards and found that there was ample information contained thereon in all except a few instances, these consisting of a lack of field office file numbers. This will be corrected on those already received and on those to be received.

The suggestion of Mr. Laughlin to the effect that the filing in the straight alphabetical file be eliminated in some instances was unanimously rejected, it being the opinion of the Conference that it would not be safe to eliminate the names on any of these cards from the general alphabetical index, inasmuch as there would occasionally arise instances where all the inquiring official would have would be the name, and if this were not in the straight alphabetical file no trace could be found of the individual.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3303
DATE 7/13/90 BY SP5CJ/DMs

"O.K."
H.

Clyde Tolson, Chairman

W.R. Glavin, Secretary

NOT RECORDED

1-2554

WEG:lrd

January 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Nichols, Rosen, and Glavin considered a communication received from Special Agent in Charge Foxworth, of the New York Office, under date of January 22, 1940, wherein he suggests that the Bureau advise the respective field offices as to the identity of Agents presently assigned to those field offices who have had plant protection training.

It was pointed out to the Conference that at the present time there is no detailed record in the field personnel file concerning this training, and the Conference is of the opinion that such notifications should be forwarded to the field for those already having had the training and for those who become qualified in the field.

The Conference was advised that it will be possible for Mr. Clegg to include in his reports to the field the statement that the necessary plant protection and general intelligence training have been given.

The Conference suggests that the Chief Clerk's Office appropriately advise the field as to those Agents who have already been afforded espionage and plant protection training. If the Director is in agreement, there is attached hereto a memorandum to the Chief Clerk concerning this matter. There is also attached hereto a communication addressed to Mr. Foxworth, thanking him for submitting this suggestion.

Respectfully submitted,
FOR THE CONFERENCE

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5CJ/oms

Attachments

Clyde Tolson, Chairman

W. R. Glavin, Secretary

DIAT
BE TIKED

ORIGINAL FILED IN 99-0-2746

January 15, 1940

WRG:AG

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Rosen, Nichols, Quinn Tamm and Glavin, considered the suggestion submitted by Robert F. Cartwright, Chief of Personnel Files, that in the future no copies be prepared of 45 day or special efficiency reports. Mr. Cartwright points out that copies of these reports are of no use either to the Personnel Files Section or to the Chief Clerk's Office. These reports refer to an individual employee in each case and the original covers the needs of the Personnel Files Section.

He recommends that if instructions were issued to the effect that such reports might be submitted without copies, there would be a conservation of the stenographer's time in eliminating the arranging of carbons, as well as a certain economy in use of materials, paper, etc.

The Conference is opposed to the adoption of this suggestion. First, for the reason that this would be an exception to the general rule that three copies of all correspondence to the Bureau be submitted. Second, it is necessary that a copy of this special efficiency report be made by the various Field Divisions for the purpose of filing in the Field personnel files.

There is attached hereto a communication addressed to Mr. Cartwright concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C10MS

ORIGINAL FILED IN 66-3739-33

HHC:AEK

January 4, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Ladd, Quinn Tamm and Clegg, recommended that the attached Bulletin explaining the time applicants to attend the FBI National Police Academy should be investigated, be sent to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. A. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

cc - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/10ms

QT:mac

January 6, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Clegg, Rosen, Nichols, Ladd and Quinn Tamm, considered a set of regulations covering the posting of missing person notices in the Identification Division and regulations to govern the publishing of such missing person notices in the Federal Bureau of Investigation's Law Enforcement Bulletin.

The Conference unanimously recommends that the following listed regulations be instigated in connection with the posting of missing person notices and that the Identification Division be so instructed. Missing person notices posted for:

1. Law enforcement agencies;
2. Insurance companies (when a matter of reciprocity);
3. Relatives - except for divorced wives or cases where divorce or support is object (not applicable to worthy cases of desertion involving children, etc.);
4. Persons representing relatives when they are unable to contact the Bureau exclusive of attorneys;
5. Persons missing less than seven years.

Records against which missing person notices are not placed:

1. Murder - where convicted.
2. Rape - where convicted.
3. Kidnaping - where convicted.
4. Repeated offenses of burglary, robbery or long records indicating a criminal character. (Investigation, vagrancy, petty larceny, etc. not considered as indicative of criminal character.)

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/13/90 BY SP5C/10MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 94-3-1-55012

Serial has been
destroyed:

94-31-5009X 1

Authority:

94-31-25778X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-10-2001 BY SP-10/2001

January 13, 1940

ORIGINAL FILED IN

✓ 600000

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66-554

DML:CS

January 20, 1940

MEMORANDUM FOR THE DIRECTOR

On the evening of January 18, 1940, at a meeting of the Executive Conference attended by Messrs. Tolson, Nathan, Nichols, Rosen, Q. Tamm and Ladd, the suggestion of Mr. Coffey of the Technical Laboratory to the effect that an additional sound school be held at the Seat of Government for the purpose of training approximately twenty more Special Agents in the use of the sound equipment, was considered and was unanimously approved by the Conference.

It was pointed out by Mr. Ladd that there are only 26 men available in 18 field offices and that approximately 16 men of this group are not generally available inasmuch as they are either Special Agents in Charge, Number 1 Men or Supervisors at the Seat of Government.

In the event you approve the action of this Conference, the Identification Division will suggest a group of twenty names for consideration for this training and submit a date and program for the training consistent with the availability of the necessary recording instruments at the Seat of Government.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 5/13/96 BY SP5CJ/MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-42-41X

9
WRG:lrd

January 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Nathan, Ladd, Hoven, Nichols, Quinn Tamm, and Glavin considered a suggestion submitted by Mr. W. H. Alley, Clerk, Chief Clerk's Office, that instructions go forward that when field divisions have sub-divided through the formation of new field offices, the Special Agents in Charge of the new field divisions submit forty-five day efficiency reports on the employees assigned to that office. It is pointed out by Alley that at times there will be no change of headquarters of the Agents involved. However, through the reallocation of territory, an Agent who may be a Resident Agent under the old territory may be retained as a Resident Agent in any specific city and would come under the jurisdiction of the new field division.

The Conference unanimously approves this suggestion. There is attached hereto a proposed bulletin to the field concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

NOT RECORDED

66-2554

P
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/50 BY SP5CII DMS

ORIGINAL FILED IN 66-2554

AR:DM

January 18, 1940

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference considered the attached Bureau Bulletin concerning investigative procedure in espionage, sabotage and related cases, and was unanimously in favor of its submission to the field.

Those in attendance at the conference were Messrs. Tolson, Nathan, Clegg, Ladd, Nichols, E. Tamm, Glavin and Rosen.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

NOT RECORDED

66-2554

8
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110JS

ORIGINAL FILED IN 66-6200-6-102X

January 4, 1940

EAT:PA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin concerning the desire of the Bureau that all cases in which the [redacted] are interested receive expeditious attention and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin, Rosen, Nichols, Quinn Tamm, Ladd and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/ams

ORIGINAL FILED IN 62-35717-218X3

DML:GS

January 26, 1940

MEMORANDUM FOR THE DIRECTOR

2 m
On the 20th at a meeting of the Executive Conference attended by Messrs. Tolson, Nathan, Clegg, Glavin, Nichols, Q. Tamm and Ladd, the recommendation of Mr. A. T. Potter to the effect that the experts in the Single Fingerprint Section be permitted to develop the latent fingerprints submitted to them for examination rather than to have them go to the Laboratory for such work, was considered and was unanimously approved by the Conference.

It was pointed out to the Conference by Mr. Ladd that this suggestion had been approved by Mr. Coffey, who had also made the suggestion that at any time new men were appointed to the Single Fingerprint Unit, they receive a very short course of instructions from the technicians in the Laboratory with reference to the proper manner of developing latent fingerprints. The Executive Conference also approved this suggestion.

With reference to the suggestion of Mr. Potter to the effect that a small work bench be installed in Room 1420, presently occupied by the Single Fingerprint men, which would provide facilities for the Single Fingerprint men to develop latent fingerprints in their own office, the Conference unanimously opposed this suggestion, being of the opinion that it would be a needless expenditure of funds and that the Single Fingerprint men could continue to develop latent fingerprints in the Technical Laboratory.

In the event you approve the action of the Conference, this procedure will be put in effect immediately.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-11-190 BY SP5C/LAM/S

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-2554-10

W
WAG:lrd

January 20, 1940

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Nichols, Quinn Tamm, Rosen, and Glavin, considered suggestions submitted by Buist E. Swain, Chief Clerk of the Birmingham Office.

He points out that the charge out slips now in use do not contain sufficient space for charging out serials in a neat manner, and that in most cases, additional serials are routed to the agents subsequent to the date of the original charge out, and that the present procedure is to list these additional serials, immediately followed by the date in parenthesis, on any available space on the charge out slip. He reports that such charge out slips do not present a tidy appearance and suggests that new charge out slips of the same size be used, which contain appropriate space for the charging out of additional serials.

The Conference points out that at the present time, the charge out slips are used on the original charge outs of the files and that under existing regulations, when additional serials are charged out, additional charge out slips should be prepared.

The Conference is opposed to the adoption of this suggestion, it being of the opinion that the present procedure is entirely satisfactory. Subject to the Director's concurrence of the Conference's opinion of this matter, there is attached hereto a communication addressed to Mr. Swain advising him in this regard.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/13/96 BY SP5C/L0m5

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

ORIGINAL FILED IN 66-72-94-1C

- Mr. Tolson
- Mr. Nathan
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Ladd
- Mr. Coffey
- Mr. Egan
- Mr. Glavin
- Mr. Harbo
- Mr. Lester
- Mr. Hadden
- Mr. McLaughlin
- Mr. Nichols
- Mr. Rosen
- Mr. Quinn Tamm
- Miss Gandy

Office

January 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, E. A. Tamm, Nichols, Rosen, Clegg and Quinn Tamm, considered a suggestion submitted by William Earl McCabo, Identification Division employee, that extensions of the use of the nickname file be made in the Identification Division so that names appearing on fingerprint cards that include the surname of an individual with a first name that is evidently a nickname be included in the nickname file.

The Conference does not believe that this is desirable. Searches of fingerprint cards in the Card Index Section are as a general rule conducted against the main files and the nickname file is used only as a last resort.

Consequently, the present method of indexing names appearing on fingerprint cards in the Identification Division is believed to be the desirable procedure.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

U. S. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,043
DATE 7/13/90 BY SP5C10MS

NOT RECORDED

66 2554

66-4788-35

JHG:BT

January 5, 1940

MEMORANDUM FOR THE DIRECTOR

RE: TRAINING COURSE FOR MILITARY OFFICERS

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Ladd, C. Tamm, and Clegg being present, considered and recommended the adoption of the attached program of training for army officers who are to be designated for this special purpose. The training course will last for a period of twenty-seven days, and the attached course has been approved by Colonel Churchill and Captain Nixon.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

cc: Mr. Glavin

ALL INFORM
HEREIN IS
DATE 7/13

Serial- 1-45-2 has
been destroyed.

Authority contained

1-45-465

ORIGINAL FILED IN 1-45-2

100-11-3775

January 20, 1940

MEMORANDUM FOR THE DIRECTOR

24
On the evening of January 18, 1940, at a meeting of the Executive Conference attended by Messrs. Tolson, Nathan, Nichols, Rosen, Q. Tamm and Ladd, the suggestion of Mr. Coffey of the Technical Laboratory to the effect that the Bureau purchase a telephoto lens for use with a 5 x 7 Graflex camera capable of taking a satisfactory photograph of a subject at a distance of approximately 600 feet, at a price of approximately \$900.00, was considered.

It was the unanimous opinion of this conference that the Bureau should purchase this equipment for the use of the Technical Experts of the Laboratory in field investigations.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,000
DATE 7/13/90 BY SP5C/10MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 100-11-3775

OT:ncs

January 23, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Nathan, Nichols, Egan, Ladd, Clegg and Quinn Tamm, considered a suggestion submitted by Mr. Potter of the Single Fingerprint Section that the Bureau Field Offices be circularized with a view towards obtaining an up-to-date list of various single fingerprint files in the country for record purposes in the Bureau.

Conference is unanimously opposed to this suggestion pointing out that this would place an additional burden upon the Field and the results of such a survey would be of no practical value.

If, at any time, the Bureau believes it desirable to circularize a latent fingerprint in an important case such circularization can be conducted through the Bureau Field Offices. It would not be necessary to have such a list.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/13/90 BY SP5C/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-23451-4577

HHC:AEK

January 5, 1940

MEMORANDUM FOR THE DIRECTOR

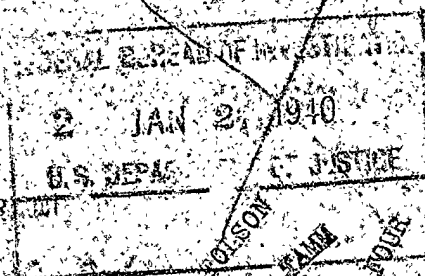
The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Rosen, Ladd, Nichols, Quinn Tamm, and Clegg being present, considered the suggestions of Inspector E. J. Connelley following his observations in the New York office, as follows:

- (1) Mr. Connelley was of the opinion that since each supervisor has approximately 25 men under his supervision he should be of the same caliber as the average Special Agent in Charge, and with this general principle the Executive Conference was in agreement.
- (2) Mr. Connelley suggested that each supervisor in the New York office should maintain some simple system of checking the activities of the Agents under his supervision. Since it is necessary that the Agents be transferred from one supervisor to another to handle special cases he thought it would be convenient for each supervisor to have available the total number of days' work performed by each Agent under his supervision each month.

The Conference recommended unanimously against this. There is a monthly administrative report showing the total number of days available for duty during the previous month by each Agent. It is a clerical function to record these data. The necessity of an Agent in Charge using an Agent on a special or emergency case will frequently arise and the keeping of statistics on such matters would add nothing of value and would require additional clerical labor or effort on the part of supervisors, which it is believed would be undesirable and without profit.

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Rosen	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C11AMS



1/5/40

- (3) Mr. Connelley recommended that each supervisor keep a running memorandum from day to day as to the accomplishments of his particular section from the standpoint of statistics, including convictions, sentences, and the like.

Mr. Tolson agreed with Mr. Connelley and felt that this might be some incentive to the supervisors to watch the progress of their work in various classifications. He thought this might spur the supervisors to greater activity in getting statistics which would show improvement statistically over the previous month or a similar period for a previous year.

Messrs. Glavin, Nathan, E. A. Tamm, Rosen, Ladd, Quinn Tamm, Nichols, and Clegg opposed the suggestion, since it was believed that each supervisor should supervise each case thoroughly and that the keeping of the statistics by the supervisor would require additional effort on his part which could be more profitably spent otherwise. It was not believed that the practice of field offices maintaining statistics should be resumed, and this would bring about such a practice, at least in the Bureau's largest office. It was felt that if it should be desirable in any instance that a field office be informed as to its statistical accomplishments the Bureau could forward the information to that office, as statistics can and should be kept in Washington rather than by the field offices or by individual supervisors in the field.

- (4) Mr. Connelley believed that there should be some check as to the amount of overtime being performed by the different Agents. He felt that this might be entered on the cards which they use in signing in and out of the office.

The Conference unanimously opposed this, as it would constitute a resumption of the maintenance of overtime records and complaints from personnel would again arise from such a practice.

Memo for Director

- 3 -

1/5/40

In the event the foregoing recommendations of the Executive Conference are approved, Mr. Connelley will be advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

January 10, 1940

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, those present being Messrs. Tolson, Glavin, Rosen, Ladd, C. Tamm, Nathan, Nichols and Clegg, recommended that Secretary of Navy Edison be invited to address the class of the present session of the FBI NPA on the date of their graduation which is March 30, 1940. In the event Mr. Edison declines it was recommended that the invitation be extended to Secretary of War Woodring. It was believed that either of these recommendations would be appropriate in view of the close affiliations of the Bureau and these Departments in the handling of espionage and sabotage matters.

The other speakers at the commencement exercises will be:

The President of the graduating class.
The Attorney General
The Director

It was recommended that Dr. Peter Marshall of the New York Avenue Presbyterian Church be invited to deliver the invocation and benediction.

If the above is approved invitations will be prepared for the Director's signature.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

8
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5C/LDM/S

cc Mr. Glavin

ORIGINAL FILED IN 1-4-34624

66-2554

WRG:lrd

February 1, 1940

MEMORANDUM FOR THE DIRECTOR

lhy
The Executive Conference, consisting of Messrs. Tolson, Nathan, Clogg, Ladd, Nichols, Quinn Tamm, Rosen, and Glavin, considered a memorandum submitted under date of January 17, 1940, for the attention of Mr. Ladd by Mr. Coffey of the Laboratory, recommending the purchase of a Boehme Portable Type 10-G Recorder for use in the Technical Laboratory.

From the information furnished to the Conference, it appears that this recorder is a portable type recorder which would be used for the purpose of recording on tape dots and dashes of the Morse or Continental codes of messages being sent in those codes that are being sent at such a rapid rate of speed that it is not possible for an operator to pick up the words by ear.

Mr. Ladd pointed out to the Conference that this machine would be used when it is necessary to make records of broadcasts from stations in which the Bureau is interested in the furtherance of its National Defense Work. It has not been established, according to information received by the Conference, that this type of equipment is needed at the present time. The recorder would cost approximately \$650.00.

Mr. Ladd recommended that this equipment be purchased. The remainder of the Conference is opposed to the purchase of such equipment at this time, inasmuch as there does not appear to be any particular need for it.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. B. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 80-11-3791

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Pender
Mr. Quinn Tamm
Mr. Rosen
Mr. Tracy
Miss Gandy

*I concur in
Recommendation*
2/1/40

EAT:DM

February 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin concerning the practice of keeping investigative cases in a pending or pending inactive status merely for the purpose of reporting state prosecutions, and was unanimously in favor of its submission to the field.

Those in attendance at the conference were Messrs. Nathan, Glavin, Nichols, Hince, Ladd, C. Tamm, Rosen and E. A. Tamm.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/DM

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554

W.F.D.H.

February 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin concerning the opening of Espionage cases and was unanimously in favor of its publication to the field.

Those in attendance at the conference were Messrs. Nathan, Ladd, Nichols, Rosen, Glavin, Riney, G. Tamm and E. A. Tamm.

Respectfully,
for the Conference

Clyde Tolson, Chairman

J. H. Glavin, Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5CII OMS

66-2554

ORIGINAL WITH NO. 66-6800-1-108X

COY (EEB)

WRG:ATV:LRD

February 15, 1940

MEMORANDUM FOR THE DIRECTOR

MA The Executive Conference consisting of Messrs. E.A. Tamm, Nathan, Ladd, Cullen Tamm, Rosen, and Glavin considered the charging of per diem at Quantico, Virginia, by Agents in Washington who proceed to Quantico, Virginia, for a period of one day or less. It was pointed out to the Conference by Mr. Glavin that on numerous occasions, Agents assigned to Washington and who proceed to Quantico for one day put in per diem charge. He, also, advised the Conference that there have been several charges noted wherein taxicab fare was charged from hotel and residence to the Dept. of Justice building and from the building to hotel and residence by Agents on one day trips to Quantico.

The Conference is of the unanimous opinion that the charges of per diem for one day or less for Agents who proceed to Quantico, Virginia, be not permitted in the future, and that under no consideration should taxicab fares be permitted to be charged by Agents who are departing from Washington to Quantico for a period of one day, either from their hotel or residence to the building upon departing for Quantico, or from the building to hotel or residence upon return.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554-446

WFG:lrd

February 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Nichols, Rosen, Quinn Tamm, and Glavin considered a suggestion submitted by J. R. Boger, Mail Clerk in the Communications Section, pointing out that quite frequently letters written on the Director's note paper have with them an enclosure usually consisting of a carbon copy of the letter written on an 8" x 10" tissue sheet and that at other times the enclosure may consist of letters being returned, and in order to insert these enclosures with the letter, it is necessary to fold them into quarters, and this produces a bulky enclosure and the letter, of course, does not then present a neat appearance. He recommends that:

1. Such letters be sent in a number 9 envelope, a sample of which is attached hereto labeled "A."

2. When mailing letters having bulky enclosures, an envelope 5 1/2" x 8 1/2" be used, a sample of such envelope being attached hereto labeled "B."

3. A tissue sheet of the same size as the note paper could be used for transmission of carbon copies.

The Conference points out that even though the copy was prepared on tissue of the same size as the original communication, this would not eliminate the present unsatisfactory feature in that when enclosures are returned, it would not be possible to cut them down to note paper size.

The Conference recommends against the adoption of the suggestions made by Mr. Boger, it being of the opinion that when enclosures and copies are forwarded with communications prepared on the Director's note paper, one of the

Tolson _____
Nathan _____
E. A. Tamm _____
Clegg _____
Ladd _____
Coffey _____
Egan _____
Glavin _____
Harbo _____
Lester _____
Hendon _____
McIntire _____
Nichols _____
Rosen _____
Quinn Tamm _____
Room _____
Tracy _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/90 BY SP5CJ/DMS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-2554-79

MEMORANDUM FOR THE DIRECTOR - 2 - February 9, 1940

regular 7-1/8" x 10-1/2" manila envelopes be used. In the event the Director approves the recommendation of the Conference in this matter, those interested will be appropriately advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

Tolson
Nathan
E. A. Tamm
Clegg
Leah
Conley
Egan
Glavin
Hart
Lester
Hendon
McIntire
Nichols
Rosen
Quinn Tamm
Room
Tracy
Gandy

Q1:mac

February 26, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Ladd, Nichols, Glavin, Rosen and Quinn Tamm, considered the present procedure of sending wires from the Identification Division to local law enforcement agencies.

Mr. Quinn Tamm pointed out that the present procedure, which has been in effect for a number of years, is that in all identification matters wires emanating from the Identification Division are transmitted to local law enforcement agencies collect. If a local law enforcement agency refuses the payment of a wire a letter is immediately addressed to them pointing out that in the Bureau's appropriation no provision is made for the payment of wires to outside agencies when the information contained in the wire does not pertain to activities of the Bureau.

Mr. Quinn Tamm further pointed out that all wires emanating from the Laboratory to the same type of offices are transmitted prepaid and suggested that uniform procedure be adopted whereby all telegrams will be sent in the same manner.

Messrs. Nathan, Glavin, Ladd, Rosen and Quinn Tamm recommend that all wires to local law enforcement agencies pertaining to matters in which the law enforcement agency is wholly interested be transmitted collect.

It is pointed out that the Identification Division may, during the course of a day's work, address a letter to a local law enforcement agency commenting on the fact that a collect wire has been refused and because of this fact all future communications will be transmitted by letter. It is possible that on the same day the Laboratory will transmit to the same agency a prepaid, lengthy telegram.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Mr. E. J. Connelley _____

NOT RECORDED

66-2554

[Handwritten initials]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/13/90 BY SP5 C110ms

ORIGINAL FILED IN 66-2554-1037

Memorandum for
the Director

-2-

February 26, 1940

Messrs. Nichols and E. A. Tamm believe that the present procedure of sending wires from the Laboratory prepaid should remain in effect. They feel that this is a method whereby the Laboratory work may be built up.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

WRG:atw

February 26, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference considered a memorandum submitted by Mr. Hince concerning the pay station telephones for Quantico. Mr. Hince in the memorandum submitted by him for Mr. Clogg stated that there are only three pay stations on the reservation, one at the G. Barracks, one at the Hostess House and one at the aviation field; that the conduits from the "T Pole" to the pay stations would not hold any additional lines and there would be no way of providing a telephone line for a pay station to the FBI barracks unless one of the following methods was used:

1. To put the Hostess House and aviation field pay station together on one line, making those two pay stations party pay stations and thereby releasing one line for the FBI barracks.
2. Lay a new conduit the entire distance of the reservation from the "T pole" to the entrance to the barracks building.

Lieutenant Ramsey advised Mr. Hince that the Post Quartermaster, Colonel B. Puryear would be delighted to render all possible cooperation. He could not see, however, how it would be possible with the existing telephone line and conduit facilities to permit more than one pay station at the post, unless there were some new construction. Lieutenant Ramsey further indicated that as a matter of policy the Marine Corps preferred to have all construction within the reservation handled by the Marine Corps itself.

Mr. Hince do not like to have the telephone company doing any work inside the reservation such as laying conduits or running over-head lines. Lieutenant Ramsey also stated that he knew the Post Quartermaster would be opposed to laying under-ground conduits or over-head lines for the sole purpose of providing pay stations in the FBI barracks. He explained that from the organization and coordination standpoint, he personally and he thought Colonel Puryear also would provide that when any more conduits were laid, they would be laid with sufficient additional lines to care for the expansion of the entire post. Mr. Hince assured Lieutenant Ramsey of our desire to dispose as little as possible upon the generous hospitality which has been extended by the Marine Corps, and inquired whether Lieutenant Ramsey would take further into the possibilities of securing a pay station line. Mr. Hince explained the nature of the activities of the Bureau's students at Quantico. Mr. Hince told him that the official Bureau line would not be permitted to be used for any personal calls. Lieutenant Ramsey indicated that he thought arrangements could be worked out so that two of the other pay stations could be put on a party line, thereby releasing one pair of wires for the Bureau's barracks building pay station. He indicated, however, that he could see no possibilities.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5evloms

ORIGINAL FILED IN 66-3710-50-346

February 26, 1940

for lines for any additional pay stations. He suggested that as an alternative method of providing personal telephone service for those attending school at the barracks, he would be glad to have arrangements made so that as many lines as the Bureau desired would be sent into the barracks building from the Marine Corps switchboard at Quantico. He stated that there are plenty of conduits and lines running from the Marine telephone exchange (which is located at a considerable distance within the reservation from the entrance) to the barracks building. Lieutenant Ramsey stated that these lines could be used for communication between the barracks building and the numerous telephones on the regular Quantico telephone exchange which serves the entire reservation. He stated that these phones connected directly to the Quantico Marine telephone exchange and would thereby give immediate access to long distance operators. Pay stations, however, cannot be issued through the official Quantico Marine telephone exchange. Collect calls could be placed, but any prepaid calls would have to be charged to the individual making the call and paid for at the end of each month. Mr. Hince explained to Lieutenant Ramsey why this would not be feasible in connection with the making of personal calls at Quantico. Lieutenant Ramsey stated that he understood this, but still thought that extensions located in the Bureau barracks building and connecting directly with the official Marine telephone exchange at Quantico would be advantageous to the Bureau. These telephones would give the official in charge of the barracks building a connection through the official Marine exchange with any telephone at Quantico. It would, also, permit a connection to Washington through the regular Navy line at no cost to the Bureau. Lieutenant Ramsey, also, stated that the Marine corps officer personnel at Quantico is given the privilege of placing personal calls from their home telephones to any place in Washington over the official Navy line at no long distance cost between the hours of 5:00 P.M. and 9:00 A.M. This service is included in the regular monthly charge for telephones in the houses at Quantico. Lieutenant Ramsey pointed out that this would permit Bureau personnel to make personal calls over the Navy line to Washington without any long distance charges from 5:00 P.M. to 9:00 A.M. and official calls to Washington without toll charges at any time.

There is one telephone station at the barracks in Quantico off the Marine corps switchboard at the present time which has been used by the contractor. This station will be retained until further telephone stations are secured.

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Nichols, Rosen and Glavin were of the opinion that the one pay station line be installed and in accordance with the request of Lieutenant Ramsey that a letter be directed to the marine authorities at Quantico formally requesting the local telephone company be given permission to connect the pay station line. Such a communication addressed to Major General L. McCarty Little is attached hereto. The Conference is of the opinion that a tie line from the Marine corps switchboard should be included in the building

Memorandum for the Director

-3-

February 26, 1940

so that official calls to Marine corps offices at Quantico can be made by the person in charge of the barracks. This request is, also, included in the communication addressed to Major General Little which is attached hereto for your approval.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. H. Glavin
Secretary

Attachment

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

February 19, 1940

QT:mac

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Rosen, Glavin, Hince and Quinn Tamm, considered a request received by memorandum from Mr. Bennett, Director of the Bureau of Prisons, that the Bureau make an exception to the five-year rule of furnishing criminal records in cases of individuals who have been placed on parole. Mr. Bennett specifically requested that information concerning arrests of parolees be furnished for an indefinite period of time and throughout the period of supervision even though this may exceed five years.

The Conference feels that this exception to the general rule to the Identification Division rules and procedures would materially retard the handling of all fingerprint records in the Identification Division because it would necessitate the reading of the complete record of each individual by the typist to ascertain whether or not the individual had been placed on parole by the Federal Parole Board. It is felt that in handling the tremendous volume of work it is necessary to have as few exceptions to the general rules as possible.

It is further pointed out that the Bureau of Prisons by the expenditure of a small amount of clerical time can transmit to the Identification Division "flash" notices requesting that in the case of an arrest of an individual parolee copies of the criminal record be furnished to the Board of Parole. This appears to be simply a question of whether the Bureau of Prisons should perform the clerical work necessary or whether the Bureau should do it. It is felt that this is the responsibility of the Bureau of Prisons and if you approve there is attached hereto a memorandum outlining the situation to Mr. Bennett and pointing out that an exception to the general rule cannot be made.

Respectfully,
For the Conference,

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5EJ/DM5

Glyde Tolson, Chairman

Enclosure

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-3761-2413

February 19, 1940

EAT:MA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Neutrality Matters" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Nathan, Ladd, Nichols, Hince, Rosen, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. D. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-13-90 BY SP5C11 DMS

54-0-10712
ORIGINAL FILED IN

February 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Nichols, Rosen, Quinn Tamm, and Glavin considered a memorandum submitted by Mr. Laughlin for Mr. Glavin concerning the issuance of credit cards by the various telephone companies, it being pointed out by Mr. Laughlin that the Bell Telephone Company system is desirous of issuing these identification cards to the field service so that all long distance call charges could be charged to the designated telephone and not necessarily paid for in cash by the calling Agent.

It was pointed out to the Conference that these credit cards are honored only by the various companies affiliated with the Bell system in the United States and that it would not be honored by independent companies. The Conference was of the opinion that it might be undesirable to inaugurate this policy on a country-wide basis, it believing that many more long distance calls would be made from the field offices by Agents if it were not necessary to pay for such calls at the time they were placed. The Conference also believes that a more careful check of such expenditures could be made through an examination of expense accounts where receipt must be secured if at all possible covering the expenditure of such funds than there would be under the proposed system. It was pointed out to the Conference that there are several offices at the present time using these cards, and the Conference is of the opinion that these offices should be permitted to use the cards for the balance of the calendar year. It recommends against any further general use of such cards.

If the Conference's recommendation is approved, the appropriate notification will go forward to the field offices now using these credit cards to discontinue their use at the end of this calendar year.

Respectfully submitted,
FOR THE CONFERENCE.

NOT RECORDED 66-2554

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CMB/S

ORIGINAL FILED IN

DML:GS

February 28, 1940

MEMORANDUM FOR THE DIRECTOR

On February 26, 1940, at a meeting of the Executive Conference attended by Messrs. E. A. Tamm, Nathan, Nichols, Glavin, Rosen, Quinn Tamm and Ladd, the suggestion of Mr. Coffey to the effect that certain enamelware, electric stoves, moulage and chemicals be furnished to each of the thirteen training zones to be available in those districts for police training was considered and it was the unanimous consensus of opinion of this conference that such material should not be supplied to these thirteen training zones, but should be sent out when necessary from the Seat of Government.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Following Serial has
been destroyed

H6-133
Authority - 1-1152-488

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5cr/oms

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-16-133

Copy - do

QT:mac

Washington, D. C.
February 26, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Ladd, Nichols, Glavin, Rosen and Quinn Tamm, considered a suggestion submitted by Wayne Y. Pond of the Recording Section, Identification Division, in which Mr. Pond suggests that arrangements be made with the various Government Departments, principally the War Department and the Civil Service Commission, that information be transmitted to the Bureau concerning the death of persons whose fingerprints are being maintained in the Government File.

9
Conference is unanimously in favor of this suggestion. It is believed that such information must be obtained, if possible, so that the records of the Government fingerprint file may be maintained up-to-date and fingerprint cards of deceased persons removed from the file and placed in the dead file.

If you approve, there is attached hereto a letter to Mr. Pond thanking him for his suggestion and steps will be taken to contact the various Government Departments by letter and attempt to receive information concerning the deaths of persons whose fingerprints have been transmitted to the Bureau.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

NOT RECORDED

66-2554

66-2554-
FEDERAL BUREAU OF INVESTIGATION
APR. 15 1940
U. S. DEPT. OF JUSTICE
TOLSON
TAMM
LADD
ROSEN
GLAVIN
NICHOLS
QUINN Tamm
POND

ORIGINAL FILED IN 66-16546-1861X

LEB:MLJ

January 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Rosen, Clegg, Ladd, Quinn Tamm, Glavin and Nichols, considered the matter of Bureau codes. It will be recalled that Code A is used by the Bureau in communicating with Special Agents in Charge and by the Bureau field offices. Code B is used in communication between Special Agents and Special Agents in Charge.

At the present time there are sixteen copies of Code B at the Seat of Government and 196 copies of Code B in the field. There are 398 copies of Code A at the Seat of Government and 105 copies of Code A in the field.

It was the unanimous opinion of the Conference that we should continue the same practice in the utilization of these codes, with the exception that Special Agents on special assignment be provided with copies of Code A, both when in the United States and out of the United States. A bulletin to the field is attached for your approval.

Mr. Tolson _____ It was pointed out that both of the codes were
Mr. Nathan _____ rather old and the question was raised as to the desirability
Mr. E. A. Tamm _____ of preparing a new secret code in the event the United
Mr. Clegg _____ States should become involved in a war. Messrs. Nathan,
Mr. Ladd _____ Rosen, Clegg, Ladd and Quinn Tamm were of the opinion that
Mr. Coffey _____ a new code should be prepared while Messrs. Tolson, Glavin
Mr. Egan _____ and Nichols were of the opinion that a new code should not
Mr. Glavin _____ be prepared.
Mr. Crowl _____
Mr. Harbo _____

If the majority view of the Conference is approved, Laboratory will commence work on a new secret code which is completed within six months at the latest.

NOTION CONTAINED
CLASSIFIED 323,013
BY SP5C, lpmS

RECORDED

554

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 76-629-209X11

WRG:atw

February 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Q. Tamm, Nichols, Rosen and Glavin considered a suggestion made by Robert Milne, Clerk, Chief Clerk's Office that Agents' inventory cards presently maintained in the Chief Clerk's Office be simplified. He submits old and new inventory cards for examination.

The Conference unanimously approves the suggestion and recommends that the new form suggested by Mr. Milne be approved.

There is attached hereto a communication to Mr. Milne thanking him for his suggestion and an appropriate communication to the Chief Clerk's Office instructing that the new individual inventory forms be used in the future.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tom Roon
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS RST RECORDED

66-2554

COPY (EEB

LAH:RLC

February 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the assignment of an Instructor and Counselor for the class of newly appointed Special Agents which is to begin on March 4, 1940.

The Conference approved the assignment of Special Agent J. C. Kennedy of the Washington Field Office to receive training during the first two weeks of the Agents' School on the subject of the Manual of Rules and Regulations. Special Agent Kenneth Pettijohn of the Washington Field Office was approved as alternate.

Special Agent E. L. Nichols was approved as Monitor for the class and the Conference approved giving Mr. Pettijohn an opportunity to participate in the instruction under supervision and receive training in this manner.

Those Present: Messrs. E. A. Tamm, Glavin, C. Tamm, Ladd, Nathan, Hince, Rosen and Nichols.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/oms

NOT RECORDED

66 2554

ORIGINAL FILED IN

WAG:atw

February 16, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Rosen and Glavin considered a communication submitted by SAC Untreiner of the Newark, New Jersey Office dated January 22, 1940, wherein he suggests that the Bureau may desire to furnish all field offices with printed onion skin copies for use as carbon copies of teletypes, inasmuch as several offices have found them more desirable as more copies of the message can be prepared at one typing if onion skin is used instead of numerous sheets of the original blue teletype message form. He suggests that if the Bureau approves this suggestion that it mimeograph the necessary forms so that they might be forwarded to the various field offices.

The Conference was advised by Mr. Glavin that there is no objection to the printing of such forms; however, they could not be satisfactorily printed here at Washington in view of the fact that the printing of forms on manifold or onion skin paper is a hand job, by that, it is meant that an electrical machine cannot be used with economy. If the electrical machines in the Mechanical Section were to be used, there would be a considerable spoilage of paper and the economy desired would not be affected.

It was pointed out by Mr. Ladd that such forms can be very easily run off in small quantities in the field offices on their hand mimeograph machines and the Conference approves the preparation of such forms by the various field offices if those offices are desirous of having them.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Tom Egan _____
Mr. Tracy _____
Miss Gandy _____

enclosure

Subject to your approval, there is attached hereto a communication addressed to SAC Untreiner concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323513
DATE 7/13/90 BY SP5C/IDMS

NOT RECORDED

66-2554

W
LBN:ACS

February 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference has given considerable study to the matter of preparing a directory of law enforcement officials. It was originally contemplated that such a directory would contain the names of Chiefs of Police, Sheriffs, County Attorneys, U. S. Attorneys, heads of State Police, Highway Patrols, the Attorney General of the U. S., and the Attorneys General of each state together with the division heads of the more important Federal investigative agencies. Such a directory would contain the names of approximately 16,500 persons. There is attached hereto a dummy lay-out of the contemplated directory which would run 96 pages if the names were set forth in a single column or approximately 50 pages if set forth in double columns. If set forth in single columns, the cost of the directory would be approximately 12¢ each and it is estimated that 25,000 would be necessary, making a total cost of \$3,000; if it is printed in double columns, it would cost a little more than one-half that amount.

The conference desires to recommend, however, that a directory not be prepared, first, in view of the cost, and secondly, in view of the fact that at the present time the Bureau is not set up to turn out a directory comparable to the Police Blue Book put out by the IACP which contains the state law enforcement officials, the officials of corrections and parole agencies and penal institutions, county attorneys, sheriffs, probation agents, chiefs of police, assistant chiefs, heads of traffic divisions, identification divisions, and chiefs of detectives, together with municipal attorneys, the population of the states, the number of employees, the number of automobiles, motorcycles, and other miscellaneous equipment.

It is, therefore, recommended that for the time being the Bureau withhold putting out a law enforcement directory.

Those present at the Conference were Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Quinn Tamm, Rosen, Hince, Ladd, and Nichols.

Respectfully

Clyde Tolson
Chairman

W. E. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/13/96 BY SP5CIVDM/S

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

En

LAH:BG

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

2m
h
The Executive Conference considered the request made by Stanhope Lineberry, NPA, Chief of the Mecklenburg County, North Carolina, Police, for permission to have a member of his department attend the April session of the National Police Academy. Lineberry has, during the past two weeks, indicated he would like to come to Washington in order to present his request. His application has just been made. On February 16 Lineberry telephoned Mr. Nichols and urged that he be given special consideration. He desires to fill a captain's vacancy and make the NPA graduate Assistant Chief. He was informed by Mr. Nichols that every possible consideration would be given to his request in the event there was a vacancy.

The Conference considered the fact that a rule has been established requiring that applications be considered in the order of their receipt and that a formal list of eligible departments has been established for the next session of the Academy. The Conference also considered the fact that there have been numerous inquiries received from departments which have had applications on file for a considerable period of time and the embarrassment to the Bureau which would result if it became known that the Bureau was making exceptions to the rule. It was pointed out that during the past two weeks one Congressman has taken the trouble of coming to the Bureau in person in connection with the application of a constituent and he was given to understand very clearly that the Bureau would be unable to vary from its established regulations. It was pointed out by Mr. Hince that it would be very difficult to keep confidential the fact that an exception was made for Lineberry inasmuch as the law enforcement officers of North and South Carolina are very close to each other and that the news would get out. Mr. Nathan also pointed out that the Association of Law Enforcement Officers of the Carolinas would provide an opportunity for the disclosure of facts concerning any exceptions made.

Accordingly, the Conference unanimously recommended that no exception be made for Lineberry but that a very cordial letter be written to him explaining the situation. Such a letter has been prepared for approval.

9
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/86 BY SP5C/LDMs

NOT RECORDED

66-2554-

FEDERAL BUREAU OF INVESTIGATION

MAR 4 1940

U. S. DEPARTMENT OF JUSTICE

TOLSON

TAMM

FOUR

ORIGINAL FILED IN 62-30689-61

Memo. for Director.

-2-

2-21-40.

Those present: Messrs. E. A. Tamm, Quinn Tamm, Glavin,
Nathan, Rosen, Hince and Ladd.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

LAH:BG

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the opinion rendered by Judge Holtzoff concerning the question of giving receipts for property obtained from prisoners incidental to a lawful arrest. Judge Holtzoff has indicated that although a receipt must be given for property seized under a search warrant, such a receipt is not required by law when articles are seized incidental to a lawful arrest.

The Conference considered the question of furnishing instructions to the field concerning this matter and approved the present procedure of furnishing instruction on this matter during the Bureau's training schools rather than issuing any general instructions to the field in written form. This position was taken inasmuch as it was felt that if instructions were issued to the field that receipts must be given to a prisoner, such receipts might be used for undesirable purposes by the prisoners. It is believed that the present system in which the Bureau Agents have been instructed should be continued, that is, to make a list of articles taken from the prisoner, obtain his written acknowledgment of the surrender of the articles and maintain this written acknowledgment in the field office file. This provides a written record of the articles taken, witnessed by at least two Special Agents, and prevents defendants having in their possession official receipts from the Bureau which might be used by them for undesirable purposes.

Those present: Messrs. E. A. Tamm, Quinn Tamm, Nichols, Glavin, Hince, Ladd, Nathan and Rosen.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 11/3/90 BY SP5C/voms

E. H. Glavin
Secretary

NOT RECORDED

66-2554

cc-Mr. Glavin

ORIGINAL FILED IN 12-23833-21

WRG:atw

February 27, 1940

60/631-6327

has been destroyed

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Q. Tamm, Nichols, Rosen and Glavin considered an oral suggestion made by Mr. Quinn Tamm of the Identification Division that some steps be taken by the Bureau to eliminate the tremendous congestion at the door of the building every evening when employees assigned to the night force of the Identification Division are leaving for their homes. Mr. Tamm pointed out that there are only two signing in and signing out books at the middle Pennsylvania Avenue entrance door and each of the some 175 employees presently assigned to the night force in the Identification Division must sign out in those books before they can leave the building.

It was further pointed out that many of these employees who sign out from approximately 11:50 P.M. to 12:00 midnight and must make a bus or street car are forced to remain until midnight or shortly thereafter and many who are delayed in signing out at that time of the night find it makes a hardship on them inasmuch as they cannot get proper transportation to their homes.

The Conference suggests that a card be carried by each of the night force employees, appropriately identified and recorded in the Identification Division so that these cards can be turned in to the Guard at the door on leaving the building at midnight. This would eliminate the necessity of signing out in the sign out register maintained at that door. The cards then would be returned to the Identification Division each morning, would be appropriately filed in the Identification Division and would be picked up by the employee to whom the card is charged prior to his departure from the building at the end of his tenure of duty on the next day.

This matter has been discussed with Captain Hoagland of the Guard force who states that it will be entirely satisfactory with him.

The Conference, therefore, unanimously recommends that this procedure be established. There is attached hereto a sample card which would be issued to the various employees on the night force if the Director approves the initiation of this policy.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/13/96 BY SP5C/LDM

Respectfully submitted,
FOR THE CONFERENCE

NOT RECORDED 66-2554

Clyde Tolson, Chairman W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-1-6327

WRG:atw

February 15, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan Ladd, Quinn Tamm, Rosen and Glavin, was advised by Mr. Glavin that during his appearance before a recent retraining school, the question had been raised by Agent Claude Lee as to whether overtime could be granted to an Agent when it was necessary for him to perform work on accounting lessons after hours.

The Conference was advised by Mr. Glavin that he advised the class at that time that under no consideration could any such overtime be granted. It was pointed out at that time these Agents had had sufficient time to complete their accounting lessons and that they should not now endeavor to secure credit for official duty which has been brought about by their delinquency.

The Conference is unanimously opposed to any such charging of overtime in matters such as this and recommends that when additional instructions concerning overtime go to the field that this matter be definitely included therein.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Tom Roon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C111111S

66-2554

ORIGINAL FILED IN 66-1976-521

HHC:MET

February 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Nichols, Quinn Tamm, Ladd, and Clegg being present, considered the suggestion of Mr. R. H. Cunningham that the letters NPA be used after the names of graduates in correspondence. The Conference and the Director previously agreed to use the letters NPA in correspondence and to permit the letters to be used by graduates after their names or signatures. It had been decided that this might properly be accepted by the Director at a reunion of the Associates and then followed up by an announcement or release in the publication the "FBI Law Enforcement Bulletin".

Mr. Clegg discussed this matter with Mr. Tracy just before the function at which the Director appeared before the reunion of the NPA.

The Conference believes at this time that an announcement might be made in the "Investigator" which goes to all graduates of the Academy that they may use the letters NPA after their names indicating the fact that they are graduates of the FBI National Police Academy. Likewise, a bulletin will be issued to the field if this is approved.

ORIGINAL FILED IN 1-1-2446

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tele. Room
Mr. Tracy
Miss Gandy

Respectfully,
For the Conference

NOT RECORDED

66-2554

Glyde Tolson
Chairman

W. R. Glavin
Secretary

CC: MR. GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/110MS

[Handwritten signature]

NRG:atw

February 27, 1940

MEMORANDUM FOR THE DIRECTOR

The conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Q. Tamm, Nichols, Rosen, and Glavin considered and approved a suggested form letter to all Special Agents in Charge, advising the field to discontinue contacts for the purpose of obtaining delinquent 1939 crime reports.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

33-1-17758.

Serial 17758 has been
destroyed.

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Tom Roon	_____
Mr. Tracy	_____
Miss Gandy	_____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5clbms

DML:GS

February 1, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference held on Saturday, January 27, 1940, and attended by Messrs. Tolson, Tamm, Nathan, Clegg, Glavin, Nichols, Rosen, Q. Tamm and Ladd, the attached letter from Major General J. O. Mauborgne requesting that selected officers of the Signal Corps be permitted to examine the facilities and methods of the FBI document examiners, was considered and it was unanimously agreed that it would be advisable to permit the selected officers to spend two days in the document section of the Technical Laboratory.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2-1-1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/DM5

LAH:MET

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiries of Special Agent in Charge H. A. Duffey as to whether the Department of Game and Fish of the State of New Mexico could be considered a law enforcement organization eligible for the FBI National Police Academy. Mr. Duffey had pointed out that the Deputy Game Wardens held commissions as Deputy Sheriffs in every county in New Mexico and frequently exercise powers of arrest and investigate violations of State laws in conjunction with the New Mexico State Police.

The Conference was unanimously of the opinion that the Bureau should not open up the National Police Academy to game wardens at this time inasmuch as to do so in one instance would require the Bureau to consider favorably game wardens in many states where they are definitely not law enforcement officers and perform no law enforcement functions.

If approved, a letter to Special Agent in Charge Duffey has been prepared.

Those present at the Conference were Messrs. E. A. Tamm, Q. Tamm, Rosen, Nathan, Glavin, and Hince.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Harbo _____
Mr. Lester _____
Mr. Quinn Tamm _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5/LMS

W. R. Glavin
Secretary

CC: MR. GLAVIN

NOT RECORDED

ORIGINAL FILED IN 1-17-5-1

66-2554

RECEIVED

February 2, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, E. A. Tamm, Rosen, Quinn Tamm, Ladd and Clegg being present, considered drawings of a proposed flag for the Bureau. The majority of those present recommended the attached flag, which is blue, with gold fringe and has a shield, two laurel branches and the words "Fidelity, Bravery and Integrity", all of which is surrounded by thirteen stars, the significance being that blue represents truthfulness, the forty eight leaves on the laurel branches indicate the forty eight states and the thirteen gold stars further indicate Federal significance. The scales of justice appear on the shield, on which appear prominently the initials "FBI". This was the first choice of all the members of the Conference except Mr. Clegg and it was his second choice.

Mr. Clegg's first choice was the flag on which appear the national colors, red, white and blue, again showing Federal significance. It has a red background. There is a blue circle, blue again indicating truthfulness, and the shield, laurel branches and Bureau motto appear similarly in this circle. From the circle, there goes forward an ever-widening ray of light which would signify that the Bureau, as a source of truth, has turned the bright white searchlight, which has investigative significance, on whatever might be investigated.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/MS

ORIGINAL FILED IN 66-2554-1

HRC:MET

January 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Rosen, E. A. Tamm, Quinn Tamm, Nichols, Ladd, and Clegg being present, considered the inquiry of the Miami Office as to whether any effort should be made to contact the Tampa, Florida, Police Department to apply to send a representative to the FBI National Police Academy in view of the difficulties within that department including the fact that the Chief of Detectives has been involved in criminal activities. The Special Agent in Charge indicates that it might not be desirable to endeavor to get another applicant at the present time, and former graduate Mr. Darrell H. Chiles, now with the Kansas City Police Department, was not given an opportunity to teach in the Tampa, Florida, Police Department.

The Conference unanimously recommended against any effort being made to enlist an application from the Tampa Department at this time. The Miami Office is being advised if approved.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

CO: MR. GLAVIN

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Dean.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/90 BY SP5/clm/s

ORIGINAL FILED IN 1-204-36

ORIGINAL FILED IN 66-3665-529 ✓

MEMORANDUM FOR THE DIRECTOR

2m

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C10m5

COMMUNICATIONS SECTION

M A L L E D

FEB 29 1940

F. M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nease _____
Mr. D. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Higgins _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Tracy _____
Miss Gandy _____

FBI

WRG:atw

February 15, 1940

MEMORANDUM FOR THE DIRECTOR

267
The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Rosen and Glavin considered a communication received from SAC Reynolds of the Louisville Office concerning overtime dated February 6, 1940. SAC Reynolds requested information as to whether it is necessary to maintain a record of the overtime on a weekly basis since such a procedure entails considerable unnecessary clerical work.

The Conference is of the opinion that since only the monthly overtime report is necessary that it is only necessary for the field offices to maintain accurate monthly records and if the weekly basis entails additional clerical work, the Conference sees no reason why weekly reports need be maintained.

(2) He requests information as to whether it is necessary to indicate the time in and time out or whether the total overtime performed each day by the individual employees will be sufficient.

The Conference again points out that the Bureau is primarily interested in securing accurate overtime records and it is incumbent upon the Special Agent in Charge to maintain records in such a manner that accuracy can be insured.

(3) He requests information as to whether it would be satisfactory to provide each employee with a mimeographed form, upon which he could indicate the total amount of overtime performed daily for one month, the form to be turned in by each employee at the end of the month; that if this procedure were followed the monthly overtime records could be made up from the forms submitted by the individual employees, which would eliminate the necessity of checking daily reports, registers, and night logs in order to compile an accurate record of overtime performed.

The Conference is again of the opinion that the matter of reporting this overtime by the individual employees in the field offices to the Special Agents in Charge can best be determined by the Special Agent in Charge and it is incumbent upon him to insure accuracy in these reports. The Conference is of the opinion that if one report is submitted monthly by each Agent in the Louisville Office that there may

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJLms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1776-5-5

Memorandum for the Director

- 2 -

February 15, 1940

be some possibility that these reports may not be entirely accurate.

(4) He suggests that since the Subcommittee of the House Appropriation Committee is interested in the total amount of overtime performed that credit be given for all overtime performed before 9:00 A. M. and after 5:00 P. M. and after 1:00 P. M. on Saturdays.

For the Director's information, at the present time any overtime of less than one-half hour either before or after working hours is not counted. If one-half hour or more is worked full credit is given for it. The Conference is of the opinion that this procedure should be continued.

There is attached hereto a communication to SAC Reynolds concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. R. Glavin
Secretary

WRG:lrd

February 6, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols, and Glavin considered the attached proposed booklet to be distributed to all Special Agent employees in this service covering the revised retirement recommendation.

The Conference unanimously recommends the approval of this booklet for distribution to the investigative personnel.

The Conference has been advised by Mr. Glavin that this booklet has been discussed with representatives of the retirement division of the Civil Service Commission who are of the opinion that it covers the subject of retirement, insofar as Special Agents are concerned, in a very satisfactory manner and would undoubtedly be of assistance to those employees in their understanding of the functioning of the Retirement Act.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/13/90 BY SP5C/10M3

66-2554

WRC:atw

February 16, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Rosen and Glavin considered a communication received from SAC Foxworth dated February 7, 1940, wherein he requests that two electric date stamps and four manually operated date stamps be secured for the New York Office.

The Conference was advised that Mr. Foxworth was of the opinion that through the use of these stamps, one electric stamp for the SAC's Office for the stamping in of all mail received and the other for the file room when the mail is received there, and the four manually operated stamps for the four supervisors would enable the New York Office to definitely place the responsibility for any delays in handling and as a result will automatically increase the speed with which the incoming material is handled. Mr. Foxworth reports that the electrically operated stamp could be obtained for approximately \$67.50 each and the manually operated stamp for \$27.95 each.

The Conference is unanimously opposed to the securing of such equipment for the New York Office, it being of the opinion that it is not necessary and would not in any manner assist in speeding up the handling of correspondence. The Conference is of the opinion that this is the primary responsibility of the SAC to see that there is an even flow of correspondence and the acquisition of a date stamp would not materially improve this problem.

Subject to the Director's approval, there is attached hereto a communication addressed to SAC Foxworth concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/13/90 BY SP5C110m5

Clyde Tolson
Chairman

NOT RECORDED

H. R. Glavin
Secretary

66-2554

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Dean	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Egan	_____
Mr. Tracy	_____
Miss Gandy	_____

ORIGINAL FILED IN 66-27-9799

WEG:lrd

February 16, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Quinn Tamm, Rosen, and Glavin considered a suggestion submitted by Mrs. Pauline S. Sproul, Stenographer in the Crime Records Division, wherein she suggests that the word "Enclosure" be eliminated from envelopes on outgoing mail. She states that practically all of the outgoing correspondence of the Statistical Section of the Crime Records Division has enclosures and that window envelopes are used and that the typing of the word "Enclosure" on the envelope necessitates an additional stenographic step which may not be necessary.

She points out that the word "Enclosure" is included on the bottom of the outgoing correspondence and should put the mail room on notice as to checking any attachments to correspondence.

The Conference is in unanimous agreement that this suggestion be adopted, and subject to the Director's approval, there is attached hereto an inter-office memorandum concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/13/90 BY SP5C110MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

66-2557

66-5126-39
ORIGINAL FILED IN

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

QT:mac

February 8, 1940

MEMORANDUM FOR THE DIRECTOR

9
The Executive Conference, consisting of Messrs. Tolson, Glavin, Nathan, Ladd, Rosen, E. A. Tamm, Nichols, Hince and Quinn Tamm, considered a suggestion submitted by Mr. Nathan L. Ferris of the Identification Division.

9
Mr. Ferris suggested that the missing person notices presently being published in the FBI Law Enforcement Bulletin be placed in the supplement which carries fingerprint notices, also that they be prepared in such a form that it will be possible to clip these missing person notices and place them in the index files of the Identification Division receiving the Law Enforcement Bulletin.

The Conference believes that this is an excellent suggestion and that the missing person notice will properly belong in the wanted notice supplement and recommends adoption of the suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

COPY:AT

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WRG:lrd

February 27, 1940

MEMORANDUM FOR MR. TOLSON

At the request of the Executive Conference, inquiry was made of the Building Superintendent, Mr. Van Leer, concerning the possibility of securing two elevators for operation during the late evening lunch hour and during the period that the night employees of the Identification Division were departing at 11:45 P. M.

I spoke with Mr. Van Leer concerning this matter, and he immediately arranged to have two elevators in operation from 4:00 P.M. to 12:00 Midnight each evening.

I thanked him for his prompt and courteous attention to our request.

Respectfully,

W. R. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323:013
DATE 7/13/96 BY SP5C110ms

ORIGINAL FILED IN 66-1631-1306

WRG:JJM

December 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols and Glavin considered a memorandum submitted by Mr. Laughlin concerning Departmental Circular Number 3602 which pertains to the Hatch Bill.

It was pointed out to the Conference that all that appears necessary for the Bureau in complying with instructions in this regard is to furnish the Attorney General with a blanket statement to the effect that all employees in the Bureau are conforming with the provisions of the Hatch Bill.

The Conference unanimously recommended that this information be forwarded to the Department in this manner and such a communication will be prepared subject to your approval immediately upon the receipt of all questionnaires covering this matter.

It was further pointed out to the Conference that Mr. Hill of the Personnel Manager's Office of the Department intimated that the replies received from the employees of the Bureau concerning this matter should be forwarded to the Division of Records of the Department for filing. It is not believed that this is necessary and Mr. Laughlin has suggested, which suggestion is concurred in by Mr. Glavin, that such replies be filed in the personnel files of the individual employees. It is believed that this is the proper place for the filing of such replies in order that they may be available for possible future reference. The Conference unanimously recommends approval of this suggestion.

Mr. Laughlin further suggested that when an employee enters on duty he be required to fill out the statement concerning his compliance with the provisions of the Hatch Bill at the same time he fills out the oath of office and other pertinent records. The Conference unanimously recommends approval of this suggestion.

There is attached hereto a memorandum for the Chief Clerk covering this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

D
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5CML/OM/S

66-2554

62-54914-14
Ct 66-6200 Serial 10
NCO

ORIGINAL FILED IN 62-54914-14

QTM:ac

December 16, 1939

MEMORANDUM FOR THE DIRECTOR

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0
The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Glegg, Glavin, Rosen, Ladd, Nichols and Quinn Tamm, considered a suggestion submitted by William Mirabella, fingerprint classifier of the Bureau, that the Bureau introduce the system of taking palm prints as well as fingerprints.

The Conference is opposed to this suggestion. It would necessitate a complete revision of the fingerprint card and filing system of the Identification Division and would serve no definite purpose except in isolated cases in which latent palm prints are obtained.

In this connection, of course, palm prints are taken in Bureau cases where the circumstances warrant it.

There is attached hereto a letter addressed to Mr. Mirabella thanking him for his suggestion.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

RECEIVED-DIRECTOR
F. B. I.
U. S. DEPT. OF JUSTICE

DEC 19 4 04 PM '39

66-2554-19

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5ell/m/s

Enclosure

NOT RECORDED

66-2554

EWL:AF

December 21, 1939

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on December 9, 1939, attended by Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Glavin, Rosen, Nichols, Quinn Tamm, and Ladd, consideration was given to the suggestion of Mr. Russell E. Sullivan, Technical Section employee, to the effect that all finger-print cards be searched in the Card Index Section before being searched on the cabinets in the Technical Section, and the Conference was unanimously opposed to the adoption of this suggestion.

It was pointed out to the Conference by Messrs. Nathan, Quinn Tamm, and Ladd that approximately 60% of the finger-print cards are searched at the present time through the Card Index files first by reason of information appearing on those prints which definitely indicates that the Bureau has previous records on the subjects thereof. It was further pointed out that to search all prints in Card Index before the cabinet searching would cause a decided decrease in the efficiency of the Identification Division in that there would be no means of checking any missed identifications arising through the submission of a set of fingerprints of a subject under an alias not already indexed in the files, in the event the Technical searcher desires to accept the Card Index search without making a cabinet search.

In view of the above, it was the unanimous opinion of the Conference that this suggestion should not be adopted and there is attached for your approval a letter directed to Mr. Sullivan advising him of this action.

Respectfully,
For the Conference

Glyde Tolson, Chairman

E. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/13/90 BY SP3/ATM/MS

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 16-1631-61642

mcj

C O P Y

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WRG:JJM:FLA

December 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols and Glavin considered two communications received from the Special Agent in Charge of the San Antonio Office. The first communication contained a request that advanced sick leave which is charged against SAC Jones be charged against the annual leave which has accrued to him. As of the close of the calendar year 1939, Mr. Jones will have to his credit 63 days of accrued annual leave and will owe 22 days of advanced sick leave. Of the accrued annual leave due Mr. Jones he will lose 3 days as of the close of business December 31, 1939, due to his having accrued to his benefit more than 60 days annual leave.

The other communication requested that 5½ days sick leave charged against Special Agent R. H. Winton in February of 1939 be changed and charged against that Agent's annual leave. For the Director's information this Agent will have accrued to him at the close of business December 31, 1939, 69 days and 2 hours of annual leave and 44 days and 6 hours of sick leave. As of the close of the calendar year he will lose 9 days and 2 hours of annual leave due to his having accrued to his benefit more than 60 days of annual leave.

Inasmuch as the policy of the Department precludes such a change, the Conference unanimously opposed the transfer of sick leave to annual leave.

Subject to your approval, there is attached hereto a communication addressed to the Special Agent in Charge at San Antonio, Texas, concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CIBMS

ORIGINAL FILED IN 66-281-721

ORIGINAL FILED IN 66-6700-99-15-98

MEMORANDUM FOR THE DIRECTOR

100

Those in attendance were Messrs. Tolson, Nathan, Glavin, Rosen, Ladd, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

3

NOT RECORDED



December 6, 1939

EAT:EA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Plant Protection - Distribution of Reports" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin, Rosen, Ladd, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-6221-29-171

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5 LMS

HRG:JTM

December 14, 1939

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols and Glavin recommends approval of the attached form letter to all Special Agents in Charge wherein it is requested that pending transfers be expedited to the greatest possible extent.

For the Director's consideration, approximately 130 transfers are pending at the present time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

ORIGINAL FILED IN 66-3230-34

OT:mac

December 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Clegg, Glavin, Rosen, Ladd, Nichols and Quinn Tamm, considered a suggestion submitted by William Mirabella, fingerprint employee of the Bureau, in which Mr. Mirabella suggested that the Federal Bureau of Investigation begin work on the introduction of identification cards with photographs, signatures and fingerprints in connection with personal identification work.

This suggestion has been previously submitted in the past and has been constantly rejected because of the possibilities of persons using cards of this nature for the purpose of impersonating Agents of the Bureau.

Conference unanimously recommends against its adoption.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/13/90 BY SP5CJH/m5

ORIGINAL FILED IN 32-16346-316

DECLASS

December 11, 1939

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executives' Conference on December 9, 1939, attended by Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Glavin, Rosen, Nichols, Quinn Tamm, and Ladd, consideration was given to the suggestion of Mr. G. E. Irwin, Technical Section employee, to the effect that questionable fingerprint patterns which are now reprinted at the end of each year from articles which have appeared in the FBI Law Enforcement Bulletin during that year be reprinted and furnished monthly to the Technical employees rather than being issued in complete sets to these employees at the expiration of the year.

This suggestion was unanimously approved by the Conference and in the event you approve, arrangements will be made to have the Mechanical Section furnish these reprints monthly rather than yearly.

A letter to Mr. Irwin for your signature, thanking him for the submission of this suggestion, is attached.

Respectfully,
For the Conference

Clyde Tolson, Chairman

F. H. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Following Serial has been
destroyed 66-1631-6154
Authority

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5/LDM/MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1631-6154

WEG:lrd

December 28, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Clegg, Nathan, Ladd, Nichols, Rosen, and Glavin considered hospitalization arrangements at Quantico, Virginia.

The Conference was advised by Mr. Glavin that Mr. Douglas of the Bureau of Medical Surgery of the Navy Department had telephonically communicated with him to ascertain what arrangements could be made for such hospitalization. It is the understanding of the Conference that full hospitalization in care and treatment will be given to those Bureau employees who are injured in line of duty under the Employees' Compensation Commission authorization.

The Conference was further advised that it would not be possible for the Compensation Commission to defray any expenses incident to injuries suffered by members of the National Police Academy. Further, that any hospitalization for illnesses not the result of official duty could not be defrayed by the Compensation Commission. The Conference was further advised that the Bureau's appropriation would not be available for this expenditure.

It is the recommendation of the Conference that on the first day of the National Police Academy an announcement be made to the effect that so long as members of the Academy are at Quantico and if hospitalization is necessary, such hospitalization will be possible only if those individuals defray the cost for this care. Mr. Glavin advised that he had further discussed this matter with Mr. Douglas of the Medical Department of the Navy who stated that the hospital at Quantico is not treated as a hospital but as a sick quarters and for that reason expenditures will be very reasonable. He stated that hospitalization expenses would not cost over \$2.00 a day. There would be no

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Glavin
Mr. Tracy
Miss Gandy

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 38,013
DATE 7/13/90 BY SP5C/LOMS

41-17-05-0913
ORIGINAL FILED IN 66-2554

MEMORANDUM FOR THE DIRECTOR -2- December 28, 1939

cost for medical attention, the only charge being for room and subsistence. The Conference further recommends that in replying to the Surgeon General of the United States Navy, from whom a communication has been received concerning this matter, that the Bureau state that the use of the hospital facilities at Quantico should be authorized in emergency cases only.

There is attached hereto a communication to the Surgeon General of the United States Navy concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

December 6, 1939

EAT:EA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Accounting Course" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin, Rosen, Ladd, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 325,013
DATE 7/13/90 BY SP5CUDMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3304-12

HHC:ATK

December 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Nathan, Glavin, Rosen, Nichols and Clegg being present, referred to the memorandum signed by Mr. Coffey, dictated by Mr. I. W. Conrad, indicating that SAC N. J. L. Pieper has a placard on the outside of the rooms in which police training schools are held, on which appear these words "FBI Police Training School." Mr. Conrad recommended that this procedure be followed throughout the field.

The Executive Conference recommended contrary to the proposal of Mr. Conrad, it being felt that the words "Federal Bureau of Investigation" in connection with police training schools should be reserved for the FBI National Police Academy. It is pointed out that "FBI" or "Federal Bureau of Investigation" is not permitted on diplomas issued by police departments, and the recommendation of the Executive Conference would seem to be consistent with this practice and procedure. In many instances it is not the FBI school but the Bureau is more or less aiding in the school; however, it does not necessarily assume responsibility for the entire course of training. If the Director agrees with this conclusion, a letter is being addressed to Mr. Conrad accordingly, and a letter is being forwarded to Mr. Pieper making the suggestion that this practice not be followed by him in the future.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McGuire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5/clm/s

cc- Mr. Glavin

EAT:DM

December 19, 1959

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Special Agent James B. Foster that in each plant survey conducted there be prepared an alphabetical list of all employees showing their address and nationality in order that the names of these employees might be checked against the Bureau indices. Mr. Foster's suggestion further proposes that if new employees are added, their names be furnished by the plant management to the Bureau for check against the Bureau records.

The Conference is unanimously opposed to the adoption of this suggestion -- first, because the name check would not permit a sufficiently positive identification; second, because persons entering the employment of a plant in order to commit sabotage or espionage would undoubtedly not use names previously utilized by them; third, because of the tremendous volume of work which would result from checking the names of all of these employees; and, fourth, because the Bureau has pending Departmental decision a program which would require the fingerprinting of all employees and a check of these fingerprints against the Bureau files, thereby making possible positive identification.

A letter is attached hereto to Mr. Foster thanking him for his suggestion and advising him of the reasons why the Bureau does not consider it desirable to adopt it at the present time.

Those in attendance at this session of the Executive Conference were Messrs. Nathan, Clegg, G. Tamm, Glavin, Rosen, Ladd, Nichols and E. A. Tamm.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393813
DATE 7/13/90 BY SP5C/LMS

NOT RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554

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WBG:JJM

December 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, Clegg, E. A. Tamm, Ladd, Rosen and Glavin considered a request made by Mr. Renneberger for the purchase of two multigraph, two multilith and two mimeograph machines for the Mechanical Section.

It was pointed out to the Conference that these machines would cost approximately \$8,000.00 minus a trade-in allowance of approximately \$1,400.00 or a net cost of approximately \$6,500.00.

It was further pointed out that Mr. Renneberger has stated that much time is lost in operating the old machines which are to be replaced inasmuch as they are over five years old and have received very hard usage over this period of time.

The Conference recommended approval of this request and, if you are in agreement, appropriate instructions will be issued the Chief Clerk's Office in this regard.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5C/LMS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-2554-1279

WRG:JJM

December 21, 1939

MEMORANDUM FOR THE DIRECTOR

RE: Clerical Pistol Classes

The Executive Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg, Ladd, Rosen and Glavin considered the subject of clerical pistol classes presently being held by the Bureau from 5:00 to 6:00 P. M. and from 8:00 to 9:00 P. M. each day as well as from 6:00 to 7:00 P. M. on Tuesday and 2:00 to 3:00 P. M. on Saturday.

Mr. Clegg brought up the subject and was of the opinion that there was a possibility of injury resulting from such activities which would result in embarrassment to the Bureau as well as the possibility of some clerical employee being taken into custody by local police due to carrying firearms.

Mr. Glavin advised the Conference that insofar as obedience to safety regulations is concerned, absolutely no difficulty has been experienced with any of the clerical employees. It was further pointed out to the Conference by Mr. Glavin that the clerical employees receiving firearms instruction have not secured permits to carry such firearms, they being registered only to permit the employee to carry the weapon, properly boxed, to and from the rifle range where practice is to be held. This holds true whether practice is to be held on the Bureau Range or on any of the club or private ranges in the city.

Mr. Clegg pointed out that it would be necessary to hold training for new Agents from 7:30 to 8:30 P. M. each evening, which hours would of course conflict with the 8:00 to 9:00 P. M. hours arranged for the clerical classes. He also stated that after the Police Academy convened in January, about the second week of their attendance they would receive assignments on the Range for a period of time from 5:00 to 6:00 P. M. each day which would conflict with the 5:00 to 6:00 P. M. classes for clerical employees. Mr. Clegg recommended that further classes be discontinued.

It was pointed out by Mr. Glavin that many of the employees have purchased weapons at considerable cost, he being of the opinion that this training for those employees should be continued at this time. He recommended to the Conference that if the clerical classes conflicted with Agent and Police classes, the hours for clerical classes be changed. It was suggested that the evening classes be changed from the hour of 8:00 to 9:00 P. M. to 8:30 to 9:30 P. M. It was further suggested that when the 5:00 to 6:00 P. M. hours conflicted with the Agent or Police training that appropriate postponements or

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5CND/S

NOT RECORDED

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other more satisfactory hours be secured for the clerical staff.

The Conference recommends approval of the continuance of these classes with a change in hours where conflict is had with regularly assigned Police and Agent Trainee classes. The Conference further recommends that additional schools of clerical employees not be started and that additional firearms instructors be assigned to assist in the handling of the clerical classes, it being pointed out that a majority of the classes up to this time have been handled by two instructors, the other designated instructors not being available.

If the Director approves the Conference recommendation, appropriate steps will be taken by Mr. Glavin to rearrange these schedules.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OT:mas

December 2, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Glavin, Rosen, Ladd and Quinn Tamm, considered a request of the Identification Division that an Agent Supervisor be designated to supervise the work of the night force in the Identification Division. It was pointed out that at the present time there are thirty-five employees working nights in the Identification Division and it is expected to increase this force to approximately one hundred as expeditiously as possible.

The Conference unanimously recommends that an Agent Supervisor be placed on night duty in the Identification Division and that Special Agent C. J. Magart be designated for this position.

It is also requested that the Chief Clerk's Office make appropriate arrangements to have the allocation of this position surveyed by the Civil Service Commission and at the present time this be designated as a GS-10 position.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Original in 67-80010

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C/10m3

66-2554
NOT RECORDED

WRC:JJK

December 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Ladd, E. A. Tamm, Quinn Tamm, Rosen, Nichols and Glavin considered a memorandum submitted by Mrs. Eleanor M. Conover under date of November 17, 1939, for the attention of Mr. Laughlin wherein Mrs. Conover points out that in recording form letters to Special Agents in Charge one set of abstracts is made to all SACs and one single yellow abstract to SAC of the first office alphabetically, the single abstract made for the first office alphabetically serving no definite purpose in the file. If a request is made for information regarding a form letter, the information is obtained by reference to the form letter file and not to any individual office file.

The Conference also considered a memorandum submitted by Mr. Laughlin under date of November 24, 1939, concerning this matter wherein he suggests that the present procedure be discontinued and that in the future in preparing abstracts for form letters that an "All SACs" abstract only be prepared. It was pointed out to the Conference that frankly the single abstract serves no real useful purpose at this time; that when the Aberdeen Office was open such abstract and copy of the form letter for the field were filed under the Aberdeen Office. At the present time they are under the Atlanta Office and when the Albany Office opens they will be filed under the Albany heading. There is no uniformity of office filing in this regard.

The Conference unanimously recommends approval of the suggestion made by Mrs. Conover.

Subject to your approval, there are attached hereto a suggested memorandum for all supervisors and officials at the Seat of Government and a communication of thanks to Mrs. Conover.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/ams

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554-93

EAT:DM

December 12, 1939

The following Serial has
been Destroyed

MEMORANDUM FOR THE DIRECTOR

ms Mr. Tamm advised the Executive Conference that he had made informal inquiries of representatives of the War and Navy Departments to determine whether they have anyone qualified to give comprehensive general lectures upon the subject of explosives and bombs. Subsequent to these discussions Dr. Storm of the Ordnance Division of the War Department called at Mr. Tamm's office and stated that as a result of a discussion by him with G-2 officers, he would be pleased to give a lecture to Bureau Agents on the subject of explosives at such time as the Bureau desired his services. Dr. Storm desired about a week's notice before being called for such a lecture and stated that he might be able to display facsimiles of the more common types of explosives in order that Agents would recognize them upon seeing them.

The Executive Conference was advised that Dr. Storm is one of the foremost authorities in the United States upon the subject of explosives. The Conference recommends consequently that Dr. Storm be invited to give a lecture, possibly before a retraining school in session upon the subject of plant protection, espionage and sabotage. It is believed further that the lecture should be recorded in order that if it is of sufficient interest, the subject matter may be included permanently in the Bureau's curriculum. The Conference further recommends that if you agree to this procedure, Dr. Storm be scheduled for a lecture before the present In-Service School which began on December 11, 1939 and will terminate on December 19, 1939.

Those in attendance at the conference were Messrs. Tolson, Nathan, Glegg, Ladd, Glavin, Rosen, G. Tamm and E. A. Tamm.

Respectfully,
For the Conference

NOT RECORDED

66-2554

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/13/90 BY SP5C110MS

ORIGINAL FILED IN 1-19-261

DAL:GS

December 28, 1939

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on the evening of December 26, 1939, attended by Messrs. E. A. Tamm, Nathan, Q. Tamm, Nichols, Glavin, Hince and Ladd, the conference considered the recommendation of Mr. E. P. Coffey to the effect that the laboratory worksheets after two years be sent to the sixth floor file room and there maintained in separate files filed under the name of the examiners, chronologically.

The conference unanimously was of the opinion that this was an unnecessary procedure; that it would be much more desirable after the worksheets have served their immediate purpose in the Laboratory, to send them to the sixth floor file room to be filed in the Laboratory case files.

In the event you approve the recommendation of the conference, immediate arrangements will be effected to carry out this suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C10MS

Tolson _____
Nathan _____
E. A. Tamm _____
Clegg _____
Ladd _____
Coffey _____
Egan _____
Glavin _____
Crowl _____
Harbo _____
Lester _____
Hendon _____
Nichols _____
Rosen _____
Sears _____
Quinn Tamm _____
Tracy _____
Gandy _____

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80-11-37

DEL:CS

December 28, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on the evening of the 19th of December, 1939, attended by Messrs. E. A. Tamm, Nathan, Clegg, Rosen, Ladd, Nichols and Glavin, considered the suggestion of Special Agent in Charge Suran to the effect that the two fingerprint technicians, who are presently checking the latent fingerprints in the Matnap case, proceed to the Idaho State Penitentiary at Boise, Idaho, the Montana State Penitentiary at Deer Lodge, Montana, the U. S. Penitentiary at McNeil Island, Washington and the State Bureau of Identification at Sacramento, California, upon the completion of the fingerprint check at the Oregon State Penitentiary.

The conference was unanimously of the opinion that this check should be made by the fingerprint technicians at the institutions in the order named, i.e., the State Bureau of Identification at Sacramento, California, the Idaho State Penitentiary at Boise, Idaho and the Montana State Penitentiary at Deer Lodge, Montana.

The conference was unanimously of the opinion that it would not be necessary to make such a check at the U. S. Penitentiary at McNeil Island, Washington, by reason of the fact that fingerprints taken at the U. S. Penitentiary undoubtedly are already contained in the fingerprint files of this Bureau which have been checked against the latent fingerprints in the Matnap case.

The conference was further of the opinion that when the institutions above named have been checked, no further check should be made at state bureaus or state penitentiaries in connection with the Matnap case.

In the event you approve this action of the conference, there is attached hereto a letter to Mr. Suran with reference to this matter.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 373,613
DATE 7/13/90 BY SP5C/LDM/S

NOT RECORDED

Enclosure

66-2554-

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED 7-1820-284036

WRC:TJM

December 28, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols and Glavin was advised by Mr. Glavin that many calls are being received from persons outside the Bureau to secure addresses or telephone numbers of Bureau employees.

The Conference was advised that at the present time such information is not furnished to outsiders; that in cases wherein friends of employees call for such information they are advised that if possible the Bureau will communicate with the employee for the purpose of having the employee communicate with such friend.

The Conference is of the opinion that this procedure should be followed.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/10m2

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-7298-1

WRG:JJM

December 28, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols and Glavin considered a proposed form letter to all Special Agents in Charge, pointing out to those individuals that the Bureau frequently experiences considerable difficulty in properly verifying the employment of relatives of applicants in Government bureaus due to insufficient information being furnished the Bureau to properly check such employment.

The Conference unanimously recommended approval of the attached form communication.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/10MS

66-2160-2651

WRG:JJM

December 28, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols and Glavin considered the desirability of forwarding this Bureau's Pistol Range safety rules to all field offices. It will be recalled that these rules were recently approved to be furnished to all new agents entering on duty.

The Conference recommended approval of the suggestion that these rules be forwarded to the field.

If approved by you, the appropriate distribution will be made by the Chief Clerk's Office.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/13/90 BY SP5C/MOM/S

NOT RECORDED

66-2554

ORIGINAL FILED 66-2554-2482X

NRG:JUM

December 15, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols and Glavin considered a suggestion submitted by Mr. R. H. Laughlin, Supervisor of the Files Section, concerning the present method of handling acknowledgments sent in by persons who have received copies of various addresses made by the Director.

Mr. Laughlin reports that at the present time these replies are placed in a special file behind the file which is opened each time a particular address is given. If the acknowledgment mentions the receipt of more than one address the letter is placed on record and is filed in the individual's personal file. If no file exists and if the contents of the letter do not seem to justify the opening of a file, copies of the letter are made and are placed in the files of each organization before which the addresses were given.

Mr. Laughlin recommends that this present policy be changed so as to record any communication which contains any pertinent comment whether it be as a result of one address or a number of addresses; that if there is no pertinent comment in the communication in question that the letter be filed without recording.

The Conference unanimously approves the adoption of this suggestion, it being of the opinion that when any communication received contains anything of interest or any pertinent comment that communication should be made a matter of record. However, mere form acknowledgments need not be recorded. In the event it is necessary to locate any letter received at any particular date, this could be done insofar as those letters which have not been recorded are concerned due to the fact that they would be filed in one file covering that address alphabetically according to the name of the writer.

If the Director approves the recommendation of the Conference in this matter, appropriate instructions will be issued to the Files Section.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323813
DATE 7-13-98 BY SP5C110m3

NOT RECORDED

66-2554

ORIGINAL FILED IN 4474

WRC:JJM

December 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Eosen and Glavin considered a request which originated in the Identification Division to permit clerical employees of the Identification Division and the Bureau to hold a Bowling Sweepstakes on Saturday afternoon, December 16, 1939. The entrance fee to these sweepstakes will be \$2.00 per man with six games to be rolled. Of the \$2.00 entrance fee, .90¢ will go toward the payment of games and the remaining \$1.10 will be included in the fund to be distributed as prizes. Nine prizes have been set up to include the first five places and the high game in each block of three games and the high set in each block of three games.

The Conference was advised by Messrs. Ladd and Tamm that there is a considerable amount of interest in this proposed sweepstakes and that they are of the opinion that the holding of such a sweepstakes would be entirely in order. The Conference was further advised that the holding of sweepstakes throughout the year by bowlers is a regularly recognized feature of bowling. The Conference was also advised that the prizes to be awarded will be cash prizes but will not be in any large amount. It is understood that approximately 75 to 100 persons will participate in the sweepstakes.

The Conference recommends approval of this event.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 373,613
DATE 7/13/90 BY SP5C/LDM/S

NOT RECORDED

66-2554

EAT:DM

December 6, 1959

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Agent Richard H. Franke of the St. Paul office that the Bureau solicit from all of its Agents the names of friends or relatives employed in various plants and factories to be inspected by the Bureau in order that these names might be furnished to the appropriate field office as possible sources of information for the interested offices during the course of the plant protection program. The Conference is unanimously opposed to taking this action at the present time for the reason that the identity of factories upon the priority list is constantly changing almost from day to day, with the result that it would be necessary for the Bureau to furnish to each field office daily statements of plants and factories which are to be scheduled for inspection. It is not felt that the information received by the Bureau as a result of an undertaking of this program would be at all justified in view of the tremendous amount of work which would have to be done to keep this information current. The Conference consequently recommends no action upon this suggestion but there is attached hereto a letter to Agent Franke thanking him for his suggestion.

Those in attendance at the Conference were Messrs. Tolson, Nathan, Ladd, Glavin, C. Tamm and E. A. Tamm.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 933,013
DATE 7/13/90 BY SP5C1/HMS

Glyde Tolson, Chairman

E. A. Glavin, Secretary

NOT RECORDED

61-554-

ORIGINAL FILED IN 71-1-1-1

WRG:lrd

December 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Ladd, Rosen, and Glavin, considered the communication received from the New York Office requesting that a small electrically-operated refrigerator be secured for the detention room quarters of that office.

It was pointed out to the Bureau that Dr. Gottlieb, whose services are used in connection with the examination of prisoners, has recommended that such a refrigerator would be a very desirable addition. From information furnished by the New York Office, it appears that such a refrigerator would cost approximately \$80.00.

The Conference is unanimously opposed to the furnishing of such a refrigerator for the New York Office, it being believed that this piece of equipment is not necessary.

Subject to your approval, there is attached hereto a communication addressed to the Special Agent in Charge at New York concerning this matter.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/98 BY SP5CMM/MS

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 66-4668-596

WRC:JTM

December 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols and Glavin considered a memorandum submitted for the attention of Mr. Laughlin under date of November 20, 1939, by Thomas J. Dugan of the Files Section wherein he suggested that it might be advisable for the supervisors sending out form letters to advise the Routing Unit of the Files Section by means of a memorandum of the officials in the Bureau who will be interested in seeing the reply.

The Conference at the same time considered a memorandum submitted by Mr. Laughlin under date of November 24, 1939, wherein he recommends that this suggestion be adopted. Mr. Laughlin points out that at times form communications are forwarded to the field requesting replies and upon receipt of the replies they are not first routed to the official or supervisor primarily interested. Mr. Laughlin further points out that on occasions inquiries are made of the field by supervisors and officials in Washington who would not be considered as being interested in the reply due to the contents thereof. As an example, Mr. Laughlin points out that a request has gone forward to the field concerning license plates which request originated in the Crime Records Section. Laughlin pointed out that this is not the general type of information that one would expect the Crime Records Section would be interested in and the initial replies received were routed to the Investigative Division and the Chief Clerk's Office, neither office having any particular interest therein.

The Conference is of the opinion that instances such as the one mentioned by Mr. Laughlin are out of the ordinary and is of the opinion that the present procedure of routing such material to those who would be interested in it generally suffices. The Conference further points out that it is incumbent upon those receiving such communications to definitely ascertain the person primarily interested in receiving this information. It, therefore, unanimously opposes the adoption of this suggestion. There is attached hereto a communication to Mr. Dugan thanking him for his suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/90 BY SP5C/dms

Respectfully,
For the Conference

NOT RECORDED

Clyde Tolson
Chairman

W. E. Glavin
Secretary

ORIGINAL FILED IN 66-5482-24

66-2554

C O P Y

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WRG:lrd

December 5, 1939

MEMORANDUM FOR THE DIRECTOR

62-1474-9
only 2 sections in
file, not in file.

ms
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Ladd, Quinn Tamm, Rosen, and Glavin considered a memorandum submitted by Mr. Rosen regarding certain arrangements which could be made with the Office of Naval Intelligence for prepaying teletype messages sent over the Bureau's teletype system.

It was pointed out to the Conference that Lieutenant Keisker of the Naval Intelligence called Mr. Rosen with respect to a letter that had been sent to all Special Agents in Charge in connection with arrangements to be placed in effect for the offices of the ONI to be used for teletype facilities of the various field offices wherein the field was advised to advise the Bureau from time to time concerning the costs involved. Lieutenant Keisker was of the opinion that it would be better to have appropriate arrangements made so that such messages could be charged to the Navy Department.

The Conference is of the opinion that there will be very little expense involved in connection with this matter and recommends that at the present time no further comments be forwarded to the field concerning the charging of such messages delivered to the Navy Department. It is the opinion of the Conference that we should first secure definite information as to the costs involved before any elaborate accounting system is set up.

Respectfully,

"I agree & if cost is negligible why bother about it." H.

Clyde Tolson
Chairman

NOT RECORDED

W. R. Glavin
Secretary

ORIGINAL FILED IN 62-1474-9

66-2554

B
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/13/90 BY SP5/omS

NRG:ats

December 20, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Q. Tamm and Glavin considered a suggestion submitted by Mr. Laughlin that a bureau bulletin go forward to the field requesting a subdivision of the Monthly Administrative Report to show National Defense Cases totaled separately. Mr. Laughlin pointed out to the Conference that it is necessary for the Chief Clerk's Office to tabulate a special report on National Defense Cases and a sub-total of these cases on the regular Monthly Administrative Report would assist materially in the composite report.

The Conference unanimously recommends approval of the attached form communication concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

H. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

Attachment

66-2119 has been destroyed
of the following Serial

196X.

Authority: 66-1855 E-5799

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393-013
DATE 7/13/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2119-196X

WRC:JTM

December 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, Clegg, E. A. Tamm, Ladd, Rosen and Glavin considered a memorandum submitted by Mr. A. H. Belmont wherein he suggested that a copy of the safety precautions which are posted in the Bureau's Pistol Range be distributed to all newly appointed Special Agents when they enter on duty. Mr. Belmont pointed out that if this suggestion is adopted these regulations and safety precautions could be studied by the new Agent before he goes to the range for actual firing.

The Conference was unanimous in its approval that this material be furnished to new agents as they enter on duty.

Subject to your approval, there is attached hereto a memorandum to Mr. Clegg in this regard as well as a communication to Mr. Belmont thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/13/90 BY SP5C/10MS

66-2554

ORIGINAL FILED IN 66-2554

December 21, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Plant Protection" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Nathan, Ladd, Nichols, Rosen and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/96 BY SP5C/LMS

NOT RECORDED

66-2554

11-17-39

RECEIVED

December 21, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Memorandum for Messrs. Tolson, Nathan, E. A. Tamm and Ladd entitled "Internal Security" and was unanimously in favor of the submission of this memorandum to the persons indicated.

Those in attendance were Messrs. Nathan, Ladd, Nichols, Rosen and E. A. Tamm.

Respectfully,
For the Conference

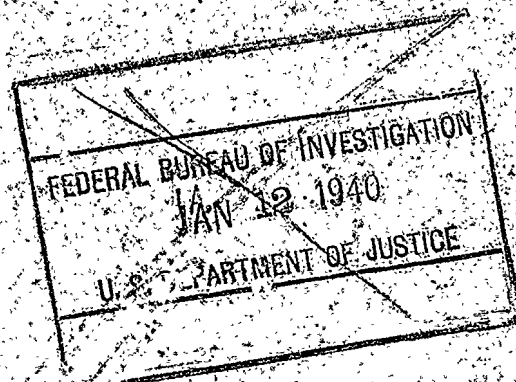
Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

66-2554



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/13/90 BY SP5C/LMS

66-2554-136-1X2

QT:mac
32-2909-526

December 7, 1939

Special Agent in Charge
Grand Rapids, Michigan

Dear Sir:

There is enclosed herewith a copy of a letter received in the Bureau from the Superintendent of Police, Grand Rapids, Michigan and a copy of the Bureau's reply concerning this matter.

It is desired that at the earliest possible time you contact Mr. O'Malley and ascertain just how extensive the check of the Identification Files of the Police Department is going to be and how large a volume of work the Identification Division in the Bureau will have to handle in order to meet the request of the Superintendent.

The Bureau is unable to decide whether the desired survey should be made in the Identification Division until information can be received concerning the size of the project.

Your attention is called to the fact that if the Bureau agrees to assist the Grand Rapids Police Department in bringing their records up-to-date other police departments throughout the country undoubtedly will request surveys of a similar nature and if the project is one that will take a great deal of work the Bureau does not believe that it can comply with the request.

You should handle this matter personally and expeditiously.

Very truly yours,

John Edgar Hoover
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32363
DATE 7/13/90 BY SP5A/MS

Enclosure

NOT RECORDED
66-2554

ORIGINAL FILED IN 32-2909-526

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Egan _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

QT:mac

November 13, 1939

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tolson, Glavin, Nathan, Ladd, Rosen and Quinn Tamm, considered a letter from the Superintendent of Police of Grand Rapids, Michigan in which the Superintendent points out that the Grand Rapids Police Department is presently making a change in their method of filing photographs and criminal history. In connection with this change they are making a survey of their fingerprint files back to 1897.

In making this transfer they request the Bureau's cooperation in searching by name and arrest number all of the fingerprint cards which will be submitted in lists with the express purpose of bringing their records up-to-date.

The Conference points out that this undoubtedly would be a very large project and if permission is granted to this particular Police Department undoubtedly requests of similar nature will be received from other organizations.

Conference feels, however, that an Agent should contact this Police Department and ascertain the size of the particular project.

If you approve, an Agent from the Grand Rapids Office, when this office is opened, will be instructed to contact the Police Department to determine the size of the project and just how much work is involved.

There is attached hereto a letter addressed to the Superintendent so advising him, if you approve.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/13/90 BY SP5CJL/MS

66-2554

Clyde Tolson, Chairman

NOV 22 1939

U. S. DEPT. OF JUSTICE
H. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 32-2909-3-26

DML:GS

December 21, 1939

MEMORANDUM FOR THE DIRECTOR

On December 16, 1939, at a meeting of the Executive Conference attended by Messrs. E. A. Tamm, Nathan, Rosen, Q. Tamm, Nichols, Glavin and Ladd, the attached Bureau Bulletin was considered and it was recommended by the conference unanimously that this Bulletin be sent to the field.

The Bulletin instructs that the field exercise undue care in recommending and investigating Laboratory applicants.

Respectfully,
For the Conference

Clyde Tolson, Chairman

R. R. Glavin, Secretary

Enclosure

66-210-264x1
Serial not located
in file.

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/13/90 BY SP5/10m5

COPY 12

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

DML:GS

December 28, 1939

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on the evening of December 26, 1939, attended by Messrs. E. A. Tamm, Nathan, C. Tamm, Nichols, Glavin, Hince and Ladd, the conference considered the suggestion of Mr. E.P. Coffey to the effect that the Laboratory exhibit room be changed to carry an exhibit of fraudulent checks in a current case, and was unanimously opposed to this suggestion.

The conference pointed out that a check exhibit is already maintained in connection with the Harold Zag Thompson case and further that it was not believed that any current unsolved cases should be displayed to the tours.

Respectfully,
For the Conference,

Clyde Tolson, Chairman/s/

W. R. Glavin, Secretary/s/

"OK" H

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,813
DATE 7/13/90 BY SP2/LOM3

NOT RECORDED

66-2534

66-2534

SEARCHED	INDEXED
SERIALIZED	FILED
FEB 9 1940	
F. B. I.	

66-2534

66-2534-515X1C

UN RECORDED IN

December 11, 1939

EAT:EA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached letter to All Special Agents in Charge concerning cooperation with the Protective Section of the Association of American Railroads and was unanimously in favor of the submission of this letter to the field.

Those in attendance were Messrs. Nathan, Clegg, Ladd, Quinn Tamm, Glavin, Nichols, Rosen and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/dms

ORIGINAL FILED IN 94-1-1031-82X

EAT:AI

November 22, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the names of persons believed capable of proceeding to Colombia for the purpose of directing a police school, organizing a secret police, et cetera, in accord with the recent request made upon you by Mr. Berle of the State Department.

The Conference, with Messrs. Tolson, Nathan, Rosen, Glavin, Quinn Tamm and E. A. Tamm in attendance, is unanimously of the opinion that Special Agent E. K. Thompson is the best qualified man for this assignment. The Conference makes this recommendation upon the basis of the fact that Thompson has had experience heretofore in South America, namely Brazil and Colombia, and because he has been well received, particularly in Colombia. The Conference is of the opinion that Special Agent D. B. Miller, who also speaks Spanish fluently, is capable of carrying on the work at the Puerto Rico Office during the period Mr. Thompson would be in Colombia.

The Conference recommends that if you approve the selection of Mr. Thompson to handle this assignment, the State Department be advised that Mr. Thompson's services can be made available for a period of three months. The Conference feels that this is a reasonable accession to the State Department's request at this time in view of the large volume of work pending in the Bureau.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,63
DATE 7/13/90 BY SP5CUD/m3

ORIGINAL FILED IN 1-16-36-2327

HHC:VCR

November 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Rosen, Quinn Tamm and Clegg being present, considered the suggestion of Special Agent B. Downey Rice that a special course in surveillance be made a part of the In-Service Courses on espionage, sabotage and plant protection. In view of the fact that instructions along this line have been included in the Manual of Instructions and in view of the fact that this suggestion would either make necessary an expansion of the program for an additional day or make necessary the elimination of other types of instruction, the Conference believes that it will be inadvisable to change the course of instruction at the present time.

Accordingly, if approved, a letter has been prepared and is attached hereto, to Agent Rice.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ORIGINAL FILED IN

1243-34X1

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

cc Mr. Glavin

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP3CJNMS

EAT:DM

November 17, 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE BY

MEMORANDUM FOR THE DIRECTOR

A committee designated by the Executive Conference, consisting of Mr. Glavin, Mr. C. Tamm and Mr. E. A. Tamm, has made a survey of the space in the Department of Justice Building assigned to the Bureau for the purpose of submitting recommendations for the absorption of the newly acquired space on the first floor and the utilization of space gained thereby. Mr. D. M. Ladd, who is presently absent from the city, functioned in the place of Mr. C. Tamm during the early surveys of this committee but has not participated in the recommendations set out hereafter.

The Committee feels that there is no space upon the seventh, sixth, fifth, fourth or second floors now occupied by the Bureau in which full advantage is not being taken of every available foot. As a matter of fact, several units could utilize additional space if it were available. Realizing, however, the difficulty which the Bureau encounters in obtaining additional space, no general recommendations for broad expansion of various facilities are being set forth.

The Committee recommends that the Single Fingerprint Section of the Identification Division be transferred from the space presently occupied by it on the seventh floor to a portion of the newly acquired space on the first floor. The committee has been advised by Mr. C. Tamm that the work of this unit of the Identification Division is of such a nature that it can best be transferred from space immediately adjacent to the Identification Division. It will be necessary, of course, for the Single Fingerprint Section to call for jackets from the seventh floor and examiners will from time to time have to personally deliver to Laboratory examiners original evidence in order to establish continuity of possession, but the amount of time utilized in these procedures will be so infinitesimal that the Committee believes the transfer of this unit to the first floor practical. The space made vacant by the moving of the Single Fingerprint Section to the first floor is immediately adjacent to the Card Index Section and accordingly, the Card Index Section, where the greatest congestion exists at the present time, may be expanded into the vacated space now occupied by the Single Fingerprint Section.

The Committee recommends, if this move is approved, that the present inside wall surrounding the Single Fingerprint Section be completely removed, which step will make possible the use of a greater amount of footage in connection with this move.

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-2729-1421

Nov. 17, 1939.

The Committee further recommends that the Document Identification Section of the Technical Laboratory be transferred entirely to the space obtained on the first floor, together with such reference files as are pertinent to document identification work. It is believed that the space available on the first floor is sufficient to accommodate both the Single Fingerprint Section and the document identification section, with an appropriate partition between the space occupied by these two sections. It is recommended that the space occupied by the document examiners be maintained as one large room and if this move is approved, it will be incumbent upon the Laboratory Chief to designate one of the document identification men as a supervisor in order to prohibit promiscuous visiting back and forth between the various document examiners.

It is recommended further that in the space on the seventh floor vacated by the moving of the document examiners to the first floor, the Laboratory be allowed to utilize one room as a typing pool to house the typists now assigned to the Laboratory. It is recommended further that the Identification Division utilize the remaining space vacated by the removal of the document examiners by expanding the Fasting Section into this space. The space vacated by the removal of the Fasting Section will be utilized for expansion of a section of the Typing Section.

If these moves are approved, the committee further recommends that the Bureau of Standards be requested to survey the newly acquired space on the first floor and make specific recommendations as to the type of lighting fixtures, etc., to be installed in this space in order that the employees of the Single Fingerprint Section and the document examiners will have proper light working conditions.

The Committee has studied the question of expansion of personnel in the Identification Division to absorb the expected increase in the daily receipts of the Identification Division as a result of the Bureau's plant protection program. In this regard the committee has given consideration to the fact that although the Attorney General has not as yet approved the specific recommendation of the Bureau for the fingerprinting of all employees in plants manufacturing equipment for the War and Navy Departments and the transmittal of these prints direct to the Bureau, the Bureau's program nevertheless will undoubtedly result in an increased receipt of applicant fingerprints through police departments. The committee desires also to point out that in addition to the potentially large receipts from the plant protection program, the enrollment figures for the Army and Navy on a peacetime basis have been augmented since the initial submission of data to you relating to the receipt of War and Navy prints. The Bureau has

Nov. 17, 1939

further under consideration at the present time a proposal of the Navy Department to fingerprint all of its current enlistments on Bureau forms for permanent retention in the Bureau files of Navy applicants. Collaterally this program does not contemplate the abandonment of the Identification Division of the Navy Department but rather the taking of two sets of fingerprints of enlistments, one copy of which is to be sent to the Bureau.

At the present time the Identification Division disposes of by classification, answer and filing, 1000 War Department prints a day. The average daily receipts of War Department prints are 800 per day, which result in a net gain in classifying and filing of War Department prints of 200 prints per day. The Identification Division has on hand at the present time 172,000 War Department prints for filing and classification. The committee is further advised that there are in the Identification Division at the present time 300,000 Personal Identification cards not yet classified and filed. A net gain is being made upon the filing of these prints of approximately 4,000 per week over current receipts.

The average number of prints searched per day in the Identification Division per man actually upon the cabinets is 20 per day, but the average number of prints searched per day per man for the entire staff of the Technical Section is 29 prints per day, the difference being due to the number of men assigned to researches, assembly verifiers, special searchers, non-ident checkers, etc. In making the recommendations outlined hereafter, with particular reference to per man output per day, the committee worked upon the basis of the figures of the Identification Division for the month of October, in which 160,000 prints (a new record for every type of print) were searched by a staff of 290 men.

The committee estimates conservatively that during the course of the present plant protection program there will be received in the Identification Division, if the Attorney General approves the fingerprinting project, at least 800,000 fingerprint cards. This figure is based upon an average number of employees at each plant of 2000 men and the fact that the present list for inspection totals approximately 400 plants. This figure is a conservative one but believed to be the best possible index because of the variety of plants under inspection. It is pointed out that some of the plants, such as steel mills and ship yards, have as many as 20,000 employees in a single organization but that on the other hand some companies manufacturing meters, valves, dials, etc., may employ only a few hundred men at the most. The committee has been advised by Mr. Q. Tamm that it will require 250 technical men and 150 clerks to properly handle these prints. The committee points out, however, that the Bureau is so situated at the present time that we do not know whether the complete fingerprinting program

Nov. 17, 1939

will or will not be approved by the Attorney General. It is to be further noted that employees in the Identification Division, particularly Technical men, require a period of six months actual training in the Identification Division before their reliability and productivity approaches the average per man production. It follows consequently that the Bureau can ill afford to wait until it has actually received a large volume of prints to attempt to augment its staff to handle these prints. The committee recommends consequently the addition as rapidly as is possible to the Identification Division staff of 50 technical men and 30 clerical employees. The addition of these employees at the present time will make possible the immediate undertaking of their training in order that the force will be augmented above its present level when fingerprint receipts are augmented as a result of the plant protection program. If there is no great volume of increase in the plant protection prints, it is felt that the normal increase in current receipts, plus the augmented receipts of War and Navy Department prints as a result of the expansion of the War and Navy Departments, will make necessary the expansion to the figure indicated in the immediate future, regardless of the plant protection program.

The committee further recommends that the Identification Division maintain a careful check upon the receipts of the plant protection fingerprints and submit a report every ten days upon the number of these prints received in order that additional blocks of personnel in the amount of 25 or 50 technical men and 15 or 30 clerks may be added as the volume of work justifies. It is felt that by adding the employees recommended at this time and keeping a close check on the receipts, the Identification Division will be able to remain reasonably far ahead of the crest of the plant protection prints.

The Committee further recommends that all increases in the various sections of the Identification Division personnel be made upon the night shifts since the Committee not only feels that this is the only practical way to add personnel to the Identification Division but further believes that this program affords an excellent opportunity for the Bureau to build up an adequate night staff to avoid further congestion and resulting decrease in individual production in the Identification Division. It is to be understood, of course, that this recommendation does not mean that new personnel should be assigned immediately to the night shift but that an appropriate transfer of experienced personnel from day to night assignment should be made as new personnel is added to the day assignments for training purposes. The committee further points out that all appointments made at the present time are made upon the basis of probable duty for hours of duty other than from 9:00 to 5:00 P. M. and for variable days off other than Saturday afternoons and Sunday.

Memo for the Director

-5-

Nov. 17, 1939

The committee further points out that the augmentation of the night shift with variable days off will make possible the functioning of a large staff in the Identification Division on a seven-day week basis, which the committee considers not only desirable but essential to proper operation of the Identification Division.

Respectfully,

V. E. Glavin

C. Tamm

E. A. Tamm

Q: Timac

November 27, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Nathan, Glavin, Rosen, Clegg and Quinn Tamm, considered a suggestion submitted by Mr. D. Ray Quinn, fingerprint employee of the Technical Section, in which Mr. Quinn suggests that the Bureau repunch all of the cards presently used on the machine in the Identification Division.

Mr. Quinn pointed out that just recently the Bureau has adopted the practice of destroying punch cards for fingerprints which have been returned to the contributor. Consequently, there are a few thousand punch cards in the Identification Division files which are not supported by fingerprint cards and when the machine selects one of these cards it necessitates a long search by the Technical employee before he can definitely ascertain that such a fingerprint card is not contained in the files.

The repunching of all of the fingerprint cards would require approximately three hundred days or the time of three employees for four months.

The Conference feels that this is a worth-while project and that it should be done at some future time. Conference does not feel that it is necessary that this project be started immediately but rather that when the work of the Identification Division permits the process of repunching the fingerprint cards on the machine be started.

There is attached hereto a letter thanking Mr. Quinn for his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/13/96 BY SP5C/ldms

Enclosure

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1631-1131X/✓

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Ql:mac

November 27, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Nathan, Glavin, Rosen, Clegg and Quinn Tamm, considered two memoranda submitted by Mr. Coffey in which he pointed out various reasons why the document examiners of the Laboratory should not be transferred to the first floor of the building.

The Conference unanimously is of the opinion that the reasons outlined in Mr. Coffey's memoranda are not valid and that the work of the document examiners can successfully be carried on in the rooms to which they are presently assigned on the first floor.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Seers _____
Mr. Quinn-Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C11DMS

ORIGINAL FILED IN 80-11-3672X

QF:mcg

November 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Nathan, Clegg, Glavin, Rosen, Ladd, E. A. Tamm and Quinn Tamm, considered a bulletin for inclusion in the next semi-monthly bulletin to the Field.

This bulletin requests that the Field furnish to the Identification Division sufficient information to permit a search of the name file when such a search is requested.

Conference recommends that this be transmitted to the Field.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823,013
DATE 7/13/20 BY SP5CJL/MS

Memo for the Director

- 2 -

11/19/39

wished to enter the office arrangements could possibly be made by such an employee even after 3:00 A. M. The Conference opposes the suggestion that an employee be assigned to active duty till that hour.

Reynolds further suggests that it might be advisable for the Louisville Office to conduct an investigation similar to an applicant investigation on building employees designated to handle the cleaning of the office space. The Conference points out that this would not be a feasible or satisfactory way of handling this matter inasmuch as we have no jurisdiction over such employees and it is the duty of the employing agency to definitely ascertain the character of such employee at the time the original appointment is made. The Conference further believes the Bureau would be subjected to considerable criticism if it took it upon itself to investigate such employees.

The Conference further suggests that the Bureau's instructions relating to the proper safeguarding of all official papers be again brought to the attention of the field. Subject to your approval, there is attached hereto a bulletin to the field concerning this matter together with a communication to the Special Agent in Charge at Louisville.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:JJM

November 19, 1939

MEMORANDUM FOR THE DIRECTOR

2M
The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Nichols, Rosen, Ladd, Quinn Tamm and Glavin considered a communication received from Special Agent in Charge Reynolds of the Louisville Office concerning the protection of Bureau files.

Mr. Reynolds points out that all filing cabinets in the various field offices are keyed identically, it being necessary to have only one key to open all locks on the cabinets of the same make. The Conference considered this comment of SAC Reynolds and is of the opinion that it would be well at this time to arrange for the cabinets housing files pertaining to matters relating to national defense to be equipped with special locks.

0 of the Conference
Mr. Reynolds also points out that in the Federal Building at Louisville a large cleaning staff is maintained and at least 5 or 6 building employees are in the Louisville Office space in connection with the cleaning from approximately 12:30 A. M. to 7:00 A. M. each day during which time the building is locked and not accessible to outside individuals. Reynolds suggests that although it may not be of particular concern at the present time, he believes it would be well to effect arrangements where possible for the cleaning of Bureau offices by one or two reliable building employees. He points out that such an arrangement is not possible at Louisville due to the fact that various employees have different tasks to perform. The same is true for the maintenance force at the Seat of Government, various employees having routine duties to perform making necessary a number of employees going through the various offices.

The Conference is of the unanimous opinion that wherever possible arrangements should be made to have one, two or three, if necessary, reliable maintenance employees assigned to do cleaning duties in the various field offices. The members of the Conference are of the opinion that in private space this is probably done now and in Federal space arrangements should be made where possible.

Reynolds suggests that it might be desired insofar as the Louisville Office is concerned to have a Bureau employee on duty till 3:00 A. M. each morning due to the fact that if such an employee could be placed on duty arrangements could be made to have the entire office space of the Louisville Office cleaned by that time. The Conference points out that if an unreliable employee

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333613
DATE 7/13/90 BY SP5C/10m3

66-2554

ORIGINAL FILED IN 66-417-118

(copy - klw)

WRG:MLJ

November 17, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Quinn Tamm, Rosen, and Glavin, considered reports being received from the field at stated intervals.

Mr. Glavin pointed out that at the present time a request is made of the field service to submit an annual leave schedule on February 1st of each year. This leave schedule reflects the dates on which leave is desired by each field employee. Identical schedules are prepared and submitted by the employees at the Seat of Government. It was pointed out to the Conference that these schedules appear to be unnecessary work at the present time; that the leave as scheduled is not strictly adhered to due to transfers, replacements, et cetera.

The conference therefore unanimously recommends that the submission of this schedule be discontinued. If approved, appropriate instructions will be issued to the Leave Clerk in this matter.

There were no other report submitted by the field to the Chief Clerk's Office which could be dispensed with at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK H.

66-1855-E-2316x
NCO - on leave
8/23/94

NOT RECORDED

66-2554

DML:CS

November 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference on the evening of November 28, 1939, at a meeting attended by Messrs. Tolson, Nathan, Clegg, Glavin, Nichols, Rosen, Q. Tamm and Ladd, considered the problem raised by Mr. Engert in the attached memorandum with reference to searching the latent fingerprints in the Matnap case against the female, applicant and personal identification fingerprint files.

It was the unanimous decision of this conference that these latent fingerprints be checked against the female file in view of the fact that the best latent print was a very small loop and might conceivably be a female print. It was also the belief of this conference that the latents should be checked against the applicant and personal identification fingerprint cards in view of the possibility of the subject in this case making application for employment with some of the large corporations now taking fingerprints.

If this is approved by you, steps will be instituted to commence this check immediately upon the completion of the check of the criminal files.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Enclosure

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/13/90 BY SP5C11045

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

66-2554-

HHC:RLC

November 25, 1939

MEMORANDUM FOR THE DIRECTOR

At the suggestion of Mr. Tolson, the Executive Conference re-considered the suggestion of Special Agent B. Downey Rice, who desired a course in surveillance be made part of the In-Service Course on espionage, sabotage and plant protection. The combined courses for these In-Service Schools now continue for a period of nine days. It is estimated that a course in surveillances would last for approximately five hours. It was not believed that at this particular time the Bureau should extend this course of training beyond the present nine day period in view of the general suggestions and policies of general application which have already been set forth in the Manual of Instructions, and further it was not believed that the additional course of training of a type which could be given in the In-Service School would justify extending the In-Service School an additional day.

Mr. Tolson was absent, but Mr. E. A. Tamm, Quinn Tamm, Glavin, Nathan, Ladd and Clegg were present and recommended this school not be extended to this extent. A course in surveillance has been given to a previous series or cycle of In-Service Schools and is likewise being given in new Agents' schools and repetition of this course did not seem to the members of the conference present to be advisable.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

NOT RECORDED

66-2554

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5ellams

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 66-2554-40X

QT:mac

November 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Glavin, Rosen and Quinn Tamm, considered a memorandum submitted by Mr. A. T. Potter, Supervisor of the Single Fingerprint Section, in which Mr. Potter recommends that a course in photography be given to the Single Fingerprint Examiners, this course to be given in the Mechanical Section and be the same type of course as that given to the Laboratory Examiners.

The Conference unanimously recommends that this be adopted. It is pointed out that a knowledge of photography is necessary for the Single Fingerprint Examiners to properly qualify in court.

This course can be given in a relatively short period of time.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/90 BY SP5CLBMS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-4140-Sub-39-17

QF:mac

November 27, 1939

MEMORANDUM FOR THE DIRECTOR

⁰
The Executives' Conference, consisting of Messrs. Tolson, Nathan, Glavin, Rosen, Clegg and Quinn Tamm, considered a suggestion submitted by Mr. A. T. Potter, Supervisor of the Single Fingerprint Section, that the Bureau destroy the duplicate fingerprint cards of the Bureau's personnel presently contained in the Personnel file maintained by the Single Fingerprint Section.

Mr. Potter pointed out in his memorandum that there are approximately 250 duplicate prints contained in this file and these prints serve no purpose.

The Conference unanimously recommends that the duplicate fingerprint cards of Bureau personnel be destroyed and that the Single Fingerprint Section maintain the best set of fingerprints together with the latest photograph.

If you approve there is attached hereto a memorandum to the Single Fingerprint Section so instructing them.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 9/13/90 BY SP5clm/s

ORIGINAL FILED IN 66-1631-6081X ✓

QT:mac

November 27, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Nathan, Glavin, Rosen, Clegg and Quinn Tamm, considered a suggestion submitted by Special Agent in Charge R. J. Untreiner.

He suggests that the Bureau assign an FBI number to all records whether they be identified or not identified in the Identification Division.

This suggestion has been submitted numerous times in the past. It has never been adopted because of the fact that it would result in additional expenditure of time and money in the Identification Division. It would serve no definite purpose.

Conference unanimously recommends that this suggestion not be adopted.

There is attached hereto a letter addressed to Mr. Untreiner thanking him for his suggestion.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5cm/mms

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-16-7

DML:AF

November 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference on November 6, 1939, Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, Quinn Tamm, and Rosen being present, considered the attached draft of a Bureau Bulletin relating to the proper manner of obtaining a representative sample of lubricating oil from airplane motors for laboratory examination.

The Conference unanimously agreed that this Bulletin should be issued to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

F. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/96 BY SP5evl/pms

ORIGINAL FILED IN 66-2554-98-10

WRG:JJM

November 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Rosen, Nichols, Ladd, Quinn Tamm and Glavin considered the desirability of changing the visual requirements for female Typist and Stenographer applicants.

The Conference was advised by Mr. Nathan that at the present time our visual requirements are that applicants have uncorrected vision of not less than 20/50 in one eye and 20/40 in the other, both corrected to 20/20. Mr. Nathan was of the opinion that the visual requirements could be considerably reduced inasmuch as female clerical employees are not at any time going to be considered for investigative positions and their efficiency as stenographers and typists would not be reduced by their having eyesight uncorrected to a lower degree.

The Conference unanimously recommends that insofar as visual requirements pertaining to female applicants are concerned, that all female applicants have uncorrected vision of no less than 20/100 in each eye corrected to 20/20. If the Conference recommendation is approved by the Director, appropriate notification will go forward to the field and to the interested Seat of Government officials concerning this matter.

Respectfully submitted,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP3C/DM5

NOT RECORDED

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

66-2554

UNRECORDED COPY FILED IN 67-1

WRC:JJM

November 19, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Ladd, Nichols, Rosen, Quinn Tamm and Glavin considered a memorandum submitted by Joseph D. Allen to Mr. Glavin wherein Allen suggested that all Special Agents be automatically enrolled in the Bureau's Accounting Course upon their entering on duty in the field.

Mr. Pennington in a memorandum to Mr. Tamm dated November 4, 1939, recommended that this suggestion be adopted.

The Conference unanimously approved the adoption of the suggestion and there is attached hereto a memorandum for Mr. Rosen advising him that the accounting course should be forwarded to all new Special Agents immediately upon their assuming field service.

A letter of thanks to Mr. Allen is also attached hereto.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/10ms

ORIGINAL FILED IN 66-3304-598

November 1, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Nathan, Nichols, Quinn Tamm, Ladd, Rosen, and Clegg being present, considered the suggestion of Special Agent H. L. Scott that a number of stenographers be trained in espionage and sabotage matters so they could obtain employment in munitions and war material plants in order to serve in an undercover capacity as informants and observers in such plants.

The Executive Conference unanimously recommended against this procedure, feeling that the difficulty in securing the proper type of Agents and getting them trained for this type of work was the more important program and that this kind of work would not be, at the present at least, an immediate objective of the Bureau.

If this is approved, a letter is being addressed to Special Agent Scott accordingly.

Respectfully,
For the Conference

CLYDE TOLSON
CHAIRMAN

W. R. GLAVIN
SECRETARY

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Sene
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

CC - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110ms

ORIGINAL FILED IN 1-43-36X

QT:mac

November 13, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Nathan, Ladd, Rosen and Quinn Tamm, considered a list of requests which the Identification Division transmits to the Field periodically and in which the Agents of the various Field Offices are requested to do types of work not consistent with their investigative activities.

The Conference recommends that certain of these, which are listed below, no longer require Agents contacts.

First, yearly the Identification Division transmits to the Field a list of approximately 3,000 inactive and delinquent fingerprint contributors with the request that when Agents are next in any of the districts represented therein they contact the delinquent contributors with reference to fingerprint activities.

The Conference feels that this is no longer necessary and recommends that these contacts be discontinued. If you approve, there is a memorandum attached hereto so instructing the Identification Division, also a letter to all Special Agents in Charge advising them that these delinquent fingerprint contributor contacts no longer need be made.

Second, the Identification Division, each time a new fingerprint contributor is obtained, sends a copy of the Bureau's letter to that contributor to the appropriate Field Office with instructions that an Agent contact the new contributor for the purpose of rendering any possible assistance.

Conference recommends that these contacts be discontinued. If you approve, suitable instructions will be issued to the Identification Division.

Third, when Bureau fingerprint cards are received in the Identification Division the same are returned to the appropriate Field

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 343,613
DATE 7/13/90 BY SP5C/11ms

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2554-206281

Memorandum for
the Director

-2-

November 13, 1939

Office with instructions that contact be had with the contributor in an effort to instruct that agency in the proper method of taking and submitting fingerprints.

The Conference recommends that personal contacts be discontinued and fingerprint cards be returned by letter from the Identification Division.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ADD:HLJ

November 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Quinn Tamm, Clegg, Rosen, Nathan, Glavin and Nichols, considered the attached memorandum from Mr. Hendon, outlining the requests which are made by the Crime Records Section upon the field.

The great majority of the requests of the Crime Records Section requiring field activity necessitate the securing of the background and additional information on individuals who have corresponded with the Bureau, which information is necessary before taking action upon an incoming letter.

It was the belief of the Conference that these requests are held to a very minimum.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. B. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 9/13/90 BY SP5Crl/m5

FEDERAL BUREAU OF INVESTIGATION
DEC 7 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOUR

ORIGINAL FILED IN 66-2554-99

November 13, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "National Bankruptcy Act Investigations at the Request of the United States Attorney Pertaining to opposing the Discharge of Bankrupts" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin, Nichols, Ladd, Rosen, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5CJ/om5
NOT RECORDED

66-2554

100-67-2000-11

November 17, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference on the night of November 14th considered the matter of the continuation of general intelligence and plant protection training. It was the unanimous opinion of the Conference that it would be possible to discontinue this training after the conclusion of the class which starts on November 27th. This class will make a total of 357 agents who will have received training and 256 who have received intelligence training (252 agents have received both types of training).

It was further recommended by the Conference unanimously that an instruction be issued to the field to the effect that within thirty days following the receipt of the instruction a conference be held of all Special Agents available in the field office and that the SAC and either the Number One Man or some other agent who has received intelligence and plant protection training conduct an exhaustive forum discussion covering instruction which has been given at Washington upon these subjects.

It was further recommended that at the New York Office arrangements be made for instruction over a period of four evenings of all available Special Agents at the New York City and Newark Divisions concerning these subjects, and that Mr. Gurnea lecture on two evenings, Mr. McIntire on one evening and Mr. Carson on one evening. It is believed that such training would be very helpful in these districts in view of the fact that many of the men will be assigned from time to time to espionage and related matters.

The Conference did not feel that favorable action should be taken upon the recommendation contained in the letter addressed to the Bureau on November 7, 1939, by SAC Rutzen to the effect that all Resident Agents receive espionage and sabotage training. Rather the Conference felt that the special forum to be held by the SAC and Number One Man would suitably instruct the Resident Agents in the handling of these types of cases.

Those present at the Conference were Messrs. Glavin, Nathan, E. A. Tamm, Rosen, Clegg, Quinn Tamm, and the writer.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

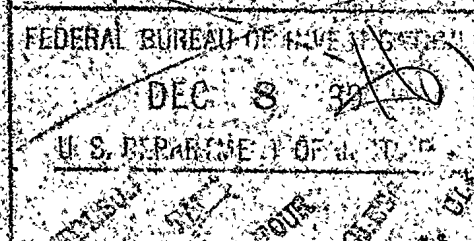
I don't agree. We have trained less than 1/3 our investigative staff. Certainly at least 1/2 should have both kinds of training before we even consider discontinuation. See that it is vigorously pursued. I also approve 2 & 3 par recommendations and I don't agree with your views on Rutzen rec. I think it is good. H.

CC Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/L/oms

NOT RECORDED

66-2554



HHC:VCR

November 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Rosen, Quinn Tamm and Clegg being present, considered the recommendation of Mr. Hince that elementary and routine correspondence be handled, not by supervisory and executive officials of the Bureau, but by correspondence clerks, who would be employed at a much lesser salary. It was the opinion of the Conference that no correspondence should be handled in a routine manner, although it was recognized that certain types of correspondence, including that relating to applications, might be handled by form letter. For the most part, the correspondence should be handled by the supervisory official who is acquainted with policies, changes of policies, etc. and it is believed that this will avoid carrying too great an amount of routine formalized types of replies to correspondents.

If the observations of the Executive Conference, which recommended unfavorably, are approved, Mr. Hince is being advised accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C11DMJ

ORIGINAL FILED IN 66-3665-345

LDW:MLJ

November 29, 1939

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tolson, Ladd, Quinn Tamm, Clegg, Rosen, Nathan, Glavin and Nichols, considered Mr. Larbo's memorandum to Mr. Tolson dated November 8, 1939, outlining the nature of the requests made by the Statistical Section upon the field.

These requests fall into three groupings; namely, requests to contact law enforcement agencies in order to interest them in contributing to the crime reports, to contact them regarding deficiencies in reports and regarding delinquent reports.

There were 15 requests during the first ten months of 1939 for the field to contact law enforcement agencies to interest them in submitting uniform crime reports. There were 31 requests sent to the field to contact law enforcement agencies regarding the deficiencies in reports and 518 contacts requesting the submission of delinquent reports.

It is believed that with reference to the handling of delinquent reports the field should be requested to contact a law enforcement agency only as a last resort and that one or two letters should first be directed to the law enforcement agency in an effort to secure the delinquent report.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

NOT RECORDED

U. A. Glavin
Secretary

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/13/96 BY SP5C10m5

W
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EAT:HA

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
Washington, D. C.

November 3, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Farm Credit Act Apprehension of Fugitives" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin, Nichols, Ladd, Rosen, Quinn Tamm and E. A. Tamm.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson /s/
Chairman

"OK" H.

W. R. Glavin /s/
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5ell/oms

ORIGINAL FILED IN 66-6800-86-

COPY-110

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

URG:atw

November 1, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Nathan, Q. Tamm, Nichols, Ladd and Glavin considered a suggested bulletin to the field prepared by Inspector Gurnea and Agents Kramer, Kibball and Laughlin concerning the classification pertaining to National Defense Statutes.

The Conference unanimously approved the attached suggested bulletin.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-11-19 BY SP5CII/oms

NOT RECORDED

10-2654

ORIGINAL FILED IN 66-6200-99-1X2

Q:man

November 16, 1939

MEMORANDUM FOR THE DIRECTOR

2m
9
The Executives' Conference, consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Glavin, Rosen and Quinn Tamm, considered a suggestion submitted by Mr. Robert L. Floyd, employee of the Identification Division, in which Mr. Floyd suggested that Bureau employees, especially clerical employees, while on leave be designated to present addresses before civic organizations. Mr. Floyd states that he believes that this would further the placing of Bureau information before the public.

The Conference is unanimously opposed to this suggestion. It is pointed out that such speeches are usually delivered by Agents or by persons whose qualifications are fully known to the Bureau. It would not be advisable to have such contacts and such talk made by clerical employees.

If you approve, there is attached hereto a letter addressed to Mr. Floyd.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

U. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393613
DATE 7/13/96 BY SP5CJMS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 67-440X

Q:mac

November 27, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Nathan, Glavin, Rosen, Clegg and Quinn Tamm, considered proposed form letters for use in the Typing Section of the Identification Division and unanimously recommends that these form letters be approved.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Grown _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/LMS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-1631-6155

OT:mac

November 13, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Nathan, Ladd, Rosen and Quinn Tamm, reconsidered a memorandum previously submitted on September 25, 1939 with reference to the training of laboratory personnel.

The Conference previously had recommended that certain Special Agents in Charge be designated to interview laboratory employees. This suggestion had been approved by you.

The Conference wishes to amend this recommendation to the effect that all Special Agents in Charge be permitted to conduct the initial interview with laboratory technical applicants, however, in case an applicant is approved for appointment, prior to the issuance of such appointment this applicant be reinterviewed by one of a special committee.

The Conference feels that this will facilitate the handling of laboratory applicants and reduce the amount of travel which would be necessary in attempting to carry out the previous recommendation, and further recommends that the suggested list be revised, it being noted that certain names have been eliminated and certain names added to the list: Mr. Foxworth, Mr. V. U. Peterson, Mr. Conroy, Mr. Vincent, Mr. Devereaux, Mr. Pieper, Mr. Brantley, Mr. Hood, Mr. Richmond and Mr. Donagan (Mr. Donagan for New York and vicinity only).

Of course it is also understood that any of the Bureau's Inspectors could also pass on these laboratory applicants.

The Conference also considered previous recommendation that the laboratory personnel be afforded four months of investigative experience in the field, this experience to be given after the laboratory employee has been trained in a new Agent's Training School.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/13/90 BY SP5CIV/MS

Memorandum for
the Director

-2-

November 13, 1939

Conference recommends that this field experience be eliminated from the laboratory training, that all laboratory technicians be required to attend a Training School for new Agents but they not be given field experience.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

WRG:atw

November 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Quinn Tamm, Nichols, Rosen and Glavin again considered the desirability of opening an office at Norfolk, Virginia in addition to the Richmond, Virginia Office, the Norfolk Office to handle the work in the Norfolk and Newport News division of the eastern judicial district. There is attached hereto a map showing the eastern and western judicial districts, subdivided to show the various divisions within those districts.

For the Director's information, from data secured from the Richmond Office, there are at the present time 510 cases pending in the Richmond Division, 391 of those cases or 76.7% of all of the work presently pending in the eastern district and 119, or 23.3% of the work pending in the western district. The divisions of the work in the districts are as follows:

EASTERN DISTRICT

Richmond Division	134 cases
Alexandria Division	50 "
Norfolk & Newport News Division	207 "
Total	391 "

WESTERN DISTRICT

Abingdon Division	21 "
Big Stone Gap Division	22 "
Charlottesville Division	2 "
Danville Division	15 "
Harrisonburg Division	13 "
Lynchburg Division	13 "
Roanoke Division	33 "
Total	119 "

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

It is noted that at the present time the Norfolk and Newport News Division which is reflected in blue on the attached map has 207 cases pending at the present time comprising 40.6% of all of the work at the present Richmond Division.

NOT RECOR

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

66-2554-3

November 6, 1939

The Conference is of the opinion that there will be a considerable increase in the work in the Norfolk and Newport News territory due to the naval stations and naval activities centering around these points.

The Conference with the exception of Messrs. Clegg and Rosen recommend the opening of an office at Norfolk, Virginia, retaining the Richmond Office in its present location, the Norfolk Office to handle the Newport News and Norfolk area reflected in blue on the attached map, the Richmond Division to handle the remainder of the state of Virginia. Messrs. Clegg and Rosen recommend the opening of an office at Norfolk, but further recommend the closing of the Richmond Office, all work in Virginia to be handled by the Norfolk Division. These members are of the opinion that with the opening of an office at Norfolk, sufficient work would not be pending in the immediate Richmond area, shown as white on the attached map, to justify the retention of an office at Richmond. Mr. Clegg pointed out that very little work is in Richmond proper and it would not be necessary to have more than one agent in Richmond to handle that work. It is pointed out that at the present time ~~the~~ the Richmond Division which covers a considerable area has at 26.3% of all the

ated,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

QT:mac

November 13, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Nathan, Ladd, Rosen and Quinn Tamm, considered a suggestion submitted by Mr. William Ward McCabe of the Identification Division.

Mr. McCabe suggests that all fingerprint cases, both "idents" and "non-idents", be given FBI numbers.

Conference advised that this suggestion has been submitted numerous times in the past. It has never been adopted because it would place an additional burden on the Identification Division, it would necessitate additional personnel and the benefits to be derived from such a suggestion would not compensate for the additional cost.

Conference recommends that this suggestion be rejected.

Mr. McCabe further suggests that if his first suggestion was rejected the Bureau consider the advisability of indexing in the Card Index files as a method of identification disposition sheets which cannot be identified on the basis of a search against the present files.

Conference believes that this would serve no definite purpose and recommends against its approval.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323 613
DATE 7/13/90 BY SP5C/DM5
NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1631-1068X1

November 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Rosen, Quinn Tamm and Clegg being present, recommended the following assignments of Bureau employees in appearing before recognized law and accounting schools throughout the country, prior to May 1, 1940, with the view to developing interest in the position of Special Agent in the FBI among the members of the senior classes, particularly, and recent graduates of law and accounting schools who may be contacted through alumni and employment agencies of the universities. If this is approved, assignments will be made in accordance with the schedule below and a letter addressed to these employees will be forwarded accordingly:

BRANTLEY, D.	Kansas City	Oklahoma City	
BUGAS, J. G.	Detroit	Cleveland	
CLEGG, H. H.	New York	Newark Philadelphia	Richmond Washington, except ac- counting schools.
CONROY, E. E.	Dallas	San Antonio	
DEVEREAUX, W. S.	Chicago	Omaha	Des Moines
HOOD, R. B.	Los Angeles		
KITCHEN, A. P.	New Orleans		
LESTER, W. H. D.	Pittsburgh	Huntington	Buffalo
LISTERMAN, W. L.	Atlanta	Birmingham	
NEWMAN, J. C.	Salt Lake City	Denver	
PENNINGTON, L. R.	Accounting schools in Washington.		

66-2554-

Memo for Director

- 2 -

November 16, 1939

PETERSON, V. W.	Boston		
PIEPER, H. J. L.	San Francisco		
RICHMOND, E. L.	Little Rock	Memphis	
RICHMOND, L. H.	Sioux Falls	St. Paul	Milwaukee
RUTZEN, A. C.	Springfield	St. Louis	Cincinnati Louisville
SCHMIDT, E.	Charlotte	Knoxville	
SACKETT, B. E.	Indianapolis		
SURAN, R. C.	Seattle	Portland	Butte
VINCENT, J. W.	Miami		
WYLY, P.	San Diego	El Paso	

Respectfully,
For the Conference

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin.

REC-108

November , 1939

Dear Sir:

The Bureau desires that you make appropriate contacts with the recognized law and accounting schools presently falling within the territory of the following field divisions:

Either directly or through the appropriate field offices, contacts should be made with the authorities at the colleges and universities in question, so that if desired you may make a personal appearance before the members of the senior classes or even larger groups of the student bodies, to discuss the nature of the position of Special Agent of the Federal Bureau of Investigation. In each instance, in addition to appearing before the student groups, particularly senior classes, it is believed that a most valuable source of information and of prospective applicants, will be found by contacting the alumni offices and placement bureaus of the various law and accounting schools. Prior appointments should be made so that you may reduce necessary travel to a minimum.

It is entirely possible that a good many graduates during the past few years, who are now practicing law or accountancy, are known to the deans of law schools or to those connected with the alumni offices and placement bureaus of the schools. It will be agreeable for those who may be interested to be invited to be present when you address the other members of the student bodies and to confer with you privately on the day you appear at the schools in question.

You should communicate with the Bureau and obtain the number of application blanks which you believe will be needed by you in handling these assignments and application blanks may be left with any students or alumni who desire them, and also a number of application

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/13/90 BY SP8 CPM/S

blanks may be left with the deans of the law schools or with other college alumni or placement bureau authorities connected with the schools.

The Bureau desires that these assignments be definitely completed prior to May 1, 1940, as it has been found in the past that in making such contacts it is frequently inconvenient to make appearances after May 1st, due to preparation for examinations and commencement exercises.

Very truly yours,

John Edgar Hoover
Director

Chicago

November 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Tolson, Nathan, Clegg, Glavin, Ladd, E. A. Tamm and Quinn Tamm, considered a suggestion submitted by Mr. Quinn Tamm that, in the future, in the preparation of criminal records in the Identification Division the records going to local law enforcement agencies also show Bureau information.

You are advised that in the past a separate sheet has been maintained in the criminal record with specific Bureau information such as the fact that the Bureau desires the apprehension of a particular individual.

The Conference calls attention to the fact that such information concerning "wanted" notices is published in the FBI Law Enforcement Bulletin so that all law enforcement agencies are advised of the Bureau's desire to apprehend a criminal.

The Conference also feels that the making of a separate sheet in the criminal record for Bureau information places an increased burden upon the Identification Division.

It is further felt that this policy was adopted years ago to assure the Bureau of the fact that individuals whose apprehension the Bureau desired could be apprehended by Bureau agents. It is not felt that this is any longer necessary and recommends that in the future criminal records emanating from the Identification Division and being submitted to local law enforcement agencies show as a part of the regular record Bureau information.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson, Director

NOV 17 1939

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/95 BY SP5C/oms

ORIGINAL FILED IN 66-1631-6068

HHC:VCH

November 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Rosen, Quinn Tamm and Clegg being present, considered the inquiry frequently made of Bureau officials as to whether in subversive cases or complaints a separate file should be made for each individual involved in the complaint, or whether they should all be grouped in a single file. It was the unanimous opinion of the Conference that it would be more desirable to prepare a separate file on each person or group of persons involved in a single complaint, and that subsequent data relating to the same persons or groups might be placed in the same file so as to make immediately and easily available the various information collected concerning the subjects of such complaints or investigations. If this is approved, a bulletin will be issued to the field offices accordingly.

Respectfully,
For the Conference

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Crowl	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Sears	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

cc Mr. Glavin

RECEIVED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33013
DATE 7/13/90 BY SP5C1106MS

ORIGINAL FILED IN 66-2554-61-9

DML:GS

November 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference on the evening of November 28, 1939, at a meeting attended by Messrs. Tolson, Nathan, Clegg, Glavin, Nichols, Rosen, Q. Tamm and Ladd, considered the recommendation of Mr. Potter to the effect that the special tours no longer be taken to the Single Fingerprint Section in view of its location on the first floor, and further that the exhibit cabinet which has been used for the special tours, and which is presently located in room 1420, be removed and placed in the Technical Laboratory in order that the work of the Single Fingerprint Unit may be discussed in the Laboratory in connection with the general tours.

The conference unanimously favored this suggestion.

Respectfully,
For the Conference

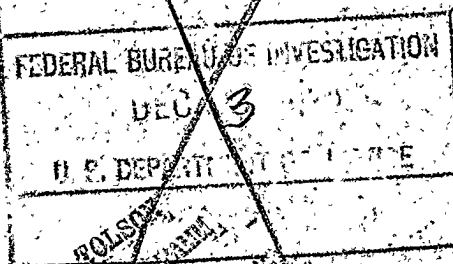
Clyde Tolson, Chairman

W. B. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333613
DATE 7/13/90 BY SP5C10MS

ORIGINAL FILED IN 94-2-1141

WRC:MLJ

November 17, 1939

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Quinn Tamm, Rosen, and Glavin, unanimously approved a suggestion that the monthly automobile maintenance statement, a copy of which is attached hereto, be discontinued. This is a statement which has been prepared by the various field divisions since the Bureau has had automobiles.

Mr. Glavin is of the opinion that this statement has served its purpose and in view of the present congested condition of work, both in the field and at the Seat of Government, he does not believe that it need be continued at this time.

Subject to your approval, there is attached hereto a form letter to the field advising of the discontinuance of the submission of this report.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-1980-10-82

NOT RECORDED

66-2554

9
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/13/90 BY SP5C11DMS

HNC:VCR

November 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Rosen, Quinn Tamm and Clegg being present, considered the recommendation of Special Agent in Charge E. E. Conroy that a survey be made of the old gas masks in the various field offices so that in the event the elastic bands attached to these masks are not in proper condition or have deteriorated, or if there are any other defects, appropriate arrangements can be made for the restoring of these masks to a proper condition. The Conference approved this suggestion and recommended that a letter be addressed to the Special Agents in Charge to this effect. Mr. Conroy is being advised of the action taken, if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

NOT RECORDED

66-2554

FEDERAL BUREAU OF INVESTIGATION	
DEC 1 1939	
U. S. DEPARTMENT OF JUSTICE	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5c11 oms

ORIGINAL FILED IN 66-3760-2466

9w
QT:mac

November 13, 1939

MEMORANDUM FOR THE DIRECTOR

6
The Executives' Conference, consisting of Messrs. Tolson, Glavin, Nathan, Ladd, Rosen and Quinn Tamm, considered a suggestion submitted by Mr. William Ward McCabe of the Identification Division concerning the placing in the Identification Division files of all finger impressions received on disposition sheets, death notices and similar correspondence.

7
It is noted that certain Police Departments attach to their disposition sheets finger impressions so that the disposition sheet can be definitely identified.

The Conference advises that these finger impressions are the plain impressions which are not fully rolled, consequently cannot be completely classified. They would serve no purpose in the fingerprint file.

Conference recommends that the suggestion be rejected.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

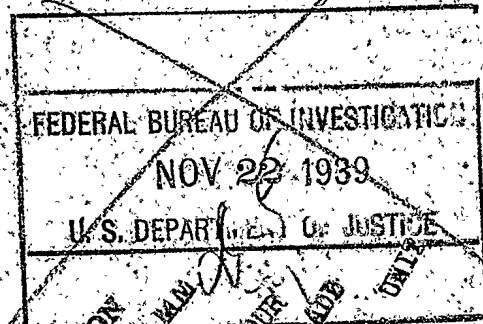
W. R. Glavin, Secretary

Tolson _____
Nathan _____
E. A. Tamm _____
Clegg _____
Ladd _____
 Coffey _____
Egan _____
Glavin _____
Crowl _____
Harbo _____
Lester _____
Hendon _____
Nichols _____
Rosen _____
Tamm _____
Quinn Tamm _____
Tracy _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/13/96 BY SP5C/10ms

NOT RECORDED

66-2554



ORIGINAL FILED IN 66-1631-6071 ✓

WRG:JJM

November 19, 1939

MEMORANDUM FOR THE DIRECTOR

RE: Bureau Band

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Quinn Tamm and Glavin considered an oral suggestion made by Mr. Nathan that a band be organized from the Bureau employees.

Mr. Glavin pointed out to the Conference that in connection with a proposed Bureau orchestra the response was unsatisfactory and that those who did respond to the call showed only lukewarm interest when it had been ascertained by them that it would not be possible for them to go out and free lance on orchestra jobs.

The Conference opposes the formation of such a band at the present time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C/10MS

ORIGINAL FILED IN 62-26176-238X1

EAT:AI

November 15, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Clegg, Glavin, Rosen, Q. Tamm and E. A. Tamm in attendance, considered a number of suggestions, enumerated hereafter, submitted for revision in the Plant Protection Manual prepared in the Bureau.

With reference to the suggestion submitted by Mr. Clegg concerning a rewording of Page One, Mr. Clegg withdrew his recommendation because of a misapprehension as to the purpose of the Plant Protection Manual at the time that he submitted this suggestion for a revision. Mr. Clegg also withdrew his suggestion for rewording the last complete paragraph on Page One.

Mr. Clegg suggests that Page Two of the Manual be revised to point out the necessity and desirability of extending the plant inspection program to warehouses and concentration points for distribution regardless of the location of these plants. The Executive Conference believes that this suggestion is meritorious, and accordingly suggests that a question be included at the top of Page Nine, under the caption "Physical Description of Plant," as follows:

"13. Are the finished products stored in warehouses off the plant property?"

If so, where?

At what point does the Government accept delivery of the products?"

In connection with this suggestion, it is further recommended that under the caption "Recommendations" on Page Thirteen of the proposed Manual, there be added the following provision:

NOT RECORDED

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJH/MS

ORIGINAL FILED IN 66-2554-11

66-2554

"Whenever a plant under survey is found to utilize warehouses or assembly depots at points away from the factory, the inspection should, of course, include a survey of the protective facilities of the warehouses or assembly points. Such inquiries should, of course, be conducted by the field office covering the point at which the warehouses are located."

Mr. Clegg withdrew his suggestion for a revision in Paragraph Two of Page Six, because this suggestion was predicated upon a misunderstanding as to the purpose of the Plant Protection Manual.

Concerning Mr. Clegg's suggestion that Page Nine of the Manual be augmented to include stringent provisions for a check upon the photographic, photostatic and other types of reproduction equipment, the Conference recommends the inclusion at this page of the following provision:

"Where practical and possible, plant protection officials should install and operate a careful system of checking all photographic, photostatic and other types of reproduction methods. Consideration may be given to the use of a requisition system showing the specific number of copies to be made, the distribution to be made of the copies, and a check, if possible and practical, of all spoilage, improperly exposed copies and prints, and other wastage in the reproduction processes."

The Conference was unanimously of the opinion that there should be included on Page Fifteen a provision indicating the desirability of placing upon "Application for Employment" forms a statement indicating that all information furnished by the applicant would be carefully checked.

Mr. Clegg suggests that the provisions of the Manual at Page 15 relative to the fingerprinting of employees be so revised as to provide that only a single set of fingerprints need be taken, this copy of the fingerprints to be sent to the FBI through the established channels outlined elsewhere in the Manual. At the present time, the Manual suggests that two sets of fingerprints of employees be taken, one set for transmittal to the FBI, the second set

to be maintained in the personnel file of the employee at the point of employment. The principal advantage of having the second set of fingerprints in the personnel file is to enable the plant personnel officer to make immediate and positive identification of a particular employee in the event any question arises as to whether a particular person is identical with the person originally employed in the plant. The objection offered to the taking of the second set of fingerprints is that the existence of this additional set of fingerprints might lead private detectives, local sleuths and police to endeavor to identify law violators by using the fingerprint files of the industrial company or group. Mr. Tolson, Mr. Glavin and Mr. E. A. Tamm were of the opinion that the Manual should provide for the taking of two sets of fingerprints as is presently outlined in the Manual. Mr. Nathan, Mr. Rosen, Mr. Clegg, and Mr. Quinn Tamm were of the opinion that the Manual should be changed to provide for the taking of but a single set of fingerprints. Mr. Gurnea shares the views of the majority of the Conference.

Mr. Clegg in his suggestions expresses his belief that spot checks of employees and searching of the employees' lockers will create widespread resentment, and he accordingly recommends against the Bureau's recommending these searches as a part of the plant protection procedure. With the exception of Mr. Clegg, the entire Conference was of the opinion that spot checks should be recommended and that searches should be made of the employees' lockers.

Concerning Mr. Clegg's suggestion that the sentence near the top of Page Nineteen "Nothing in this Manual shall be interpreted to apply to any bona fide labor or union organizer or representative" be placed in the preface or in an earlier and more prominent position in the Manual, the entire Conference was of the opinion that no particular purpose would be served by shifting this sentence from that section of the Manual to some other part, and accordingly, the Conference recommends against any change at this point.

Concerning Mr. Clegg's recommendation that the section of the Manual beginning at Page Thirty, which deals with the program of training, be so amended as to indicate those subjects which will be taught by Bureau personnel and those which the plant management should obtain outside lecturers to handle, the Conference recommends that this page of the Manual be

rewritten to indicate that the Bureau will aid in giving instruction upon the following subjects:

- Duties and Responsibilities of Plant Protection Employees
- The Part the FBI Plays in Plant Protection and the Cooperative Functions of the FBI
- Discipline, Loyalty, Tact, Alertness and Appearance
- Promptness in Reporting Irregularities
- Note Taking on the Part of Plant Protection Employees
- Searches of Person
- Searches of Places
- Fingerprinting
- Protection of the Scene of the Crime
- Developing Informants
- Firearms Training
- Patrol Work
- Supervising the Visitors at the Plant
- Espionage and Sabotage Methods
- Personal Descriptions
- Bombs and Explosives
- Arson

The following subjects should be indicated as those in which outsiders should be expected to give instruction:

- Plant Organization and Records (to be given by a Plant Superintendent)
- Fire Protection (to be given by local fire chief or fire marshal)
- Plant Rules (to be given by a plant official)
- Physical Set-Up of the Plant (to be given by a plant official)
- First Aid (a 15 hour course to be given by representatives of the American Red Cross)

Concerning the suggestion of Mr. Connelley that a revision be made in Page Seven of the Manual to provide against an Agent during the course of the inspection bringing to the attention of the plant official the points which are weak in the plant protective system, the Conference was of the unanimous opinion that the change suggested by Mr. Connelley should not be made. The Conference is of the

opinion that it is highly desirable for Agents during the survey to discuss with the plant protection officials the apparent weaknesses of the present plant protection set-up. This procedure affords the Agent an opportunity of ascertaining what steps have been taken in the past to attempt to improve the protection organization and the results of these attempts. This procedure affords the Agent an opportunity of receiving suggestions from the plant protection officials. The Manual specifically provides that the Agent should not make any recommendations orally, but that the Bureau's recommendations will be made in writing after approval of the recommendations by the Bureau. The Conference feels that this restriction upon the making of recommendations will prevent any Agent from making statements which might be embarrassing to the Bureau, but the Manual provisions as presently worded will not preclude the Agent from freely and frankly discussing with the plant protection official the subject matter of the inspection as it progresses.

The Executive Conference, of course, concurs in Mr. Connelley's recommendation that the word "memorandum" on Page Four be changed to "Manual."

Concerning Mr. Connelley's suggestion that the substance of Page Thirteen be revised so as to provide that the recommendations of the Agent for improvement in the protective facilities of a particular plant be submitted in a separate document apart from the inspection report, it is pointed out that a copy of the inspection report will not be submitted to the plant management. The complete inspection report, including the Agent's recommendations, is forwarded only to the Bureau, where after review the recommendations which are approved by the Bureau are forwarded to the plant management in a letter over the Director's signature. It is felt consequently that a provision requiring the submission of a separate document apart from the investigative report containing the recommendations for changes in the plant protective system would not serve any practical purpose, but would make more difficult the checking and reviewing of the complete inspection report in the Bureau and the preparation of the letter of transmittal of approved recommendations. The Conference was of the unanimous opinion that the Manual's present provisions upon this subject not be changed or revised.

Mr. Connelley suggests that Item Fifteen on Page Fourteen of the Manual, which refers to a recommendation that application forms for employees include an agreement that the employee would submit to being fingerprinted, be eliminated. Mr. Connelley takes the position that the inclusion of such a provision in an application form establishes a controversial issue between the employer and employee. It is the unanimous opinion of the Executive Conference that this method of handling this situation is not only practical but desirable, since the employer unquestionably has the right to establish at all times the conditions under which he will accept applications for employment.

Mr. Connelley next suggests that the Manual be revised to provide that the Bureau will obtain the dispositions of all arrests indicated upon criminal records forwarded by the Bureau to plant officials. The recommended procedure in the Manual calls for the Bureau's forwarding to the plant management the criminal record as it is recorded in the Identification Division and leaving it to the plant management to determine any dispositions of arrests not recorded in the Bureau's Identification Division records. Mr. Connelley feels that the Bureau, through the field offices, should obtain all of these dispositions. The Conference is of the unanimous opinion that in view of the potential receipt of millions of fingerprints in this plant protection program, it is highly undesirable for the Bureau to take on the additional correspondence burden of soliciting hundreds of thousands of dispositions, and the Conference feels consequently that the procedure presently outlined in the Manual should be retained and Mr. Connelley's suggestion not adopted.

Mr. Connelley also suggests that that portion of the Manual which indicates that Bureau employees should be available and willing to discuss with the plant protection officers and plant personnel officers problems growing out of the employment of personnel should be stricken from the Manual. Mr. Connelley feels that the Bureau might be placed in a position where it would be criticized for participating in employer-employee disputes if the Bureau acts as counselor in employment problems. It is pointed out that this section of the Manual does not deal with situations involving disputes or potential disputes between employers and employees. The Manual repeatedly sets forth that the Bureau will not participate in or be a party to any labor disputes. The program contemplated by the provisions under discussion is the frank discussion of personnel problems by

plant protection officials and plant personnel officials, with particular reference to employment problems, particularly the taking on of new employees, which pertain to the problem of plant protection. The Conference believes that the present provision of the Manual will establish and encourage a close relationship between Bureau field offices and plant officials.

Mr. Connelley next suggests that the provisions of the Manual which suggest that when plant officials or employees investigate new or potential employees they ascertain particularly whether the applicant has been engaged in subversive activities or has displayed tendencies which would arouse suspicion concerning his sympathy with subversive movements, be so amended as to strike out this specific provision. Mr. Connelley feels that if we recommend investigation of applicants with particular reference to their subversive attitude, the plant management will initiate investigation of union activities and lay the responsibility to us. The Conference points out again that the Bureau Manual repeatedly cautions Agents against interfering in any employer-employee relationship or participating in any manner in bona fide labor controversies. It is felt, however, by the Conference that the Bureau cannot consistently recommend and outline investigation of employee applicants without emphasizing the necessity for determining whether the applicants have in the past manifest any subversive sympathies. The Conference consequently does not recommend any affirmative action on this suggestion of Mr. Connelley.

Mr. Connelley recommends that the provision of the Manual which provides that cameras found in the possession of unauthorized persons should be confiscated and retained in the possession of the plant protection officials for delivery to an Agent of the Bureau, be stricken from the Manual, in order to avoid any criticism of the Bureau. The Conference is of the unanimous opinion that the recommendation presently included in the Manual should be continued, pointing out that as a matter of precaution, any camera utilized by a person in photographing the manufacturing processes of other facilities of a plant producing material for the War and Navy Departments is subject to suspicion, and consequently the Conference feels this provision of the Manual is essential to a proper program of plant protection.

Mr. Nathan has suggested that there be included in the Manual a statement pointing out the possibility that nondescript stores and dwellings situated immediately contiguous to an important plant may be utilized for espionage and sabotage.

purposes, particularly as a basis for tunneling into the plant. The Conference feels that this recommendation of Mr. Nathan possesses merit, and accordingly recommends that there be added to the top of Page Nine of the Manual, under the heading "Physical Description of Plant", the following statement:

- "12. Are there buildings of questionable character immediately adjoining the plant property which could be used as a headquarters for sabotage or espionage activities?

Consideration should be given to the possibility of such premises being used as a base from which entrance to the plant might be effected by tunneling, or as a point from which explosives or combustibles might be impelled into the plant.

If such buildings are adjacent, describe them."

Mr. Nathan further suggests that Page Twenty-Seven of the Manual, which provides that all aliens should be eliminated from the plant police force, may cause some dissension in the event the United States ultimately enters the war if at that time aliens of nations allied with the United States are discharged because they are aliens. Mr. Nathan points out that his objection to this phraseology is not applicable if the program outlined in the Manual is intended for immediate application to the entire program. The Manual contemplates the immediate elimination from the police departments of all aliens, effective upon the undertaking of the plant protection program, and, accordingly, Mr. Nathan concurs in the maintenance of this provision in the Manual in its present form.

Mr. Nathan raises the question of whether the Manual should contain some specific provision concerning disciplinary measures to be taken against members of the plant police force reporting for duty drunk or with some manifestation of having been drinking. The Conference suggests that there be included in the Manual in that section dealing with the administration of a plant police department a specific clause or sentence stating that any member of a plant police force who reports for duty under the influence of liquor or with obvious manifestation of having

been drinking should be subject to stringent disciplinary action.

Mr. Nathan does not believe that the Manual statement relating to the performance of duty by members of the plant police force for "8 or 12 hours" is desirable. Mr. Nathan believes that this provision of the Manual should be so worded as to provide that hours of employment for the plant police force should be 8 hours "or some other appropriate number of hours." Mr. Nathan feels that the Bureau, by suggestion at least, establishes a standard of working hours which is either "8 or 12 hours" and that the real recommendation should be for 8 or some other number of hours. The Conference recommends, in view of Mr. Nathan's views, that there be incorporated on Page Thirty-three, under the caption "Shifts" a revised sentence which will provide that:

"The shifts or tours of duty assigned to the officers of the force should be of 8 hours duration or of some other appropriate period of hours. The 8 hour shift is generally preferred over longer shifts, because an officer working an 8 hour shift will necessarily be more physically fit to operate alertly and at a peak of efficiency than will an officer employed on a shift of a much longer duration."

Mr. Ladd has suggested that Page Fifteen of the Manual, which deals with the fingerprinting of employees, should be so revised as to indicate that it is not the desire of the Bureau that any concerted effort be made to secure the fingerprints of the various plant employees, but that if the managers or appropriate officials of these plants indicate any interest or desire of their own to fingerprint the employees, they may do so by using applicant fingerprint cards and forwarding them to the Bureau. The Conference believes that the Bureau should defer any action upon this matter until the Attorney General has specifically indicated the policy which he desires to be followed in connection with the handling of fingerprints.

Mr. Hanni has submitted a suggestion that there be incorporated in the recommended application form an inquiry to be answered by the employee as to whether he has a previous criminal record. The Conference recommends that there be added to the Manual as an additional question on Page Fourteen, the following provision:

"16. Have you ever been arrested?

If so, when, where and for what offense?"

The following suggestions pertain to the provisions of the Manual relating to the steps to be taken in the event a bomb is reported in a plant which is the subject of the Bureau's plant protection. No controversy arises over situations in which a bomb or alleged bomb is discovered in the plant at the time that the Bureau Agent is actually conducting his inspection. Under such circumstances, it is of course considered essential that the Bureau Agent take command of the situation and take the various protective steps which are outlined in the Manual. Considerable discussion has occurred concerning those situations in which a bomb or alleged bomb is discovered in a plant at a time when an Agent is not in the plant, and it is the consensus of opinion that the logical suggestions, aside from elementary precautions such as removing all personnel from the vicinity in which the bomb is located, notifying the police and fire departments, etc., would be to furnish the plant with the names and addresses of the most readily available recognized bomb authority, preferably one with the Army or Navy, if available. The suggestions outlined hereafter all pertain to situations involving the location of bombs in plants.

Mr. Coffey recommends that the section of Page Twenty-five which deals with steps to be taken in the event of the location of a bomb, be amended to include the following provision:

"Notify the municipal fire department and the municipal rescue squad."

The Executive Conference unanimously recommends that this suggestion be adopted.

Mr. Coffey's next suggestion is that the present wording of Suggestion 10 on Page Twenty-six be changed to provide:

"Furnish the names of nearby explosive experts from the Army, Navy or other available sources, as listed in the field office index."

This suggestion should be considered in conjunction with a further suggestion of Mr. Coffey that the Bureau conduct a

a survey through the field offices to determine, through the Army and Navy and manufacturers of powder and explosives, reliable bomb experts, and that upon the obtaining of this information, each field office be furnished with the appropriate data to enable them to maintain an index of available authorities upon bombs. The Conference is of the opinion that this suggestion should be adopted as a precautionary measure, and likewise approves a further recommendation of Mr. Coffey, made by Mr. Laughman, that this survey include the location of portable X-ray equipment for use in studying bombs. Concurrence in these recommendations automatically approves Mr. Coffey's recommendation for Suggestion 10 on Page Twenty-Six.

Mr. Coffey further suggests that the entire paragraph on Page Twenty-Six, beginning "The Bureau cannot enter into any suggestions for the removal of bombs that will endanger human life," be removed. The Conference is of the opinion that this is a precautionary provision which would appear to be desirable as a matter of record in the Manual.

The Conference unanimously recommends adoption of Mr. Coffey's suggestion that the third paragraph on Page Twenty-six be re-written to read as follows:

"Each field office should ascertain the availability and identity of individuals in its district, especially experts of the Army or Navy who are considered explosives and bomb experts and who would undertake to be of service to a plant in such an emergency. For your information, military experts are usually connected with the Ordnance Department. The names of these experts should be indexed as such in each field office, and a list of the experts provided to the Bureau for central indexing in Washington."

The Conference agrees with Mr. Coffey's recommendation that the following paragraph be added to Page Twenty-six of the Manual:

"Bureau Agents are not bomb experts and should not attempt to handle bombs. If an Agent is

at the scene when a suspected bomb is discovered, he should assist in the emergency to the extent of safeguarding life until properly qualified authorities, such as the local municipal fire department or qualified bomb experts arrive at the scene and take charge of the removal and destruction of the bomb."

In connection with the handling of bombs, Mr. Connelley suggests that when a bomb is reported to have been located in a plant an Agent should proceed at once to the plant, in order to initiate an investigation to determine who is responsible for the placing of the bomb, and to conduct appropriate investigation of this act of attempted sabotage. The Conference realizes, of course, that the Bureau is charged with the investigative responsibility of ascertaining the identity of the person preparing the bomb and placing it in the plant, but points out that an orderly investigation can hardly be initiated while the bomb is "ticking" in the plant. The Conference feels that the program outlined, calling for the proper removal of the bomb and its appropriate disposition by a bomb expert, is a necessary prerequisite to the initiation of a complete investigation of the circumstances surrounding the placing of the bomb in the plant. The Conference believes, consequently, that the provision of the Manual as heretofore written, subject to the changes outlined, should be continued.

Concerning Mr. Connelley's comment upon the possible danger in the Bureau's recommending an expert in the removal of the bomb and being held responsible for that individual's action because we had recommended him, the Conference points out that this is a potential danger which cannot be avoided, since the Bureau can only recommend those people who are recommended to it as bomb experts.

The Conference feels that the provisions outlined hereinabove make unnecessary the preparation of any circular to be distributed to plant officials concerning action to be taken in the event a bomb is discovered. The Conference points out that bombs present such a tremendous field of such varied circumstances that it is not desirable to attempt to prepare any set of rules or standards which might subject the Bureau to criticism should they be found inapplicable to a particular situation.

During the course of the discussion of these various suggestions, the question was raised spontaneously as to whether the Bureau should accept the fingerprints, if and when the Attorney General approves the fingerprinting portion of this program, of plant employees from the plant officials by relay through the field office, or whether it would be more desirable to establish a program whereby the plant would send its fingerprints direct to the Bureau and not through the proper field office. From the viewpoint of the Identification Division, the amount of work involved is virtually identical, whether the prints are received direct from the plant or sent through the field office, since the program as outlined in the Manual contemplates the transmittal of a copy of each employee's criminal record to the proper field office for the information of that office. Non-idents will not be answered under the present program. Mr. Clegg was of the opinion that a considerable amount of clerical work would be imposed upon each field office in the handling of prints received from plants: the letter re-mailing these prints to the Bureau, the separation of the records when received back from the Bureau, and the re-mailing to the proper plant officials. The Conference points out its belief that the Special Agent in Charge and the Special Agents engaged upon the plant protection work will be interested in reviewing the criminal records of the employees as received, and that undoubtedly in cases of aggravated records, a Bureau representative will desire to call upon the proper officials of the plant and discuss the various records with the plant officials. For this reason, it is the opinion of a majority of the Conference that the fingerprints and records should clear through the appropriate field offices. Mr. Nathan and Mr. Clegg voted in favor of a policy of direct dealing between the plants and Bureau headquarters in Washington. Messrs. Tolson, Glavin, Rosen, Q. Tamm and E. A. Tamm are in favor of carrying on this program through the field offices. Mr. Gurnea, who has reviewed all of the various memoranda in this situation, concurs in the majority view.

For the time being, at least, those pages of the Manual which pertain to the fingerprinting part of this program will be deleted in order that the Manual may be forwarded to the field offices as soon as those changes which are approved by you have been made.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

November 25, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Clegg, Nathan and Ladd being present, considered the recommendations of Mr. Clegg as to zoning up the field offices of the country and endeavoring to assign qualified instructors for general training subjects and for firearms training subjects in order to minimize the amount of travel necessary to handle police training schools in the respective divisions. There follows a suggested list of zones with the present field offices in each zone areas, together with the name of the general instructor and firearms instructor now qualified who are assigned to that zone and the names of those who it is believed should be brought to Washington for training in order to qualify them, if possible, as general instructors or as firearms instructors.

It was the further recommendation of the Conference that the school of instruction for the Agents to be given instruction in general law enforcement subjects be held at the conclusion of the In-Service School which begins on November 27, which course will be completed on Tuesday evening, December 5. The general instructors' school, therefore, would last from December 6 to December 13 for a total period of ~~one week~~. It was believed that the firearms' instructors' school should last for a period of two weeks and this school can begin at the completion of the new Agents' firearms training course at Quantico, or more particularly, December 6th, such firearms training course to last for a period of two weeks from December 6 to 20, inclusive.

Zone 1
Boston Division

General Instructor
Firearms Instructor

None
None

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/MMS

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

It is recommended that Special Agent R. H. Simons be transferred to the Boston Office for general instruction work. He has no office of preference.

To be brought to Washington for training as firearms instructor

J. W. Coulter, Boston Office

Zone 2
Newark and New York Divisions

General Instructor
Firearms Instructor

NOT RECORDED

66-2554

To be brought to Washington for training as general instructor

To be brought to Washington for training as firearms instructors

FEDERAL BUREAU OF INVESTIGATION

W. M. Simpson, New York City
None

U. S. DEPARTMENT OF JUSTICE

J. M. DeLoach, New York City

J. D. Pope, Newark

E. H. Adkins, New York City
J. A. Cimperman, New York City

November 25, 1939

Zone 3
Buffalo and Albany Divisions

General Instructor	None
Firearms Instructor	None
To be brought to Washington for training as general instructor	V. J. Wolfe, Buffalo
To be brought to Washington for training as firearms instructor	J. B. Hogan, Buffalo

Zone 4
Philadelphia and Pittsburgh Divisions

General Instructor	M. W. Acers, Pittsburgh
Firearms Instructor	None
To be brought to Washington for training as general instructor	T. J. Scott, Philadelphia W. John McNulty, Philadelphia
To be brought to Washington for training as firearms instructor	E. G. Fitch, Pittsburgh

Zone 5
Washington, Huntington, Richmond, Baltimore Divisions

General Instructors	D. L. McCormack, Washington Field F. T. McIntyre, Washington Field R. H. Simons, Washington Field
Firearms Instructors	J. C. Kennedy, Washington Field E. Logan, Washington Field H. J. Lynch, Washington Field I. E. Nitschke, Washington Field W. R. Walsh, Washington Field W. H. Essey, Washington Field A. M. Thurston, Washington Field
To be brought to Washington for training as general instructor	None
To be brought to Washington for training as firearms instructors	George W. Carlson, Washington Field D. L. McCormack, Washington Field

November 25, 1939

Zone 6Charlotte, Atlanta, Knoxville, Miami DivisionsGeneral Instructor
Firearms InstructorNone
NoneTo be brought to Washington for
training as general instructor

H. B. Long, Charlotte office

To be brought to Washington for
training as firearms instructor

I. W. Duffy, Miami

Zone 7Birmingham, Memphis and New Orleans DivisionsGeneral Instructor
Firearms InstructorNone
E. G. Dorris, New OrleansTo be brought to Washington for
training as general instructorsC. A. Braathen, Memphis Office
H. L. Sloan, New Orleans
C. A. Whitten, New OrleansTo be brought to Washington for
training as firearms instructor

F. A. Fletcher, New Orleans

Zone 8Detroit, Cleveland and Grand Rapids DivisionsGeneral Instructor
Firearms InstructorNone
H. G. Denner, DetroitTo be brought to Washington for
training as general instructor

W. H. Mirams, Cleveland

To be brought to Washington for
training as firearms instructor

H. E. Flaxico, Detroit

Zone 9Cincinnati and Louisville DivisionsGeneral Instructor
Firearms InstructorNone
NoneTo be brought to Washington for
training as general instructor

H. D. Willis, Louisville

To be brought to Washington for
training as firearms instructor

H. U. Thompson, Cincinnati Office

Mr. Tolson.....
 Mr. Nathan.....
 Mr. E. A. Tamm.....
 Mr. Clegg.....
 Mr. Ladd.....
 Mr. Coffey.....
 Mr. Egan.....
 Mr. Glavin.....
 Mr. Crowl.....
 Mr. Harbo.....
 Mr. Lester.....
 Mr. Hendon.....
 Mr. Nichols.....
 Mr. Rosen.....
 Mr. Segars.....
 Mr. Quinn Tamm.....
 Mr. Tracy.....
 Miss Gandy.....

November 25, 1939

Zone 10Chicago, Indianapolis and Springfield Divisions

General Instructor
Firearms Instructor

None
None

To be brought to Washington for
training as general instructors

J. Feldman, Springfield
H. C. Van Felt, Chicago

To be brought to Washington for
training as firearms instructors

L. A. Newson, Chicago
A. S. Reeder, Chicago

Zone 11St. Paul, Milwaukee and Sioux Falls Divisions

General Instructors

A. C. Berens, St. Paul
G. A. Nicholson, Sioux Falls

Firearms Instructor

None

To be brought to Washington for
training as general instructor

None

To be brought to Washington for
training as firearms instructor

N. V. Stevens, Milwaukee

Zone 12Kansas City, Omaha, Des Moines and Denver Divisions

General Instructors

L. V. Boardman, Kansas City
R. J. Brandt, Denver

Firearms Instructor

None

To be brought to Washington
for training as general instructors

Fred G. McGeary, Kansas City
L. E. Kubriel, Omaha

To be brought to Washington for
training as firearms instructors

I. J. Kellogg, Des Moines
R. J. Eain, Kansas City

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

November 25, 1939

Zone 13St. Louis, Oklahoma City and Little Rock DivisionsGeneral Instructor
Firearms InstructorsNone
J. L. Brennan, St. Louis
D. A. Bryce, Oklahoma CityTo be brought to Washington
for training as general instructorsH. W. Segura, Little Rock
J. D. Good, St. LouisTo be brought to Washington for training
as firearms instructorsJ. S. Bush, St. Louis
T. D. Webb, Oklahoma CityZone 12Seattle, Portland and Butte DivisionsGeneral Instructor
Firearms InstructorNone
NoneTo be brought to Washington
for training as general instructorsD. Currie, Jr. - Butte
D. S. Hostetter, SeattleTo be brought to Washington
for training as firearms instructor

A. C. Bise, Seattle

Zone 15San Francisco and Salt Lake City DivisionsGeneral Instructor
Firearms InstructorJ. A. Robey, San Francisco
C. G. Campbell, San FranciscoTo be brought to Washington
for training as general instructorsH. J. Alaga, San Francisco
O. H. Patterson, San Francisco
G. J. Ross, Salt Lake CityTo be brought to Washington
for training as firearms instructor

W. F. Whitely, San Francisco

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

November 25, 1939

Zone 16Los Angeles, El Paso and San Diego DivisionsGeneral Instructor
Firearms InstructorNone
G. H. Franklin, El PasoTo be brought to Washington
for training as general instructorsD. E. Brown, El Paso
H. K. Mott, Los Angeles
H. A. Smith, Los AngelesTo be brought to Washington
for training as firearms instructor

V. I. Parry, Los Angeles

Zone 17Dallas and San Antonio DivisionsGeneral Instructor
Firearms InstructorNone
E. G. Wenig, DallasIt is suggested that D. L. McCormack be transferred to Dallas, his
office of preferenceTo be brought to Washington for
training as general instructor

None

To be brought to Washington for
training as firearms instructor

A. W. Miller, Dallas

Respectfully,
For the Conference,Clyde Tolson,
Chairman.W. R. Glavin,
Secretary.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

Mr. Glavin.

WRG:atw

November 1, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Nathan, Q. Tamm, Nichols, Ladd and Glavin considered a suggestion made by Mr. Clegg that the Bureau's form communication acknowledging receipt of applications for appointment to positions in this Bureau be revised so as to inform the applicants that the necessary examinations in connection with their applications would be afforded and that all expenses incident to any travel performed by applicants in appearing for the examinations must be borne by them.

The Conference unanimously approved the form letter suggested which is attached hereto.

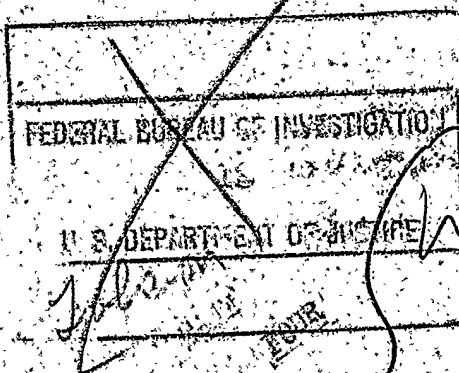
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Q. Tamm
Mr. Tracy
Miss Gandy

Enclosure



NOT RECORDED

66-2554

WFG:MLJ

October 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Nichols, and Glavin, considered a suggestion submitted by Mr. John D. Doerr of the Files Section to the effect that a public address system be installed on the Sixth Floor. He pointed out that such a system would be especially beneficial since at the present time it is necessary to go from section to section in locating some wanted piece of mail.

Inquiries were made concerning the cost of such an amplifying system, it being determined that such a system having a sufficient number of stations distributed throughout the Files Section could be secured for an approximate cost of \$1400. This system would consist of five duo-speakers and six single speakers; the inquiry could be made and the reply immediately given without loss of time.

The Conference recommends the approval of the installation of the system. If the conference recommendation is approved by the Director, appropriate instructions will be issued for the ordering of necessary equipment.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/96 BY SP5C/10m5

ORIGINAL FILED IN 66-2554-1705-53

WRC/bvr

October 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, D. H. Ladd, A. Rosen, Quinn Tamm, L. B. Nichols and Glavin, considered the desirability of opening an office at Mobile, Alabama for the purpose of having jurisdiction over the southern district of Alabama and the northern district of Florida. There are attached hereto maps, (1) reflecting the different judicial districts in the state of Alabama, and (2) the judicial districts for the state of Florida. Pensacola, Florida, at the present time houses considerable government activity. There are both Naval Air and Army Air training stations, and both military services have made extensive studies in that section of the country for the purpose of having emergency landing fields and fences available. Pensacola is approximately 900 miles distant from Miami and takes the better part of two days to proceed from Miami to Pensacola, it being necessary to go by rail or automobile highway, there being no air service of a commercial nature from Miami to Pensacola. Mobile, Alabama is located in close proximity to Pensacola, Florida.

Population

Under the proposed field division consisting of the southern district of Alabama and the northern district of Florida, the following large cities would be included:

Pensacola, Florida - 31,000
Tallahassee, Florida - 12,000
Gainesville, Florida - 12,000
Mobile, Alabama - 68,000
Selma, Alabama - 18,000

Transportation Facilities

Transportation facilities are entirely satisfactory from Mobile to the southern district of Alabama as well as to the northern district of Florida. The greatest distance which would necessarily have to be travelled from Mobile to any point in the proposed territory would be 350 miles in the state of Florida and 180 miles in the state of Alabama.

Resident Agents

At the present time resident agencies are maintained at Mobile, Alabama, Pensacola, Florida and Tallahassee, Florida.

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5cr10m5

ORIGINAL FILED IN 66-14-841-1

Pending Cases

At this time there are 74 cases pending in the southern district of Alabama requiring 62 days' work to complete. There are 69 cases pending in the northern district of Florida requiring 99½ days' work to complete, or a total of 143 pending cases requiring 161½ days' investigative work to complete in the proposed Mobile Division. Should a field division be established at Mobile the Birmingham Division would then cover the northern and middle districts of Alabama and would have 292 pending cases necessitating 221 days' investigative work. The Miami Division would have 276 pending cases in the southern judicial district of Florida requiring 345 days' work to complete.

Recommendation

The Conference unanimously recommends the establishment of a field division at Mobile, Alabama to have jurisdiction over all investigative work in the southern district of Alabama and the northern district of Florida. It is believed that with a field office in close proximity to the various government activities in and about Pensacola and Mobile there will be a considerable increase in investigative work in a very short period of time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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REG:atw

October 3, 1939

66-7765-1
has been destroyed

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Rosen, Nichols, G. Tamm and Glavin considered the desirability of establishing an office at Savannah, Georgia for the purpose of handling the investigative work in the southern district of Georgia and the eastern district of South Carolina. At the present time, the Charlotte Division has jurisdiction over the states of North and South Carolina and the Atlanta Division has jurisdiction over the state of Georgia.

Principal Cities

There are listed below the principal cities in the proposed Savannah, Georgia Field District covering the southern district of Georgia and the eastern district of South Carolina.

Savannah, Georgia	85,000
Augusta, Georgia	60,000
Brunswick, Georgia	17,000
Waycross, Georgia	16,000
Charleston, S.C.	62,000
Columbia, S.C.	52,000
Orangeburg, S.C.	9,000

Court Headquarters

Court officials for the southern district of Georgia maintain headquarters at Savannah, Georgia and for the eastern district of South Carolina at Charleston, South Carolina.

Transportation

Transportation facilities from the proposed field office at Savannah, Georgia is entirely satisfactory. With an office located at Savannah, Georgia the greatest distance to the end of the territory in Georgia would be 150 miles and 200 miles in the state of South Carolina.

Resident Agents

At the present time the following resident agencies are main-

NOT RECORDED

66-7554

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DATE 7/13/96 BY SP3CJW/MS

ORIGINAL FILED IN 66-7765-1

- Mr. Tolson
- Mr. Nathan
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Egan
- Mr. Glavin
- Mr. Crowl
- Mr. Harbo
- Mr. Lester
- Mr. Lawler
- Mr. Nichols
- Mr. Rosen
- Mr. Sears
- Mr. Tamm

October 3, 1939

tained in the proposed Savannah, Georgia field division:

Augusta, Georgia
Savannah, Georgia
Columbia, South Carolina
Charleston, South Carolina

Pending Work

At the present time there are 117 cases pending in the southern district of Georgia necessitating 117 days of work to complete and 124 cases pending in the eastern district of South Carolina necessitating 178 days of work to complete, or a total of 241 cases pending in the proposed Savannah, Georgia Division necessitating 295 days of work to complete.

There are attached hereto two maps, the one labeled (1) reflecting the southern district of Georgia and the one labeled (2) reflecting the eastern and western districts of South Carolina. Should an office be established at Savannah covering the proposed territory, there will remain at the present time in the Atlanta, Georgia Field Division 319 investigative cases necessitating 506 days of investigative work to complete and in the Charlotte Division, there will remain 493 pending cases necessitating approximately 803 days of investigative work to complete.

Recommendation

The Conference unanimously recommends the establishment of a field office at Savannah, Georgia to cover the southern district of Georgia and the eastern district of South Carolina. The Conference points out that the cities of Savannah and Charleston will be of great importance in the present emergency and the work in this division will undoubtedly increase considerably.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. B. Glavin
Secretary

October 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, E. A. Tamm, Rosen, Nichols, Ladd, Quinn Tamm, and Glavin, considered the possibility of establishing an office at South Bend, Indiana, for the purpose of having jurisdiction over all investigative cases arising in the northern district of that State. There is attached hereto a map of the State of Indiana reflecting the northern and southern districts of the State.

Population

The population of the State of Indiana is approximately 3,238,000 persons. Included in the northern district of Indiana there are a number of the larger cities of the State; namely, South Bend, with a population of 104,000, Fort Wayne, population 115,000, Gary, population 100,000, Hammond, population 65,000, and Lafayette, population 26,000. South Bend is in the north central part of the State, as is reflected on the attached map, and the farthest point in the northern district of Indiana is no more than 120 miles distant from South Bend.

Transportation

Transportation facilities are very satisfactory.

Court Headquarters

All court officials for the Northern District of Indiana are located at South Bend.

Personnel and Resident Agencies

At the present time, 20 Agents, including the SAC, are assigned to the Indianapolis Office and 7 clerks. Resident Agencies are maintained at South Bend, Hammond, and Evansville, Indiana.

Pending Work

At the present time there are 527 investigative cases pending

NOT RECORDED

66-2554

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C/10MS

ORIGINAL FILED IN 66-7160-117

October 3, 1939

in the Indianapolis District, requiring 777 days' investigative work to complete. Of the total number of investigative cases pending in the Indianapolis territory, 175 cases requiring 260 days' investigative work to complete are pending in the northern district of Indiana, 352 cases requiring 517 days' investigative work to complete are pending in the southern district of Indiana.

Recommendation

The Conference unanimously recommends that a field office be opened at South Bend, Indiana, to have jurisdiction over the northern district of that State; that the present office at Indianapolis remain in its present location, having jurisdiction over the southern district of the State. The Conference is of the unanimous opinion that there is a sufficient amount of work in the northern district of Indiana at the present time and with the presently existing emergency, and that with an office close by the steel and rail centers of Indiana much additional work will be secured.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

October 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Rosen, Quinn Tamm, Nichols, and Glavin, considered the possibility of opening an office at Jackson, Mississippi, to cover the entire State of Mississippi, taking the southern district of Mississippi from the jurisdiction of the New Orleans Office and the northern district from the jurisdiction of the Memphis Office.

Population

From available records it has been determined that the approximate area of the State of Mississippi is 46,365 square miles. It has a population of approximately 2,036,000 persons. The principal cities in Mississippi are:

Jackson	48,000
Meridian	32,000
Vicksburg	23,000

Jackson is centrally situated in the State, as can be seen from the attached map of the State of Mississippi.

Transportation

Transportation facilities from Jackson, Mississippi, throughout the State of Mississippi are satisfactory as they are at the present time from New Orleans and Memphis, it being understood that the majority of travel would be over highway by Government-owned or personally-owned cars.

Court Headquarters

Court in the northern district of Mississippi is held at Aberdeen and Oxford, and for the southern district at Jackson.

Resident Agents

At the present time Resident Agencies are maintained in the following cities in Mississippi: Jackson, Meridian, Starksville, and Aberdeen.

NOT RECORDED

66-2554

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DATE 7/15/90 BY SP5C110MS

ORIGINAL FILED IN 66-7170-1

October 3, 1939

Pending Cases

In the northern district of Mississippi - 180 cases requiring 213 days' investigative work to complete.

In the southern district of Mississippi - 210 cases requiring 305 days' work to complete. This will total 390 pending cases for the proposed Jackson, Mississippi Office, requiring 518 days' work to complete.

With the reallocation of this field office territory, Memphis, which division presently has jurisdiction over the northern district of Mississippi, will have remaining under its jurisdiction the middle and western districts of Tennessee, having 262 pending cases requiring 333 days' work to complete. The New Orleans Office, which has jurisdiction over the southern district of Mississippi at the present, will have remaining under its jurisdiction the State of Louisiana, having 317 cases pending at the present time requiring 515 days' work to complete.

Recommendation

The Conference unanimously recommends the opening of an office at Jackson, Mississippi, to have jurisdiction of investigative work arising in that State. It further recommends that the Memphis Office remain in its present location, having jurisdiction over the middle and western districts of Tennessee, and that the New Orleans Office remain the same, having jurisdiction over the State of Louisiana.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

October 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, E. A. Tamm, Rosen, Nichols, Ladd, Quinn Tamm, and Glavin, considered the desirability of establishing an office at Baltimore, Maryland, to have jurisdiction over all investigative matters arising in the State of Maryland.

Population

The population of this State totals approximately 1,631,000 persons, 805,000 being the population of the City of Baltimore.

Court Headquarters

The State of Maryland is covered entirely by one judicial district, with court headquarters at Baltimore, Maryland. Court is also held at Cumberland and Denton.

Resident Agents

At the present time the Washington Field Office, which office has jurisdiction over the State of Maryland, maintains three Resident Agents at Baltimore and one at Cumberland. The SAC of the Washington Field Office has advised that he is of the opinion that it is essential to assign an additional Resident Agent to Baltimore at the earliest possible date. It will therefore be seen that there will be at least 4 Agents working in Baltimore proper and one in Cumberland, or 5 Resident Agents in the State of Maryland within the very near future, there being 4 such Resident Agents at the present time.

Pending Work

At the present time there are 772 cases pending in the Washington Field Office, requiring 2,470 days' investigative work to complete. Of the total number of pending cases, 170 cases requiring 312 days' work to complete are pending in the State of Maryland, 602 such cases requiring 2,158 days' work to complete pending in the District of Columbia.

Recommendation

The Conference unanimously recommends the establishment of a

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DATE 7/13/90 BY SP5/clm/s

ORIGINAL FILED IN 66-2554-2168

Memorandum for the Director

- 2 -

October 3, 1939

field office at Baltimore, Maryland, to handle all investigative work within the State of Maryland. The Conference points out that under present conditions the work, especially along the waterfront of Baltimore and the various Government proving grounds, such as the Aberdeen proving grounds, Maryland, will undoubtedly cause a great number of additional cases to be referred to the Bureau for proper investigative consideration. It is the belief of the Conference that with an office at Baltimore the work in the State of Maryland would increase tremendously within a very short period of time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LEW:JCR

October 26, 1939

MEMORANDUM FOR THE DIRECTOR

2m The Executive Conference, consisting of Messrs. E. A. Tamm, C. Tamm, Glavin, Rosen, Nathan, Ladd, and Nichols, considered the suggestion of Mr. Clegg to the effect that copies of the booklet "FBI National Police Academy - Questions and Answers," be mailed out with the next issue of the FBI Law Enforcement Bulletin. The Conference was of the unanimous opinion that this should not be done, since approximately 17,000 copies of the Bulletin are now being mailed out each month and many of them go to identification officers and law enforcement officers not in administrative positions. As an alternative suggestion, it was the opinion of the Conference that a letter over the Director's signature should be transmitted to all Chiefs of Police enclosing a copy of the booklet, to be mailed out by the various field divisions to the chiefs in their district.

If you approve, letters are attached.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 12-13-96 BY SP5CJL/MS

NOT RECORDED

66-2554

FEDERAL BUREAU OF INVESTIGATION
JAN 10 1940
U. S. DEPARTMENT OF JUSTICE
TOP SECRET

ORIGINAL FILED IN 94-3-6-5-10X ✓

COPY-10

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

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WRC:HIS

October 2, 1939

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, Clegg, E. A. Tamm, Ladd, Rosen, Quinn Tamm, Nichols, and Glavin, considered the desirability of locating an office at Norfolk, Virginia. The state of Virginia is divided into two judicial districts: the eastern district covers cities such as Richmond, Alexandria, Newport News, and Norfolk, where court is held, and the western district, wherein court is held at Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisburg, Lynchburg, and Roanoke.

Resident Agents

At the present time the Richmond Office maintains two Resident Agents at Norfolk, one at Roanoke, and one at Alexandria, Virginia.

Pending Cases

The majority of the pending work in the State of Virginia is at the present time concentrated in the eastern judicial district. Of 476 cases pending in the entire State of Virginia, requiring 620½ days' investigative work to complete, 329 are pending in the eastern judicial district requiring 434½ days' work to complete, while only 147 are pending in the western judicial district, requiring only 206 days to complete.

With reference to the possible establishment of a field office at Norfolk, Virginia, it is noted that in the territory surrounding Newport News and Norfolk there are 157 cases pending at the present time requiring 214½ days' investigative work to complete. The Conference is of the opinion that although the establishment of an office at Norfolk would split the eastern judicial district of the State of Virginia, and that the entire division would be relatively small, it is believed that with the concentration of shipping enterprises and military establishments in and about the vicinity of Norfolk and Newport News it would be to the great advantage of the Bureau at the present time to establish a field office in that territory. The attached map reflects the size of the proposed territory, it being blocked off in the yellow portion there by a heavy black line.

Respectfully,
For the Conference

1 enc.

Clyde Tolson/s/
Chairman

W. R. Glavin/s/
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,03
DATE 7/13/90 BY SP5/tpm

ORIGINAL FILED IN 66-2554-18

QT:mac

October 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. E. A. Tamm, Glavin, Clegg, Nichols, Rosen and Quinn Tamm, considered a suggestion by Mr. Quinn Tamm that the Bureau publish in the FBI Law Enforcement Bulletin information concerning missing persons. Mr. Quinn Tamm suggested that such information could be published either in the Bulletin itself or in the Insert Section which carries the wanted notices.

Messrs. Nichols, Rosen and Quinn Tamm feel that such missing person notices would serve a very definite purpose in the Law Enforcement Bulletin. Information concerning ten or twelve missing persons, either with or without the photographs, would cause wide circularization of the fact that these persons are missing and would result in favorable publicity to the Bureau in the cases in which these persons are located through these wanted notices. It would also tend to build up a central clearing house of missing person information within the Bureau.

Messrs. E. A. Tamm, Clegg and Glavin are opposed to the adoption of the suggestion. They state that it would be difficult to determine which notices should be published monthly and the selection of these notices may cause unfavorable comments by persons whose missing person notices have not been published.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

R. B. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJL/MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 99-1-130-1171

Glenn

December 2, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Glavin, Rosen, Ladd and Quinn Tamm, considered a proposed publication for the FBI Law Enforcement Bulletin concerning the circularization of data on fugitives and missing persons.

This proposed publication outlines the manner in which the Bureau will circularize wanted notices and missing persons notices for law enforcement agencies, such notices to be transmitted to the persons appearing on the Bureau's FBI Law Enforcement Bulletin's mailing list and to be transmitted at the time the bulletin is mailed.

Conference unanimously recommends that this article be published and the Bureau adopt the policy outlined therein.

The article is attached hereto for your approval. If approved, it will be published in the Law Enforcement Bulletin.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 12/31/90 BY SP5C110ms

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 94-1-152-468

WRG/bw

October 2, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Q. Tamm and Glavin, considered the desirability of furnishing a uniform range uniform for representatives of this Bureau while at Quantico. Messrs. Tolson, E. A. Tamm and Glavin recommended the adoption of a khaki uniform, (shirt and trousers), tie, black or tan shoes, for regular summer uniform at Quantico. Messrs. Tolson and Glavin opposed the adoption of a uniform hat. Mr. E. A. Tamm recommended an inexpensive type helmet to complete this uniform. Messrs. Nathan, Clegg and Quinn Tamm recommended favorably as to any equipment not costing more than \$10.

Messrs. Tolson, E. A. Tamm and Glavin recommended that the uniform adopted be adopted for classroom and reservation wear as well as actual range duty wear. Messrs. Nathan, Clegg and Quinn Tamm recommended uniform for the range only. Mr. Clegg stated that by uniforming men in classrooms and on the reservation it would be difficult to eliminate the so-called college spirit. Further, he is of the opinion that they should not look like the Marine personnel.

There is attached to this memorandum a sample of the khaki uniform which it is suggested be secured for Bureau personnel while assigned to Quantico. This uniform will cost approximately \$4.70. It is the opinion of the Conference that two or three uniforms of this type could be purchased by agents attending training schools without financial difficulty. The Conference was of the unanimous opinion that such uniforms be not compulsory to those agents who attend Quantico for a period of only one week. It was also of the opinion that this uniform be not made compulsory for members of the National Police Academy.

The Conference was advised by Mr. Clegg that insofar as winter uniforms are concerned such uniform made of satisfactory material as it is tailored for Quantico officers would cost approximately \$50. The Conference is opposed to the adoption of any winter uniform for the Bureau men at Quantico. The members of the Conference pointed out that it would be particularly difficult to adopt a uniform range uniform during the winter period due to the varied weather conditions. Should the Director approve the adoption of the summer range uniform, appropriate instructions will be issued to Mr. Clegg concerning them.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/13/90 BY SP5C/oms NOT RECORDED

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554

ORIGINAL FILED IN 66-3760-50-223X

AM:DM

January 28, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions submitted by Special Agent H. G. Robinson for possible inclusion in the Bureau's plant protection program.

The first suggestion made is that there be established in each field office a map of the territory covered by that office, on which there could be indicated by appropriate pins the various plants under survey and their locations. The purpose of this suggestion is to assist the Agents in becoming familiar with the particular problems confronting the Bureau in this connection.

The Conference was of the opinion that the Special Agents in Charge should be entirely familiar with the various plants under survey and each Special Agent should be constantly alert for any information bearing upon the subject of plant protection and call it immediately to the attention of the Special Agent in Charge. The Conference was unanimously opposed to the adoption of this suggestion.

The second suggestion made by Special Agent Robinson is that the personnel records of the Bureau be reviewed to reveal any previous employment of Special Agents in plants which might subsequently be the subject of a survey. It is suggested that an Agent having such experience might be requested to make specific comments or recommendations with respect to the protection of the plant.

This is done when desirable and it is being called to the attention of each of the plant protection schools.

Those in attendance at the conference were Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, G. Tamm, Nichols and Rosen.

RECORDED & INDEXED

Respectfully,
For the Conference

NOTATION: OK-H-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10-15-86 BY SP1AG/JC
7/13/90 275826
SP5CIB/MS

Clyde Tolson, Chairman

L. H. Glavin, Secretary

FEDERAL BUREAU OF INVESTIGATION

FEB 7 1940

U. S. DEPARTMENT OF JUSTICE

MAILED
FEB 7 1940

HHC:VCR

February 2, 1940

MEMORANDUM FOR THE DIRECTOR

There are attached hereto suggested rules and regulations governing the attendance of students at the FBI Training Center at Quantico. These matters have been given consideration by members of the Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Quinn Tamm, Ladd and Clegg being present.

The attached will be printed and distributed to all students and officials who occupy quarters at Quantico.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Mohr
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tele. Room
Mr. Tracy
Miss Gandy

INDEXED

NOT RECORDED

FEDERAL BUREAU OF INVESTIGATION
JUN 4 1940
U. S. DEPARTMENT OF JUSTICE

TOLESON
TAMM
CHX
TAMM

66-2554-18684

ORIGINAL FILED IN 66-3760-50-316X

Executive Conference
Suggestions

- DAILY SCHEDULE -

7:00 A. M.	Arise
7:00 to 7:30 A. M.	Group one - bathe and dress. Group two - clean up rooms.
7:30 to 8:00 A. M.	Group one - breakfast Group two - bathe and dress.
8:00 to 8:30 A. M.	Group one - clean up rooms. Group two - breakfast.
8:30 to 9:00 A. M.	Recreation.
9:00 to 5:00 P. M.	Classes, with one hour for luncheon, in two different shifts.
5:00 to 6:00 P. M.	Free period.
6:00 to 7:30 P. M.	Dinner, in two different shifts.
7:30 to 10:30 P. M.	Classes, study or recreation, as scheduled.
10:30 P. M.	No further games permitted.
11:00 P. M.	Lights out in all sleeping quarters.

Students having some special typing or special studies may, with special permission, assemble in the class room or recreation room to type and study, provided previous arrangements have been made therefor and provided no noise is made which will disturb the sleep of the others.

This will be purely for business purposes.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5cl/mjs

66-2554-1868X

.....

Mr. Thompson
Mr. Thompson
Mr. K. A. Young
Mr. Quinn
Mr. Lusk
Mr. Doherty
Mr. Brown
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Houston
Mr. McBride
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tom Lison
Mr. Tracy
Miss Gandy

No one in the FBI has authority to excuse anyone from any class or any part of any class, except on account of your own illness or illness in your family. Please, therefore, do not request permission to be excused from any part of the course of training.

There is to be no smoking in the class room during class sessions, during recess period or at any other time. You may smoke during recess in the smoking rooms, but all cigarettes, cigar stubs or any waste paper must be thrown in receptacles provided. The halls must at all times be kept clean.

-- NOTEBOOKS --

Notebooks must be maintained and complete notes must be kept, written in English (not in shorthand). Your notebooks will be collected and graded periodically, without advance notice. They will be a guide upon the return of those members of the FBI National Police Academy to their homes as Instructors. Notebooks serve a very valuable purpose in aiding you in preparing for written examinations. They reflect, to a large degree, your application to your work while attending the Academy. The notes must be your own work and not carbon copies of notes prepared by someone else. A temporary index should be maintained for the notebook, as it will assist you in the organization and later reorganization of your notes.

-- ABSENCES FROM THE MARINE CORPS RESERVATION --

Unless advised to the contrary, students attending New Agents' courses in the FBI and the FBI National Police Academy can absent themselves from the Reservation from 5:00 P. M., Saturday, until 10:00 P. M., Sunday. Advance arrangements, however, must be made for this purpose in order that representatives of the Hostess House will know how many meals to provide on each given date. Any departure from the Reservation should be scheduled at least twenty four hours in advance except in cases of illness of serious character. All students of all classes are to remain on the Reservation at all times except for the weekend leave or for purposes of attending official classes scheduled in Washington.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Moran.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Mr. Tracy.....
Miss Gandy.....

Mr. Rosen	
Mr. Ladd	
Mr. Nichols	
Mr. Belmont	
Mr. Mohr	
Mr. Winterrowd	
Mr. Holloman	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. DeLoach	
Mr. Evans	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Mr. Tele. Room	
Mr. Holmes	
Miss Gandy	

VISITORS -

Lady visitors are not permitted at the FBI Building. One day during each three months period, an "open house" reception will be held, so that any friends or relatives of students who care to inspect the Barracks Building may do so. No lady visitor will be permitted at any other time.

- BATHROBES AND HOUSE SLIPPERS -

All students are required to provide themselves with a bathrobe and house slippers, as well as with locker room shoes, and this equipment should be appropriately used.

Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn	_____
Mr. Nease	_____
Mr. Gandy	_____

Executive Conference Memo

- 2 -

February 2, 1940

Mr. Tolson recommended unfavorably as to Genau.

In the event the above is approved, Mr. Clegg will communicate with the Special Agent in Charge of the office where the employee is located, in advance, so that the employee can report to Mr. Clegg in San Francisco to receive training and experience in such survey work.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary.

cc Mr. Glavin

EAT:DM

February 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin concerning information regarding Government contracts and was unanimously in favor of its submission to the field.

Those in attendance at the conference were Messrs. Nathan, Dodd, C. Tamm, Glavin, Rosen, Nichols, Hince and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/10MS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 99-1876-10-67

EAT:DM

February 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin regarding Court of Claims investigations and was unanimously in favor of its submission to the field.

Those in attendance at the conference were Messrs. Nathan, Ladd, C. Tamm, Glavin, Rosen, Nichols, Hince and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/13/96 BY SP5C11DMS

RECORDED COPY FILED IN

ORIGINAL FILED IN

66-2554-35X
7-5-40

LAH:AEK

February 9, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/76 BY SP5CJ/MS

The Executive Conference, those present being Messrs. Tolson, Nathan, E. A. Tamm, Nichols, Quinn Tamm, Ladd, Glavin, and Hince, considered a proposed bulletin to the field bringing up to date Bureau Bulletin No. 12, First Series 1939, dated April 1, 1939. This bulletin and the revision were for the purpose of informing the field of the names of the Special Agents who are qualified as firearms instructors.

The Conference considered the fact that existing instructions to the field permit the SAC to designate one of the Bureau's approved firearms instructors to handle one day of the firearms training when two days' training are given to two different groups in a field division, the existing instructions requiring the SAC to be personally present on one day.

Mr. Tolson and all of the members of the Conference with the exception of Mr. Hince were of the opinion that the Bureau should change its existing rule and that the Bureau should now require the SAC personally to be present at every firearms training period, and that the services of the Bureau's approved firearms instructors should be limited to assisting the SAC in his presence. This recommendation is based on the fact that the official in charge of firearms training is responsible not only for the technical supervision of firing the guns but also is responsible for the conduct of a large group of Bureau agents during the entire period of training and en route to and from the training.

Mr. Hince is of the opinion that the Special Agents qualified and approved as firearms instructors should be permitted to handle one day of firearms training where two days' training are given. He believes that any of the Bureau's agents who successfully obtain the approval of the Bureau's firearms experts at Washington are very well qualified to handle firearms training and that they should be permitted to take complete charge at the range.

The SAC is now responsible for seeing that the agents of a particular office properly assemble for travel to a range. He is also responsible now for seeing that they depart in good order and that proper precaution is given to the loading of weapons and the arrangements for the proper convoy of the weapons to the range. Mr. Hince believes that this arrangement should continue and that the Bureau's firearms

NOT RECORDED

66-2554

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ORIGINAL FILED IN 66-2554-1

- Mr. Tolson.....
- Mr. Nathan.....
- Mr. E. A. Tamm.....
- Mr. Clegg.....
- Mr. Ladd.....
- Mr. Coffey.....
- Mr. Egan.....
- Mr. Glavin.....
- Mr. Harbo.....
- Mr. Lester.....
- Mr. Hendon.....
- Mr. McIntire.....
- Mr. Nichols.....
- Mr. Rosen.....
- Mr. Quinn Tamm.....
- Tom Roon.....
- Mr. Tracy.....
- Miss Gandy.....

Memo for the Director

- 2 -

2/9/40

instructor should be permitted on one day of the training to supervise the group en route to the range after leaving the field office, during the actual practice at the range, and up to the arrival of the agents back at the field office headquarters where the SAC again is responsible for the conduct of the men.

The majority of the conference favored giving the New York Division special consideration by having one of the better qualified firearms instructors from the Seat of Government or the Washington Field Office supervise the training at New York.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Glavin

WEG:lra

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Quinn Tamm, Rosen, Hince, and Glavin considered a memorandum submitted by Mr. Laughlin for the attention of Mr. Tolson concerning night garage passes.

It was pointed out to the Conference that at the present time we have 86 night passes and we only have 30 spaces assigned to us in the basement garage regularly.

The Conference was of the opinion that no further night passes should be issued due to the fact that, technically, at the present time, we are over our quota for such passes and that there is a possibility that an individual holding certain space in the basement might be inconvenienced, due to his being unable to use this space during the evening hours and would make formal complaint to the Bureau concerning Bureau employees parking there. This matter was brought up due to the fact that the Identification Division at the present time is increasing its night force, and it is anticipated that a number of other requests for space will be made.

If the Director approves the recommendation of the Conference in this matter, the Identification Division will be appropriately advised.

Respectfully submitted,
FOR THE CONFERENCE

NOT RECORDED

66-2554

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/LDM/S

Mr. Tolson	
Mr. Nathan	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Coffey	
Mr. Hendon	
Mr. Jones	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

ORIGINAL FILED IN 66-2554-1

WRG:lrd

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Ladd, Quinn Tamm, Rosen, Nichols, Hince, and Glavin further considered Mr. Nichols' memorandum to Mr. Tolson under date of November 27, 1939, wherein he states that Mr. J. C. Browne of M.G.M. had suggested that undoubtedly considerable space would be saved by recording some of the material in our files on film, the film being stored and the files themselves being destroyed. The Conference recommends against this procedure.

For the information of the Director, advice has been received from the Archivist that in the event any old files are destroyed, they must be destroyed under the authority of Public Law Number 295, 76th Congress, the procedure being that the Bureau would have to submit a written report to the Archivist of the United States, setting out the location and describing the character of the records which it is desired to destroy. The Archivist then submits to Congress a list of these records and the presiding officer of the Senate appoints two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, constitute a joint committee to pass upon and make a recommendation concerning the destruction of the records.

It is also noted that upon approval being made by this committee for the destruction of the records, they may be disposed of by various

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Quinn Tamm
Mr. Rosen
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Egan
Mr. Gurnea
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C10MS

ORIGINAL FILED IN 77-4-2123-16X1

66-2554

MEMORANDUM FOR THE DIRECTOR - 2 - February 21, 1940

means; such as, by sale, by transfer to any State or dependency of the United States, or by destruction.

The Conference is of the unanimous opinion that the Bureau's filing problem at the present time is not such that any of its records be reduced to film and the originals destroyed.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

H. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McGuire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

LAN:VOR

February 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of furnishing firearms training to local police training schools by Bureau instructors. It was pointed out that there is considerable danger involved in furnishing actual firearms instruction on the range to local police officers, in view of the fact that in many departments the men are completely untrained before the arrival of the Bureau's firearms instructor. In most instances, they have had no previous training in safety precautions. Many of the firearms instructors have commented on the hazard involved.

The Conference also considered the fact that it is not possible for the Bureau's instructors to stay at any police school long enough to furnish the extended training in the use of firearms which is necessary in order to qualify a police officer. For example, in the present police training program in the Philadelphia Police Department, it would be impractical for the Bureau to have firearms instructors present to handle the eighty two groups of fifty officers each, which make up the total of four thousand, one hundred officers, which are to be given firearms instruction. The way it is being handled in Philadelphia, the Bureau's firearms instructor gave some demonstrations, furnished a course of instruction in safety precautions and the principles of pistol shooting and left the actual training on the range to be handled by the local police instructors.

Accordingly, the Conference unanimously recommended that in the future, the Bureau's firearms instructors be assigned to furnish instruction with respect to firearms only in the following phases of the work:

1. Safety Precautions in the Handling of Firearms.
2. Lecture on the Principles of Handling of Firearms, including stance, sighting, squeezing, breathing and grip.
3. Demonstration of Bureau Firearms.

Those present were Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Hince, Ladd and Quinn Tamm.

Respectfully
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C10MS

W. R. Glavin
Secretary

cc Mr. Glavin

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Tracy _____
Miss Gandy _____

66-2554

105-1-29-501

February 9, 1940

EAT:IA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Departmental Applicants" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Glavin, Nichols, Rosen, Hince, Ladd, Quinn Tamm, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-7554

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Quinn	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McAdams	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Egan	_____
Mr. Tracy	_____
Mr. Gandy	_____

NOT RECORDED

66-7554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5CJL/oms

66-27-2754
Has been destroyed.

WRG:lrd

February 16, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan Ladd, Nichols, Quinn Tamm, Rosen, and Glavin considered the request submitted by the New York Office under date of February 6, 1940, that permission be given to install an enunciator box and panel and one toggle switch pad for an amount of approximately \$406.27, in the stenographic pool and Chief Clerk's Office of the New York Office, so that the Chief Clerk could more readily and easily signal Stenographers for dictation purposes.

The Conference was advised that the New York Office reports that since the segregation of the stenographic and files sections, it will be necessary that a suitable enunciator be installed for the orderly and expeditious assignment of Stenographers on the part of the Chief Clerk.

The Conference is of the opinion that the enunciator system requested by the New York Office is not necessary and that designations of Stenographers can be easily made by the Chief Clerk without an elaborate indicator system.

If the Director approves the Conference's decision in this matter, the New York Office will be appropriately advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C10MS

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tele. Room.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN

66-2554

LAH:VOR

February 5, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/Loms

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Rosen, Glavin, Nichols, Ladd, Quinn Tamm and Hince being present, considered the arrangements for physical training in the New York Division. The New York Division has available two rooms, one of which is equipped with gymnasium apparatus, over-all dimensions 15' x 15'. The other room is bare and has dimensions 32' x 15'. The facilities have been previously examined by Mr. Goudge, and he is of the opinion that it will not be possible to exercise more than ten men at one time. The New York Division submitted a program which would provide two periods for gymnasium, 5:00 to 6:00 P. M. and 6:00 to 7:00 P. M., each day. This would permit only one hour of exercise per week for each Agent.

The schedule was revised in the Training Division and submitted to the Conference by Mr. Hince. This revised schedule would permit staggering the beginning time of the classes in such a way as to make the most use of the gymnasium floor and of the available shower and locker space. This revised arrangement would permit two periods of physical training per week for each Agent in the New York Division. If approved, the revised schedule will be forwarded to New York.

The Executive Conference also considered the question of who would be in charge of the gymnasium periods and approved the suggestion of SAC Foxworth that the supervisors in New York be placed in charge of the classes.

The question of locker space has been considered and the New York Division will be informed to make any necessary request of the Bureau for additional locker equipment.

The New York Division will also be furnished a schedule of exercises prepared by the Bureau's physical instructors at Washington. A sufficient number of mimeographed copies is being sent to New York so that copies will be available for all of the supervisors.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

cc Mr. Glavin

NOT RECORDED

66-2554

[Handwritten signature]

ORIGINAL FILED IN 66-2554-773

WRG:lrd

February 3, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Hince, Quinn Tamm, Nichols, Rosen, and Glavin considered a communication received from Special Agent in Charge Guinane of the Birmingham Office wherein he suggests that the Bureau purchase for the Birmingham Office a multigraph folding machine for the purpose of folding circular letters to law enforcement and other agencies.

SAC Guinane states that it takes the night clerk in the Birmingham Office approximately two hours to fold by hand five hundred letters in order to prepare them for insertion in envelopes, and he believes that with the purchase of such a machine, considerable time would be saved in the Birmingham Office and the Bureau might consider the desirability of purchasing such a machine for not only the Birmingham division, but other field divisions.

The machine suggested by Mr. Guinane sells for approximately \$190.00. The Conference is unanimously opposed to the purchase of such machines for the field service, it being of the opinion that the need thereof is practically non-existent at the present.

Subject to the Director's approval, there is attached hereto a communication addressed to SAC Guinane in this matter.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/DM3

62-21531-6762

NOT RECORDED
66-2554

- Mr. Tolson
- Mr. Nathan
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Coffey
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Jones
- Mr. Lester
- Mr. Quinn Tamm
- Mr. Rosen
- Mr. Tracy
- Miss Gandy

mcj.

C O P Y

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.
February 9, 1940

WRG:lrd

MEMORANDUM FOR THE DIRECTOR

m The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Nichols, Rosen, Quinn Tamm, and Glavin considered a suggestion made by William H. Gardner, Employee of the Technical Section of the Identification Division, wherein he suggests an improvement for the handling of leave throughout the Bureau.

He submits a suggested form of leave slip which is attached hereto which is to be identical with our present leave slip, with the exception that it has a detachable stub which would be furnished an employee as a record of leave taken by him. Gardner, under his suggestion, stated that an employee would retain the stub as a record of leave taken and would be entitled to make no complaint unless he submitted a written memorandum attaching the same thereto. The plan advanced by Gardner presupposes that each employee is furnished with a record of his leave at the beginning of each year. However, this is only true with respect to the Identification Division since no other employees of the Bureau are advised concerning the leave due them at the end of each year.

The Conference is opposed to the adoption of this suggestion; first, due to the fact that the leave slip presently used by the Bureau is the approved Department of Justice leave slip; and, second, that furnishing the stub to the interested employee would not result in any benefit either to the employee or to the Bureau. The Bureau has no objection to advising the employee the amount of leave due him if such a request is made, and it should not be necessary for an employee to have to submit stubs of leave taken by him to secure such information.

There is attached hereto a communication addressed to Mr. Gardner concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

9 ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5CVDMS

ORIGINAL FILED IN 66-2087-1608 ✓

HHC:MET

February 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Rosen, Nichols, E. A. Tamm, Quinn Tamm, Ladd, and Clegg being present, considered the recommendation of the Louisville Office that consideration be given at some future date to accepting a representative of the Harlan, Kentucky, Police Department. The Special Agent in Charge pointed out that Harlan has a notorious reputation for murders and crimes of violence. However, the Agents of the office working in that territory were of the opinion that the City of Harlan is not deserving of this reputation as the trouble between mine operators, union employees, et cetera, has occurred in the County of Harlan. The Sheriff's Office and Police Department at Harlan were described as very cooperative and one of the local theaters held a benefit performance dedicated as FBI Night and raised \$231 to send Officer Tom Jones of the Harlan Police Department to the Police Academy.

In view of the above information the Executive Conference recommended that for a future session of the Academy the Harlan Police Department be given consideration.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5CJL/DMS

FEDERAL BUREAU OF INVESTIGATION
FEB 10 1940
U. S. DEPARTMENT OF JUSTICE
202-638-1000
CLERK

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

cc-Mr. Glavin.

NOT RECORDED

66-2554

[Handwritten signature]

ORIGINAL FILED IN

DML:AF

February 12, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on February 10, 1940, attended by Messrs. E. A. Tamm, Nathan, Glavin, Nichols, Rosen, Hince, Quinn Tamm, and Ladd, the suggestion of Mr. Coffey that there be purchased for the Laboratory an additional portable X-Ray unit was considered.

The Conference was unanimously opposed to the purchase of this equipment, pointing out that the present equipment had not been used on any case, having been used primarily in connection with the Exhibit Room in the Laboratory, and the Conference did not believe an expenditure of \$975 was warranted unless some specific use was available for the equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Soars _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C/10MS

ORIGINAL FILED IN 66-2554

DML:GS

February 1, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference held on Saturday, January 27, 1940, and attended by Messrs. Tolson, Tamm, Nathan, Clegg, Glavin, Nichols, Rosen, C. Tamm and Ladd, the attached proposed bulletin to the field with reference to the use of the Lafayette Amplifier and Loud Speaker Units was unanimously approved.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

105-518-507
ORIGINAL FILED IN 66-2554-10

LAH:AEK

February 7, 1940

MEMORANDUM FOR THE DIRECTOR

ms
The Executive Conference, those present being Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Rosen, Quinn Tamm, Glavin, and Hince, considered the suggestion that different color trunks be adopted as standard for use in the gymnasium. The present uniform is white in color and, during the calisthenics requiring that the agents lie on the floor, they become quickly soiled.

The Conference examined a sample pair of light gray trunks obtained for this purpose and approved its adoption. The sample is attached.

If approved, the succeeding classes of newly appointed Special Agents will be instructed to obtain this type of trunks. Supervisors will also be required to obtain these when replacements are made.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. Melendy	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32303
DATE 7/13/90 BY SP5C/10ms

LAH:RLC

February 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Rosen, Glavin, Nichols, Ladd, C. Tamm and Hince being present, considered the memorandum submitted by Mr. Goudge in which he stated that he had been invited by Captain Fay Smith of the United States Army, an instructor in self defense at Camp Perry, Ohio, to participate in instruction to police officers attending Camp Perry next summer.

The Conference was unanimously in agreement that no benefits would accrue to the Bureau from the presence of an instructor, but that the Bureau would simply be donating the services of an instructor without much credit being given to the Bureau. Accordingly, it is recommended that no action be taken concerning this matter. No formal invitation or request has been received from Captain Smith, the matter being broached to Mr. Goudge informally. A letter has been prepared to Mr. Goudge for approval.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

M. R. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-13-90 BY SP5/om.S

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 94-1-1736-80 C

WRC:atw

February 19, 1940

MEMORANDUM FOR THE DIRECTOR

2M
The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Hince, Q. Tamm and Glavin considered a communication received from SAC Cornelius of the Grand Rapids Office dated February 13, 1940, advising that there is no agency in Grand Rapids competent to repair short wave radio sets, such as those used by the Bureau; that he has discussed this matter with the Chief Radio Engineer of the Grand Rapids Police Department, a Mr. A. A. Kirchner, who is very friendly toward the Bureau and a thoroughly competent radio technician. He advised Mr. Cornelius that he would be very glad to have technicians assigned to his department who are thoroughly familiar with short wave receiving sets do the necessary work on these sets but that it would be necessary for the city to bill the Bureau for reimbursement, the charges being \$1.25 per hour for labor, and parts would be furnished at 40% off the list price.

o. L. H. Conference
The Conference is opposed to the acceptance of Mr. Kirchner's offer, it believing in the city the size of Grand Rapids, there are radio technicians who can satisfactorily service our short wave radio sets.

There is attached hereto a communication addressed to SAC Cornelius concerning this matter.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tom Sweeney
Mr. Tracy
Miss Gandy

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/90 BY SP5C/UMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1980-7-53-9

WRG:lrd February 3, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Ladd, E. A. Tamm, Quinn Tamm, Rosen, Nichols, and Glavin recommend that the attached form letter to all Special Agents in Charge concerning the installation of telephone equipment in the various field divisions be approved for distribution to the field.

For the Director's information, this form letter has been suggested due to the possibility of having the Bureau's telephone lines in the field tapped at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/13/90 BY SP5/LDM

ORIGINAL FILED IN 62-12114-1854

NRG:atw

February 16, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Rosen and Glavin considered a suggestion submitted by Miss Mary B. Lewis, Stenographer, Washington Field Office on February 9, 1940, wherein she suggests that the instructions contained in Section 36 of the Manual of Rules and Regulations, which provides that copies of the September 1st Personnel Status reports be filed in both the personnel and administrative files of each employee be changed to make necessary the filing of such copies in the field personnel file only.

The Conference is opposed to the adoption of this suggestion, pointing out that when the original regulation was set up, there had been some difficulty in locating the next of kin of an Agent who had been injured in line of duty in the absence of the Special Agent in Charge as the #1 man in that office at that time did not have access to the field personnel files and a copy of the personnel status report was not available in the field administrative file. The Conference is of the opinion that the double filing serves a very definite purpose for when the Special Agent in Charge is absent from his office and it is necessary to secure information from this report that it can be secured from the field administrative file of the employee when the field personnel file is not available.

There is attached hereto a communication addressed to Miss Lewis concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

NOT RECORDED

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333613
DATE 7/13/96 BY SP5CUDMS

Q1240

February 15, 1940

MEMORANDUM FOR THE DIRECTOR

9
The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Nathan, Rosen, Nichols, Ladd, Hince and Quinn Tamm, considered a request of the Identification Division that in publishing missing person notices in the Federal Bureau of Investigation Law Enforcement Bulletin, where available, the Social Security number be published as part of the description.

Conference sees no objection to using the Social Security number where it is furnished by the relative or person interested in locating the missing person.

If you approve, there is attached hereto a memorandum to the Identification Division so advising.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 3/13/90 BY SP5C10MS

ORIGINAL FILED IN 77-1-96

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference considered the suggestion of Temporary Clerk G. H. Peterson of the New York Division. Mr. Peterson suggests that charge-out slips for serials in a file be placed in the particular section of the file from which the serial is withdrawn rather than following the present practice of placing all charge-outs in the latest or most recent section.

The Conference recommended unfavorably, feeling that the present practice permits the Special Agent in Charge to ascertain definitely by reference to the most recent section of the file the entire situation with respect to the charge-out of serials.

Apparently, the only advantage to Mr. Peterson's suggested method would be to save effort on the part of the file clerk who, under the present procedure, withdraws the charge-out from the most recent section of the file and returns the serial to whatever section it belongs. On the other hand, however, the change in procedure would require the Special Agent in Charge to draw all sections of a lengthy file in order to determine which serials were charged out. It is believed better to permit the procedure to remain as at present.

Those present: Messrs. E. A. Tamm, Quinn Tamm, Nathan, Glavin, Nichols, Rosen, Hince and Ladd.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5CNDmS

F. R. Glavin
Secretary

cc-Mr. Glavin

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-27-9795

VRG:atw

February 27, 1940

MEMORANDUM FOR THE DIRECTOR

6 Executive Conference

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, G. Tamm, Nichols, Rosen, and Glavin considered a suggestion made by Mr. Nichols that when the statements pertaining to Special Agent applicants are revised that the Bureau change the wording under "Education and experience" to read "graduates from recognized law schools and graduates from recognized accounting schools" instead of as at present "graduates from accredited law schools and accredited accounting schools."

The Conference with the exception of Mr. Nichols is opposed to any change in the wording of the statement in question, the majority of the Conference being of the opinion that the Bureau is safeguarded at the present time in stating that graduates from accredited law schools and graduates from accredited accounting schools will be considered and that if recognized law schools and recognized accounting schools were used, there may be some difficulty experienced by the Bureau at some time when it would not consider a graduate of a certain school which is recognized by the local bar association favorably for consideration for appointment to a position of Special Agent in this service.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tele. Room
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/90 BY SP5CJL/mjs

NOT RECORDED

66-2554

Q:Time

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nichols, Nathan, Ladd, Glavin, Hince, Rosen and Quinn Tamm, considered a request received through Special Agent in Charge Sears of Philadelphia.

Mr. Sears advised that Director Malone of the Philadelphia Police Department had asked if the Bureau would be in a position to recommend four reliable fingerprint men for work in Philadelphia.

The Conference unanimously feels that it would not be advisable for the Bureau to recommend any employees presently in the Bureau.

If you approve, there is attached hereto a letter to Mr. Sears so advising him.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Mainfire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-38388-137

DHL:CS

February 20, 1940

MEMORANDUM FOR THE DIRECTOR

2m
At a meeting of the Executive Conference held on the afternoon of February 17th, which conference was attended by Messrs. E. A. Tamm, Nathan, Nichols, Glavin, Rosen, Hince, Q. Tamm and Ladd, the names of two additional men to attend the sound school to replace Agents Criss and McGivern, both of whom are on special assignments, were discussed and it was the unanimous opinion of the conference that the following Agents be instructed to report for the sound school beginning March 4, 1940:

E. R. Weber - Butte
Heber Clegg - San Francisco.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJN/MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-42-54

WBG:ldd

February 13, 1940

MEMORANDUM FOR THE DIRECTOR

0

2m
The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Quinn Tamm, Rosen, and Glavin considered a suggestion submitted by SAC Plaxico, of the Knoxville Office, concerning the forwarding of mail to Agents who have been transferred as a result of official orders so that such mail could be forwarded without cost to the Agent. Plaxico points out that postal regulations at the present time permit the forwarding of mail without charge when the change of address is due to official orders. He suggests that upon the transfer of a Bureau employee that the employee at the time he is preparing his forwarding address card for the postal authorities, request that it be stamped "Change of address due to official orders" so that mail of all classes will be promptly forwarded to him from place to place without payment of additional postage.

The Conference was advised that the Communications Section has been following this procedure for several years, and that when mail is received in Washington to be forwarded to an employee who has been transferred to some other location, information concerning his new address and the fact that the change of address was caused by official transfer is included thereon.

The Conference was further advised that it might be desired to notify the field generally concerning this matter. The Conference was of the unanimous opinion that such a notification is not necessary at this time, it being of the opinion that in the majority of cases this problem is handled in this manner by field offices. Therefore, recommendation against any general bulletin to the field on this matter is made. There is attached hereto a communication to SAC Plaxico concerning this matter, subject to the Director's approval.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP2C/10ms

NOT RECORDED

chment

66-2554

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

ORIGINAL FILED IN 62-226052-72

WRG:lrd

February 10, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Hince, Nichols, Rosen, Quinn Tamm, and Glavin considered the suggestion contained in a memorandum submitted by Mr. O'Connor of the Chief Clerk's Office concerning curvex rear view mirrors.

It was pointed out to the Conference that Special Agent in Charge Listerman, under date of September 5, 1939, had suggested that it might be advisable to use such mirrors on Bureau-owned automobiles. Such a mirror could not be purchased locally and one was received from the present Special Agent in Charge of the Atlanta Office under date of January 12, 1940.

The Conference was further advised that this mirror was installed in one of the Seat of Government Pontiacs, and it was found that the universal attachment for mirrors in the Pontiac and Plymouth automobiles must be removed in order to make the installation. This change in the attachment of the mirrors would cost approximately \$.50 on each of these. Tests were made with the mirrors, and the Conference was advised that although it does afford greater visibility, the fact that it reduces the size of the object seen seems to cause a strain on the driver's eyes.

The Conference is opposed to the purchase of such mirrors for Bureau-owned automobiles. It points out that there would be an additional charge of \$.50 to install the mirror, the mirror itself costing approximately \$.79, and further and more important, the eye strain caused by the mirror would possibly be reflected in reduced efficiency and operation of Bureau-owned automobiles by the drivers thereof.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

662554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5CJ/DMS

ORIGINAL FILED IN 1-27-2-58

WRG:lrd

February 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Nichols, Rosen, Quinn Tamm, and Glavin considered a suggestion submitted by SAC Devereaux of the Chicago Office that the Bureau consider using a certain type of ink in its mimeograph machines so that mimeographing of a number of copies of any report could be done on the regular investigative report form and not on mimeograph paper.

The Conference was advised by Mr. Glavin that Mr. Renneberger had discussed the use of this ink and special stencils with a local representative of the A. B. Dick Company, who states that the ink mentioned by the Chicago representative to Mr. Devereaux is very difficult to handle and that an attempt to run onion skin paper through a mimeograph machine is strictly a hand job, and even so, there would be a large volume of wastage. The local representative requests that it not be made known that he made this comment.

The Conference is of the opinion that no benefit would be derived from the use of this particular kind of ink. The Bureau is also of the opinion that the Special Agent in Charge at Chicago exercised poor judgment in making available to a representative of the A. B. Dick Company at Chicago forms of this Bureau's investigative reports. There is attached hereto a communication addressed to the Special Agent in Charge at Chicago concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJLDM/S

Attachment

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hinton.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 66-341-5134

AR:DM

February 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent in Charge E. A. Kossy concerning the placing of X-ray examining machines in various field offices for the purpose of examining bulky matter. The Conference was unanimously of the opinion that it would not be desirable to purchase such equipment for all of the field offices in view of the fact that the volume of material to be examined, according to information available at the Bureau, does not warrant such an expenditure.

Those in attendance at the conference were Messrs. Tolson, Nathan, Clegg, L. A. Tamm, Ladd, C. Tamm, Glavin, Nichols and Rosen.

Respectfully,
For the Director

Glyde Tolson, Chairman

M. J. Glavin, Secretary

NOT RECORDED

66-12854

11-619-111

66-1631-6326
has been destroyed.

BAT:DM

December 14, 1959

MEMORANDUM FOR THE DIRECTOR

42
The Executive Conference considered the question of whether the Bureau should attempt to operate a special training school for Army and Naval officers in order to equip them to give appropriate instruction to enlisted men of the Army, Navy and Marine Corps upon investigative and policing problems. Consideration was given to a school of the type which would combine those curricula of the New Agents school, the JPA and the Retraining schools, which are of interest to the military organizations. The Conference believed that this procedure would negate the necessity for the Bureau's accepting enlisted men from armed services in its training schools. The Conference was unanimous in favor of this procedure.

If you approve this program, informal contacts will be made by Mr. Tamm with representatives of G-2 and OMI for the purpose of determining the number of men that they would desire to send to such a school and a tentative period for this school.

Those in attendance at the Conference were Messrs. Tolson, Nathan, Ladd, Glavin, Rosen, Nichols, G. Tamm and E. A. Tamm. Although Mr. Clegg was not present when the Conference took this action, the matter was discussed at a session of the Executive Conference heretofore at which Mr. Clegg was in attendance.

Respectfully,
For the Conference

NOT RECORDED

66-2554

Glyco Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/90 BY SP5/llms

ORIGINAL FILED IN / 1-416-1

MCT

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

HHC:BT

December 15, 1939

MEMORANDUM FOR THE DIRECTOR

9/

0.

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Nathan, Q. Tamm, Rosen, Nichols, Ladd, and Clegg, pointing out the fact that there will be a considerable problem in the way of recreation and keeping the students of the FBI National Police Academy content during the first session of the Academy at Quantico when all the facilities of the range for example might not be completed and while the routine is adjusting itself, recommended that the counselors for the Thirteenth Session beginning on January 8, 1940 be two experienced counselors who have a knack of being entertaining and who are good mixers. Special Agents N. O. Scott and C. F. Lanman were therefore unanimously recommended by the conference. If this is approved they should be instructed to report to the Division of Training and Inspection on Friday, January 5, 1940.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5CJ/DMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-4-34452

DML:GS

December 16, 1939

MEMORANDUM FOR THE DIRECTOR

On December 14, 1939, at a meeting of the Executive Conference attended by Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, Rosen, Glavin, Nichols and Ladd, the attached letter from the New York Office requesting that handwriting examination be made of some American Express checks for the personal information of James J. Bulger, Chief Inspector for the American Express Company, was considered.

It was the unanimous recommendation of the committee that this examination be made although the results of same are not desired in connection with any criminal or civil action, but merely for the personal information of the American Express Company officials. In view of the cooperation of that agency it was deemed advisable by the conference to assist them in this regard.

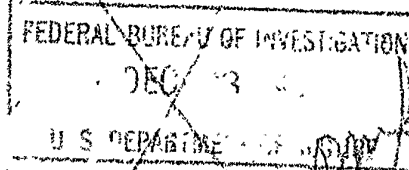
In the event you approve, this examination will be immediately conducted in the Laboratory.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure



Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Loster _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

WRG:atw

December 20, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Ladd, Nichols, Q. Tamm, Rosen and Glavin considered a communication received from SAC Scheidt of the Charlotte Office giving permission to Special Agent J. E. Sullivan to carry his personally-owned Winchester Model 54 #41618A, 22 Hornet, bearing 4 Power Malcolm Telescope #4931 on official business.

The Conference was further advised that this rifle is a small bore, high powered rifle designed primarily for hunting small game such as woodchucks, prairie dogs, et cetera, and it is not recommended for use in law-enforcement work.

The Conference unanimously recommends that SAC Scheidt be advised that Bureau authority for the carrying of this weapon cannot be given. Such a communication is attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd Enclosure
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJL/MS

66-2554-102

DML:AF

December 11, 1939

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executives' Conference on December 9, 1939, attended by Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Glavin, Rosen, Nichols, Quinn Tamm, and Ladd, the recommendation of Mr. Clark of the Bureau's Laboratory to the effect that fifty carbons with copper cores be purchased for use in the motion picture projectors in Assembly Room #1, in an effort to increase the brilliance of the projection, and the further recommendation of Mr. Clark, to the effect that a Walker reflective type silver sound screen be purchased, were considered.

The Executives' Conference was unanimously in favor of making these changes in the motion picture equipment for the purpose of increasing the brilliance of the pictures.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/DM5

✓ original Destroyed
Per 66-3386-608

66-2554-23

NRG:atw

December 12, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Ladd, Nathan, E. A. Tamm, Clegg, Nichols, Rosen, Q. Tamm and Glavin was advised that a report has been received from Mr. Renneberger concerning the new photostat machine which has wash tanks and dryer incorporated in the machine, it not being necessary to touch the prints until they have been completely dried.

The Conference was advised that the new machine saved the time of an employee in washing and drying the prints, it requiring only ten minutes for one print to travel through the machine and when in continuous operation the production capacity of the machine is two prints per minute. It is estimated by Mr. Renneberger that one employee can accomplish twice as much work in a day on the new machine as compared with the old. The Conference was further advised that the new machine insures uniform prints inasmuch as each print is processed exactly the same length of time. A continuous photostat machine costs approximately \$4,000 as compared with \$1,350, the price of the present photostat machine used by the Bureau in its Mechanical Section.

approximately

The Conference unanimously recommends the purchase of one such machine. If the Director approves, the appropriate order will be placed.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C11DMS

NOT RECORDED

66-2584

ORIGINAL FILED IN

WRC:atw

December 11, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Ladd, E. A. Tamm, Clegg, Rosen, Nichols, Q. Tamm and Glavin recommends approval of the attached form letter to all Special Agents in Charge advising of the President's Executive Order of November 30th, approving December 23rd and December 30th, 1939 as holidays for Federal employees.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5c/lomj

ORIGINAL FILED IN 62-25526-14

NRG:lrd

December 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Ladd, Quinn Tamm, Rosen, and Glavin, considered certain suggestions submitted by Mr. Buist W. Swain, Chief Clerk at Birmingham, Alabama.

1. He recommends that the Bureau consider the furnishing of each field office with a bulletin board suitable for locking both during and after office hours. He states that he believed such bulletin boards could probably be purchased locally and would not be a large expenditure. They would be equipped with a door and lock that would be opened only during the time an employee is examining the postings thereon. He believes this bulletin board has its merits inasmuch as the instructions and bulletins could be placed thereon and would not be open to the janitors and other maintenance employees. He believes that matters of a confidential nature could be placed on the bulletin board for the benefit of the employees and that these matters would be observed by all the employees in a shorter length of time.

The Conference is unanimously opposed to the adoption of this suggestion, it being pointed out that at the present time with the open face bulletin boards, there are many times when data posted thereon is not properly digested by employees of the various field divisions. The Conference is of the opinion that if a locked cover was placed on the bulletin board, on many occasions the information posted thereon would not be read by the various employees assigned to that office.

2. He suggests that consideration be given to the placing of file numbers of the various field offices and the Bureau on each

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

66-5846-4
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December 6, 1939

communication originating in the field office. He believes this would expedite the matching of mail by the Chief Clerk, more particularly in cases where the title of the matter is not contained on the communication.

The Conference is unanimously opposed to this suggestion, they pointing out that the use of such file numbers would make possible incorrect referencing due to the transposition of such numbers and in reports wherein there are a number of auxiliary offices, there would be a great number of reference file numbers, increasing the possibility of error.

There is attached hereto a communication addressed to Mr. Swain concerning his suggestions.

Respectfully,

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Attachment

NRG:JJM

December 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols and Glavin considered a request by Mr. Coffey for the purchase of a new Hammarlund Super-Pro communications receiver (radio) at a cost of approximately \$540.00.

The Conference was advised by Mr. Ladd that this radio would be used not only for recording addresses but is of the type which can be successfully used in recording foreign broadcasts, it having been necessary for the Laboratory on several occasions in the past to record foreign broadcasts.

The Conference recommends approval of the purchase of this equipment.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5d10ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-29307-468

DML:AF

December 11, 1939

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executives' Conference on December 9, 1939, attended by Messrs. Tolson, Nathan, E. A. Tamm, Olegg, Glavin, Rosen, Nichols, Quinn Tamm, and Ladd, the suggestion of Mortimer S. O'Sullivan, of the Identification Division, with reference to overtime was considered.

It was Mr. O'Sullivan's recommendation that rather than require an hour's overtime when the work in the Identification Division becomes delinquent, the Bureau shorten the present 45-minute luncheon period to 30 minutes, he being of the opinion that in the additional 15 minutes devoted to cabinet searches it would be possible to bring up any existing delinquency.

The Conference was unanimously opposed to the adoption of this suggestion because overtime is not ordered in the Identification Division as a general rule and when it is ordered it is because of a heavy delinquency which would not be alleviated by an additional 15 minutes per day on the cabinets.

In the event you approve the decision of the Conference, there is attached a letter to Mr. O'Sullivan.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/13/90 BY SP5CL/MS

NOT RECORDED

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66-1976-4896

WRC:JJM

December 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Ladd, E. A. Tamm, Quinn Tamm, Rosen, Nichols and Glavin considered a memorandum submitted for the attention of Mr. Glavin under date of December 2, 1939, by Mr. J. A. Connors of the Chief Clerk's Office regarding delinquency in the submission of monthly expense vouchers by Special Agents.

Mr. Glavin recommended to the Conference that a form letter go forward to the field concerning this matter, he pointing out that on an actual count made on expense vouchers for the month of October, 360 vouchers were received within the time limit, the 10th of the month, and 367 vouchers were received thereafter.

The Conference is of the opinion that due to the prevalence of delinquent submissions of expense vouchers, that the attached form communication should go forward to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2554-95

Q:mac

December 12, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Glavin, Rosen and Quinn Tamm, considered the placing of the photographs of Bureau personnel on the backs of the fingerprint cards maintained in the Single Fingerprint Section. This has been a practice for a number of years.

The Conference does not feel that these photographs serve any particular purpose and, because of the fact that it results in a needless amount of work in the Identification Division, recommends that the practice of placing photographs of the Bureau's personnel on their personnel fingerprint cards be discontinued.

If you approve, there is attached hereto a memorandum so instructing the Identification Division.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Crowl _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Sears _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5ETI/MS

ORIGINAL FILED IN 66-1621-6112

HHC:MET

December 14, 1939

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Quinn Tamm, and Clegg being present, considered the recommendation of Special Agent in Charge Devereaux that a form be used by the Receptionist in the Chicago Office to list the name of the complainants, the nature of the complaint, and the Agent to whom the complainant was referred as a convenience to the Chicago Office in ascertaining the disposition of visitors at the office who are not seen by the Special Agent in Charge.

The Conference unanimously recommended unfavorably, it being felt that the problem in Chicago was no more serious than in a number of other offices and the dictation reports of stenographers submitted daily will show the memoranda which have been dictated by the Special Agents concerning their interviews and this will merely add an additional form with the accompanying red tape and clerical effort without any beneficial results.

If the Director agrees with this conclusion the Chicago Office is being advised.

Respectfully,
For the Conference

Clyde
Chair

W. R.
Secre

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Glavin	_____
Mr. Clegg	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Mr. Rosen	_____
Mr. Tracy	_____

CC: MR GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,66
DATE 7/13/96 BY SP5CJL/mS

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December 11, 1939

EAT:EA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin concerning suggestions from Bureau employees for the improvement of the plant protection program and manual and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Nathan, Clegg, Ladd, Quinn Tamm, Glavin, Nichols, Rosen and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJLDM/S

ORIGINAL FILED IN 66-6

WGH:atw

December 23, 1959

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 352,613
DATE 7/13/90 BY SP5C/MWS

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, Glegg and Glavin considered the suggestion of Mr. Coffey that the Bureau approve the preparation of 17 sets of slides in color for projection purposes to illustrate lectures on the Technical Laboratory work of the FBI. Mr. Coffey advised that the actual cost in addition to labor by the Bureau photographic section would be approximately \$500 for the color film with which to take the photographs from which the slides would be prepared.

In order to ascertain the amount of time which would be consumed by this Bureau's photographers in this matter, Mr. Renneberger was contacted. He stated that it would take one man at least two months' full time to prepare the slides. Mr. Renneberger suggested that the original slide be prepared by the Bureau and that the additional slides be prepared by the Eastman Company. He stated that the cost would be only slightly greater and that the complete job could be finished with a great savings of time.

The Conference then consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Hince, Nichols and Glavin were of the opinion that this would be the desirable method of handling this work and recommends that this procedure be followed by the Bureau. It is the understanding of the Conference that these 17 sets of slides which will consist of 50 slides to the set would then be available for distribution to 17 different field offices of the Bureau within the seventeen different zones into which the country is being divided for instruction purposes. A considerable savings because it would be expert to travel a considerable distance to general functions of the Technical Laboratory aspects would be illustrated by the slides qualified as an instructor generally could handle the lectures within his own zone.

Subject to the Director's approval hereto a memorandum for Messrs. Coffey and matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

The Following Serial has
been destroyed

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by Authority: 1-1132-488

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-16-99

Tolson
Nathan
E. A. Tamm
Glegg
Ladd
Coffey
Egan
Glavin
Harbo
Lester
Hendon
McIntire
Nichols
Rosen
Quinn Tamm
Sur Room
Tracy
Miss Gandy

W
COPY-MG

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:lrd

December 28, 1939

MEMORANDUM FOR THE DIRECTOR

It was brought to the attention of the Executive Conference consisting of Messrs. Nathan, E. A. Tamm, Ladd, Quinn Tamm, Hince, Nichols, and Glavin, that on November 2, 1939, the New York Office had requested the permanent installation of additional recording equipment, due to the many telephone taps and microphone installations; and in some instances foreign language conversations which have been encountered making it necessary to utilize recording equipment until such time as the recordings can be translated. The Special Agent in Charge of the New York Office stated that in order to accomplish this, several attempts had been made to utilize the Type D Presto Recorders which were recently forwarded to the New York Office. It was found that the speed with which this recorder operates resulted in a situation wherein the consumption of records is believed to be excessive on this type of recorder and renders it impractical for continued conversations. He pointed out, however, that the type D recorder will be utilized when possible in recording telephone conversations of an intermittent nature. He further stated that in order to record continued conversation on the various plants, it has been necessary for the New York Office to use the larger Presto unit assigned there; and, accordingly, there is no recording equipment available for recording in the New York Office at the present time. He points out that the present setup in the conference and detention rooms in the New York Office makes it necessary to maintain a recording unit in the Technical Room at all times to record any conversations taking place in the office or detention rooms and that the occasion has recently arisen whereby interviews in the detention rooms had to be recorded, and as a result thereof, the Bureau forwarded to the New York Office for temporary use the recording unit manufactured by the Radio Tone Products Corporation.

The Special Agent in Charge at New York stated that the Radio Tone unit is more adaptable as a fixed installation, whereas the Presto unit is so constructed

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5cl/0ms

66-2554

ORIGINAL FILED IN 66-5715-472

that it lends itself to portability from one point to another. He further believes that the Radio Tone Unit has other additional advantages which it is believed will make it a valuable addition to the equipment of the New York Office. He requests that the Bureau give consideration to allowing this unit to be retained by the New York Office as a stationary unit to record the interviews in the conference and detention rooms which would make the Presto unit available for any such telephone taps or microphone installations as might arise.

Mr. Ladd, in a memorandum submitted on this matter under date of November 10, states that the New York Office at the present time has in its possession two of the large Presto recorders, that the Radio Tone recorder was forwarded temporarily to the New York Office, that the equipment cost approximately \$1,500 and that insofar as can be ascertained, it is the intention of the New York Office to request the assignment of this recorder so that it may be permanently setup to record interviews and conversations in the conference and detention rooms.

Mr. Ladd is of the opinion that a permanent setup in the New York Office is not justified, that the New York Office can use the Presto recorders presently assigned there in connection with microphone hookups, and if necessary, can make use of such recorders on the outside in connection with investigative work. He points out that the Presto recorder could very easily be disconnected from the conference and detention rooms and used outside on any investigation.

This matter was referred to Mr. Connelley, who was then in New York, to secure his opinion concerning the necessity for such equipment. Under date of December 14, 1939, a communication was received from Mr. Connelley wherein he states that in connection with various surveillances and telephone taps which have been necessary from time to time in the New York Office, it has required the use of the presently available Presto set and when this set is established on a plant outside the office, it is not possible to make available a recording of conversations which might be taking place or interviews being had with subjects when they are available in the various conference rooms or detention cells of the New York Office. Mr. Connelley also pointed out that there is a small Presto recording set available in the New York Office which would take a twelve-inch record. Mr. Connelley believes that due to the volume of work handled in the New York

December 28, 1939

Office, together with the use which is made from day to day, the additional expense would be warranted in supplying them with an additional Preso set of equipment, because such equipment would be more portable than the Radio Tone equipment recommended by Special Agent in Charge Foxworth. He pointed out that it is expected that there will be an increasing use made of these recordings, both in the office and on the outside, due to the additional work necessary in connection with the espionage cases. He further pointed out that the Bureau might want to give due consideration to the recent ruling of the U. S. Supreme Court concerning wire tapping before furnishing this additional set.

The Conference was advised by Mr. Quinn Tamm that it would be very unlikely that Radio Tone sets would be secured as a result of the bids requested by the Bureau, inasmuch as Radio Tone Corporation suffered financial difficulties as a result of our last bids, since the bids submitted by that company were so low that they could not carry the financial burden. The Conference is of the opinion that the only reason this additional set is wanted by the New York Office is for a permanent installation to be used when necessary in recording interviews or conversations had in the detention rooms or conference rooms of that office.

The Conference is of the opinion that the two sets presently on hand at the New York Office is sufficient and that the need is not such as to warrant an additional expenditure of approximately \$1,500 for a new set for that office. If the Director approves the Conference's recommendation in this matter, an appropriate communication will go forward to the New York Office.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin/s/
Secretary

LAH:BG

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent John D. Sullivan that several additional lines be placed on the front cover of an investigative file to provide space for indicating the location in the file of stop or flash notices and the name and address of the original informant in the case. Special Agent Sullivan indicated that this would be of assistance to Special Agents in Charge when closing reports are written and would also serve to assist the Special Agents when dictating closing reports as reminders to withdraw stop notices and notify original informants of the final outcome of the case.

The Conference unanimously reacted unfavorably, pointing out that this is merely another method of reducing the review of files. It was felt that if the file was properly reviewed, the matters referred to can be handled satisfactorily without placing special notices on the front of the file cover. If approved, a letter to Special Agent Sullivan has been prepared.

Those present: Messrs. Nichols, E. A. Tamm, Quinn Tamm, Nathan, Glavin, Rosen, Hinde and Ladd.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/90 BY SP5C/LMS

RECORDED

66-2554-1869

FEDERAL BUREAU OF INVESTIGATION
MAR 1 1940
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOUR

ORIGINAL FILED IN 66-6029-17

EAT:DM

March 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends that in an effort to expedite the handling of accounting lessons being received at the seat of government, a special session be held twice a week of the accountants assigned to the seat of government and to the Washington Field Office, who have completed the accounting course, in order that they may correct the lessons on hand for grading. The volume of lessons received is increasingly great and it is virtually impossible for the Accountants assigned to the Investigative Division, who have heretofore been correcting these lessons, to keep pace with them and also to keep up with their regular work.

If you approve this procedure, arrangements will be made for the special sessions outlined.

Those in attendance were Messrs. Nathan, Tolson, Ladd, C. Tamm, Glavin, Nichols, Rosen and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

D
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/90 BY SP5C10mS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3304-103

DML:GS

March 8, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on the evening of March 7, 1940, attended by Messrs. Tolson, E. A. Tamm, Nathan, Glavin, Nichols, Rosen, Q. Tamm and Ladd, the attached corrected fingerprint chart was considered and it was unanimously agreed that this chart, showing eight patterns as used in the Identification Division of the Bureau, be adopted as the standard fingerprint chart of this Bureau. This chart is to replace the chart contained in the pamphlet "The Identification Facilities of the FBI", which lists ten patterns, and likewise to replace the chart in the Pamphlet "Criminal Identification and the Functions of the Identification Division", which contains nine patterns. The old charts in the Bureau pamphlets have followed the old Henry System. The new chart will carry the patterns previously listed as twinned loop and lateral pocket loop as a double loop.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/13/90 BY SP5CJL/MS

RECORDED

66-2554-1870
FEDERAL BUREAU OF INVESTIGATION

MAR 13 1940
U. S. DEPARTMENT OF JUSTICE
TOLSON
RADD

ORIGINAL FILED IN 66-3020-902

HHC:BO

March 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Ladd, Quinn Tamm, Nichols and Clegg being present, considered the recommendation of Special Agent in Charge Rutzen that a circular letter be prepared and forwarded to law enforcement officers in the Springfield Division, setting forth the various classifications of cases falling within the jurisdiction of the Bureau. Since the Bureau has prepared a booklet for this purpose, it is recommended that it be used instead of a letter, as the booklet would probably be retained as a reference for a longer period of time than a circular letter.

If this is approved, a letter is being addressed to Mr. Rutzen accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1871

DEPT. OF INVESTIGATION

TOLESON Tamm Tamm

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

LAH:MLG

April 29, 1940

MEMORANDUM FOR THE DIRECTOR

(P) The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Rosen, Ladd and Hince being present, considered and unanimously approved the attached letter to all Special Agents in Charge informing them of the Military Officers' Training Course which was concluded Saturday, April 27th, and informing them of the names of the officers in attendance.

The Special Agents in Charge are instructed by this letter to contact each of the officers in each field division immediately and to make certain that frequent contacts are made in order to maintain the good relationship which has been established.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

cc-Mr. Glavin

NOT RECORDED

66-2554

1-45-28
has been
destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C10M3

ORIGINAL FILED IN 1-45-28

April 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan, Nichols, Ladd and Clegg being present, considered the possibility of holding a reunion of the FBI National Police Academy during this calendar year. It was believed that such a reunion should be held and that it should coincide with the final week of the final session of the Academy this year, the date of which it is believed should be moved up so that instead of running from August 12, 1940 to November 2, 1940, it will run from July 15, 1940 to October 5, 1940. This would cause the reunion to be held during the week of September 30 to October 5 inclusive.

The second session of the Academy begins on April 15, 1940, and ends July 6, 1940. The third session was originally scheduled to begin on August 12 and continue to November 2. The change will cause the third session for 1940 to be from July 15 to October 5, and the reunion and retraining school from September 30 to October 5, 1940.

From experiences of the previous year, it is suggested that this be called the FBI National Police Academy retraining school and that all references to reunion be omitted as the police officials would tend to emphasize this reunion or convention phase rather than the retraining phase of the meeting.

In the event this is approved, there is attached hereto a letter to all Special Agents in Charge and a statement for the next bulletin calling attention to these dates, also a letter to NPA graduates.

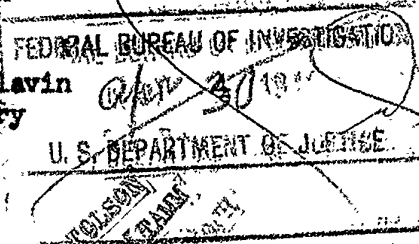
Respectfully,
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333p13
DATE 7/16/90 BY SP3C/10ms

W. R. Glavin
Secretary

NOT RECORDED



Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Ladd _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____
cc - Mr. Glavin

ORIGINAL FILED IN 1-4-36582

66-2554

WRG:atw

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Q. Tamm, Nichols and Glavin considered a suggestion submitted by Eugene J. Coble under date of March 16, 1940, to the effect that the unlisted telephone numbers included on the number dials of the various telephones in the Bureau be not included on those telephone instruments used for confidential purposes, the telephone numbers not being listed in the various telephone directories. Agent Coble points out that he has noted in some of the field division offices that the telephone instrument over which incoming calls on the unlisted telephone are received is maintained on the desk of the Special Agent in Charge with the unlisted telephone number appearing on the face of the telephone instrument. As a result, this number is plainly visible to all newspaper reporters, complainants, suspects and subjects in Bureau cases, and all callers who are interviewed in the office of the Special Agent in Charge.

The Conference after carefully considering this suggestion is opposed to sending out any blanket instructions to the field concerning it. The Conference is of the opinion that the telephone numbers even if included on the dial would not be visible to visitors at the office of the Special Agent in Charge and that, undoubtedly, in a number of cases, such a number is not included on the telephone instrument.

There is attached hereto a communication addressed to Agent Coble concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED
W. R. Glavin
Secretary

Mr. Tolson	
Mr. Nathan	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Ladd	
Mr. Coffey	
Mr. Glavin	
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Jones	
Mr. Quinn	
Mr. Nease	
Mr. Gandy	

8-218105W

MAILED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,073
DATE 7/13/90 BY SP5C110ms

ORIGINAL FILED IN 62-27352-471

66-2554-1872

TOLSON
FOUR
ONE

Go

WRQ:atw

March 30, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Q. Tamm, Nichols and Glavin was advised that all of the necessary changes have been made in the basement detention room. Keys have been distributed to the following officials:

The Director
Mr. Tolson
Mr. E. A. Tamm
Mr. Nichols
Mr. Hottel

The Conference was, also, advised that one set of keys is being retained in the Chief Clerk's Office.

0. Exp Conference
The Conference is of the unanimous opinion that the Special Agent in Charge of the Washington Field Office should secure the approval of the Bureau before use is made of the cells by the Field Office. If the Director approves, a communication to this effect is attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	
Mr. Nathan	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Ladd	
Mr. Coffey	
Mr. Egan	
Mr. Glavin	
Mr. Harbo	
Mr. Lester	
Mr. Quinn	
Mr. Nichols	
Mr. Rosen	
Mr. Quinn Tamm	
Mr. Nease	
Mr. Tracy	
Miss Gandy	

RECEIVED

INDEXED NOT RECORDED

66-2554-1872X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/MS

ORIGINAL FILED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/LMS

NOT USED

66-2554 and 1873
1874

CHANGED TO 113

NOT USED

66-2337-1875

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 322
DATE 7/13/98 BY SPSC/

CHANGED TO

1-3094-X14

May 22, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5CJL/MS

0. *Quercus laevis*
K. S. 100

Accordingly, the Conference reviewed the regulations and struck out all references which would indicate general use of the building and retained only those necessary and desirable for use of the building during firearms training.

A copy of the rules is attached. The Conference was in agreement on all of these rules with the exception of that with respect to the "lights out" rule. Mr. Logan had suggested that the "lights out" time be changed from 11:00 P.M. to midnight. Mr. Ladd agreed with Mr. Logan. The other members of the Conference present while this matter was considered, viz., Messrs. Nathan, Glavin, Quinn Tamm and Hince, were in favor of retaining the present 11:00 P.M. rule.

The Conference considered Mr. Logan's suggestion that Special Agents be permitted to carry firearms on their persons or to have firearms placed in their luggage or private quarters during any period when firearms training is being given at Quantico. The Conference was unanimously of the opinion that firearms should be maintained at all times in the gun vault except when actual practice was scheduled to be engaged in under supervision and that no student should be permitted to have firearms of any type in his luggage, on his person or in his private quarters but that special receptacles for storing personally owned firearms and official weapons should be provided in the vault.

The Conference considered the question as to whether there should be a requirement that bathrobes be used by trainees between bedrooms and shower rooms on the same floors. The Conference was of

UNDELETED

NOT RECORDED

6-2554-1875 *

RECEIVED BUREAU OF INVESTIGATION
JUN 4 1964
TOLSON
DEAN
CARR
TAMM

Memo. For Director.

Page 2

the opinion that the rules should not contain such a requirement. It was pointed out that the facilities in the shower rooms are such that bathrobes become damp if hung up in the shower rooms and that, after returning to the bedrooms, the damp bathrobes are undesirable in the lockers.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. H. Glavin
Secretary

cc-Mr. Glavin

DAILY SCHEDULE

7:00 A. M.	Arise
7:30 A. M.	Breakfast
8:00 A. M.	Room cleaning and other personal matters
8:20 A. M.	Obtain equipment for range use
8:30 A. M.	Depart for range
12:00 Noon	Depart range for barracks
12:15 P. M.	Luncheon
1:15 P. M.	Depart for range
5:30 P. M.	Depart range for barracks
6:00 P. M.	Dinner
7:30 P. M.	Gun cleaning and nomenclature
10:00 P. M.	All training work will ordinarily be completed by this time.
11:00 P. M.	Lights out

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Adm. Files.....
Pers. Files.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5C/10m5

66-2554-1875X

- COMMUNICATIONS -

The official telephone in the barracks building may be used for official purposes only. Personal calls must be made over the pay station in the basement.

Telegrams may be received either care of the FBI National Police Academy, Room 5256, Department of Justice Building, Washington, D. C., or care of the FBI Training Center, U. S. Marine Corps Reservation, Quantico, Virginia.

While at Quantico mail may be addressed to you care of FBI National Police Academy, Room 5256, Department of Justice Building, Washington, D. C., or care of FBI Training Center U. S. Marine Corps Reservation, Quantico, Virginia. Mail will be delivered by a designated employee.

You should not call at any office for mail.

- PROPERTY -

All property for which you have signed a receipt is property of the FBI and is merely issued to you for temporary use during the period of training.

- ABSENCES FROM THE MARINE CORPS RESERVATION -

No one may leave the reservation without the permission of the Special Agent in Charge.

A registration book is maintained in the administrative office and all students on entering and leaving the reservation must sign the register and include the required information.

- ROOM ASSIGNMENTS -

Assignments of rooms will be made to each class arriving at the FBI Training Center according to the alphabetical order of the names on the roll. The Special Agent in Charge of the FBI Training Center will designate one trainee in each room for a specific period of time to take charge of the room and maintain it in good order. Each trainee will be responsible for maintaining his sleeping quarters and for maintaining his space in accordance with the uniform method prescribed.

Fresh linen will be furnished twice a week and each trainee will be responsible for handling his changes of linen. At the conclusion of the class period at the FBI Training Center each trainee will prepare his sleeping quarters for the next class.

Cigarettes, cigars and other smoking materials must be placed in ash trays or other smoking utensils specifically provided for this purpose and in no other place.

- SHOWER ROOMS -

Appropriate receptacles have been provided for the holding of soiled towels, and these should be used. An adequate supply of towels will be found in the cabinets behind shower room doors. Used razor blades must be disposed of in a safe manner and must not be placed in the towel receptacles. Locker room shoes are required in the shower rooms to prevent contamination with Athletes Foot.

- RANGE CLOTHING -

Wet overshoes, raincoats and other wet footgear must be placed in the overshoe-rack in the basement corridor. Prior to entering the basement and after leaving the range it will be necessary for all trainees to enter the building through the basement door, removing muddy footgear prior to entering the building.

- DINING ROOM -

The dining room will be used only at the appropriate hours when it is open for service. Trainees will not appear in the dining room for meals unless wearing appropriately cleaned apparel. When necessary to have meals while wearing range clothing, trainees will make certain that this clothing has been sufficiently cleaned so that it will be presentable and will not soil the dining room equipment.

- NOTICES -

Schedules and special announcements will appear on the bulletin board located in the class rooms. Everyone will be held responsible for such information as appears on these bulletin boards.

- CONDUCT AND ORDERLINESS -

Each student must make up his own bed daily and keep his bed and locker in a neat, orderly arrangement at all times, subject to most minute and strict inspection. A monitor will be designated for each room and it will be his duty to see that the floors of each room are swept by assigning such duties to various students assigned to the dormitory space. It will be the duty of such monitors to inspect the neatness of the making of the beds, the cleanliness of the floors, the lockers and all equipment in each dormitory area daily, and there will be an official administrative inspection of each of the quarters daily.

No gambling of any kind is permitted on the Reservation.

No intoxicating beverage may be brought onto the Reservation at any time and no intoxicating beverage, beer or wine may be brought into the FBI Building at any time.

There is to be no boisterousness. Any breakage of furniture or fixtures will have to be paid for by those responsible.

- FIREARMS -

Firearms, whether belonging to the FBI or whether privately owned, must be maintained at all times in the gun vault except when actual practice is scheduled to be engaged in under supervision. No student, therefore, is permitted to have in any of his luggage or on his person or in his private quarters any firearms of any type, and special receptacles for storing personally owned firearms are available in the gun vault and they will be issued as needed.

All tables used for gun cleaning must be covered with tarpaulin during the gun cleaning process. All soiled materials should be placed immediately in the waste cans, and any oil which is unavoidably spilled on the floor or other equipment must be immediately removed. All gun cleaning rods must be placed in the gun cleaning rod-rack following use.

- LOCKER ROOM SHOES -

All students are required to provide themselves with locker room shoes, and this equipment should be appropriately used.

HN:CSH

May 28, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Clegg, Glavin, Nichols, Rosen, Ladd, Tolson, E. Tamm, Q. Tamm and Nathan, in considering the schedule for the SAC Conference, unanimously decided that two hours was sufficient time to devote to the panel forum for the Training and Inspection Division.

The Executives Conference also decided, Messrs. E. Tamm and Q. Tamm dissenting, that Judge Holtzoff should be requested to give a one hour lecture before the SAC Conference on the subject of arrests, searches and seizures, detention and treatment of prisoners.

A revised work sheet for the SAC Conference is attached.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc Mr. Glavin

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/90 BY SP5 CIL/pms

FEDERAL BUREAU OF INVESTIGATION
JUN 4 1940
U. S. DEPARTMENT OF JUSTICE

INDEXED

NOT RECORDED

66-2554-1875

ORIGINAL FILED IN 66-5760-50-463

WORK SHEET

SPECIAL AGENTS IN CHARGE CONFERENCE

June 24 to July 6, 1940

ITEM NO.	TIME	SUBJECT	INSTRUCTOR
1	1/4 hr.	Enrollment and Announcements	Mr. Nathan
2		Address	The Director
3	3/4 hr.	Specialized tour of the Bureau, covering only recent developments and additions	
4	2 hrs.	Investigative policies	Mr. E.A. Tamm
5	1 hr.	Observations on investigative methods	Mr. Nathan
6	2 hrs.	Field office administration	Mr. Clegg
7	1 hr.	Observations on public relations	Mr. Nichols

SUBSTANTIVE INVESTIGATIVE SUBJECTS

8	3 hrs.	Sabotage investigations; Registration Act investigations; Neutrality Act investigations	Mr. Carson
9	3 hrs.	Espionage investigations; aliens in aircraft and munition production	Mr. Bowman
10	2 hrs.	Plant protection	Mr. Kramer

ADJECTIVE INVESTIGATIVE SUBJECTS

11	1 hr.	Arrests, searches and seizures, detention and treatment of prisoners	Judge Holtzoff
12	1 hr.	Obtaining descriptions	Mr. Hince

66-2554-1875X1-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Perc. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ITEM NO.	TIME	SUBJECT	INSTRUCTOR
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ADJECTIVE INVESTIGATIVE SUBJECTS (continued)

13.	1 hr.	Interviews and Confessions	Mr. Nathan
14.	3 hrs.	Surveillances	Mr. Hince
15.	1½ hrs. - lecture ½ hr. - practice	Preparing a Log Concerning Detention of Prisoners	Mr. Gurnea
16.	4 hrs.	Practical Investigative Procedures	Mr. Connelley
17.	3 hrs.	Riots and Unlawful Assemblies	Mr. Gurnea

TECHNICAL AND IDENTIFICATION SUBJECTS

18.	3 hrs.	General Laboratory Functions; Laboratory Contacts with Police Organizations; Laboratory Applicants; Laboratory Instruction Materials; Recent Laboratory Equipment	Mr. Coffey	
19.	1½ hrs.	Blood Tests	Mr. Donaldson	
20.	1½ hrs.	Microscopy	Mr. Chaddock	
21.	½ hr.	Metallurgy	Mr. LaRock	
Mr. Tolson Mr. Nathan Mr. E. A. Tamm Mr. Clegg Mr. Ladd Mr. Coffey Mr. Egan Mr. Glavin Mr. Harbo Mr. Hendon Mr. Lester Mr. McIntire Mr. Nichols Mr. Pennington Mr. Rosen Mr. Quinn Tamm Pers. Files Adm. Files Tour Room Mr. Tracy Miss Gandy	22.	1 hr.	Bacteria and Its Relation to Espionage and Sabotage	Mr. Beach
	23.	2 hrs.	Codes and Secret Writings and Methods of Concealing	Mr. Pickering
	24.	2½ hrs.	Technical Aspects of Sabotage Methods	Mr. Donaldson and Mr. Parsons
	25.	4 hrs.	Photographic Aspects of Espionage; Photo Copying and Electro Copyist	Mr. Coffey
	26.	3 hrs.	Practical Work a. Locks and Lock-picking b. Sound Recorders c. Preparing bulky evidence for transmittal to Laboratory	Mr. Coffey

ITEM NO.	TIME	SUBJECT	INSTRUCTOR
27	3 hrs.	Panel forum - Investigative Division	
28	4 1/2 hrs.	Panel forum - Administrative Division	
29	2 hrs.	Panel forum - Identification Division	
30	2 hrs.	Panel forum - Training Division	

GENERAL AND MISCELLANEOUS SUBJECTS

31	1 hr.	Contacts with the public, including public speaking	Mr. Clegg Mr. Hince
32	1/2 hr.	Cooperation and contacts with local police	Mr. Clegg
33	1 hr.	Organization of police departments	Mr. Harbo
34	1 hr.	Police record practices	Mr. Harbo
35	5 days	Outdoor firearms training at Quantico, Va.	
36	1 hr. each day	Physical training and supervision of Field Physical training	Mr. Goudge Mr. Meyers

Mr. Tolson _____

Mr. Nathan _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Ladd _____

Mr. Coffey _____

Mr. Egan _____

Mr. Glavin _____

Mr. Harbo _____

Mr. Hendon _____

Mr. Lester _____

Mr. McIntire _____

Mr. Nichols _____

Mr. Pennington _____

Mr. Rosen _____

Mr. Quinn Tamm _____

Mr. Egan _____

Adm. Files _____

Mr. Tracy _____

Miss Gandy _____

CONFERENCES

It is recommended that during six of the eight evenings that the Special Agents in Charge are at Washington conferences be held with Bureau officials on a schedule which will permit two-thirds of the group of fifty Special Agents in Charge to receive instruction while one-third are having conferences. In view of the size of the group, it would not be feasible to have all hold conferences simultaneously. Accordingly, those not in conferences in line with a prearranged schedule will receive training in the following subjects, the schedule to be so arranged that all Agents in Charge will receive this training:

37	6 hrs.	Photography of scenes of crimes	Training staff
38	6 hrs.	Searches of places	Training staff
39	6 hrs.	Practical interviews, reports and review of reports	Training staff

DAL:CS

May 17, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on May 16, 1940, considered the status of document identification work. This matter was brought up by Mr. Ladd in view of two recent erroneous identifications in handwriting which have come to the attention of the Technical Laboratory.

It was pointed out by Mr. Ladd that in the first case the examination of handwriting appearing on a check had been made in February, 1940, by examiners C. A. Appel and S. T. Holland, and that they had identified the handwriting of one John Paradiso as being the handwriting on the check; that subsequently, the Chief of Police at Provo, Utah, the contributor in this case, informed the Laboratory that a roommate of Paradiso, one Lloyd V. Rollins, had confessed to this forgery. No prosecution was instituted against either of these individuals and none is contemplated in view of the fact that apparently restitution has been made.

The second erroneous identification occurred upon the examination of handwriting submitted in November, 1939, by the Bureau of Criminal Investigation at Des Moines, Iowa, in connection with a check forgery case. The handwriting of Mrs. Ruth Gibson, who had a criminal record as a forger dating back to 1923, was identified by four examiners, Messrs. L. D. Gasteiger, W. N. Armstrong, S. T. Holland and C. A. Appel. Subsequently, Mr. Gasteiger testified at the trial of Mrs. Gibson to the effect that it was his opinion the checks were in the handwriting of Mrs. Gibson. There were also five eye-witnesses who identified Mrs. Gibson as the passer of the two checks involved. Mrs. Gibson was convicted and sentenced to serve ten years in the Women's Reformatory of the State of Iowa on December 23, 1939. Subsequently, another female check forger, Mrs. Harriet LaRue, was arrested in nearby Minnesota in connection with some forgeries, and she has now confessed that she forged and passed the checks upon which Mrs. Gibson was convicted. An investigation of this case has been instituted in order that handwriting specimens of Mrs. LaRue, as well as additional handwriting specimens of Mrs. Gibson, may be obtained and studied. In the meantime, the State's Attorney at Cedar Rapids, Iowa, has turned over to Mrs. Gibson's attorney copy of the confession secured from Mrs. LaRue for his use in having the case remanded to the lower court and dismissed.

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RECORDED

66-2554-1875X3

In connection with this latter case there have appeared items in the Cedar Rapids Gazette, Cedar Rapids, Iowa, with reference to the conviction of an innocent woman, in which articles it is stated among other

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C/L10MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Your Room _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 62-957X

things that "L. D. Gasteiger of Washington, FBI examiner of questioned documents, testified it was his belief that Mrs. Gibson had written the checks". These articles are attached hereto, as is the criminal record of Mrs. Gibson.

In discussing this matter with the Conference, it was pointed out that the Bureau has committed itself too strongly and sweepingly in connection with document work to endeavor to retire from the outside field of document examinations at the present time; that to withdraw would injure the Laboratory in that those document cases which the Bureau did not accept and handle would be sent elsewhere, resulting in local agencies building up their own laboratories for document work, following which they would enlarge their activities to cover all laboratory examinations, and that one or the other Federal agencies, such as the Secret Service or the Post Office Inspectors, would immediately set up a laboratory for the purpose of handling these cases for local as well as Federal agencies.

It was pointed out that during the fiscal year of 1939, the FBI Technical Laboratory made a total of 3,511 document examinations, divided as follows:

FBI Cases	2,805
Other Federal Agencies	251
State Contributors	455

In an effort to obtain the opinion of the Conference as to their views with reference to further handling of document work, the following recommendations were obtained:

Mr. Tolson _____ O.K.-H First - That in place of the two document examiners now
 Mr. Nathan _____ concurring in an identification of handwriting, immediately there be
 Mr. E. A. Tamm _____ adopted a requirement that three senior document examiners all concur
 Mr. Clegg _____ in an identification and that the Supervisor of document work in
 Mr. Ladd _____ addition should examine all evidence in cases where identifications have
 Mr. Coffey _____ been effected to determine the sufficiency of the material submitted for
 Mr. Egan _____ examination, both of the questioned and of the known specimens.
 Mr. Glavin _____
 Mr. Harbo _____
 Mr. Hendon _____

Mr. Lester _____ (Messrs. Tolson, Nathan, E. A. Tamm, Rosen, Glavin, Quinn
 Mr. McIntire _____ Tamm and Ladd were in favor of this recommendation.)
 Mr. Nichols _____

Mr. Pennington _____ Second - Mr. Nichols recommended that in cases where handwriting
 Mr. Rosen _____ is identified independent examinations by four senior examiners be required,
 Mr. Quinn Tamm _____ plus the check by the Document Supervisor, as indicated in the first
 Pers. Files _____ suggestion, and that examinations be continued for all contributors.
 Adm. Files _____

Your Room _____
 Mr. Tracy _____
 Miss Gandy _____

Memorandum for the Director

- 3 -

O.K.-H

Third - It was suggested that the FBI discontinue all document work for State, local and all other Federal agencies, continuing examinations in document work only in FBI cases.

(Messrs. Tolson and Hince advocated and approved this recommendation.)

Fourth - It was suggested that the Bureau continue making document examinations for all contributors, but that the Bureau furnish experts to testify only in Bureau cases. In local and other Federal cases, the results of the examinations should be furnished for investigative purposes only and Bureau experts should not appear in court.

(Messrs. Nathan and Rosen approved this recommendation.)

Fifth - It was recommended that the FBI continue all examinations and furnish testimony for the FBI, other Federal agencies and for State contributors, as at the present time; however, requiring stricter supervision of this work in that the first recommendation that three senior document examiners, plus the document Supervisor, must make the identification.

(Messrs. E. A. Tamm, Glavin, Quinn Tamm and Ladd concurred in this recommendation.)

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

I think Ladd had better give
some real attention to the Laboratory
and its work. Obviously it is not what it should be.-H

Clyde Tolson, Chairman

W. R. Glavin, Secretary

DML:GS

May 27, 1940

MEMORANDUM FOR THE DIRECTOR

O. K.-H

The Executive Conference, composed of Messrs. Tolson, Nathan, Nichols, Glavin, Rosen, Quinn Tamm, Hince and Ladd, on May 25, 1940, considered the attached Bureau Bulletin to the field advising them of the discontinuance of all handwriting examinations for State and local contributors. The Conference was unanimously of the opinion that this bulletin be transmitted to the field.

I share minority
view. Let me
know how it works
after 2 months
H

A suggested special notice to be published in the FBI Law Enforcement Bulletin for July, advising the State and local law enforcement officers that handwriting examinations would be discontinued due to the pressure of current work in the Laboratory, was also considered. Messrs. Tolson, Glavin, Nathan, Nichols, Hince and Ladd were in favor of running this notice in the Law Enforcement Bulletin. Messrs. Quinn Tamm and Rosen were opposed to the publication of such a notice, but suggested that in lieu thereof, the present policy of returning any such request for handwriting examination by cover letter be followed, believing it inadvisable to publicize in the Bureau Bulletin the discontinuance of this service.

O. K.-H

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn-Tamm _____
Adm. Files _____
Pers. Files _____
Your Room _____
Mr. Tracy _____
Miss Gandy _____

The Conference also reconsidered the question of handling document examinations for all Federal Agencies and leaving the ban only on handwriting examinations for State and local contributors. It was pointed out by Messrs. Tolson and Nathan that considerable pressure had been brought to bear through the Department on the various United States Attorneys insisting that all handwriting examinations be referred to the Bureau's Laboratory and refusing to pay for any private handwriting examinations in Federal cases, and in view thereof, it would be most embarrassing to discontinue that work at the present time and the Bureau would also lose all the ground it had gained through having forced this position on the Department. It was also believed that other types of document examinations might be made for all contributors, that is, typewriting, examinations of paper and examinations for the purpose of restoring erased or eradicated writing, inasmuch as these phases of document work were believed to be more exact and less subject to opinion testimony.

RECORDED & INDEXED

66-2554-1875K4

All of the members of the Conference were in accord with these views with the exception of Mr. Glavin, who stated that he believed that all examinations should be conducted for all contributors and that if any ban were to be placed on handwriting work, it should apply to all contributors, including the Bureau, his views being that we should do this work for everybody or nobody.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/10MS

ORIGINAL FILED IN 66-2554-1875-7X1

Memorandum for the Director

- 2 -

May 27, 1940

In the event you approve of the action of the Conference, there is attached hereto the suggested letter to the field worded in accordance with the above views of the Conference, as well as a suggested notice for insertion in the FBI Law Enforcement Bulletin, which is likewise worded in accordance with the above views of the Conference.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____

Mr. Nathan _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Ladd _____

Mr. Coffey _____

Mr. Egan _____

Mr. Glavin _____

Mr. Harbo _____

Mr. Hendon _____

Mr. Lester _____

Mr. McIntire _____

Mr. Nichols _____

Mr. Pennington _____

Mr. Rosen _____

Mr. Quinn Tamm _____

Mr. Egan _____

Adm. Files _____

Your Room _____

Mr. Tracy _____

Miss Gandy _____

ADDENDUM: Regarding my comment concerning this matter, my thought in suggesting that examinations be handled for all or for none was advanced with the thought in mind that if any difficulties are to occur in the future the Bureau would stand to lose much more through Federal criticism than through local law enforcement criticism. I am also of the opinion that we should definitely determined at this time whether we in the Bureau have faith in the handwriting science and if so should continue it for all; if not, that we handle it for no other agency in the country outside of the FBI, it being understood that such examinations are used for lead purposes more than any other reason.

Respectfully,

W. R. Glavin

WRG:lrd

May 28, 1940

66-363-3263

Change to:

66-64- has been
destroyed.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Quinn Tamm, Rosen, Nichols, and Glavin considered a suggestion submitted by Special Agent in Charge Hottel of the Washington Field Office concerning closed monthly administrative reports.

SAC Hottel reports that in a recent inspection of the closed files of the Washington Field Office it was ascertained that there are approximately two full drawers of closed monthly administrative reports. He respectfully requests that permission be granted to destroy all such reports after one year.

The Conference is of the opinion that these reports should be maintained by the various field divisions for a period of two years so that an appropriate check of convictions and receipt of cases can be made on a yearly basis. It is believed that after a period of two years copies of such administrative reports need no longer be maintained.

Subject to the Director's approval, there is attached hereto a communication to the field concerning this matter as well as a communication addressed to SAC Hottel concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED
W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/12/90 BY SP5/10ms

Attachments

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

1 encl. with original

66-2554-1876
FEDERAL BUREAU OF INVESTIGATION

JUN 3 1940

U. S. DEPARTMENT OF JUSTICE

TOLSON Tamm GLK
CHF

ORIGINAL FILED IN 66-363-2263

May 23, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Quinn Tamm, Hince, Nichols, Rosen, and Glavin considered the suggestion submitted by Special Agent D. K. Rankin of the San Francisco Office, concerning the notarization of vouchers of field employees in the Bureau. This Agent points out that in Section Three of the Government Travel Regulations, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to account for travel or other expenses against the United States.

This Agent points out that it has occurred to him that it might be proper for the Chief Clerk of the Bureau to designate the chief clerks of the various field divisions to administer the oaths required above, that this would speed up the submission of vouchers to the Bureau, there would be a saving in Agents' time, it would eliminate the amount of expense vouchers being common gossip among non-employees, and finally, it would be a saving of twenty-five cents in notary fees each month for many of the field employees.

The Conference was advised that the Appointment Clerk in the Department has stated that each of the chief clerks of the various field divisions could be authorized to notarize expense accounts. The Appointment Clerk pointed out to Mr. Glavin that this has been done in all penal institutions in the United States. In order that such authorization may be granted, it would be necessary for the Bureau to appropriately advise the Department as to those who would be authorized to notarize such expense accounts, at which time the appropriate letters of authorization would be granted.

The Conference is of the opinion that it would be well at this time to secure this authority for its various clerks even though in many field offices at this time notary commissions are held by clerical employees.

Mr. Tolson _____
 Mr. Nathan _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Ladd _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Nichols _____
 Mr. Hendon _____
 Mr. Rosen _____
 Mr. Tracy _____
 Miss Gandy _____

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323,013
 DATE 7/13/90 BY SP5CUMS

RECORDED 66-2554-1876 ✓

FEDERAL BUREAU OF INVESTIGATION
 JUL 20 1940
 U. S. DEPARTMENT OF JUSTICE

TOLSON
 TAMM
 FOUR

ORIGINAL FILED IN 66-2690-1201

MS

May 28, 1940

It is pointed out to the Director that in several states it is not possible for the Government employees to hold notary commissions and in those states, particularly Pennsylvania and California, it is necessary that outsiders properly notarize expense accounts of Special Agents of this service. It is believed that in giving this authorization to the chief clerks in the various field divisions that less difficulty would be experienced by Special Agents in having expense accounts properly notarized and further, in the future it would not be necessary to have the Special Agent personnel in the various field offices defray notary expense when a notary commission is secured for a clerk in the field division.

If the Director approves, the appropriate communication will be forwarded to the Department concerning this matter. There is attached hereto a suggested communication to Mr. Rankin, subject to the Director's approval.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

June 4, 1940

MEMORANDUM FOR MR. TOLSON

I desire that you see that all letters of general instructions and bulletins issued to the field are read in detail in Executive Conferences, in order to see that these instructions are clear, understandable and likely to bring about uniformity of procedure.

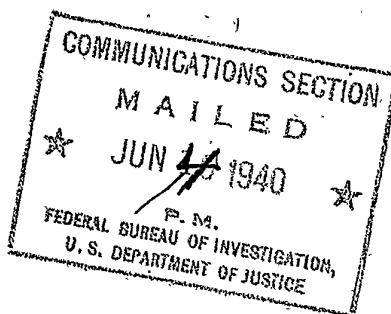
Very truly yours,

John Edgar Hoover
Director

RECORDED

INDEXED

66-2554-1877
FEDERAL BUREAU OF INVESTIGATION
4 JUN 10 1940
U.S. DEPARTMENT OF JUSTICE



Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5C110MS

⑥

MEMORANDUM FOR THE DIRECTOR

66-2542-4930 ✓

ORIGINAL FILED IN

Respectfully,
For the Conference

W. R. Olavin
Secretary

order 9/10

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

Mr. Tolson
Mr. Nathan
Mr. T. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon cc-
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm

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WRG:atw

March 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Q. Tamm, Nichols and Glavin considered a memorandum submitted by Mr. Belmont of the Chief Clerk's Office under date of March 21, 1940, concerning Section 64 of the Manual of Rules and Regulations pertaining to applicants.

Mr. Belmont pointed out that in this section under the heading of LABORATORY TECHNICIAN, the statement is made that applicants for appointment to the position of Laboratory Technician are required to have a Master's Degree in the sciences. Mr. Belmont pointed out that it is his understanding that a Master's Degree is not a requirement for appointment to the position as Laboratory Technician with the exception of the position of Junior Physicist, it being understood that those applicants having a Master's Degree who are applying for the other positions are given preference. The statements concerning these positions which are sent out to applicants applying, with the exception of the Junior Physicist position, do not make mandatory that the applicant must have attained a Master's Degree in the sciences. He recommends that Section 64 of the Manual of Rules and Regulations pertaining to Laboratory Technicians be appropriately changed. The Conference was advised that the qualifications for applicants for appointment to the position of Laboratory Technician are that they must have a Bachelor's Degree in the sciences, with preference being given to those having a Master's Degree, with the exception of the applicants for appointment to the position of Junior Physicist, who must have a Master's degree to be considered.

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Harbo

Mr. Lester

Mr. Hendon

Mr. McIntosh

Mr. Nichols

Mr. Rosen

Mr. Quinn Tamm

Mr. Tracy

Miss Gandy

Mr. Glavin

Mr. Harbo

Mr. Lester

Mr. Hendon

Mr. McIntosh

Mr. Nichols

Mr. Rosen

Mr. Quinn Tamm

Mr. Tracy

Miss Gandy

Mr. Glavin

Mr. Harbo

Mr. Lester

Mr. Hendon

Mr. McIntosh

Mr. Nichols

The Conference is of the unanimous opinion that the appropriate change should be made in Section 64 of the Manual of Rules and Regulations. Attached hereto is a bulletin for the Director's approval for transmittal to the field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-270

EAT:AI

March 29, 1940

6
MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the attached Bureau Bulletin pointing out certain delinquencies which have been observed in plant protection reports, and suggesting practices which it is believed would be of value in reviewing the reports and preparing the necessary letters of recommendations, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, Nichols, Q. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

NOT RECORDED

66-7554

66-6200-77-56 ✓
RECEIVED
MAR 31 1940

WRQ:atw

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

(X) The Conference considered and approved the attached suggested form letter to all Special Agents in Charge advising the Special Agent in Charge that when requesting file cabinets in the future when it is desired that special keying be done that the Bureau be so advised so that there will be no confusion in the ordering of the proper cabinets.

Those in attendance were Messrs. Tolson, E. A. Tamm, Ladd, Q. Tamm, Nichols and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tour Room
Adm. Files
Pers. Files
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5CJ/MS

U. S. DEPT. OF JUSTICE
FBI

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66-3208-2 ✓
ORIGINAL FILED IN

EAT:AI

March 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the attached Bureau Bulletin concerning accounting evidence in bankruptcy cases, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, Nichols, Q. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

49-3699-235

235 Serial is
on microfilm.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C/LDM/S

ORIGINAL FILED IN 49-3699-235

WRG:lrd

May 4, 1940

MEMORANDUM FOR THE DIRECTOR

LM The Executive Conference consisting of Messrs. Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, and Glavin considered a request of the Charlotte Office that the Recomar cameras presently assigned to that office be equipped with flash bulb equipment.

Mr. Ladd pointed out to the Conference that this would not be feasible in view of the fact that proper flash bulb equipment would be of such size as to over-balance the Recomar cameras.

The Conference is in unanimous opinion that such equipment is not necessary with Recomar cameras. It is understood that the speed graphic camera in each Field Office is equipped with such an attachment.

Subject to the Director's approval, there is attached hereto a communication to the Special Agent in Charge at Charlotte concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....	2-4
Mr. Nathan.....	
Mr. E. A. Tamm.....	
Mr. Clegg.....	
Mr. Ladd.....	
Mr. Egan.....	Attachment
Mr. Glavin.....	
Mr. Lester.....	
Mr. Nichols.....	
Mr. Rosen.....	
Mr. Tracy.....	
Miss Gandy.....	

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SPSC110MS

LAH:NET

May 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Rosen, Q. Tamm, and Hince being present, considered the question raised by Mr. Hince as to whether the present new Agents' Training Course program should continue to include training in espionage, sabotage, and plant protection matters in view of the recent limitations of these subjects in the In-Service Course.

The Conference was of the opinion that it would be desirable to train newly appointed Special Agents as previously in these matters.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

1-15/627
ORIGINAL FILED IN

Mr. Tolson	
Mr. Glavin	
Mr. Rosen	
Mr. Tamm	
Mr. Hince	
Mr. Clegg	
Mr. Coffey	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Lester	
Mr. London	
Mr. McGuire	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Miss Gandy	

66 2554

[Handwritten signature]

LAM: MET

May 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Q. Tamm, Rosen, Ladd, Glavin, and Hince, being present, considered the suggestion made by Lieutenant S. P. Smith, NPA, of the Oklahoma Highway Patrol that the name of E. M. Gillespie, NPA, Record Clerk, Oklahoma State Penitentiary, be placed again in the directory of FBI National Police Academy Associates. Gillespie's name was not included in the present directory because he is not now in a law enforcement position of the type which makes a man eligible for attendance at the Academy. It was felt by the Conference that the present policy should be continued and that the names in the directory be limited to those who are presently in law enforcement and that the test to be applied be whether or not the graduate would be eligible for attendance at the Academy at the present time by virtue of his present position. It was pointed out that if the Bureau makes an exception in favor of one graduate who is not in law enforcement, it would be impossible to omit other graduates, regardless of their present private occupations.

If approved, an appropriate communication has been prepared addressed to Lieutenant Smith.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5/cjms

NOT RECORDED

66-2554

ORIGINAL FILED IN

LAN:MET

May 2, 1940

MEMORANDUM FOR THE DIRECTOR

4 The Executive Conference considered the attached bulletin for the field concerning physical training and recommended unanimously that it be forwarded to the field.

With reference to the matter of physical training for Special Agents when they are on road trips, the Conference believes that the taking of physical training under such circumstances should be left to the discretion of the individual Agent in view of the fact that the basic idea expressed in the bulletin is to have supervised training. Accordingly, no reference is made in the bulletin to physical training concerning Special Agents while they are on road trips. The Conference approved forwarding to the field mimeographed copies of a schedule of calisthenics, covering a twelve-week period and containing special suggested exercises for over-weights.

With reference to supervision of the physical training activity in the field, from headquarters at Washington, it was recommended that Special Agents in Charge be required to inform the Bureau quarterly concerning the activity in the office indicating the number of supervised periods of physical training held during the quarterly period. Accordingly, a bulletin has been prepared for approval.

Mr. Nathan Those present at the Conference were Messrs. E. A. Tamm, Q. Tamm, Mr. Rosen, Nathan, Glavin, and Hince.

Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tour Room
Adm. Files
Pers. Files

cc - Mr. Glavin
Miss Gandy

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE BY

66-2554
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/110ms

ORIGINAL FILED IN 66-4982-736

Ar.

May 7, 1940

MEMORANDUM FOR THE DIRECTOR

d.

The Conference recommended the following assignments:

For instructor to receive training and to instruct
under supervision - Special Agent C. A. Grill

For counsellor - Special Agent J. A. Bernard

As alternate - Special Agent L. F. Malone.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Serial-1628

Destroyed
1-2-64

ORIGINAL FILED IN 1-1-1628

No.	Name
79	Mr. Tolson
80	Mr. Nathan
81	Mr. E. A. Tamm
82	Mr. Clegg
83	Mr. Glavin
84	Mr. Coffey
85	Mr. Ryan
86	Mr. Harbo
87	Mr. Hendon
88	Mr. Quinn
89	Mr. Nichols
90	Mr. Rosen
91	Mr. Nathan Tamm
92	Miss Gandy
93	Miss Gandy
94	Miss Gandy
95	Miss Gandy
96	Miss Gandy
97	Miss Gandy
98	Miss Gandy
99	Miss Gandy
100	Miss Gandy

Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP2110MS

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LAH:RS

May 20, 1940

1-29-504

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, including Messrs. Quinn Tamm, E. A. Tamm, D. M. Ladd, W. R. Glavin and L. A. Hince, considered the suggestion made by Mr. Logan that the present regulation against "dry firing" without supervision be rescinded.

The present regulation requires that Special Agents and others obtaining training from the Bureau will not be permitted to engage in "dry firing" except under supervision of a designated firearms instructor. This ruling was established following the death of Officer John Miller while attending the National Police Academy and who was killed with a supposedly unloaded gun. There have been in the past also numerous instances of accidental discharges of supposedly unloaded guns.

Mr. Logan's suggestion indicates that "dry firing" is a recognized method of instruction which should be participated in more frequently than is possible under supervision. Mr. Logan observes that since the inception of the Bureau's rule prohibiting "dry firing" many new Agents as well as older Agents have been very clumsy in the handling of their sidearms which these men have attributed to lack of familiarity caused by the restriction on "dry firing". Mr. Logan says that this clumsiness can be overcome by considerable "dry firing".

The Conference was unanimously of the opinion that the Bureau's present ruling should be continued. It was pointed out that firearms training has been extended from three to five days for In-Service Agents. It was further pointed out that it would be more desirable to use additional time in training under supervision than to risk the calamity of a fatal accident during "dry firing" without supervision.

Respectfully,
FOR THE CONFERENCE

C. A. Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5-10mS

NOT RECORDED

W. R. Glavin
Secretary

Mr. Glavin

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 1-29-504 ✓

[Handwritten signature]

WRG:HAH

May 17, 1940

MEMORANDUM FOR THE DIRECTOR

WS
7
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Quinn Tamm, Hince, Nichols, Rosen, and Glavin, was advised by Mr. Glavin that at the present time we have only six Recomar cameras in stock and, due to the war in Europe, it will not be possible to secure any additional cameras of this type inasmuch as certain of the materials used in the manufacture of them came from Germany.

It was further advised that, concerning the film pack adaptors used with Recomar cameras, the Bureau had received information from the Eastman Kodak Company that these film pack adaptors are no longer available due to this same fact.

The Conference is of the opinion that the present supply of cameras is sufficient and points out that it is not essential to use film pack adaptors but regular cut film could be used. It has been used by the field in the past.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554

May 10, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/16/90 BY SP3C110MS

The Executive Conference, Messrs. Tolson, Q. Tamm, Rosen, Glavin and Hince being present, considered the practice followed by the Bureau at present in forwarding reports of the physical examinations of the members of the National Police Academy to their superiors.

The letter which is presently addressed to the member of the Academy and a copy of which is furnished to his superior contains a report of physical condition as found and recommendations for improvement. There was no objection to this, nor to the first portion of the following paragraph. Mr. Hince and all of the members of the Conference except Mr. Glavin were in agreement that the last two sentences of the paragraph following should be eliminated. The last two sentences are underlined.

"It is the opinion of the Bureau that you will be desirous of taking the necessary action to increase your physical fitness so that you could be recommended for strenuous physical exertion. For your information, under the standards of fitness for Special Agents of the Federal Bureau of Investigation, it is necessary that they be able to perform strenuous physical exertion and have no defects which would interfere with participation in raids or other work in connection with the detention and apprehension of criminals. In instances where the Examining Physicians' Board recommends less than strenuous physical exertion, representatives of the Bureau are afforded a period of one year in which to remedy any physical defects reported as mitigating against their participation in strenuous physical endeavor."

The reasons for objection to the underlined portion were:
(1) The phraseology infers that the standards of fitness for Special Agents of the Federal Bureau of Investigation should be followed by the local agencies. (2) The phraseology infers that the local department should consider affording its representative in the FBI

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

NOT RECORDED

66-2554

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ORIGINAL FILED IN 66-5403-171

2

Memorandum for the Director

-2-

May 10, 1940

National Police Academy the same period of one year to remedy physical defects which is allowed Special Agents of the Federal Bureau of Investigation. (3) It was believed by the majority that the Bureau has nothing to gain by indicating any desirability for a following of the Bureau's physical standards by local agencies and that we may antagonize the member of the National Police Academy and possibly his Chief through such a suggestion. It was also felt that some Chief of Police back home may use these statements against the member of the Academy and justify his action by stating that the Bureau itself had recommended requiring the man to remedy physical defects within a period of one year.

Mr. Glavin was of the opinion that the sentences underlined should be left in the form of the present letter; that Chiefs of Police should be specifically informed what the standards of fitness are for Special Agents of the FBI and that the Bureau requires that physical defects be remedied within a period of one year. Mr. Glavin believed that this should emphatically be brought to the attention of the local officers.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

[illegible]

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not located in file

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May 17, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Nichols, Rosen, Glavin and Quinn Tamm, considered a suggestion submitted by Mr. Horace S. Hallett of the Posting Section that Social Security numbers, when available, be used in the wanted notices published in the FBI Law Enforcement Bulletin.

Conference unanimously recommends that this suggestion be adopted. It is pointed out that, at the present time when available, Social Security numbers are placed on Identification Orders and also used in missing person notices published in the Bulletin.

If you approve, there is attached a letter thanking Mr. Hallett for his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/1005

NOT RECORDED

66-255-4

ORIGINAL FILED IN 94-3-1-5818

EAT:ES

May 4, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin concerning plant protection recommendations and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Ladd, Nichols, Rosen, Glavin, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5/10/95

NOT RECORDED

66-2554

ORIGINAL FILED IN 99-0-5571

LAM:MET

May 20, 1940

MEMORANDUM FOR THE DIRECTOR

2h
Present: Messrs. Tolson,
E. A. Tamm, Nichols, Rosen,
Glavin, Ladd, Q. Tamm, and
Hince.

The Executive Conference considered the inquiry of the Seattle Division as to whether the Bureau should take any action to encourage the Washington State Patrol to file an application for the National Police Academy. It is observed that the Bureau has not looked favorably upon this organization in the past under the leadership of Chief William Cole who has been uncooperative. The Seattle Division advises that the new Chief, Harry C. Huse, has been fairly cooperative. Joseph McCauley, Washington State Reformatory #3894, who was received at the State Reformatory in 1933 for burglary, is still on the force and is in charge of the Washington State Patrol Office at Wenatchee, Washington.

The Conference was of the opinion that it is too early to encourage this organization to file application for the Academy, that it would be better to wait until they have proved that they are cooperative and that they are attempting to effect good relations with the Bureau.

If approved, a letter to the Seattle Division has been prepared.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

cc-Mr. Glavin

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-893-2

WRG:HAH

May 6, 1940

MEMORANDUM FOR THE DIRECTOR

mi
The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Rosen, Nichols, Hince, and Glavin, unanimously approved a revised Section Number 91 of the Manual of Rules and Regulations pertaining to leave being issued at this time.

L
It was pointed out to the Conference that in the recent past numerous changes have been made in the leave laws and, although this information has been sent out to the Field in bulletin form from time to time, it is believed necessary at this time to revise the entire Section pertaining to leave so that there will be no misunderstanding concerning this matter in so far as the Field is concerned.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A.	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Lester	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Miss Gandy	_____

W

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5CJ/oms

ORIGINAL FILED IN 66-2087-1645-2

Q:maso

May 6, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Hince, Ladd, Rosen, Glavin and Quinn Tamm, considered a situation which has arisen regarding the transmission of criminal records from the Identification Division to duly constituted law enforcement agencies entitled to receive such records.

The records, in at least three cases during the past month, have been used by agencies to whom they have been transmitted in an improper manner. One case involves the photostating of the record and its use against an Assistant District Attorney who is prosecuting a case in California. Another case involves the use by a Congressman of a mimeographed copy of a record to circulate information concerning the Congressman's opponent in the pending election.

In view of the fact that these cases are occurring at the present time, Mr. Quinn Tamm suggested that a statement appear prominently on all copies of the criminal record being transmitted to the law enforcement agencies in the form of a notice at the bottom of the page reading as follows:

"Notice: This record is furnished for official use only."

Conference was unanimously of the opinion that this statement should appear on all future copies of criminal records, and further recommends that, if you approve, a suitable article be prepared for publication in the FBI Law Enforcement Bulletin calling the attention of contributors of fingerprints to the fact that the records have been misused in the past and calling their attention further to the fact that records furnished from the Bureau's files are for the official use of the law enforcement agencies to whom the record is addressed.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/IDM/S

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-3761-247

Handwritten initials and signature.

Supervisors Conference

- Mr. Tolson _____
- Mr. Nathan _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Ladd _____
- Mr. Coffey _____
- Mr. Egan _____
- Mr. Glavin _____
- Mr. Harbo _____
- Mr. Hendon _____
- Mr. Lester _____
- Mr. McIntire _____
- Mr. Nichols _____
- Mr. Pennington _____
- Mr. Rosen _____
- Mr. Quinn Tamm _____
- Pers. Files _____
- Adm. Files _____
- Tour Room _____
- Mr. Tracy _____
- Miss Gandy _____

QTime

May 17, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Nichols, Rosen, Glavin and Quinn Tamm, considered the notice attached to this memorandum which is proposed for publication in the FBI Law Enforcement Bulletin.

This notice deals with the misuse of this Bureau's criminal records by various law enforcement agencies and officials of local agencies who are entitled to receive such records.

Conference believes that this notice should be published and, if you approve, it will be placed in the July issue of the Law Enforcement Bulletin.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33413
DATE 7/16/90 BY SP5CJM/S

66 2554

ORIGINAL FILED IN

66-3761-248 ✓

WRG:HAH

May 10, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Quinn Tamm, Hince, Nichols, Rosen, and Glavin, considered a statement prepared by the Chief Clerk's Office to be sent out to applicants applying for photographic positions, and recommends that the attached statement, setting forth the qualifications and salary paid, be printed for future use in answering inquiries concerning photographic positions.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 62-2160-274 ✓

LAH:NET

May 20, 1940

MEMORANDUM FOR THE DIRECTOR

Present: Messrs. E. A. Tamm,
C. Tamm, Ladd, Glavin, Hince

The Executive Conference considered the suggestion of Special Agent in Charge R. B. Hood that the Bureau consider cooperating with the State Board of Education group in California inasmuch as the law enforcement officers of California to some degree consider the State program as their own in that they sponsored its establishment. Mr. Hood specifically indicated that some prominent law enforcement officials in California were interested in ascertaining whether the Bureau would cooperate in the State program if Mr. George Brereton were no longer the head of the State program.

The Conference recommended that the Bureau offer no comment with respect to any inquiries received from law enforcement officials as to what part the Bureau would take in the State Board of Education program if George Brereton were removed because if the Bureau indicated it would be interested in joining the State program contingent upon the removal of Brereton, the Bureau would be injecting itself into the political situation in California and could properly be accused of attempting to dictate the appointment of State officials. If approved a letter to SAC Hood with copies for the San Francisco and Los Angeles Offices is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/16/96 BY SP5C10MS

cc-Mr. Glavin

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Roon.....
Mr. Files.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554

DML:GS

June 24, 1940

MEMORANDUM FOR THE DIRECTOR

8
9
The Executive Conference on June 22, 1940, attended by Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Foxworth, Nichols, Rosen, Tracy and Ladd, considered the proposal submitted by the Dictograph Sales Corporation to modify and add extensions to the inter-office communication system at a cost of \$1,987.00.

The greater portion of the difficulty arising from short circuits and failure of the inter-office communicating system to operate has occurred in the cables on the Seventh Floor by reason of the fact that there are presently three large conductor cables running through the conduits which are no longer being used and replacement with a single cable would eliminate the trouble in the operation of the dictograph. It is estimated that if this service is performed, the inter-office communicating system will operate much more efficiently and the present maintenance cost will be reduced by about 50%.

The Conference was unanimously of the opinion that this modification in the system should be made.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

OK - H.
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C10MS

ORIGINAL FILED IN 66-2729-1462

me

HHC:geg

June 24, 1940

MEMORANDUM FOR THE DIRECTOR

⑤
 The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Quinn Tamm, Foxworth, Ladd and Clegg being present, considered a suggestion of Special Agent H. O. Scott that a questionnaire be sent to all Agents inquiring as to the foreign countries in which Agents have lived or where they may have worked, as well as any relatives, friends or acquaintances residing in foreign countries; also if Agents would be willing to serve the Bureau in any foreign country.

The Conference unanimously disapproved the suggestion, since it was not felt that there should be any indication that the Bureau was engaging or planned to engage in work in foreign countries at this time. Such a questionnaire would immediately convey such an impression to the detriment of the Bureau's interests.

If this is approved, Agent Scott is being advised accordingly.

Respectfully,
 For the Conference

Clyde Tolson
 Chairman

RECEIVED-MAIL
 W. A. Clegg
 Secretary

Mr. Tolson _____
 Mr. Nathan _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Ladd _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Nichols _____
 Mr. Hendon _____
 Mr. Rosen _____
 Mr. Tracy _____
 Miss Gandy _____

Enclosure
 cc-Mr. Glavin

66-4554

NOT RECORDED

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 303,013
 DATE 7/16/90 BY SP5C110m5

ORIGINAL FILED IN 66-5424-1521 ✓

MC

AR:AI

June 27, 1940

②
SUGGESTION #50
JAMES H. NICHOLSON

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, recommending that a portion of the bank robbery albums be used for the inclusion of photographs of known bank sneak thieves and worthless check passers, and does not believe it desirable to amend the present instructions with reference to the preparation of bank robbery albums in this manner. However, there is no objection to the inclusion of a few of the outstanding sneak thieves and worthless check passers in such albums if such would be of assistance in conducting bank robbery investigations.

An appropriate letter to Mr. Nicholson is attached.

Those present were Messrs. Tolson, Nathan, E.A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference

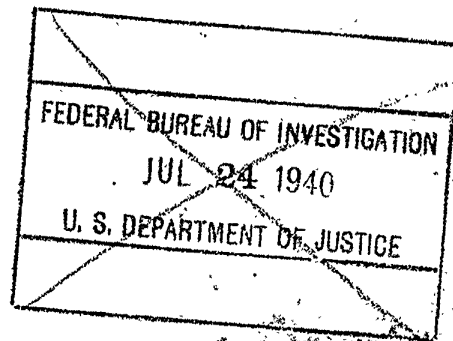
Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/110mJ

NOT RECORDED

66-2554-



WRG:DAJ

June 28, 1940

Suggestion
H. H. Clegg, Assistant Director
Washington, D. C.

MEMORANDUM FOR THE DIRECTOR

m
K
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Assistant Director H. H. Clegg that all Manuals of all types be sent to the Bureau after suggestions have been considered together with all Bulletins and SAC letters so as to make certain that the proper and correct amended pages of the manuals have been inserted and those that are being replaced can be destroyed and therefore all employees' manuals, clerical and otherwise, will be up to date and in good order, as well as uniform, when they are returned to the Field. It was pointed out to the Conference that this would be a tremendous task at the Seat of Government and that the Supply Section clerical force would have to be increased tremendously for a period of time to properly check every manual to see that they are all up to date.

The Conference, including Mr. Clegg, is of the opinion that the procedure previously followed of having the various field divisions check the manuals and sending in the superseded pages and sections be continued.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/10MS

NOT RECORDED
66-2554

ORIGINAL FILED IN 1934-6034

June 24, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/LMS

The Executives Conference, consisting of Messrs. Tolson, Ladd, Rosen, Nichols, E. A. Tamm, Glavin and Nathan, considered the desirability of extending the new agents training course, specifically having in mind the necessity for additional instruction in general intelligence and plant survey work.

A committee, consisting of Messrs. Glegg, E. A. Tamm, and Kramer, was appointed to consider this matter. They consulted with Messrs. Hince and Coffey, and the following changes were recommended:

Subject #		
24	"Confidential informants" from one to three hours	2 hours added
32	"Introduction to Technical Laboratory" from $\frac{1}{2}$ to 1 hr.	$\frac{1}{2}$ hr. added
33	"Expert Testimony" from $1\frac{1}{2}$ hrs. to 1 hr.	$\frac{1}{2}$ hr. subtracted
61	"Explosives" - omitted because included in another subject entitled "Technical Aspects of Sabotage Methods"	
64	"Codes and Secret Writings" from $1\frac{1}{2}$ to 2 hrs.	1 hr. subtracted
65	"Document Identification" from 2 to 4 hrs.	$\frac{1}{2}$ hr. added
67	"Locks and Lock Picking" omitted because included in another subject entitled "Practical Laboratory Work"	2 hrs. added
69	"Sound and Electrics" from 4 to 5 hrs.	1 hr. subtracted
74	"Photography" from 3 to 7 hrs.	1 hr. added
new subj.	"Technical Aspects of Sabotage Methods", 5 hrs.	4 hrs. added
new subj.	"Practical Laboratory Work", 3 hrs.	5 hrs. added
81	"Espionage, Sabotage, and Related Matters; Plant protection" from 2 days (or 18 hours) to 49 hours	3 hrs. added
		<u>31 hrs. added</u>
		<u>46 1/2 hrs. added</u>

Tolson _____

Nathan _____

E. A. Tamm _____

Clegg _____

Ladd _____

Egan _____

Glavin _____

Nichols _____

Hendon _____

Rosen _____

Tracy _____

Gandy _____

This addition of 46 1/2 hours to the program represents 5 days, 1 1/2 hours.

It was suggested that an additional 3 hours be added to the kidnaping lecture and an additional 2 hours to the extortion lecture.

The Executives Conference approved the foregoing. This will mean, if approved, that an additional week, i.e., 7 weeks rather than 6 weeks (as now in vogue) will be required for the new agents training course.

Respectfully,

For the Conference,

NOT RECORDED

66-2554

Clyde Tolson, Chairman

W. R. Glavin, Secretary

LAH:MET

May 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Rosen, Nichols, Ladd, Q. Tamm, and Hince being present, considered the qualifications for the position of Special Agent and the advisability of including a requirement that applicants possess ability to drive an automobile.

The Conference was unanimously of the opinion that each Special Agent applicant should be required to possess the ability to drive an automobile. All except Messrs. Glavin and Rosen were of the opinion that this qualification should be stated in the pamphlet which is issued describing the qualifications for Bureau positions.

The Conference was further unanimously of the opinion that no Special Agent should be permitted to qualify during the training course unless he shows ability to pass an automobile drivers test.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

66-2554- NOT RECORDED

WRG:lrd

May 20, 1940

MEMORANDUM FOR THE DIRECTOR

24
The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols, Hince, and Glavin considered a request made by Mr. Clegg for the construction of a wooden revolver or pistol rack for Quantico. The Conference was advised by Mr. Glavin that this rack would cost approximately \$50.00.

The Conference is of the opinion that the rack at this time should be constructed inasmuch as the safety feature would more than offset the cost of this equipment.

For the information of the Director, this rack will be used for the storing of firearms assigned to various Agents attending firearms training at Quantico. At the present time it is necessary for these Agents to keep the firearms on their persons and, when it is necessary to remain in the Barracks over night, to keep the firearms in the Barrack rooms. It is believed that with one place for the storage of these weapons, the men, when coming in from the Range, could store the guns in the rack and that appropriate protection could be afforded these weapons by having a rack in the vault of the Barracks.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C/DM5

ORIGINAL FILED IN 66-3760-50-1

EAT:DS

May 6, 1940

MEMORANDUM FOR THE DIRECTOR

7 The Executive Conference considered the attached Bureau bulletin concerning the classification of passes involving personnel of the War and Navy Departments and was unanimously in favor of its submission to the field. Those in attendance were Messrs. Nathan, Ladd, Nichols, Rosen, Glavin, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-6200-77-21

Serial 66-14-4232
has been destroyed

WRG:lrd

April 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, and Glavin considered a communication received from Special Agent in Charge Vincent of the Miami Office under date of March 23, 1940, wherein he requests that the Bureau furnish the Miami Office with one hundred loose leaf notebooks of the pocket size, in view of the fact that all Agents of the Miami Office have made requests for such notebooks because the regular stenographic notebook is too large to be carried in the pocket.

SAC Vincent is of the opinion that the regular pocket-size notebooks would be more convenient and would serve the purpose better than the stenographic notebooks which have ragged edges after having been cut with a pair of shears.

The Conference was advised that at the present time, the Bureau has only a very limited number of such notebooks on hand and that it would be necessary to make additional purchases from time to time in the event this request was approved, in view of the fact that undoubtedly requests of a like nature would be secured from other field offices in the service. The Conference is of the opinion that should such notebooks be desired by Special Agents, there should be no reason why such notebooks could not be personally purchased by the interested Agents. The Conference further points out that the small stenographic notebooks can be used for notebook purposes by the Agents in the field and that these notebooks can be secured from schedule at Washington.

The Conference is unanimously opposed to the purchase of such notebooks for field use at this time. For the Director's approval, there is attached hereto a communication addressed to the Special Agent in Charge at Miami concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

NOT RECORDED

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013

DATE 7/16/90 BY SP5C110MS W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-14-4232

HRC:NET

April 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Ladd, ~~Tramm~~, and Clegg being present, considered the recommendation of Special Agent Marshall McCullough of the Newark Office that when Agents leave the field office even on investigations of civil natures they carry a pistol with them as they may be called upon to join other Agents in a criminal case wherein firearms will be needed. The Executive Conference felt that it was unwise to issue instructions that the pistol must be carried at all times. Feeling that the nature of assignments should govern the Special Agents in Charge in the instructions which they may issue to individual Agents and further some Agents on civil assignment are not authorized to carry firearms during a temporary period of physical debility. If the recommendation of the Conference is approved, Mr. McCullough is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. A. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. C. A. Tamm	_____
Mr. E. A. Tamm	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn	_____
Mr. Nease	_____
Mr. Gandy	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn	_____
Mr. Nease	_____
Mr. Gandy	_____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C11 oms

ORIGINAL FILED IN 66-3680-23

HHC:MET

April 1, 1940.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Ladd, G. Tamm, and Clegg being present, considered the inquiry of Special Agent in Charge Guinane as to whether a form prepared by him for use by Special Agents in recording the number of days and hours spent on general intelligence work would be approved by the Bureau. The Bureau has requested a monthly report by each field office as to the total number of Agents engaged in general intelligence work and this particular form calls for the case number, number of hours, number of days and a recapitulation of each type of the intelligence work performed. The Conference believes that this form was unnecessary and undesirable especially as an SAC should obviously keep himself adequately informed in his monthly report to the Bureau without this detailed bookkeeping job on the part of each Agent engaged in such work. If this is approved, Mr. Guinane is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/96 BY SP5C/LLMS

NOT RECORDED

66-25514

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

CC: Mr. Glavin
JAN 18 1936

Mr. Moore _____
Mr. Sizoo _____
Mr. Tracy _____
Miss Gandy _____
Miss Gandy _____

April 6, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP3C11DM3

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Clegg, Ladd, Nichols, Quinn Tamm, and Glavin, considered a request submitted by Special Agent in Charge Clegg, of the San Diego Office, that a special radio be furnished to San Diego so that it could be utilized if necessary in intercepting messages broadcast on either local or short wave radios and on any radio band.

SAC Wyly points out that the San Diego Field Division would be in a position to tune in on messages broadcast by the alleged espionage agents no matter whether the transmission came from ships at sea or from concealed radio stations in Mexico.

The Conference is of the unanimous opinion that such special radio equipment is not needed or necessary in the San Diego Office. It is pointed out that the Naval Intelligence Service at San Diego undoubtedly has the necessary receivers to intercept such messages if necessary. Mr. Ladd pointed out that if such a piece of equipment were to be secured for the San Diego Office, it would have to be the so-called Hammerlund radio which costs approximately \$1,000.

The Conference is opposed to furnishing any such equipment to the San Diego Division at this time. There is attached hereto, for the Director's approval, a communication addressed to the San Diego Office concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

Attachment

W. R. Glavin, Secretary

66-7055-102 ✓
RECEIVED TIVOLINO

COPY - dc

Washington, D. C.
April 3, 1940

WRG:lrd

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Ladd, Quinn Tamm, Nichols, and Glavin considered the painting of the busses being manufactured for the Bureau.

Mr. Glavin advised the Conference that he had been informed by the local representative of the Wayne Body Company, which company manufactures bus bodies exclusively, that the most common color used on busses is a dark blue, generally known as a marine blue or navy blue. Also, quite a number of busses are a maroon color. The Conference was further advised that the representative of the Wayne Body Company pointed out that the roofs of the busses should be in aluminum paint since such paint would make the busses cooler inasmuch as the sun's rays are reflected rather than absorbed.

A photograph of a bus was exhibited to the Conference, such photograph being attached hereto. This bus has an aluminum paint job on top and trim and a dark blue body.

The Conference is of the unanimous opinion that the busses being prepared for the Bureau should be of dark navy blue color with aluminum-painted top and trim, comparable to the color scheme on the attached photograph.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

66-2554

66-1980-1
Serial - 1178
Destroyed
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C/10ms

HHC:MET

April 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Ladd, Q. Tamm, and Clegg being present, considered the recommendation of Mrs. Mary J. Hoffenberg who developed an outline of a plan whereby a correspondence course as an adjunct to the FBI National Police Academy would be made available to all law enforcement officers who have had one year of law enforcement experience. The courses were to be graded, marked, and returned with the instructor's recommendations and in some field office headquarters offices the Special Agent in Charge could give oral examinations. The graduates of this training course would become members of the FBI Police Academy League. The Conference does not believe that this recommendation should be approved, although it does indicate splendid interest on the part of Mrs. Hoffenberg of the Typing Section of the Identification Division. Law enforcement subjects should not be taught by correspondence and an attempt to do so would be comparatively ineffective. If this is approved, Mrs. Hoffenberg is being advised accordingly and thanked for her recommendation.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Quinn	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Miss Gandy	_____

CC: Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 338013
DATE 7/16/90 BY SP5CJ/oms

ORIGINAL FILED IN 1-4-3477 ✓

NF:AF
62-24151-250
94-3-1-5565
62-122-562

April 16, 1940

Mr. Pat C. Lowe
Sheriff
Liberty, Texas

Attention: Mr. R. T. Scott, Deputy

My dear Sheriff:

Reference is made to your letter of February 22, 1940, in which you request that notices concerning Francis Elva Smith, #FBI-132350, and Thomas J. Golemon, #FBI-1144676, who are wanted by you for bond forfeiture and robbery by firearms, be published in the FBI Law Enforcement Bulletin.

As you were advised in the Bureau's telegram of March 19, 1940, Francis Elva Smith was arrested by the Police Department, Kansas City, Missouri, on March 14th and held for investigation. The publication of an appropriate notice concerning Smith in the Bureau's Bulletin is being withheld pending advice from you as to whether you were able to secure custody of him on the basis of his recent arrest. It will be appreciated if you will kindly notify the Bureau at an early date whether you have been able to apprehend him.

In accordance with your request, a wanted notice concerning Golemon has been prepared for insertion in the May issue of the Law Enforcement Bulletin.

Assuring you of my desire to cooperate in all matters of mutual interest, I am

Sincerely yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C11BMS

ORIGINAL FILED IN 62-2554

copy (mjm)

QT:mac

March 26, 1940

MEMORANDUM FOR THE DIRECTOR

mj
The Executive Conference, consisting of Messrs. Tolson, Glavin, E. A. Tamm, Rosen, Ladd, Nichols and Quinn Tamm, considered the advisability of placing in the wanted notices being carried in the FBI Law Enforcement Bulletin information concerning the fact that some of the fugitives are dangerous and should be apprehended with caution.

Conference was unanimously of the opinion that where such information is furnished by the agency requesting wanted notices such information should be carried concerning that particular fugitive.

If you approve, there is attached hereto a memorandum to the Identification Division instructing them to follow that procedure in the future.

Respectfully,
For the Conference,

"O.K. H."

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LOM/S

7-2552-16172-29 ORIGINAL FILED IN

WRG:atw

April 12, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Q. Tamm, Rosen, Nichols and Glavin considered a memorandum submitted by Mr. Hince for the attention of Mr. Clegg to the effect that Sergeant Batts, who is in charge of the Hostess House kitchen facilities in our barracks is desirous of having an extension from the Quantico telephone exchange installed in the barracks' kitchen. Batts pointed out to Logan according to Mr. Hince's memorandum that it would be necessary that a written request be submitted by the Director inasmuch as the telephone exchange would do nothing whatsoever unless an official request were received from the Bureau. Mr. Hince pointed out that if a telephone is not installed in the kitchen for Batts' use, it will be necessary that Batts use the office telephone and such use would be frequent.

The Conference unanimously approved the suggestion, it being of the opinion that if the Sergeant in charge of the kitchen facilities finds it necessary to communicate by phone with others on the reservation, such facilities should be available there for him.

Subject to your approval, there is attached hereto a communication addressed to the Commanding General at Quantico, Major General L. McCarty Little, requesting the installation of this phone.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Adm. Files	_____
Pers. Files	_____
Mr. Tracy	_____
Miss Gandy	_____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/90 BY SP5C112

66-3760-50-417

DHL:GS

April 10, 1940

MEMORANDUM FOR THE DIRECTOR

On April 6, 1940, the Executive Conference, which was attended by Messrs. Tamm, Nathan, Clegg, Glavin, Nichols, Quinn Tamm and Ladd, considered the attached Bureau Bulletin to the field and unanimously recommended that it be sent to the field in the next semi-monthly bulletin.

This proposed Bureau Bulletin is for the purpose of advising the field of the availability of a new 50 watt portable radio transmitter for use in investigations.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/16/90 BY SP5/LJM/SJ

ORIGINAL FILED IN 80-638-11 ✓

EAT:DS

April 16, 1940

MEMORANDUM FOR THE DIRECTOR

6
The Executive Conference with Messrs. Nathan, Ladd, Q. Tamm, Rosen, Glavin, Nichols and E. A. Tamm in attendance, considered the suggestion submitted by Joseph D. Allen, a clerical employee, that supervisors prior to checking Bureau files when following up memoranda to the Department upon ticklers, first call the Department file and review it. Mr. Allen makes the observation that often the Department has taken some action upon a Bureau memorandum, such as referring the matter to the United States Attorney for observation or comment, and that if the Bureau supervisor reviews the Department file prior to following up the Department, he can ascertain that the matter is pending action within the Department.

The Executive Conference is of the opinion that the Department should, both as a matter of good administration and as a matter of courtesy, advise the Bureau of action taken by the Department upon Bureau memoranda. It is further observed that under the system followed in the Department in handling filing operations, a considerable period of time elapses before material finds its way into the files and that consequently an examination of the Departmental file is not conclusive as to the status of a particular case. The Conference feels consequently that as a matter of efficient operation within the Bureau, the Bureau Supervisor should continue to follow up the Department in matters brought to the Department's attention by Bureau memoranda upon the status of the case as indicated by the Bureau files rather than first reviewing the Departmental files.

A letter is attached to Mr. Allen thanking him for submitting this suggestion and explaining the Bureau's reaction thereto.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 505,013
DATE 7/16/90 BY SP5/LLM/S

NOT RECORDED

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

ORIGINAL FILED IN

66-3665-547

66 2554

9 HHC:MET

April 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the existing rule that the Bureau offer active training assistance by assigning instructors to only those classes with an enrollment of fifty officers. The question arose as to whether this should be made applicable to graduates of the FBI National Police Academy to whom offers of actual practical assistance have been made in the past. Mr. Nathan felt that this should be made applicable to schools conducted by NPA graduates beginning immediately. All other members of the Conference present recommended that after due notice this rule be made applicable after October 1, 1940 so that graduates of the Academy would be forewarned as to what they might expect and what could be depended upon in the way of assistance from the FBI.

Those present were Messrs. Nathan, Glavin, Nichols, Ladd, E. A. Tamm, and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Miss Gandy	_____

cc - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 923013
DATE 7/16/90 BY SP5C/10MS

ORIGINAL FILED IN 1-16-1612

D-13

April 16, 1940

LBH:LCB
62-26176-2500

MEMORANDUM FOR THE DIRECTOR

6
The Executive Conference considered the suggestion of Donald W. Gere to the effect that a Public Speaking Club be organized in the Bureau and were unanimously opposed to this idea.

A letter is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10m5

ORIGINAL FILED IN 62-26176-2500

Copy - dc

HN:CSH

Washington, D. C.
April 15, 1940

MEMORANDUM FOR THE DIRECTOR

The executives Conference, on April 13th, consisting of Messrs. Ladd, Clegg, E.A. Tamm, Glavin, Nichols and Nathan, considered the matter of sending a qualified sound expert to San Diego from Los Angeles for the purpose of installing the permanent microphone set-up in the San Diego Office. The Conference considered this matter in connection with the propriety of installing and retaining microphone set-ups in Bureau offices.

The Conference was unanimously of the opinion that this was proper, legal, and a part of the essential basic work of the Bureau.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____

NOT RECORDED

66-2554

66-5815-525 ✓

ORIGINAL FILED IN

FEDERAL BUREAU OF INVESTIGATION		
APR 23 1940		
U. S. DEPARTMENT OF JUSTICE		
TOLSON	GLAVIN	WATSON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C10m/s

WRC:atw

April 12, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, C. Tamm, Rosen, Nichols and Glavin recommended approval of the distribution of the attached bulletin prepared by Mr. Harbo advising the field concerning the "Manual of Police Records."

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Adm. Files.....
Pers. Files.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

66-2554

ORIGINAL FILED IN 33-11-211

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LDM/s

WRG:lrd

April 16, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan Ladd, Quinn Tamm, Nichols, and Glavin considered a memorandum submitted by Mr. Hince for the attention of Mr. Clegg wherein it is recommended that 14 coffee pots, 1 to 1½ quarts in size, of the chromium or nickel plated type be purchased for use in the Quantico Barracks kitchen.

It was pointed out to the Conference that Sergeant Batts, in charge of the kitchen, stated that it is very inconvenient to carry the coffee in cups from the kitchen to the dining room and that pitchers or coffee pots should be available in the dining room proper.

For the information of the Director the coffee pots of the 1 quart and 1½ quart sizes of aluminum with spout, bakelite handle and top can be purchased for \$1.23 each in the 1 quart size and \$1.30 each in the 1½ quart size. The Conference recommends approval of the purchase of this equipment.

It was further pointed out to the Conference that Sergeant Batts is of the opinion that it is necessary to have a meat block in the kitchen in order to cut meats. He stated that at the present time there is no place to cut meat except on the metal shelves and that a meat block would be very desirable. Inquiry has been made and it has been ascertained that a meat block 24" x 24" x 16" can be secured for a cost of \$22.50. The Conference unanimously recommends that such a block be purchased.

If approved by you, immediate orders will be placed for the purchase of this equipment for Quantico.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32340
DATE 7/16/90 BY SP-11/DM

ORIGINAL FILED IN

NOT RECORDED

106-2554

HHC:MET

April 13, 1940

MEMORANDUM FOR THE DIRECTOR

27
The Executive Conference, Messrs. Glavin, Nathan, E. A. Tamm, Nichols, Ladd, and Clegg being present, considered a suggestion contained in a letter from the Seattle Office, reporting the results of a clerical conference, that a file be inaugurated in which inter-office apprehension bulletins would be filed numerically similar to the manner in which apprehension orders are now maintained. This would provide a means of enabling the clerical employees to see whether all inter-office apprehension orders had been received. The Executive Conference unanimously opposed this suggestion inasmuch as it would lead merely to another file which would add nothing of value since the bulletin which is cancelled is solely an inter-office identification bulletin and not an identification order which would be for distribution to local officers.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/Loms

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-28-44-18

Q:mac

April 12, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Glavin and Quinn Tamm, considered a suggestion submitted by Special Agent John B. Greene through the Special Agent in Charge of the Detroit Field Division.

Agent Greene suggests that the Bureau devise some sort of flash notice on the jackets representing individuals whose pictures are in the Field Divisions' Bank Robbery Albums so that if these individuals are incarcerated for an extended period of time the Field Offices will be advised in order that they may remove the pictures from the Bank Robbery Albums.

The Conference is unanimously opposed to this suggestion. It is pointed out that this would necessitate a great deal of work upon the part of the Identification Division and it is not believed that the results obtained would justify the actual work.

If you approve, there is attached hereto a letter to the Special Agent in Charge of the Detroit Field Division.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

R. A. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/ums

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 91-182-1975

EAT: DS

April 15, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached form letter to all Special Agents in Charge concerning Identification Orders on Escaped Federal Prisoners, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Ladd, Q. Tamm, Rosen, Glavin, Nichols and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. B. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,000
DATE 7/16/90 BY SP5C11DMS

COMMUNICATIONS SECTION
MAILED
★ APR 20 1940 ★
F. B. I.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-6200-Sub 76-131

HHC:MLG

April 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan, Nichols, Ladd and Clegg being present, considered the inquiry from Chief of Police James E. Davis of the Douglas Aircraft Company, as to the Bureau's putting on a school for plant protection officers for that organization.

It was the unanimous opinion of the members of the Conference present that no such course of training should at this time be offered. In the original instructions in plant protection schools, Agents were informed that the Bureau would help organize such schools and would assist in teaching certain selected subjects for a period not exceeding one day in these plant protection schools. It appears that at the suggestion of a Special Agent, Chief Davis withdrew his men from his regular police school with the suggestion being made that a school specially designed for plant protection officers would be held at a later date. Regardless of this fact, it was believed by the Executive Conference that there should be a change in such plans and that Chief Davis should be informed that the present assignments to personnel of the Bureau would prevent this Bureau from being able to conduct such a school.

If this is approved, there is attached hereto a letter addressed to Chief Davis accordingly.

Mr. Tolson.....

Mr. Nathan.....

Mr. E. A. Tamm.....

Mr. Clegg.....

Mr. Ladd.....

Mr. Coffey.....

Mr. Glavin.....

Mr. Nichols.....

Mr. Rosen.....

Mr. Tracy.....

Mr. Carson.....

Mr. Egan.....

Mr. Gurnea.....

Mr. Hendon.....

Mr. Jones.....

Mr. Quinn Tamm.....

Mr. Nease.....

Miss Gandy.....

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,043
DATE 7/16/90 BY SP5C11 amS

ORIGINAL FILED IN 99-28-22

HMIC:BT

April 10, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nathan, Nichols, Quinn Tamm, Ladd, and Clegg, being present, recommended that Special Agents J. W. Coulter and F. G. Tillman be designated as counsellors for the Fourteenth Session of the FBI National Police Academy beginning April 15, 1940.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Mr. Rosen	_____
Mr. Tracy	_____
Miss Gandy	_____

CC: Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP3C/10MS

ORIGINAL FILED IN 1-4-3646

WRG:lrd

April 24, 1940

MEMORANDUM FOR THE DIRECTOR

MG
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Quinn Tamm, Nichols, Rosen, and Glavin approved the installation of the two way inter-communicating loud speaker system for the Files Section at a cost of \$1,780. This proposed installation was originally approved by the Conference heretofore for an amount of approximately \$1,500.

The bids presently received and attached hereto reflect that the low bid is \$1,780. for the complete installation.

The Conference is of the opinion that such a system is needed and that the installation charges are not unreasonable.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C10MS

NOT RECORDED

66-2554

Mr. Tolson	AM
Mr. E. A. Tamm	AM
Mr. Ladd	AM
Mr. Hince	AM
Mr. Quinn Tamm	AM
Mr. Nichols	AM
Mr. Rosen	AM
Mr. Glavin	AM
Mr. Egan	AM
Mr. Gurnea	AM
Mr. Harbo	AM
Mr. Hendon	AM
Mr. Jones	AM
Mr. Mumford	AM
Mr. Quinn	AM
Mr. Nease	AM
Mr. Gandy	AM

ORIGINAL FILED IN 66-218-183

WRG:lrd

April 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Nichols, and Glavin further considered the securing of a plaque for the barracks building at Quantico, Virginia. The Conference was advised by Mr. Glavin that he had been in touch with Mr. Underwood, one of the supervisor architects of the Public Buildings Agency, concerning the type of plaque which would be most desirable. The Conference was further advised by Mr. Glavin that Mr. Underwood has an excellent reputation as an architect and that he has had and continues to have an extensive private practice.

Mr. Glavin stated that Mr. Underwood had advised him that an aluminum plaque with a sand blasted or deplated background and polished face letters would show up very distinctly against the red brick of the barracks. He stated that the sand blasted or deplated background would give the plaque a soft and non-shining background and the polished face letters would stand out very distinctly. He stated also that a bronze plaque with a pebbled background and polished face letters would tone in very well with the red brick background of the barracks. Mr. Glavin also stated that he had inquired of Mr. Underwood as to which would be the more desirable, and he stated that the aluminum plaque would be rather loud and that he personally would recommend a bronze plaque which would add dignity to the building and would be easily discernable from the highway.

The Conference unanimously recommends that steps be taken to secure the necessary bronze plaque with a pebbled background and the polished face letters for the barracks at Quantico.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,003
DATE 7/11/90 BY SP5C/10m3

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN

LAH:RLC

March 12, 1940

MEMORANDUM FOR THE DIRECTOR

With reference to the Executive Conference memorandum of February 21, 1940, please be informed that it was the sense of the Conference that the material for the plaque to be placed on the Barracks Building at Quantico should be in stainless steel in preference to all other materials and finishes which had been considered.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Clavin,
Secretary.

CC: Mr. Clavin

ORIGINAL FILED IN 66-3760-50-414

Executive Conference

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

NOT RECORDED

66-2554

[Handwritten signature]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5CJL/mjs

LAH:BG

February 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered its previous memorandum of February 2, 1940, concerning a plaque to be placed on the FBI barracks building at Quantico and to show the name, "FBI ACADEMY." It was recommended by the Conference on February 2 that the plaque be made of bronze with black letters, 11 3/4 " by 20 3/4" in size. A drawing prepared by Mr. Gauthier indicating the appearance of the plaque was approved by the Conference.

The conference considered the question as to whether this plaque would present a better appearance in chromium or similar finish and it was believed that the chromium would not make as presentable an appearance or be as durable as a stainless steel plaque. The chromium, of course, is a finish and is not a solid metal.

Samples of stainless steel were obtained and considered by the Conference. These samples are attached. The sample marked "A" was preferred by the Executive Conference.

Those Present: Messrs. E. A. Tamm, Quinn Tamm, Hince, Glavin, Nathan and Rosen.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

NOT RECORDED

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/16/90 BY SP5C110m3

ORIGINAL FILED IN 66-3945-50-414

Handwritten signature

HRC:VCR

February 2, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, E. A. Tamm, Rosen, Quinn Tamm, Ladd and Clegg being present, considered a suggestion of Mr. Clegg's that the phraseology on the bronze plaque by the door on the front of the FBI Building at Quantico should be as follows: "FBI ACADEMY". These would be black letters on a bronze plaque. This plaque will be 11 3/4" x 20 3/4" in size.

There is attached hereto a drawing prepared by Mr. Gauthier to indicate the general appearance of such a plaque.

This phraseology, it would appear, would be adequate to show that it was a training school of the FBI and further would show that it was the location of the FBI National Police Academy.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/16/90 BY SP3C/MS

ORIGINAL FILED IN 66-3760-50-414

66-2554

- Mr. Tolson
- Mr. Nichols
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Ladd
- Mr. Coffey
- Mr. Rosen
- Mr. Glavin
- Mr. Harbo
- Mr. Lester
- Mr. Hendon
- Mr. McGuire
- Mr. Nichols
- Mr. Quinn Tamm
- Mr. Rosen
- Mr. Tamm
- Mr. Tracy
- Mr. Egan

WRG:lrd

May 4, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, and Glavin considered a suggestion submitted by Mr. Belmont concerning the phraseology used in the summarization of the annual efficiency ratings. Mr. Belmont pointed out that under the heading "Marksmanship" it is necessary to show the times qualified during the past 12 months and the number of times the interested employee failed to qualify with certain guns.

The Conference was advised that the firearms schedule at the present time covers a period from July 1 to June 30 each year and as a result thereof it is not possible to secure the data requested in the efficiency rating report form for the past 12 months inasmuch as the Training Division does not maintain these records in this manner.

Mr. Belmont recommends that under "Marksmanship" the following data be shown:

1. Qualified in all firearms:
(After the first inquiry a statement would be made as to "Yes" or "No" and if "No" were the answer, the reason thereof would be included.)
2. Times failed to qualify with:
(The second inquiry is the same as is presently used and would reflect the number of times an Agent failed to qualify during the past year, May 1 to April 30, with each particular type of gun.)

Mr. Tamm	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Lester	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Miss Gandy	_____

The Conference unanimously approves the substitution of the statement "Qualified in all firearms" and the present statement including the times qualified during the past 12 months.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C10MS

66-3739-36
FILED IN

66-255X

HHC:MET

April 1, 1940

MEMORANDUM FOR THE DIRECTOR

24
0
The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Ladd, G. Tamm, and Clegg being present, considered the letter of Special Agent in Charge H. B. Fletcher containing the suggestion of Mr. Jack Carley of the Memphis, Tennessee, Commercial Appeal, that a letter be written by the Bureau to the Commissioner of Police, Mr. Joe Boyle, of Memphis, Tennessee, indicating that the Bureau will be pleased to give consideration to an application for another representative of the Memphis Police Department to attend the FBI National Police Academy. The Conference recommended, due to Mr. Carley's interest, that such a letter be prepared and if this is approved, the draft of such a letter for the Director's signature is attached hereto.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Nease
Mr. Tracy
Miss Gandy

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323
DATE 7/16/90 BY SP5C11

ORIGINAL FILED IN 66-2554-476

WRG:lrd

April 6, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Clegg, Ladd, Nichols, Quinn Tamm, and Glavin approved the attached form letter to all Special Agents in Charge concerning the acknowledging receipt of property received by the various field divisions whether from the Bureau, the Department Supply Division, or from contractors directly.

The Conference was advised by Mr. Glavin that at the present time certain of the field divisions are performing duplicate work in acknowledging receipt of equipment and supplies and that the suggested form letter will decrease such clerical work in the field divisions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. Nichols
Mr. Quinn Tamm
Mr. Rosen
Mr. Tracy
Miss Gandy

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303A13
DATE 7/16/90 BY SP5C110MS

66-2554

ORIGINAL FILED IN 66-2554-198

HEC:MLC

April 11, 1940

Serial-1-45-24

has been
destroyed

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan, Nichols, Ladd and Clegg being present, considered the inquiry as to whether certificates of attendance could be awarded the men who are presently attending the Army-Navy School.

It was unanimously recommended, since the inquiry had come from a member of the class, that such a certificate of attendance, phrased similarly to the certificates given for Retraining Schools of the FBI National Police Academy, would be awarded this particular group. The phraseology would be as follows:

"This is to certify that _____ attended and satisfactorily completed a four weeks' course of training from April 1 to April 27, 1940, conducted by the Federal Bureau of Investigation in Washington, District of Columbia.

"The courses of training were selected subjects relating to law enforcement and investigative procedure and this certificate attests the satisfactory completion of this course of training by the aforementioned student.

John Edgar Hoover
Director"

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323043
DATE 7/16/76 BY SP5CWD/MS

NOT RECORDED

cc-Mr. Glavin

66-2554

7
WRG:atw

April 12, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Q. Tamm, Rosen, Nichols and Glavin was advised that bids for the purchase of additional automobile short-wave radios had been received. We have 427 automobiles and 122 additional automobiles are to be purchased in the very near future. This will give the Bureau a total of some 549 automobiles and it will be necessary that short-wave radios be available for installation therein.

The Conference was advised that the only bid secured for radios is from the Galvin Manufacturing Corporation of Chicago costing \$60 or a total purchase price of \$6,000.

The Conference is of the unanimous opinion that it appears that the price of \$60 for a radio is considerable; however, it is less than we paid for the original radios installed in our automobiles and these now under consideration are the most up-to-date radios on the market. The Conference is of the further opinion that it is necessary to have short-wave radios in our cars and, therefore, recommends the acceptance of the bid in question.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tour Room
Adm. Files
Pers. Files
Mr. Tracy
Miss Gandy

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5C110m3

66-1980-7-1290
has been destroyed.
Authenticity
66-1980-7-

ORIGINAL FILED IN

66-1980-7-1290

DML:GS

April 17, 1940

MEMORANDUM FOR THE DIRECTOR

2m
At a meeting of the Executive Conference on April 13, 1940, which was attended by Messrs. E. A. Tamm, Nathan, Glavin, Nichols, Clegg and Ladd, the attached proposed Bureau Bulletin to the field was considered, and it was the unanimous opinion of the conference that same should be sent to all field offices in the next semi-monthly bulletin.

This bulletin is for the purpose of instructing the Special Agents to discuss with law enforcement officers, on the occasions of their other contacts with those officers, the work of the Technical Laboratory, and to point out the availability of the pamphlet dealing with the work of the Technical Laboratory.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 80-11-3928 ✓

LAH:MET

April 30, 1940

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/10ms

MEMORANDUM FOR THE DIRECTOR

2h
The Executive Conference, Messrs. E. A. Tamm, Q. Tamm, Ladd, Rosen, and Hince being present, considered the selection of law enforcement agencies to be represented in the Fifteenth Session of the FBI National Police Academy which will begin on July 15, 1940. The following departments were approved for invitation:

1. Fort Lauderdale, Florida, Police Department
2. West Hartford, Connecticut, Police Department (second representative)
3. New London, Connecticut, Police Department
4. Syracuse, New York, Police Department
5. Bainbridge, Georgia, Police Department
6. Alabama Highway Patrol (second representative)
7. Maine State Police (second representative)
8. Buffalo, New York, Police Department (second representative)
9. Lynn, Massachusetts, Police Department
10. Pocatello, Idaho, Police Department
11. Butte, Montana, Police Department (second representative)
12. Salisbury, North Carolina, Police Department
13. Chicago, Illinois, Police Department (second representative)
14. Ohio State Highway Patrol (second representative)
15. Barberton, Ohio, Police Department
16. Wichita Falls, Texas, Police Department (second representative)
17. Larimer County, (Fort Collins) Colorado, Sheriff's Office
18. Detroit, Michigan, Police Department (second representative)
19. Bluefield, West Virginia, Police Department
20. Knoxville, Tennessee, Police Department (second representative)
21. Prairie County, (Des Arc) Arkansas, Sheriff's Office
22. Harlan, Kentucky, Police Department
23. Wausau, Wisconsin, Police Department
24. Vicksburg, Mississippi, Police Department
25. Calcasieu Parish, (Lake Charles) Louisiana, Sheriff's Office
26. Oklahoma City, Oklahoma, Police Department (second representative)
27. Philadelphia, Pennsylvania, Police Department (second representative)
28. Miami, Arizona, Police Department
29. Johnstown, Pennsylvania, Police Department
30. North Dakota State Highway Patrol

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Jones
Mr. Mumford
Mr. Quinn
Mr. Nease
Mr. Gandy

Adm. Files
Per. Files
Mr. 1044
Miss Gandy

SECTION
6-1940

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

NOT RECORDED
66-2554

ORIGINAL FILED IN 1-4-3666

April 30, 1940

31. Riverside County, California, Sheriff's Office
32. Elkhart, Indiana, Police Department
33. Bloomfield, New Jersey, Police Department
34. Eau Claire, Wisconsin, Police Department
35. Tuckahoe Village, New York, Police Department
36. Fairbury, Nebraska, Police Department
37. Haverford Township, Pennsylvania, Police Department
38. Erie, Pennsylvania, Police Department (second representative)

The Executive Conference also approved the following list of ten alternates:

1. Eugene, Oregon, Police Department
2. Winona, Minnesota, Police Department
3. Mineral County, (Hawthorne) Nevada, Sheriff's Office
4. Corpus Christi, Texas, Police Department
5. Bloomington, Illinois, Police Department
6. Springfield, Illinois, Police Department
7. Olympia, Washington, Police Department
8. Pleasantville, New York, Police Department
9. Coral Gables, Florida, Police Department
10. Fort Dodge, Iowa, Police Department.

The Conference also considered the names of the following police agencies and no objections were raised to any of those following. It is recommended that in the event the list of those selected for invitation and the list of alternates is exhausted, those following be considered eligible in the order of the date on which their applications were filed.

1. Montpelier, Vermont, Police Department (second representative)
2. Essex County, New Jersey, Sheriff's Office
3. Massena, New York, Police Department
4. Rahway, New Jersey, Police Department (second representative)
5. Attorney General, State of Vermont
6. Muncie, Indiana, Police Department
7. Westchester County, New York, Parkway Police (second representative)
8. Ecorse, Michigan, Police Department
9. Sarasota, Florida, Police Department
10. Longmeadow, Massachusetts, Police Department
11. Walworth County, Wisconsin, Sheriff's Office
12. Ridgefield, New Jersey, Police Department
13. Marietta, Georgia, Police Department
14. Birmingham, Michigan, Police Department
15. Leesburg, Florida, Police Department
16. Lea County, New Mexico, Sheriff's Office

Memo - Director
Page 3

April 30, 1940

17. Ponca City, Oklahoma, Police Department
18. East St. Louis, Illinois, Police Department (second representative)
19. Columbus, Georgia, Police Department (second representative)
20. Kinston, North Carolina, Police Department
21. Monroe, North Carolina, Police Department
22. Marion County, Florida, Sheriff's Office (Ocala)
23. Oconto County Highway Patrol, Oconto, Wisconsin
24. Oneonta, New York, Police Department
25. Endicott, New York, Police Department
26. Twin Falls, Idaho, Police Department
27. Fort Pierce, Florida, Police Department
28. Battle Creek, Michigan, Police Department
29. Cairo, Illinois, Police Department
30. North Castle, New York, Police Department
31. McKeesport, Pennsylvania, Police Department
32. Schenectady, New York, Police Department
33. Alpine, New Jersey (second representative)

If approved, there is attached for signature a letter to all Special Agents in Charge informing them of the identities of the thirty-eight departments approved for invitation and instructing that the field divisions make inquiries immediately to ascertain that the first thirty-eight departments are now ready and able to have a representative in the Fifteenth Session of the Academy beginning July 15th. As soon as this matter has been definitely determined, investigations will be ordered.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

CC - Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:atw

April 15, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan Clegg, E. A. Tamm, Ladd, Nichols and Glavin considered the suggestion made by Glavin on April 10, 1940, concerning the Bureau's clerical employees being considered for Special Agent (Accountant) positions.

- (1) The Conference was advised by Glavin that he was of the opinion that in the event the Bureau is not going to consider favorably any applicant for a Special Agent (Accountant) position from its clerical employees without having the necessary three years of accounting and auditing experience, Bureau employees both at the seat of government and in the field who at the present time are studying accountancy be notified to this effect so that they will not be laboring under the delusion that when they complete their accounting courses, they will be considered for Special Agent (Accountant) positions without the necessity of three years of accounting and auditing experience. Up to this time, the Bureau has not required its clerical applicants for Special Agent (Accountant) positions to have the three years of accounting and auditing experience, although this requirement is necessary for those applying for accountant positions from the outside.

The Conference unanimously agreed that clerical employees of the Bureau studying for Special Agent (Accountant) positions should have the necessary three years of accounting experience and that in the absence of such experience, their applications be not favorably considered. The Conference recommends that Bureau clerical employees presently studying accountancy be so advised.

- (2) Mr. Clegg pointed out that during a number of recent interviews conducted by him with clerical employees of the Bureau, he has found that certain of the clerical employees either studying accountancy or law, in his opinion, do not possess the necessary personality requisites to be considered favorably for Special Agent positions. Mr. Clegg recommends that a committee be appointed at this time to interview present clerical employees who are studying either law or accountancy with the goal in mind of becoming

ORIGINAL FILED IN PERSONNEL

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

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP52119ms

66-2554 NOT RECORDED

April 15, 1940

Special Agents to definitely ascertain whether these employees possess the necessary personality requisites to be further considered for Special Agent positions. Mr. Clegg believes that if such employees cannot measure up to the accepted standards for Special Agents, these employees be advised at this time that it does not appear that they will be favorably considered for Special Agent positions due to their personality and personal shortcomings. Mr. Tolson was of the opinion that such a committee would not be able to function satisfactorily. He recommended that the various division heads handle this matter in so far as clerical employees assigned to those divisions are concerned and after having the opportunity of observing such employees, appropriate memoranda be directed to the Director setting forth their views concerning the clerical employees' possibilities for advancement to the Special Agent position. Mr. Tolson is of the further opinion that in appointing clerical employees that such employees be appointed with the thought in mind of their future development to a Special Agent position. He recommended that if a clerical or messenger employee entered on duty and did not appear to measure up to the standards required, that the Bureau official who had initially recommended the employee be immediately communicated with and advised in detail concerning the employee in question. Messrs. Tolson, E. A. Tamm and Glavin are of the opinion that the setting up of a committee to pass on the personality qualifications of the employees now in the service would be undesirable. The Conference was of the unanimous opinion that in the event a clerical employee is appointed who cannot meet the required personality qualifications that the person originally recommending him be immediately advised thereof.

- (3) Mr. Nathan observed that there should be no preference shown to a clerical employee who possesses the basic qualifications for appointment to the position of Special Agent over the applicant who is not now employed in the Bureau. Mr. Nathan is of the opinion that all applicants, whether in or out of the service, should be treated and considered in a like manner and no preference given to any class of applicant.

Messrs. Tolson, E. A. Tamm, Nichols and Glavin are of the opinion that a clerical employee who possesses all of the basic qualifications for the position of Special Agent should be given preference over a person applying from the outside

April 15, 1940

who has the same basic qualifications because in their opinions, such a clerical employee who has spent four or five years in the Bureau's service is better equipped, in addition to being basically qualified, to succeed in the position of Special Agent (Accountant) in the service.

Should the Director approve the recommendations of the Conference concerning Special Agent (Accountant) applicants, the appropriate officials and field offices will be immediately advised concerning the Bureau's future policy regarding such applicants.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LAH:RS

April 30, 1940

MEMORANDUM FOR THE DIRECTOR

217
The Executive Conference considered a suggestion made by Chief Clerk Clinton Lee Eckhardt of the Louisville Division, in which Mr. Eckhardt suggests that the Bureau provide a training program on the subject "Crime Prevention and Americanism" to be available to school boys.

The Conference was unanimously of the opinion that the preparation of a training program for school children was without the jurisdiction of the Bureau and that it would not be possible to go into this field. Accordingly, a letter to Mr. Eckhardt has been prepared for approval.

Those present were Messrs. E. A. Tamm, G. Tamm, D. M. Ladd, A. Rosen and L. A. Hince.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Rosen
Mr. Glavin
Mr. Nichols
Mr. Lester
Mr. Hendon
Mr. Mahaffey
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

CC - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10ms

NOT RECORDED

66-2554

[Handwritten signature]

ORIGINAL FILED IN 66-75297-16

LAH:RS

April 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question raised by Mr. Nichols as to whether a library should be accumulated in the FBI Training Center at Quantico.

Arrangements have already been made for a number of duplicate copies of books which have been in the FBI Library at Washington to be forwarded for use in the Recreation Room at Quantico.

The Conference was unanimously in favor of maintaining the Bureau Library at Bureau Headquarters in Washington and deferring for the present the building up of a library at Quantico.

Those present were Messrs. E. A. Tamm, Q. Tamm, D. M. Ladd, A. Rosen and L. A. Hince.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

CC - Mr. Glavin

NOT RECORDED

66-2554

[Handwritten signatures and initials]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C110ms

ORIGINAL FILED IN 66-3760-50430

LAH:MLG

April 22, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Glavin, Nichols, Rosen and Hinde being present, on April 20, 1940, considered further the question of a "get together" for members of the In-Service schools and approved the idea of having early in each course, a reception at 5:00 P. M.

It was agreed that members of the Executive Conference and division heads should attend.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Egan	_____
Mr. Glavin	cc-Mr. Glavin
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

cc-Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/mjs

ORIGINAL FILED IN 1-19-298

RHC:MET

April 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Glavin, Nathan, E. A. Tamm, Nichols, Ladd, and Clegg being present, considered the suggestion made by Mr. Tracy that some sort of "get-together" meeting in the nature of a dinner be had to be attended by the Director, members of the Executive Conference, and other division chiefs and assistant chiefs, including Mr. Coffey, Mr. Handon, Mr. Harbo, Mr. Hince, Mr. Hicks, Mr. Martin, and members of the In-Service Classes so that one such meeting could be held for each class and the Bureau officials could sit down and have an informal dinner without any speeches, with the members of the class thereby developing helpful acquaintances and stimulating morale and mutual interest and enthusiasm. Mr. Nathan, Mr. Glavin, and Mr. Ladd were of the opinion that such a meeting would result in each of the Bureau officials sitting along side one or more trainees and becoming better acquainted with them during the meal, but would not serve any valuable purpose beyond this. Mr. E. A. Tamm, Mr. Nichols, and Mr. Clegg were of the opinion that this meeting in the spirit of informality and friendliness might likely prove productive of results which the Bureau desires and it was recommended that it be tried with two classes beginning with the In-Service School which starts on April 22, 1940 and then perhaps some determination could be made as to the advisability of continuing this type of meeting or whether some change in form of the meeting or at the time of holding it would be advisable.

The Raleigh Hotel has submitted two sample menus with a minimum charge of \$1.50 per person or such a meeting could be held in private rooms at the Occidental Restaurant or Harveys from which places sample menus and prices will be obtained if the suggestion is approved.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/16/96 BY SP3/CLM/MS

Respectfully,
For the Conference

NOT RECORDED

Clyde Tolson
Chairman

66-2 554-

W. R. Glavin
Secretary

cc - Mr. Glavin

ORIGINAL FILED IN 1-19-298

EAT:DS

April 15, 1940

2m

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Nathan, Ladd, Q. Tamm, Rosen, Glavin, Nichols and E. A. Tamm present, was advised by Mr. E. A. Tamm of the desirability of handling all translation work in one section of the Bureau. It was suggested that the various divisions having translation work forward it to the Translation Section rather than attempt to have persons within individual units make these translations.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 62-1077-767

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,513
DATE 7/16/90 BY SP5C.10m5

LAHRS

April 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent John V. Anderson that a uniform system of designating confidential informants be adopted by the Bureau.

The Conference was unanimously in favor of informing Special Agent Anderson that since there is no need for uniformity in connection with the identification of confidential informants, it is unnecessary to adopt a uniform procedure. Accordingly, a letter to Special Agent Anderson has been prepared for approval.

Those present were Messrs. E. A. Tamm, Q. Tamm, D. M. Ladd, A. Rosen and L. A. Hince.

Respectfully
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. Ruppert	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn	_____
Mr. Tamm	_____
Mr. Tracy	_____
Mr. Glavin	_____

CC Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

HHC:MLG

April 11, 1940

MEMORANDUM FOR THE DIRECTOR

2h
The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan, Nichols, Ladd and Clegg being present, considered the communication from Special Agent in Charge Percy Wyly, II, of the San Diego Office who requested an exception to the rule that stenographers be required to remain on duty to receive dictation until 9:00 P. M.

The Executive Conference unanimously recommended unfavorably with reference to Mr. Wyly's suggestion feeling that this matter should be held in abeyance to be presented to the Special Agents in Charge when next an SAC Conference is held.

If this is approved, Mr. Wyly is being advised to this effect.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. E. A. Tamm.....
Mr. Tracy.....
Miss Gandy.....

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393613
DATE 7/16/90 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-705597

WRG:ldd

April 24, 1940

66-1980-7-1274
has been
Destroyed.

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Quinn Tamm, Nichols, Rosen, and Glavin considered a suggestion submitted by Special Agent Warren J. Taylor concerning the installation of sirens in Bureau-owned automobiles.

Special Agent Taylor suggested that in the later model automobiles the siren be mounted between the radiator and the grill; that when mounted under the hood as in the older models, the air blasts from the fan tends to greatly neutralize the effect of the siren and prevent its being heard by the traffic ahead; and that when mounted immediately behind the grill, the siren cannot be seen and there is no resistance, and thus the siren's blast can be heard a much greater distance ahead of the Bureau automobile.

The Conference was advised that the construction of the radiator shell of the new Ford automobiles which have recently been purchased is such that the siren mounted between the grill and radiator could be easily detected by a service station attendant upon raising the hood of the car for servicing purposes.

The Conference was also advised by Mr. Glavin that in mounting the siren between the grill and the radiator, we would undoubtedly have considerable repair bills for sirens inasmuch as in most of our automobile accidents the radiator grill is damaged which in turn, of course, would damage the siren.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Adm. Files.....
Pers. Files.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

ORIGINAL FILED IN 66-1980-7-1274

MEMORANDUM FOR THE DIRECTOR - 2 - April 24, 1940

The Conference was further advised that it was found that the best location for the installation of the siren in Bureau Ford automobiles is in the foremost part of the hood in which position its presence can be detected only after careful search and that this installation affords the mechanism protection from the elements and also places it above the motor so that air blasts from the fan in no way interferes with its efficient operation.

The Conference recommends that no change be made in the installation of sirens at this time. A communication to Special Agent Taylor is attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tour Room
Adm. Files
Pers. Files
Mr. Tracy
Miss Gandy

Copy - dc

WRG:lrd

Washington, D. C.
April 24, 1940

MEMORANDUM FOR THE DIRECTOR

0

The Executive Conference consisting of
Messrs. Tolson, E. A. Tamm, Ladd, Hince, Quinn Tamm,
Nichols, Rosen, and Glavin approved the attached
form letter to go forward to all Special Agents
in Charge concerning changes in Government leave
regulations.

Respectfully submitted,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. GLAVIN
Secretary

Attachment

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 58013
DATE 7/16/96 BY SP3CJ/DM5

✓
66-2087-1634

ORIGINAL FILED IN

BHC:MLO

April 7, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C/110ms

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Ladd, Quinn Tamm and Clegg being present, considered the suggestions set forth in the report of the clerical conference of the St. Louis Office.

The following suggestions were made by Stenographer A. J. Micek:

(1) That in connection with unsolved bank burglary cases in the St. Louis Division when an acetylene torch is used, it was suggested that arrangements be made with the Missouri State Penitentiary whereby that institution would advise the St. Louis Office of the former inmates who engaged in work requiring the use of an acetylene torch while in the Missouri State Penitentiary.

The Conference felt that this was an investigative lead which could be followed as circumstances warranted and to require it as a routine procedure would not be desirable in many instances.

(2) It was recommended that the Bureau fix a definite time of departure for Special Agents under transfer, that is, the amount of time which an Agent could remain in a district after he had been ordered a transfer. Those who were complying promptly were losing the services of personnel and those who were more dilatory were taking advantage of the Bureau in this connection.

The Conference felt that the present instructions that the transfer be undertaken with due consideration given to the pending public business in the office, was the best that could be done and that no arbitrary rule could be adopted as subpoenas, pending cases and other exigencies would likely prevent compliance with any arbitrary rule.

(3) It was suggested that the rule requiring the restatement of undeveloped leads be abolished. Many offices, it was pointed out, receive the leads and use the asterisk on repeated leads even though they are not thirty days old.

Mr. Nathan and Mr. Glavin concurred with this recommendation. All the other members of the Conference recommended that the repetition

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 1-28-34-28

Memorandum for the Director

-2-

April 7, 1940

of leads be continued as at present which merely requires that they be restated in any report written thirty days after the leads are previously set forth when the leads are still pending. Mr. Nathan and Mr. Glavin are still opposed to the restatement of undeveloped leads of this type.

In the event the above recommendations are approved, the St. Louis Office is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Hendon	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn	_____
Mr. Nease	_____
Miss Gandy	_____

9

LAH:RS

April 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the curriculum for the In-Service Training Schools and approved the new curriculum which is attached.

It will be observed the revision limits the instruction on general intelligence subjects to two days, includes additional laboratory matters and increases the amount of firearms training by two days, making a total of five days of firearms training. The following new subjects have been added: Interviews and Confessions; Obtaining Descriptions; Line-Ups; Investigative Problems; Sources of Information; Cooperation and Contacts of Local Agencies. The program provides for thirteen days of instruction.

Those present were Messrs. E. A. Tamm, C. Tamm, A. Rosen, D. H. Ladd, and L. A. Hince. In addition, this curriculum was previously reviewed by Mr. Tolson, Mr. Glavin and Mr. Nichols.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

NOT RECORDED

66-2554

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Nease
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 1-19-316

FHC:MLG:MET

April 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan, Nichols, Ladd and Clegg being present, considered a suggestion made by Major Roy P. Bishop, Assistant Director of the Virginia State Police to Mr. Muzzey of this Bureau, that a two or three weeks' course of training on police administration for the administrative heads of law enforcement agencies be held.

It was the unanimous opinion of the Executive Conference with Mr. Tolson absent that some letters be written to a few selected Chiefs to ascertain their reaction to the desirability of such a course and whether they would be inclined to attend and if so, such a school could be held following the conclusion of the final session of the FBI National Police Academy this year which terminates on October 5, 1940.

Mr. Tolson has indicated that he is opposed to changing the present courses of training for the FBI National Police Academy. He feels that we should continue with the present type of police officer training for the present and that we should defer the inauguration of new types of courses for the present.

If the majority opinion is approved, it is recommended that the attached letter be addressed to the Chief of Police of the following places:

Wilmington, Delaware
Rome, New York
Pittsburgh, Pennsylvania
Norfolk, Virginia
Charlotte, North Carolina
Pittsfield, Massachusetts
Atlanta, Georgia
Birmingham, Alabama

New Orleans, Louisiana
Dallas, Texas
Kansas City, Mo.
St. Paul, Minnesota
San Francisco, California
San Diego, California
Chicago, Illinois
Richmond, Virginia

From the reaction of the above, the Bureau could then reach a decision as to whether it would be desirable to offer such a course.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110ms

NOT RECORDED

66-2554

ORIGINAL FILED IN

DML:CS

April 29, 1940

MEMORANDUM FOR THE DIRECTOR

On April 27, 1940, the Executive Conference, which was attended by Messrs. E. A. Tamm, Quinn Tamm, Hince, Rosen and Ladd, considered the attached proposed Bureau Bulletin to the field with reference to the ultra-high frequency radio transmitter-receiver, and it was agreed unanimously that this bulletin should be sent to the field for the purpose of advising them of the availability of this equipment and the manner in which it might be operated.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323813
DATE 7/16/90 BY SP5C/10-1012

66-2554

80-688-20X1

ORIGINAL FILED IN

Handwritten initials

EAT:DS

April 15, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin concerning enclosures to plant protection reports and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Ladd, G. Tamm, Rosen, Glavin, Nichols and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

F. R. Glavin, Secretary

99-0572
Serial Destroyed

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C.10MS

ORIGINAL FILED IN 99-0-572

2

ph

HHC:BG

March 31, 1940

MEMORANDUM FOR THE DIRECTOR

MS
The Executive Conference, Messrs. Tolson, Nathan, Glavin, Ladd, Quinn Tamm, Nichols and Clegg being present, considered the suggestion of Special Agent in Charge Kenneth Logan that 50 instead of 30 rounds be fired with the pistol during the five months when regular firearms training is not held, 20 rounds to be fired for practice purposes and 30 rounds for record purposes.

The Conference desires to point out that the reason for holding this training to a minimum of 30 rounds is, in the interest of economy, to permit the Special Agents to receive a proper amount of practice. It is believed that the same circumstances which warranted the initiation of this program are in existence at this time and no change in this program is recommended.

If this is approved, Mr. Logan is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Quinn Tamm
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33303
DATE 7/16/90 BY SP5C11 DMS

ORIGINAL FILED IN 66-2554-498

77
HHC:BG

March 31, 1940

MEMORANDUM FOR THE DIRECTOR

Special Agent in Charge Kenneth Logan submitted a list of prices charged by the Sunshine Laundry, Fredericksburg, Virginia, and by Joe Chong, a Chinese laundryman at Quantico. It was the opinion of the Executive Conference, Mr. Nathan dissenting, that the Sunshine Laundry facilities should be used, as they will call for the laundry and give a 10% discount from their regular list prices. The Chinese laundry did not have a pick-up and delivery service which would be important. Mr. Nathan is of the opinion that the Chinese laundry would likely be more efficient.

Those present were Messrs. Tolson, Nathan, Glavin, Ladd, Quinn Tamm, Nichols and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Conrad.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/16/90 BY SP5C:10ms

ORIGINAL FILED IN 66-3160-50-392

HHC:BG

March 31, 1940

MEMORANDUM FOR THE DIRECTOR

Special Agent in Charge Kenneth Logan has prepared a letter to all Special Agents in Charge, making a recapitulation of the total number of available firearms ranges in each field office district where pistol training might be given to instructors of plant guards.

It was the opinion of the Executive Conference that the Bureau should not undertake this training for plant guard instructors and that such a letter should not go to the field.

Those present were Messrs. Tolson, Nathan, Glavin, Ladd, Quinn Tamm, Nichols and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Lonsdale.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

cc-Mr. Glavin

NOT RECORDED

66-2554

99-0-474
Serial Destroy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 99-0-474

WRG:atw

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

24
The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Q. Tamm, Nichols and Glavin considered the desirability of purchasing the additional Presto Sound Recorder Units which had been approved in the recent past for assignment to the Dallas, Denver and New Orleans Offices. An additional recorder was also included for the Technical Laboratory.

For the Director's information, recorders are presently located in the following offices:

Atlanta
Chicago
Detroit
Los Angeles
St. Louis
New York (2)

0 Lf Conference
The Conference was advised by Mr. Glavin that bids have now been secured for these Sound Recorder Units, priced at \$1,230.50 each, or a total cost of \$4,922.00.

The Conference unanimously recommends that the purchase of this equipment be held in abeyance at this time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Room	_____
Adm. Files	_____
Pers. Files	_____
Mr. Tracy	_____
Miss Gandy	_____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303.0.3
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 62-29185-1139 ✓

WRC:atw

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, G. Tamm, Nichols and Glavin considered a suggestion submitted by Maria G. Caspar, Chief Clerk of the Newark Office wherein she suggests that a provision be included in the Manual of Rules and Regulations to the effect that forty-five days after a clerical employee is given his permanent appointment that a forty-five day report must be submitted on him.

For the Director's information, at the present time all field clerical employees are given temporary appointments for a period of forty-five days with a view to permanent appointment if their development is satisfactory. The Special Agent in Charge of the interested field office must submit an efficiency report on this employee before the expiration of the forty-five day period while the employee is in a temporary status recommending him for permanent appoint or he cannot be retained in the Bureau. Then forty-five days after permanent employment is offered the employee, a further efficiency report is requested. This has been the policy of the Bureau for a number of years.

The Conference is of the opinion that the additional special efficiency report submitted forty-five days after a permanent appointment is offered an employee is not necessary.

Subject to your approval, there is attached hereto a communication to Miss Caspar concerning her suggestion, together with a proposed bulletin to the field concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110m3

ORIGINAL FILED IN 66-3739-35

Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Nease
Mr. Tracy
Miss Gandy

HHC:BG

March 31, 1940

MEMORANDUM FOR THE DIRECTOR

MS
The Executive Conference, Messrs. Tolson, Nathan, Glavin, Ladd, Quinn Tamm, Nichols and Clegg being present, considered the memorandum prepared by Mr. Glavin concerning his conversation with Special Agent in Charge Bugas who stated that since the stenographers who are assigned from 1:00 PM to 9:00 PM were not working an appreciable amount of overtime, the Bureau was losing the value of these overtime services.

The Executive Conference did not consider that this was ample justification for any change in the present system of staggered hours for stenographers and for dictation after office hours, and if this is approved, Mr. Bugas is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Scully.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323012
DATE 7/16/90 BY SP3C.10MS

ORIGINAL FILED IN 66-3658-709

66-1855-E-2393
Section-1
NCO

WRG:atw

March 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Nichols, Q. Tamm and Glavin considered a memorandum submitted by Mr. Laughlin for the attention of Mr. Tolson concerning an adding machine recently demonstrated in the Chief Clerk's Office to be used in the computation of leave.

Mr. Glavin advised the Conference that the leave clerk had used this machine for a short period of time and found it to be very satisfactory and increased the accuracy in connection with the keeping of leave records and would result in a saving of time, particularly when these records are periodically checked. The leave clerk in the Chief Clerk's Office is of the opinion that this machine will save the time of one employee at least six weeks during the period of time when all leave records in the Bureau are being checked for accuracy shortly after the beginning of the calendar year. The machine, also, will speed up the everyday handling of leave records and will result generally in a greater degree of accuracy.

The Conference was advised further that the machine is so constructed that the first six columns of the machine can be used as a straight adding machine and in view of this fact, it will be possible to utilize the machine as an adding machine when it is not needed by the leave clerk. The Conference was informed that this machine is on government schedule and can be purchased for the sum of \$229.50.

It is the unanimous opinion of the Conference that such a machine is desirable equipment and it recommends that it be purchased.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C11DM/S

NOT RECORDED

66-2554

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McGuire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Mr. Nease.....
Adm. Files.....
Pers. Files.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 66-1855-E-2393

NRG:atw

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, C. Tamm, Nichols and Glavin considered a suggestion submitted by George W. Gutteridge, Mail Clerk, Communications Section, concerning the assembling of mail.

Mr. Gutteridge reported that it has come to the attention of the mail room that numerous investigative cases pertaining to the same matter are referred to as many as five different individuals outside the Bureau. When the various communications are prepared by the stenographer, they are clipped together in a manner which is intended to keep the individual communications segregated so that the Supervisor and the Director's Office may ascertain that there are several individual communications to as many different individuals.

Mr. Gutteridge reports further that the present system is not completely satisfactory due to the fact that all of the communications after being handled by those offices through which they must pass before mailing have been rearranged so that the several letters are directly beneath each other, and that very often those letters under the top letter are not noticed by those officials who must approve them before mailing.

He suggests that when there is more than one communication pertaining to the same case, under the same paper clip, that a card by five card be placed on top of the letters, indicating the number of letters contained in the group. This will inform any supervisor who handles this correspondence that there is more than one letter to be noted.

The Conference pointed out that in several of the offices at the present time use is made of such three by five slips. The Conference recommends that the suggestion submitted by Mr. Gutteridge be approved. Subject to your approval, there is attached hereto a communication to Mr. Gutteridge, together with an inter-office memorandum for the officials at the seat of government concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

NOT RECORDED 66-2554

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323 P13
DATE 7/16/90 BY SP5C10M5

ORIGINAL FILED IN 66-2665-5391

WRG:atw

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E.A. Tamm, Ladd, Q. Tamm, Nichols and Glavin considered a suggestion submitted by Mr. C. G. Carr of the Files Section to Mr. Patterson on March 7, 1940, concerning the present procedure for filing suggestions submitted by employees of the Bureau.

He pointed out that under our present filing system, suggestions are filed by subject matter; that is, each separate suggestion is placed in a file according to the subject matter of that particular suggestion. The letter which is sent to each employee in June of every years requests that employees submit each suggestion on a separate sheet of paper accompanied by a cover letter. Mr. Carr suggests that in order to place each suggestion in the appropriate file, it is suggested that the next letter which is sent to employees concerning this matter that the interested employees should forward one copy of the cover letter for each suggestion accompanying it. He points out that this would eliminate considerable copy work in the Files Section, especially during the month of June when these suggestions are submitted.

Mr. Patterson states that this would assist the Files Section quite a bit.

The Conference is opposed to the adoption of this suggestion, it being believed that further clerical work of this type should not be placed on the field at this time. Should the Director approve, an appropriate communication will go forward to Mr. Carr in this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C/LMS

Mr. Tolson	
Mr. Nathan	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Ladd	
Mr. Coffey	
Mr. Egan	
Mr. Glavin	
Mr. Harbo	
Mr. Lester	
Mr. Benton	
Mr. McGuire	
Mr. Nichols	
Mr. Rosen	
Mr. Quinn Tamm	
Tele. Room	
Adm. Files	
Pers. Files	
Mr. Tracy	
Miss Gandy	

ORIGINAL FILED IN 66-1934-6027

QT:mas

March 29, 1940

MEMORANDUM FOR THE DIRECTOR

ms
The Executive Conference, consisting of Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Clegg, Ladd and Quinn Tamm, considered a memorandum from Mr. Edward G. Keop with which was forwarded a letter from Captain A. D. Sheppard of the Missouri State Highway Patrol.

It is noted that Captain Sheppard requested that Bureau Agents making arrests in the State of Missouri transmit copies of the fingerprints to the State Bureau.

Conference advises that at the present time copies of the criminal records are transmitted to the State Bureau. It is not believed desirable to forward extra copies of the fingerprints.

If you approve, there is attached hereto a memorandum to Mr. Matthew F. McGuire so advising him.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Glyde Tolson, Chairman

Enclosure

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/96 BY SP5C/LMS

ORIGINAL FILED IN 62-21610-26-46

LBN:MLJ

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

ml
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, J. Tamm, Nathan, Glavin, Rosen, Ladd, and Nichols, considered the suggestion of Mr. Harbo to the effect that the field be requested to submit closing reports in all cases in order to insure that proper statistics can be kept.

It was pointed out that there are some instances wherein no additional investigation is required by the Office of Origin and an auxiliary office submits an RUC report and the case is closed by the Office of Origin without submitting a closing report. Thus, the Statistical Section would have no way of knowing when a case was closed unless all files were checked.

There are approximately thirty instances of this type per month and accordingly, it was unanimously recommended that all offices be required to submit closing reports in all cases other than applicant investigations, including investigations of applicants for appointment in this Bureau, Departmental applicants and National Police Academy applicants.

A bulletin is attached.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5/110MS

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554

FEDERAL BUREAU OF INVESTIGATION
APR 10 1940
U. S. DEPARTMENT OF JUSTICE
TOLSON Tamm Ladd

ORIGINAL FILED IN 66-2554-9

BHC:EG

March 31, 1940

MEMORANDUM FOR THE DIRECTOR

Original in Personnel

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Ladd, Quinn Tamm, Nichols and Clegg being present, considered the recommendation of Mr. Coffey that schools be contacted to obtain applications from men interested in laboratory positions. Mr. Coffey had prepared a letter to all Special Agents in Charge, requesting that the various universities be contacted for this purpose.

The Executive Conference unanimously recommended that this work be handled for the remainder of the current year by those who will visit the various schools and universities to discuss the work of the Bureau before law and accounting students and graduates who may be interested in filing an application, and discussions with those who may be interested in filing an application for a laboratory position can be handled at the same time by the same Bureau employees.

If this is approved, there is attached hereto a suggested letter to be sent to those who are scheduled to visit these schools for this purpose, with instructions accordingly to them.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/96 BY SP5/10m5

66-2554 NOT RECORDED

BHO:BG

March 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Ladd, Quinn Tamm, Nichols and Clegg being present, considered the request for recommendations from the Winchester Repeating Arms Company and the recommendation of Mr. Logan that no recommendations such as were requested by the Winchester Company be made with reference to the .351 rifle. A great deal of trouble has been had with this rifle and it was not believed that the Bureau should go on record as making any additional recommendations at this time.

If this is approved, there is attached hereto a letter advising the Winchester Company accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Crowl.....
Mr. Harbo.....
cc-Mr. Glavin
Mr. Egan.....
Mr. Hendon.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Sears.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/16/90 BY SP5:ldm/s

ORIGINAL FILED IN 66-2554-2618

COPY - dc

EAT:AT

Washington, D. C.
March 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the attached Bureau Bulletin designed to clarify the Bureau's policies in parole and conditional release violator investigations, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, Nichols, Q. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/16/90 BY SP5C/LDM/S

NOT RECORDED

ORIGINAL FILED IN 66-6360-76-12

66-3554

EAT:AI

March 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the attached Bureau Bulletin concerning the running of the Statute of Limitations in bankruptcy cases, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, Nichols, Q. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C110MS

EAT:AT

March 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the attached Bureau Bulletin concerning bankruptcy violations where no receiver or trustee is appointed, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, Nichols, Q. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-2454

NOT RECORDED 66-2454

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/oms

EAT:AI

March 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the attached Bureau Bulletin concerning furnishing the Bureau with copies of all communications in connection with plant protection, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Ladd, Glavin, Nichols, Q. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-2554-55

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/90 BY SP5C/om/s

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, C. Tamm, Nichols and Glavin was advised by Mr. Glavin that it has been found necessary to request that a ventilating unit be installed in the film vault in the attic of this building. He pointed out that Mr. Renneberger stated that this unit was needed to improve conditions in the vault as it had been necessary in the past to destroy film on account of the heat. The Conference was advised that Mr. Renneberger is of the opinion that approximately \$1,000 worth of photographic paper and film (unused) has been rendered unusable due to the faulty conditions of the vault. It is not possible to place a force fan in the vault due to the fact that sufficient air is not available in the vault itself.

This matter was discussed with Mr. Van Lear, the building superintendent, who advised that the installation of the air conditioning unit in the vault tapped on to the air conditioning unit in the building would cost approximately \$250 to \$300.

The Conference is of the unanimous opinion that this air conditioning unit should be installed in the vault in view of the fact that there is a considerable wastage of film at the present time and since all of the film in the vault is not safety film, the possibility of damage through spontaneous combustion or explosion would be entirely obviated.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Walker
Mr. E. A. T.
Mr. Clark
Mr. Lee
Mr. Cady
Mr. Ryan
Mr. Carr
Mr. Hays
Mr. Lytle
Mr. Hamer
Mr. McIntosh
Mr. Nichols
Mr. Bell
Mr. Quinn
Mr. Fox
Adm. Hill
Secy. Hill
Mr. Tyson
Mrs. Gann

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C10MS

ORIGINAL FILED IN 6-3727-1234

WRG:atw

March 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, G. Tamm, Nichols and Glavin considered a suggestion submitted by Mr. Laughlin of the Chief Clerk's Office to Mr. Tolson dated March 18, 1940. It was pointed out to the Conference that the Bureau had received a memorandum from the Department concerning the recording of overtime wherein the Department furnished a sample form for the submission of overtime to it for compilation for the Appropriations Committee. This form will include the total number of employees, the number of employees who worked more than 39 hours per week during the month and the total hours of overtime. The Department is desirous of knowing how many persons are employed by any of the Bureaus and of the total number of employees, how many performed overtime services and the total amount of overtime services performed.

The Conference approves the attached suggested form letter to be forwarded to the field for re-transmission to the Bureau in reporting overtime services of the various field personnel.

The Conference, also, considered a suggested form for submission to the field on which the various employees in the field could maintain an accurate record of overtime services performed, this form to be used by the field offices in computing the entire amount of overtime services performed in that particular office.

It is the opinion of the Conference that it will not be necessary in the future to segregate overtime as to actual overtime and travel overtime and recommends that the field be advised that in the future only the total amount of overtime be reported without segregation as to travel and actual overtime.

A copy of the suggested form letter to be used by the field in reporting overtime, the overtime reporting work sheet and the requested report for the Department are attached hereto for the Director's information. There is, also, attached hereto a form letter to the field concerning this matter.

Mr. Nichols
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

Respectfully submitted,
FOR THE CONFERENCE

NOT RECORDED 66-254

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,617
DATE 7/16/90 BY SP5C/L/DMS

ORIGINAL FILED IN

NRG:lrd

March 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Quinn Tamm, and Glavin considered a communication received from SAC Warnes of the Huntington, West Virginia, Office wherein he requests that a desk and chair be furnished for the use of Special Agent M. W. Meekins, Resident Agent, Clarksburg, West Virginia, this equipment to be placed in the home of Agent Meekins in that city.

The Conference is unanimously opposed to the furnishing of any furniture for the private residence of any Special Agent who has been designated as a Resident Agent and for whom quarters are not available in a Federal or Post Office building.

For the information of the Director, the Bureau at the present time is endeavoring to secure office space in Federal buildings for its Resident Agents in all Resident Agencies at the present time. The procurement of this space is being handled through the Department.

There is attached hereto a communication addressed to Mr. Warnes in this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5C/Loms

Attachment

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554-7-53

WRC:atw

March 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Q. Tamm, Nichols, Rosen, Hince and Glavin considered a memorandum submitted by Mr. Skousen for the attention of Mr. Glavin on February 27, 1940, wherein it was stated that as the volume of the Bureau's registered mail has increased, it has been necessary to write a considerable number of letters to postmasters throughout the country who fail to send back to the Bureau the "return receipt" signed by the addressee.

Mr. Skousen suggests a printed signature communication for such correspondence in the future, a copy of such a communication being attached hereto.

The Conference unanimously approves the adoption of this suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5AL/DM/S

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Rosen	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

66-2554-532

EAT:DM

March 4, 1940

MEMORANDUM FOR THE DIRECTOR

0.
The Executive Conference considered the attached Bureau Bulletin concerning contacts with Army Inspectors in connection with Plant Protection and was unanimously in favor of its submission to the field.

Those in attendance at the conference were Messrs. Nathan, Ladd, Glavin, Nichols, Hince, C. Tamm, Egan and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5L/DM5

ORIGINAL FILED IN 99-0-455

WRG:lrd

March 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Nichols, Rosen, Quinn Tamm, and Glavin considered a memorandum submitted by Inspector W. H. D. Lester to Mr. Tamm under date of February 17, 1940.

Mr. Lester stated that during his recent appearances before law and accounting schools in the East, while interviewing potential applicants at these schools, it developed that many of the law and accounting school seniors claimed to be proficient in reading and speaking various foreign languages. He suggests that these schools and possibly other schools in the East would be a fertile source for interpreters needed by the Bureau. Mr. Lester points out that he does not mean that these potential applicants claimed to know foreign languages "from the book," but they were of particular foreign extractions and had talked and read their parents' native language all of their lives.

Mr. Lester was of the opinion that if such employees could be secured, they would be much better qualified than the old-time interpreter sometimes found hanging around courthouses and immigration bureaus looking for this type of work.

The Conference does not see the necessity of securing such eligibles at the present time. A sufficient number of interpreters are available at this time as needed by the Bureau, and no purpose would be served in gathering a group of eligibles for future consideration.

Should the Director approve the recommendation of the Conference in this matter, Mr. Lester will be appropriately advised.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C110MS

Clyde Tolson
Chairman

W. R. Glavin
Secretary

81-2554

ORIGINAL FILED IN

66-2554

66-2659-594

Serial 594 has been
removed and destroyed

WEG:lrd

March 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Quinn Tamm, and Glavin, considered a memorandum submitted under date of February 29, 1940, by Mr. Belmont for the attention of Mr. Glavin concerning night garage passes.

It was pointed out to the Conference that 81 employees are presently holding night garage passes. These passes have been secured in the past through a request made of the Chief Clerk's Office of the Bureau which request, in turn, is forwarded to the Chief Clerk's Office of the Department for the issuance of the passes in question.

The Conference is unanimously opposed to the further use of such passes, it being of the opinion that in many instances, employees holding night passes might park their cars in restricted spaces in the basement, the officials having the space assigned to them complaining to the Director or the Administrative Assistant to the Attorney General concerning the unauthorized occupancy of such spaces.

The Conference was advised that at the present time, all passes have been called in and no further passes will be issued. The Conference is of the opinion that no further passes should be issued, with the exception of a pass for Stenographer Robert A. Parsons, of the Director's Office, who on many occasions finds need for the use of his personally-owned automobile on official business.

ORIGINAL FILED IN 66-2659-594

- Mr. Tolson
- Mr. Nathan
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Ladd
- Mr. Coffey
- Mr. Egan
- Mr. Glavin
- Mr. Nichols
- Mr. Rosen
- Mr. Quinn Tamm
- Mr. Tracy
- Miss Gandy

NOT RECORDED

66-2659

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7-11-90 BY SP2/10/MS

Subject to the Director's approval, all other passes which have been turned in will be returned to the Chief Clerk's Office of the Department with the request that they be canceled, and Mr. Parsons will be appropriately instructed to park his personally-owned automobile in a space presently assigned to the Bureau so that no criticism can be made of the Bureau concerning the use of restricted parking spaces in the basement.

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. C. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn _____
Mr. Nease _____
Mr. Gurnea _____
Mr. Tracy _____
The Chief Clerk _____
Miss Gandy _____

WAG:atw

March 1, 1940

MEMORANDUM FOR THE DIRECTOR

Mr. Glavin brought to the attention of the Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Q. Tamm, Nichols, Rosen, Hince and Glavin, a carbon copy of a communication received from the SAC at Buffalo, J. J. McGuire, dated February 24, 1940, requesting that 10 pounds each of positive and negative moulage compound be furnished that office to be used in connection with demonstrations of the application of moulage at police training schools.

He, also, brought to the attention of the Conference a blue slip which had been suspended from the expense account of Donald K. Brown in the amount of \$5.20 for the purchase of miscellaneous equipment for use in police schools. It was pointed out to the Conference that in the blue slip in question items such as 1 man's suit - \$2.50, package of cigarettes - .15, hacksaw blades - .20, and bottle of alcohol - .25 were included. Mr. Glavin pointed out that requests come in from time to time for the furnishing of supplies for use in police training schools.

The Conference is of the opinion that in the future, such purchases be not made for use in the various police training schools. The Conference is of the unanimous opinion that there is no reason why after the Bureau has furnished the instructor who proceeds to the school at no expense to the police department in question the various police departments cannot secure the necessary material with which to make the demonstrations or with which to illustrate various lectures made. It is pointed out that in many instances, and most assuredly as in the case of the blue slip which is attached hereto for the Director's information, these items could be secured by the various police departments without cost. The Conference believes that a bulletin should be addressed to the field concerning this matter. If the Director concurs, such a bulletin will be immediately prepared for transmission.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/11/96 BY SP5C110ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-16-152 ✓

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McGuire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

DML:GS

March 18, 1940

MEMORANDUM FOR THE DIRECTOR

Members of the Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Nathan, Glavin, Nichols, Rosen, Q. Tamm and Ladd, were advised by Mr. Ladd that at the present time the guards require anyone entering the building up to and including 7:45 a.m. to sign the register at the middle door of the Department of Justice Building; that in view of the fact that the hours in the Technical Section and Card Index have both been moved up to 8:00 a.m., a large number of these employees are arriving at about 7:30 a.m. and they find it necessary to stand in a long line signing the register. In view thereof, it is the recommendation of the conference that an effort be made through the Superintendent of the building to have the guards discontinue requirement for signing in at 7:30 a.m., instead of 7:45 a.m. This will enable the employees coming to the 7th Floor to come directly to work.

Respectfully,
For the Conference

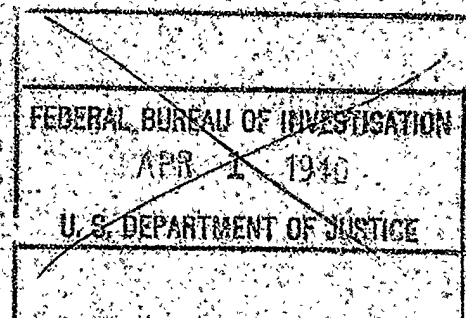
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LHM/S



WRG:atw

March 8, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/96 BY SP5CJ/MS

The Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Rosen, C. Tamm, Nichols and Glavin considered a suggestion made by Mr. R. A. Harrison, clerk, Chief Clerk's Office contained in a memorandum to Mr. Glavin dated March 7, 1940, wherein he suggests that the Bureau consider combining two or more apprehension orders on one card instead of having individual cards for each order.

Mr. Harrison stated that he is cognizant of the fact that the distribution of such orders is to be as speedily performed as possible and that the above suggestion would not be applicable in instances where such procedure would delay the spreading of information of an apprehension for any material time. He states, however, that due to his experience in the field, on numerous occasions he has received two or more such apprehension orders mailed to the field divisions at the same time, both of which are naturally mailed to the same individuals and inasmuch as each order is on an individual card, it takes twice the necessary amount of time to put out both of these orders. He points out that the distribution of an apprehension order in the average office necessitates at least one hour or one and a half hours of one employee's time to complete the addressing and packing of these orders and in view of the fact that there are a considerable number of these orders being distributed at all times, the combining of two or more apprehension orders would be, unquestionably a time saver.

In addition, he points out that it would, also, save materially supplies, such as cartons, paper, ink and the time of the employees in the Mechanical Section of the Bureau.

He suggests that a time limit be set by the fugitive supervisor relative to the issuance of such orders and careful supervision of the issuance thereof be maintained.

The Conference is opposed to the adoption of this suggestion, it pointing out that these orders as presently prepared are filed in the regular identification order files not only by Bureau field offices, but, also, by police departments and that the inclusion of more than one apprehension order on one card would result in confusion in the proper filing of such apprehension orders.

There is attached hereto a communication addressed to Mr. Harrison concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

March 9, 1940

EAT:DA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Alien Applicants" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin, Rosen, Nichols, Ladd, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. London	_____
Mr. Mumford	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Tracy	_____
Miss Gandy	_____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/96 BY SP5C/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-6200-66-91

LAH:VCH

March 5, 1945

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of having Special Agents sign the FBI Pledge for Law Enforcement Officers.

It was agreed unanimously that each class of newly appointed Special Agents should have submitted to them the Pledge for signature. It was also agreed that the retraining schools should be afforded the same opportunity. If this is approved, it will be handled by the Training Division.

Messrs. E. A. Tamm, Nathan, Q. Tamm, Glavin, Hince, Nichols, Ladd and Rosen were present.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey	cc Mr. Glavin
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McGuire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CIB/mjs

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-6195-1146

[Handwritten signatures and initials]

WRG:atw

March 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Rosen, Q. Tamm, Nichols and Glavin considered two memoranda addressed to Mr. Glavin, Chief Clerk, by Special Agent Francis X. Jahn and Special Agent F. C. Finley. These Agents had requested information as to whether they could secure per diem charges of \$5.00 a day for their stay in Washington covering the retraining period, both of these Agents staying with relatives during the time they were in Washington.

In the case of Special Agent Jahn, in which he states in his memorandum to the Chief Clerk that it was his understanding on coming to Washington on January 31, 1940, that he could either register at a local hotel and claim per diem, or stay with his folks and claim per diem, provided that in the latter instance he paid for his room, Agent Jahn stayed at his home, paying his mother \$1.00 a day for the room. He states that it costs approximately \$1.00 a day for transportation to and from the Bureau and that it was necessary that he had the same daily expense for meals downtown that all detainees had with the exception that he usually had a light breakfast at home and had no other meals in Washington for which he did not pay for the same at a restaurant.

He points out that he has been under heavy expense in the recent past and would appreciate information as to whether it would be possible for him to claim per diem while in Washington.

Special Agent Finley states that his legal residence is Washington, D. C. and in the past when in Washington on official business, he has stayed with his parents and has not attempted to obtain any per diem; however, during his recent retraining at Washington, he was unable to reside with his parents and he, therefore, rented a room with his mother-in-law and has been staying there. He stated that his expenses have continued in Philadelphia, his official headquarters, and he would appreciate receiving information as to whether per diem could be claimed by him in this matter.

It was pointed out to the Conference that under the present schedule of retraining, Agents coming in for retraining are in class from 9:00 A. M. until 9:00 P. M., necessitating the purchase of luncheon and dinner downtown and that Agents staying with relatives cannot escape the expense of dinner by residing with them. At the present time, the Bureau will not pay per diem to any Agent in Washington, who is staying with his family or relatives whether Washington be classed as his legal

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C/10ms

ORIGINAL FILED IN 66-2554

Memorandum for the Director

-2-

March 8, 1940

residence or not; that an Agent having his legal residence in Washington staying at a hotel and who submits receipted hotel bills at the time he submits the expense account will be paid the regular per diem charge.

Messrs. Tolson, E. A. Tamm, Nathan, Ladd, C. Tamm, Nichols and Glavin were of the opinion that there should be no change in the Bureau's regulations in this regard. Mr. Rosen is of the opinion that when an Agent finds it necessary to pay his immediate family or near relatives for quarters during a stay in Washington on official business, he should be permitted to claim per diem charges here.

In the event the Director approves the majority opinion in this regard, appropriate communications will be addressed to Special Agents Jahn and Finley in this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. R. Glavin
Secretary

Copy - dc

WRG:lrd

Washington, D. C.
March 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E.A. Tamm, Nathan, Nichols, Rosen, Quinn Tamm, and Glavin considered a suggestion made by Mr. Robert F. Cartwright, of the Personnel Files Section, to Mr. O. H. Patterson under date of February 27, 1940.

Mr. Cartwright states that it has been suggested to him by Mr. Joseph Allen, of the Personnel Files Section, that the personal status sheets and avocation sheets of Bureau employees which are filed in front of the in-service files beneath the cover sheets, be destroyed when replaced with up-to-date personal status and avocation sheets. Samples of these sheets are attached hereto. Mr. Patterson comments that if it is possible to destroy the obsolete sheets, it will save a tremendous amount of work, providing it is consistent with Bureau policy.

Under present regulations, these reports are not recorded, and it has been the practice to file them in approximate date order when new forms are received from employees at the Seat of Government on January 1 and from field employees on September 1.

Messrs. Tolson, E. A. Tamm, Nichols, Rosen, and Quinn Tamm are opposed to the destruction of these records due to the fact that it is possible that they might be advantageously utilized at some future date, even though a more up-to-date record is maintained in the file. Mr. Tolson pointed out that it is possible that the Bureau might wish to check back on avocations listed by Agents for a period of time and that the avocations would be listed only on obsolete avocation forms. Mr. Nathan recommends that the avocation records be destroyed and that the personal status records be maintained. Mr. Glavin is of the opinion that no real purpose would be served by retaining these obsolete forms in the personnel files. He pointed out that when the new forms are secured, it is necessary to break a file so that the old form can be filed in chronological order and that if this step could be eliminated, considerable time would be saved in the personnel files section, he pointing out that in stripping some 2,500 personnel files, the personnel of the Bureau at the present time, considerable man power is used.

Should the Director approve the majority recommendation in this matter, the Files Section will be appropriately notified.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

NOT RECORDED 66-2554
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33013
DATE 7/6/90 BY SP5CJ/MS

W. R. GLAVIN
Secretary

Attachments

EAT: HA

The Executive Conference considered the attached Bureau Bulletin entitled "Espionage" setting forth the names and addresses of Naval Intelligence Officers in the respective Naval Districts as of February 6, 1940 and was unanimously in favor of the submission of this Bulletin to the field.

Respectfully,
For the Conference

W. E. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tom Roper.....
Adm. Allen.....
Ferd. Allen.....
Mr. Tracy.....
Miss Gandy.....

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED ^{323,013}
DATE 7/16/90 BY SP5C110MS

EAT:DM

March 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin requesting the field to exercise more care in observing and reporting articles appearing in the better known magazines relative to subversive activities.

Messrs. Tolson, Glavin and Nichols were opposed to the submission of this bulletin to the field. Messrs. Nathan, Ladd, C. Tamm and E. A. Tamm favored the issuance of this bulletin. Mr. Rosen was of the opinion that the bulletin should be rewritten to make an exception of the Saturday Evening Post, Time, Life, and several of the better known periodicals. Those in attendance were Messrs. Nathan, Tolson, Ladd, C. Tamm, Glavin, Nichols, Rosen and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32343
DATE 7/16/90 BY SP5C/ldms

NOT RECORDED

1-22
ORIGINAL FILED IN 100-22

COPY: JA

WRG:atw

MEMORANDUM FOR THE DIRECTOR

W
The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Q. Tamm, Nichols, Rosen, Hince and Glavin considered a memorandum submitted for the attention of Mr. Tolson by Mr. Laughlin dated February 20, 1940, concerning a light survey which was made on the seventh floor and first floor space occupied by the Bureau. The report as submitted is attached hereto.

Briefly, it has been found that on the Ninth Street side of the Technical Section there was a reading of twenty foot candles; on the Constitution Avenue side of the Technical Section readings varied from eight foot candles to twelve foot candles. In the student alcove on the seventh floor readings were varied from seven to ten foot candles. In the fingerprint training school readings varied from six to eleven foot candles. In the older section of the Assembly Files readings were ten foot candles. In the newer part of the Assembly Files readings averaged eight foot candles. In the Assembly Checkers' room six to eleven foot candles; in the Mail Room five foot candles. However, it is noted in this room the work is done largely on tables and desk lamps have been installed for the use of the employees. In the Typing Section five to ten foot candles. It is not possible to use indirect lighting fixtures in the Typing Section due to the ceiling being acoustically treated and the absorption from an indirect fixture would be so great that its efficiency would be tremendously cut down.

The space on the first floor occupied by Document Examiners and the Single Fingerprint Unit was checked and found to vary from seven to thirteen foot candles. Indirect lighting has been installed in this room with the exception of six fixtures and these six fixtures will be replaced by indirect fixtures in the very near future. All of these readings were taken at night by a representative of the Chief Clerk's Office, the Identification Division, the building superintendent and the chief electrician.

The building superintendent and chief electrician agreed that about once every two weeks two employees of the Department would be assigned to night duty and would spend their entire time going through the various sections on the seventh floor and spotting those lights which were not functioning efficiently and replace the bulbs.

The Conference unanimously recommends that this be done.

The chief electrician, also, stated at the time of the survey

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CRL/DMS

Memorandum for the Director

-2-

March 1, 1940

that it may be entirely possible that florescent lights would be the answer to our problem. It was pointed out that the Public Buildings Administration had requested \$120,000 from the Bureau of the Budget in connection with the installing of indirect fixtures throughout the Department of Justice Building and the estimate had been turned down in toto by the Budget Bureau and no specific appropriation was made to remedy the lighting conditions here. Additional loads cannot be placed on the present electrical equipment. They, therefore, recommend that a sample installation of florescent lights be installed to ascertain whether this type of light would be satisfactory. It is understood that by florescent lighting thirty foot candles of light could be secured in the Technical Section without difficulty.

The Conference unanimously recommends that authority be granted to place a sample installation of florescent lamps in the Technical Section on the seventh floor to definitely ascertain whether the use of such lights would eliminate some of the difficulties we are experiencing at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

O. K. "H"

Attachment

COPY (injm)

WRG:astw

March 25, 1940

MEMORANDUM FOR THE DIRECTOR

Serial not located in
file: 80-11-3880

The Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Q. Tamm, Nichols and Glavin considered a memorandum submitted to Mr. Ladd by Mr. Coffey on March 14, 1940, wherein Mr. Coffey recommends that 6X visible index cabinets be secured for the proper filing of the Laboratory's anonymous letters. Mr. Ladd pointed out to the Conference that at the present time these anonymous letters are maintained in a regular index file and when examinations are made, as it necessary to remove a group of the communications from the file and take them to a desk for appropriate review and comparison. Mr. Ladd is of the opinion that with the visible index, this work can be much more efficiently handled in less time and with less possibility of misses in the case of identifying identicals or in the case of identifying writing.

The Conference was advised that six cabinets of the 6X size costing a total of \$795.50 and a table costing \$40.00 would be necessary. These prices, however, are subject to a discount of 10% which would make them \$716.85 and \$36.00, respectively. Mr. Coffey pointed out that if the above-mentioned cabinets are approved, they will give a total capacity of 8,844 cards which will be sufficient for including all of the present anonymous letter file, the espionage file, and will allow a sufficient amount for future expansion for some time.

The Conference is of the opinion that due to the fact that the work of the comparison of anonymous letters will be more satisfactorily and expeditiously made through the use of such equipment that the purchase of it would be a good investment. It, therefore, recommends approval of the purchase of this equipment.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

"O.K. H."

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 11/13/90 BY SP5C10M5

QT:mac

March 2, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Rince, Rosen, Glavin, Nichols and Quinn Tamm, considered a suggestion submitted by Mrs. Welliver of the Recording Section that, in the handling of the recording of fingerprint cards received, the Recording Section discontinue the practice of deducting from the individual contributor's card fingerprint cards which are returned to that contributor and make a monthly deduction from the total receipts of the total fingerprint cards returned.

Mrs. Welliver points out that this will eliminate approximately two hours work a day in the Recording Section and in addition materially increase the speed with which the work will clear through that Section.

Conference unanimously recommends that this procedure be adopted. It is noted that it will in no way interfere with the statistics being maintained by the Bureau. It will not enable the Identification Division to advise a contributor of the exact number of prints received from that department which are in the files, however, the usual request as to the number of fingerprints forwarded can be still answered.

If you approve, there is attached hereto a memorandum to the Identification Division advising them that it will no longer be necessary to make these deductions.

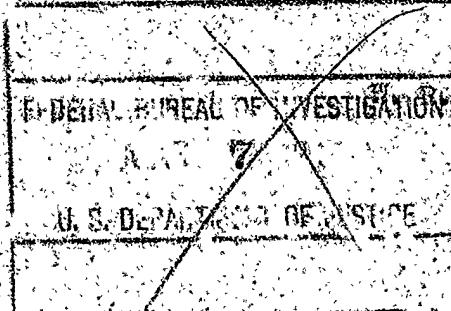
Respectfully,
For the Conference,

Glyde Tolson, Chairman

Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/13/90 BY SP5AL6m3

Enclosure



NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-1131-6324

WRC:atw

March 1, 1940

MEMORANDUM FOR THE DIRECTOR

Operation Conference

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, C. Tamm, Nichols, Rosen, Hince and Glavin considered a communication received from SAC Kitchen of the New Orleans Office, wherein he advised that Special Agent C. W. Toulme has requested that he be furnished with a photostatic copy of the physical examination afforded him at the U. S. Naval Hospital on January 12, 1940.

Mr. Glavin advised the Conference that the physical examination showed no defects whatsoever.

The Conference is of the opinion that the Bureau should not furnish photostatic copies of this report to Special Agent Toulme in view of the fact that it would set a precedent and if all employees of the Bureau who took the Naval Hospital physical examination requested copies thereof, there will be a tremendous burden on the Mechanical Section. The Conference pointed out that if there are some defects which should be remedied, the Bureau should have no objection to furnishing copies of the physical reports on those occasions. The Conference was advised that this is the procedure followed by the Bureau at this time. It recommends that a communication be addressed to SAC Kitchen advising him of the Bureau's decision in this matter. Such a communication is attached hereto.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. C. Tamm _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Glavin _____
Mr. Hince _____
Mr. Lester _____
Mr. Kitchen _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

116-2557

WRG:atw

March 1, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, G. Tamm, Nichols, Rosen, Hince and Glavin considered a communication received from SAC Norris of the St. Louis Field Division under date of February 20, 1940, wherein he inquires as to whether the Bureau wishes to have the St. Louis Office listed in the classified section of the St. Louis telephone directory.

The Conference unanimously opposes the listing of the Bureau's office in that section of the telephone directory.

Subject to the Director's approval, there is attached hereto a communication addressed to SAC Norris concerning this matter.

Respectfully submitted,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson	
Mr. Nathan	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Ladd	
Mr. Coffey	
Mr. Egan	
Mr. Glavin	
Mr. Harbo	
Mr. Lester	
Mr. Hendon	
Mr. McIntire	
Mr. Nichols	
Mr. Rosen	
Mr. Quinn Tamm	
Mr. Tracy	
Miss Gandy	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/13/96 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN
66-2554-22

LAH:VGR

March 5, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference, with reference to the attached memorandum for Mr. Hendon, prepared by Mr. Muzzey, Mr. Hince brought before the Conference at Mr. Nichols' request, the matter of the proper procedure to be followed by field offices in making requests of the Bureau. In this instance, it was observed that the El Paso Division had received a request from Captain A. B. Martinez, NPA, Mexico State Police, for certain pamphlets. SAC Duffey wrote to Captain Martinez and stated that the Bureau was being requested to furnish Martinez with the pamphlets. A copy of this letter was indicated for the Bureau and upon its receipt, the Crime Records Division dispatched the booklets to Martinez. Subsequently, Mr. Duffey wrote to the Bureau directly and requested that the pamphlets be forwarded to Captain Martinez. They were forwarded to him. This duplication brought up the question as to whether the Bureau should take action in furnishing materials to outsiders upon the basis of a carbon copy of a letter addressed to the outsider by a Special Agent in Charge. It was agreed by the Conference, with the exception of Mr. Nichols, that inasmuch as there was no difficulty being experienced at the present time insofar as the field is concerned, it would be preferable for us to continue the present policy, which requires that whenever a field office desires that materials be forwarded to the field or to any law enforcement agency, a letter should be addressed to the Bureau by the field office specifically making the request. It was believed that the Bureau should not inform the field that it would act upon

carbon copies of letters addressed by field offices to outsiders. Those present at the Conference were Messrs. E. A. Tamm, Nathan C. Tamm, Glavin, Hince, Nichols, Ladd and Rosen.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

NOT RECORDED

66-2554

- Mr. Tolson.....
- Mr. Nathan.....
- Mr. E. A. Tamm.....
- Mr. Clegg.....
- Mr. Ladd.....
- Mr. Coffey.....
- Mr. Egan.....
- Mr. Glavin.....
- Mr. Harbo.....
- Mr. Lester.....
- Mr. Hendon.....
- Mr. McTear.....
- Mr. Nichols.....
- Mr. Rosen.....
- Mr. Quinn Tamm.....
- Mr. Tracy.....
- Miss Gandy.....

62-35067-30

ORIGINAL FILED IN

LAH:VCR

March 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Nathan, Q. Tamm, Glavin, Hince, Nichols, Ladd and Rosen being present, considered Mr. Clegg's memorandum for the Director dated February 21, 1940, concerning the amount of time necessary to be spent in the indoor range by a Bureau firearms instructor in connection with tours, clerks' pistol classes, range inspection, pistol practice by supervisors at the Seat of Government and of the Washington Field Office, FBI police practice and miscellaneous matters. The Conference observed the report that an average of 6 hours and 24 minutes per day was required during a test period of nine consecutive working days.

The Conference recommended that the present system be continued, whereby Mr. Logan is required to be available for the indoor range when he is in the city and a substitute firearms instructor when he is not in the city.

Respectfully,
For the Conference

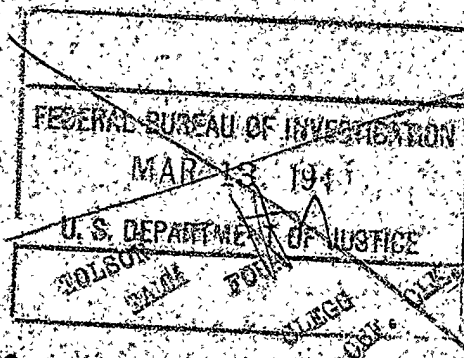
Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

NOT RECORDED



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

ORIGINAL FILED IN 66-3760-2565

WRG:lrd

March 9, 1940

Serial - 66-1631-6349
has been destroyed.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Nichols, Rosen, Quinn Tamm, and Glavin was advised that Mr. Thompson, of the International Business Machines Corporation, had called at the Chief Clerk's Office concerning the electrically-operated typewriters which had previously been given a trial in the Typing Unit of the Identification Division.

The Conference was further advised that several of these typewriters had been rented to the Civil Service Commission for the past six months and that the vouchers had been passed by the General Accounting Office. The rental for each machine is \$10.00 a month, and it is believed that these machines could be rented by the Bureau if so desired.

The Conference was of the opinion that the rental charge of \$10.00 per month is excessive, and it is opposed to any rental of such machines for use in the Identification Division. In the event that it is possible to legally purchase such machines at some future date, the Conference has no objection to the matter being further considered at that time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5/ldms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1631-6349

WRC:atw

March 5, 1940

MEMORANDUM FOR THE DIRECTOR

Executive Conference

The Conference consisting of Messrs. E. A. Tamm, Nathan, C. Tamm, Ladd, Nichols, Rosen and Glavin considered two form communications which were suggested by Mr. Belmont in the Chief Clerk's Office relative to technical laboratory applicants; one communication to all SAC's and supervisors at the seat of government advising that it is not necessary to give laboratory applicants a written examination; however, they should be afforded the interview and the usual fictitious Agent interview when a favorable recommendation is to be made concerning the applicant, and the other form communication to be sent to applicants for laboratory positions, advising them that arrangements have been made to afford the necessary interview in connection with the application and that applicant will be further advised as to the time and place of the interview.

The Conference unanimously approves the memorandum to all SAC's and supervisors and the form letter to applicants.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Mr. Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,913
DATE 7/13/90 BY SP5C/LPMS

NOT RECORDED

66-2554

WRG:lrd

March 9, 1940

MEMORANDUM FOR THE DIRECTOR

Copy and send to [illegible]

⁰
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Nichols, Rosen, Quinn Tamm, and Glavin approved the attached suggested form letter submitted by the Chief Clerk's Office to go forward to the field, calling attention of field Supervisory Officials that interviews of clerical applicants conducted in the field offices should be handled by the Special Agent in Charge, Assistant Special Agents in Charge, or Number One Men.

The Conference was advised that on occasion reports are received from the field wherein Agents other than those above enumerated have conducted the necessary interviews.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CrlomS

NOT RECORDED

66-2554

NRG:atw

March 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, C. Tamm, Nichols, Rosen, Hince and Glavin was advised by Mr. Glavin that information has been received from Mr. Gabler, representative of the Eastman Kodak Company, that due to the conditions existing in Europe at the present time, it is impossible to secure additional lenses for the #18 Recomar camera which the Bureau is now using and the Supply in the States is steadily decreasing.

The Conference was further advised that at the present time the representative of the Eastman Kodak Company has only 8 of the #18 Reconar cameras available and that when this supply has been diminished, he will be unable to obtain any more of this type.

The Conference is of the opinion that the Bureau has no specific worry in so far as this type of camera is concerned, it believing that with the present supply of cameras, it will not be necessary for the Bureau to purchase further Reconar cameras in the near future.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5Cilom/S

NOT RECORDED

66-2554

ORIGINAL FILED IN

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Tamm
Mr. Quinn
Mr. Nease
Miss Gandy

EAT:DM

March 8, 1940

Serial not locate in
file. 1-19-287

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends the extension of the period during which Accountants in the Bureau service spend in Washington for retraining for an additional day. At the present time the Accountants take the same course of training as do the Special Agents and it is felt that if the Accountants could be kept over one day and given a full day's refresher course of instructions in accounting work, the Bureau would benefit materially. The time could be well-utilized, being distributed between discussions of bankruptcy, National Bank, Federal Reserve Act and Court of Claims violations. The Conference is unanimously in favor of this extension.

Those in attendance were Messrs. Nathan, Tolson, Ladd, C. Tamm, Glavin, Nichols, Rosen and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/IDMS

NOT RECORDED

66-2554

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Mr. Nease
Mr. Egan
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 1-19-287

COPY (EEB)

HN:CSH

March 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, on March 7th, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Nichols, Rosen, Glavin and Nathan, considered the question as to whether any theoretical instruction in wire tapping should be given to National Police Academy students, et cetera.

The Conference was informed of a memorandum received from Mr. Coffey to the effect that at the present time, in connection with the NPA, about thirty minutes of a general sound equipment schedule is devoted to a theoretical discussion of wire tapping, which includes, when time permits, a demonstration of a terminal board, and the students are shown the lineman's instructions which are usually used in wire tapping. They, of course, cannot in this time learn how to tap wires themselves, the real value of the instruction being an appreciation of the fact that wires can be tapped by criminals, as for instance in race horse swindles, and a demonstration of how the tap is effected.

The Conference unanimously decided to eliminate this instruction to NPA students and also to eliminate this instruction to new Agents and re-trainees. If and when it becomes necessary to afford this theoretical instruction, it will be given to the members of specially selected groups of Agents brought in for general sound equipment instruction.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5C/10MS

NOT RECORDED

66-2550

ORIGINAL FILED IN 62-57176-13

WRG:lrd

March 9, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Quinn Tamm, and Glavin considered a communication received from SAC E. R. Davis of the Des Moines Office with which he submitted a sample leather container for handcuffs and six shells.

Davis reported that this container was made up according to specifications designed by Special Agent H. G. Foster, Agent Foster being of the opinion that this would furnish a more satisfactory method of carrying the handcuffs and would also eliminate the necessity of carrying the six shells loose in the Agent's clothing. This container would retail at a cost of \$1.25 each, and the price would be less if they were made up in quantity lots.

The Conference is of the opinion that this container is not at all necessary as additional equipment for Special Agents in the service, and opposes the purchase of such containers for distribution to the Special Agent personnel.

There is attached hereto a suggested communication addressed to Davis, returning the container in question.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C10M5

66-2554

Destroyed
ORIGINAL FILED IN 66-3889-372

WRG:atw

March 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference considered two communications received from Charles G. Carr, Files Section, concerning the preparation of collect telegrams on yellow Department of Justice telegram forms. Mr. Carr pointed out that through the use of both the yellow and green forms, there is a possibility of the yellow forms at times becoming attached to the yellow of the outgoing correspondence and being overlooked by the mail clerks and not being sent. This has happened in the past. He suggests that all telegrams whether they be collect or paid be prepared on the regulation green telegram form which also includes a place thereon for a notation as to how the telegram was sent and at what time and by whom. Samples of both forms are attached hereto.

The Conference consisting of Messrs. E. A. Tamm, Nathan Ladd, C. Tamm, Nichols, Rosen, Hince and Glavin is of the opinion that the suggestion is a desirable one and recommends that in the future all telegrams sent by the Bureau at the seat of government be prepared on the regulation green telegram form and that the yellow blank be not used in the future.

Subject to the Director's approval, there is attached hereto a suggested memorandum to all supervisory officials at the seat of government instructing that this procedure be followed in the future, and a communication to Mr. Carr thanking him for his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,913
DATE 7/13/90 BY SP5C/DM/S

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tom Egan
Mr. Tracy
Miss Gandy

Attachment

ORIGINAL FILED IN

WRG:lrd

March 9, 1940

MEMORANDUM FOR THE DIRECTOR

23
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Quinn Tamm, and Glavin was advised by Mr. Glavin that a request had been made by Mr. Coffey, Chief of the Technical Laboratory for the purchase of a volume of the Lloyd's Register Book issued annually at a subscription price of \$50.00.

The Conference was further advised that the Register contains particulars of all vessels of 100 gross tons and upward, and a supplement containing additional information is issued gratis to subscribers semi-monthly.

Further information has been received from Mr. Coffey in the Laboratory that the Code Expert in the Laboratory would use this Register on an average of five times weekly. The Code Expert in the Laboratory stated that in securing certain information recently on cable addresses in the Canadian Intercepts, the information was located only in the second volume of the Register which contains a list of telegraphic and cable addresses of the shipping lines of the world, together with principal codes.

The Conference unanimously recommends approval of the purchase of this Register.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

NOT RECORDED

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

66-2554

ORIGINAL FILED IN 80-11-3787

EAT:DS

May 4, 1920

MEMORANDUM FOR THE DIRECTOR

6 The Executive Conference considered the proposal that the Bureau of Prisons confine its distribution of Identification Orders in cases involving Escaped Federal Prisoners to an area not exceeding 100 miles surrounding Federal penal institutions and feels that the suggestion of the Bureau of Prisons is reasonable and that the Bureau should interpose no objection thereto. If you approve, Mr. Holtzoff will be accordingly advised.

Those in attendance were Messrs. Nathan, Ladd, Nichols, Rosen, Glavin, Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

L. H. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/13/90 BY SP5/110m3

NOT RECORDED

66-2554

RECEIVED
FEDERAL BUREAU OF INVESTIGATION
MAY 11 1920

Copy-dc

WRG:lrd

Washington, D. C.
May 28, 1940

66-6040 9P June 2000
has been destroyed.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Quinn Tamm, Rosen, Nichols, and Glavin approved a recommended change in the travel authority letters for Special Agents of this service to delete the phraseology concerning personally-owned automobiles and include therein phraseology concerning privately owned automobiles so that our travel authority letters would be in agreement with the present law on this matter.

For the information of the Director, during the present session of Congress, a law has been passed permitting Government employees to secure reimbursement in the amount of five cents per mile when using a privately-owned automobile instead of as formerly when this reimbursement could be secured only when the Government employee was using his personally-owned automobile.

For the further information of the Director, there is attached hereto a sample of the travel authority letter as now used and a sample of the travel authority letter which will be used after July 1, 1940. It is necessary that these travel authority letters be reissued regardless of the change inasmuch as this authority must be renewed annually.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

NOT RECORDED

333,013
7113190
SP5C110MS

ORIGINAL FILED IN

COPY - dc.

WRG:HAH

Washington, D. C.
May 17, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Quinn Tamm, Hince, Nichols, Rosen, and Glavin, considered the memorandum submitted by Mr. Coffey of the Laboratory concerning the protection of the telephone systems in the various field offices.

1
Mr. Coffey suggested that the Bureau may wish to issue instructions to all field offices to make certain that there is no tapping or tampering on these lines. He also suggested that this check be made by Special Agents qualified in sound work, where such Agents are assigned to field offices, and any field officer where no such qualified Agent is assigned the check should be made by a representative of the telephone company, preferably with an Agent of the Bureau assisting and observing.

The Conference recommended approval of the suggestion made by Mr. Coffey and there is attached hereto a suggested form letter to the field concerning this matter.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. GLAVIN
Secretary

Attachment

"O.K." H.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110m5

ORIGINAL FILED IN 62-27353-527

AR:AT

May 17, 1940

MEMORANDUM FOR THE DIRECTOR

Upon the suggestion of Mr. Tolson, the Executive Conference reconsidered the suggestion made by SAC Andersen that in the future the Bureau not list the names of relatives on identification orders. Mr. Andersen pointed out that the present practice of listing the relatives causes them to resent our activities and to justify themselves in furnishing us with false or misleading information.

The Conference, which has passed on this subject matter previously, reiterated its previous belief the listing of the names of the relatives serves a useful purpose, and that it should be continued, inasmuch as it provides local law enforcement agencies with information, thereby localizing the investigation to some extent, and it acts as a reminder which cannot otherwise be efficiently handled. It was also pointed out that if the relatives are advised that their names will be included on an identification order, this might have a valuable reaction in affording cooperation to the law enforcement agency which would otherwise not exist.

If approved, a letter to SAC Andersen will be prepared for transmittal.

Those in favor of the continuance of the inclusion of relatives in Identification Orders are Messrs. E. A. Tamm, C. Tamm, Rosen, Ladd, Hince, and Glavin. Mr. Tolson is not in favor of including relatives on Identification Orders. Mr. Nichols is in favor of including relatives on Identification Orders, subject to the circumstances in each case.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C110MS

66-2554

62-24151-2554

ORIGINAL FILED IN

LAH:RS

April 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent in Charge H. E. Andersen that in the future the Bureau not list the names of relatives on identification orders. Mr. Anderson pointed out that the present practice of listing the relatives causes them to resent our activities and to justify themselves in furnishing us with false or misleading information.

The Conference, which has passed on this subject matter previously, reiterated its previous belief that the listing of the names of the relatives serves a useful purpose and that it should be continued inasmuch as it provides local law enforcement agencies with information and a reminder which cannot otherwise be efficiently handled.

If approved, a letter to Special Agent in Charge Andersen has been prepared for transmittal.

Those present were Messrs. E. A. Tamm, C. Tamm, A. Rosen, D. M. Ladd and L. A. Hince.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393013
DATE 7/13/90 BY SP5C/LMS

67-2554

W. H. [Signature]

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. C. Tamm
- Mr. A. Rosen
- Mr. D. M. Ladd
- Mr. L. A. Hince
- Mr. Glavin
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Mr. Gandy

ORIGINAL FILED IN 67-2554-151

LAH:NET

May 20, 1940

1-45-33x.

Serial- 33x has been
destroyed.

MEMORANDUM FOR THE DIRECTOR

Present: Messrs. E. A. Tamm,
Q. Tamm, Ladd, Glavin, Nichols,
and Hince.

The Executive Conference considered the suggestion made by Special Agent in Charge S. K. McKee that the Bureau make arrangements with the War and Navy Departments to receive advice when the various graduates of the Military Officers' Training School are transferred from one station to another. The Conference was of the opinion that the Bureau should not request the War and Navy Departments for this information but that each field division should maintain appropriate contact and inform the Bureau whenever a transfer is ordered. It was pointed out that this was already the duty of the various field divisions which have been appropriately notified to maintain contact.

If approved, a letter to Mr. McKee has been prepared.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

O.K. H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/13/70 BY SP5CJDM/S

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Egan	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

cc-Mr. Glavin

NOT RECORDED

66-2554

HN

ORIGINAL FILED IN

147:05

May 4, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference has considered the question of a proper dissemination in Mr. Harbo's Division of White Slave Traffic Act cases in which an effort is made to segregate the commercial from the non-commercial cases. With reference to the non-commercial cases, it is to be pointed out that the only cases prosecuted in the non-commercial category are those in which there is present those elements of aggravation which are prescribed by Departmental policy as warranting prosecution, i. e., cases involving victims of minor years and cases involving the abandonment of minor children. The conference recommends that the statistics reported by Mr. Harbo be segregated as follows: "Commercial Cases" and "Aggravated Non-Commercial Cases".

Those in attendance were Messrs. Nathan, Ladd, Nichols, Dorsch, Glavin, C. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Glyde Tolson, Chairman

J. E. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 11/13/90 BY SP5CJL/mjs

NOT RECORDED

66-2554

JUL 3 1940

TOLSON
GLAVIN
FOUR

ORIGINAL FILED IN 100-17X

WRG:HAH

May 10, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Quinn Tamm, Hince, Nichols, and Rosen were advised by Mr. Glavin that recent advice has been received from Mr. T. D. Quinn, Administrative Assistant to the Attorney General, that it will not be possible to secure a sufficient number of volumes of "Postal Decisions of the United States and Other Courts Affecting the Post Office Department and the Postal Service," to distribute a volume to each of the Special Agents in this service at this time.

Advice has been received by Mr. Quinn from the Post Office Department that only 50 copies can be furnished the Bureau. The Conference is of the opinion that placing one volume in each of the Field Offices will be sufficient.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Egan
Mr. Glavin
Mr. Lester
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/DM3

66-2554

[Handwritten signature]

ORIGINAL FILED IN

LAH:NET

May 20, 1940

MEMORANDUM FOR THE DIRECTOR

Present: Messrs. E. A. Tamm,
C. Tamm, Ladd, Glavin, and
Hince.

The Executive Conference considered the question of maintaining a physical training schedule for Saturday afternoons. It was noted that physical training attendance is required five times each week and that supervisors may attend Saturday morning classes as make-ups. A review of the attendance in the gym on Saturday afternoons for the past three Saturdays shows that in all ten supervisors appeared on the three Saturday afternoons, two on one Saturday, three on the second Saturday, and five on the last Saturday.

The Conference recommended that instead of permitting supervisors to appear at the gym at any time selected by them on Saturday afternoon that a regularly maintained class be established as a make-up from one to two o'clock on Saturday afternoons. This will permit regular supervised physical training in class

Mr. Tolson

Mr. Nathan

Mr. E. A. Tamm

Mr. Clegg

Mr. Ladd

Mr. Coffey

Mr. Egan

Mr. Glavin

Mr. Harbo

Mr. Lester

Mr. Hendon

Mr. McIntire

Mr. Nichols

Mr. Rosen

Mr. Quinn Tamm

Mr. Tracy

Mr. Gandy

Mr. Glavin

Mr. Glavin

Mr. Glavin

Mr. Glavin

Mr. Glavin

Mr. Glavin

Mr. Glavin

Mr. Glavin

Mr. Glavin

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110m3

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-4962-787

WRG:lrd

May 17, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Nichols, Rosen, Quinn Tamm, and Glavin, considered a suggestion submitted by Special Agent J. F. Buckley, Supervisor in the Identification Division, concerning a change in the method of rating the reading room employees of the Typing Section.

Mr. Buckley suggests that, in addition to basing a relative rating and record upon the number of criminal records proofread by the readers, the readers also be given credit for the number of errors which they detect in the criminal records.

The Conference was advised that this would tend to make the work of the readers more accurate and would tend to assure the Bureau that all copies of criminal records emanating from the Identification Division are correct at the time they are placed in the mail and do not have typographical errors.

The Conference, with the exception of Mr. Glavin, recommends the adoption of the suggestion and recommends that the Identification Division be instructed to institute a scoring system for readers whereby they would be given credit for the number of errors detected. Mr. Glavin does not feel that such a reading system would be justified for the reason that he is of the opinion that a good reader does not necessarily have to be one who will detect the most errors in the mail read by him. He believes that if such a system were instituted wherein errors detected would be included in the rating system, the Bureau would be treading on dangerous ground inasmuch as at times certain of the readers would not handle mail reflecting errors and their production would be just as good as those detecting errors in the mail; yet, the one who detected the most errors, who may not be any better than the one whose mail did not contain errors, would be rated above the other.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5CJ/LMS

NOT RECORDED

66-2554

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Egan
Mr. Glavin
Mr. Nichols
Mr. Hendon
Mr. Rosen
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN

LAH:MET

May 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Q. Tamm, Rosen, Ladd, Glavin, and Hince being present, considered the question of sending announcements concerning the 1940 Retraining School for FBI National Police Academy Associates to certain graduates who are in a questionable status.

The Conference recommended unanimously that announcements be sent to the following three graduates who are no longer in law enforcement work but who have positions closely related to law enforcement work:

Yale S. Huffman, Jr., Director
Department of Public Safety
Williamsburg Restoration, Inc.
Williamsburg, Virginia

Mr. R. Frank Messer, Clerk
City Police Court
Asheville, North Carolina

E. N. Gillespie, Record Clerk
Oklahoma State Penitentiary
McAlester, Oklahoma.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5C/TOM/S

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Ladd.....
Mr. Coffey.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Hendon.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Quinn Tamm.....
Tour Room.....
Adm. Files.....
Pers. Files.....
Mr. Tracy.....
Miss Gandy.....

The following five graduates have been carried in a minus category in the previously maintained plus and minus memorandum. That is, they are individuals whom the Bureau would not recommend for promotions. It was pointed out by Mr. Hince that the present situation of these graduates is not bad and that they have not indicated any poor attitude toward the Bureau. Accordingly, the Conference recommended that announcements be sent to the following:

Captain Ernest A. Littlefield, Police Department,
Phoenix, Arizona, who was placed in the minus category because he was rather erratic following his return to Phoenix.

NOT RECORDED

JUN 13 1940

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 1-4-3600X

Memo - Director
Page 2

Lieutenant Fred C. Philby, Louisville, Kentucky, Police Department. Philby was placed in the minus category because he had an undesirable attitude toward his own department. He seems to be getting along better now, having been promoted from Sergeant to Lieutenant.

Detective Howard R. Ingram, Police Department, Wilmington, Delaware. Ingram was placed in the minus category because of statements by Andy Kavanaugh that Ingram was griping in his own department and was alleged to be associating with women other than his wife and is alleged to have attempted to obtain money from the Dupont Company for fingerprinting the employees of this company. The allegations with regard to the associations with a woman have not been substantiated and there appears to have been no criminal violation, violation of rules or unethical conduct in connection with the fingerprint matter. Apparently there is some kind of personal conflict between Kavanaugh and Ingram. It is further noted that we have another man from the Wilmington Police Department presently attending the National Police Academy. Ingram has always had a very favorable attitude toward the Bureau so far as can be determined; has always been very interested and, in fact, has been interested enough to come not only to the annual Retraining schools, in previous years, but also to attend some of the regular graduation exercises for the regular sessions of the Academy.

Captain Fred J. Manning, Miami Police Department, Miami, Florida. Manning was placed in the minus category because he was found to be lazy and complained about his superiors in the Miami Police Department. Mr. Hince does not think that we should fail to send him an announcement and thereby possibly antagonize him simply because he is lazy. Also, it would appear that he could hardly be blamed for not having much respect for the superiors he had in Miami at the time he attended the National Police Academy.

Jesse G. DeLoach, Ware County Police Department, Waycross, Georgia. DeLoach was carried in the minus category because he did some complaining while he was in Washington. However, this man was a physical wreck having had a broken neck which bothered him and was ill a good part of the time when he was in Washington. Following his return to Georgia, he did some splendid work and, in fact, we have since congratulated him on it. One of his acts was the apprehension of a murderer concerning which we sent a special memorandum to the Attorney General because DeLoach credited the FBI with being responsible for the training which caused him to apprehend the murderer and save his own life during the shooting melee.

The Conference recommended that announcements not be sent to the following graduates who although presently in law enforcement are definitely "minus": (Mr. Nichols subsequently indicated he favored having announcements sent to Mr. T. D. Harbour and John D. Dennison below. Mr. Nichols felt that we might convert Mr. Harbour at the retraining school. Mr. Nichols also felt that Captain Dennison would probably come anyway and that he seemed enthusiastic at the last retraining school.)

Sergeant Floyd E. Robertson, Police Department, Tuscaloosa, Alabama. Robertson was found to have misappropriated property of his department after his return from the Academy. He is a definite minus. Recommendation: It is recommended that no announcement be sent to Robertson.

T. D. Harbour, Police Department, Meridian, Mississippi. Harbour has assumed a completely uncooperative attitude in his own department and has refused to teach any other member of his department following his return. He has a generally sour attitude. He is a definite minus.

Captain John D. Dennison, Omaha, Nebraska. Dennison has been regarded as a troublemaker both during his attendance at the Academy and since he returned to Omaha. Dennison is a definite minus.

Everett E. Judkins, Deputy Sheriff, Epping, New Hampshire. Judkins was involved in an alleged impersonation matter and also in an unsavory episode at Concord, New Hampshire. He is alleged to have represented himself to be a Special Agent of the Federal Bureau of Investigation when he was approached by a police officer during what apparently was a violation of the law. Judkins is a definite minus.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Memo - Director
Page 4

Announcements have been sent to all other graduates of the Academy presently engaged in law enforcement work in accordance with previous approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

LAH:MLO

April 25, 1940

MEMORANDUM FOR THE DIRECTOR

As approved, announcements concerning the 1940 Retraining School for FBI National Police Academy Associates have been sent to the Associates. There are certain exceptional cases, however, on which it is believed special action should be taken.

Announcements were not sent to those now out of law enforcement inasmuch as they have no status as members of the Associates. However, three of those now technically out of law enforcement have positions closely related to law enforcement and it is recommended that they be sent announcements. They are as follows:

Yale B. Huffman, Jr., Director
Department of Public Safety
Williamsburg Restoration, Inc.
Williamsburg, Virginia

Mr. R. Frank Messer, Clerk
City Police Court
Asheville, North Carolina

E. M. Gillespie, Record Clerk
Oklahoma State Penitentiary
McAlester, Oklahoma

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5CVD/oms

Among those who are now in law enforcement, the dispatching of announcements has been temporarily held up pending a consideration of some individual cases. These are individuals who are carried in the "minus" category because of undesirable attitudes or situations. They are as follows:

Captain Chester L. Mullins, Birmingham, Alabama, Police Department. Mullins refused to conduct a training school after he returned to Birmingham unless he were given additional pay. He is a definite "minus". Recommendation: It is recommended that no announcement be sent to Mullins.

NOT RECORDED

cc-A. A. Muzzey (2)

ORIGINAL FILED IN 1-3676X

TOLSON

HANDON

JUN 13 1940

DEPARTMENT OF JUSTICE

April 25, 1940

Sergeant Floyd E. Robertson, Police Department, Tuscaloosa, Alabama. Robertson was found to have misappropriated property of his department after his return from the Academy. He is a definite "minus". Recommendation: It is recommended that no announcement be sent to Robertson.

T. D. Harbour, Police Department, Meridian, Mississippi. Harbour has assumed a completely uncooperative attitude in his own department and has refused to teach any other member of his department following his return. He has a generally sour attitude. He is a definite "minus". Recommendation: It is recommended that no announcement be sent to Harbour.

Captain John D. Dennison, Omaha, Nebraska. Dennison has been regarded as a troublemaker both during his attendance at the Academy and since he returned to Omaha. Dennison is a definite "minus". Recommendation: It is recommended that no announcement be sent to Dennison.

Everett W. Jenkins, Deputy Sheriff, Epping, New Hampshire. Jenkins was involved in an alleged impersonation matter and also in an unsavory episode at Concord, New Hampshire. He is alleged to have represented himself to be a Special Agent of the Federal Bureau of Investigation when he was approached by a police officer during what apparently was a violation of the law. Jenkins is a definite "minus". Recommendation: It is recommended that no announcement be sent to Jenkins.

The following graduates of the Academy are also carried in the minus category, i.e., they are the type of individuals whom the Bureau would not recommend for promotion in their own departments or for positions in other departments. However, their present situation is not bad and they apparently have not indicated at any time any animus toward the Bureau. Accordingly, it is recommended that the following be sent announcements concerning the Retraining School.

Mr. Tolson.....
 Mr. Nathan.....
 Mr. E. A. Tamm.....
 Mr. Clegg.....
 Mr. Glavin.....
 Mr. Ladd.....
 Mr. Coffey.....
 Mr. Egan.....
 Mr. Harbo.....
 Mr. Lester.....
 Mr. Nichols.....
 Mr. Rosen.....
 Mr. Quinn Tamm.....
 Tour Room.....
 Adm. Files.....
 Pers. Files.....
 Mr. Tracy.....
 Miss Gandy.....

April 25, 1940

Captain Ernest A. Littlefield, Police Department, Phoenix, Arizona, who was placed in the minus category because he was rather erratic following his return to Phoenix.

Lieutenant Fred C. Philby, Louisville, Kentucky, Police Department. Philby was placed in the "minus" category because he had an undesirable attitude toward his own department. He seems to be getting along better now, having been promoted from Sergeant to Lieutenant.

Detective Howard R. Ingram, Police Department, Wilmington, Delaware. Ingram was placed in the minus category because of statements by Andy Kavanaugh that Ingram was griping in his own department and was alleged to be associating with women other than his wife and is alleged to have attempted to obtain money from the Dupont Company for fingerprinting the employees of this Company. The allegations with regard to the associations with a woman have not been substantiated and there appears to have been no criminal violation, violation of rules or unethical conduct in connection with the fingerprint matter. Apparently there is some kind of personal conflict between Kavanaugh and Ingram. It is further noted that we have another man from the Wilmington Police Department presently attending the National Police Academy. Ingram has always had a very favorable attitude toward the Bureau so far as can be determined; has always been very interested and, in fact, has been interested enough to come not only to the annual Retraining schools in previous years but also to attend some of the regular graduation exercises for the regular sessions of the Academy.

Captain Fred J. Manning, Miami Police Department, Miami, Florida. Manning was placed in the minus category because he was found to be lazy and complained about his superiors in the Miami Police Department. Mr. Hince does not think that we should fail to send him an announcement and thereby possibly antagonize him simply because he is lazy. Also, it would appear that he could hardly be blamed for not having much respect for the superiors he had in Miami at the time he attended the National Police Academy.

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Mr. Egan	_____

Memorandum for the Director

-4-

April 25, 1940

Jesse G. DeLoach, Ware County Police Department, Waycross, Georgia. DeLoach was carried in the blind category because he did some complaining while he was in Washington. However, this man was a physical wreck having had a broken neck which bothered him and was ill a good part of the time when he was in Washington. Following his return to Georgia, he did some splendid work and, in fact, we have since congratulated him on it. One of his acts was the apprehension of a murderer concerning which we sent a special memorandum to the Attorney General because DeLoach credited the FBI with being responsible for the training which caused him to apprehend the murderer and save his own life during the shooting spree.

Respectfully,

H. H. Clegg

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Mr. Gandy	_____

LT 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Tamm, Nichols, Ladd, Quinn Tamm, and Clegg being present, considered the suggestion of Mr. Clegg that someone be designated to review finally all general instructions issued to the field to see that they are clear and understandable and likely to bring about uniformity of procedure.

As the unanimous recommendation of the Conference is that a communication should be addressed to all Bureau Agents asking that the instructions be prepared in such a manner and the responsibility would be on the Executive Conference when considering bulletins and general letters of instruction to read the instructions in detail in the Executive Conference meetings so that the clarity, or lack thereof, of the phrassology could be brought to the attention of each member of the Executive Conference.

If this is approved, there is attached hereto a memorandum to all Bureau officials and supervisors, instructing that the Bureau's instructions to the field be prepared properly. A memorandum for Mr. Tolson is also attached, instructing that the bulletins be read in detail in the sessions of the Executive Conference.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5civ/pms

ORIGINAL FILED IN 66-3665-372

DML:GS

May 28, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/NO/S

At a meeting of the Executive Conference on May 27, 1940, attended by Messrs. Tolson, Nathan, E. A. Tamm, Nichols, Glavin, Quinn Tamm and Ladd, the question of filing the alien registration fingerprint cards was brought up by Mr. Ladd.

It was pointed out to the Conference that the first group of these registration cards had been received from the State of Georgia, where the Governor had recently ordered all aliens fingerprinted, and it was suggested that a uniform policy should be established with reference to the filing of these prints at this time in order that the alien prints would not be lost through being mixed in the general files.

The Conference was of the unanimous opinion that the alien fingerprint cards to be of any value should be filed in the criminal files in order that any subsequent arrest of that alien would be called to the Bureau's attention. In connection therewith, it was pointed out that the legislation pending before Congress requiring the registration and fingerprinting of all aliens carries a provision to the effect that the fingerprint cards submitted shall be maintained in a separate alien file. In connection therewith, it was the unanimous opinion of the Conference that a memorandum should be directed to the Attorney General pointing out to him that in the event the Department approves the pending legislation with reference to the fingerprinting of aliens, that the Department should suggest the elimination of the phrase from the bill which would require the maintenance of these cards in a separate file, inasmuch as to so maintain them would defeat their purpose in that future arrests would not be caught. In the event you approve of this recommendation, there is attached hereto a memorandum to the Attorney General.

In order that the alien cards will not be lost when placed in the criminal files, it is the recommendation of Messrs. Tolson, Nathan, E. A. Tamm and Ladd that the regular index card be prepared and placed in the Criminal Files in alphabetical order and that a second index card marked as an alien card and maintained in an Alien Card Index Section in alphabetical order be prepared, said card to contain among other things the nationality of the individual represented thereby, this recommendation being made in order that it would be possible, should the occasion arise, to have immediately available a list of all alien registrations.

It was the unanimous opinion of the Conference that records should be maintained with reference to the receipt of the fingerprint cards, such

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

JUL 9 1940

U. S. DEPARTMENT OF JUSTICE

TOLSON
TAMM
EAGAN

ORIGINAL FILED IN 66-2554

Memorandum for the Director

- 2 -

record or statistics to be maintained as to nationality and prepared on a daily basis.

Messrs. Glavin and Clegg believed that the second alien index card should be maintained sub-divided by nationalities; whereas, Mr. Nichols suggested that a different color index card be prepared for each of the major foreign nationals. Mr. Quinn Tamm was of the opinion that the fingerprint cards should be filed in the Criminal Files and that only the one criminal index card should be prepared, inasmuch as to prepare a second alien index card would create an additional volume of work for the Typing Section in the Identification Division.

The Conference was unanimously of the opinion that the form for a special alien fingerprint card should be drawn up in order that arrangements could be effected for the printing of a supply of this type of distinctive card which would have provisions for specific questions thereon with relation to the date and port of entry and other such necessary data. In the event you approve this action, such a form will be prepared.

With reference to the alien registration fingerprint cards presently being received from the State of Georgia, it was pointed out that to merely acknowledge these fingerprints to the police agency submitting them would be failing to accomplish the purpose of such registration. It was the unanimous recommendation of the Conference that a duplicate copy of the criminal record or non-ident letter, as the case might be, should be furnished to the Department for the Bureau of Immigration and Naturalization, at such time as the Department might take over this work, but that no such record be now sent to the present Bureau of Immigration and Naturalization, inasmuch as the Conference was advised that Mr. Nathan had contacted Mr. Wixon of the Bureau of Immigration and Naturalization, who advised that under the present administration of that Bureau, the receipt of such information would be of no value due to the manner in which their files were presently maintained.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
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Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

May 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Hince, Rosen, Nichols, and Glavin, considered further information furnished it in connection with the suggested flag to be used as the official FBI insignia.

The Conference was advised that bids had been secured for the purchase of a flag, prices being quoted as follows:

Sport Center	\$ 43.80 applied	Net
Washington, D. C.	99.76 mch. emb. ✓	
	90.37 painted	
	287.50 hand emb.	
Dettra Flag Co., Inc.	24.00 applied	2% - 10 days
Oaks, Pa.	27.70	1% - 20 days
Annin & Co.		
New York, N. Y.	32.50	2% - 10 days
Meyers Military Shop	40.00 applied	Net
Washington, D. C.	95.00 mch. emb.	
	85.00 painted	

Inasmuch as a handmade flag costs \$287.50, an applied flag costs from \$24 to \$44, and a machine embroidered flag costs approximately \$100, contact was made with Mr. A. E. DuBois of the Quartermaster-General's Office of the War Department, he being in charge of the heraldry section which draws flags for the various military sections. DuBois was the contact man through whom the Attorney General's flag was drawn up and purchased some years past. The Conference was advised that DuBois stated that our original sketch with the bar going from the lower left to the top right ran in the wrong direction and designated, instead of loyalty, disloyalty. He also suggested that the letters "FBI" be not included. He advised, however, that the general scheme of the flag and the meanings contained in the coat of arms were very well made up for this organization. He recommended two alternate flags, both of which are attached hereto, labeled 2 and 3. Our original sketch is attached hereto labeled 1.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5cvl/pms

66-2554-

111

ORIGINAL FILED IN 66-7370-3

Memorandum for the Director

- 2 -

May 20, 1940

DuBois further stated that a handmade flag should be purchased if any flag is to be purchased at all. He stated that an appliqued flag, which is one on which they sew the designs and do not embroider them in, would be a very cheap appearing flag and if shown in connection with an American flag would present a very poor appearance. DuBois pointed out that a good handmade flag would cost approximately \$300. This is borne out by the bids received, indicating that such flags would cost \$287.50 each.

The Conference does not believe, inasmuch as these flags would cost approximately \$300 each at this time, there being four flags ordered, that any such flags should be purchased now and the order should be held in abeyance until a more propitious time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

NCT USED

66-2554-1878

CHANGED TO

2100-1

X141

NOT USED

66-2554-1879

CHANGED TO

100-3094

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/96 BY

ARIAL

June 24, 1940

SUGGESTION #39
ALEX. M. HURST

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, recommending that certain additional words be used for phrases "Advise amount of bond, date and place returnable," and "Have necessary certifications forwarded USA," and decided against its adoption, in view of the comparative infrequency with which such phrases occur. A letter of appreciation is attached.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED & INDEXED

166-2554-1880
FEDERAL BUREAU OF INVESTIGATION

JUL 3 1941

U. S. DEPARTMENT OF JUSTICE

TOLSON

TAMM

FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10M5

ORIGINAL FILED IN 66-7548

WRG:ATR
66-2160-271

July 8, 1940

Suggestion Number 40
E. Hyatt Mossburg, Clerk
Personnel Files Section

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Mr. Tolson, Mr. Nathan, Mr. E. A. Tamm, Mr. Clegg, Mr. Ladd, Mr. Foxworth, Mr. Nichols, Mr. Rosen, Mr. Quinn Tamm, Mr. Tracy and Mr. Glavin, considered the suggestion made by Mr. Mossburg that a minimum of six days be set for the arranging of interviews for clerical applicants. He points out that it would be beneficial to both the Applicant Office and Personnel Files Section inasmuch as the file then would be in an up to date condition in the Personnel Files Section and no loss of time would be experienced in securing the file up to date for the interviewing Official who wishes to dictate the results of an interview.

The Conference has carefully considered this matter and is opposed to the adoption of such at this time. It was pointed out to the Conference that at the present time the Chief Clerk's Office is endeavoring to the best of its ability to have all applications numbered at the earliest date so that appropriate tests and interviews can be given and qualified individuals can be secured for appointment at an early date. With a further period of time between interview dates, with the number of applications presently coming into the Bureau, it is believed that there will be considerable loss of time in securing qualified applicants. It was further pointed out to the Conference to set at the present time a six day interval would cause as much confusion as a four day interval caused due to the enormous amount of work being handled by Personnel Files.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 9/16/90 BY SP5C/NMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2160-271

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

WRG:lrd

July 6, 1940

Suggestion Number 24
W. Nathan Provinse, Clerk
Personnel Files Section

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, E. A. Tamm, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, and Glavin considered a suggestion made by Mr. W. Nathan Provinse that a list of possible employees should be kept by the Bureau, this list to be made up of applicants who do not now possess the needed qualifications but who do appear to be likely applicants and who may be of value to the Bureau in case of a national emergency.

The Conference points out that at the present time a special index of possible applicants having such qualifications is being maintained in the Chief Clerk's Office and this undoubtedly will take care of the Bureau's needs at the present time. The Conference does not believe that any additional "possible" employee list other than this need be maintained.

Secondly, he suggests that a laboratory index be maintained concerning laboratory applicants. The Conference points out that a laboratory eligible list is maintained at the present time and the eligibles maintained thereon are considered when vacancies exist in the laboratory.

There is attached hereto a communication addressed to Mr. Provinse concerning these suggestions.

Respectfully submitted,
FOR THE CONFERENCE

NOT RECORDED

Glyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333a3
DATE 7/16/90 BY SP5C110ms

W. R. Glavin
Secretary

Attachment

ORIGINAL FILED IN
66-2167-272

HN:CSH

July 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, E. A. Tamm, Rosen, Nichols, Glavin, Tracy and Nathan, considered a suggestion that arrangements be made so that the members of the sessions of the NPA could be excused from duty at times other than Saturday afternoons and Sundays, in order to visit the Supreme Court, House of Representatives and Senate while in session.

The Conference was unanimously of the opinion that this would not be desirable, it being pointed out that in the past few years on very many occasions the House of Representatives and the Senate have met at night.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,012
DATE 7/16/90 BY SP5C/110MS

NOT RECORDED

66-2554-

100-4-3800-1
RECEIVED IN

WRG:ATR

July 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Mr. Tolson, Mr. Nathan, Mr. E. A. Tamm, Mr. Clegg, Mr. Ladd, Mr. Foxworth, Mr. Nichols, Mr. Rosen, Mr. Quinn Tamm, Mr. Tracy and Mr. Glavin, considered the suggestion made by SAC Pieper that page number three of the Monthly Administrative Report be eliminated at the present time.

For the Director's information, contained on page three is a list by classifications and names of all delinquent cases showing the day received, the date and last report and the present status thereof. The Conference was advised that Mr. Pieper was of the opinion that in the present emergency when we are endeavoring to save on time and clerical help so far as possible it would seem that to discontinue for the present explaining the reason for delinquencies in the Monthly Administrative Report would save a considerable amount of time.

The Conference is of the opinion that the report be continued in its present form, it being of the opinion that it is more necessary at the present time to have knowledge of the reasons for delinquencies and the status of delinquent cases. The Conference further points out that this information is also of benefit to the SAC during his review of the Administrative Report as it passes over his desk he can have before him all delinquent investigative cases in his office. The Conference, therefore, recommends that the Monthly Field Report as presently set up be continued.

If the Director approves the Conference recommendation, there is attached hereto a communication addressed to SAC Pieper concerning this matter.

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN

66-2119-706

me

HN:CSH

July 3, 1940

MEMORANDUM FOR THE DIRECTOR

(10)
The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, E. A. Tamm, Rosen, Nichols, Glavin, Tracy and Nathan, suggested that the following Special Agents be brought to Washington to serve as monitors in the FBI National Police Academy beginning July 15, 1940:

D. S. Hostetter,
Charlotte Field Division.

E. C. Wenig,
Dallas Field Division.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554
11/1/40

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/96 BY SP5C110MS

WRG:ATR

July 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Mr. Tolson, Mr. Nathan, Mr. E. A. Tamm, Mr. Clegg, Mr. Ladd, Mr. Foxworth, Mr. Nichols, Mr. Rosen, Mr. Quinn Tamm, Mr. Tracy and Mr. Glavin, considered the desirability of adding an additional phrase to this Bureau's present appointment letter to Special Agent appointees which would give the Bureau the right to refuse acceptance of any resignation of a Special Agent unless at least thirty days notice of intention to resign is given.

There is attached hereto a form letter containing the new phraseology under paragraph four quoted as follows: "For your further information the Federal Bureau of Investigation reserves the right to refuse acceptance of any resignation of a Special Agent unless at least thirty days notice of intention to resign is given."

The Conference unanimously approved the phrase for inclusion in our appointment letters to Special Agent appointees.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,013
DATE 7/16/90 BY SP3C110MS

66-2554 - NOT RECORDED

JUL 19 1940

NOT RECORDED

LAH:MLG

June 3, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5C.10m5

The Executive Conference, Messrs Tolson, Glavin, E. A. Tamm, Q. Tamm, Nichols, Ladd and Hince being present, considered the attached work sheet for a training course for newly appointed Special Agents to cover a period of six weeks. This work sheet is a day by day work sheet which shows the subjects which will be handled on each day, the time period for each subject and the grouping of the subject matter.

The grouping of the subject matter is shown inasmuch as this was arranged so that a minimum number of instructors would be at Quantico on each date. On most of the days only one instructor need go to Quantico inasmuch as subject matter has been arranged so that when an instructor goes to Quantico he may complete his subjects before returning to Washington. On many of the days it will be necessary to have two instructors, one for the morning sessions and another for the afternoon or evening sessions. The Conference approved the general principle of limiting insofar as possible the appearance of an instructor so that an instructor would not appear for less than one-half day of instruction.

It will be observed that the attached work sheet provides for eight days' continuous firearms training. The Conference realized that better training could be afforded at Quantico if firearms training could be given a few hours each day rather than full time for eight consecutive days. However, for the present, in view of the limited range facilities and the fact that spreading out the firearms training would require the continuous presence of the firearms instructors, it would be better to concentrate the firearms training until such time as additional classes are at Quantico and range facilities available continuously.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

The Conference recommended that in the appointment letter sent to those to whom an appointment as Special Agent is extended, there should be a clear statement that the training will in all probability be held at the FBI training center, Quantico, Virginia. It was recommended that this statement be included so that men coming to Washington might be apprised of the fact that they may be required to live out of the city of Washington and will, therefore, not make arrangements for monthly rental, etc., on their arrival in Washington.

NOT RECORDED

66-2554-

[Handwritten signature]

ORIGINAL FILED IN 1-1-1635

June 3, 1940

The Conference recommended that the classes for the newly appointed Special Agents terminate at approximately 5:00 P. M. Saturday in order that the Special Agents may obtain train transportation to Washington and that they be permitted to spend Saturday night and Sunday morning away from Quantico returning in time for classes at 1:00 P. M. Sunday afternoon. Permission would have to be obtained from the official in charge of the Quantico Barracks by an advance request for authority to leave the reservation for Saturday night and Sunday morning.

For the Director's information, the attached work sheet provides for:

9 full days and 6 hours on one Sunday:	Manual of Rules and Regulations
5 full days and 2 Sundays of 6 hours each:	Adjective Investigative Subjects
7 full days and 1 Sunday of 6 hours:	Outdoor firearms training
7 full days and 1 Sunday of 6 hours:	Substantive Investigative Subjects
4 full days:	Laboratory and Identification Subjects
3 full days:	Practical investigative work in the Washington Field Division
1 full day:	Administrative subjects

The above-described subject matter can also be handled at Washington, D. C., on the same time allotment.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. W. R. Glavin

WRG:MTS

June 7, 1940

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Clegg, Quinn Tamm, Rosen, Nichols, and Glavin, approved the addition to the statement of qualifications for appointment to the position of Special Agent listed on page 2 to the effect that all applicants must be qualified in the operation of passenger carrying vehicles.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN Personnel

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/16/90 BY SP5C10MS

1-6-2554- NOT RECORDED

QT:AF

June 6, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on June 5, 1940, Messrs. E. A. Tamm, Ladd, Glavin, Nichols, Rosen, Rince, and Quinn Tamm being present, consideration was given to a suggestion submitted in a letter from the Special Agent in Charge of the Pittsburgh Field Division dated May 31, 1940. Reference letter advised that an undertaker in the city of Pittsburgh, who was also on the faculty of the School of Anatomy of the University of Pittsburgh, suggested that the Bureau might desire to receive the fingerprints of approximately 1,500 deceased persons who die in hospitals and whose bodies are unclaimed either because relatives are not known or because they live too far distant or because the relatives do not have the means of burying the deceased.

It was suggested that the fingerprinting and searching of the fingerprints would be a means of definitely identifying such deceased individuals and that the possibility exists that fugitives might be located through this means. It is further noted the undertaker is interested from the standpoint of having a search made of all Government files on the possibility that the deceased might be war veterans and, as such, entitled to proper burial.

The Conference, with the exception of Messrs. Ladd and Glavin, was opposed to the adoption of the suggestion. It was pointed out that a great number of the deceased individuals are not unknown; that the searching of these deceased prints would necessitate a great deal of work not only in the Bureau, inasmuch as the proper handling of the prints would entail searches in the Army, Navy, and Marine Corps files. The Conference does not feel that the work necessary would be justified.

If you approve the majority decision, there is attached a letter to the Special Agent in Charge of the Pittsburgh Field Division so advising him.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C:110m3

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 32-57-447

RECEIVED-DIRECTOR
JUN 11 1940
U.S. DEPT. OF JUSTICE

WRG:MTS

June 7, 1940

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Clegg, Quinn Tamm, Rosen, Nichols, and Glavin; considered a proposed bulletin to the field advising interviewing officials that when interviewing applicants for appointment to any and every position in the Federal Bureau of Investigation they must definitely determine the nationality of the immediate members of applicant's family.

The Conference approves the sending of this bulletin to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

8
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/oms

2
66-2554- NOT RECORDED

ORIGINAL FILED IN Personnel Files

QT:AF

June 10, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference on June 8, 1940, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Nichols, Rosen, Clegg, Ladd and Quinn Tamm being present, considered the type of colored index card to be used in the Identification Division in order to properly maintain a separate card index file as the alien fingerprint cards are received.

The Conference unanimously chose a yellow color for the index cards, to distinguish these cards from the other colors presently being used in the Identification Division.

If you approve, it is recommended that when the Chief Clerk's Office places the order for index cards for this file the yellow color designated as #923 be ordered.

Respectfully,
For the Conference

Clyde Tolson, Chairman

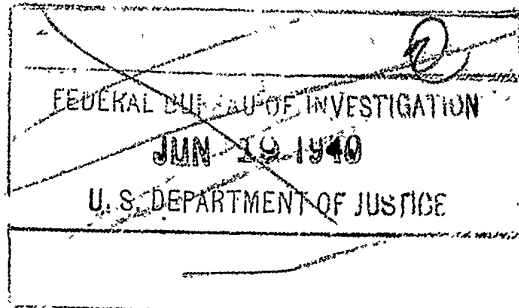
W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110m3

NOT RECORDED

66-2554



LBN:LCB

June 8, 1940

33-1-18128

has been destroyed.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, C. Tamm, Glavin, Hince and Nichols, considered the suggestion of Brendan P. Walsh with reference to sending Uniform Crime Reports out by merely having the addresses stamped on the cover and not enclosing them in an envelope.

The Conference was of the unanimous opinion that while there was some merit to the suggestion, it should not be adopted inasmuch as some means would have to be followed in order to insure Uniform Crime Reports bulletins from being rumpled in the mails. This would necessitate taping the covers which would probably take as much time as placing them in envelopes.

If approved a letter is attached to Mr. Walsh.

Respectfully,
For the Conference

Clyde Tolson
Chairman

O.K. H.

W. R. Glavin
Secretary

cc - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/MS

ORIGINAL FILED IN 33-1-18128

DNL:GS

June 6, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference on the evening of June 5, 1940, which was attended by Messrs. Glavin, Nichols, Rosen, Hince, Quinn Tamm and Ladd, considered the attached proposed bulletin to the field advising them of the fact that the Bureau Laboratory was in possession of a list of the identifying monograms and symbols assigned to each laundry making use of invisible laundry marking inks, and pointing out that in the event the field obtains any clothing so marked, it should be forwarded to the Bureau for examination and identification. It was the unanimous opinion of those present that this bulletin should be sent out.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323p13
DATE 7/16/90 BY SP-10ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 80-630-16 ✓

NHC:ECR

June 14, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, those present being Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Nichols, Ladd, Q. Tamm, and Clegg, considered a suggestion of Special Agent in Charge, Edward Scheidt, that national defense matters be included in the Manual of Instructions. A suggestion of Special Agent, Bliss Morton, that such matters be included in a small compact volume to be placed in the Plant Protection Manual was likewise considered.

The Executive Conference recommended that after all the present suggestion letters were considered with a revision of the present manuals there should be prepared a separate manual relating to national defense matters. The manual would follow the present Manual of Instructions. It was recommended that this manual be a separate manual due to the bulk and volume of the Manual of Instructions at the present time.

It was recommended that a draft of the proposed manual be prepared and submitted for consideration by August 1, 1940. A memorandum for Mr. Clegg is attached hereto containing such instructions.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____ cc Mr. Glavin
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

3
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C110ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1934-6031

61 MAY 11 09 AM '40

EAT:DS

June 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Nathan, Tolson, Clegg, Ladd, Q. Tamm, Glavin, Nichols, E. A. Tamm and Rosen in attendance, considered the attached proposed bulletin concerning the handling of plant protection cases and was unanimously in favor of its submission to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-6200-99-58-1

LAH:BG

June 4, 1940

Serial is not in
File

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Quinn Tamm, Glavin, Nichols, Ladd and Hince, considered the proposed training course for No. 1 men which is to follow the conference of special agents in charge.

The Conference recommended that this course begin July 15 and continue for a period of 15 days. This will be two days more than the time allotted for the conference of special agents in charge and the two additional days will be devoted to firearms training in order that the No. 1 men may be qualified in the supervision of firearms training.

Mr. E. A. Tamm was of the opinion that it would not be desirable to devote the two additional days to firearms training because of the need for investigative personnel in the field. The other members of the Conference were of the opinion that two days should be added on firearms training. This makes a total of seven days on firearms training for the No. 1 men.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/LLM/S

cc-Mr. Glavin

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

AL. FILED IN 1-19-20

DML:GS

June 10, 1940

66-1631-6540

Serial Destroyed

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on June 8, 1940, which was attended by Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Glavin, Nichols, Rosen, Quinn Tamm and Ladd, the request of the Identification Division for the attached supplies and equipment was considered and unanimously approved, these supplies and equipment being ordered in anticipation of the receipt of between three and one-half and four million alien fingerprint cards.

With reference to the purchase of the four drawer fingerprint cabinets, this was approved after a sub-committee, composed of Messrs. Tolson, Clegg and Rosen, viewed both the three and four drawer fingerprint cabinets in the Identification Division, and on their recommendation four drawer cabinets are being ordered primarily in order to save space, and these cabinets will be used on the Government file and other files where searches are not necessary, inasmuch as they are rather high for the men to use the top for classifying and searching. With the 175 four drawer fingerprint cabinets, which it is suggested be ordered, at this time for use in the Government File, together with the 157 three drawer cabinets which are already on order, it is believed there will be sufficient cabinet space in the Identification Division to handle the estimated three and one-half to four million alien fingerprints and about two years normal expansion.

The Conference also considered various colors of index cards to be used in maintaining the separate alien index and it was decided to make use of a canary yellow card for the alien index card.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C19MS

Attachment

NOT RECORDED

66-2554-

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Your Room _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-1631-6540

AR:AI

June 12, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference approved the attached letter to all SAC's with reference to the theft of government firearms and ammunition, and calling attention to the decrease in statistics and the necessity for additional attention to be given to this type of case, so that the statistics may be materially increased.

Those present were Messrs. Nathan, Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Glavin, and Q. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5C10MS

ORIGINAL FILED IN 66-25404-229

MEG:MH

June 6, 1940

MEMORANDUM FOR THE DIRECTOR

Reference is made to the memorandum of Mr. Gurnea dated June 5, 1940, advising that the bids were open on that date for the construction of the range at Quantico.

Mr. Gurnea advised that there will be an inspection fee of approximately \$1,500 which added to the bid totals \$97,800. As the bidder, W. C. Spratt, will allow \$14,000 for the deduction of item #2 (the grading at the end of the range for future expansion). Mr. Gurnea suggested that Commander Needham be instructed to delete this item from the specifications. This would bring the total cost down to \$83,800 leaving a balance of \$4,200 as an emergency fund during construction and still provide all the facilities for present uses. Commander Needham can apply the excess funds as on a continuing project and protect it for us to be spent as we may direct at any time during the construction.

It was therefore suggested that Commander Needham be instructed to award the contract in this manner and that Mr. Glavin be instructed to transfer the \$8,000 being held by this Bureau to the Navy Department.

Messrs. E. A. Tamm, Ladd, Rosen, Q. Tamm, Hince, Nichols, and Glavin being present all approved.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

NOT RECORDED

66-2554

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Egan
Mr. Glavin
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-3760-50-473

GT:ACS

June 1, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executives Conference consisting of Messrs. Glavin, E. A. Tamm, Nichols, Hines, Ladd, Quinn Tamm, and the writer, considered the attached suggestion from Mr. Nathan dated May 28th to the effect that two additional men be assigned to the Training Division for full time service.

The members of the conference unanimously recommend approval of this suggestion. If you agree, recommendations will be submitted to you concerning the personnel to be assigned to this work.

Respectfully

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323003
DATE 7/16/90 BY SP5CJ/AMS

NOT RECORDED

66-2554

66-1855-14-281
has been destroyed.

ORIGINAL FILED IN 66-1855-14-281

EPC:ON

June 4, 1940.

MEMORANDUM FOR MR. LADD

Re: Searching and Filing of
Ammunition Specimens from
all Guns.

Supervisory

The attached letter from the Miami Division indicates that the City of Fort Lauderdale by ordinance is requiring the registration of all firearms and is taking a test bullet from each gun so registered. The Identification Officer of the Police Department offers to send such test bullets to the Bureau's Laboratory for inclusion in its file.

This presents an interesting question of policy. For a number of years various citizens have made suggestions that test bullets from all firearms be so registered. The Bureau has consistently replied to such suggestions that a large registration system of this kind is impractical for two reasons; first, the gun barrel changes from time to time due to wear, and second, it is not possible to classify the markings of such a huge collection of bullets. Perhaps the City Ordinance in Fort Lauderdale is the beginning of official recognition of this movement which in my opinion is a fallacy.

I suggest that the Bureau at this time again consider its policy and stand in respect to this movement. My recommendation is that the Bureau take no part in any attempt to register the microscopic markings of test bullets fired from all guns for registration purposes.

Respectfully,

E. P. Coffey.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Pers. Files _____
Adm. Files _____
Your Room _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C10m5

NOT RECORDED

66-2554-

ORIGINAL FILED IN 62-217757-966 ✓

P+

HN:CSH

June 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, on June 18th, consisting of Messrs. Tolson, Glavin, Ladd, G. Tamm, Rosen, Nichols, Tracy, E. A. Tamm, and Nathan, considered a letter of June 10th from Leon G. Turrou proffering his continued cooperation and asking that his resignation with prejudice be reconsidered.

All those present, with the exception of Mr. Tolson, were of the opinion that a reply should be sent along the lines of the attached letter. Mr. Tolson was of the opinion that no reply should be sent.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

in _____
in _____
Tamm _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 322613
DATE 7/16/96 BY SP6C110MS

66-2554 NOT RECORDED

HHC:geg

June 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Nichols, Quinn Tamm, Ladd and Clegg being present, considered a suggestion by Special Agent in Charge Danner of the Atlanta Office that prior to conducting a survey of a plant, the Bureau Agent conduct a conference with officials of labor unions operating within the particular plant, the reasons for the suggestion being to allay misapprehension as to the Bureau's purposes and plan; to assure the labor organizations that the Bureau had no interest in employer-employee relationships, and to prevent criticism which would not be based on fact. The Conference unanimously opposed this suggestion, as it was felt that, since the Bureau was openly conducting the survey and since it had no obligation other than to conduct the survey for plant protection, there existed no obligation to call any groups of citizens inside or outside the plants to discuss the purpose for which such a survey was to be conducted. If this is approved, Mr. Danner is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 99-0-5432

AR:AI

June 27, 1940

SUGGESTION #51
HARVEY G. FOSTER

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, recommending that descriptions and photographs of subjects be placed on cards at the beginning of case jackets. The Conference recommends against the adoption of this practice, because of the considerable work which would be required, and also in view of the fact that numerous discrepancies appear in descriptions obtained during the course of investigations, which discrepancies are later corrected with the accumulation of additional data.

An appropriate letter to Mr. Foster is attached.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

RECEIVED-10120H
JUL 2 1 30 PM '40

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C110MS

ORIGINAL FILED IN 62-122-571

RT

DML:GS

June 24, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on June 22, 1940, attended by Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Foxworth, Nichols, Rosen, Tracy and Ladd, the bid of the General Electric Company in the amount of \$3,667.50 for 4 two-way radio transmitters installed in Bureau cars and 1 fixed radio receiver was considered, and it was the unanimous opinion of the Conference that this bid should be accepted immediately in order that the purchase might be made prior to July 1st.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C1.0MS

ORIGINAL FILED IN 66-1980-7-1309

66-1980-71309
has been destroyed.

Authority:-

66-3286-608

AR:AI

June 10, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference approved the attached letter to all SAC's pointing out the information available in connection with the identification of cylinders or tanks used in the storage of oxygen or acetylene, distributed by the Air Reduction Sales Company, which are recovered during the course of Bank Robbery (Burglary) investigations.

Those present were Messrs. Nathan, Tolson, Ladd, Nichols, Rosen, Glavin and Q. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

8
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,643
DATE 7/16/90 BY SP5CJ/MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 91-0-5333 ✓

HN:CSH

June 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Foxworth, Ladd, Clegg, Rosen, Nichols, E. A. Tamm, Tracy, Tolson, and Nathan, considered the suggestion that an elevator be installed at Quantico for the purpose of lifting into the building heavy ammunition cases, as well as firearms and other heavy particles.

The Conference was unanimously of the opinion that it was not necessary to expend funds for the installation of an elevator at this time, in view of the fact that it is believed all of this material can be carried into the building, as is now done, without undue effort, strain or waste of time.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-3760-50-503

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

OK - H
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP561/dms

NOT RECORDED

66-2554

LAH:BG

June 4, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Quinn Tamm, Glavin, Nichols, Ladd and Hince, considered the suggestion of Special Agent in Charge J. W. Vincent that the name of the present "Possible Club" be changed to either (1) The Century Club, (2) The FBI Century, or (3) The FBI Century Club. The Director will recall that this is the club, admission to which is restricted to those who make perfect scores in the Practical Pistol Course in firearms training.

The Conference was of the opinion that the present name is truly representative of the nature of the recognition given to the Special Agents inasmuch as it is customary to refer to a perfect score as a "possible," the inference being that the score is as high as it is possible to obtain, that is, 100%. The Conference could see no point to changing the name.

If approved, a letter to Mr. Vincent has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/LLM/S

ORIGINAL FILE

62-26176-2556 Cf. p. 66-2556-2

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Egan
Mr. Glavin
Mr. Hendon
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

8

DML:GS
Suggestion #29
J. E. Murray
Firearms Examiner
Technical Laboratory

June 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Foxworth, Glavin, Tracy, Rosen, Nichols, Quinn Tamm and Ladd, on June 18, 1940, considered the suggestion of Mr. J. E. Murray, Firearms Examiner in the Technical Laboratory, to the effect that those Laboratory examiners who are not Special Agents be furnished a special employee identification card similar to the special employee identification used by the Single Fingerprint Examiners, in order that they will have some means of identifying themselves as Bureau employees in their necessary contacts.

The Conference was unanimously in favor of the adoption of this idea, believing that the examiners in the Laboratory should have something other than the Department of Justice Building pass to identify themselves at such times as it is necessary for them to contact outside individuals or agencies.

In the event you approve of the action of the Conference, there is attached hereto a letter to Mr. Murray advising him that his suggestion is being adopted and if approved, an appropriate identification card will be prepared for these special employees.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/LDM/S

NOT RECORDED

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2283-79

66-2554

QT:AF

June 14, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference on June 13, 1940, Messrs. Tolson, Nathan, Ladd, Clegg, E. A. Tamm, Glavin, Rosen, Nichols and Quinn Tamm being present, considered the suggestion of Mr. Q. Tamm regarding the Bureau's obtaining certain fingerprint cards from the War Department.

Mr. Q. Tamm advised that recently the Bureau received from the War Department approximately 40 fingerprint cards of individuals who were interned during the last war and whose fingerprints reflected that they were German alien enemies. The fingerprints were searched against the files of the Identification Division without effecting an identification in any case. Mr. Q. Tamm further advised he had been informed that the War Department has approximately 5,000 fingerprint cards of German alien enemies who were interned during the last war, that he believed this might be of interest to Division V and that some steps might be taken to obtain these 5,000 fingerprint cards, or copies of them, for the Bureau's records.

The Conference was of the opinion that the Bureau should obtain these 5,000 fingerprint cards from the War Department and make copies for retention in the Bureau's files.

If you approve, appropriate steps will be taken to obtain the cards.

ORIGINAL FILED IN 62-19253-67

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C/10ms

NOT RECORDED

66-2554

Handwritten initials and marks.

DNL:GB

June 25, 1940

Suggestion #32
F. J. McArdle, Special Agent
Atlanta, Georgia

MEMORANDUM FOR THE DIRECTOR

①
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Foxworth, Glavin, Tracy, Rosen, Nichols, Quinn Tamm and Ladd, on June 18, 1940, considered the suggestion of Special Agent F. J. McArdle that the Bureau make use of a dental product known as "Dentocoll" in place of moulage, in view of the fact that in his opinion it was more available in the field.

Mr. Ladd advised the Conference that the Laboratory had made use of this product for some time past on infrequent occasions; that it had been found to be valuable for special applications, such as for use on small substances which could not be subjected to a great deal of heat, but that generally it was much more expensive than moulage and not generally as satisfactory.

A letter to Mr. McArdle advising him with reference thereto is attached to this Conference memorandum in the event you approve of the action of the Conference in not adopting the use of "Dentocoll" in place of moulage.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Enclosure *with my*

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Files _____
Mr. Files _____
Mr. Room _____
Tracy _____
Candy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3303
DATE 7/16/90 BY SP5C110ms

ORIGINAL FILED IN 80-13-255 ✓

HHG:CSH

June 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Foxworth, Ladd, Clegg, Rosen, Nichols, E. A. Tamm, Tracy and Nathan, considered the present program of firearms training for special agents and supervisors. Under the present system each agent is required to qualify at least twice each year with each weapon except the pistol, and is required to qualify four times with the pistol. During the course of the year each agent is given an opportunity, according to the pre-arranged program, to fire each gun a minimum of three times, and an opportunity to fire the pistol a minimum of five times.

At present the training division is under instructions to follow up regularly any failure on the part of any agent to take the regular, scheduled firearms training. This is being done by notifying the field office that the agent is reported as having failed to take the training for a particular month and further advising that he should take occasion to make up this training.

As it was originally planned, it was recognized that agents would miss certain sessions of firearms training because of subpoenas, illness, vacation, or other emergencies. Therefore, the requirement that each agent qualify twice with each weapon except the pistol and four times with the pistol was placed in effect as the minimum requirement.

It is the recommendation of the conference that the minimum requirements still be maintained, but that the training division be relieved of the present instruction to insist that any period missed by an agent be made up, the Bureau being content with the minimum qualification of each agent without requiring that make up periods be engaged in. If any agent fails to qualify the required number of times during the course of the year, then administrative action will be taken consistent with each particular case.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5C110MS

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554-

ORIGINAL FILED IN 1-29-545-

HN:CSH

June 6, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Tamm, Ladd, Clegg, Rosen, Nichols, E. A. Tamm, Glavin and Nathan, considered a suggestion for committee assignments for the retraining school for the FBI NPA Associates, to be held in Washington from September 30 to October 5, 1940. The following assignments were recommended:

COMMITTEE ON FINANCE:

Mr. Glavin, Chairman
Mr. Tracy

COMMITTEE ON ENTERTAINMENT FOR ASSOCIATES:

Mr. Tracy, Chairman
Mr. Harbo
Mr. Laughlin

COMMITTEE ON RECEPTION AND REGISTRATION OF ASSOCIATES:

Mr. Ladd, Chairman
Mr. Hince
Mr. Goudge
Mr. Muszey

COMMITTEE ON TRANSPORTATION:

Mr. E. A. Tamm, Chairman
Mr. Laughlin
Mr. Renneberger

COMMITTEE ON ENTERTAINMENT FOR WIVES AND FAMILIES OF ASSOCIATES:

Mr. Q. Tamm, Chairman
Mr. Rosen
Mrs. Henley

COMMITTEE ON PRESS RELEASES AND REPORTERS:

Mr. Nichols, Chairman
Mr. Tracy
Mr. Hendon

COMMITTEE ON RECEPTION AND ENTERTAINMENT OF VISITING OFFICIALS:

Mr. Clegg, Chairman
Mr. Egan
Mr. Muszey
Mr. Kramer
Mr. Hicks

COMMITTEE ON RETRAINING PROGRAM AND GRADUATION EXERCISES:

Mr. Nathan, Chairman
Mr. Hince
Mr. Coffey

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/16/90 BY SP5C11DMS

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN 77-666-616

HM:CSH

June 24, 1940

Serial not locate in
file.

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Ladd, Rosen, Nichols, E. A. Tamm, Glavin and Nathan, considered the matter of the inservice training course along general intelligence lines. A committee consisting of Messrs. Clegg, E. A. Tamm and Kramer was appointed to consider this matter.

This committee recommended that the inservice course be left as at present, the only change being recommended being an increase in the amount of time on plant survey and plant protection devices, from 5 to 10 hours.

This was approved by the Executives Conference. It will necessitate no increase in the time spent at Washington by the inservice course, since it is believed possible to cover this in additional instruction during the 13 days, without an extension in time.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C110ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-17-335

HN:CSH

June 10, 1940

g

MEMORANDUM FOR THE DIRECTOR

The Executives Conference (consisting of Messrs. Tolson, Q. Tamm, Ladd, Clegg, Rosen, Nichols, Glavin, E. A. Tamm and Nathan), having been advised that Dr. Oscar F. Blackwelder could not deliver the invocation at the graduation exercises for the 14th session of the FBI NPA, on July 6, 1940, unanimously recommended that Dr. William S. Abernethy, of the Calvary Baptist Church, be invited to function.

In accordance therewith there is transmitted herewith, for your approval, a letter inviting Dr. Abernethy to deliver the invocation.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-3683

WRG:DAJ

June 28, 1940

80-631-25 Ser-d7

no subs

Suggestion #1
E. R. Davis, Special Agent in Charge
Des Moines, Iowa

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Special Agent in Charge E. R. Davis that the Bureau give consideration to supplying each field office with a portable ultra-violet light machine, he pointing out that such equipment would be of value to field offices in the handling of espionage matters and the making of searches with a view to discovering secret ink or secret messages, and the same would be useful in connection with a search of prisoners, generally, where clothing and papers must be examined.

The Conference is unanimously opposed to the adoption of this suggestion. It is believed that insofar as the scientific investigations are concerned these investigations can best be made by qualified laboratory men. It is further of the opinion that ultra-violet equipment is not necessary in the search of clothing and papers which must be examined when prisoners are searched.

A letter to Mr. Davis is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson
Mr. Clegg
Mr. Foxworth
Mr. Ladd
Mr. Nathan
Mr. E. A. Tamm
Mr. Egan
Mr. Glavin
Mr. Nichols
Mr. Hendon
Mr. Rosen
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/16/90 BY SP5C110ms

NOT RECORDED

66-125574

ORIGINAL FILED IN 80-631-25-27

DWL:GS

June 17, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on June 15, 1940, which was attended by Messrs. Nathan, E. A. Tamm, Clegg, Nichols, Quinn Tamm and Ladd, the attached recommendation of Mr. Dunlop of the Technical Laboratory to the effect that a Weston Master Exposure Meter be purchased for use of the Agents in each field office was considered.

It was the unanimous opinion of the Conference that such equipment was not necessary in the field and the Conference was opposed to spending approximately \$1,000 for the purpose of equipping the offices with what they believed to be unnecessary equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP2-110m5

ORIGINAL FILED IN 1-30-50

WRG:DAJ

June 28, 1940

Suggestion #3
Mary Gundert, Stenographer
Des Moines, Iowa

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Stenographer Mary Gundert that the small figures appearing in the upper right hand corner of the abstract slips be moved above the black line appearing on the form, or to the lower right or left hand corner, so that the title of the report or letter may be typed in the space provided without having to type over these figures.

The Conference has no objection to this procedure being followed when additional abstract slips are prepared by the Mechanical Section.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/clm/s

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554-27

HN:CSH

June 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Q. Tamm, Ladd, Rosen, Nichols, Glavin and Nathan, considered a suggestion by Mr. Nathan that, in view of the current emergency, the Bureau requirement as to the completion of its accounting course be waived until circumstances became more favorable toward the continuation of this study by the special agents in the field and at the seat of government.

Those in favor of this recommendation were Messrs. Q. Tamm, Ladd, Rosen, Nichols and Nathan. Messrs. Tolson and Glavin were in favor of substituting January 1, 1941, rather than July 1, 1940, as the date on which this course of study must be completed.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5C/IDM3

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3304-66

June 12, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Nichols, Rosen, and Glavin considered the desirability of opening an office at Houston, Texas, to include the Galveston and Houston divisions of the southern judicial district of Texas presently assigned to the San Antonio Office and the Beaumont division of the eastern district of Texas presently assigned to the Dallas Office.

There is attached hereto for the Director's information a map of the State of Texas showing the divisions of the present offices; blue for Dallas, red for San Antonio, yellow for El Paso, with the proposed Houston district superimposed thereon. A survey was made of the condition of work in the Texas territories at this time. It was found that:

There are pending in the San Antonio Field Division 724 cases, necessitating 1,087 days' work to complete.

There are pending in the Dallas Field Division 493 cases, necessitating 866 days' work to complete.

CASES WHICH WOULD BE ASSIGNED TO THE PROPOSED HOUSTON OFFICE

The Galveston and Houston divisions of the southern judicial district of Texas have pending at the present time 285 cases, necessitating 428 days' work to complete. The Beaumont division of the eastern judicial district of Texas has pending 58 cases, requiring 95 days' work to complete. The Houston office, therefore, would have 343 pending cases, requiring 533 days' work to complete.

The Conference further considered the possibility of including in the proposed Houston division the western judicial district of Louisiana which at the present time has 163 cases pending, requiring

Mr. Tolson _____
 Mr. Nathan _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Ladd _____
 Mr. Coffey _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Lester _____
 Mr. McIntire _____
 Mr. Nichols _____
 Mr. Pennington _____
 Mr. Rosen _____
 Mr. Quinn Tamm _____
 Adm. Files _____
 Pers. Files _____
 Your Room _____
 Mr. Tracy _____
 Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323,013
 DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-1904

June 12, 1940

200 days' work to complete. The Conference is of the opinion that it would be undesirable to include the western district of Louisiana in the proposed Houston division in view of the fact that work in the State of Louisiana as well as commercial transportation and all other activities center towards New Orleans.

The Conference is of the opinion that there is a sufficient amount of work in the proposed Houston territory to justify the opening of an additional office there. It is pointed out that in opening such an office the judicial district would be split and during attendance at court there is a possibility of more Agents of the San Antonio Office as well as of the Houston Office being present in the southern judicial district, and Agents of the Dallas office and the Houston office being present in the eastern judicial district.

The Conference believes that the need for an office at Houston at this time, due to the amount of work pending there and the growth of the city of Houston from the point of importance more than justifies this division of judicial districts and recommends to the Director that the Houston division be approved and that space be secured in that city at the earliest possible date for the opening of the office.

Transportation facilities through the proposed territory are as satisfactory from Houston as from San Antonio or Dallas, and in both instances Houston will be more centrally located than are the present field offices to the large cities of Galveston, Houston, Beaumont, and Port Arthur.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

COPY

HHC:ECR

Washington, D.C.

June 13, 1940

MEMORANDUM FOR THE DIRECTOR

W. The Executive Conference, those present being Messrs. Tolson, Nathan, Glavin, E.A. Tamm, Nichols, Ladd, Q. Tamm, and Clegg, considered the recommendation of Mr. Coffey that the chemists in the laboratory be given plant survey training as they can be of service in this type of work.

The conference recommended that the laboratory technicians attend the new Agents' School only in accordance with the present plan of procedure whereby one of two of the laboratory employees attend each new Agents' School. It was not believed that they should attend the retraining school at this time until after they have completed the new agents' course. If this is approved, Mr. Coffey is being advised accordingly.

Respectfully,

CLYDE TOLSON
CHAIRMAN

W. R. GLAVIN
SECRETARY

CC: Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 338,613
DATE 7/16/90 BY SP5C/10ms

ORIGINAL FILED IN 99-0-671 ✓

HHC:geg

June 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Nichols, Quinn Tamm, Ladd and Clegg being present, considered a suggestion of Supervisor F. C. Holloman that maps be used with pins or tacks to portray the work of the Bureau in plant survey matters to show the location of plants on the priority list, the plants in the process of being surveyed and those which have been surveyed, as well as those concerning which letters of recommendation have been delivered to officials. It was considered at the Conference that this was not a matter which should be made known to the public. It should not be on display, and the potential value would be more than offset by the amount of clerical labor that would be required to keep it up to date. This recommendation was therefore considered unfavorably by the Conference, and if you approve, a letter to this effect will be addressed to Mr. Holloman.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/98 BY SP5C.10MJS

ORIGINAL FILED 66-2554-669

HM:CSH

June 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Nichols, Foxworth, E. A. Tamm, Glavin and Nathan, considered the suggestion of SAC Andersen of the Oklahoma City Field Office contained in his letter of June 18th. SAC Andersen advised, in view of the fact that the Oklahoma City Office holds its firearms training at Fort Sills, Oklahoma (over 100 miles from headquarters) and it is necessary to transport ammunition and equipment in regular automobiles, that a station wagon would be desirable for use by the Oklahoma City Office. SAC Andersen also indicated that he believed an automobile of that type could be used to advantage in the oil fields on extortion cases.

The Executives Conference was unanimously of the opinion that it would be a needless expenditure of money to buy a station wagon for the purposes in question. It was pointed out that the purchase of such an automobile for Oklahoma City would probably mean the purchase of similar station wagons for other offices, and it was not felt an automobile of this kind would fill any definite need.

Respectfully,
For the Conference,

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2551

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C/MS

ORIGINAL FILED IN 1-29-25-131

LAH:BG

May 22, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference, those present being Messrs. Glavin, Nichols, Rosen, Quinn Tamm, Ladd, Nathan and Hince, considered the question of the appropriate disposition of field firearms records of Special Agents and the field scientific training records of Special Agents when the cards upon which the various grades are recorded have been completely filled in and no space is left for further notations. It was pointed out that there was not a uniform practice in the field with respect to the handling of these cards, some being placed in the personnel files and others being routed to the Bureau. The Conference recommended that as soon as an individual field firearms or scientific training record card is completely executed, it be placed in the field personnel file of the Special Agent. Each card has sufficient space to hold a Special Agent's record for a period of two years and, therefore, the personnel files will not become bulky.

If approved, a bulletin for the field is attached.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/14/90 BY SP3C/10ms

ORIGINAL FILED IN 1-29-522 ✓

FBI File Number 66-HQ-2554, Section 11

QTime

July 12, 1940

1-4-36701

66-2554

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Tracy, Ladd and Quinn Tamm being present, considered recommendations submitted by a Committee of Messrs. Nichols, Rosen, Kince, Harbo and Quinn Tamm, with regard to the material which will be transmitted by the Bureau to the National Police Academy Associates and also the transmission of invitations to the Retraining Session of the Associates.

The Conference unanimously recommends the adoption of the Committee's report which is as follows:

1. The names listed in the FBI National Police Academy Directory be limited to those individuals who fall in the category of graduates presently engaged in law enforcement work of the type considered a prerequisite for eligibility to the FBI National Police Academy.

2. That the Directory be mailed only to those individuals whose names are listed therein.

3. Only those law enforcement officers who are listed in the Directory, that is, those who are still in law enforcement work, will be invited to attend future Retraining Sessions.

4. That those individuals carried in the Bureau's files in a minus category remain in the same status as they are presently carried in the Bureau, namely, that each individual case will be decided on its merits as to whether the individual shall remain on the mailing list and whether they shall receive invitations to the NPA Retraining.

5. That during the Retraining and reunion there be submitted to the FBI National Police Academy

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
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Mr. Ladd _____
Mr. Foxworth _____
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Mr. Tracy _____
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ORIGINAL FILED IN 1-4-3806

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5C110MS

RECORDED 66-2554-1881
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U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memo for the
Director

-2-

July 12, 1940

Associate the suggestion that those individuals who have resigned from active law enforcement work but who are in work closely related to law enforcement be invited to attend the social functions of the Retraining Sessions as guests.

It is further noted that of those individuals carried in a minus status, five were not invited to attend the coming Retraining Session. The Conference unanimously recommends that an invitation be extended to one of these individuals, namely, Captain John D. Dennison of the Omaha, Nebraska Police Department.

The Conference feels that in the other cases of those individuals still engaged in law enforcement work but not invited to the Retraining Session the Bureau can justify its action either to the Associates or to the individual or his department.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
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Mr. Tracy _____
Miss Gandy _____

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U. S. DEPT. OF JUSTICE
DIVISION OF INVESTIGATION

July 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Q. Tamm, Ladd, E. A. Tamm, Rosen, Nichols, Glavin, Tracy and Nathan, considered a letter from SAC Bugas at Detroit, recommending that physical training in the field be taken in the form of soft ball. In this connection the entire problem of physical training in the field was considered.

Messrs. Tolson, E. A. Tamm, Q. Tamm and Rosen were of the opinion that the instructions should remain as at present.

Messrs. Clegg, Ladd, Glavin and Nathan were of the opinion that the instructions for supervised exercise for agents in the field should be abrogated in their entirety because of the difficulty in obtaining suitable quarters, the difficulty in finding suitable time, and the necessity for the majority, at least, of the Special Agents in the field taking considerable exercise in the conduct of their investigations.

Mr. Tracy was of the opinion that a survey should be made of the field to see what had been done.

Mr. Nichols was of the opinion that the activities should consist of going to the YMCA or athletic clubs and taking part in the activities there.

No letter has been written to Detroit, pending a decision.

Respectfully,
For the Conference,

RECORDED
Clyde Tolson, Chairman
W. R. Glavin, Secretary

66-2554-1882

FEDERAL BUREAU OF INVESTIGATION
JUL 20 1940
U. S. DEPARTMENT OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
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Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
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Mr. Nichols _____
Mr. Hendon _____
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Miss Gandy _____

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July 4, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Nathan, Foxworth, Quinn Tamm, Nichols, Ladd, and Clegg being present, considered suggestions of Special Agent J. P. MacFarland with reference to the Bureau's national defense program.

1. Mr. MacFarland suggested that legislation barring aliens from holding office in political organizations having their roots in foreign countries might be an effective way to deal with Fifth Column activities. The Conference agreed that this was a matter of legislation which might be communicated to the Department.

2. Mr. MacFarland suggested that major telegraph and radio agencies make available to the Bureau messages transmitted through them during the present emergency. The Conference did not believe that any action along this line should be taken because, when any particular message is desired, an effort should be made to obtain the particular message involved.

3. It was recommended that an effort be made to determine the identity of all persons who, during the past five years, have purchased powerful radio transmitting and receiving equipment. The Conference doubted the advisability of this because there are more than 55,000 licensed short-wave radio operators in the United States, most of whom have their own stations, and by short wave, regardless of the power involved, it is possible, in most instances, to communicate with foreign countries. This suggestion does not seem to establish a workable policy, and it was recommended unfavorably.

4. It was suggested that an effort be made to determine the identity and location of purchasers of medium-sized printing presses which might be used for propaganda purposes. The Conference likewise believed that there were thousands of printing presses of various sizes throughout the United States, and that the best direction of activities would be to investigate each propaganda agency when it appears to be serving as an agent for a foreign principal, in the event the Registration Act is violated.

5. Inquiry was made as to whether the Army and Navy would permit the Bureau to establish informants within the ranks of the Army and Navy to determine whether radical groups were infiltrating

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C110m3

Mr. Tolson _____
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Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
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Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-5424-1711X

66 2554

Memorandum for
the Director

- 2 -

July 4, 1940

these services. In view of the division of work between OMI, G-2, and the FBI, this type of activity, except on specific requests, is within the jurisdiction of the Intelligence Services of the Military branches.

If this is approved, Mr. MacFarland is being advised to this effect, and a memorandum is being addressed to the Department with reference to legislation barring aliens from holding office in political organizations.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. H. Glavin
Secretary

cc-Mr. Glavin

QTime

July 3, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Rosen, Nichols, Tracy, Glavin, Ladd and Quinn Tamm, considered the attached bulletin addressed to all Special Agents in Charge concerning the FBI National Police Associates Reunion and Retraining which is to be held in Washington, D. C. from September 30 to October 5, 1940.

The Conference recommends that the bulletin be transmitted to the Special Agents in Charge and that it be carried on the Recreation Association stationery for the signature of Mr. Quinn Tamm, President.

Conference feels that this is advisable so that the Bureau will not be subject to criticism concerning the transmission of such material to the Field.

If you approve, the letter will be sent out.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

R. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/1/81 BY

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110ms

ORIGINAL FILED IN 94-1-666-620

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
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Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

July 1, 1940

Suggestion #64.
Dan F. McMillian, Typist
Dallas, Texas

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5/AM/MS

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Typist Dan F. McMillian that the Bureau rescind its instructions that the practice be discontinued at the end of the present calendar year of allowing Special Agents of the Bureau to use the Bell System Toll Credit Cards in making long distance telephone calls. Mr. McMillian states that it has been the experience of the Agents of the Dallas Office that the Bell System Toll Credit Cards have been very helpful.

For the information of the Director, certain of the field offices have secured the Bell System Toll Credit Cards during this calendar year and previous calendar years. The purpose of the Credit Cards is so that Agents making long distance telephone calls from the field will not have to pay the charges in cash but will, upon identification and presentation of their Toll Credit Cards, be permitted to have the call charged to the field office telephone. The Executive Conference some time ago considered this matter and reported that inasmuch as some difficulty had been experienced in having the Toll Credit Cards honored on certain occasions that no consideration be given to the continuance of these cards after the present calendar year.

The Conference, however, in view of the fact that these cards have been of particular benefit to the field service, has no objection to their continued use in the future subject to the Director's approval.

There is attached hereto a letter to Typist McMillian concerning this matter.

Respectfully,
For the Conference,

Clyde Tolson, Chairman
W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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66-2554

ORIGINAL FILED IN 66-3093-291

ENL:GS

July 3, 1940

64826

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on June 27, 1940, attended by Messrs. Tolson, Nathan, E. A. Tamm, Foxworth, Glavin, Nichols, Rosen and Ladd, the attached Bureau Bulletin was considered.

It was suggested that same be sent to the field in order that it might be learned whether there were other Agents who had an interest in sound training in order that appropriate sound schools might later be held.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
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Mr. Tracy _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2554

64827

July 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Foxworth, Ladd, Nathan, Clegg, Glavin, Rosen, Nichols, Tracy and Quinn Tamm, considered the present system in the Identification Division of handling fingerprint cards received from Bureau Field Divisions.

Conference was advised that it is the present practice in the Identification Division to list fingerprint cards transmitted by the Field Divisions and show in the column designated for the arresting agency charge, location and department unknown.

It was pointed out that in numerous cases applicant prints are received and the only identification effected is with a previous arrest by the Bureau. The present policy of course would not show this particular arrest.

The Conference recommends that the policy of the Identification Division be changed and that in the future Field Office fingerprint cards be quoted in the same manner as fingerprint cards received from other law enforcement agencies.

If you approve, appropriate instructions will be issued to the Identification Division.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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JUL 3 1940

ORIGINAL FILED IN 66-1631-6574X

- Mr. Tolson _____
- Mr. Nathan _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Ladd _____
- Mr. Coffey _____
- Mr. Egan _____
- Mr. Glavin _____
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- Mr. Room _____
- Mr. Tracy _____
- Mr. Gandy _____

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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

WRG:DAJ

July 1, 1940

Suggestion #61
Marjorie Saunders, Stenographer
Dallas, Texas

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Stenographer Marjorie Saunders that the Bureau devise some means whereby electrically operated typewriters could be secured for field offices; that they would increase the output of the field office materially with considerably less effort than is now expended.

For the information of the Director, the matter of equipping the field offices and also offices at the Seat of Government with electrically operated typewriters has been considered in the past. The Conference has been advised that under the present Government procedure it is not possible to purchase electrically operated typewriters as such and that if they are to be purchased they must be purchased under the pretext that they are billing machines. The Conference is of the opinion that this pretext should not be entered into by the Bureau and for that reason is of the opinion that no further consideration should be given to the purchase of electrically operated typewriters, at the present time.

There is attached hereto a communication addressed to Miss Saunders in this regard.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/m3

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Washington, D. C.
July 1, 1940

SUGGESTION #78
SAC WERNER HANNI

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion recommending that only 2 copies of the photograph of the subject accompany identification orders sent field divisions instead of 5 as at present, and is of the opinion that the suggestion should not be adopted.

The Conference agrees with Mr. Hanni's observations that considerable travel by Special Agents to other districts in answer to subpoenas could be avoided by careful supervision of such matters by Special Agents in Charge, and there is attached a letter to all SAC's calling this situation to their attention.

An appropriate letter to Mr. Hanni is also attached.

Those present were Messrs. Tolson, Nathan, E.A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference,

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

"O.K. H"

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP8/LMS

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ORIGINAL FILED IN 66-2554

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June 29, 1940

Suggestion #67
Harmon H. Finch, Clerk
Dallas, Texas

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Foxworth, Clegg, E. A. Tamm, Ladd, Rosen, Nichols, Quinn Tamm, Hince, and Glavin considered the suggestion submitted by Clerk Harmon H. Finch of the Dallas Office wherein he suggests that the Bureau rescind its instructions pertaining to the subdivision of war risk insurance cases on the monthly administrative report.

For the Director's information, at the present time in submitting the monthly administrative report, the field service lists war risk insurance cases as a subheading after listing regular investigative cases on the report. Mr. Finch is of the opinion that a sufficient number of war risk insurance cases are not pending at this time to make necessary this subdivision. This matter was discussed with the war risk supervisor here in Washington who states that insofar as he is concerned, such a subdivision is no longer necessary. The Conference, therefore, recommends the adoption of Mr. Finch's suggestion. There is attached hereto a bulletin concerning this matter and a communication to Mr. Finch.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP3C110M5

ORIGINAL FILED IN 66-6200-82

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

COPY
mg

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WRG:DAJ

June 29, 1940

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____

Suggestion #69
Rose K. Boch, Chief Clerk
New York City, New York

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin considered the suggestion of Chief Clerk Rose K. Boch that in the future all agents under transfer report their overtime for the month during which the transfer took place to their new office of assignment only. She points out that at the present time an agent or clerical employee who leaves one office for another on transfer during any given month submits two overtime reports - one to the office which he is leaving and another to the office to which he has been transferred. She points out that under this procedure an employee who is transferred from one to another office during the month is in fact counted as two persons.

The Conference is of the opinion that the present policy of reporting overtime, even though the report may be received from two offices on one employee, is entirely satisfactory at the present time and does not recommend that any change in this procedure be made now.

A letter to Miss Boch is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33303
DATE 7/11/98 BY SP5C110M3

encl
with
mg

NOT RECORDED

66-2254-

ORIGINAL FILED IN 66-1976-393

WRG:DAJ

June 28, 1940

Suggestion #2
C. Ray Hall, Stenographer
Dallas, Texas

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32303
DATE 7/16/90 BY SP5CJN/MS

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Stenographer C. Ray Hall that clerical employees be allowed to take to their homes for study both manuals assigned to them, the Manual of Rules and Regulations and the Chief Clerk's Manual.

This employee states that it is not possible to study the Manual of Rules and Regulations at the field office inasmuch as if an employee is in the field office after the regular working hours it is necessary to perform official duties because of the constant demand on all employees at the present time.

For the information of the Director, existing regulations prohibit the taking of the Manual of Rules and Regulations out of the field office by clerical employees and the Conference is of the opinion that this regulation should be retained.

Attached hereto is a communication addressed to this employee concerning this matter.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

Mr. Tolson
Mr. Clegg
Mr. Foxworth
Mr. Ladd
Mr. Nathan
Mr. E. A. Tamm
Mr. Egan
Mr. Glavin
Mr. Nichols
Mr. Hendon
Mr. Rosen
Mr. Tracy
Miss Gandy

FEDERAL BUREAU OF INVESTIGATION

DEC 3 1940

U. S. DEPARTMENT OF JUSTICE

Tolson

Glavin

Tracy

ORIGINAL FILED IN 66-2554

WRC:DAJ

June 28, 1940

Suggestion #54
L. M. Fallaw, Special Agent
Dallas, Texas

MEMORANDUM FOR THE DIRECTOR

ms
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Special Agent L. M. Fallaw that the Bureau furnish each field office with a quantity of 3 x 5 cards with printed wording such as the following:

" Federal Bureau of Investigation
United States Department of Justice
1200 Tower Petroleum Building
Telephone 2-9086
Dallas, Texas "

Special Agent Fallaw pointed out that this system is used by the Secret Service and the Treasury Department, and he, Fallaw, has noted on numerous occasions while visiting law enforcement officers that these cards are handy on the desks of these men.

The Bureau has considered this suggestion on several occasions in the past and the Conference at this time recommends against its adoption. The Conference wishes to point out that at the present time the Bureau field offices' addresses and telephone numbers are contained in the regular monthly bulletin sent to law enforcement officers and these addresses are also contained on I.O.'s and A.O.'s and other circularizations to law enforcement officers throughout the United States. It is not believed additional cards of this type need necessarily be made available for reference.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/6/90 BY SP5C110MS

66-7558-1
ORIGINAL FILED IN

WRO:MTS

June 28, 1940

64828

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Tracy, and Glavin, considered a suggestion submitted by Mr. Belmont of the Chief Clerk's Office that a form communication be prepared for the handling of physical examination reports at Washington. This form was originally suggested by Miss Brewer, stenographer assigned to the Chief Clerk's Office. A sample is attached hereto.

For the Director's information, the pertinent data contained in the communication to the Agent pertaining to the physical report will be dictated by an Agent supervisor; however, it will not be necessary for the typist or stenographer handling these reports to type the entire communication on each occasion.

The Conference unanimously recommends approval of this suggestion. There is attached hereto a communication addressed to Miss Brewer concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

NOT RECORDED

66-2554

711438 59501001

WRG:DAJ

June 28, 1940

Suggestion #49

J. H. Nicholson, Special Agent.
Albany, New York

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Special Agent J. H. Nicholson that in inter-Bureau correspondence, immediately after the salutation, "Dear Sir:", at the point generally used for the first paragraph, there should be typed the word, "Reference", followed by the description of the preceding letter, report, teletype, telegraph or other communication which gave rise to the writing of the letter being typed. He points out that this would obviate the necessity of devoting an entire sentence or paragraph to indicating the reference.

The Conference is of the opinion that the present Bureau procedure regarding references is entirely satisfactory. For the information of the Director, reference data is contained in the first paragraph of the report of communications at this time.

A letter to Mr. Nicholson is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/10ms

ORIGINAL FILED IN 66-2679-15

WRG:DAJ

June 28, 1940

Suggestion #56
Matty Havens, Stenographer
Dallas, Texas

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Stenographer Mattye Havens that when photographs of suspects, subjects, etc. are received at field offices they need not be indicated on index cards by the stamped word "photograph". This employee points out that when the photographs of subjects, suspects, victims, etc. are received in field offices at present the word "photograph" must be stamped on the index cards. She points out the unusual amount of time consumed in this duty, particularly when it is necessary to withdraw index cards on the names and aliases of individuals. She points out that she does not know of a single instance where this procedure has assisted in the administration of the Dallas Office in any manner whatever.

The Conference is in agreement with Miss Havens and recommends that the present Bureau regulations concerning the stamping of the word "photograph" on index cards be eliminated.

For the information of the Director, this procedure was established several years ago so that it could be definitely determined from a review of the index card whether a photograph had been received on a certain subject. If the Conference decision is approved by the Director, the attached communication addressed to this employee should go forward as well as the attached memorandum to Mr. Nathan.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5ELI/MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-4926-23

WRG:DAJ

June 28, 1940

Suggestion #12
Marie C. Caspar, Stenographer
Newark, New Jersey

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Stenographer Marie C. Caspar that if an Agent's full name were given in the Bureau letter addressed to him advising of his transfer to another field division the index files and file folders which are prepared in anticipation of his arrival might be immediately completed with his full name.

The Conference was advised that this procedure is followed by the Chief Clerk's Office at the present time, although the middle initial is used instead of the middle name being spelled out in full, and it is believed that this covers the matter referred to by this employee.

She further suggests that the desirability of indicating on the first page of a report the fact that enclosures are to accompany it, be emphasized. She points out that on many occasions reports are received wherein the word "Enclosure" is omitted from the first page of the report.

The Conference is of the opinion that the necessary phraseology be included on the first page of the report and that if existing regulations are followed by the field service there would be no necessity for further commenting or issuing additional instructions in connection therewith.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/oms

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3665-56

6

WRG:DAJ

June 28, 1940

Suggestion #58
Forney E. Michael, Clerk
Atlanta, Georgia

MEMORANDUM FOR THE DIRECTOR

(9)
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Clerk Forney E. Michael that the No. 1 report forms be changed insofar as the space for file numbers is concerned. He believes that instead of having the typing office file number alone, that the Bureau might desire to include a space for the Bureau file number.

The Conference is of the opinion that the inclusion of the Bureau file number is not at all necessary and that even though it were included a necessary check would have to be made to secure the proper file in view of the fact that it is entirely possible that transpositions of the file number would occur.

A letter to Mr. Michael is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C110m5

67-66-2435-1452
66-3252-30

ORIGINAL FILED IN

AR:AI

June 26, 1940

SUGGESTION #48
EDNA B. CARR

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, recommending that a form letter be used in advising original informants of final dispositions, and does not believe this would be a desirable practice. The present instructions with reference to advising original complainants has proved to be an excellent means with which to maintain contact with law enforcement officials who have cooperated with the Bureau by referring cases to its attention.

An appropriate letter to Miss Carr is attached.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CUM/S

ORIGINAL FILED IN 62

WRG:DAJ

June 28, 1940

Suggestion #62
Joseph E. Gauzens, Typist
Miami, Florida

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion that a more uniform and consistent appearance could be effected on report forms if the printed phrase, "Synopsis of Facts" were deleted therefrom, inasmuch as the necessarily x'd out "Synopsis of Facts" phrase in cases, not infrequent, having long titles definitely mars the form's typed appearance.

The Conference is opposed to the adoption of this suggestion and points out that there is in stock a considerable supply of report forms and further that the printed "Synopsis of Facts" can in the majority of instances be used without change as to location.

There is attached hereto a communication addressed to Typist Gauzens concerning his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2254

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/96 BY SP5C110MS

WRG:DAJ

June 28, 1940

Suggestion #59
Forney E. Michael, Clerk
Atlanta, Georgia

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Clerk Forney E. Michael that the Bureau file number, when available, be included on page No. 3 of the monthly administrative report so that it may be used for further identification purposes by the Bureau.

The Conference points out that this file number is not at all necessary on the monthly administrative report and even though the file number were included as a mandatory provision in the preparation of the report the regular index would have to be checked to secure the case in question inasmuch as it is entirely possible that the file numbers as listed on the report would be incorrect due to transpositions. The Conference recommends unfavorably toward this suggestion.

A letter to Mr. Michael is attached.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

66-419-202

WRG:DAJ

June 28, 1940

Suggestion #75
Anna Waneta Reynolds, Stenographer
Honolulu, Hawaii

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Stenographer Anna Waneta Reynolds that the Bureau may wish to consider changing the setup of letters so that the first page of lengthy letters serves the same purposes as the first page of reports. She has in mind particularly the including on the first page of the letter the enclosure, whether air mail or special delivery, the dictator's initials and on copies of letters other than to the Bureau field offices the caption of the case. She believes that if this procedure were followed it would prove more practical than the present procedure of including this data on the last page of the communication.

The Conference is of the opinion that the present Bureau procedure of including this data at the last of the communication has been entirely satisfactory and recommends against any change in this procedure at the present time.

A letter to Miss Reynolds is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66 2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10MS

ORIGINAL FILED IN 66-3665-564

HN:CEH

June 27, 1940

MEMORANDUM FOR THE DIRECTOR

78
The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Nichols, Foxworth, E. A. Tamm, Glavin and Nathan, approved a recommendation to the effect that there be inserted in the manual in the proper place the following:

"Closing reports shall be submitted in all cases."

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-6028-10

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C110MS

Handwritten signature/initials

COBFF AG

HHC:JB

JUNE 27, 1940.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Ladd, Quinn Tamm and Clegg being present, considered Mr. Clegg's suggestion with reference to confidential communications, whereby the words "Personal and Confidential" would in the future refer to communications addressed personally to the Director, and the use of the word "Confidential" would indicate that the communication was official and confidential. It was recommended that the following phraseology be included in the next bulletin:

"Section 79 of the Manual of Rules and Regulations is being changed to read as follows:

(79) CONFIDENTIAL COMMUNICATIONS.- Confidential communications to the Director shall be so marked, both on the communication and the envelope. The Bureau desires to receive from its individual employees constructive criticisms and suggestions concerning its work and policies. Such letters also may be forwarded under confidential cover.

Letters addressed to the Special Agent in Charge by name and marked "Confidential" should be opened only by the Special Agent in Charge. Letters addressed to a field office or Special Agents in Charge marked "Personal Attention" may be opened by the Acting Special Agent in Charge but may not be placed in a file until after they have been initialed by the Special Agent in Charge.

In Section 50 of the Manual of Rules and Regulations where it is indicated that the names and addresses of confidential informants referred to in investigative reports shall be transmitted to the Bureau by letter under "Personal and Confidential" cover, it is desired that this Section be amended to show that such communications shall be sent under "Confidential" cover.

Any other references to personal and confidential communications in the Bureau's Manuals or Bulletins are hereby changed in order to indicate such communications, relating to official matters shall be marked "Confidential".

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5CJ/DM5

NOT RECORDED

66-2554

cc Mr. Glavin

ORIGINAL FILED IN 66-1934-2-167X9

PEE:ate

Suggestion #9
Special Agent John W. Wolf
Detroit Office

June 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Q. Tamm, Ladd, Glavin and Foxworth considered a suggestion submitted by the above-named Agent to the effect that some sort of group insurance protection might be set up for all Bureau employees as a protection against illness and death from natural causes. He suggests that the group fund might be set up similar to the fund now in effect which is maintained by the voluntary contributions of the Special Agents, and acts as a protection for the Agent's beneficiary in case of death caused by violence while in the performance of duty.

Voluntarily contributions could be made by all Bureau employees and a scale set up so that the contribution would be in proportion to the salary received by that employee; provisions could be made for a certain per centage to be paid to the employee for a set time in the event of sickness or disability; provisions could also be made for the amount to be paid the employee's beneficiary in the event of death.

If the suggestion is not deemed practical for all Bureau employees, it might be created for the benefit of the Agents alone so as to give some protection to the Agent's beneficiary when death occurs from natural causes and while not on official business.

The Conference felt that such a plan would be impracticable at the present time due to the expense involved.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32363
DATE 7/11/98 BY SP5/10/MS

Respectfully submitted,
FOR THE CONFERENCE

NOT RECORDED

Clyde Tolson, Chairman

CC - Mr. Glavin

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-1187-162

AR:AI

June 25, 1940

SUGGESTION #81
F. J. McARDLE

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion that photographs be secured of tourist camps and hotels which cater exclusively to criminals and that such material be incorporated in an album, and does not believe the adoption thereof would be practical at this time, pointing out that tourist camps do not remain under any continued ownership and also it is very difficult to determine character of tourist camp to determine whether it caters exclusively to criminals.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

An appropriate letter to Mr. McArdle is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 62-32097-72

AR:AI

64829

June 25, 1940

SUGGESTION #10

#11

#22

MARIE C. CASPAR

MEMORANDUM FOR THE DIRECTOR

The Conference considered the above suggestions, and its recommendations are set out below:

Suggestion #10, that a method be perfected of putting descriptions on back of photographs sent out with identification orders is recommended unfavorably. Similar suggestions have been considered in the past, but it has not been possible to date to perfect any mechanical method by which material can be included on the photograph.

Suggestion #11, that aliases of individuals be listed alphabetically in titles of reports, as required in identification orders, is unfavorably recommended, there being no objection, however, to following this procedure where it appears desirable.

Suggestion #22 that a form be perfected which may be used temporarily for the purpose of opening an investigative file prior to submission of an initial report or memorandum, is recommended unfavorably, as this practice has been found undesirable in the majority of instances.

An appropriate letter to Miss Caspar is attached.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

NOT RECORDED

66-2554

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/76 BY SP-10M

HR:CSH

June 25, 1940

MEMORANDUM FOR THE DIRECTOR

Suggestion #68

E. H. Adkins, Jr., Special Agent
San Diego, California

The Executives Conference, consisting of Messrs. Tolson, Ladd, Rosen, Nichols, E. A. Tamm, Glavin and Nathan, considered suggestions by Special Agent E. H. Adkins, Jr. dealing with police training schools in the field.

Agent Adkins suggests that two-hour classroom lectures are better than longer lectures, particularly for officers who are attending school on their own time. The Conference was of the opinion that this is a matter which should be handled in connection with the set-up for each school; that each individual school should be considered separately on its own merits.

Agent Adkins suggests that the zone schools be limited to about twelve or fifteen weeks in length. The Conference was of the opinion that this was a good idea, that is, that these schools should not be made too long. However, it was pointed out that no set rule can be made. This also should be considered in each individual case.

Agent Adkins suggests as many practical demonstrations as possible. The Conference believes this desirable and understands it is being done.

Agent Adkins suggests giving tests to the officers as an incentive to take notes. The Conference believed this should not be done. It is possible to control our own men and rate them accurately on tests. However, in attempting to rate outside police officers there is a possibility that some resentment might result.

Agent Adkins suggests that firearms cannot be successfully taught by lecture and demonstration and that the firearms men should be permitted to supervise local officers in the firing of weapons. The Conference understands that the Bureau has already definitely decided that we should not permit Bureau officials to supervise the training of police officers in the handling of firearms. The responsibility would appear to be too great and the blame would be placed upon the Bureau in the event of any accidents or undesirable incidents. The Conference felt Agent Adkins should be informed that the Bureau cannot

Tolson _____
Nathan _____
E. A. Tamm _____
Clegg _____
Ladd _____
Egan _____
Glavin _____
Nichols _____
Hendon _____
Rosen _____
Tracy _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP3CAL/MS

NOT RECORDED

66-2554

68-1-91-1
RECEIVED
JUL 1 1940

[Handwritten signatures and initials]

- 2 -

supervise all firearms training for police officers because of the great amount of time involved; furthermore, that the Bureau cannot control the type of weapons used by local officers, the type of ammunition, the firearms ranges available, et cetera.

A letter to Agent Adkins is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

DML:GS

Suggestion #16

Kermit S. Midthun, stenographer
Butte, Montana

June 25, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Foxworth, Glavin, Tracy, Rosen, Nichols, Quinn Tamm and Ladd, on June 18, 1940, considered the suggestion of Kermit S. Midthun, stenographer in the Butte Field Office, to the effect that the Bureau form provided for requesting the dispositions of arrests by peace officers be so altered as to leave at least three more lines of typing space between the heading and body of the form in order that the body of the form will not show through a window envelope when folded.

The Conference was of the opinion that this suggestion should be adopted and the Chief Clerk's Office will, accordingly, make arrangements to have these forms so printed when the present supply is exhausted.

A letter to Kermit S. Midthun is attached hereto, in the event you approve of the action of the Conference.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303013
DATE 7/16/90 BY SP5C10MS

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-24788-351

AR:AI

June 25, 1940

SUGGESTION #4
MARY GUNDERT

MEMORANDUM FOR THE DIRECTOR

The Conference considered the above suggestion that the name of the victim, as well as the date of the robbery, be included in the title of National Stolen Property Act cases, and does not deem it desirable that same be included in the existing rules with reference to the preparation of reports.

An appropriate letter to Miss Gundert is attached.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

7/1/42
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

RECORDED

66-2554

CT - 87-0 Dec 7-11

ORIGINAL FILED IN 66-6200-7-11

AR:AL

June 25, 1940

SUGGESTION #14
JOSEPH A. SIZOO

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference considered the above suggestion, recommending that each agent upon being assigned to an office, particularly road work offices, be issued identification orders in which that office is particularly interested, in booklet form, and review the files on such fugitives. The Conference is of the opinion that this suggestion should not be adopted, not deeming it practicable to institute at this time any fixed procedure requiring agents outside of headquarters to maintain identification orders. It is pointed out that it is the practice for SAC's to furnish road work agents and resident agents in their territories with available information, not only concerning the most important fugitives in the territory, but also matters of interest to that particular area.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

An appropriate letter to Mr. Sizoo is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

DL:CS
Suggestion #13
Marie C. Caspar
Newark, N. J.

June 25, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Foxworth, Glavin, Tracy, Rosen, Nichols, Quinn Tamm and Ladd, on June 18, 1940, considered the suggestion of Miss Marie C. Caspar of the Newark Field Office to the effect that in stapling copies of criminal records that the staples be placed in the upper right hand corner rather than in the upper left hand corner, and it was the opinion of the Conference that the present procedure of stapling them in the upper left hand corner was not objectionable and that no real purpose would be served in changing the present procedure.

In the event you approve of the action of the Conference, there is attached hereto a letter to Miss Caspar.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

NOT RECORDED

ORIGINAL FILED IN 66-3761-249

DNL:CS
Suggestion #42
Robert E. Reiser
Technical Section
Washington, D. C.

June 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Foxworth, Glavin, Tracy, Rosen, Nichols, Quinn Tamm and Ladd, on June 18, 1940, considered the suggestion of Robert E. Reiser, Technical Section employee, to the effect that the Bureau endeavor to obtain an enlarged International Business Machine which would sort and sequence fingerprint cards.

It was pointed out to the Conference that such a procedure would first require the building of a special machine and second would require that the fingerprint cards be punched in some manner whereby they could thereafter be run through the machine and sequenced, and that this procedure would involve more time and expense than the present method of sequencing the daily receipt of fingerprint cards.

The Conference was unanimously opposed to consideration of this suggestion.

In the event you approve of the action of the Conference, there is attached hereto a letter to Mr. Reiser advising him that his suggestion is not being adopted.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10ms

NOT RECORDED

66-2554

r. Tolson _____
r. Nathan _____
r. E. A. Tamm _____
r. Clegg _____
r. Ladd _____
r. Coffey _____
r. Egan _____
r. Glavin _____
r. Harbo _____
r. Hendon _____
r. Lester _____
r. McIntire _____
r. Nichols _____
r. Pennington _____
r. Rosen _____
r. Quinn Tamm _____
r. Files _____
r. Files _____
Room _____
Tracy _____
Gandy _____

ORIGINAL FILED IN 32-15382-78

AR:AI

June 25, 1940

SUGGESTION #43
E. R. DAVIS

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, recommending that where leads are handled by auxiliary offices and a telegraphic or teletype reply is made, a formal report restating such information not be submitted, and is of the opinion that this should not be adopted, and that the present practice requiring the submission of appropriate reports in such instances should be continued.

Those present at the conference were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm and Rosen.

A letter of appreciation to Mr. Davis is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C/10ms

RECORDED

66-2554

ORIGINAL FILED IN 66-2277-56

9
AR:AI

June 25, 1940

SUGGESTION #25
J. WAYNE PARRISH

MEMORANDUM FOR THE DIRECTOR

0
The Conference considered the above suggestion that a uniform letter be prepared reporting the recovery of automobiles which have been transported in interstate commerce, and recommends against its adoption, pointing out this practice might prove to be unwise for the reason that it might result in the preparation of form letters reporting all types of offenses to Bureau field offices, and would discourage the personal contacts which are deemed desirable with various law enforcement officers.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

An appropriate letter to Mr. Parrish is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

ORIGINAL FILED IN 62-22658-85

Forwarded to J

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C/LMS

AR:AI

June 25, 1940

SUGGESTION #38
F. LEWIS INGRAHAM

MEMORANDUM FOR THE DIRECTOR

The Conference considered the above suggestion, recommending that where a defendant has made a signed statement indicating a willingness to plead guilty, a written plea of guilty be obtained from said defendant, and recommends against its adoption, pointing out that this practice could not be instituted in view of existing Federal procedure, wherein the defendant is granted opportunity to plea when arraigned before U.S. Commissioner, and also when brought before the Court.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

An appropriate letter to Mr. Ingraham is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/11/90 BY SP5C/ams

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-4809-5-4

AR:AD

June 24, 1940

64831

SUGGESTION #45
R. W. HEED

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, recommending the use of arbitrary aliases in those cases where a common name is spelled in a peculiar manner and is of the opinion that its adoption would not be desirable in view of existing regulations concerning the indexing of names presently maintained in the files of the Bureau.

The further suggestion of Mr. Held that the name of the owner of a stolen automobile be indexed, the Conference believes, should not be adopted and thus require that the names of the owners of stolen automobiles be incorporated in initial reports reflecting investigation in NMVA cases, although there would be no objection to adopting this practice in the event a need should arise in a particular case.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

A letter of appreciation to Mr. Held is attached.

Respectfully,
For the Director

Clyde Tolson
Chairman

H. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/16/90 BY SP5/10/95

NOT RECORDED

66-2554

AR:AI

June 24, 1940

SUGGESTION #41
ANITA MOLESWORTH

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, recommending that a form letter be used in the preparation of acknowledgments at the Bureau in "Spanish Swindle" communications, and is of the opinion that this should not be done, in view of the many prominent citizens who have from time to time transmitted such letters to the Bureau.

Those present were Messrs. Tolson, Nathan, E.A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

A letter of appreciation to Miss Molesworth is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJ/DMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-10864-1001

LBN:JMU

June 24, 1940

MEMORANDUM FOR THE DIRECTOR

SUGGESTION #85
Agent Wm. S. McKinley

Supervision Copy

The Executive Conference consisting of Messrs. Tolson, Glavin, Nathan, Rosen, Ladd, and Nichols considered the suggestion of Special Agent William S. McKinley to the effect that firearms training at all offices within a four-hour train radius of Quantico be held at Quantico. Mr. McKinley pointed out that it takes from three to four hours for the Agents at Philadelphia to get to the range now being used, whereas the train running time is only two hours and forty-seven minutes to Quantico.

The Conference was of the opinion that with the present training schedule and the congestion of the range it would be inadvisable to adopt this suggestion.

A letter to Mr. McKinley is attached.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110ms

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file
copy*

ORIGINAL FILED IN 66-2554-374

66-2554-

ver

AR:AI

June 24, 1940

SUGGESTION #55
FLORENCE BAILLIO

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, recommending that the instructions regarding the submission of closing reports upon the completion of Departmental applicant cases be clarified, and is of the opinion that this should be done. Accordingly, the next revision of the Manual will reflect that a closing report should be submitted in Departmental applicant cases, but will not be necessary in FBI National Police Academy applicant and Bureau applicant cases.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

A letter of appreciation to Miss Baillio is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED
66 2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C10MS

ORIGINAL FILED IN 77-6-156

HHC:geg

June 24, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Quinn Tamm, Foxworth, Ladd, and Clegg being present, considered the suggestion of Special Agent in Charge Werner Hanni that all national defense subject matters be filed under the following classifications:

- 61- Treason.
- 65- Espionage and Sabotage, Neutrality Act matters and the Registration Act.
- 96- Alien employment in military aircraft plants.
- 99- Plant Surveys.

He believes that the consolidation of such national defense subject matter will avoid confusion when a case is opened under one classification and it subsequently turns out to be an investigation of a different type under a different classification number.

Mr. Hanni's suggestion would eliminate completely the following:

- 54- Customs Laws and Smuggling and the Neutrality Act.
- 97- Aliens of Foreign Principals, Registration Act.
- 98- Sabotage.
- 100- Internal Security Matters.

The Conference unanimously disapproved of Mr. Hanni's suggestion, since it was believed that it was of definite assistance to have as many break-ups as the subject matter would justify of the national defense material. In the event the file was initiated under one classification and during the course of the investigation it was found that it happened to fall in a different category, it should be handled as other cases of this type are handled in regular investigative work, i.e., no change in file number is necessary.

Mr. Tolson _____
 Mr. Nathan _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Ladd _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Nichols _____
 Mr. Hendon _____
 Mr. Rosen _____
 Mr. Tracy _____
 Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323013
 DATE 7/16/90 BY SP5C/10m5

ORIGINAL FILED IN 66-5424-1600X

Memo for the Director

- 2 -

June 24, 1940

If this is approved, Mr. Hanni is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

Enclosure

W. R. Glavin
Secretary

cc-Mr. Glavin

83

HHC:geg

HHC:geg

June 24, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Quinn Tamm, Foxworth, Ladd and Clegg being present, considered the suggestion of Chief Clerk Joseph F. Kelan of El Paso, Texas that a special classification number be assigned for "Neutrality Act" cases. The Conference had previously approved a suggestion of this character which had been submitted by another Bureau employee, and Classification Number 2 has been designated by the Files Section for this purpose.

A bulletin to the field was previously submitted for approval in this connection, and an acknowledgement to the employee is attached hereto.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

cc-Mr. Glavin

NOT RECORDED

66 3 24

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333413
DATE 7/16/90 BY SP5C110MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

AR:AI

June 24, 1940

SUGGESTION #60
Forney E. Michael

MEMORANDUM FOR THE DIRECTOR

O
The Executive Conference considered the above suggestion recommending there be included in title of cases following each name listed therein, the FBI numbers of the individuals, when known, and was of the opinion it is not desirable at this time to adopt this suggestion.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

A letter of appreciation to Mr. Michael is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C10MS

June 24, 1940

SUGGESTION #73
R. H. CUNNINGHAM

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, with reference to the handling of mail covers by the various field offices, and is of the opinion that the adoption of the same would lead to considerable difficulty, inasmuch as the information would not be incorporated in report form nor move through the desired channels in accordance with existing regulations, and therefore recommends that it receive unfavorable consideration.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

A letter of appreciation to Mr. Cunningham is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C/10MS

ORIGINAL FILED IN 62-23532-3516

WRG:DAJ

June 23, 1940

Suggestion #7
Marie C. Caspar, Stenographer
Newark, New Jersey

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Clegg and Glavin, considered the suggestion of Stenographer Marie C. Caspar that the leave regulations pertaining to temporary employees be clarified to show that leave is based on thirty consecutive days of employment, regardless of date. The Conference was advised that this matter has been properly handled in the revision of the leave section of the manual.

Miss Caspar further suggests that some indication might be included in the Manual as to the method to be followed in calculating the total sick leave to which an employee is entitled, and the time when advanced sick leave would begin. The Conference was advised that this matter has also been handled in detail in the leave section of the Manual of Rules and Regulations.

The Conference is of the opinion that no further instructions are necessary concerning this matter.

A letter to Miss Caspar is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

AWT:EDG
66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5211PMS

LBH:JMU

June 22, 1940

MEMORANDUM FOR THE DIRECTOR

SUGGESTION #87
Agent F. I. Jahn

The Executive Conference consisting of Messrs. Tolson, Nathan, Ladd, Rosen, Nichols, and Glavin considered the suggestion of Special Agent F. I. Jahn to the effect that a number of the Bureau's Agents participate in the Civil Aeronautics Authority program of instruction in aeronautics. Agent Jahn believes that with the increase in sabotage a knowledge of aeronautics would be invaluable and that the Bureau should have a number of qualified pilots.

The Conference, with the exception of Mr. Glavin, felt that inasmuch as we do have a number of qualified pilots, coupled with the pressure of work at this time, this suggestion was not feasible. It was Mr. Glavin's belief that instruction on aeronautics on the part of several Agents would have a value in National Defense matters.

If the majority view is approved a letter is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. A. Glavin
Secretary

cc - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5CJ/DMS

ORIGINAL FILED IN 66-75523-2

RECEIVED-UTEC
JUN 26 1940
FBI - NEW YORK

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file
Jahn

COPY; dc

WRG:MIS

WASHINGTON, D. C.

June 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E.A. Tamm, Ladd, QuinnTamm, Nichols, Rosen, and Glavin, considered the desirability of opening an office at either a Connecticut or a Rhode Island city.

At the present time there are 207 cases pending in the State of Connecticut, necessitating 675 days work to complete. If these cases are removed from the number of cases pending in the New York Office, the New York Office will then have 1,329 cases pending necessitating 4,742 days to complete. The State of Rhode Island, under the jurisdiction of the Boston Office, has 95 cases pending, necessitating 149 days to complete. Should these cases be taken from the Boston Office, that office would then have remaining 749 cases totaling 1,505 days to complete.

The proposed additional New England Office would then have 302 pending cases for the State of Connecticut and Rhode Island, necessitating 824 days work to complete.

The Conference is of the opinion that an effort should be made to establish an office at New Haven, Connecticut. From the attached map it will be seen that New Haven is on the southern coast of Connecticut on Long Island Sound. The Conference points out that it is on the direct rail route from New York City to Boston, going through Providence, and the Conference is of the opinion that New Haven is the best located city for an office in the States of Connecticut and Rhode Island. It recommends that in the event office space cannot be secured at New Haven, the city of Hartford be considered. It will be noted that Hartford is very centrally located geographically in this proposed territory.

In the event it is not possible to locate in either New Haven or Hartford, it is suggested that the City of Providence be considered.

At the present time, the U.S. Attorney and two assistants are located at Hartford, Connecticut, one assistant to the U.S. Attorney at New Haven, Connecticut, and the U.S. Marshal maintains his office at New Haven for the State of Connecticut. Providence is the headquarters for court officials in the State of Rhode Island, that being the only city in Rhode Island in which Federal Court is held.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/90 BY SP5C10MS

ORIGINAL FILED IN 66-2554-194

June 21, 1940

The Conference also points out that considerable difficulty was experienced last year when the Bureau was desirous of opening an office at one of the aforementioned New England cities. It was pointed out to the Conference that real estate men in those cities were hesitant about executing a lease with the Government containing 30-day clauses and necessitating elaborate detention facilities. The Conference is of the opinion that we should not be too technical on our detention facilities at this time in the securing of space in the New England territory.

Should the Director approve the Conference's recommendation in this regard, immediate steps will be taken to have the appropriate space survey made.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

HH:CSH

June 29, 1940

Suggestion #27

H. E. Andersen, SAC

D. A. Bryce, SA

Oklahoma City, Oklahoma

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Ladd, Nichols, Rosen, Glavin and Nathan, considered the suggestion of SAC Andersen and Agent Bryce to the effect that authority be granted each field office to have permanent collapsible barricades made, and to make arrangements whereby barricades and targets could be slipped into adequate pipe, buried in the ground with the top flush with the ground, to avoid obstruction when the range is not in use.

The Conference understands that at the present time a number of field offices possess such barricade frames, which have been made locally for them by range personnel at times or by a local carpenter. In the majority of instances these frames are maintained in the range houses.

The Conference was of the opinion that any SAC having proper contacts with range personnel could have such barricades constructed without cost to the Bureau. The Conference would not object to this procedure. It was felt, however, in view of varying conditions in various field offices, that it would not be desirable to make this procedure mandatory.

Respectfully,
For the Conference,

NOT RECORDED

66-2554
Glyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson _____
Nathan _____
E. A. Tamm _____
Clegg _____
Ladd _____
Egan _____
Glavin _____
Nichols _____
Hendon _____
Tosen _____
Tracy _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/LIOM/S

ORIGINAL FILED IN 1-27-549X

COPY
hvm

HN:GSH

June 20, 1940

Suggestion #76
Werner Hanni, SAC
Sioux Falls, South Dakota

dm

MEMORANDUM FOR THE DIRECTOR

O
The Executives Conference, consisting of Messrs. Tolson, Ladd, Nichols, Rosen, Glavin and Nathan, considered the suggestion of SAC Hanni that the practical pistol course be run alternately forward and backward.

Mr. Nathan advised the Conference that it was Mr. Logan's opinion no benefit would be derived from the change; also that there would be increased danger in having the men go back on the 25 yard line from the 50 yard line and then to the 60 yard line, because in turning around to face the target there would be occasions when the men would have their revolvers in their hands while turning around, thereby swinging the guns in an arc which would include the direction of other shooters.

The Conference was opposed to the adoption of this suggestion. A letter to Hanni is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

Director's Notation
"O. K. H."

W. R. Glavin, Secretary

unrec 1-29-54 X2
unrec T 66-6032 X1
ORIGINAL FILED IN 66-5424-1751X1

am

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

68-1631-6315
62-23822-51

June 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Foxworth, Glavin, Tracy, Rosen, Ladd, Nichols and Quinn Tamm, considered suggestions submitted by Albert L. Pierce of the Card Index Section.

Mr. Pierce first suggested a change in the manner of marking index cards in the Card Index Section of the Identification Division after the cards have been searched.

Conference is of the opinion that the suggestion as submitted by Mr. Pierce will result in confusion in the Card Index Section. The present method of indicating the fact that the fingerprint card has been searched in all files is much more satisfactory.

Mr. Pierce suggested a new method of searching foreign or compound names.

Conference was advised that the suggestion submitted by Mr. Pierce is the present rule of the Card Index Section and Mr. Pierce will be so advised.

Mr. Pierce also suggested a change in form of the fingerprint card presently being used by the Bureau.

The Conference is unanimously of the opinion that the present fingerprint card is entirely satisfactory and that the changes suggested by Mr. Pierce would not materially increase efficiency in the use of the card.

If you approve the above there is attached hereto a letter to Mr. Pierce thanking him for his suggestions.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

68-1631-6315

NOT RECORDED
66-2554

Copy - dc

HN:CSH

Washington, D. C.

June 19, 1940

Suggestions #65 and 72

Douglas O. Smith, Special Agent

Little Rock, Arkansas

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, Nichols, Rosen, E.A. Tamm, Clegg, Glavin, and Nathan, considered the suggestion of Special Agent D.O. Smith that each Agent who has had plant protection training be acquainted with the surveys made of all plants in the territory to which he is assigned.

The Conference was of the opinion that this would not be necessary or desirable in all cases; that where and when an Agent in Charge believed it of interest or value to acquaint an Agent on a plant protection survey with the work performed on other plant surveys presenting similar problems, this should be done by the Agent in Charge.

The Conference considered the further suggestion of this Agent that the Bureau include in the inservice training courses instruction in the duties of resident agents.

The Conference was of the opinion that it would not be desirable or necessary to institute this type of instruction, inasmuch as no Special Agent is selected to act as a resident agent until the SAC has fully satisfied himself of his acquaintance with any specific duties pertaining to this designation. It would, therefore, appear to be the responsibility of the Agent in Charge to make no such recommendations until he has fully assured himself that the Agent in question is fully cognizant of all the duties of that position.

A letter to Smith is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W.R. Glavin, Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C/10ms

66-2554

RECORDED
99-0-576
CH

HN:CSN

June 19, 1940

Suggestion #57
E. C. Wenig, Special Agent
Dallas, Texas

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, Nichols, Rosen, E. A. Tamm, Clegg, Glavin and Nathan, considered the suggestions of Special Agent E. C. Wenig. Wenig states the Bureau has outlined a program of physical exercise to be taken by Agents of the Bureau three days each week in gymnasiums; that the same set of exercises has been set forth for newly appointed Agents 23 years of age and for Agents about to retire, at 61 years of age, and that this is inconsistent with the exercises needed for the physical requirements of various individuals.

The Conference was of the opinion that there was merit in this observation, and there is attached, for your approval, a letter to the field in this connection.

Agent Wenig also states that the heat in closed gymnasiums in the summer is oppressive, and he believes it would be more appropriate for these exercises to be taken in the open. He also believes it would be more beneficial to allow the agents to select the type of exercise they prefer—swimming, golf, tennis, et cetera.

The Conference was of the opinion that these suggestions would not be desirable. It is not believed that well equipped gymnasiums would constitute an undue hardship upon the Agents, and the Conference is opposed to optional recreation exercise, feeling that these exercises should be of a definitely regular type in order to be of any value.

A letter to Wenig is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary
NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5E110MS

ORIGINAL FILED IN 66-4982-800X

HN:CSH

June 19, 1940

Suggestion #71
R. A. Alt, Special Agent
Miami, Florida

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, Nichols, Rosen, E. A. Tamm, Clegg, Glavin and Nathan, considered the suggestion of Special Agent R. A. Alt to the effect that because of the present emergency physical training in the field be discontinued for the time being.

The Conference was of the opinion that because of the emergency work now on hand, it was all the more necessary for the Bureau's Agents in the field to keep in the best possible physical condition and, therefore, this physical training is absolutely essential.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

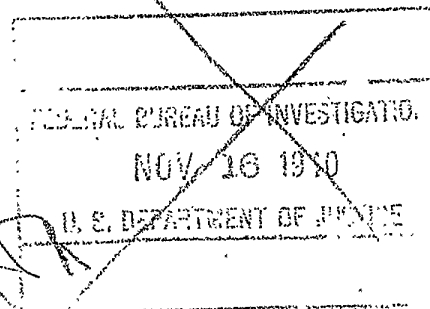
W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C110MS

NOT RECORDED

61-2554



ORIGINAL FILED IN 66-47-2-8007

HN:CSH

June 19, 1940

Suggestion #66
J. R. Calhoun, Special Agent
Dallas, Texas

MEMORANDUM FOR THE DIRECTOR

ms
by
The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, Nichols, Rosen, E. A. Tamm, Clegg, Glavin, and Nathan, considered the suggestion of Special Agent J. R. Calhoun to the effect that Section 53 of the Manual of Rules and Regulations, with regard to parole violators and conditional release violators, be further clarified. Calhoun states he is confused as to the difference between these two, and other employees are also confused.

The Conference decided to adopt this suggestion and the wording of Section 53 of the Manual of Rules and Regulations will be clarified. A letter to Calhoun is attached.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

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2-12-11-79

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Handwritten signature

AR:AT

June 19, 1940

MEMORANDUM FOR THE DIRECTOR

2m The Executive Conference approved the attached Bulletin concerning the enrollee personnel of the Civilian Conservation Corps, pointing out the corps areas, territory covered, and the corps area commander, inasmuch as information concerning the enrollee personnel should be requested of the particular corps area rather than of the Washington Field Office.

Those present were Messrs. Tolson, Nathan, E.A. Tamm, Forwerth, Ladd, Nichols, Tracy, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECEIVED-DIRECTOR
JUN 25 4 11 PM '40
U. S. DEPT. OF JUSTICE

ORIGINAL FILED IN 62-29538-50X

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C/MS

NOT RECORDED

66-2554

HN:OSH

June 18, 1940

Suggestion #47
J. R. Green, Special Agent
Chicago, Illinois

MEMORANDUM FOR THE DIRECTOR

ms
The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, Nichols, Rosen, E. A. Tamm, Clegg, Glavin, and Nathan, considered the suggestion of Special Agent J. R. Green that the Bureau suggest to all members of the new agents' training classes that they read Vash Young's book "The Go Giver".

The Conference decided that every practical emphasis should be placed in the training courses upon the basic features and characteristics set forth in this book, but does not recommend that the book itself be specifically recommended to new agents for reading.

The Conference considered the further suggestion of Agent Green to the effect that the gymnasium director be requested to devise a plan of five to eight minutes of exercise for agents to take daily.

The Conference was of the opinion that the present requirements for regular exercise should be the limit of the Bureau's responsibility for direction along these lines at the present time.

A letter to Green is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

HN:CSH

June 18, 1940

Sm
Suggestion #26
W. V. McLaughlin, Special Agent
Philadelphia, Pennsylvania

MEMORANDUM FOR THE DIRECTOR

O
The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, Nichols, Rosen, E. A. Tamm, Clegg, Glavin and Nathan, considered the suggestion of Special Agent W. V. McLaughlin to the effect that in transporting firearms to the scene of firearms training one car contain the firearms, with two experienced agents occupying the car, and a second car follow with four experienced agents. McLaughlin states under the present arrangement there is a string of 8 or 10 cars which attracts undue attention.

The Conference felt that this is a matter for administrative decision by the SACs. Manifestly in some jurisdictions where there are a comparatively few employees there would be no problem. There is no specific rule that all Bureau cars on these occasions should proceed in a single line.

A letter to McLaughlin is attached.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc Mr. Glavin

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED.

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 1-29-34181 DESTROYED

HN:CSH

June 18, 1940

Suggestion #31
Clinton Lee Eckhardt
Chief Clerk
Louisville, Kentucky

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. G. Tamm, Ladd, Nichols, Rosen, E. A. Tamm, Clegg, Glavin, and Nathan, considered the suggestion of Chief Clerk Clinton Lee Eckhardt of the Louisville Office to the effect that physical training in the field be an individual task, each agent submitting a report at the end of the month to the field office, quarterly reports being submitted to the Bureau, medical examinations being submitted every six months to the Bureau, and the following training methods being accepted:

1. Gym work (winter only)
2. Bowling
3. Golf
4. Swimming
5. Tennis

The Conference was of the opinion that it would not be desirable to change the existing procedure for the reason that the element of supervision, believed necessary for the successful accomplishment of this training process, would be practically eliminated. There would also be eliminated the element of regular application to requisite forms of physical training.

A letter to Eckhardt is attached.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33363
DATE 7/6/90 BY SP5C/LDM/S
Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

cc Mr. Glavin

ORIGINAL FILED IN 66-4982-795X

Tolson _____
Nathan _____
E. A. Tamm _____
Clegg _____
Ladd _____
Tracy _____
Glavin _____
Nichols _____
Condon _____
Rosen _____
Tandy _____

HM:CSH

June 18, 1940

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Suggestion #19
A. T. Deere, Special Agent
Kansas City, Missouri

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Q. Tamm, Ladd, Nichols, Rosen, E. A. Tamm, Clegg, Glavin and Nathan, considered the suggestion of Special Agent A. T. Deere to the effect that the Bureau include in the course of training for new agents information concerning the importance of guarding and protecting sources of confidential information, as well as institute some method of constantly reminding in-service employees of this matter.

The Bureau is at present emphasizing this in its training courses and will continue to emphasize it.

A letter to Agent Deere is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-25542-5554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/10/80 BY SP5C/LMS

HN:CSH

June 18, 1940

Suggestion #32
Virginia Carrigan
Stenographer
Richmond, Virginia

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Q. Tamm, Ladd, Nichols, Rosen, E. A. Tamm, Clegg, Glavin, and Nathan, considered the suggestion of Virginia Carrigan, a stenographer at Richmond, that the manual of rules and regulations furnished to clerks be revised to include only that information helpful to them and by which they are governed.

The Conference was of the opinion that this manual should be continued as at present and that it should continue to be a manual in which all the duties pertaining to, and all the duties of interest to, clerical employees should be specifically included. The Conference realizes that there are some elements in this manual which do not directly pertain to the work of all employees, but feels that the information in this manual is sufficiently inclusive as to be either of use or interest to these employees.

This employee further suggested the awarding of some type of pin & recognition of service, probably to start at 1 years.

The Conference was of the opinion that although this suggestion had merit, it would not be practical. First, it would be necessary for the employees to buy their pins; second, it would be necessary to consider the investigative staff, in connection with which it is extremely doubtful whether any labeling, such as pins, would be desirable—manifestly at times it would be definitely undesirable; third, it would create a distinction between newer and older employees that might be to the detriment of the interests of the newer employees. The majority of the Bureau's employees at the present time would come under the newer category. The Conference felt that any procedure which would seem to render them in any manner inferior would be detrimental to the interests of the Bureau.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C110m5

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

1954-2-167X

ORIGINAL FILED IN

HHC:geg

June 15, 1940

MEMORANDUM FOR THE DIRECTOR

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D
The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Quinn Tamm, Ladd and Clegg being present, considered a suggestion of Stenographer Katherine Benson of the Dallas Office that a classification number be assigned for neutrality matters instead of leaving this to be placed under the 62-Miscellaneous classification. The Executive Conference recommended this suggestion favorably and agreed that the classification number 2, as provided by the Files Division, should be used for neutrality matters in the future. If this is approved, there is attached hereto a Bureau Bulletin to this effect and also a letter addressed to the employee who made the suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110ms

66-6200-54-11

June 14, 1940

LEB:LCB

SUGGESTION #23
WILLIAM J. FINK

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of all members except Mr. E. A. Tamm, considered suggestion letter #23 submitted by William J. Fink of the Files Division suggesting that a memorandum be circulated listing publications available to those other than Special Agents.

The Conference feels that this is unnecessary inasmuch as lists of publications available are in every field office and in the event the clerical employees at the Seat of Government are interested in any specific phase of the Bureau's work they have all been advised about the Bureau's Library and in the event they are interested in any specific phase of the Bureau's work by inquiry of their supervisors, the necessary material could be made available to them. It is also felt that if such a memorandum were prepared it would result in the sending out of a large volume of material and particularly at the present time with the congestion of our work might very well exceed the present capacity to supply this material.

A letter is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/16/90 BY SP5C10MS

cc - Mr. Glavin

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Your Room _____
Mr. Tracy _____
Miss Gandy _____

94-3-6-6

LBN:ECB

MEMORANDUM FOR THE DIRECTOR

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-7535-2

Tolson _____
 Nathan _____
 E. A. Tamm _____
 Clegg _____
 Glavin _____
 Ladd _____
 Mr. Coffey _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Lester _____
 Mr. McIntire _____
 Mr. Nichols _____
 Mr. Pennington _____
 Mr. Rosen _____
 Mr. Quinn Tamm _____
 Attn. Files _____
 Pers. Files _____
 Tour Room _____
 Mr. Tracy _____
 Miss Gandy _____

Copy - dc

HN:CSH

Washington, D. C.
June 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Q. Tamm, Ladd, Rosen, Nichols, Glavin and Nathan, considered the attached communication from S. P. Smith, Lieutenant in the Oklahoma Highway Patrol, in which he expresses a desire to become a Special Agent of the Bureau. Mr. Smith is a graduate of the 8th Session of the NPA. The communication was considered only in connection with the question of policy as to whether NPA graduates should be considered eligible for appointment as Special Agents.

Messrs. Tolson, Ladd, Q. Tamm, Nichols, Glavin, were of the opinion that NPA graduates should, in themselves, not be considered eligible. The primary reason for this viewpoint was that if one or a few were selected this action would create dissension, jealousy and resentment among other NPA graduates not so selected and would tend to mitigate and possibly break up the splendid feeling now existing among NPA graduates, particularly with regard to the Bureau.

Mr. Nathan was of the opinion that NPA graduates should not be appointed unless they are qualified attorneys or accountants and otherwise suitable material. He was very positively of the opinion, however, that NPA graduates should not be discriminated against, i.e., that if exceptions are made now or later to the ruling requiring law or accounting degrees, NPA graduates should be considered individually in the same manner as we would consider any other law enforcement officer.

Mr. Rosen was of the opinion that an NPA graduate who had the necessary qualifications and who had severed his connection with any law enforcement agency and was engaged in private practice, or otherwise, should be eligible for consideration.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/oms

NOT RECORDED

66-2554

FEDERAL BUREAU OF INVESTIGATION	
JUL 8 1940	
U. S. DEPARTMENT OF JUSTICE	

ORIGINAL FILED IN 1-693-41

EAT:DS

June 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Nathan, Tolson, Clegg, Ladd, C. Tamm, Glavin, Nichols, Rosen and E. A. Tamm in attendance, considered the attached proposed bulletin concerning the matter of deserters from the armed forces and was unanimously in favor of its submission to the field.

Respectfully,
For the Conference

Glyde Tolson, Chairman

E. R. Glavin, Secretary

Encl. attached
2-2-40

M

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5CJ/DMS

ORIGINAL FILED IN 66-1734-6032X

HHC:DS

May 29, 1940

MEMORANDUM FOR THE DIRECTOR

Re: Talks before officials of plants
on subject of plant protection

The Executive Conference, with Messrs. Nathan, Tolson, Clegg, E. A. Tamm, Ladd, Glavin, Nichols, J. Tamm and Rosen in attendance, recommended that such a conference plan be prepared with the following policies governing:

(1) That the Bureau accept invitations from plant officials or their representatives to address groups of plant executives in a general manner and necessarily in the abstract because the plants have not been surveyed, giving them advice as to how to focus their attention in the plants on problems which would reduce the likelihood of espionage or sabotage.

(2) It is recommended that some degree of stimulation of these invitations should be undertaken. It should be done slowly, however, and the first two approved suggestions were that an oral contact be made with the secretary of the Manufacturers' Association and, second, that Mr. Tamm orally contact Major Sadler, liaison officer for the War and Navy Joint Industrial Board, so that these two individuals through their contacts can let it be known that such services are available.

(3) It was believed to be advisable that such meetings be held at the field offices headquarters cities, if possible; however, individual consideration should be given to each invitation as to the place it is to be held.

(4) It was recommended that after a talk had been given on this subject that the meeting be held open for forum discussions and answers to questions which Bureau policy would permit answering. Mr. Tamm and Mr. Clegg were instructed by the conference to prepare a suggested program, which is attached hereto for your approval.

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/12/90 BY SP5C110ms

ORIGINAL FILED IN 99-0-1149

(5) The following employees of the Bureau were recommended favorably to handle this type of work, each individual invitation to be considered before making specific assignments. It is further understood that the supervisory staff in Washington listed would only handle those assignments near Washington which could be handled in the evening or with the minimum of perhaps one-half day's absence from their offices. The group is as follows from the Seat of Government:

M. E. Gurnea
L. A. Hince
B. H. Hicks
R. P. Kramer
H. M. Kimball

The following Special Agents in Charge were recommended:

~~Sae Backett~~
~~P. E. To-morrow, New York~~
W. S. Devereaux, Chicago
R. B. Hood, San Diego
R. J. L. Pieper, San Francisco
S. K. McKee, Pittsburgh
W. L. Listerman, Cleveland
J. S. Bugas, Detroit
P. Wily, Miami

(6) It was recommended that each of the above employees be ordered to Washington for a period of approximately two days to receive specific instruction. This conference may be of shorter duration. If so, it will not be prolonged. It might of necessity have to extend for three days. It is believed it can be completed within two days, however, and the Agents in Charge can fly to Washington for this brief assignment.

Respectfully,
For the Conference

Clyde Tolson, Chairman
W. R. Glavin, Secretary

May 29, 1940

RECOMMENDED PROGRAM - INSTRUCTION OF
SPEAKERS BEFORE OFFICIALS OF INDUSTRIAL
PLANTS

Address	The Director	
General information including a statement of the problem, purpose and plan of meeting	H. H. Clegg	1 hour
Bureau policy in plant protection	E. A. Tamm	$\frac{1}{2}$ hour
Specific examples of methods and types of espionage and sabotage reported to Bureau to date	R. P. Kramer	1 hour
Plant protection methods review	M. E. Gurnea	1 hour
Practice lectures by members of the group, each trainee being assigned a specific section of the plant protection problem to discuss before the class, advance notice being given so that he can prepare himself adequately		3 $\frac{1}{2}$ hours
Two complete actual practice addresses of the type desired with criticisms following, speakers to be selected		4 hours
Panel forum Laboratory aspects of plant protection	Mr. Coffey and staff	1 hour
Panel forum on plant protection		1 hour

Subjects specifically not to be discussed before plant officials:

1. Employee relationships
2. Alien personnel
3. Spot searches
4. Fingerprinting
5. Telephone tapping and monitoring
6. Labor organizations
7. Bombs and explosives

It is believed that questions concerning the above problems might be asked; however, specific instruction will be given so that no commitment of the Bureau to an established policy will be made by any of the employees.

WRG:lrd

May 28, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Ladd, Quinn Tamm, Rosen, Nichols, and Glavin considered a suggestion made by Special Agent A. H. Belmont of the Chief Clerk's Office concerning volumes of the U. S. Postal Decisions.

It was pointed out to the Conference that at the present time volumes 1, 2, and 3 of the U. S. Postal Decisions are issued to Special Agent Accountants. It was further pointed out that volume 4 of these Decisions has recently been released, and due to the fact that it is not possible to secure the volume for each of the Special Agent Accountants that one volume be secured for each field office for reference purposes. Mr. Belmont is of the opinion that the same procedure could be followed with volumes 1, 2, and 3 in view of the fact that the Accountants having these volumes do not find them necessary for reference purposes unless mail fraud cases are being investigated. Mr. Belmont is of the opinion that a set of these volumes in each of the field offices would be sufficient and would cut down on the equipment not absolutely necessary assigned to the investigative personnel.

The Conference unanimously recommends that Mr. Belmont's suggestion be adopted and that a set of these volumes be included in each of the field offices and in the larger field offices where more mail fraud work is handled that several sets be available for reference purposes by Accountants. If the Director approves the recommendation of the Conference, appropriate instructions will be issued concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5CJLMS

NOT RECORDED

ORIGINAL FILED 28

Copy - dc

WRG:EC

Washington, D. C.
July 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E.A. Tamm, Quinn Tamm, Ladd, Rosen, Tracy, and Glavin, considered a memorandum submitted by Mr. Nathan to the Director concerning per diem charged at Quantico. The Conference was advised as follows:

Per diem presently paid at Quantico	\$2.50
With deduction of	.50
Net per diem	<u>\$2.00</u>

This per diem charge was arrived at by the Bureau when Agents assigned to Quantico for training were charged \$1.65 a day for meals. This charge has now been reduced to \$1.25 a day. The Conference, with the exception of Mr. Nathan, therefore, recommends that the following per diem be approved for Quantico:

Gross per diem allowed	\$2.00 per day
Deduction for quarters free	<u>.40</u>
Net per diem allowance daily	<u>\$1.60</u>

Mr. Nathan is of the opinion that no further decrease in per diem should be authorized at this time.

Respectfully,
For the Conference

/s/ C.T.
Clyde Tolson
Chairman

/s/ W.R.G.
W.R. Glavin
Secretary

RECORDED

66-2554-1883

FEDERAL BUREAU OF INVESTIGATION
JUL 25 1940
U. S. DEPARTMENT OF JUSTICE

Tolson
Glavin
Ladd
Nichols
Tracy
Harbo
Mohr
Winterrowd
Tele. Rm.
Holloman
Nease
Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5E110MS

ORIGINAL FILED IN 66-2554-532

HN:CSH

July 22, 1940

MEMORANDUM FOR THE DIRECTOR

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The Executives Conference, consisting of Messrs. Tolson, Tracy, Ladd, E. A. Tamm, C. Tamm, Clegg, Rosen, Nichols, Glavin and Nathan, considered and approved the attached letter to the field, requesting that frequent contacts be made with FBI NPA graduates relative to the retraining course to be held from September 30th to October 5th.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED 100-38551

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1884

FEDERAL BUREAU OF INVESTIGATION

AUG 2 1940

U. S. DEPARTMENT OF JUSTICE

8
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110ms

TOLESON
TAMM
NATHAN
CHP. CLK.

July 21, 1940

②
EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Immigration Matters" and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Tolson, Clegg, Ladd, Quinn Tamm, Glavin, Nichols, Rosen, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5Cilons

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554-123

AR:AT

July 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference approved the attached bulletin to all Special Agents in Charge reviewing the observations, suggestions, and instructions concerning the revised Manual of Rules and Regulations.

Those in attendance were Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Clegg, Ladd, Tracy, and Quinn Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____

ORIGINAL FILED IN 66-1934-2-16

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10ms

NOT RECORDED

66-2554-

HH:BG

July 15, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Rosen, Nichols, Tracy, Clegg, Foxworth, Glavin and Nathan, considered the question as to whether those in arrears on firearms training should be permitted to make up more than one score in each firearms course on any one day.

Messrs. Ladd, Nichols and Rosen were of the opinion that persons so in arrears should be permitted to make up two scores in each gun on one day. Messrs. Tolson, Foxworth, Clegg, Glavin and Nathan were of the opinion that those in arrears should only be permitted to make up one score in each course during one make-up day, the reason being that by permitting the make up of more than one score in each course they would not secure the desired practice.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323213
DATE 7/16/90 BY SP8CJL/MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-29-552

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECEIVED-10120M

NOT 11 2 55 AM

4

WRG:MTS

July 15, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Foxworth, Clegg, Ladd, Quinn Tamm, Nichols, Rosen, Tracy, and Glavin, considered a memorandum submitted by Special Agent Logan for the attention of Mr. Nathan, requesting that a power-driven lawnmower be purchased for the Quantico Barracks and range.

Mr. Nathan pointed out to the Conference, as was pointed out by Mr. Logan, that there would be a considerable amount of lawn to be mowed, not only around the barracks, but on the range proper, inasmuch as a great deal of the range space is being appropriately sodded. The Conference was further advised that Mr. Logan points out that if a power-driven lawnmower was not available it would take at least two or three full days a week for a man to mow the lawn with a hand-powered mower.

There is attached hereto a bulletin showing the type of power-driven mower suggested by Mr. Logan, the Conference recommending approval of its purchase. It would cost a maximum of \$329.50. Should the Director approve the purchase of this item of equipment, an appropriate order will be immediately placed.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

66-2554

ORIGINAL FILED IN 66-3760-50-537

HN:HC

July 15, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Rosen, Nichols, Tracy, Clegg, Foxworth, Glavin and Nathan, considered a communication from the New York office dated May 22, 1940, together with Bureau reply thereto of June 11; the New York letter of June 22, 1940, and the New York letter of January 27, 1940, with attached sketch showing gymnasium equipment and room available for the purpose there.

Mr. Foxworth explained in detail the conditions at the New York office, particularly with regard to the limited gymnasium training space available. In view thereof, the Conference is unanimously of the opinion that the schedule of the New York office should provide training two evenings a week rather than three.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32303
DATE 7/16/90 BY SP5C/LMS

ORIGINAL FILED IN

66-4982-893

WRG:MTS:DW

July 15, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Ladd, Nichols, Foxworth, Quinn Tamm, Tracy, and Glavin, considered a form letter prepared by the Chief Clerk's Office for transmission to the field, pointing out to the field the desirability of having full justification for the use of personally-owned automobiles when a charge of 5¢ a mile is made.

For the Director's information, the General Accounting Office has approved arrangements for Bureau Agents to be reimbursed at the rate of 5¢ a mile for personally-owned cars when used and it has been predetermined that their use is more economical or advantageous to the Government.

Mr. Glavin pointed out to the Conference that on numerous occasions expense accounts are being received at the Bureau from the field wherein reimbursement at the rate of 5¢ a mile is being claimed for the use of personally-owned automobiles. On a number of occasions the travel performed is of such limited duration and between such cities that it is not readily ascertainable without appropriate explanatory data as to why the rate of 5¢ a mile is being charged.

The Conference, with the exception of Messrs. E. A. Tamm and Tracy, is of the opinion that the attached form letter should go forward. Messrs. Tamm and Tracy are of the opinion that special letters should be written as needed and that no form letter should be addressed to the field at this time.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,643
DATE 7/16/90 BY SP5/CLM/S

66-2554-

ORIGINAL FILED IN 66-1980-7-1317

HHC:geg

July 13, 1940

MEMORANDUM FOR THE DIRECTOR

m. The Executive Conference, Messrs. Tolson, Glavin, Nathan, Nichols, Rosen, Ladd, Foxworth, and Clegg being present, considered a suggestion of SAC Pieper that non-specific complaints, that is, complaints which, if true, would not constitute a violation but which might classify an individual as subversive of affiliated with a potentially hostile group, all be placed in a single file in field offices.

The Executive Conference, after considering this matter and considering especially the problem involved in the event it became necessary to examine the files for addresses, descriptions and similar data if temporary detention or internment should become necessary, was of the opinion that separate files should be maintained as at present in field offices.

This involves no change in the present procedure, and Mr. Pieper's suggestion was recommended unfavorably.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____ cc-Mr. Glavin
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

DESTROY
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/16/96 BY SP5C/LMS

ORIGINAL FILED IN

123X

LBN:LCB

July 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered numerous suggestions which have been raised from time to time regarding the handling of suspicious packages.

It was the unanimous recommendation of the Conference, consisting of Messrs. Tolson, Glavin, Nathan, Quinn Tamm, Ladd, E. A. Tamm, Rosen, Tracy and Nichols, that whenever a package is received in the Communications Section, Files Section, Supply Division, or in the Director's Office, to which suspicion attaches, it should be immediately taken to the Laboratory where a competent expert can examine it with the aid of a Portable X-ray Machine to ascertain whether it contains explosives.

The Conference felt there was very little which could be done in the way of outlining specific instructions to be issued to the various Field Divisions in the handling of suspicious packages and it is believed that this must be left to the sound judgment and discretion of the Agent in Charge. The Conference did feel, however, that the situation should be called to the attention of all Special Agents in Charge in order that they might be on guard and on the alert in the handling of packages and that appropriate instructions in line with your suggestions should be issued to the receptionists in the various Field Divisions regarding the handling of visitors whose actions arouse suspicion. Such a Bulletin is attached.

Respectfully,

Clyde Tolson
Chairman

F. R. Glavin
Secretary

FEDERAL BUREAU OF INVESTIGATION

AUG 13 1940

U. S. DEPARTMENT OF JUSTICE

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 300013
DATE 7/16/90 BY SP5C110MS

cc - Mr. Glavin

ORIGINAL FILED IN 66-73225-1

July 13, 1940

LBN:LCB

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Glavin, Rosen, Clegg, Foxworth, Ladd and Nichols considered the suggestion of Inspector Egan to the effect that an Agent be assigned in all Field Offices from 12 Midnight until 8 or 9 A. M.

The Conference was unanimous in the belief that an Agent should not be assigned to remain on duty in each Field Office from Midnight until the office opens the next morning. However, the Conference was of the unanimous opinion that a competent male typist should be so employed and so assigned and that the offices be open on a 24-hour basis.

The Conference considered the possibility of assigning male employees only to offices utilizing commercial space. However, it was pointed out that it would be just as easy to gain entry into some of the Federal Buildings and for this reason it is deemed advisable that all offices remain open and a competent male employee remain on duty from Midnight until 8 A. M.

If approved, a communication to all Special Agents in Charge is attached.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

Tolson _____
Clegg _____
Foxworth _____
Ladd _____
Nathan _____
U. A. Tamm _____
Egan _____
Glavin _____
Nichols _____
London _____
Rosen _____
Tracy _____
Harbo _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

ORIGINAL FILED IN 66-3628-720

CT:DSS

July 12, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5G/IDMS

With reference to your recent memorandum concerning clerical employees now in the Bureau who possess accounting degrees and the matter of their qualification for appointment as Special Agents (A), please be advised that this matter has been discussed with Mr. Foxworth and Mr. Pennington, and has been considered at the Executives Conference.

Two alternative suggestions were made as follows:

1 - That clerical employees with these qualifications might be appointed as Special Employees - Junior Accountants at a salary lower than the Caf 9 \$2200 per annum regular entrance for Special Agents.

2 - That we revert to the rule which was established in June, 1938; namely, that clerical employees who began accountancy studies on or before March 1, 1939 will not be required to possess the three years of practical commercial accounting and auditing experience in order to be considered for appointment as Special Agent (A).

Mr. Tolson and Mr. Nichols recommend that we revert to the June, 1939, rule and permit clerical employees in the category indicated to make application for appointment as Special Agent. We feel that there is a certain moral obligation to consider these employees for the Special Agent (A) designation inasmuch as they entered accounting school with the understanding at the time that an accounting degree would qualify them for consideration.

Messrs. E. A. Tamm, Rosen, Ladd, Quinn Tamm and Tracy recommend that employees in this category be appointed as Special Employees - Junior Accountants in Caf 8 \$2900 per annum; that after appointment and training they be utilized only upon accounting work and that they be promoted to Caf 9 Special Agent positions only when they have qualified to perform strictly accounting assignments.

66-2554 NOT RECORDED

PERSONNEL

ORIGINAL FILED IN

Memo for Director

Messrs. Tolson and Nichols feel that this would be undesirable inasmuch as it would be very difficult to differentiate between designations of employees in the field service, particularly when the services of employees are needed on Agents' work in raids, surveillances, special assignments, etc.

Mr. Glavin recommends the Junior Accountant designation but suggests the entrance on duty grade be Caf 7 \$2600 per annum.

Mr. Nathan is opposed to the foregoing suggestions and feels that we should continue the requirement of three years' practical accounting or auditing experience. He feels that we are not securing Accountants under the system which has been in effect.

In this connection, Mr. Foxworth has stated in the attached memorandum dated July 7 that for the most part where clerical accounting graduates have been kept on accounting work under experienced Special Agent Accountants they have developed.

Clyde Tolson

HN:CSH

July 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, E. A. Tamm, Rosen, Nichols, Glavin, Tracy and Nathan, considered a suggestion that Captain Harvey G. Callahan, a member of the 14th session of the NPA (and a member of the Metropolitan Police Department of Washington), give succeeding members of the NPA a talk on the history, development and lay-out of the City of Washington.

The Conference was of the opinion that it would not be necessary or desirable for this talk to be made a regular part of the curriculum of the NPA.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJLMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-4-3802

WRG:ATR
66-1855-E-2446

July 8, 1940

Suggestion Number 35
Stanley R. Nygren, Clerk
Supply Section

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Mr. Tolson, Mr. Nathan, Mr. E. A. Tamm, Mr. Clegg, Mr. Ladd, Mr. Foxworth, Mr. Nichols, Mr. Rosen, Mr. Quinn Tamm, Mr. Tracy and Mr. Glavin, considered the suggestion made by Mr. Nygren that a bulletin board be installed in the Basement Supply Section so that orders of a permanent or semi-permanent nature issued to employees there may be definitely understood and not transmitted by word of mouth.

The Conference is in unanimous agreement that such a bulletin board should be installed; and there is attached hereto a memorandum to the Chief Clerk's Office instructing that this be done.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Hand filed with Reg.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3203
DATE 7/16/90 BY SP5C110m

66-2554-

ORIGINAL FILED IN 66-1855-E-2446

WRG:ATR

July 8, 1940

Suggestion #20
Eugene G. Coombs, Special Agent
Des Moines Field Office

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Mr. Tolson, Mr. Nathan, Mr. E. A. Tamm, Mr. Clegg, Mr. Ladd, Mr. Foxworth, Mr. Nichols, Mr. Rosen, Mr. Quinn Tamm, Mr. Tracy and Mr. Glavin, considered the suggestion made by Special Agent Eugene G. Coombs that a stenographer be provided for assignment to the Resident Agent's Office for the purpose of taking dictation, answering phone calls, receiving persons who call at the office and other regular clerical duties. Coombs points out that such a clerical employee would not be necessary when only one Resident Agent is assigned to the office, but when two or more Resident Agents are assigned the addition of this employee would be a benefit to the Field Office and to the Resident Agent.

The Conference is unanimously opposed to the adoption of this suggestion, it believing that stenographic employees in the various field offices should maintain their headquarters at the field headquarters city and not at the various Resident Agents' cities. The Conference further points out that such Resident Agents can from time to time be called to the headquarters city for dictation purposes.

Attached hereto is a communication addressed to Special Agent Coombs concerning this suggestion.

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5CJ/DMs

ORIGINAL FILED IN 66-2190-2217

WRG:lrd
66-2256

July 8, 1940

Suggestion Number 46
Barbara Ruffin, Stenographer
Crime Records Section

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Ladd, Foxworth, Nichols, Rosen, Quinn Tamm, Tracy, and Glavin, considered a suggestion made by Miss Ruffin that in addition to the Stenographers' Manual of Instructions and Rules and Regulations, each Section have a separate manual for instructions which apply only to that Section.

The Conference has carefully considered this suggestion and is opposed to its adoption at this time. For the Director's information, such manuals are available at the present time for all sections in the Identification Division, for the Files Section, and a stenographer's manual for stenographic employees. It is not believed that additional manuals are necessary at this time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C110MJS

ORIGINAL FILED IN 66-2256-36

WRG:ATR
66-1934

July 8, 1940

Suggestion Number 37
Glenn A. Paulson, Special Agent (A)
New York, New York

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Mr. Tolson, Mr. Nathan, Mr. E. A. Tamm, Mr. Ladd, Mr. Clegg, Mr. Foxworth, Mr. Nichols, Mr. Rosen, Mr. Quinn Tamm, Mr. Tracy and Mr. Glavin, considered certain suggestions made by Special Agent Paulson.

1. That consideration be given to using the tougher and thinner paper for the Bureau Manuals of Rules, Regulations and Instructions.

The Conference has considered this suggestion in the past and points out how our present printing facilities for the use of thinner paper is not feasible. It was further pointed out that the use of this paper would be insufficient in the Field Service, inasmuch as the wear and tear would be greater.

2. Agent Paulson points out that Section 42 of the Manual of Rules and Regulations under the heading "Office of Origin" does not state specifically that the office of origin in War Risk Insurance cases is the district in which the plaintiff's suit is pending, and that since the investigation is practically always arising in the district in which the suit is pending, this matter may not be of sufficient importance to deserve further notice.

The Conference is of the opinion that no change need be made governing this matter at this time in view of the fact that no difficulties have been experienced in the past and with the great degree of cases pending in this type of work, it is not expected that such difficulties will be experienced in the future.

Mr. Tolson _____ 3. He suggests that the Bureau may wish to make use of a perforating machine system in placing microscopic identifying numbers on iron and steel articles. He believes there is a possibility for use of the numbering system in the placing of secret numbers on guns, et cetera. He forwarded with his suggestion photostat copies of checked perforations used by various New York banks at the present time, for consideration.

Mr. E. A. Tamm _____ The Conference has carefully considered this matter and is of the opinion that such a procedure would be undesirable and impractical at this time inasmuch as it will be necessary to have microscopic drill equipment in order to place such identifying data on weapons, and with flaws in the metal itself difficulties might be experienced.

Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/14/90 BY SP5/ell/mjs

Memo for the Director

- 2 -

July 8, 1940

perienced if it was necessary to make such identifications at some later date. It is believed that the present numbering system used on guns and weapons is satisfactory.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

HHC:DLS

July 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Nathan, Foxworth, Ladd, Rosen, Nichols, Glavin, Quinn Tamm and Clegg being present, considered the suggestion of SAQ Conroy that the Bureau may desire to obtain a list of all alien enemies interned during the first World War, in view of the fact that these persons or some of them may still be living in the United States.

The Conference was informed a list of these individuals was now contained in the files of the Bureau and steps are now underway to obtain the fingerprints of these individuals from the War Department.

Mr. Conroy is being advised if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP3C10M3

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-22932-187

WRG:lrd

July 6, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, E. A. Tamm, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, and Glavin considered a suggestion made by Special Agent C. A. Whitten that the Bureau consider the possibility of giving credit for leave earned by employees which is not taken so that the employees will not be penalized for failure to take leave whether of their own volition or under Bureau instructions. SA Whitten believes that the employee should be given credit for such leave in the event of sickness or injury where all of his annual and sick leave has been exhausted. He pointed out that this would at least enable the employee to retain his position in some cases. SA Whitten further points out that he realizes that compliance with his suggestion would probably necessitate a change in the existing regulations and laws relative to such matters but that the suggestion is being submitted for consideration in the event it is desired to make any suggestions to the proper authority or legislative body in the future.

The Conference is of the unanimous opinion that no legislation concerning leave can be secured at this time which would affect Bureau employees and that on a full Government scale, such legislation would not be favorably acted upon at this time. The Conference points out that under existing regulations, an employee cannot have accrued to his benefit more than sixty days of annual leave at the end of any calendar year or more than ninety days of sick leave and that all leave in excess of these amounts which has been accrued is automatically cancelled at the end of each calendar year. The Conference further points out that if an employee is sick or has been injured, the Bureau has not under any circumstance in the past failed to carry an employee on a leave-without-pay status, and if the illness arises out of official duty, every effort has been made to secure the necessary compensative payments for that employee.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/L0ms

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

66-554

ORIGINAL FILED IN 66-2287-1669X

- 2 -

There is attached hereto a communication addressed to Special Agent Whitten concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECEIVED
FEB 1 1950

WRG:ld

July 6, 1940

64825

Suggestion Number 74
R. H. Cunningham, Special Agent
Division Five

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, E. A. Tamm, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, and Glavin considered a suggestion made by Special Agent R. H. Cunningham that the license number and physical description of privately-owned or personally-owned automobiles should be on file at the Bureau as well as at the field offices so that this information will be available for immediate use in the event it is necessary to get in touch with an Agent while he is on the road.

The Conference is of the opinion that such information will be of no particular value to the Bureau at the present time that the field office knows where its employees can be reached at even though they are driving in privately-owned or personally-owned automobiles, they can be reached in a very short period of time. It is not believed that this information would be of any benefit to the Bureau.

SA Cunningham further points out that if such information is available in the field offices, Agents who are sent to assist on assignments could readily recognize privately-owned cars of other Agents on such assignments.

The Conference is of the opinion that this information is of the most elementary nature and should be furnished to Agents reporting for assignment on such assignments as mentioned by Special Agent Cunningham. There is attached hereto a communication addressed to SA Cunningham.

Respectfully submit
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED
66-2554

66-2554

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Attachment

WRG:lrd

July 6, 1940

Suggestion Number 18

S. J. Drayton, Special Agent in Charge
Seattle, Washington

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, E. A. Tamm, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, and Glavin considered a suggestion made by Special Agent in Charge Drayton that a box of cartridges should be kept in the glove compartment of each Bureau automobile assigned to the Seattle Field Division for emergency purposes.

The Conference has no objection to this practice being followed at the Seattle Office, it being of the opinion that the carrying of such additional ammunition may be of benefit and may be desirable under certain situations. It is not believed necessary to issue definite instructions to all field offices concerning this matter at this time inasmuch as it is understood that this practice is followed in certain of the various field divisions at the present time.

There is attached hereto a communication addressed to SAC Drayton concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

Attachment

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/16/90 BY SP5CJ/DMs

WRG:lrd

July 6, 1940

Suggestion Number 17

A. C. Rutzen, Special Agent in Charge
New Orleans, Louisiana

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, E. A. Tamm, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, and Glavin considered a suggestion made by Special Agent in Charge Rutzen that the procedure presently followed of wiring out Special Agents who depart from headquarter cities to other territories be changed and that such departures be reported by regular mail.

The Conference recommends against the adoption of this suggestion, it being of the opinion that it is absolutely necessary that the Bureau know immediately concerning such departures in view of the fact that on many occasions it is necessary to communicate with such Agents and further, it is necessary to know their locations from time to time.

There is attached hereto a communication addressed to SAC Rutzen concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/16/90 BY SP5C110ms

Attachment

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2344-33

AR:AI

July 5, 1940

SUGGESTION #28
MRS. ROSE K. BOCH

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion that when a separate index is started on any particular case all index cards be prepared in duplicate, one set to be filed in the general index, and the other to be utilized by the special squad working on the particular case, and recommends against its adoption. The Conference believes the present procedure is satisfactory and should be continued, inasmuch as it requires but one operation, that is, one placement in the general index.

An appropriate letter to Mrs. Boch is attached.

Those present at the Conference were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5-110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN

66-5084-550

64824

HN:CM

July 17, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Q. Tamm, Ladd, E. A. Tamm, Rosen, Nichols, Glavin, Tolson, Tracy and Nathan, unanimously approved the attached communication to be sent to all field offices, setting the dates for the FBI National Police Academy sessions during 1941 as

January 6, 1941

April 7, 1941

July 12, 1941,

and requiring that the Bureau be advised, not later than August 10, 1940, of the law enforcement agencies who will accept invitations for the session beginning on January 6, 1941.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1885

FEDERAL BUREAU OF INVESTIGATION

AUG 2 1940

U. S. DEPARTMENT OF JUSTICE

TOLSON
E. A. TAMM
NATHAN
CLK.
may

LAH:MLO

July 15, 1940

MEMORANDUM FOR MR. NATHAN

There is attached a proposed letter for the field informing the field of the dates for the 1941 sessions of the FBI National Police Academy.

The proposed letter to the field also contains an instruction that the field notify the Bureau not later than August 10, 1940, concerning the names of those departments which definitely can and will accept invitations for the session beginning January 6, 1941.

Respectfully,

L. A. Hince

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Tracy _____
Gandy _____

RECORDED

66-2554-1886

FEDERAL BUREAU OF INVESTIGATION

AUG 2 1940

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJ/OMJ

NATHAN
F. H.

ORIGINAL FILED IN 1-4-3850

Copy - dc

EJC:MK

Washington, D.C.
July 22, 1940

MEMORANDUM FOR THE DIRECTOR

Consideration was had by the Committee of the leads suggested in DUCASE in memoranda of Mr. E.J. Connelley, dated July 9, 1940.

It was agreed that it would be desirable to send an Agent to Shanghai, China, to check on the German espionage mailing agent there. This is the mailing address given to the confidential informant [redacted] as written in the book of [redacted] at the time he received this information. It was indicated one of the mailing addresses was to be C.S. Wang Travel Service, Szechuan Road, Schanghai. There is no such place as the latter point, and the informant, [redacted] advises this was intended for Shanghai. He has since addressed his communications as above to Shanghai. b7D

It would be desirable to have an Agent make suitable contacts in order to determine just what the nature of this mailing address is. It would be desirable to ascertain all points from which he is receiving mail. It is possible mail received by him from German Agents would have a fictitious return address. The mail is sent in an envelope loosely with no indication as to where it is to go, and is thereafter forwarded by this individual to Germany. If we had a check of all mail received by him, and possibly also of mail being forwarded by this individual, we would learn his contact in Germany with whom he communicates, and would also at least obtain a list of all cities in the United States from which mail is being forwarded to him.

It would be necessary, depending upon what contacts the Agent would be able to make, to pay confidential informants liberally possibly in obtaining this class of information. As to whether or not the investigation would be openly conducted, it would be dependent upon whom the Agent could safely contact at this point. An Agent who could speak either Chinese, Japanese or French would be the most desirable type of Agent to send for this assignment.

Also in this same connection, the informant was furnished an address of L.E. Moeller, Esdu, c/o Mrs. Guillermo Moeller, Sao Paulo; Rua Docarmog, Brazil. It was agreed it would be desirable to have an Agent designated to proceed to Sao Paulo for the purpose of covering this mailing address in a similar manner to that indicated above. A Spanish speaking Agent or an Agent who could speak both Spanish and German would be desirable for this assignment.

As to the address furnished the informant of Dr. Alberto Ed. Beau, Dr. Benardo De Rua, De Albuquerque, Coimbra, Portugal, this place is about 100 miles north of Lisbon, Portugal. It was suggested possibly we could make some

RECORDED

AUG 5 1940

U. S. DEPARTMENT OF JUSTICE

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WHERE SHOWN OTHERWISE

WOLSON
CLERK
RECORDED
FIVE
PER FILE

ORIGINAL FILED IN 65-8946-1325

Executive Conference

7/27/40
505-10-5
323013

July 22, 1940

confidential contact through [redacted] whereby they could give us a check on the activities of this individual, or possibly could check his activities at Coimbra. It was suggested by Mr. Connelley that any such action be deferred until a later date, due to the active contact being had through this mailing point at this time. Possibly at a later date it would be desirable to consider having [redacted] furnish us what information they have on this individual. It would be desirable to have an Agent make the investigation at this point, in order that we could absolutely control any action taken. However, the difficulty of establishing an Agent in a European country has been considered, and it is possible we could not successfully arrange this at the present time. This however should be considered at a later date.

b7D

As to the covering or monitoring of the radio station of E. W. Dannals at Clearfield, Pennsylvania, this will be deferred until such time as the Pittsburgh office has completed its check as to this individual. Thereafter when the station has been definitely identified, it is recommended that we request the Federal Communications Commission to arrange for the monitoring of this station for a reasonable period of time.

As to the individual Rice located at Baltimore, Maryland, when the investigation has been completed by the Baltimore office as to this individual's identity, and possibly determining his station, a similar arrangement will be made and we will request the Federal Communications Commission to monitor this station for a reasonable period of time.

It was agreed that no investigation would be initiated as to the possible general espionage activities of the Amtorg Trading Corporation. It has been noted that one Katkin contacted the German agent, Everett M. Roedder, at one time.

As to the other suggested leads covered in the memoranda, these will be followed up as necessary by Mr. Connelley upon his return to New York City, and a general plan as outlined be put into full effect.

This will cover such situations as the following:

Robert Ferrell, San Francisco
Rudolph C. Shifter, New York City
Hans Reush, now in France
Baron von Panz, New York City
Else Weustenfeld, New York City
Josephine De Angelis, New York City
Evelyn V. Coverly, New York City
John Coyle, New York City
Deutsch Seamans Mission, Hoboken, New Jersey
Guglielmo Maggini, New York City
Madame Kroptag, (phonetic) New York City

and the money transmitted through various banks at New York City to possible espionage agents.

Memo for Director

-3-

July 22, 1940

As to the additional personnel recommended for work on this case at New York City, various Agents have been directed through Mr. Tolson's report to the New York office. Many of these are the older and more experienced Agents. Upon the return of Mr. Connelley to New York, he will select such of these as are desirable for work upon this case.

Respectfully,
/s/ D.T.

Clyde Tolson

/s/ E.A.T.

E.A. Tamm

/s/ H.H.C.

H.H. Clegg

/s/ P.E.F.

P.E. Foxworth

/s/ E.J. C.

E. J. Connelley

"O.K." H.

SECRET

WRO:lrd

July 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols, and Glavin considered a communication received from SAC Sears of the Philadelphia Office relative to the listing of the FBI telephone number on the first page of the telephone book under emergency calls.

The Conference is of the unanimous opinion that such a listing need not be made at this time.

There is attached hereto a communication to Mr. Sears concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

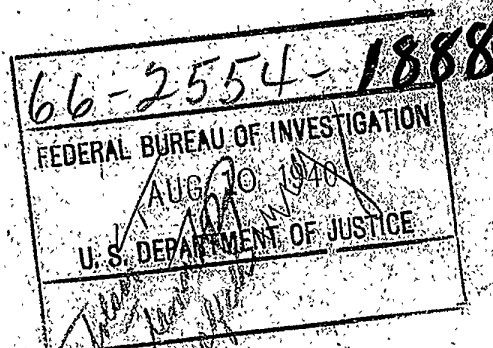
W. R. Glavin
Secretary

Attachment

Mr. Tolson	
Mr. Clegg	
Mr. E. A. Tamm	
Mr. Foxworth	
Mr. Nathan	
Mr. Ladd	
Mr. Egan	
Mr. Glavin	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/oms

RECORDED



ORIGINAL FILED IN 62-27353-597

WFO:lrs

July 23, 1949

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Clegg, Foxworth, Tracy, Quinn Tamm, Nichols, Rosen, and Glavin considered a suggestion submitted by SAC B. E. Sackett of the New York Office that envelopes bearing the frank but not the return address of the Federal Bureau of Investigation be used in acknowledging letters submitted by citizens regarding National defense matters.

The Conference is of the opinion that no further action need be taken on this suggestion. It is pointed out that at the present time plain envelopes without any identifying marks are available in each field office for use in cases demanding confidential handling. The Conference wishes to further point out that a private Post Office box is available to the New York Field Office for the same purpose.

There is attached hereto a communication to Mr. Sackett concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5CJ/pms

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

66-2554

66-22605-79

ORIGINAL FILED IN

HN:CSH

July 22, 1940

64821

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tracy, Ladd, E. A. Tamm, Q. Tamm, Clegg, Rosen, Nichols, Glavin, and Nathan, considered the attached communication, prepared by Mr. Nathan, instructing the Special Agents in Charge to assign each new Special Agent reporting to their respective offices to an older Agent for a minimum period of two weeks, and that, concurrently or otherwise, the new Agent be assigned to an older Agent for one road trip.

Mr. Nathan advised this letter was prepared after discussions with a number of the younger Agents. There is attached hereto a memorandum prepared by Mr. Nathan on July 9th, together with a communication dated July 10th, from Special Agent Philip G. Bowser, who was at that time a member of an inservice training course, relative to this matter.

Mr. E. A. Tamm stated he was opposed to the plan of assigning new Agents to older Agents for a period of two weeks, or to any policy whereby two Agents would investigate a case or appear to investigate a case simultaneously.

Messrs. Tolson, Tracy and Ladd suggested that the minimum period of assignment of new Agents to older Agents be reduced to one week.

Messrs. Q. Tamm, Clegg, Glavin, Rosen, Nichols and Nathan were in favor of the two weeks plan, as specified in the letter to all Special Agents in Charge, attached hereto. There is also attached a letter acknowledging the communication from Special Agent Bowser.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

FEDERAL BUREAU OF INVESTIGATION	
SEP 5 1940	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	CLERK

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-10-88 BY SP-8/STP

ORIGINAL FILED IN PERSONNEL

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

HHC:geg:rvv

July 19, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110ms

I talked today with Captain Nixon and Captain Phillips, who, it is understood, will later succeed Captain Nixon when he goes to sea, both of ONI. We discussed the handling of Japanese espionage matters and the counterespionage work which should be undertaken. Both Nixon and Phillips indicated they had for years been focusing their attention on the Japanese problem, since Japan for a number of years appeared the most likely enemy. A war with Japan would be quite largely a Naval problem. Naturally, they were concerned.

They have developed a number of informants. They have quite a large volume of information. It appears that Anderson has recently told Nixon to send their information to the FBI. At least, he asked if this had been done. Nixon has informed him that it had not. They pointed out the problems involved and the contacts that had already been established. This at least has delayed the information already in the Navy Department's files being sent to the Bureau. Nixon pointed out the difficulties in getting Japanese translators; he pointed out the handicaps under which the Bureau will be working without the vast amount of background knowledge, a great deal of which has not been placed in writing, and the difficulties involved in assimilating the store of information which is a matter of record in the Navy Department. He pointed also to the large increase in work of the Bureau in proportion to the increase in Special Agents.

I pointed out the difficulties involved, since we were contacting transportation companies, including railroads and airplane travel companies, and finding that they had similar contacts which they had not canceled, and that it would obviously be irritating to various contacts to have to report to two or several governmental agencies; that I felt definitely there should be an understanding in the fixing of responsibility instead of leaving it in a nebulous state as at present. Nixon stated that at present, under the agreement, the work belonged to the FBI except where the Naval establishments were directly affected, but it could be told that Nixon personally, and, I believe, Phillips, were desirous of retaining a large share of jurisdiction over Japanese espionage.

They stated they would join in a recommendation as follows:

1. The full responsibility for all intelligence work relating to Japan and Japanese in the United States and in the Territory of Hawaii would be assumed by ONI.

2. In the event any case investigated by them reached

Action taken at Intelligence conference.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED & INDEXED

FEDERAL BUREAU OF INVESTIGATION

AUG 10 1940

U. S. DEPARTMENT OF JUSTICE

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ORIGINAL FILED IN 61-10576-1

Memo for the Director

- 2 -

at a point where they believed prosecution was desirable, they would submit all facts and information to the FBI with the request that the information be examined and such investigations as were necessary from a standpoint of getting legal evidence be conducted by the FBI with a view to presenting the facts to the U. S. Attorney for prosecution; that such investigations conducted by the FBI would be made only in cases wherein prosecution was desired and upon the specific request of ONI.

3. Any information in possession of the FBI or which the FBI receives in the future concerning Japanese or intelligence work relating to Japan or Japanese would be transmitted to ONI; all information presently in the possession of ONI, with the exception of the names of certain confidential informants of ONI, will be furnished to the FBI; and in the future, information in these categories as it is received will be furnished by ONI to the FBI. The purpose of the FBI receiving any of this information would be, not for investigative purposes, but so that the Bureau's files may be completed and the information assimilated so that if, in the future, a time comes when the FBI is to assume jurisdiction over such matters, the proper background and available records would be on hand.

The above enumerates the gist of the attitude of Captain Nixon and Captain Phillips. They were personally entirely agreeable to it. It was obvious that they could not speak for Admiral Anderson and had no authority to commit ONI to this program. If the Bureau was desirous of having such a program effected, including not only the United States, but also Hawaii, I have no doubt but that Captain Nixon and Captain Phillips would support such an idea.

A conference, consisting of Messrs. Tolson, E. A. Tamm, Foxworth, Connally, and Clegg, in considering this matter recommended:

1. That no new delimitation agreement in writing be drawn up for presentation to Cabinet officers and the President, but that an understanding be entered into and confirmed by the minutes of the General Intelligence Conference for the Office of Naval Intelligence to accept the full responsibility for Japanese intelligence work in the

Memo for the Director

- 3 -

United States and Hawaii. In Puerto Rico, Alaska and the Virgin Islands, the Navy will not function in this field, and information will be furnished by FBI to ONI, as they plan no establishments there. In Puerto Rico and the Virgin Islands, particularly, the Japanese work is negligible.

2. That whenever a case is to be presented for prosecution, at the request of ONI the FBI will complete any investigative work as yet unfinished when it is presented to the FBI for prosecution purposes, and the FBI will present the case to the U. S. Attorney for decision

3. That a representative of the Bureau confer with selected officers of Naval Intelligence so as to select the information already in the records of Naval Intelligence for ONI to send to the FBI concerning Japanese matters, and that there be a free and full exchange of all information concerning Japanese intelligence matters between the FBI and ONI.

It is recommended that this matter be discussed at the Intelligence Conference next week.

Respectfully,

C.T.
C. Tolson

E.A.T.
E. A. Tamm

P.E.F.
P. E. Foxworth

E.J.C.
E. J. Connelley

H.
H. H. Clegg

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

64822

July 25, 1940

HRC:geg:awn

MEMORANDUM FOR THE DIRECTOR

There are attached hereto proposed sections for a National Defense Manual as follows:

Section 1 - General Matters of National Defense

Section 2 - Espionage

Section 3 - Treason and Related Statutes

Section 4 - Sabotage

Section 5 - Plant Survey

Section 6 - Act Punishing Efforts to Overthrow or Destroy Government

Section 7 - Passports and Visas

Section 8 - Interference with the Armed Forces

Section 9 - Registration Act

Section 10 - Alien Applicants in Aircraft Production

Respectfully,

C. Tolson

E. A. Tamm

P. E. Foxworth

RECORDED
E. J. Connelley

H. H. Clegg

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

66-2554-1870
FEDERAL BUREAU OF INVESTIGATION
AUG 13 1940
U. S. DEPARTMENT OF JUSTICE
TOLSON
CLEGG



SJT:MLG

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 28, 1941

MEMORANDUM FOR THE DIRECTOR

Re: Passenger Lists of
Steamships leaving and
arriving at West Coast
ports and Honolulu

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

Mr. Tracy advised the Executive Conference that the San Francisco, Los Angeles, Seattle and Honolulu offices have been sending in on Bureau request, passenger lists of all arriving and departing steamships from and to the Orient. As a result, the Bureau is receiving thousands of names of men, women and children and under the present rules of indexing, all such names must be indexed in the Bureau's Administrative Files Division. On most of the lists, just the name of the traveller is given. On some lists there is complete identifying information such as age, nationality, sex, citizenship, ports of embarking and destination.

Passenger lists submitted by the Honolulu Office are duplications of the passenger lists submitted by the West Coast offices in most instances with the exception of those few passengers travelling to and from the Orient, from Honolulu.

Complete indexing of such names has been done in accordance with the request of the National Defense officials, however, there is a difference of opinion; Supervisors Kimball and Flinn have stated that there is no need for this indexing while Messrs. E. A. Tamm, P. E. Foxworth and R. P. Kramer are of the contrary view. Mr. Tamm advised that if the information is worth getting, it is worth indexing.

Mr. Tracy pointed out to the Conference the volume of work involved as compared with the clerical personnel involved; that with unlimited personnel facilities, it would be desirable to index everything submitted to the Bureau, however, the Bureau does not have unlimited facilities and therefore some limitation must be considered.

Mr. Tracy suggested the field could submit passenger lists as enclosures to reports, the field being instructed to place in reports the names of those persons who, in the opinion of the field, should be indexed.

66-2554-1890X

July 28, 1941

b7D

[] has requested copies of complete passenger lists of all arriving and departing Japanese steamships. His request could be handled separately without the Bureau indexing each and every name.

The Conference, consisting of Messrs. Tolson, Foxworth, Clegg, Rosen, Ladd, Glavin, Nichols, Gurnea, Drayton, Q. Tamm, and Tracy, unanimously voted to instruct the Field:

1. To discontinue sending passenger lists to the Bureau.
2. Lists should be secured as is now the practice, however, they should be filed for reference purposes in the respective field divisions.
3. A report should be prepared containing the names of travellers whose record of travel should be indexed in the Bureau or where the travel is pertinent to a pending investigation.

The attached bulletin to all field offices has been prepared in the event the Conference action is approved.

Respectfully
For the Conference

✓✓
Clyde Tolson, Chairman

✓
H. B. Glavin, Secretary

cc - Mr. Glavin ✓

August 14, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Nichols, Quinn Tamm, Tracy, Rosen, and Glavin, considered the possibility and desirability of opening an office at Norfolk, Virginia, to cover a portion of the Eastern Judicial District of the Virginia territory. The Conference was advised as follows:

That there are 615 cases pending in the Richmond Division at the present time, necessitating 946 days of work to complete. Of this number, 140 cases are pending in the Norfolk and Newport News Divisions of the State of Virginia, necessitating 222 days of work to complete. In the event steps were taken to open an office at Norfolk, this would leave 475 cases pending in the Richmond Division necessitating 724 days of work to complete.

For the Director's information, when the initial survey was made in November, 1939, concerning the possibility of establishing an office at Norfolk to cover the Norfolk and Newport News divisions, there were 207 cases pending in that area. There has therefore been a decrease in the number of cases pending from November of last year until the present date. It is believed that this is primarily due to the fact that at the present time there are four Resident Agents assigned to Norfolk and with the assignment of these Agents there that there has been a material decrease in the amount of pending work in and about that city.

The Conference further points out that at the time the last survey was made it was impossible to secure any space in Norfolk, Newport News, or Portsmouth, Virginia.

The Conference recommends that no further consideration be given at the present time to the opening of an additional office at Norfolk; that if there is a material increase in the work there appropriate arrangements be made to have a space survey conducted to ascertain whether space would be available for the establishment of an office there.

Respectfully,
For the Conference

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C11005

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 65-7750-6

HHC:ggg

August 7, 1940

MEMORANDUM FOR THE DIRECTOR

A conference consisting of Messrs. Tolson, E. A. Tamm, Foxworth and Clegg considered a suggestion of Supervisor R. P. Kramer concerning the returning of enclosures received at the Bureau with letters from Congressmen. It was pointed out that it was a practice to return enclosures, usually consisting of letters from constituents to Congressmen, and at the same time, the Files Section frequently placed block stamps on the enclosures, making erasures necessary before their return.

Mr. Kramer suggested and the conference unanimously recommended that, unless a Congressman specifically requested that an enclosure be returned, it not be returned. It was felt that frequently the Congressman was merely desirous of referring the communication for proper handling by the proper department, and if he specifically desired the return of the document, he would state his desires.

Respectfully,

H. H. Clegg

cc: Speculative Prop.

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,09
DATE 7/11/90 BY SP5EIL/MS

ORIGINAL FILED IN 66-2554

WRG:lrd

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

LM
The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Foxworth, Clegg, and Glavin considered the request received from Special Agent in Charge Logan that an aqua-sorber be purchased for the Quantico Barracks.

For the Director's information, this machine is a dehumidifier and would be used in the gun vault to absorb the moisture there. It is believed to be an essential piece of equipment. It can be purchased at a cost of no more than \$97.50.

The Conference recommends unanimously that it be purchased.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Gandy _____

NOT RECORDED.

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/96 BY SP5C11DM3

ORIGINAL FILED IN 66-3760-50-561

HN:CSH

August 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference met yesterday, Messrs. Tolson, Q. Tamm, Ladd, Tracy, Nichols, Rosen, E. A. Tamm, Glavin and Nathan being present, and considered the attached communication to be forwarded to all graduates of the FBI National Police Academy, advising that certificates similar to the one attached will be awarded to graduates attending all sessions of the Retraining School from September 30th to October 5th. The Conference approved both the letter and the certificate.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

NOT RECORDED

66-2554

RECEIVED-DIRECTOR
F.B.I.
AUG. 8. 6 57 PM '40
DEPT. OF JUSTICE

ORIGINAL FILED IN 1-4-3870

Glavin

July 16, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Nichols, Rosen, Tracy, Ladd and Quinn Tamm being present, considered the manner of handling criminal records which are being transmitted to the various field offices as a result of the fingerprinting of employees in commercial concerns when such concerns have a Navy contract.

It is noted that all industrial concerns manufacturing materials for the use of the Navy are fingerprinted and results of the fingerprint examination are transmitted to the Office of Naval Intelligence. At the same time copies of all criminal records revealed are transmitted to the Bureau Field Divisions. The Conference feels that the Field Divisions should receive these copies of criminal records.

In connection with plant surveys to be made or which have been made in these particular plants, however, in order that they may be uniformly handled in all of the Field Divisions, the Conference recommends that the copies be filed in the plant survey file in the Field Divisions and that the names of the individuals contained in the criminal records be properly indexed in the field.

If you approve, there is attached hereto a bulletin to the field instructing them in the manner of handling these records.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C/10MS

Enclosure

NOT RECORDED

66-2554-50-10

RECEIVED-101204

ORIGINAL FILED IN 99-07 732X

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Foxworth _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Training Room _____
Mr. Tracy _____
Miss Gandy _____

GT:ACE

August 7, 1940

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C/LMS

The Executives' Conference has considered the contents of your recent memorandum growing out of your discussion with Special Agent (A) Clyde W. Smith with respect to the policy which has been followed in the field on the part of SACs in preparing efficiency ratings upon Special Agents (A) with particular reference to their accounting qualifications and ability. Mr. Smith has talked this matter over with Mr. Pennington and also with Mr. Tolson.

It does appear that there is a certain unfairness in the rating of Special Agents (A) in view of the fact that they are given ninety days of Special Agent's work immediately after they enter upon duty in the field. Further, as in the case of Special Agent (A) Smith, there are instances when Special Agents (A) are used upon Special Agent's work in emergencies and, as in the case of Mr. Smith, a number of Special Agents (A) have been assigned to New York City, Newark, and Philadelphia for the purpose of working upon a congested amount of bankruptcy and similar work which contains very little actual accounting; consequently, it is difficult for employees in this category to indicate their accounting knowledge and ability.

The conference desires to make two recommendations:

- (1) That Mr. Pennington immediately review the files of Special Agents (A) to determine whether because of circumstances, as in the case of Mr. Smith, the employee would be entitled to an increased grade and salary at this time, taking into consideration in this survey the reports from field supervisory officials with respect to the caliber of work performed by the employee regardless of the type of duty to which he was assigned.
- (2) The conference recommends that every effort be made to keep Special Agents (A) upon straight accounting work. In the past because of emergency situations they have been utilized from time to time upon surveillances and other types of assignments as in New York City and other large offices. It is felt that every endeavor should be made to assign Special Agents (A) after the completion of their 90

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

16-2554

NOT RECORDED

ORIGINAL FILED IN PERSONNEL

- 2 -

days of Special Agent's work to work under experienced accountants and as rapidly as possible to qualify upon straight accounting assignments.

A memorandum to Mr. Tamm and Mr. Pennington concerning this matter is attached.

Respectfully

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

AR:AI

August 3, 1940

MEMORANDUM FOR THE DIRECTOR

9
The Executive Conference considered the suggestion of Special Agent in Charge Stein, Omaha, Nebraska, that it not be necessary to require authorization from the Bureau prior to a general broadcast in connection with bank robbery cases.

The Conference is not in favor of any change in the Bureau's present policy, in view of the fact that numerous inquiries may be received at the Bureau following a general broadcast, and it is incumbent upon the field offices to fully inform the Bureau in the event a general broadcast is made. An appropriate letter to Mr. Stein is attached.

Those present were Messrs. Tolson, Foxworth, Nichols, Glavin, Clegg, Nathan, Ladd, and Rosen.

Respectfully,
For the Conference

s. Clyde Tolson
Chairman

s. W.R. Glavin
Secretary

OK. H.

NOT RECORDED

66-2554

1
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/96 BY SP5C/IDMS

ORIGINAL FILED IN 91-2228-16

AR:AI

August 2, 1940

MEMORANDUM FOR THE DIRECTOR

m The Executive Conference considered and approved for distribution to the field the attached bulletin incorporating the recent Supreme Court decision requiring that a bankrupt shall file in duplicate with the court at least 5 days prior to the first meeting of his creditors a statement of his affairs in such form as may be prescribed by the Supreme Court.

Those present were Messrs. E. A. Tamm, Foxworth, Nichols, Glavin, Clegg, Nathan, Ladd and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECEIVED-DIRECTOR

AUG 5 5 21 PM '40

ORIGINAL FILED IN

66-6200-49-34

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33303
DATE 7/16/90 BY SP5CJ/MS

WRG:lrd

July 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols, and Glavin considered a suggestion submitted by Stenographer J. M. Underhill wherein he suggests that when the present allocation list showing territories handled by various field divisions is next revised, the offices covering the various provinces in Canada and Mexico be shown for the guidance of Stenographers.

For the Director's information, the offices handling the various provinces in Canada and Mexico are listed at the present time in section six of the field manual of rules and regulations and it is not believed that any particular purpose would be served in revising the allocation list to reflect this information therein. All field Stenographers at the present time have assigned to them the manual of rules and regulations wherein this information can be readily secured. It is not believed that the Stenographers at the Seat of Government have difficulty in securing this information at the present time.

There is attached hereto a communication addressed to Mr. Underhill concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/16/90 BY SP3C/10m3

Attachment

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2351-197

WRC:jh
66-3628-717

August 5, 1940

2m
MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Rosen, Nichols, Foxworth, and Glavin, considered a communication received from Special Agent in Charge Vogel of the Juneau Office, wherein he advised that unless instructed to the contrary the Juneau Office would not remain open until midnight each day, nor from midnight to 8 a.m.

The Conference was of the unanimous opinion that the evening and early morning opening would not be necessary for the Juneau, Alaska Office.

Respectfully,
For the Conference;

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

8

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

4

ORIGINAL FILED IN 66-3628-717

Wine

July 31, 1940

64823

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Glavin, Rosen and Quinn Tamm being present, considered the suggestion, submitted by Mr. Thomas W. Curran of the Technical Section, that the Bureau's criminal files be divided on the basis of active and inactive files.

The Conference has previously considered this suggestion, which has been submitted numerous times in the past, and it is not believed desirable or practical to attempt to divide the Technical files on the basis of active and inactive arrest cards.

If you approve, there is attached hereto a letter so advising Mr. Curran.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

E. H. Glavin, Secretary

Enclosure

ORIGINAL FILED IN 66-1631-6630

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/90 BY SP5C/LMS

OK
35

DML:GS

July 30, 1940

MEMORANDUM FOR THE DIRECTOR

On July 27, 1940, at a meeting of the Executive Conference, attended by Messrs. Tolson, Nathan, E. A. Tamm, Foxworth, Rosen and Ladd, a small miniature precision camera approximately the size of a package of chewing gum and samples of the work taken with such a camera showing the negative size, which is approximately one-half inch square, together with the enlargements thereof, were exhibited to the Conference.

The recommendation of the Laboratory that one such camera be purchased for Laboratory use was considered and unanimously approved. This camera with related equipment costs approximately \$100.00.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Egan _____
Mr. Lester _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10MS

ORIGINAL FILED IN 66-6116-367

30

July 27, 1940

RAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Federal Bank Robbery Act" and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Ladd, Rosen, Foxworth and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

ORIGINAL FILED IN 97-2-5404

July 25, 1940

EJC:EO

MEMORANDUM FOR THE DIRECTOR

In conformity with the suggestion contained in memorandum to you under date of July 22, 1940, as to sending an Agent to Shanghai, China, for check of the mail being sent by German espionage agents through C. S. Wang Travel Service, Eschman Road, Shanghai, China, it is recommended that Special Agent Ira W. Duffy, now stationed at Honolulu, Hawaii, be designated to immediately proceed to Shanghai in accordance with the attached personal and confidential letter which will be sent to Special Agent in Charge R. L. Shivers, Honolulu, Hawaii, if this assignment is approved.

Respectfully,

Eat
H. A. Tamm

T
C. Tolson

R
H. R. Clegg

ES
E. J. Connelley

RI
P. E. Foxworth

ORIGINAL FILED IN 65-8946-1298

W
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJ/10MS

NOT RECORDED

66-2554

HN:OSH

July 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, E. A. Tamm, Rosen, Nichols, Glavin, Tracy and Nathan, considered the suggestion of Mr. Hodge that the equipment now available in the gymnasium at Quantico, consisting of

One electric heat cabinet
Three infra-red lamps
Two rubbing tables and mattresses
One iron cot and mattress

be set up in the south end of the gymnasium and a room be constructed to enclose the equipment, about 20 x 15 feet in size.

Messrs. Clegg, Nichols and Ladd were of the opinion that the room should be constructed as suggested.

Messrs. Glavin, Rosen, Tracy, Q. Tamm and Tolson were of the opinion that a room should not be constructed, but suitable screens should be used and the material be installed in a space to be closed off by screens.

Mr. Nathan was of the opinion that the material should not be installed or used, and that neither screens nor a room should be installed.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303013
DATE 7/17/90 BY SP5C110m

66-2554-1891

FEDERAL BUREAU OF INVESTIGATION

JUL 10 1940

FEDERAL BUREAU OF INVESTIGATION

TOLSON

CLERK

ORIGINAL FILED IN 66-3760-50-532X1

WRC:ld

July 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Nichols, Glavin considered a communication received from SAC McKee of the Pittsburgh Office wherein he suggests that the Bureau might wish to have various field offices secure lists of previous graduating classes of universities or law schools so that graduates who have been out of school for a year or two could be contacted to ascertain whether they are interested in Special Agent positions at this time.

SAC McKee points out that this procedure has been followed by him in Pittsburgh with some success.

The Conference is of the opinion that such a procedure on a nation-wide basis is not necessary. It wishes to point out that at the present time Special Agents in Charge have been advised to contact the placement bureaus and alumni associations of the various universities and these contacts can be secured in this way. The Conference has no objection to the procedure suggested by SAC McKee being followed by him but it does not recommend it for country-wide coverage.

A communication to SAC McKee is attached.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 123,071
DATE 7/11/90 BY SP5/BJ/MS

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1892

FEDERAL BUREAU OF INVESTIGATION

AUG 22 1940

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-1934-6035

August 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Nichols, Quinn Tamm, Tracy, Rosen, and Glavin, considered a memorandum for Mr. Tolson regarding copies of legislation.

Mr. Glavin pointed out to the Conference that a great many requests are being received in the Chief Clerk's Office for copies of current and past legislation to be transmitted to persons outside the Bureau who have requested them from the Bureau or its field divisions. It was further pointed out to the Conference that considerable difficulty is experienced from time to time in securing copies of such legislation and the suggestion is made by the Chief Clerk's Office that the Bureau might wish to establish the policy of declining, except in very special cases, to furnish copies of legislation, both past and present, to persons outside of the Bureau. It was suggested that those requesting past legislation should be referred to the statutes at large or to the United States Code Annotated, and those requesting present legislation should be advised that such legislation can be secured only from their representative Congressmen.

The Conference was of the unanimous opinion that the Bureau should continue its present policy of securing legislation for persons desiring copies of it.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/17/90 BY SP5/LLM/s

ORIGINAL FILED IN 66-3665-585

QT:mac

August 30, 1940

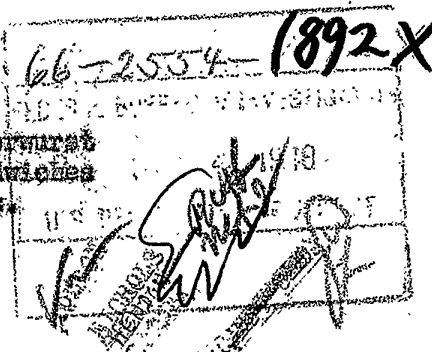
MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Clegg, Ladd, Foxworth, Rosen, Nichols, Hince and Quinn Tamm being present, considered the following outline submitted by Mr. Quinn Tamm, Chairman of the Entertainment Committee for the NPA Associates Retraining entertainment, and recommends the following:

Monday, September 30, 1940: Reception for all NPA Associates and guests in the main ballroom of the Mayflower Hotel. The following menu, which is similar to the menus had for the receptions held for the NPA and for the Retraining and New Agents' Classes, is recommended:

Director's Notation
"Is this to be in the
afternoon evening, or night?
Why can't someone get the
details straight? H."

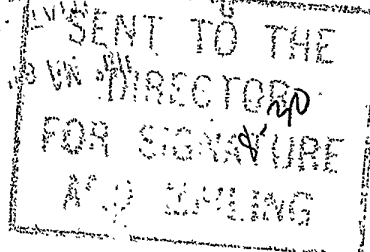
Hot Frank rolls
Hot Snacks
Deviled Crab Cakes
Deviled Shrimps
Sliced Salmon
Celery and Radishes
Hot Cheese Balls
Whole Cheese, Ham, Liverwurst
and Pork and Onion sandwiches
cut in quarters squares
Heurich's beer
Coca Cola
Gingerale
Coffee



It is noted that the charge for this is \$1.00 per person attending, taken from the hotel count. In addition, it is recommended that a 3 piece orchestra, playing popular and state songs, be obtained and, further, no entertainment be had with the exception of Gene Archer, NBC Baritone, to serve as Master of Ceremonies and to lead group singing, also that song sheets be obtained and passed out among the guests so they can all join in the singing. The estimated cost of the above is to be paid by the Finance Committee of the Retraining Session.

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/17/90 BY SP5C/HOM/3



ORIGINAL FILED IN 94-1-666-633

Memo for the
Director

-2-

August 30, 1940

600 persons @ \$1.00 per person -- \$600.00
3 piece orchestra ----- 35.00
Gene Archer ----- 20.00
Total Cost - \$655.00

Director's Notation

"I see it is to be at night. The memo is poorly arranged.H."

Time of Reception - 8:30 P.M. to 10:30 P.M.

Floral Decoration: 1 large center-piece of flowers with streamers of ribbon bearing the initials FBI and NPA thereon ----- \$10.00

Tuesday, October 1, 1940: Trip to Quantico. Mr. Frank Baughman has contacted the Commanding General of the Marine Corps at Quantico and has perfected arrangements for the Bureau's use of the Quantico facilities for the entertainment of the NPA Associates at Quantico. The proposed program is as follows:

2:00 P.M. - Depart from Washington.

3:30 P.M. - Arrive at Quantico.

3:30 P.M. - 4:30 P.M. - Firearms demonstration by Bureau experts using the Bureau's range, if available, otherwise, to be held on the Quantico pistol range.

4:30 P.M. - 5:30 P.M. - Dress parade by Marine Corps.

5:30 P.M. - 7:30 P.M. - Buffet supper, to be held in the Marine Corps Barracks and, in addition, inspection of the FBI Barracks.

7:30 P.M. - Night firearms demonstration by Bureau experts.

8:00 P.M. - Depart for Washington.

10:00 P.M. - Arrive in Washington.

Director's Not.

"Absolutely no.

I repeatedly said I want it in our Barracks.H."

The Commanding Officer of the Marine Corps has agreed that they will have a dress parade and that the Marine Corps, in addition, will serve a buffet supper. A suitable menu will be prepared and submitted for approval by the Marine Corps. If, because of rain, the weather will not permit the trip to Quantico, it is recommended that classes be held on Tuesday afternoon and that Tuesday night be left open. In connection with the firearms demonstration to be given at Quantico, it is desired that the following firearms men be made available for the demonstration and, in addition, be brought into Washington approximately ten days prior to the reunion in order that a suitable demonstration may be arranged and practiced. Mr. Frank Baughman to be in charge of the demonstration and to serve as Master of Ceremonies at

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Memo for the
Director

August 30, 1940

the ranger

H. J. Adams
J. E. Brennan
D. A. Bryce
C. W. Carlson
Director's Not
"O. K. H." E. G. Dorris
W. E. Egan
G. E. Fitch

G. Franklin
J. Kennedy
K. Logan
L. A. Hanson
H. L. Sloan
W. Walsh
G. W. Wain

Messrs. Clegg, Ladd, Foxworth, Rosen and Hince recommend that Special Agent H. J. Adams be brought in for the firearms demonstration. Messrs. Nichols and Quinn Tamm are opposed to bringing Adams in because of the fact that he is a new Agent who has only been in the Field since May 27, 1940. In addition, Conference recommends that Inspector H. E. Gurnea be made available to assist in the preparations and instruction of the firearms men.

Dir. Not.
"O. K. H."

Wednesday, October 3, 1940: Stag luncheon for FBI WPA Associates as guests of the Bureau officials, in the main ballroom of the Mayflower Hotel, 12:00 noon to 2:00 P.M. The proposed menu is submitted as follows:

Consomme Madrilaine, Whipped Cream

Broiled Lamb Chop, Mixed Grill
New Peas
Potatoes au Gratin

Ice Cream or Pie
Cakes
Coffee

100 persons @ \$1.25 per person = \$500.00

In addition, it is recommended that a 3 piece orchestra be obtained to furnish luncheon background music.

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Cost of the orchestra - - - - - \$ 30.00

Total estimated cost of luncheon \$530.00

1 floral piece for center table - \$ 4.00

Memo for the
Director

-4-

August 30, 1940

Wednesday, October 2, 1940: Luncheon for the ladies in the Blue Room of the Shoreham Hotel. The following menu is submitted for approval:

Fruit Cocktail

Half Broiled Chicken
String Beans
Parisienne Potatoes

Shoreham Parfait

Deaf Tasse

200 persons @ \$1.50 per person -- \$300.00

In addition, it is recommended that a 3 piece orchestra be obtained to furnish background music.

Cost of the orchestra -- -- -- \$ 30.00

Total estimated cost of luncheon -- \$330.00

Bouquet of flowers on each of the
tables for the ladies' luncheon
at 50¢ per table. Estimated cost -- \$ 15.00

Thursday, October 2, 1940: "Ditch Treat" Banquet in the main ballroom of the Mayflower Hotel. It is recommended that Assistant Director Harold Nathan be designated to serve as Toastmaster for the Banquet. The following menu is submitted:

Director's Notation

"Clegg should be

Mr. Tolson toastmaster. H."

Mr. Clegg _____

Mr. Foxworth _____

Mr. Ladd _____

Mr. Nathan _____

Mr. E. A. Tamm _____

Mr. Egan _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Hendon _____

Mr. Rosen _____

Mr. Tracy _____

Miss Gandy _____

Double Martini Cocktail

Minestrone Fresh Vegetable Soup
with Spaghetti
Celery Olives

Broiled Filet Mignon, Sauce Italienne
New Peas
French Fried Potatoes
Hearts of Lettuce, Lorenzo Dressing

Frozen Egg Nog sur socle
Cakes
Mints

Deaf Tasse

Memo for the
Director

-5-

August 30, 1940

It will be necessary, of course, to obtain entertainment and music for the Banquet. The suggested type of entertainment is submitted herewith.

As Master of Ceremonies, a comedian, Frank Sleuth of Philadelphia, who serves at a great number of banquets as Master of Ceremonies and comedian. This individual's acting is on the risqué side but suitable for a mixed banquet. He is strictly a comedian.

In addition, a roller skating duo, whose act is fairly clever and entertaining.

The Arthur Murray Dance Interlude, a dance team featured in the night clubs of Washington that has been very successful.

Gene Archer, NBC Baritone, who sings popular songs.

One additional act, either a girl singer or some other suitable act.

~~Expenditures.~~

Such other acts as appear suitable and can be obtained at that time.

Cost of entertainment - - - - \$250.00

3 piece orchestra to furnish
background music and music
for the entertainment - - - - \$ 95.00

Floral Decorations: Speakers' table at the Banquet to be decorated with 3 bouquets - - \$ 20.00

Corsages for all ladies at the Banquet: It is recommended that a large, single gardenia corsage, suitably arranged be obtained at a cost of 25¢ per corsage. 300 corsages @ 25¢ per person - - - - - \$ 75.00

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. U. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Memo for the
Director

-6-

August 30, 1940

It is noted that this is a "Dutch Treat" Banquet and allowing for approximately 50 guests and incidental expenses, the cost of the Banquet at \$2.50 per plate should be \$300.00, which, with the entertainment, will make the total cost of the Banquet \$600.00.

Banquet time called for 7:00 P.M.
Actual serving to commence at 7:30 P.M.
Entertainment to start at 8:45 P.M.

Friday, October 4, 1940: Dance at the Wardman Park Hotel, in the main ballroom. The dance is to be given and financed by the FBI Recreation Association and will not entail any expense to the Entertainment Committee. It is noted and recommended that a 10 piece orchestra be obtained to furnish the music. Tickets to the dance will be sold to Bureau employees and it is possible that the dance will come fairly close to paying for itself. Any deficit will be met by the Recreation Association.

It is further recommended by the Committee that music and entertainment be obtained from Sidney's Orchestra, Inc. so that the best price possible will be obtained by perfecting arrangements for all entertainment and music through one organization.

Mr. Carter Barron of Lowe's Theatre has been contacted and arrangements have been made to obtain tickets for the Palace and Capitol Theatres to be used on Tuesday night, October 1st and Wednesday, October 2nd for those who desire them. The tickets will admit the HPA guests and associates to the theatres and will be paid for by the Entertainment Committee after they have been used. It is estimated, judging from last year's use of the tickets, that this will cost approximately \$200.00.

It is noted that in connection with the entertainment of the ladies during the days when classes are being held, automobiles and Bureau employees will be available to take the ladies on tours of the Bureau and sight-seeing each day during this time. Of course certain expense will be entailed in preparing for the ladies and the luncheons during the time they are sight-seeing.

If the above is approved, complete arrangements will be finished

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Memo for the
Director

-7-

August 30, 1940

within a week so that everything will be in readiness at least one month
in advance.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

Director's Notation
"Approve with above
notations. H."

W. R. Glavin, Secretary

Mr. Tolson _____

Mr. Clegg _____

Mr. E. A. Tamm _____

Mr. Foxworth _____

Mr. Nathan _____

Mr. Ladd _____

Mr. Egan _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Hendon _____

Mr. Rosen _____

Mr. Tracy _____

Miss Gandy _____

COPY

DML:GS

August 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on August 24, 1940, considered the suggestion of Special Agent Patrick A. Munley of the Grand Rapids Office to the effect that the field divisions gather information concerning individuals who are known in the past to have engaged in preparing, making, manufacturing, or placing of bombs in public places, and that the names, photographs and fingerprints of such individuals known to the police departments be obtained and placed in the Bureau's single fingerprint file.

Mr. Foxworth favored this suggestion, however, suggesting that the information be gathered from all police departments on the Bureau's mailing list by means of a circular letter. Messrs. Clegg and Glavin were in favor of having agents in the field contact police departments in all towns of 100,000 population or more and through oral interviews obtain the desired information for submission to the Bureau. Mr. Tracy was in favor of the suggestion of Agent Munley in the event it was clearly understood by the police departments contacted that the Bureau would offer no advice or assistance in connection with the handling of the bombs, but that the information was merely wanted for the Bureau's single fingerprint file.

Messrs. Rosen, Nathan, Nichols and Ladd were opposed to gathering this information, it being pointed out that such a list would contain primarily labor racketeers, who were known to have placed bombs, etc., and would be of little value in connection with the national emergency; that the maintenance of a general appearance file for the photographs and descriptions of known bombers would be of little or no value inasmuch as witnesses are seldom located who have seen any persons placing bombs. Further, it was pointed out that to obtain such information would entail a great deal of investigative work on the part of the field which would not be justified from the results obtained, it being particularly pointed out that after a bomb has exploded, the possibilities of any latent fingerprints being left thereon are very remote.

Respectfully,
For the Conference

Clyde Tolson, Chairman

(signed W. R. Glavin.
W. R. Glavin, Secretary

Director's Notation
"I agree with 2nd par.
recommendation. H."

NOT RECORDED

64-2557

323,013
7/17/90 SPS-110ms

ORIGINAL FILED IN 64-2557-134

DML:GS

August 27, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on August 24, 1940, which was attended by Messrs. Nathan, Foxworth, Clegg, Glavin, Rosen, Tracy and Ladd, the request contained in a letter from the New York Office that information in the possession of the Bureau with reference to the handling of bombs and explosives be furnished to the New York Office for transmission to Mr. H. Johnston, Assistant to the Fire Commissioner of New York City, was considered.

The Conference was opposed to furnishing any written outline with reference to this matter to the Fire Commissioner and suggested that in lieu thereof the New York Office advise Mr. Johnston that the experts in the Bureau's Technical Laboratory would be pleased to confer with him, if he would call at the Laboratory in Washington.

In the event you approve of the action of the Conference, there is attached hereto a letter to the New York Office.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C107J

50-100-100

ORIGINAL FILED IN

LSN:ECB

August 26, 1940

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C11DM5

MEMORANDUM FOR THE DIRECTOR

MS
65
The Executive Conference consisting of Messrs. Clegg, Nathan, Ladd, Foxworth, Tracy, Glavin, Rosen and Nichols considered the matter of distributing the booklet "Suggestions For Protection of Industrial Facilities." The Conference was of the opinion that first of all the booklet should not be distributed widely but is something that we have to give and should be requested. While the booklet has not been widely distributed to date, nevertheless it is felt that following the publication of the September issue of the FBI Law Enforcement Bulletin, there will be numerous requests for it.

For the time being the Conference recommended

1. That copies of the booklet be furnished to each plant which has been surveyed by the SAC. This would give him the basis for continuing his contact with the plant. The Conference felt that copies should not be furnished to the plants which have not been surveyed as yet but which are on the priority list inasmuch as the suggestions set forth therein would undoubtedly be covered in the survey while on the other hand if these booklets are given out in advance the plants might take it upon themselves to put into effect certain suggestions which an Agent would be in a better position to make to more effectively protect the plant's facilities. If this is approved a letter will go forward to each SAC issuing the proper instructions.

2. It was the consensus of the Conference that copies of the booklet should not be sent to graduates of the National Police Academy at the present time but should be handed to those who attend the Annual Reunion and Retraining and then copies sent to those who do not attend. It was pointed out that this is something additional that we can give the graduates and it would give them something to take home and talk about.

Respectfully,
RECEIVED-10720M

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

NOT RECORDED

66-2554

2ES 11 11 07 AM '40

ORIGINAL FILED IN 94-3-6-7-194

COPY
hvw

WRG:MTS

August 26, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, Ladd, Nichols, Foxworth, Rosen, Tracy, and Glavin, considered a communication received from SAC Richmond of the Houston Office concerning the several Mexican states which are presently adjacent to the Houston territory and should be handled from Houston.

Director's Notation:

"Yes provided
Agt's get auth.
before going in.
J. E. H."

The Conference is in agreement that Houston should handle inquiries in these states and there is attached hereto a communication to the field concerning this matter.

He also suggested that for the sake of expediency Agents of the Houston Office assigned to Laredo and Brownsville, Texas, be permitted to make routine checks in the towns of Matamoros, Reynosa, Nuevo Laredo, Tamulipas, without securing prior Bureau authority in each instance.

The Conference points out that at the present time it is necessary to secure such approval and in the case of emergency the necessary investigation can be made and the Bureau immediately advised of such action. It does not believe that there should be any change in this instruction.

A letter to Mr. Richmond is attached hereto.

Respectfully,
For the Conference

Clyde Tolson
Chairman

Director's Notation--

"I want it definitely understood that no representative of the Bureau is to ever enter a foreign country unless specifically approved by the Director or Acting Director. H."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/11/90 BY SP5C/10ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-11-579

LBN:LCB

August 26, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Clegg, Nathan, Ladd, Foxworth, Tracy, Glavin, Rosen and Nichols considered the matter of distributing the booklet "Suggestions For Protection of Industrial Facilities." The Conference was of the opinion that first of all the booklet should not be distributed widely but is something that we have to give and should be requested. While the booklet has not been widely distributed to date, nevertheless it is felt that following the publication of the September issue of the FBI Law Enforcement Bulletin, there will be numerous requests for it.

For the time being the Conference recommended

1. That copies of the booklet be furnished to each plant which has been surveyed by the SAC. This would give him the basis for continuing his contact with the plant. The Conference felt that copies should not be furnished to the plants which have not been surveyed as yet but which are on the priority list inasmuch as the suggestions set forth therein would undoubtedly be covered in the survey while on the other hand if these booklets are given out in advance the plants might take it upon themselves to put into effect certain suggestions which an Agent would be in a better position to make to more effectively protect the plant's facilities. If this is approved a letter will go forward to each SAC issuing the proper instructions.

2. It was the consensus of the Conference that

Mr. Tolson _____ copies of the booklet should not be sent to graduates of the
Mr. Clegg _____ National Police Academy at the present time but should be
Mr. Foxworth _____ handed to those who attend the Annual Reunion and Retraining
Mr. Ladd _____ and then copies sent to those who do not attend. It was
Mr. Nathan _____ pointed out that this is something additional that we can
Mr. E. A. Tamm _____ give the graduates and it would give them something to take
Mr. Egan _____ home and talk about.
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/LMS

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

ORIGINAL FILED IN

HN:OSH

August 26, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Glavin, Nichols, Ladd, Rosen, Clegg and Nathan, considered a letter from SAC Conroy, dated August 20th, suggesting that the Dallas and other offices be authorized to refer communications received, which have no investigative possibilities in their districts, by routing slip to other field office jurisdictions where investigation may be necessary. This would save indexing, duplicate acknowledgments, et cetera.

The Conference was of the opinion that while this would save indexing, duplicate acknowledgments, et cetera, it would be undesirable inasmuch as a correspondent, for example, from the Dallas jurisdiction would send in a complaint, which might be sent by routing slip to Houston and acknowledged by Houston to the original complainant. In the future, the complainant would be puzzled as to where to submit complaints. For this reason the Executives Conference was opposed to this suggestion.

A letter to Conroy is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

*lunch with
orig.*

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/11/90 BY SP5C:1 pms

ORIGINAL FILED IN

30

COPY/rc
LBN:AWN

August 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Glavin, Nathan, Foxworth, Tracy, Ladd, Rosen and Nichols considered the suggestion of Mr. Patterson designed to make more file space available by the destruction of the following summary reports:

1. MONTHLY OVERTIME REPORTS These reports record the overtime of individuals and have been maintained since 1934. They occupy two file drawers. The present report is different than the form kept at that time and it is the unanimous recommendation of the Conference that the records not be kept in the Files Section but that the material be furnished to the Chief Clerk's Office informally and after it has been summarized, it then be destroyed. The summaries will, of course, be made a matter of permanent record.

2. MONTHLY MAILING LISTS - IDENTIFICATION DIVISION Inasmuch as some question might arise, it was the unanimous opinion that these lists be kept indefinitely.

3. MONTHLY REPORT OF AGENTS' WORK PERFORMED IN FIELD OFFICES
This is a summary of the monthly administrative reports and have been maintained since 1927. It was the opinion of the Conference that only the original be kept with all copies being destroyed.

4. RECORDING CARDS - IDENTIFICATION DIVISION These particular cards reflect the daily number of fingerprints received from various contributors to the Uniform Crime Reports. They occupy 48 file drawers and have been kept since 1934, however Mr. Schilder authorized the destruction of the reports for 1935. It was the unanimous opinion of the Conference, with the exception of Mr. Glavin that these cards should be kept for three years and then destroyed, it being believed by Mr. Glavin, however, that these cards be destroyed after the expiration of one year.

5. DAILY REPORTS OF INQUIRIES ANSWERED BY THE IDENTIFICATION DIVISION
This, in effect, is a summary of the work done in the Identification Division and it was the unanimous opinion of the Conference that they be kept for only a period of one month. These reports occupy two file drawers and have been maintained since 1926.

6. DAILY REPORT OF THE MOVEMENT OF AGENTS These reports have been kept since 1926 and occupy two file drawers. It was the unanimous opinion of the Conference that these reports should only be kept for thirty days as they are a duplication of the information kept in the files of the Agents and the various offices.

7. MONTHLY FIELD ADMINISTRATIVE REPORTS These reports which are submitted each month occupy 21 file drawers and have been maintained since 1931. It was the

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/11/90 BY SP5C110MS

66-818-1873
ORIGINAL FILED IN

COPY/rc

- 2 -

unanimous opinion of the Conference that these reports should be destroyed after one year inasmuch as complete copies are available in all Field Offices.

It was the consensus of the Conference that there was no need to refer to the administrative reports for a period beyond one year and furthermore the summaries would be available in the monthly reports of the work performed by the Agents in the various Field Offices.

8. Mr. Petterson recommended the destruction of ten file drawers of newspaper clippings and articles on the Lindbergh kidnaping case. It was the opinion of the Conference that these clippings be retained.

In the event that the foregoing recommendations of the Conference are approved, the appropriate instructions will be issued to the Files Section.

Respectfully,
For the Conference

Clyde Tolson
Chairman

copy AG

LBN:LCB

AUGUST 24, 1940.

MEMORANDUM FOR THE DIRECTOR

ms
The Executive Conference consisting of Messrs. Nathan, Clegg, Foxworth, Ladd, Rosen, Glavin, Tracy and Nichols considered Mr. Nichols' memorandum of August 22, 1940 summarizing the Field's observation with reference to physical training. The Conference also considered Mr. Nichols' suggestion on the continuance of physical training.

The Conference generally was of the opinion that physical training of some kind was beneficial, although the observation was made that routine types of physical training might not have the advantages of certain other types.

Messrs. Nathan, Clegg, Foxworth, Ladd and Rosen were in favor of discontinuing compulsory physical training until the present emergency is over for the following reasons:

1. It is felt that the great pressure of work at the present time, the time of the Agents could be spent to greater value to the Bureau on actual investigative work.
2. The time required for physical training upon the part of the individual Agent would exceed the one hour designated for such training for the reason that if an Agent is on the outskirts of town on a routine investigation as most of them should be doing, it is necessary that he leave his investigative work, return to the office some time before the designated hour for training. After spending an hour in training, it is not felt likely that he would return to his investigative work.
3. Some of the Agents have pointed out that in certain localities they are able to find persons between five and seven o'clock more readily than at other times of the day, particularly in residential districts.
4. It was felt that to regularly give physical training during the present emergency might give a basis for criticism to persons antagonistic toward the Bureau. It was pointed out that with the large volume of work now before the Bureau and the publicity which has been given to it, someone might make it a point of criticism that the time of Agents was being spent in being given physical training.

NOT RECORDED

46
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/17/90 BY SP5C/10MS

66-4982-932
ORIGINAL FILED IN

98

- 2 -

Messrs. Glavin, Tracy and Nichols were in favor of continuing the present program of physical training because it was believed that the advantages exceeded the disadvantages. It was pointed out that a common-sense interpretation should, of course, be given this Bureau requirement which would necessarily excuse an Agent from taking compulsory physical training in the event he was engaged in investigation of utmost urgency and importance and in the event he was a long distance from his field office or the place where he took gymnasium.

It was also pointed out that the physicians at the Naval Hospital found the Bureau Agents who took supervised physical training in better physical shape than those who did not take physical training. It was also observed that for a period three times a week physical training would take Agents away from their work and provide a period of relaxation and possibly recreation, thus bringing the men of an office together.

In the event the majority opinion is approved, a letter is attached ordering the discontinuance of supervised physical training. In the event the minority opinion is approved, a letter is attached pointing out that supervised physical training should be continued.

Respectfully,

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

COPY/rc

August 22, 1940

MEMORANDUM FOR THE DIRECTOR

RE: NPA Associates Retraining
September 30 - October 5
Washington, D. C.

Mr. Tolson	✓
Mr. Clegg	
Mr. E. A. Tamm	
Mr. Foxworth	
Mr. Nathan	
Mr. Ladd	
Mr. Egan	
Mr. Glavin	
Mr. Nichols	
Mr. Hendon	
Mr. Rosen	
Mr. Tracy	
Miss Gandy	

The executives' Conference reconsidered the entertainment program and recommends as follows:

Monday, September 30, 1940

Reception - Mayflower Hotel
Main Ballroom

Tuesday, October 1, 1940

Trip to Quantico - Inspection FBI
facilities and light buffet

Wednesday, October 2, 1940

Stag luncheon - Mayflower Hotel
Main ballroom
Ladies luncheon - Shoreham Hotel

Thursday, October 3, 1940

Banquet, dutch treat - Mayflower Hotel
Main ballroom

Friday, October 4, 1940

Informal dance - Wardman Park Hotel
Main ballroom
Courtesy FBIRA

Saturday, October 5, 1940

Graduation

NOT RECORDED

All reservations have been made and the entertainment subcommittees are now working out details for submission to the Executive Conference.

If approved, the above schedule of events will be carried out.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman
W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/1/90 BY SP5/10m.5

ORIGINAL FILED IN 1-4-3892

66-2554

LBN:AWN

August 22, 1940

MEMORANDUM FROM THE EXECUTIVE CONFERENCE
FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,017
DATE 7/17/96 BY SP5C110MS

The Executive Conference consisting of Messrs. Nathan, Clegg, Foxworth, Ladd, Rosen, Glavin and Nichols, considered Mr. Nichols' memorandum of August 22nd summarizing the Field's observations with reference to physical training.

The Conference also considered Mr. Nichols' suggestions to the effect that supervised physical training should be continued.

Messrs. Nathan, Clegg, Foxworth, Ladd and Rosen were in favor of discontinuing compulsory physical training until the present emergency is over.

The idea was furnished by Mr. Foxworth that an Agent knowing he would have to take physical training at 5:00 P.M. would leave his work to come into the office and would consider his work much more important than the physical training and might lose interest in his work.

It was also pointed out that the Agents are working overtime and that obviously they do not like the present policy of physical training and would rather spend the time necessary for that, either at home or at work.

Messrs. Glavin and Nichols were in favor of continuing the present program of physical training because it was felt that the advantages exceeded the disadvantages; that the Bureau operates on a common-sense basis and that obviously if an Agent is on a special matter or an expedite investigation some distance from the office, he could be excused. It was the belief of Mr. Glavin and Mr. Nichols that in the long run the Bureau would be just as far ahead and the Agents would be in better physical condition.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

SENT TO THE
DIRECTOR
FOR
REPLY

RECEIVED
JUL 24 1940
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-4932-931

- 2 -

In the event that the majority opinion prevails a letter is attached for approval to the Field, ordering the discontinuance of the supervised physical training.

In the event the minority opinion prevails, a letter is attached pointing out that supervised physical training should be continued.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WAG:lrd

August 21, 1940

66-5844-147

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Clegg, Foxworth, Tracy, Rosen, Ladd, and Glavin considered the attached suggested bulletin regarding the transmission of telegrams to Bureau Offices outside the continental limits of the United States.

It was pointed out to the Conference that this information had been furnished to the field heretofore; however, since the reopening of the territorial offices the field had not been abiding by such instructions and it was believed desirable that they again be issued.

The Conference unanimously approves the reissuance of these instructions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/17/90 BY SP5C/LMS

RECEIVED-10720M

256 2 8 20 VM

NOT RECORDED

66-2534

RECEIVED-10720M

256 1 8 30 VM

ORIGINAL FILED IN 66-6994-5

WRG:lrd

August 21, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Clegg, Foxworth, Tracy, Rosen, Ladd, and Glavin approved the attached form letter to the field advising the field as to the manner in which the Chief Clerks should notarize Agents' expense accounts under the recent authority granted them.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/10ms

NOT RECORDED

66 2554

ORIGINAL FILED IN 66-2690-103

WRG:MTS

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, consisting of Messrs. Nathan, Foxworth, Nichols, Tracy, Ladd, Rosen, and Glavin, considered a memorandum submitted by Mr. Coffey under date of August 8, 1940, wherein he mentions the fact that SAC Hood of the San Diego Office is of the opinion that two-way radio equipment should be forwarded to San Diego.

Mr. Coffey, in his memorandum, points out that the Laboratory at the present time is conducting experiments on two-way radios and he is of the opinion that no installations should be made in any field division until the tests have been completed here.

The Conference is in unanimous agreement with Mr. Coffey in this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECEIVED 10120M

Aug 23 8 06 PM '40

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SPSC/loms

ORIGINAL FILED IN 66-1980-7-56-44

WRG:lrd

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

6
wy
The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Clegg, Foxworth, Tracy, Rosen, Ladd, and Glavin considered a memorandum submitted for the attention of Mr. Glavin under date of August 12, 1940, by Mr. R. D. Gibbons, concerning compulsory military training.

Mr. Gibbons pointed out that in view of the fact that compulsory military training is under discussion legislatively at the present time, the Bureau might wish to take some steps to secure the necessary information regarding the number of employees in the Federal Bureau of Investigation who would be affected by such training.

The Conference is of the unanimous opinion that no research or circularization should be made on this matter at the present time, and it is of the opinion that such data can be secured very quickly in the event the compulsory military training legislation is passed.

There is attached hereto a communication addressed to Mr. Gibbons concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/11/90 BY SP5C11DMS

ORIGINAL FILED IN 66-6200-25-7

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

encl with orig.

WRG:MTS

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Foxworth, Nichols, Tracy, Ladd, Rosen, and Glavin, considered a memorandum submitted to the Director by Miss Ruth Brewer of the Chief Clerk's Office, wherein she suggests that the Bureau might wish to consider utilizing the services of the Social Service Exchange. This is a charitable exchange which has been in existence for some time and for the Director's information the Bureau has been using its facilities for some time past.

There is attached hereto a communication to Miss Brewer concerning her suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

FILED DESTROYED
94-1-19332-4

RECEIVED FOR THE DIRECTOR

AUG 23 8 01 AM '40

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C10MS

IN:CSH

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, Tracy, Nichols, Rosen, E. A. Tamm, Glavin and Nathan, considered a memorandum addressed to Mr. Nathan by Mr. Logan under date of August 2nd relative to 15 Remington Model 11 Autoloading Shotguns, transmitted to the Bureau by the field as unserviceable for Bureau work.

The Executives Conference was unanimously of the opinion that these guns should be turned in as surplus equipment.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-3760-50-566

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/11/90 BY SP5C/10M5

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

8
The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Foxworth, Clegg, and Glavin considered a request made by Special Agent in Charge Sackett of the New York Office for telediphone equipment for that office to be used in recording telephone conversations.

The Conference points out that such equipment is not being used by the Bureau at the present time due to existing legislation and for that reason SAC Sackett's request is disapproved.

An appropriate communication addressed to SAC Sackett is attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Attachment

RECEIVED-10700W
SEP 12 4 00 PM '40

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C110ms

66-27-102-39

WRG:lrd

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Foxworth, Clegg, and Glavin considered a suggestion which had been made in a report of a quarterly conference to the effect that the duplicate listings in telephone directories be discontinued since it is no longer necessary to communicate with the Special Agent in Charge at his home after 12:00 Midnight.

For the Director's information, at the present time listings in the telephone book first show the office telephone and then the alternate telephones for after Midnight of each night, the alternate telephones usually being the Special Agent in Charge and the Chief Clerk of the field office.

The Conference is of the unanimous opinion that since the offices are open twenty-four hours a day that the alternate listings may be discontinued. In the event the Director approves, the field will be notified.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/17/90 BY SP5C/LAM/S

ORIGINAL FILED IN

ESTIGATE
1940
STOCK

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Tolson.....
Mr. Clegg.....
Mr. E. A. Tamm.....
Mr. Foxworth.....
Mr. Nathan.....
Mr. Ladd.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

HN:CSH

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

RE: FBI NPA RETRAINING PERIOD
9/30 - 10/5/40

The Executives Conference, consisting of Messrs. E. A. Tamm, Foxworth, Nichols, Clegg, Rosen, Ladd and Nathan, considered and approved the following schedules of lecturers to cover the investigative phase of the instruction at the NPA retraining period, as well as the technical aspects of espionage and sabotage:

<u>Subject</u>	<u>Time</u>	<u>Lecturer</u>	<u>Alternate</u>
Investigative problems in national defense.	1 1/2 hr.	Mr. Clegg	Mr. Carson
Subversive movements.	1/2 hr.	Mr. McIntire	Mr. Pryor
Espionage investigations.	1 or 2 1/2 hrs.	Mr. Kimball	Mr. Wolfe
Sabotage investigations.	1 or 2 1/2 hrs.	Mr. Carson	Mr. Hinze
Industrial protection.	6 hrs.	Messrs. Kramer, Gurnea & Holloman	Each other & Mr. Carson

Technical aspects of espionage will cover a period of 1/2 day, subdivided as follows:

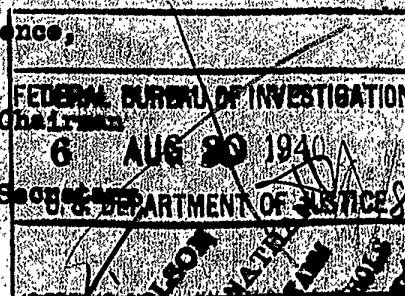
Introduction to the technical aspects of espionage and sabotage.	45 min.	Mr. Coffey
Document aspects of espionage.	45 min.	Mr. Appel
Codes and secret writings and methods of concealing messages.	45 min.	Mr. Blackburn
Photographic aspects of espionage.	45 min.	Mr. Dunlop
Technical aspects of sabotage.	1/2 day or 3 hours	Mr. Parsons

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C/LMS

Respectfully,
For the Conference,

Glyde Tolson, Chairman

Mr. Glavin, Secretary



NOT RECORDED

ORIGINAL FILED IN 100-1-6-109

9
WRG:MTS

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Nathan, Foxworth, Nichols, Tracy, Ladd, Rosen, and Glavin, considered a memorandum submitted by Mr. Laughlin, wherein he suggests that in the future no record be made of purely routine credit inquiries made of the Bureau.

Mr. Glavin pointed out to the Conference that there are dozens of these inquiries every week and that there would be a material savings in time if such inquiries are not recorded. They have no bearing on the personnel file of the employee involved and the Conference therefore recommends that the submission of memoranda of this type be eliminated in the future.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-3665-588

NOT RECORDED

66-2554

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30
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/17/90 BY SP5G/1075

HN:CSH

August 20, 1940

MEMORANDUM FOR THE DIRECTOR

MS
The Executives Conference, consisting of Messrs. Q. Tamm, Ladd, Tracy, Nichols, Rosen, E. A. Tamm, Glavin and Nathan, was furnished with a summary of the replies received from 16 police officials in connection with a proposed course of training in the subject of police administration and organization methods. The summary memorandum is attached hereto.

Of the 16 police officials to whom communications were sent, no replies were received from 4, and one is dead. All those who responded thought the idea was good. Two of them stated they would attend, if possible. One stated he definitely would attend. The others stated they would endeavor to send representatives.

The Executives Conference was of the opinion that it would be appropriate, in view of existing circumstances, to postpone further consideration of this proposal until May 1, 1941. It was noted that the majority of those to whom communications were sent stated it would be impossible to come themselves.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/1/90 BY SP5/LMS

ORIGINAL FILED IN 1-47-31

DNL:GS

August 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference at a meeting on August 13, 1940, at which meeting the following were present, Messrs. E. A. Tamm, Foxworth, Clegg, Nathan, Nichols, Rosen and Ladd, considered the suggestion of the Technical Laboratory to the effect that a Modus Operandi File be developed on professional check flashers, this file to be maintained in conjunction with the present check file in the Technical Laboratory.

It was unanimously agreed that this would be desirable and in the event you approve, such a file will be set-up in connection with the Anonymous Check File.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2557-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,017
DATE 7/17/90 BY SP5C/LMS

ORIGINAL FILED IN

80-600-593X

DML:GS

August 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference at a meeting on August 13, 1940, attended by Messrs. E. A. Tamm, Foxworth, Clegg, Nathan, Nichols, Rosen and Ladd, considered the suggestion of the Technical Laboratory that in view of the fact that the Bureau now has 36 Presto sound recorders, one be assigned to each of the following field offices in addition to those offices which are presently designated sound offices:

Baltimore	Phoenix
Boston	Pittsburgh
Buffalo	Portland
Butte	Saint Paul
Cincinnati	Salt Lake City
Honolulu	San Diego
Houston	San Francisco
Kansas City	Savannah
Memphis	Seattle
Miami	Sioux Falls
Philadelphia	

It was unanimously agreed that this equipment should be forwarded to the offices above named and in the event you approve, it will be shipped to these offices in order that it may be available for use in these districts or for assignment to immediately adjoining offices, should an occasion arise for its use there.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson _____
Clegg _____
Foxworth _____
Ladd _____
Nathan _____
E. A. Tamm _____
Egan _____
Glavin _____
Harbo _____
Nichols _____
Rosen _____
Tracy _____
Quinn _____

NOT RECORDED

W
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323617
DATE 7/11/90 BY SP5CJ/pms

ORIGINAL FILED IN 47185-1300

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

COPY BY AG

August 13, 1940

WRG:MTS

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Nichols, Quinn Tamm, Tracy, Rosen and Glavin, considered a suggestion received from the Special Agent in Charge of the Washington Field Office concerning applicant investigations.

SAC Hottel suggested that the Bureau be designated as the office of origin in all applicant investigations, in view of the fact that telegrams are sent out by the Bureau to all divisions, setting forth information about the applicant and requesting that the investigation be completed and that a telegraphic summary or report be sent to the Bureau by a certain date. It was also pointed out to the Conference that these investigations are without exception followed by the Chief Clerk's Office.

The Agent in Charge of the Washington Field Office further points out that there are a great many reports received in the Washington Field Office covering applicant investigations which are entirely unnecessary and which would not be received if the Washington Field Office were not to be considered as the office of origin.

Mr. Glavin advised the Conference that the Chief Clerk's Office has always followed applicant investigations and all inquiries to the field concerning applicant investigations are initiated by the Bureau. He is of the opinion that by making the Bureau the office of origin on all applicant investigations considerable unnecessary work would be saved the field offices without any additional work whatsoever in the Chief Clerk's Office.

The Conference is of the unanimous opinion that it would be well to establish the procedure of having the Bureau the office of origin on all Bureau applicant investigations and recommends that this policy be followed in the future. Subject to the Director's approval, there is attached hereto a form letter to the field covering this matter, as well as a communication to the Special Agent in Charge of the Washington Field Office.

Respectfully,
For the Conference.

Clyde Tolson
Chairman

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/7/90 BY SP5C110ms

ORIGINAL FILED IN 66-2160-283

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

HN:CSH

August 12, 1940

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,017
DATE 7/17/90 BY SP5CJ/MS

MEMORANDUM FOR THE DIRECTOR

On August 8th the Executives Conference, consisting of Messrs. Tolson, Foxworth, E. A. Tamm, Ladd, Glavin, and Nathan, considered a communication of August 2nd from SAC Guinane at Birmingham to the effect that Chief of Police Dickerson of Selma, Alabama had stated he did not like the idea of sending officers to the FBI NPA and then having to lose them to another department. He was referring to the case of Werdner W. Moseley, who was recommended by the Bureau for appointment as Chief of Police at Lake Wales, Florida and received the appointment. Guinane stated Chief Dickerson also criticized Moseley for not letting him know about the negotiations for his appointment in any manner whatsoever. Guinane recommended that no graduate of the NPA be recommended for any position without receiving a letter from the head of his department giving his consent (with the exception of instances where graduates may have paid their own way to the Academy).

Messrs. Tolson, Foxworth and Nathan were of the opinion that the policy of the Bureau should be to recommend no graduate of the NPA unless said graduate had returned to his department and continued to function there for one year after graduation. It was stated that no previous graduate had been recommended to another department within a year of his graduation. They felt it would be undesirable to communicate with and receive the approval of the Chief of Police, pointing out that the Bureau sometimes recommends four or five graduates for one vacancy, and the fact that this is done might jeopardize a member's standing with his police organization. The Bureau, of course, has the right to recommend such NPA graduates as it thinks are capable of positions of greater responsibility.

Mr. Glavin was of the opinion that the Bureau should take the matter up with the Chief of Police in all instances prior to suggesting the name of a police officer under his jurisdiction.

Messrs. E. A. Tamm and Ladd felt the Bureau should recommend the best NPA graduate available at all times, without regard to whether he had served a year in his own organization subsequent to graduation.

A letter to Chief of Police Dickerson is attached. No letter has been prepared to Guinane, pending a decision as to Executives Conference recommendation.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

U. S. DEPARTMENT OF JUSTICE

NOT RECORDED

66-2554

Mr. Tolson
Mr. Foxworth
Mr. E. A. Tamm
Mr. Nathan
Mr. Ladd
Mr. Glavin
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

Mr. Tamm

Mr. Glavin

ORIGINAL FILED IN 62-1361-7

EAT:DS

September 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin prepared with a view to eliminating frequent errors by the field in failing to furnish fugitive form letters and telegraphic advice of apprehensions and dismissals, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Clegg, Ladd, Nichols, Hince, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/17/90 BY SP5C11PMS

RECORDED

66-2554-1893

FEDERAL BUREAU OF INVESTIGATION
SEP 17 1940
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
CHIEF CLERK

ORIGINAL FILED IN 66-2462-120

September 8, 1940

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Interstate Transportation of Night Film" and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Clegg, Ladd, Foxworth, Nichols and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/11/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-200-171-27120

HHC:JB

September 6, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. E. A. Tamm, Foxworth and Clegg, considered the suggestion of Supervisor A. H. Belmont that Special Agents in Charge be instructed to suggest to complainants who know of pending meetings of subversive groups that such complainants attend the meetings discreetly and report the results of such meetings.

The Conference unanimously opposed the suggestion since there is no authority for the Bureau to request or assign citizens to do any investigative work, and further it is undesirable that all citizens know the Bureau's interest in such matters to this extent.

Special Agent Belmont is being informed accordingly, if approved.

Respectfully,

H. H. Clegg

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,813
DATE 7/11/90 BY SP5C10MS

ORIGINAL FILED IN 66-6200-65-129

DM:83

September 5, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on August 31, 1940, attended by Messrs. Clegg, Foxworth, Nichols, Rosen, Hince, Q. Tamm and Ladd, the report of the Reception and Registration Committee for the NPA Associates was read and was approved in accordance with the outline attached hereto.

In the event you approve of the plan as outlined, immediate steps will be taken to carry out this program, to purchase the badges and to have the necessary registration cards printed up.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

ORIGINAL FILED IN 1-4-3900X

Tolson _____
Clegg _____
E. A. Tamm _____
Foxworth _____
Nathan _____
Ladd _____
Egan _____
Glavin _____
Nichols _____
Hendon _____
Rosen _____
Tracy _____
Candy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/96 BY SP5C10MS

NOT RECORDED

66-2554

DML:CS

September 5, 1940

MEMORANDUM FOR THE DIRECTOR

6

At a meeting of the Executive Conference on August 31, 1940, attended by Messrs. Clegg, Foxworth, Nichols, Rosen, Hinge, Q. Tamm and Ladd, it was unanimously agreed that in place of the regular Re-Training program starting September 16, 1940, there be held a sound school for a two weeks period. The names of the following Agents to attend this school were approved, their names having been selected from a list of those names furnished the Bureau by the Special Agents in Charge of Agents interested in securing sound training:

V. Criss - New York	G. J. Martin - Buffalo
W. C. Fuller - Miami	W. H. Naylor - Salt Lake City
J. J. Gleason - New York	J. H. Nicholson - Albany
R. H. Hodgins - New York	J. J. Pieper - Washington
F. G. Johnstone - Indianapolis	J. D. Sullivan - Savannah
A. E. Jones - St. Louis	T. F. Wilson - New Orleans
H. B. Long - Denver	J. H. Ziegler, Jr. - Cleveland
R. A. MacMillan - Cincinnati	A. F. Davis - Washington
A. J. Marchessault - Baltimore	U. L. Sweeney - Oklahoma City
	W. R. Adair - San Antonio

In the event you approve, notices will be sent to these Agents to report for a two weeks sound school and the training program will be submitted for approval.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C110MS

NOT RECORDED

66-2554

1-42-100

JK

LAN:BG

September 3, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Clegg, Quinn Tamm, Ladd, Foxworth, Rosen and Hince, considered the request made by Captain Yale Huffman, NPA, Director of Public Safety, Williamsburg Restoration, Inc. Captain Huffman's name was omitted from the directory of graduates inasmuch as it was considered that the organization with which he is now associated, Williamsburg Restoration, Inc., was not a law enforcement organization which would be eligible to have a representative attend the National Police Academy at the present time. It will be observed that Huffman originally attended the Academy as a representative of the Greenbelt, Maryland, Police Department.

Huffman indicated that he had taken great pride in his connection with the FBI NPA, that he was anxious to maintain this official relationship, and that, further, the absence of his name from the directory was of considerable disadvantage when requesting cooperation from NPA graduates in other cities. Captain Huffman forwarded to the Bureau a copy of an agreement between the City Manager of Williamsburg and Restoration officials to support his contention that the Williamsburg Restoration Department of Public Safety is an official organization charged with law enforcement functions.

The Conference was unanimously of the opinion that the Bureau should consider the Williamsburg Restoration, with its buildings and streets and complete community, as a municipality and that the Department of Public Safety of the organization should be considered of a type which would give Captain Huffman an opportunity to retain his status as a National Police Academy Associate.

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

If approved, Captain Huffman's name will be replaced in the directory and a letter to Captain Huffman will be sent.

Respectfully,

FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/11/90 BY SP5C/10M3

Clyde Tolson
Chairman

W. H. Glavin
Secretary

cc-Mr. Glavin

66-2554

ORIGINAL FILED IN 1-1409-31

HHC:JB

August 31, 1940

MEMORANDUM FOR THE DIRECTOR

The ~~Executive Conference~~ consisting of Messrs. Ladd, Nichols, Quinn, Tamm, Hince and Clegg, considered the request of Special Agent in Charge Sackett for approval of a circular letter to be sent to police departments whose representatives attended the conference of law enforcement officers in the New York Office on August 9, 1940. The enclosure sets forth substantially the information included in the Bureau's letter of instructions to Special Agents in Charge with reference to holding such conferences.

The Executive Conference was unanimously of the opinion that such a circular letter should not be issued as the oral instructions given as to the matters discussed should obviously have been made clear by the Special Agent in Charge and because of the possibility that some policies might be changed and it would then become necessary to re-circularize the police departments, thus involving throughout the country, if such examples were followed, a heavy clerical and administrative burden which should not be undertaken.

If this opinion is agreed to by the Director, there is attached hereto a letter addressed to Mr. Sackett accordingly.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Enclosures
cc Mr. Glavin

NOT RECORDED

W
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/17/96 BY SP3/10ms

66-5434-1-904
ORIGINAL FILED IN

66-2554

WRG:MTS

August 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Rosen, Clegg, Foxworth, and Glavin, considered the desirability of installing an announcing system at the Quantico Barracks. It was pointed out to the Conference that an announcing system costing approximately \$371 could be installed which would embrace the following equipment:

The office would have a microphone with a desk stand and standard 15-watt amplifier, which could be mounted under the existing telephone stand and plugged into the nearby power outlet. A small control panel in the office would permit selection of speakers individually or in groups not to exceed eleven; this control panel having a switch which connects all speakers simultaneously for general announcement purposes. The office would have a wall speaker to act as a monitor for the announcer.

Wall speakers would be placed in the caretaker's room in the basement, in the armory in the basement, in the recreation room on the first floor, and one two-way speaker would be mounted at the middle point of each dormitory floor hallway, i. e., on the second and third floors. Mr. Engel stated, however, that in his opinion, it would be difficult for persons in the individual rooms to hear these speakers, especially if the doors were closed. The estimated cost for such a system was \$371.

The Conference is of the opinion that such a system is needed at the present time and recommends that the installation be made. Should the Director approve the installation of this system, appropriate steps will be taken by the Chief Clerk's Office to have the necessary contracts for installation executed.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/11/90 BY SP5C11 DMJ

Clyde Tolson
Chairman

W. R. Glavin
Secretary

INDEXED

NOT RECORDED

66-2554-1893X

AR:AI

June 14, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference approved the attached Bulletin pointing out the assistance which can be rendered by the Hotel Men's Association, as the result of a conference which you had with Mr. Harry Somerville, Manager of the Willard Hotel.

Those present were Messrs. Nathan, Tolson, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Rosen, Glavin, and Quinn Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 94-1-1395-6X

RECORDED

66-2554-1895
FEDERAL BUREAU OF INVESTIGATION

SEP 21 1940

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/11/90 BY SP5C110MS

TOLSON

CLEGG

HENDON

AR:AI

June 10, 1940

BUREAU BULLETIN NO.

TO ALL SPECIAL AGENTS IN CHARGE:

The Hotel Men's Association has volunteered its assistance to the FBI in all matters arising out of the present emergency. The representatives of this Association will treat all contacts with Bureau representatives in a strictly confidential manner.

It is felt that considerable assistance may be rendered by the establishment and maintenance of proper contacts with responsible hotel men. In the event any difficulty is encountered in this regard, it is suggested the Bureau be furnished with full details, in order that it may be referred to the President of this Association, who will assume complete responsibility to correct any situations which may occur.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/1/90 BY SP5C/10MS

66-2554-1895

LAN:BG

September 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Nichols, Lawler, Ladd, Glavin, Hince and Rosen, considered again the question of the furnishing of copies of The Investigator to graduates of the FBI National Police Academy. It was pointed out that sometime ago the Bureau established the regulation that graduates of the Academy should not be furnished The Investigator unless they paid the one dollar per year membership in the FBI Recreational Association. The Conference was advised that approximately 20 of the graduates subscribed to the Association by paying the one dollar fee. Accordingly, it was suggested to the Conference that there is considerable additional work required in maintaining the FBI RPA section of The Investigator when, as a matter of fact, only about 20 of the graduates receive it.

Messrs. Clegg, Glavin, Lawler and Hince were in favor of furnishing The Investigator free of charge to all graduates.

Messrs. E. A. Tamm, Quinn Tamm, Rosen and Ladd were in favor of continuing the present policy of furnishing The Investigator only to those who join the Recreational Association.

It was suggested, in the event the Director approves furnishing The Investigator only to those who pay for it, that consideration be given to bringing up the matter of subscriptions to the Investigator before the Annual Retraining School in order to increase the number of copies received by the graduates and, in that way, to make the special RPA section worthwhile.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. E. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C11DMJ

cc-Mr. Glavin

NOT RECORDED

66-2554

ORIGINAL FILED IN 94.3.2-331

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. E. A. Tamm _____
- Mr. Foxworth _____
- Mr. Nathan _____
- Mr. Ladd _____
- Mr. Egan _____
- Mr. Glavin _____
- Mr. Nichols _____
- Mr. Hendon _____
- Mr. Rosen _____
- Mr. Tracy _____
- Miss Gandy _____

LAH:MH

LAH:MH

September 27, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Rosen, Lawler, Ladd, Q. Tamm, and Hince considered the question of having Father E. A. Walsh lecture before the National Police Academy Retraining School on the subject "The Technique of Revolt". Father Walsh lectured before the National Police Academy today. He inquired if he might be of service to the Bureau by placing before the Associates his knowledge of the methods used by revolutionists in foreign countries particularly Communists.

The Conference unanimously approved the idea of inviting Father Walsh to lecture for one hour at a time convenient to him on the program. If approved a letter addressed to Father Walsh is attached.

Respectfully,

For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

NOT RECORDED

66-2254

H/102

ORIGINAL FILED IN 10-1493

COPY - MK

LAH:MET

September 12, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Q. Tamm, Hince, Ladd, and Nichols being present, considered the question of the status of FBI National Police Academy graduates entering on duty with the Office of Naval Intelligence. It is noted that former Sergeant George J. Koch, Jr. of the Missouri Highway Patrol is now with the Navy. Major Charles R. Blake, Air Reserve, is now in active duty with the War Department and has informed the Bureau that he is in charge of counter-intelligence work in the Intelligence Division of the Air Corps.

The Conference recommended that NPA graduates entering into active duty in the armed forces be granted all rights and privileges of FBI NPA Associates for the duration of their services.

If approved, all those who so enter active duty with the armed forces will retain their listings in the directory of graduates and will be maintained on the appropriate mailing lists.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Notation: O.K. H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP3C110MS

NOT RECORDED

66-2554-

14A

FEDERAL BUREAU OF INVESTIGATION
SEP 12 1940
U. S. DEPARTMENT OF JUSTICE
TOLSON
NATHAN
ROSEN

672220

September 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Nichols, Glavin and Quinn Tamm being present, considered a suggestion which was submitted by Mr. Clegg at the time of his inspection of the Identification Division, namely, a new production system whereby employees are given more points for effecting an identification than for searching a fingerprint card and not identifying it in the Technical Section files.

The Conference was advised that this system had been tried in a number of cases for a period of 63 days and it had been determined that the system did not change the employee's relative rating or increase the thoroughness of his search.

The Conference was further advised that the system was cumbersome and necessitated additional clerical help.

The Conference unanimously recommends against the adoption of Mr. Clegg's inspection report suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

INDEXED

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/96 BY SP5C10MS

ORIGINAL FILED IN 66-1631-6667

66-2554-1895X

QT:msc

June 17, 1940

MEMORANDUM FOR MR. LADD

There is attached hereto a special production report on the work of twelve employees in the Technical Section using a scoring system recommended by Mr. Clegg during his inspection.

From the experimental test conducted with this new production report I can see no material advantage to its use but rather that it will necessitate additional clerical work in the Identification Division.

It is noted, as a matter of interest, that the proposed system, as compared with the system presently in effect, does not materially affect the relative standing of the employees with the exception of two employees whose work under the present scoring system is hardly satisfactory.

I recommend that the system not be placed in effect.

Respectfully,

Quinn Tamm

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Adm. Files _____
Pers. Files _____
Tour Room _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/1/90 BY SP5C/10ms

INDEXED

NOT RECORDED

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66-2537-1895X

ORIGINAL FILED IN 66-1030-6667

NOT USED

66-2554-1896

CHANGED TO

1-3094-X144

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C11DM5

LAH:BO

September 3, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Clegg, Rosen, Quinn Tamm, Foxworth, Ladd and Hince being present, considered the request made by City Manager J. Bryan Miller of Wichita Falls, Texas, that the Police Department of Wichita Falls be permitted to have a third representative attend the FBI National Police Academy.

The Conference was unanimously of the opinion that the Bureau should not accept third representatives until until those departments of reasonable size, which have not as yet had a first representative, have been accepted.

If approved, a letter has been prepared to the Dallas office.

Respectfully,

FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/17/90 BY SP5C/110ms

NOT RECORDED - OCT 1 1940

RECORDED

66-2554-1897
FEDERAL BUREAU OF INVESTIGATION

SEP 16 1940

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 1-832-78

HHC:VCR

September 21, 1940

MEMORANDUM FOR THE DIRECTOR

A Conference, consisting of Messrs. Tolson, E. A. Tamm, Lawler and Clegg, considered the request of Colonel O'Kellerher that the Bureau conduct investigations as requested of members of the approximately 6500 draft boards in the United States. It was not expected that every board member would be investigated but certain selected groups and individuals as well as members in certain suspected localities would probably have to be investigated. There are three members of each board, so there arises a possibility of 19,500 individuals maximum being investigated. Colonel O'Kellerher indicated that written in the draft law was a provision that the President was empowered to call upon any governmental agency to assist and he expressed the hope that the Bureau would offer its services voluntarily. Other than this statement, his attitude seemingly was very friendly.

The Conference felt that any investigations of this type should be conducted by the police departments. It is recommended, therefore, that Colonel O'Kellerher be informed that the Bureau will be glad to have inquiries made concerning those whose names were referred to the Bureau and that the Bureau refer these matters to field offices with instructions that the police be requested to conduct the investigations.

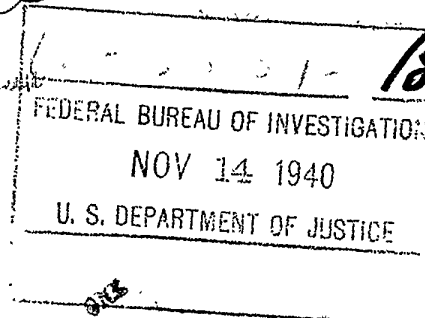
Respectfully,
For the Conference

H. H. Clegg.

Tolson _____
Clegg _____
Foxworth _____
Ladd _____
Nathan _____
E. A. Tamm _____
Egan _____
Glavin _____
Nichols _____
Hendon _____
Rosen _____
Tracy _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C110MS

RECORDED



INITIALS OR ORIGINAL - 1

ORIGINAL FILED IN 2-1-100-1897X

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September 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Hince, Glavin, Lawler, Rosen and Quinn Tamm being present, considered a request received from Major General E. S. Adams, The Adjutant General, War Department, that the Bureau not return to the War Department duplicate copies of fingerprint cards but rather that they be destroyed directly in the Bureau.

You are advised that it is the practice of the Identification Division to return to the contributor duplicate copies of fingerprint cards when such cards reflect identical information. The War Department suggests that rather than return duplicate prints to them they be destroyed in the Identification Division.

The Conference feels that this is a matter of cooperation with the War Department and if you approve, instructions will be issued to the Identification Division to destroy duplicate copies of War Department prints rather than return them to the War Department.

There is attached hereto, for approval, a letter to Major General E. S. Adams so advising him.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

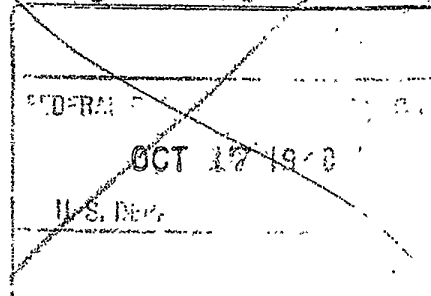
Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

110 K-H
Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/96 BY SP5CUDMS

NOT RECORDED

66 2654



ORIGINAL FILED IN 62-19253-98

Office

September 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Nichols, Hince and Quinn Tamm being present, considered a recommendation submitted by Mr. Clegg at the time of his inspection of the Identification Division.

It is noted that this recommendation entails the assignment of non-ident checkers to particular cabinets in the Technical Section where they stand at the cabinet and work with the fingerprint searchers. This is in contrast to the present system in the Identification Division of having the non-ident checkers seated at a table in one corner of the Technical Section.

The Conference was advised that this system had been tried for 60 days in the Technical Section and was found to work satisfactorily, of course with the exception that it was necessary to use at least 4 additional non-ident checkers on the day force under the new system. However, the Conference feels that this system is giving a more thorough check to the fingerprints and recommends that it be adopted permanently, providing that the Identification Division has sufficient Grade 5 or old fingerprint men to place this system completely in effect on both the day and night force.

The non-ident checker is the highest grade fingerprint man in the Technical Section. He should have at least 5 years experience. At the present time the Identification Division does not have sufficient fingerprint men with this experience as non-ident checkers to place the system in effect completely on the day force and night force.

If you approve, the system will be expedited.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

E. E. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/17/90 BY SP5C110ms

NOT RECORDED

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ORIGINAL FILED IN 66-1631-6663

NOT USED

66-2554-1898

CHANGED TO

1-3094-X146

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

LAN:BG

September 25, 1940

Those presents:

E. A. Tamm Clegg
Q. Tamm Hince
Nichols Glavin
Ladd Ladd
Rosen

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of the attendance to be required at class sessions by NPA Associates in order to qualify them for the receipt of a certificate of attendance. The Conference was unanimously of the opinion that attendance at all times should be required. It was recommended that the attendance be kept by a designated representative in each session and that an announcement be made at the opening exercises to the effect that the attendance at each session will be kept.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5/abms

66-7554-1899
FEDERAL BUREAU OF INVESTIGATION
OCT 1 1940
U. S. DEPARTMENT OF JUSTICE
STAGE
RECEIVED
OCT 1 1940
CLERK

NCT USED

66-2554-1900

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/17/96 BY SP5C/LMS

CHANGED TO

1-3094-X145

WRG:lrd

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Rosen, Lawler, Tracy, Nichols, and Glavin considered a suggestion submitted by Special Agent J. W. Savage that at the time applicant investigations are ordered, photographs of the applicants be forwarded to the field office so that the investigating Agents may have in their possession such photographs during the period of time they are conducting the applicant investigations.

SA Savage points out that it is entirely possible that some person, not being the person he refutes to be, might use the name of some individual who possesses excellent qualifications and an excellent character in order to secure a position in the Bureau.

The Conference has carefully considered this matter and is of the opinion that it would be undesirable to initiate such a practice; that a character and fitness investigation properly made should reveal any such impersonation.

The Conference further points out that it would be necessary to have a great number of photographs for transmission to the field service in numerous applicant investigations wherein the investigation must be made in a number of field offices.

Subject to the Director's approval, there is attached hereto a communication addressed to SA Savage concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5CJL/MS

INDEXED

66-2554-1900X

ORIGINAL FILED IN

DML:CS

October 1, 1940

64820

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on September 24, 1940, which was attended by Messrs. E. A. Tamm, Clegg, Rosen, Nichols, Quinn Tamm, Glavin, Lawler and Ladd, the attached suggestion of Special Agent V. E. Griss to the effect that the Bureau purchase a complete diving outfit was considered.

The Executive Conference was unanimously opposed to the purchase of this equipment feeling that it was dangerous for untrained Bureau personnel to engage in diving. The Conference also instructed that Mr. Griss be advised that the Bureau appreciated his interest in the Levine case which had prompted him to do deep water diving to search for clues in the Levine case, and instructed that Mr. Griss be instructed to discontinue this diving in view of the possible risk involved.

In accordance with the advice of the Executive Conference, Mr. Griss, who was attending a sound school in Washington, was advised that the Director appreciated the interest which prompted him to do the diving in the Levine case, but that the Director felt it was too much of a risk for him to continue and that he should, therefore, discontinue all further diving.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/96 BY 2934/UCS

NOT RECORDED

66-2554-

62-2554-4

LAW:BO

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Nichols, Glavin, Clegg, Rosen, Ladd, Lawler, Quinn Tamm, E. A. Tamm and Hince, considered the request of the Memphis Division for permission to use the firearms range facilities of the Little Rock Division in connection with firearms training in the field. It will be recalled that recently the Bureau instructed the Memphis Division to discontinue using the firearms range of the Little Rock Division because of the fact that the agents of both offices were taking firearms training on the same dates, with one-half of the personnel of each office taking training on the first day under one Special Agent in Charge and the remaining personnel of each office taking training on the second day under the other Special Agent in Charge.

The Memphis Division points out that the range used by the Little Rock office is the nearest range to the Memphis Division. This range is 150 miles from Memphis. The only other range available to the Memphis Division, which is safe, is located at Tullahoma, Tennessee, 250 miles from Memphis, Tennessee. Other ranges in Tennessee and nearby Mississippi have been found to be unsatisfactory; for example, the Clarksdale, Mississippi, range has been condemned by the Army inspectors; the range at the Shelby County Penal Farm is unsafe; a small range 14 miles from Memphis is believed to be unsafe.

The firearms training facilities have been inspected by the Special Agent in Charge and he has also discussed the matter with NRA Graduates William Roney of the Memphis Police Department and James English of the Tennessee Highway Patrol, neither of whom were able to furnish information concerning additional available ranges in Tennessee.

In view of the above, the Executive Conference recommended that the Memphis Division be permitted to use the range facilities located in the Little Rock Division, provided however that firearms training for both offices is not held on the same dates. If approved, a communication has been prepared in the Memphis Division.

RECORDED

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/96 BY SP5CJL/MS

OK - H

Respectfully
FOR THE CONFERENCE

Clyde Tolson
Chairman

cc-Mr. Glavin

66-2554-1901

FEDERAL BUREAU OF INVESTIGATION

OCT 15 1940

W. E. Glavin
Secretary

TOLSON

TAMM

CLERK

ORIGINAL FILED IN 62-42-113

SJT:RP:CEC

October 18, 1940

MEMORANDUM FOR THE DIRECTOR

Executive Conference
Memorandum

It was suggested that the Bureau procure a Graflex Photorecord machine for each field office and three additional machines for the Seat of Government, one of which is to be used by the Training Division.

The photorecord machine is a portable photographic unit, illustrations of which are on the attached enclosures.

With this machine it will be possible for field offices to reproduce on film resembling motion picture film, up to 800 copies of small documents, such as index cards, or 800 copies of documents of newspaper size. The camera uses motion picture film and the film can be developed in any locality where motion picture film can be developed. It does not take a photographer to operate the machine as it is relatively simple, as it has its own lighting system, has a foolproof focusing arrangement and is operated by either a foot peddle or hand bulb. It is much faster than the portable photostat units now in field offices. It can be set up in a very few minutes any place desired. The lighting system uses regular 110 volt current.

The Conference consisting of Mr. Tolson, Mr. Tamm, Mr. Clegg, Mr. Ladd, Mr. Glavin, Mr. Rosen, and Mr. Tracy unanimously recommends the purchase of one machine for each field office and three for the Seat of Government. Each unit costs \$295.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/1/90 BY SP5/clm/s

Enclosure

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. A. Glavin, Secretary

RECORDED

66-2554 1902
FEDERAL BUREAU OF INVESTIGATION

OCT 24 1940

U. S. DEPARTMENT OF JUSTICE

TOLSON

CHIEF CLERK
W. A. Glavin

ORIGINAL FILED IN 66-6116-387

DL:CS

October 18, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on October 15, 1950, attended by Messrs. Tolson, E. A. Tamm, Clegg, Tracy, Glavin, Hince and Ladd, considered the question of sending out the new Bureau code book which was prepared by the Technical Laboratory to the field offices to be held by them for immediate use should the Bureau desire to change codes and to be available in case of a war so that an instant change could be made to the new code.

It was the unanimous opinion of the Conference that three copies of this new code book be mailed to each field division with instructions that it be retained in the Bureau safe until the Bureau instructs them to make use of this code, which would be done in the event of war.

The Conference was advised that this code book, which had been previously approved by the Conference, had now been approved by Messrs. Connelley, Gurnea and Brantley.

In the event you approve of the action of the Conference, three copies of this code will be sent to each field division.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson _____
Clegg _____
E. A. Tamm _____
Foxworth _____
Nathan _____
Ladd _____
Egan _____
Glavin _____
Nichols _____
Hendon _____
Rosen _____
Tracy _____
Isa Candy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/17/90 BY SP5C110MS

ORIGINAL FILED IN 66-629-238

WRG:lrd

October 18, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Nichols, Rosen, Lawler, Tracy, Quinn Tamm, and Glavin considered a revised application for appointment blank to be used by the Bureau.

There is attached hereto such an application with the suggested changes reflected thereon. The additional information being included on the application is as follows:

1. Complete date of birth. This is desired so that a check can be made of the birth date. At the present time it is noted that many times all we get is the year and not the month nor the day.
2. Present address of father and mother of applicant. This information is of particular value to the Bureau in setting out investigative leads.
3. A statement to specify any arrests of members of the immediate family.
4. To include a statement giving residence addresses for the past five years.
5. Included on the application the statement that the application will not be considered complete unless a full face photograph is furnished.
6. Including the phrase that the jurat must be executed before any action can be taken on the application.

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

66-2554-

ORIGINAL FILED IN 66-2160-293

MEMORANDUM FOR THE DIRECTOR - 2 - October 18, 1940

If the Director approves, the new application form will be immediately printed.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

DWL:GS

October 17, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on October 15, 1940, attended by Messrs. Tolson, E. A. Tamm, Clegg, Tracy, Glavin, Hines and Ladd, the question of the necessity of monitoring various radio stations in connection with the National Defense work was brought up by Mr. Ladd, at which time it was pointed out that the only all-wave receiving sets presently in possession of the Bureau had been on that date sent out to the New York and Newark Offices.

The National Defense Division advised that they anticipated further work of this nature and in view thereof, it was recommended that ten Hamerlund Professional All-Wave radio receivers be purchased in connection with this work. These receivers sell for approximately \$250 each and are capable of receiving all short-wave as well as commercial broadcasts and would be necessary in any monitoring work.

The Conference was unanimously in favor of the purchase of ten of these receivers and suggested that they be stationed in the following offices:

New York - 1
San Francisco - 1
Chicago - 1
Kansas City - 1
Atlanta - 1
Miami - 1
Boston - 1
Los Angeles - 1
Laboratory - 2

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson _____
Clegg _____
E. A. Tamm _____
Foxworth _____
Hathen _____
Ladd _____
Egan _____
Glavin _____
Nichols _____
Hendon _____
Rosen _____
Tracy _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5Ciloms

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ORIGINAL FILED IN 66-25374-2502

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LAN:EG

October 17, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Hince, E. A. Tamm, Clegg and Ladd, considered the suggestion made by Mr. Hince that counselors for new agents classes be assigned for longer periods. The Conference unanimously approved Mr. Tolson's suggestion that counselors be assigned for a period of three classes. The following assignments were recommended:

1. Special Agent D. R. Morley, now serving as counselor with Class #10 - EOD 9/30/40 - to continue for two additional classes.
2. Special Agent T. E. Myers as counselor for Class #13 which will enter on duty 10/21/40 and for two additional classes.
3. Special Agent (A) J. B. Cook as counselor for Class #14 which will enter on duty 10/28/40 and for two subsequent classes.

If approved, the above counselors should be ordered in by the Chief Clerk's Office, Special Agent D. R. Morley for a period of 14 weeks beginning 11/18/40; Special Agent T. E. Myers for a period of 21 weeks beginning 10/21/40; Special Agent (A) J. B. Cook for a period of 21 weeks beginning 10/28/40.

The Conference believed that a more lengthy assignment of counselors will permit them to be of greater value in the training work. At the present time it is necessary to break in a new counselor for a seven-week period and by the time he is well acquainted with his duties, they terminate.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED
66-2557

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SPSC/LDM/S

ORIGINAL FILED IN 66-1665

CT:AGS

10-16-40

MEMORANDUM FOR THE DIRECTOR

Re: Requirements Pertaining to
Accounting Course.

The Executives' Conference yesterday considered the possible relaxation of the rules pertaining to the completion of the Bureau's accounting course as follows:

- (1) The requirement that each accountant complete this course within a period of one year from November 1, 1940, and that all newly appointed accountants complete the course within one year after their appointment.
- (2) The requirement that all SACs, Number One Men, and Supervisors must complete this course not later than November 1, 1941.
- (3) The requirement that no one in the service shall be considered for assignment to an executive position until and unless he has completed the accounting course.

Messrs. Glavin, E. A. Tamm, Ladd and Tolson recommend approval of the foregoing policy.

Mr. Clegg states that he thinks this course is too advanced and that he feels it would be sufficient for employees in the category of Special Agents to complete only the first 12 of the 36 lessons which they are now required to do.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

RECORDED
66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/1/90 BY SP5C11 DMS

COPIE
hvw

October 15, 1940

LBN:AWN

MEMORANDUM FOR MR. TOLSON

There are attached hereto several invitations sent by Father White, Dean of Catholic University, to be utilized by Bureau officials for a series of lectures given on Military Law.

In view of the close relationship and the knowledge the Bureau Agents will probably have to possess of Military Law, it is recommended that a representative of the National Defense Unit and the Investigative Division, be required to attend these lectures. It is felt that it would also be desirable for other Bureau representatives to attend.

Respectfully,

/s/ L. B. N.

L. B. NICHOLS

ADDENDUM

The Executive Conference considered the foregoing suggestion and were unanimous in the recommendation that a representative of the Training Division be designated to attend the lectures.

Respectfully
For the Conference

Clyde Tolson
Chairman

Director's Notation
"O. K. H."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN



THE DEAN and THE FACULTY

of

THE SCHOOL OF LAW

of

THE CATHOLIC UNIVERSITY OF AMERICA

cordially invites you to attend

a series of lectures on

AMERICAN MILITARY LAW

by

LIEUTENANT COLONEL F. GRANVILLE MUNSON

Judge Advocate General's Department

United States Army

McMahon Hall Auditorium

8:30 P.M.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/11/90 BY SP5C/LMS

American Military Law

Scope and Purpose of the Lectures

In presenting this series of lectures, The Catholic University Law School offers an exposition and discussion of a vital phase of the national defense program.

The scope of military jurisdiction, the content of substantive military law, and procedure before courts-martial constitute a sphere of law seldom taught and rarely understood. In recognition of this, the Law School presents these lectures to aid a clearer understanding and more intelligent approach to the national defense program on the part of lawyers, laymen and officers in the military and naval services.

The lectures will cover the historical development of American military law, the substance of the Articles of War and military customs, the principles applicable to both military and martial law, the jurisdiction of courts-martial and of civil courts in military matters, procedure before courts-martial and the respective rights and duties of enlisted men and officers, and the manner in which these rights may be asserted and protected in military courts.

The Law School is pleased to present Colonel Munson in this series of lectures. Colonel Munson's notable record in the Judge Advocate General's Department of the Army and his original contributions to the field of military law have marked him as an outstanding authority on the subject of American Military Law.

I. Tuesday, October 15, 1940

Presiding: MAJOR GENERAL ALLEN W. GOLLION, U.S.A.
Judge Advocate General of the United States Army

II. Friday, October 18, 1940

Presiding: COMMANDER ARTHUR B. McCRARY, U.S.N.
Director, United States Naval Reserve

III. Tuesday, October 22, 1940

Presiding: LT. COLONEL ROBERT E. WYSOR, U.S.A.
Acting Commandant, Reserve Officers Training Corps,
University of Maryland

IV. Friday, October 25, 1940

Presiding: REAR ADMIRAL WALTER BROWNE WOODSON, U.S.N.
Judge Advocate General of the United States Navy

V. Tuesday, October 29, 1940

Presiding: LT. MARLIN S. REICHLEY, O.R.C.
Assistant Commandant, Reserve Officers Training Corps,
Georgetown University

VI. Friday, November 1, 1940 - SYMPOSIUM

LT. COLONEL F. GRANVILLE MUNSON, U.S.A.
Judge Advocate General's Department of the United States Army

CAPTAIN THOMAS L. GATCH, U.S.N.
Assistant to the Judge Advocate General of the United States Navy

HON. ROBERT P. PATTERSON
The Assistant Secretary of War, Presiding

LAH:MET

October 14, 1940

MEMORANDUM FOR THE DIRECTOR

Those present were:
Messrs. Tolson, Glavin,
Hince, E. A. Tamm, Ladd,
Rosen, Nichols, and Clegg

The Executive Conference considered the Manual of Rules and Regulations in connection with the practice of having stenographers place their autographic initials on the first pages of file copies of reports. It was called to the attention of the Conference that the Chief Clerk's Manual required that the initials of stenographers be placed on field copies of outgoing communications.

The Conference recommended that when the Manual of Rules and Regulations is next revised, a provision be inserted to require stenographers to certify to the correctness of transcriptions of all communications by placing their autographic initials on the first file copy.

There is attached a letter to Mr. Swenson, who brought the conflict in the two manuals to the Bureau's attention in his letter of September 20, 1940.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/11/96 BY SP3C/llms

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____

6660

ORIGINAL FILED IN 66-143

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66-4926

October 14, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Glavin, Tracy, Rosen, Lawler, Hince and Quinn Tamm being present, considered a suggestion submitted by Special Agent E. H. Williams of the Des Moines Office, in which Mr. Williams suggests that whenever possible photographs that come into the possession of Agents of the Bureau or of the Bureau have typed on the face the date of the photograph.

The Conference is unanimously opposed to this suggestion. It is pointed out that the Identification Division handles hundreds of photographs daily and it would be a tremendous burden upon this division to place the date of the photograph on each of the photographs.

If you approve, there is attached hereto a letter to Mr. Williams so advising him.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333A13
DATE 7/7/90 BY SP5/10MS

ORIGINAL FILED IN 66-4926-34

October 8, 1940

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Departmental Applicant Investigations" and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Tracy, Hince, Quinn Tamm and E. A. Tamm.

Respectfully,
for the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-6200-77-54

DNL:GS

October 5, 1940

MEMORANDUM FOR THE DIRECTOR

ms
At a meeting of the Executive Conference on October 5, 1940, which was attended by Messrs. Tolson, E. A. Tamm, Clegg, Rosen, Lawler, Quinn Tamm, Glavin and Ladd, the question of holding two additional sound schools was discussed and it was unanimously agreed to hold these, the first to be October 28, 1940 and the second to begin on November 11, 1940, each to run for a two weeks' period.

The names of those Agents selected to attend are on the attached sheets.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosures

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

66-2354

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5c11pms

ORIGINAL FILED IN 1-42-11

DLH:GS

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

6
The Executive Conference, Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Hince, Glavin, Lawler, Rosen and Quinn Tamm being present, considered a suggestion submitted by Mr. E. J. Upton of the Single Fingerprint Section, in which Mr. Upton suggests that the Bureau discontinue the use of cut film holders in fingerprint cameras.

The Conference was advised that for some time past the field has all been equipped with film pack adapters and that this equipment is much more efficient than the cut film holders in view of the fact that the cut film holders can not be checked to see if they are actually loaded except in a dark room.

The Executive Conference was unanimously of the opinion that the cut film holders should be called into the Bureau and the field should use only the film pack adapters, which are presently in their possession.

If you approve, a bulletin will be prepared and transmitted to the field requesting that all cut film holders be returned to the Bureau.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/7/90 BY SP5clm/s

ORIGINAL FILED 66-6116-431X

WRG:lrd

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Rosen, Lawler, Tracy, Nichols, and Glavin considered a suggestion made by SAC W. S. Devereaux of the Chicago Field Division under date of September 19, 1940, wherein he suggests that the Bureau might wish to consider subscribing to the Standard Advertising Register which can be purchased for approximately \$25.00 per copy, or with ten monthly supplements, as well as special agency lists and weekly bulletins, costs \$75.00.

It was pointed out to the Conference that the Standard Advertising Register includes the firm name, street and city address, the articles advertised, and the names of over 35,000 officials and executives actively responsible for the management of the various businesses in this country, the nature of their advertising, their methods of distribution, etc.

It was pointed out to the Conference that such information is available at the Congressional Library in this city if it is needed and the Conference recommends against the purchase of such material through the National Register Publishing Company. The Conference further believes that it is not necessary in the Field Divisions.

Subject to the Director's approval there is attached hereto a communication addressed to SAC Devereaux concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C10MS

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT

66-2504

ORIGINAL FILED IN 66-34-5355

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LAN:BO

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Nichols, Glavin, Clegg, Rosen, Ladd, Egan, Quinn Tamm, E. A. Tamm and Hince, considered the matter of furnishing the Quantico building with dresser accommodations. At present the Special Agents have no place to put their personal linens except in steel filing cabinets and the linen is naturally to some extent exposed. The Conference was informed that there are no dressers on the Government Schedule which will accommodate six persons, the number assigned to each room at Quantico. The Conference was informed that if dressers were to be purchased, it would be necessary to have them specially built which would take a considerable period of time.

The Conference considered the attached type of "under-bed compartment locker," as illustrated in the Federal Prison Industries, Inc., Schedule of Products, submitted herewith. It will be observed that this locker fits underneath the bed and is a one-drawer type so that each bed would have its individual locker suspended beneath the bed frame. The Conference believed that this would be an entirely suitable type of locker. It was pointed out that if the placing of additional beds in a bedroom is ever necessary, it would be possible to do so as these lockers take up no usable floor space. The Conference recommended the under-bed type. It will be noted that this locker does not rest on the floor but hangs suspended from the bed frame and can be concealed by the bed covering.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

cc Mr. Glavin

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3760-50-593

COPY
hvw

WRG:lrd

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference consisting of Messrs. Foxworth, Ladd, Nichols, Hince, and E. A. Tamm considered the attached letter addressed to the Bureau, in which Mr. Jones protests against the assigning of the border towns of Brownsville and Laredo to the Houston Office.

At the time consideration was given to the opening of the Houston Office, the desirability of assigning the Brownsville and Laredo territories to that office was considered. It was pointed out that railroad transportation would be better from San Antonio, Texas, than it would from Houston. However, it was pointed out that a great deal of travel would be by automobile and that the roads from Houston to Brownsville and Laredo would be just as good as from San Antonio. It was further considered that if the work in the Brownsville and Laredo territories remained under the jurisdiction of the San Antonio Office, the Southern Judicial District of Texas would be split up so that it would be necessary for Agents of the San Antonio Office to consult with the U. S. Attorney located under the jurisdiction of the Houston Office regarding investigative matters in the Laredo and Brownsville territories. This fact was considered when the Executive Conference recommended that the entire Southern Judicial District be assigned to the Houston Office.

Mr. Glavin has had opportunity of discussing transportation problems in the Houston Office with SA C. K. Fierstone, Number One Man of that office. SA Fierstone states that they have excellent air transportation between Houston, Laredo, and Brownsville and that it takes about three and one-half hours to Brownsville from Houston. He also stated that they have good highway transportation and that the only time railroad transportation is used is when an Agent is coming in for firearms training or some matter of that kind when he is proceeding directly to the Houston Office and makes the journey over night

NOT RECORDED

66-2537-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/1/90 BY SPSC/10ms

ORIGINAL FILED IN 66-2537-200 X

Memorandum for the Director

-2-

October 7, 1940

from Brownsville or Laredo to San Antonio and then by rail to Houston.

For the Director's information there is attached hereto a map reflecting the Southern and Western Divisions of Texas, the Southern Division being under the jurisdiction of the Houston Office and the Western Division being under the jurisdiction of the San Antonio Office.

The Conference is of the opinion that the allocation of the territory in Texas should be maintained in its present form for a period of at least six months unless something happens in the meantime to indicate that these two towns should be assigned to the San Antonio Office. At the end of a six-months' period, an appropriate check can be made of travel vouchers, investigative operations, et cetera, to determine whether the interests of the Bureau would be best served by having the towns of Brownsville and Laredo covered by San Antonio.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

WRG:lrn

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Rosen, Lawler, Tracy, Nichols, and Glavin considered a suggestion submitted by Gerard P. Kavanaugh, presently employed in the Personnel Files Section, that a form be prepared as a Memorandum for the Chief Clerk for employees advising as to change of address and telephone number.

Mr. Kavanaugh points out that if such a form were used the information would be uniform and it would be more easily handled and that no copy would be necessary.

The Conference recommends approval of this suggestion.

Subject to the Director's approval there is attached hereto a memorandum to the Chief Clerk concerning this matter and also a letter to Mr. Kavanaugh.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Attachments

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/11/96 BY SP5C/DM3

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2407-5

OT:mg

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

ms.
The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Rosen, Nichols, Lowler, Hince and Quinn Tamm being present, considered a request from the Police Department, Haddon County, Lincoln, New York that facts pertaining to the shooting of a police officer be published in the FBI Law Enforcement Bulletin.

Conference was unanimously of the opinion that an account of this killing of this police officer should be published in spite of the fact that there are no available fingerprints or photograph of this individual.

If you approve, the Police Department will be so advised and a suitable article so prepared.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33013
DATE 7/10/90 BY SP5CAL/MS

94-3-1-6358
ORIGINAL FILED IN

October 8, 1940

64818

QT:LOB

MEMORANDUM FOR THE DIRECTOR

The Committee consisting of Messrs. Ladd, Quinn Tamm and Nichols considered the recommendations of the Firearms Experts for the discontinuance of the "cross draw" holsters.

The Committee recommends that those Agents in the Bureau's service who have been using this type of holster be permitted to continue using it, that no additional holsters of this type be issued and that no instruction be given to new Agents entering the Bureau's service, that all of the new Agents use the ordinary hip holster which is presently the regulation issue of the Bureau.

Respectfully,

D. M. Ladd

Quinn Tamm

L. B. Nichols

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/90 BY 5854/1001

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NRG:lrd

October 7, 1940

54819

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Rosen, Lawler, Tracy, Nichols, and Glavin considered a suggestion submitted by Donald A. Bucher, Senior Photographer in the New York Field Division, concerning the furnishing of some means of identification to official Photographers of the FBI.

Mr. Bucher points out that it has been his experience while doing photographic work in the New York Office that this identification is necessary; that the occasion might arise when a Photographer is called upon to cover an assignment without a Special Agent accompanying him, and in many circumstances it would be difficult if not in some instances impossible to take the photographs.

The Conference unanimously approves this suggestion and recommends that special employee passes be furnished to the Chief Photographer of the Photographic Section of the Bureau in Washington and to the Senior Photographer in New York City.

Subject to the Director's approval there is attached hereto a communication to Mr. Bucher concerning his suggestion and also a memorandum to the Chief Clerk instructing that the necessary special employee cards be prepared.

Respectfully submitted,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

66-2554-

WRC:lrd

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Rosen, Lawler, Tracy, Nichols, and Glavin considered a suggestion submitted by SAC Guinane of the Birmingham Office that the Bureau might wish to communicate with present and former County Attorneys with the thought in mind of securing qualified individuals for appointment to the position of Special Agent.

SAC Guinane points out that he is of the belief that a large number of these individuals, particularly in sections where they have a custom of electing a young lawyer for usually not more than one term as County Attorney to give him experience, would be interested in applying for a position as Special Agent.

The Conference, after carefully considering this recommendation, recommends against its adoption, it being pointed out that in a great many cases County Attorneys would be middle-aged men and in many other cases Attorneys as such would not be qualified for appointment in this service and that the Bureau might be embarrassed through making the initial suggestion that such County Attorneys apply for appointment to a position in the FBI. The Conference believes that any Special Agent in Charge having a knowledge of a well-qualified past or present County Attorney can personally discuss such matters with such Attorney, advising him regarding the submission of an application for appointment to a position in this service.

Subject to the Director's approval there is attached hereto a communication addressed to Mr. Guinane concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5CJW/SST/RECORDED

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Attachment

66-2162-290

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13

WRG:lrd

October 7, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Rosen, Lawler, Tracy, Nichols, and Glavin considered a suggestion submitted by SAC Cook of the Huntington Field Division concerning applicant investigations and applicant interviews.

He points out that in the Huntington Division many individuals residing in that Division are much nearer Washington than Huntington and he suggests that they be referred to the Washington headquarters for interview and examination.

The Conference is of the opinion that such a procedure should not at this time be established and that the interviews, examinations, and all other work properly falling within any field division be conducted by that field division.

The Conference wishes to point out that this matter is not peculiar to the Huntington Division but is undoubtedly peculiar to every field division in the country in some way or another and that it would be exceedingly difficult and would increase the work of the clerical force at Washington tremendously to properly gage distances between field headquarters.

Subject to the Director's approval there is attached hereto a communication to SAC Cook concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C10ms

Attachment

NOT RECORDED

66-7554-

FEDERAL BUREAU OF INVESTIGATION

OCT 15 1940

DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-7554-388

DWL:GS

October 13, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on October 15, 1940, attended by Messrs. Tolson, E. A. Tamm, Clegg, Tracy, Glavin, Hince and Ladd, considered the request of the Technical Laboratory for the purchase of a Densitometer for use in comparing and analyzing the spectrographic film for the purpose of determining the quantity of any particular element which might be reflected through the lines in the spectrum in the film.

It was pointed out to the Conference by Mr. Ladd that for accurate check of the work of the spectrograph such equipment was necessary, it being further noted that at the time the Laboratory spectrographer visited the Laboratory at Loyola University and New York University, these universities indicated that they felt this equipment necessary in connection with spectrographic work.

The Conference was unanimously in favor of the purchase of this equipment, which it is estimated will cost approximately \$1,300.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1903
FEDERAL BUREAU OF INVESTIGATION
OCT 2 1940
U. S. DEPT. OF JUSTICE
TOLSON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/7/90 BY SP5C/UMS

ORIGINAL FILED IN 62-38539-47

COPY
hvw

HHC:JB

October 20, 1940

MEMORANDUM FOR THE DIRECTOR

Executive Conference

The Executive Conference, consisting of Messrs. Tolson, Nichols, E. A. Tamm, Glavin, Rosen, Ladd, Lawler, Hince, Tracy and Clegg, considered the suggestion of Special Agent K. D. Deaderick that before an Agent is placed on an undercover assignment, he first be schooled in mechanics of the type on which he will be engaged before he could enter the plant.

The Conference agreed that this would be the ideal plan but the Bureau does not have time for courses of instruction in such fields, and in the selection of men for the undercover assignments in plants, those who have the best basic qualifications prior to entering the Bureau's service are selected.

The Conference agreed that it was preferable to develop confidential informants within each department of the plant, and the Agents in Charge are being instructed to this effect.

There is attached hereto for approval a letter addressed to Special Agent Deaderick, with a copy to SAC Hood who transmitted the suggestion.

Respectfully,
For the Conference

C. A. Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/14/80 BY 1168 GJS/JCH/RWS
7/17/80 #93,208
SP5CUBms

Enclosure

cc Mr. Glavin

RECORDED
&
INDEXED

66-2554-1904

FEDERAL BUREAU OF INVESTIGATION
OCT 20 1940
U. S. DEPARTMENT OF JUSTICE

Tolson
Glavin
Tracy
Harbo
Quinn
Nease
Belmont
Mohr
W.C. Sullivan
Tele. Rm.
Mr. Holloman
Miss Gandy

CH

ORIGINAL FILED IN 66-2554-1904

WAG:lrd

October 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan Tamm, Ladd, Clegg, Nichols, Rosen, Tracy, Hince, and Glavin recommended that the Bureau continue the policy initiated during the last Christmas season of securing Christmas cards for the Director and his staff to be forwarded to official contacts of the Bureau.

A sample of the card used during the past year is attached hereto and arrangements will be made this year to have a similar card prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323812
DATE 7/17/90 BY SP5C110ms

ORIGINAL FILED IN 62-24720-4X

October 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Nichols, Rosen, Ladd, Hince, Tracy, Lawler, ~~E. Tamm~~ and Clegg being present, considered the recommendations of the committee composed of Messrs. Ladd, Nichols, Lawler and Clegg, that there be no consolidation of the fingerprints of the Government and the regular criminal files for the following reasons:

1. There are now more than four and one-half million master prints in the criminal files, two million Government prints in file and one-quarter million unfiled. This would make a total in excess of six and one-half million master cards in the general files. Such a total volume to be handled in the Technical Section would be undesirable. Such a situation would lengthen the time of all searches and slow down production and slow down replies to police agencies.
2. Such a situation would require more reference searches on Government prints and thus there would be more individual searches required than is indicated merely by the numerical increase in the files.
3. The increased number of references to be searched would lead to possibilities of greater inaccuracy and misses in the searches.
4. It would slow down production by a figure estimated as approximately 50 per cent.
5. It would crowd cabinets with personnel and also crowd the cabinets with cards.
6. Statistics showing the number of identifications in the general criminal files, which would contain also the Government cards, would make a decided drop because not only criminal fingerprints but also Government fingerprints would be searched against these records and would enter into the determination as to the percentage of identifications made.

Mr. Tolson _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Ladd _____
 Mr. Nathan _____
 Mr. E. A. Tamm _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Nichols _____
 Mr. Hendon _____
 Mr. Rosen _____
 Mr. Tracy _____
 Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323,013
 DATE 7/17/90 BY SP5C/LDM5

ORIGINAL FILED IN 62-20144-165

The Executive Conference agreed with this conclusion.

There was next considered the recommendation of the sub-committee that there be no consolidation of the index cards on the names of individuals whose fingerprints are in the Government files and in the criminal files for the following reasons:

1. It would require 16 employees one year to file the Government index cards with the general cards.
2. It would require 24 additional employees, if the two files were consolidated, to handle the additional and more lengthy searches because of the consolidation.
3. It would increase the amount of time for searching in the Card Index Section by approximately 20%.
4. Of all the Civil Service and Government prints received there are many who are merely applicants, and the FBI is not aware of the fact that they have gotten a position or in what Department, nor is there information available on the card as to when they left the Government service or transfer from one department to another.

The Executive Conference agreed with this conclusion.

The Conference next considered the recommendation of the sub-committee that there be no regular routine searches through the Government index cards of the names appearing on fingerprint cards received in the criminal category for the following reasons:

1. If only the non-idents were searched against the file it would require an additional 28 clerical employees based on present receipts.
2. Because of the fact that several of the Government prints were received several years ago, it would be just as logical to search the idents as the non-idents against such cards, and in this event there would be a requirement for 60 additional employees based on present receipts.
3. Such a procedure would slow down the production and the responses to the police agencies by approximately one full day. This is most undesirable from the standpoint of service to police and the handling of criminals.

4. In connection with this recommendation and the above recommendations, the Conference desires to point out the prospective heavy increase in receipts for the Government files due to increases of personnel in all Government Departments, large increases in the enlisted and officer personnel of the Army, Navy, Marine Corps and Coast Guard, and in each instance the present objections to making these searches in the index and fingerprint card files will be rapidly increasing in the immediate future. It might be cited that it is expected that 400,000 draftees will be inducted into the military service at a comparatively early date.

In considering all of the above disadvantages and objections, the only advantage that could be seen was the possibility of a rare and occasional identification of a government employee, and the estimate was that this percentage of identification was less than one per cent of the receipts. The amount of cost, the delay in handling regular criminal fingerprints, the scarcity of personnel and the totally inadequate staff of trained personnel all would seem to outweigh tremendously the slight advantages which could be obtained.

It was recommended, however, that the memorandum to Judge Holtzoff in reply to the communication addressed to the Attorney General by the Administrative Assistant to the Secretary of Commerce should point out that in the event the Commerce Department or any other Department of Government had any facts or circumstances which it was believed would justify the making of a specific or individual search, the Bureau would be glad to make that search of the Federal Employee's fingerprints and name against the criminal files and index cards. Such circumstances as requests for extended leave, requests for leave without pay, allegations made anonymously or directly concerning such employee, would logically suggest that a specific request of this type be made. It was further pointed out that for minor offenses such as traffic violations and overnight detention for drunkenness and similar situations would probably not, in most Government Departments, result in administrative action. However, in the event of a serious violation or conviction, there would be publicity or at least a request for extended leave in order to serve a sentence, and under these circumstances the administrative officers of the Departments concerned may direct their inquiry to the FBI whenever suspicious circumstances arise according to their opinion.

- 4 -

If this is approved, there is attached hereto a suggested memorandum for Judge Holtzoff, as a basis for his reply to the Department of Commerce.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

WRC:lrd

October 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Nichols, Rosen, Tracy, Hince, and Glavin considered a memorandum submitted by Mr. Coffey concerning monthly firearms retraining. herein Mr. Coffey points out that as each firearms retraining period arises it is the practice to issue service revolvers to those retrainees not in permanent possession of them and to recall these revolvers immediately upon completion of the retraining period. Mr. Coffey further points out that Mr. Couch of the Technical Laboratory has suggested that in order to reach the maximum skill with the revolver it is desirable for the shooter to be in constant possession of the same arm so that the "feel" of the trigger pull, double action, grip and sights will become second nature. Mr. Couch suggests that the service revolver, with holster, be issued permanently to all those included in the monthly firearms retraining roster.

The Conference is opposed to the adoption of this suggestion. The Conference points out that those not having the status of Special Agent have, in fact, no authority for the carrying of firearms and although it is necessary for certain of the technical employees in the Crime Laboratory to receive firearms training during their training periods, it is not believed that this would justify the permanent assignment of firearms to such employees.

The Conference further points out that when such employees in the Technical Laboratory become qualified experts and receive the Special Agent rating they are issued firearms in the same manner as such equipment is issued to regular Special Agents in the service. It is not believed that there should be any deviation from this procedure.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/17/90 BY SP5CJL/mms

ORIGINAL FILED IN 66-2554-377

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

October 14, 1940

JC:AL

MEMORANDUM FOR MR. LADD

Re: Monthly Firearms Retraining

As each monthly firearms retraining period arises, it is the practice to issue service revolvers to those retrainees not in permanent possession of them, and to recall these revolvers immediately upon completion of the retraining period.

Mr. Couch of the Technical Laboratory has suggested that in order to reach the maximum skill with the revolver, it is desirable for the shooter to be in constant possession of the same arm so that the "feel" of the trigger pull, double action, grip and sights will become "second nature". This "feel" is not possible where the revolver is handled only for the short period of retraining, and where a different revolver and holster are issued each time.

In the interest of greater shooting proficiency on the part of Bureau officers, Mr. Couch suggests that the service revolver, with holster, be issued permanently to all those included in the monthly firearms retraining roster.

Respectfully,

E. P. Coffey

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

WRG:lrh

October 19, 1940

64815

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Nichols, Rosen, Tracy, Hince, and Glavin considered a suggestion submitted by Mr. Aaron U. Grant of the Communications Section that a code word "SURIB" or "SURBY" be used for the phrase "submit report investigation by." Mr. Grant points out that on one day last week in three hundred wires it was necessary in eighty-nine cases to send the entire phrase "submit report investigation by" and that had a code word been used there would have been a saving of two hundred and sixty-seven words. Over a period of time there should accrue a considerable savings through the use of such a code word.

The Conference recommends the adoption of the suggestion by Grant and subject to the Director's approval, there are attached hereto a communication to Grant and a memorandum to the Chief Clerk concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. A. Glavin
Secretary

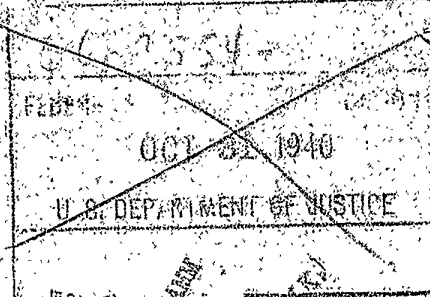
Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Gandy _____

Attachments

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/96 BY SP2C/MS



WRG:lrd

October 19, 1940

34816

MEMORANDUM FOR THE DIRECTOR

U
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Nichols, Rosen, Tracy, Hince, and Glavin considered a suggestion submitted by SAC Rutzen of the New Orleans Office that the Bureau authorize the various field divisions in connection with applicant investigations to allow some of the outstanding male clerical employees to act as Special Employees of the Bureau to conduct such investigation.

The Conference is unanimously opposed to the adoption of such a suggestion, it being believed that all investigative work handled by the field should be handled by properly qualified Special Agent employees.

Subject to the Director's approval there is attached hereto a communication concerning this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-25574

ORIGINAL FILED IN 66-2160-294X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-11-80 BY 1043

WRG:MTS

October 19, 1940

MEMORANDUM FOR THE DIRECTOR

54817

27
O
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Quinn Tamm, Nichols, Rosen, Hince, Tracy, and Glavin, considered the preparation of a report to be submitted to the Bureau monthly to furnish necessary information regarding national defense and police cases.

The Conference is of the unanimous opinion that a form letter should go to all Special Agents in Charge, instructing that national defense cases be reflected on the present monthly field report in a separate total showing the number assigned to police departments and the number of unassigned police cases, and that there also be included in the monthly field report information as to the number of other investigative matters assigned to police departments.

The Conference further recommends, so that the Director may have available information concerning regular Agent assignments on national defense cases, that a supplemental report be forwarded with the monthly field report reflecting the number of Agents assigned to national defense cases as of the close of the month and the number of Agents assigned to plant protection surveys. There is attached hereto a copy of the suggested form to be used by the field in furnishing this information to the Bureau. Subject to the Director's approval, there is also attached a form letter for all Special Agents in Charge concerning these matters.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN 100-1326

WRG:lrd

October 19, 1940

MEMORANDUM FOR THE DIRECTOR

It was brought to the attention of the ⁹Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Hince, and Glavin, by Mr. Glavin that requests are being received from the field divisions at the present time for additional photostat equipment. It was pointed out to the Conference that certain field offices believe that two photostat machines should be available for emergency purposes.

The Conference is of the unanimous opinion that two of the portable photostat machines should be available in each of the field offices as well as two dryers for these machines so that emergency photostat jobs can be completed with a minimum of delay.

For the information of the Director, these photostat machines cost approximately \$75.00 each including the dryer.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/17/90 BY SP5C110MS

NOT RECORDED

66-2554-

ORIGINAL FILED 66-2554-53

DML:GS

October 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on October 18, 1940, attended by Messrs. Tolson, E. A. Tamm, Clegg, Nichols, Glavin, Hince, Lawler, Rosen, Tracy and Ladd, considered the suggestion that in view of the fact the receipts in the Identification Division are greater than it is possible to search at the present time with the present trained personnel, and in view of the fact that the number of alien prints being presently received is being increased by 1,000 prints each day, that the fingerprint cards be searched on a selective basis, thus searching each day all of the criminal prints, current enlistment, the Army, Navy, Marine Corps, etc., the Naval Intelligence prints, the Alien Registration prints and the National Defense prints as they are received and in addition handling enough of the applicant and Civil Service prints, which are not special, to make a total number of prints which will be possible to search each day in the Identification Division, and to permit the non-expedite applicant and Civil Service prints to become delinquent rather than to let all of the expedite prints become delinquent.

Through this policy, it was pointed out that as the trained personnel is increased and the daily volume of searching is greater, the number of delinquent applicant prints sent through will be increased until such time as the Technical Section is again up to date.

The Conference was unanimously in favor of this suggestion.

In the event you approve of this procedure of searching fingerprints on a selective basis, same will be immediately started to coincide with the receipt of the additional 1,000 alien prints which it is believed will be received on Monday, October 21, 1940, and each day thereafter.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5CUDMS

NOT RECORDED
66 2054

ORIGINAL FILED IN 66 2054

October 19, 1940

LDH:LCB

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,003
DATE 7/7/90 BY SP5C1003

K
ny
The Executive Conference consisting of Messrs. Tolson, Ladd, Clegg, E. A. Tamm, Hince, Glavin, Rosen, Lawler, Tracy and Nichols, considered the suggestion which has been made on several occasions in the past to search all incoming fingerprints through the Card Index Section prior to checking them through the main files of the Technical Section.

This suggestion was renewed in view of the large volume of work being received daily in the Identification Division, in an effort to assist in speeding up the production of that Section.

It was pointed out that this procedure would without a doubt increase the number of errors inasmuch as the employees would feel there was no subsequent check, knowing that the print had already been searched in Card Index and in those cases where it was not identified on the name search they would feel safe in taking short cuts in searching the print knowing that no index card under the same name was contained in the files and that there was not any possibility of checking further on their search. The Assembly Verifiers verify all identifications that are made prior to sending them out. In the case of non-idents, the non-ident checker merely verifies that the print has been properly classified and searched through all references and the present system of searching the prints in card index after the search in Tech has acted as a restraint and check on the technical men. It was further pointed out that by making the change at this time and searching all prints in Card Index first that the daily average of searches in the Identification Division would be increased by approximately 1,000 prints.

Mr. Tolson _____

Mr. Clegg _____

Mr. E. A. Tamm _____

Mr. Foxworth _____

Mr. Nathan _____

Mr. Ladd _____

Mr. Egan _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Hendon _____

Mr. Rosen _____

Mr. Tracy _____

Miss Gandy _____

It should be pointed out that at the present time approximately 60% of all fingerprint cards being received are searched through the Card Index Section first. This 60% is composed of all "Institution prints" and all "bad prints" which are difficult of classification or which would have extremely lengthy searches. The remaining 40% have been put on the cabinets immediately and searched in the fingerprint files first.

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1631-110

35

Memo for the Director

- 2 -

The Executive Conference after considering the large increase in the work in the Identification Division and after weighing all of the advantages and disadvantages of searching prints in Card Index first was unanimously of the opinion that this procedure should be adopted at least until such time as the trained personnel is sufficient to handle the daily volume of receipts. In the event the action of the Conference is approved, this program will be placed into effect and carefully scrutinized and a detailed report will be submitted to you with reference to the manner in which it is found to be working.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

WRG:lrd

October 19, 1940

MEMORANDUM FOR THE DIRECTOR

2
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Nichols, Rosen, Tracy, Hince, and Glavin considered two recommendations, one submitted by Mr. Renneberger, and one submitted by Mr. Coffey, concerning Speed Graphic cameras. Mr. Renneberger recommended that at least two Speed Graphic cameras be assigned to each field office and that the Speed Graphic cameras gradually replace the Recomar cameras which have been supplied to the field prior to this time. Mr. Coffey recommends that the Speed Graphic cameras replace the Recomars when replacements are necessary.

For the information of the Director it is not possible to purchase Recomar cameras at the present time due to the war because such cameras are manufactured from parts supplied principally from Germany.

The Conference is of the unanimous opinion that the Speed Graphic cameras should replace the Recomars as additional cameras are needed in the field.

The Conference further approves the suggestion made by Mr. Renneberger that each field office be equipped with at least two Speed Graphic cameras.

Should the Director approve the recommendation of the Conference, immediate orders will be placed for the necessary camera equipment.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C11DM5

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-6116-438

60

WRG:jh

October 18, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Lawler, Q. Tamm, Tracy, and Glavin considered the communication received from Special Agent in Charge Rutzen of the New Orleans Office, wherein Special Agent in Charge Rutzen advised that Mr. Egan had suggested during the recent inspection of the New Orleans Office that .351 rifles, a Thompson submachine gun or shotgun should be made available in resident agency cities.

The Conference pointed out that there has been no such instruction issued to the Field in the past, and the Conference is of the opinion that such firearms should not be maintained in resident agency offices unless an adequate safe is available for the storing of such firearms. It is not believed that a file cabinet will give sufficient protection to such firearms.

I attach hereto communication to Mr. Rutzen and Mr. Egan concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/17/96 BY SP5CJ/MS

66-2557-

October 23, 1940

LAN:PH

MEMORANDUM FOR THE DIRECTOR

Re: Executive Conference

Those Present:

E. A. Tamm	Larler
Q. Tamm	Ladd
Glavin	Tracy
Nichols	Rosen
Hines	Clegg

The Conference considered the communication addressed to the Bureau by the Director of Safety, S. H. McKeekin, of Louisville, Kentucky, who requested that the Bureau ask those in charge of the Conscription Administration to place police officers in a deferred classification. Mr. McKeekin suggested that the Director of the Conscription Administration might be willing to transmit the Director's recommendation to the local boards.

The Conference was unanimously of the opinion that the Bureau should not make such a request of the Director of Selective Service to transmit the Bureau's recommendation to the local draft boards. The Conference believed that inasmuch as the Act of Congress entitled "The Selective Training and Service Act" specifically provides: "No deferment shall be made of individuals by occupational groups," the Bureau should not make a recommendation to the Draft Administration directly contrary to the expressed will of Congress as stated in the Act. The Conference also felt that in view of the provisions of the Act, it would be better for the Bureau to hold in reserve its ideas along this line, for use in connection with conserving Bureau personnel, rather than expending the force of our recommendations on local officers.

If approved, a letter to Director McKeekin has been prepared.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson, Chairman

NOV 7 1940

W. R. Glavin, Secretary

DEPARTMENT OF JUSTICE

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,003
DATE 7/1/96 BY SP5C/10MS

66-2554-1905
TAMM
CHIEF CLERK
INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-1905

LAM:MET

October 21, 1940

MEMORANDUM FOR THE DIRECTOR

Those present were: Messrs.
Tolson, Glavin, Hince, E. A.
Tamm, Nichols, Lawler, Tracy,
Clegg, and Ladd

The Executive Conference considered the suggestion of Special Agent F. E. Crosby that instruction be afforded to Special Agents in the use of the blackjack. The conference also considered the information furnished by Mr. Goudge with respect to instructions which can be given on the use of the blackjack. It was noted by the Conference that there is very little instruction that can be afforded Special Agents except such elementary training as is now given. For example, the Special Agents are given the following instructions:

The blackjack is a defensive weapon, should not be carried on the same side of the person as the gun, but should be always carried in the same place. The strap attached to the blackjack should not be encircled about the wrist. It is dangerous to strike a person on the head but effective blows can be struck on the joints, kidney, collar bone, back of hand or knuckles, kneecap, and other vulnerable places.

The Conference approved maintaining this instruction at the training schools. If approved, a letter to Special Agent Crosby is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5CJ/oms

cc-Mr. Glavin

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-31994-118

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Gandy _____

October 21, 1940

HHC:WGR

MEMORANDUM FOR THE DIRECTOR

Concerning the suggestion of SAC Hottel that Field Offices deliver the manual of Suggestions for Protection of Industrial Facilities to plants, a conference consisting of Messrs. Tamm, Nichols and Clegg were in agreement that the idea was a good one; but in view of the necessity of making every hour count toward the productive handling of pending cases; since it is likely that most plant officials heard addresses by Bureau representatives; and since the Bureau would be transmitting the manuals by letter from the Director, it was felt that the present program should be continued as follows:

1. A copy of the publication would be delivered personally by a Special Agent to all plants on the priority list on which a survey was not begun prior to November 1, 1940.
2. For the remaining twelve thousand plants, the publication should be distributed by letter from the Director.

If this is approved, there is attached hereto a letter advising Mr. Hottel of such a decision.

Respectfully,

H. H. Clegg

Attachment

CC- Mr. E. A. Tamm

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/13/90 BY SP5C/Loms

NOT RECORDED

66-2554

ORIGINAL FILED 194-3-6-7-2567

COPY
hvw

RHL:MTS

November 1, 1940

MEMORANDUM FOR MR. T. D. QUINN
ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

RECORDED 66-2554-1906 Re: Pursuit Cars

Reference is made to your memorandum of October 26, 1940, concerning bids received for the purchase of pursuit cars and with which was enclosed the report of the tests performed by the National Bureau of Standards.

It is noted from the Bureau of Standards report that the car submitted by the Hudson and Terraplane Sales Corporation, Washington, D. C., passed the tests with the highest rating and the other three cars tested were rated considerably below the Hudson.

If the bid submitted by the Hudson and Terraplane Sales Corporation can legally be accepted, this Bureau has no objection to the acceptance of its bid for the purchase of Hudson automobiles under the first solicitation in the total amount of \$135,000. It is understood that this will provide approximately 189 automobiles.

With regard to the second solicitation in the total amount of \$150,000, it is desired that this solicitation be disregarded altogether. It is furthermore desired that new bids be solicited for the purchase of approximately 225 automobiles under the limitation of \$150,000. The specifications to be used for this purchase should conform with previous specifications, with the exception that the service top speed should be listed as 75 miles an hour instead of 85 miles an hour.

It will be appreciated if this matter can be given your usual prompt attention.

Very truly yours,

John Edgar Hoover
Director

ORIGINAL FILED IN 66-1980-7-1371

Enc. with original

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/11/90 BY SP5CJL/MS

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WRG:MTS

October 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Telson, Tamm, Tracy, Nichols, Rosen, Ladd, Hince, Lawler, Quinn Tamm, and Glavin, considered a memorandum addressed to the Director by Mr. Quinn of the Department concerning the pursuit cars, wherein the Bureau was advised that as a result of the Bureau of Standards tests the Hudson automobile was determined to be the best automobile for this Bureau's use. For the Director's information, the tests reflect the following ratings:

Hudson	96
Ford	74.6
Buick	69.8
Chevrolet	68.8

It appears that the Ford has included a new 99 horse power motor instead of the regular 95 horse power motor which had been previously installed in the Ford special police car. Undoubtedly this new motor has not yet been properly perfected.

It was pointed out to the Conference that under bids which resulted in the tests aforementioned, the Bureau can purchase \$135,000 worth of cars which will total approximately 189 cars. It was further pointed out to the Conference that additional bids for the purchase of cars in the amount of \$150,000 were also received, the same companies bidding on the purchase of these cars, and the Bureau can, if it wishes, accept the results of the tests already made in purchasing the cars under the second bid.

For the Director's information, under the bids under consideration at this time the Hudson car will cost us \$712.59 per car. It is not the low bid, the low bid being the Ford with a net price of approximately \$609 per car. Under the second bids which might be considered at this time, the Hudson submits a bid of \$742.93 per car, while the Ford submits a net bid of \$606.38 per car.

The Conference is of the opinion that the bid of the Hudson Motor Company should be accepted for the initial contract covering the purchase of approximately 189 cars.

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/7/90 BY SP5/lloms

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DEPARTMENT OF JUSTICE
TOLSON
TAMM
CHIEF CLERK

ORIGINAL FILED IN 66-1980-7-1371

October 30, 1940

It further recommends that the bids which have been secured on the second proposed purchase be disregarded and that additional bids be submitted at this time with the possibility of reducing the top service speed from 85 miles an hour to 75 miles an hour in order that additional manufacturers may bid to give the Bureau a proper distribution of different types of cars. Mr. E. A. Tamm pointed out to the Conference that it would be very undesirable to purchase 400 to 450 cars of the same make and that if possible these cars should be distributed in types so that the Bureau's work would not be hampered. This can be accomplished by the acceptance of the bid of the Hudson Motor Company for the first purchase of cars and requesting the resolicitation of bids on our now pending purchase with the top speed limit reduced from 85 to 75 miles per hour.

If the Director approves the appropriate acceptance of the first order will go forward to the Department and a memorandum will also be addressed to the Department requesting that the current bid be disregarded and that revised specifications be sent out on the pending purchase.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:lrd

October 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Tracy, Rosen, Lawler, Hince, and Glavin considered a proposed Bureau bulletin to the field instructing the field as to the proper manner of coding initials when forwarding coded messages to the Bureau.

The Conference unanimously approves the proposed bulletin which is attached hereto for transmission to the field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
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DATE 7/17/90 BY SP5elloms

ORIGINAL FILED IN 66-629-231X

WRG:lrc

October 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Tracy, Rosen, Lawler, Hince, and Glavin considered a communication received from Special Agent in Charge Sears of the Philadelphia Office wherein he suggests that the Bureau might wish to consider purchasing some small cameras in Philadelphia which are comparable to the recomar camera, it not being possible for the Bureau to purchase additional recomar cameras due to the fact that they have been manufactured in Germany.

It was pointed out to the Conference that according to a memorandum submitted by Mr. Coffey, the "Inagee" camera is also a German-made camera and would mean an additional type of camera used by the Bureau.

The Conference is unanimously opposed to the purchase of any such camera and recommends that speedographic cameras be furnished to the field offices when additional cameras are needed.

For the information of the Director, there has already been approval by the Director of a suggestion of the Conference to furnish additional speedographic cameras to the field. There is attached hereto a communication to the Special Agent in Charge at Philadelphia concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

NOT RECORDED

66-2554

W. R. Glavin
Secretary

Attachment

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HEREIN IS UNCLASSIFIED 303613
DATE 7/17/90 BY SP5CJL/mjs

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

DML:CS

October 29, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on October 24, 1940, attended by Messrs. Tolson, E. A. Tamm, Rosen, Nichols, Lawler and Ladd, the suggestion of the Laboratory to the effect that the Bureau purchase a Lafayette Radio Model 765-T, or its approved equivalent, for approximately \$125.00, was considered and was unanimously approved by the Conference.

It was pointed out to the Conference that this equipment could be used as a portable address system in connection with any set-up in the court of the building, in connection with work at Quantico and other similar instances.

In the event you approve the purchase of this equipment, specifications will be drawn up and bids submitted.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5/ldms

ORIGINAL FILED IN 62-29125-1373

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REF:AWK

October 24, 1940

MEMORANDUM FOR MR. LADD

Re: Portable Public
Address System.

It is recommended that arrangements be made by the Bureau for the purchase of one portable public address system capable of 110-volt 60-cycle operation and rated at 30 to 40 watts output. Such a system will enable the Bureau to establish a microphone and loud speaker system at any point where power is available whether inside buildings or in the open. Such a system would be admirably suited for setups in the main courtyard or out of door groups at Quantico.

In addition to the amplifier and an appropriate carrying case for it the system should include two twelve-inch permanent magnet speakers also mounted in a carrying case, two high quality directional velocity microphones with a matching collapsible type floor stand for each microphone. The amplifier is to have five microphone input channels and two phonograph input channels.

The unit is to be furnished complete with tubes and a detailed wiring diagram. The entire portable public address system is to be Lafayette Radio Model 765-T or its approved equivalent, listing at \$125.35.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,

K. P. Coffey.

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/LMS

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ADDENDUM:

In addition three adjustable tripod stands should be furnished for mounting the two split speaker sections and the amplifier. The speaker tripods are to have a swivel arrangement for tilting the speakers and should extend from 46" to 48". Tripods should be similar to Allied Radio stands.

OR 88

MX

October 29, 1940.

LAH:MET

MEMORANDUM FOR THE DIRECTOR

Those present were:
Messrs. Tolson, Glavin,
Hince, Lawler, Nichols,
E. A. Tamm, Ladd, and
Tracy.

The Executive Conference recommended that the following changes be made in the curriculum of the course for newly appointed Special Agents:

1. Bankruptcy increased from 4 to 5 hours
2. Plant Survey decreased from 24 to 23 hours
3. Sabotage Investigations from 8 to 7 hours
4. Extortion Investigations decreased from 4 to 3 hours
5. Registration and Neutrality Acts and Aliens in Aircraft and Munition Production increased from 2 to 3 hours.
6. Bank Robbery and Departmental Applicants increased from 4 to 5 hours.

The above will constitute a reallocation of time for more effective handling of the instruction work and each decrease in time is based upon the recommendation of the supervisor involved.

Respectfully,
For The Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C110ms

ORIGINAL FILED IN 1-6-133

EEK:PH

Washington, D.C.
Oct. 8, 1940.MEMORANDUM FOR MR. NATHAN

The following information is submitted relative to the proposed revision of the work sheet for the new agents' training course.

As a result of a discussion with the various supervisors, relative to the amount of time presently allotted to them for instruction and the types of investigations handled by them, the following information was obtained. It will be noted that the writer's inquiry was to determine whether the amount of time as presently allocated was adequate for the proper handling of their subjects, or whether on the other hand, any reduction might be made from the present allocation.

<u>SUPERVISOR</u>	<u>SUBJECT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Mr. Bellino	Bankruptcy	1 hour	
Mr. Smith	Theft from interstate shipment; Bribery; Conspiracy; National Stolen Property Act; Peonage; Perjury; etc.	4½ hours	
Mr. Strickland	War Risk Insurance	1 hour	
Mr. Minor	Bank Robbery & Departmental Applicants	1/2 hour	
Mr. Traynor	Registration and Neutrality Acts, and Aliens in Aircraft and Muni- tions Production	1 hour	
Mr. Laughlin	Extortion		1 hour
Mr. Hinze	Sabotage		1 hour
Mr. Holloman	Plant Survey		1 hour
Totals		8 hours	3 hours

It may be seen from the above that while eight additional hours have been requested by supervisors listed above to devote to their respective subjects, only three hours of this time is available during the seven weeks' training period, unless reductions are made in some of the other subjects upon which instruction is being given at the present time. A careful review of the entire training program fails to reveal that any reduction is possible or practicable on those subjects, nor does it appear advisable to drop any of the subjects presently included on the program. It is the writer's recommendation that the three hours which may be deducted from the time allotted to the subjects listed above be divided as follows:

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<u>Supervisor</u>	<u>Subject</u>	<u>Increase</u>
Mr. Smith	Miscellaneous investigations	2 hours
Mr. Traynor	Registration and Neutrality Acts and Aliens in Aircraft and Munition Production	1 hour

In addition to the foregoing, the following information is submitted relative to proposed changes in the Technical Laboratory subjects now being handled by Mr. Donaldson. It will be noted that the increase and decrease in the time allotted for instruction on the various subjects listed below will not affect the total amount of time consumed for the training course.

<u>Subjects</u>	<u>Increase</u>	<u>Decrease</u>
Chemistry in Crime Detection	1 hour	
Blood and other Body Fluids	1 hour	
Drawing and Charting (to include 1 hour of practical work)	1 hour	
Bacteria and its Relation to Espionage and Sabotage		1/2 hour
Technical Apparatus in Field Offices		1/2 hour
Technical Aspects of Sabotage Methods		1 hour
Firearms Identification and Tool Marks		1 hour
		<hr/>
Totals	3 hours	3 hours

In addition to the foregoing, it is also proposed that four hours on the opening day of instruction prior to beginning the Manual of Rules and Regulations, be devoted to Federal Criminal Procedure. Under the present program, the instruction on Federal Criminal Procedure is allotted two hours immediately following the completion of the Manual of Rules and Regulations. The increase of two hours on the subject it is believed, may be absorbed during the total time of nine days devoted to instruction on the manual of rules and Regulations so that the seven weeks period of instruction will not be effected by this change.

Respectfully

s/ E. E. Kuhnel

E. E. KUHNEL

LAH:MET:BT

October 29, 1940

MEMORANDUM FOR THE DIRECTOR

Those present were:
Messrs. Tolson, Glavin,
Hince, Lawler, Nichols,
Carson, Rosen, Q. Tamm,
and Tracy and Mr. E. A. Tamm

The Conference considered the suggestion made by Mr. Hince that a program for the training of clerical employees in the field be adopted.

The Conference approved the holding of a school at Washington for one clerical employee from each field office except Juneau and Honolulu to begin November 12 and to conclude November 16, covering a total period of five days. The attached curriculum is suggested. The Conference recommended that each field office be instructed that the employee to be designated should be one who has not previously attended a Chief Clerks' School at Washington, but should be an employee who will be capable of transmitting the information learned at Washington to the other employees in the field office and one with qualifications to handle the work of Chief Clerk after proper training.

If approved the Chief Clerk's Office on the basis of this memorandum will prepare the appropriate communications to the field ordering in the clerical employees.

The Conference approved following up this school with a change in the clerical conference procedure in the field. In view of the increased number of new employees in the field, the Conference approved the suggestion of Mr. E. A. Tamm that clerical conferences be held monthly and that as part of each monthly program the employee who participates in the clerical school at Washington should handle a portion of the instruction. If approved, the field will be instructed by the attached bulletin. It will be noted that at the time the bulletin reaches the field the field will already be apprised of the fact that a clerical school is being held at Washington inasmuch as the field will have received the instructions ordering in the clerical employees, for the school at Washington.

Mr. Tolson

Mr. Clegg

Mr. E. A. Tamm

Mr. Foxworth

Mr. Nathan

Mr. Ladd

Mr. Egan

Mr. Glavin

Mr. Nichols

Mr. Hendon

Mr. Rosen

Mr. Tracy

Miss Gandy

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C110MS

LAH:MET

October 29, 1940

MEMORANDUM FOR THE DIRECTOR

Those present were:
Messrs. Tolson, Glavin,
Hince, Lawler, Nichols,
E. A. Tamm, Ladd, and
Tracy.

The Executive Conference considered the suggestion made by Mr. Freimuth of the Technical Laboratory and approved by Mr. Ladd that a two or three hour lecture on the subject of "Toxicology" should be included in the future sessions of the FBI National Police Academy and that this subject should be handled by a Bureau representative. The Conference was informed that the present curriculum for the FBI National Police Academy includes the subject of "Toxicology" and it is presently handled by Dr. A. Magruder MacDonald, Coroner of the District of Columbia.

The Conference agreed that in the future this should be handled by a member of the Technical Laboratory in order that the Laboratory may be added in building up the toxicology examination work.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C110ms

NOT RECORDED

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ORIGINAL FILED

OT:mac

October 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Ladd, Nichols, Glavin, Lawler, Tracy, Rosen and Quinn Tamm being present, considered the present manner of handling fingerprint cards received from ONI of individuals employed in aeronautical plants.

The Conference recommends that when such fingerprint cards are identified with a wanted notice in the Identification Division files a letter be transmitted to the Office of Naval Intelligence advising them of the identification effected and also a letter be addressed to the wanting agency, that is, the law enforcement agency advising them of the location of the individual.

If you approve, such a system will be placed in effect, however, the letters will be routed through the National Defense Division for check against their files prior to transmitting the letters to the law enforcement agencies.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

R. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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ALL INFORMATION CONTAINED
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DATE 7/17/90 BY SP5C110M3

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October 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Ladd, Glavin, Lawler, Carson, Rosen and E. A. Tamm in attendance considered the question of the Bureau policy in the acceptance of applicant investigations from governmental agencies. The conference recommends that the Bureau decline to handle applicant investigations either prior to appointment or subsequent to appointment for any agency other than the Department of Justice with the exception of special requests made by the War and Navy Departments, the State Department and the National Defense Advisory Commission when those requests pertain particularly and peculiarly to matters affecting the national defense. In other words, the general policy of the Bureau will be not to accept cases requiring investigation of applicants for employment in other governmental agencies but will from time to time from the Departments specified accept requests for investigation when the subject matter of the inquiry relates immediately to the national defense.

The Conference further believes that requests received from organizations such as that headed by Nelson Rockefeller and similar agencies for an individual investigation of a man being considered for a special position as distinct from blanket requests for wholesale investigations should be acceded to.

If you approve this program, appropriate letters will be addressed to the Federal Communications Commission and to the National Investors Council of the Department of Commerce declining to conduct personnel investigations which they have currently requested.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110ms

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October 25, 1940

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference on October 22, 1940, which was attended by Messrs. Clegg, Nichols, Glavin, Rosen, Hince, Lawler, Tracy, Quinn Tamm and Ladd, considered the suggestion of Mr. Coffey to the effect that a clerical employee be assigned to review all Bureau files on bombs and criminal explosions for the purpose of removing therefrom the names of any known makers of any explosive devices not indexed in the Single Fingerprint Section, in line with Bureau letter of October 8, 1940.

Messrs. Clegg, Glavin, Rosen, Nichols, Lawler and Hince were of the opinion that a clerk should spend about one day on this for the purpose of determining whether there was any worthwhile information in the Bureau files; that if any material of value was found, then the review of the files would be continued.

Messrs. Quinn Tamm, Tracy and Ladd were opposed to this in view of the fact that the field is already obtaining this information by contact with law enforcement agencies in towns of 100,000 or more population and that it was thought that spending time in reviewing old files in the Bureau would be a duplication of this work and further that there would be no way of knowing from the Bureau files whether an individual listed therein ten years ago was still alive and active, whereas more up-to-date information will be obtained from the survey presently being made in the field.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 98-1004-3

LAH:MET

October 23, 1940

MEMORANDUM FOR THE DIRECTOR

Those Present were Messrs.
E. A. Tamm, Glavin, Nichols,
Hince, Lawler, Rosen, Ladd,
G. Tamm, Clegg and Tracy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/96 BY SP5C110MS

The Executive Conference considered the proposed session of the FBI National Police Academy for representatives of Central and South American countries.

The Conference suggests that this session be held for a period of six weeks beginning January 27, 1941.

It is recommended that the school be held for five and one-half days each week, six hours per day. The daily schedule recommended is 9:00 A.M. to 12:00 Noon and 2:00 P.M. to 5:00 P.M. from Monday through Friday and from 9:00 A.M. to 12:00 Noon on Saturday.

The Conference approved the attached curriculum. The Director will note that the curriculum represents the condensed and amended revision of the present curriculum for the FBI National Police Academy. Important phases of the program include the following:

1. Opening Exercises to which the Conference recommends that the Attorney General, the Secretary of State, Mr. Matthew F. McGuire, and diplomatic representatives of Central and South American countries be invited.
2. A full day's tour of the Bureau.
3. Addresses by Mr. Adolf A. Berle, Jr., Assistant Secretary of State; Dr. L. S. Rowe, Director General of the Pan American Union; Father Edmund Walsh, S. J., Vice President of Georgetown University; Honorable Harry Anslinger, Commissioner, Bureau of Narcotics; Nelson Rockefeller, Coordinator of Commercial and Cultural Relations with Latin America; Mr. Burton Marsh, American Automobile Association, and Mr. Gurnea on "Traffic".

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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Memo - Director
Page 2

4. Three days of firearms training to begin with a lengthy daytime firearms demonstration and conclude with a night firearms demonstration. The Conference points out the necessity for an adequate number of firearms instructors to handle the supervision of the firing.
5. One day of Communications in Law Enforcement to include demonstrations of various types of radios and other communications facilities, two-way radio demonstrations in automobiles, and demonstrations of the numerous communications devices and methods.
6. One day of Training Methods and Operation of Police Training Schools.

The remainder of the subjects would deal with police organization and administration, law enforcement techniques, identification in scientific and technical matters, investigations, enforcement, and regulatory procedures.

Mr. Tamm has indicated the Director's desire to have a lecture on the subject "Penology" and steps will be taken to determine the availability of Nat Cohen.

The Director will observe that no provision is being made in the curriculum for gymnasium in view of the fact that the age, physical condition, and other factors concerning the individual representatives are not known to the Bureau.

The Conference was informed that the State Department would attempt to make arrangements to have the representatives from Central and South America of English speaking ability. If this is not possible in each instance, it was pointed out that an interpreter would be necessary.

There is also attached for approval a letter to Mr. Adolf A. Berle, Jr., Assistant Secretary of State, transmitting a copy of a proposed invitation letter to be forwarded by the Bureau to the proper officials of the Central and South American countries.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

cc-Mr. Glavin

*Wm
LSC*

COPY
hvw

October 23, 1940

LAH:PH

MEMORANDUM FOR THE DIRECTOR

Those Present:

Tolson	Glavin
Hince	E.A. Tamm
Nichols	Lawler
Tracy	Ladd

The Executive Conference considered the suggestion that the subject "Photography" in the New Agents' Training Course, be expanded so that fourteen hours instruction be given instead of seven as at present. The Conference unanimously approved the suggestion, in view of the indications that additional training is needed, particularly in connection with the reproduction of documents.

It was pointed out at this Conference that due to the availability of the new range at Quantico, it will be possible to shorten the firearms training period from eight days to seven, furnishing the same amount of training to each Special Agent.

If approved, from this time, seven hours will be taken from firearms training time and will be devoted to photography.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. P. Glavin, Secretary

Director's Notation
"O. K. H."

CC: Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/11/90 BY SP5CJL/MS

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LAN:BG

November 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Quinn Tamm, Rosen, Ladd, Clegg, Nichols, Tracy, E. A. Tamm, Hince, Glavin and Nathan, considered the information submitted by Mr. Nathan concerning the possibility of housing more men in the FBI Barracks at Quantico. The Conference approved the suggestion that two additional beds be placed in each of the sixteen rooms on the second and third floors, thereby making available a total additional number of thirty-two beds for Special Agent-Trainees. It was understood that an opinion would first be secured from the medical authorities at the Marine Corps Base in order that there would be no possibility of any intimation of overcrowding at a later date in the event colds or similar ailments developed.

It was understood by the Conference that placing eight beds in each room would require the placing of the steel cabinets for clothing in the hallways, and it was understood further that the appearance of the hallways would not be as presentable as at the present time but it was believed they could be kept in a neat condition.

If approved, the Chief Clerk's Office will, on the basis of this memorandum, order the additional equipment consisting of thirty-two additional single beds, similar to the type presently in the bedrooms at Quantico; thirty-two under-bed type lockers; and six steel cabinets of the six-shelf type.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C110MS

RECORDED

FEDERAL BUREAU OF INVESTIGATION

NOV 17 1940

U. S. DEPARTMENT OF JUSTICE

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CHIEF CLERK

ORIGINAL FILED IN 66-2554-1907

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Q:mac

November 4, 1940

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference, Messrs. E. A. Tamm, Nathan, Clegg, Ladd, Nichols, Glavin, Rosen, Tracy and Quinn Tamm being present, considered a suggestion which had been submitted to the effect that the Identification Division discontinue the answering of fingerprint cards which have been searched against the files without revealing a previous record. The Conference was advised that at the present time, of course, the Identification Division answers all fingerprint cards which are submitted to it whether or not those cards are identified with a record except in those specific cases in which the contributor has requested that answers reflecting a negative search not be submitted. For your information fingerprint cards which have not been identified are not answered to the War Department, to ONI and to some police organizations, namely, the Berkeley, California Police Department.

It is further pointed out that the Bureau has precedent for adopting such a policy in that the California State Bureau does not answer any fingerprint cards unless their search reveals a previous record.

The proposed change is simply to advise all contributors that unless they receive a reply to their fingerprint card transmitted by them to the Identification Division it will mean that there is no record on file in the Identification Division.

The suggestion was divided into two parts. The first part had to do with the applicant fingerprint cards.

The Conference, with the exception of Mr. Glavin, was of the opinion that applicant fingerprint cards which are not identified with a previous record should not be answered. The Conference does not feel that this would reflect materially on the Bureau and it would materially decrease the work of the Identification Division's Typing Section.

It is noted that during the first quarter of the fiscal year 1941 there were 415,509 applicant fingerprint cards received in the Identification Division. There were 5.76% of criminal identifications indicating that 95% of these fingerprint cards under the new system in the Typing Section would not require action.

Certain members of the Conference suggested that the Bureau also adopt the policy of not answering non-ident criminal cards, that is, fingerprint cards

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613 NOT RECORDED
DATE 7/11/90 BY SP5C10MS

66-2554

ORIGINAL FILED IN 62-4110-968

Mr. Tolson

Mr. Clegg

Mr. E. A. Tamm

Mr. Foxworth

Mr. Nathan

Mr. Ladd

Mr. Egan

Mr. Glavin

Mr. Nichols

Mr. Hendon

Mr. Rosen

Mr. Tracy

Miss Gandy

Memo for the
Director

-2-

November 4, 1940

representing individuals arrested by police departments and whose fingerprints are searched against the file without revealing a previous record. Messrs. Clegg, Nathan, E. A. Tamm, Rosen, Tracy and Quinn Tamm believe that the Bureau should adopt this policy and simply answer identifications effected on any type of fingerprint. Messrs. Nichols, Ladd and Glavin are opposed to the adoption of this suggestion. Mr. Tolson believes that all criminal prints should be answered, feeling that the Bureau will receive numerous inquiries concerning the possibility of records existing unless the police departments are advised promptly that no record was found in the files of the Bureau. He also feels that police departments may go into court and state that because a reply has not been received from the Bureau and because of the Bureau's new policy it is safe to assume that this individual does not have a criminal record, when actually he may have a long criminal record.

It is noted that Mr. Glavin based his objections to both portions of the suggestion on the basis of the alien fingerprint cards, believing that the Bureau should answer all alien cards to the Immigration and Naturalization Service. Mr. Glavin does this with the thought in mind that no opportunity should be given these people to claim that we have not furnished a record.

It is pointed out that the Bureau will receive approximately three million five hundred thousand of these fingerprint cards and that, at the present time, there are one hundred sixty-five thousand on hand in the Identification Division. Only 2% of these cards are being identified with a previous record and the not answering of the non-idents would materially assist the Identification Division during this period of emergency.

Pending your decision concerning this matter a Bulletin has not been prepared to the contributors of the Identification Division. However, when the matter is decided a suitable Bulletin will be prepared and also a notice will be published promptly in the FBI Law Enforcement Bulletin.

If you approve the majority report concerning the applicant fingerprint cards which also includes the alien fingerprint cards in which Mr. Tolson is in agreement, there is attached hereto a memorandum addressed to Mr. Matthew F. McGuire, the Assistant to the Attorney General, advising him that in the future the Alien Registration Division will only receive replies on those fingerprint cards which are identified.

Mr. Tolson _____

Mr. Clegg _____

Mr. E. A. Tamm _____

Mr. Foxworth _____

Mr. Nathan _____

Mr. Ladd _____

Mr. Egan _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Hendon _____

Mr. Rosen _____

Mr. Tracy _____

Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Glavin

November 4, 1940

MEMORANDUM FOR THE DIRECTOR

9 The Executive Conference, Messrs. E. A. Tamm, Nathan, Clegg, Ladd, Nichols, Glavin, Rosen, Tracy and Quinn Tamm being present, considered again the problem presented by the transmittal of "The Investigator" to graduates of the National Police Academy. As you know at the present time "The Investigator" is transmitted only to those graduates who pay the annual dollar subscription. There are only 35 police officers who have sent their dollar in for subscription.

Mr. Quinn Tamm recommended that the Bureau discontinue at the end of the year the sending of "The Investigator" to the NPA Graduates and maintain "The Investigator" as a purely Bureau publication.

Messrs. E. A. Tamm, Nathan, Ladd, Rosen and Tracy feel that the present policy should continue and that those who subscribe to "The Investigator" should be permitted to receive it.

Messrs. Clegg, Nichols and Glavin feel that "The Investigator" is a vital part of the contact by the Bureau with the personnel of the NPA and recommend that "The Investigator" be sent free of charge to all graduates of the Police Academy.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/96 BY SP5C10MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 94-3-2-336

HN:CEE

November 3, 1940

64813

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, on November 30th, consisting of Messrs. E. A. Tamm, C. Tamm, Nichols, Rosen, Ladd and Nathan, considered the suggestion of Mr. Sapey, in charge of firearms at Quantico, that there be purchased 60 pairs of Towere Fish Brand Overalls, for use in firearms training. Mr. Sapey pointed out that one of the greatest difficulties experienced during wet weather is the fact that while lying in a prone position the trainee's pants become soaked with water, and this seriously militates against the benefit of the training and also constitutes in all probability a health hazard.

Mr. Sapey ascertained from a local merchant that these overalls can be purchased (similar to the attached sample) from the Butler Brothers Department Store in Baltimore, Maryland, at a cost of approximately \$19.65 per dozen. They can be obtained either in black or yellow.

The Conference approved ordering 60 of these overalls, or five dozen. They should be ordered to go with the 60 sheepskin coats now on hand, the sizes of which are as follows:

4 - size 40
7 - size 42
10 - size 44
16 - size 46
12 - size 48
8 - size 50
3 - size 52

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson, Chairman

H. R. Glavin, Secretary

NOT RECORDED

ORIGINAL FILED IN 66-3760-5-726

Q8 66-2554

WRG:MTS

November 2, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Nathan, Ladd, Quinn Tamm, Nichols, Rosen, Lawler, and Glavin, considered a communication received from the Atlanta Office, concerning arrangements made by that office with the Georgia State Highway Patrol regarding the broadcasting of descriptions of cars in which the Bureau is interested.

Briefly, the Special Agent in Charge points out that arrangements had been made with the State Highway Patrol of Georgia whereby the description of a car can be given following a signal so that if it is observed by any law enforcement officer receiving the broadcast that officer can immediately contact the Atlanta Field Office to advise as to the present location and direction of travel of the car in which interest is expressed. Danner points out that if an automobile surveillance is lost it could be again picked up in this manner. He further suggests that the Bureau might wish to advise other field divisions concerning this arrangement.

The Conference is of the opinion that it is not necessary at this time to further advise the field concerning this arrangement. However, no objection is raised to the arrangement made by the Atlanta Office.

A communication is attached hereto to the Special Agent in Charge at Atlanta concerning his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

NOT RECORDED
66-2554

ORIGINAL FILED IN 62-3

November 2, 1940

MEMORANDUM FOR THE DIRECTOR

lim

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Nathan, Ladd, Quinn Tamm, Nichols, Rosen, Lawler, and Glavin, discussed the maintenance of the index cards concerning informants. The following matters were brought up for discussion:

1. It was pointed out by Mr. Glavin that a considerable number of letters had been turned over to him from various field offices showing informants developed in commercial plants throughout the country, these informants in some instances being paid informants and in others being in an unpaid status. It was further pointed out that in some instances the field divisions in reporting this information had just reported nine informants in one plant and ten in another, without giving names or any other detailed information concerning them. It was also pointed out to the Conference that in some instances the field offices were reporting general managers and other officials of the plant as informants.

The Conference was of the unanimous opinion that names should be furnished for each and every informant and that these plant informants should be included in our informant index file. The Conference instructed that the field be instructed to furnish the names of the informants so developed. The Conference also instructed that the names of officials of the plants not be included as informants and that the field should be advised that these officials are to be considered as contacts in line with previous information furnished to the field by the Bureau. The field will be notified concerning these matters if approved by the Director.

2. The question was raised as to the following of field activities in developing informants and answering inquiries from the field regarding informants and the authorization for payment thereof.

ph

The Conference was of the unanimous opinion that this was the duty of the Investigative, National Defense, and SIS Divisions

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10ms

ORIGINAL FILED IN 66-2554-664911

November 2, 1940

and that after all the arrangements have been made for the employment of an informant or the maintaining of an informant in a non-pay status this information should be furnished to the Chief Clerk's Office for inclusion in the informants index file.

For the Director's information, the index files have been set up and are maintained under lock and key at all times. An accumulation of data which has been secured from the field and which was not made up in index form at the time these records were turned over to the Chief Clerk's Office is being worked on on a full-time basis at this time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

November 2, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Nathan, Ladd, Quinn Tamm, Nichols, Rosen, Lawler, and Glavin, considered a memorandum submitted by Mr. Gauthier regarding the establishment of a cartographic section in the Bureau. Mr. Gauthier, in his memorandum, to Mr. Glavin, suggested that all work of a cartographic nature be routed to such a section for handling. This would include the work of producing exhibits, maps, charts, cabinet labeling work, basket labeling, etc.

The Conference is of the opinion that there is no necessity for establishing a cartographic section at this time, that certain of the labeling work which is done in the Identification Division and Files Section can without any difficulty be carried on in those sections, inasmuch as Mr. Gauthier and his assistants have more than sufficient to keep them busy on a full time basis now.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5CJL/MS

WRG:jh

November 2, 1940

64814

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Nathan, Ladd, Quinn Tamm, Nichols, Rosen, Lowler, and Glavin, considered a communication received from SAC McCormack of the San Juan Office concerning per diem allowances in Puerto Rico.

Mr. McCormack points out in his communication to the Bureau that other government agencies in Puerto Rico permit a per diem allowance of \$6.00 per day for travel away from official headquarters and he is of the opinion that the Bureau should also permit such charges.

The Conference was advised that through inquiry at the Department information has now been received that representatives of the Department traveling in San Juan, Alaska, and the Hawaiian Islands are permitted \$6.00 per diem.

The Conference is, therefore, of the unanimous opinion, in view of the fact that the Department has increased its per diem allowance for members traveling in San Juan, Alaska, and the Hawaiian Islands, that Bureau employees traveling in those places be also permitted to secure per diem on the basis of \$6.00 per day. Subject to the Director's approval there is attached hereto a communication addressed to SAC McCormack concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-2554

NOT RECORDED

66-2554

81

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Q12220

November 2, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Nathan, Clegg, Ladd, Nichols, Glavin, Rosen, Tracy and Quinn Tamm being present, considered a suggestion concerning the hours of the night force of the Identification Division which was presented because of the fact that the night force is now approaching in size the day force and because of the fact that the day force stops work at 3:30 P.M. and the night force starts at the same time a great deal of confusion exists in the Identification Division.

It is noted that in the Typing Section of this Division it will be necessary to have two typists utilizing the same desk on different shifts. Consequently it is believed advisable to change the hours of the Identification Division night force.

The Conference unanimously recommends that the day force hours remain as they are, namely 8:00 A.M. to 3:30 P.M. and the night force hours be from 4:00 P.M. to 11:30 P.M.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED.

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C10MS

66-1631-6730

QT:mac

November 1, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Lawler, Ladd, Nichols, Glavin, Tracy, Rosen and Quinn Tamm, considered a suggestion of the Committee concerning a previous suggestion that the Bureau's "cross draw" holsters be discontinued.

The Committee recommended and the Conference unanimously agreed that those Agents in the Bureau's service who have been using this type of holster be permitted to continue using it, however, that no additional holsters of this type be issued, that no instruction be given to new Agents entering the Bureau's service in the use of the "cross draw" holsters and that all of the new Agents use the ordinary hip holster which is presently the regulation issue of the Bureau.

If you approve, appropriate instructions will be issued.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110m5

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2760-2788X

WRG:lrd

October 31, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Hince, Nichols, Rosen, Lawler, and Glavin considered a proposed form communication to all Special Agents in Charge suggesting that all outstanding transfers be expedited to the greatest possible extent.

It was pointed out to the Conference that a great many transfers outstanding at this time are being followed by telephone and telegram from time to time; however, it is believed that a communication to the entire field would be of benefit now. Such a communication is attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/11/90 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3730-42

October 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Nichols, Rosen, Ladd, Hince, Lawler, Quinn Tamm, and Glavin, considered a communication received from SAC Hallford of the Little Rock Office, wherein he suggests that the Bureau establish the policy of applicants submitting their applications in duplicate so that when they are referred for examination the duplicate application can be referred to the field office examining the applicant so that the information will be on hand in the event a character and fitness investigation must be made.

SAC Hallford points out that many times leads in isolated sections of field office territory are received from day to day when, if the information pertaining to these applicant investigations were on hand in the field office, one Agent on a road trip could handle these leads, resulting in a savings of man power and greater expedition of the applicant investigation.

The Conference is of the opinion that the securing of duplicate applications would be unwarranted, inasmuch as a greater portion of the applicants filing applications with the Bureau are recommended unfavorably and considerable work would be entailed which would not be at all productive. It is not believed that the suggestion made by SAC Hallford would satisfactorily handle the problem at hand, inasmuch as investigations are being made from day to day and as they are being made requests for investigations are emanating from the Bureau. It would therefore not be possible to group these applications for investigation at any time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5 CUM/S

copy
hvw

WHA

November 7, 1940

RECORDED 66-2554-1908

Special Agent in Charge
Washington, D. C.

Dear Sir:

This is to advise you that Special Agent Galen N. Willis has been designated Counselor in the Training School for New Special Agents which will begin on Tuesday, November 12, 1940, and continue for a period of six weeks. Agent Willis should be instructed to report to the Training Division of the Bureau at noon on Saturday, November 9, 1940, in connection with this assignment.

You are further advised that Agent Willis will serve as Counselor in two subsequent Schools and his assignment will last for a period of eighteen weeks in the Training Division.

Very truly yours,

John Edgar Hoover
Director

CC Mr. Nathan

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/10ms

ORIGINAL FILED IN 66-5696-89

LAN:MET

October 29, 1940

MEMORANDUM FOR THE DIRECTOR

Those present were:
Messrs. Tolson, Glavin,
Hince, Lawler, Nichols,
Carson, Rosen, Q. Tamm,
Tracy and E. A. Tamm

The Executive Conference considered and approved the selection of Special Agent Galen Willis of the Washington Field Division for assignment as counsellor for classes of newly appointed Special Agents, to begin with the class which will enter on duty on November 12th.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C11DMS

RECORDED

66-2554-1908

BUREAU OF INVESTIGATION

NOV 13 1940

DEPARTMENT OF JUSTICE

TOLSON

WATSON

CLIPPER

OLSON

November 13, 1940

HHC:MGR

MEMORANDUM FOR THE DIRECTOR

A conference consisting of Messrs. Tolson, E. A. Tamm and Clegg considered the suggestion of Mr. Gurnea that a pamphlet of instructions be prepared for the guidance of police departments in conducting investigations for the FBI. In addition to espionage, internal security and other national defense investigations, information should also be included with reference to types of regular criminal investigations which the police are called upon to make from time to time.

The conference believed that this pamphlet of instructions should primarily concern itself with the mechanics of submitting reports and basic elementary suggestions as to the type of information desired.

If this is approved, it is recommended that the National Defense Division and the Training Division be instructed to prepare such a booklet of instructions.

Respectfully,

H. H. Clegg

CC- Mr. E. A. Tamm

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED
&
INDEXED

66-2554-1908X

FEDERAL BUREAU OF INVESTIGATION
DEC 26 1940
U.S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393013
DATE 7/17/90 BY SP5CJ/vms

ORIGINAL FILED IN 116-215-X

LAH:MET

November 11, 1940

MEMORANDUM FOR THE DIRECTOR

Those present were:

Messrs. E. A. Tamm, Clegg,
Tolson, Glavin, Hince,
Rosen, Nichols, Ladd, Tracy,
Q. Tamm, and Nathan

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY _____

The Executive Conference considered the inquiry made by the Los Angeles Division concerning the availability of Bureau instructors for an FBI Police school at Pomona, California. Mr. Hood was particularly interested in finding out whether instructors would be available from outside his territory because of a shortage of Special Agents in the Los Angeles Division.

Mr. Hince pointed out that the Bureau last winter devoted the time of several Special Agents to the police schools of California and that a like number would undoubtedly be necessary if we are to accede to the requests from the California police organizations. It was also pointed out that if we do not accede to these requests the police training situation in California will revert to that of two years ago when the State Department of Education with George Brereton specifically handling the police angle was attempting to take over the control of law enforcement training in California.

The Conference with Mr. Nathan dissenting was of the opinion that the Bureau should not relinquish the control which has been obtained and that the California field divisions should arrange to dominate the police training situation, arranging programs in such a way that a minimum of Bureau instructors will be required.

If approved, a letter to the California divisions has been prepared.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C/10mJS

Respectfully,
For the Conference

Clyde Tolson
Chairman

NOT RECORDED

W. R. Glavin
Secretary

66-2554-

ORIGINAL FILED IN 1-16-537-4

HN:CSH

November 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Q. Tamm, Ladd, Clegg, Nichols, Rosen, E. A. Tamm, Hince, Glavin and Nathan, considered the inquiry of SAC Drayton of the Seattle Office, dated October 18th, as to whether form letters under the classification 66, transmitting checks, should be kept indefinitely, or whether they could be destroyed after a certain length of time.

Upon the recommendation of Mr. Glavin, the conference recommended that Drayton be advised that these should be kept for two years.

A letter to Drayton to this effect is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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66-2554
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/17/90 BY SP5Ciloms

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hvw

WRG:MTS

November 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Nichols, Rosen, Hince, Tracy, Quinn Tamm, and Glavin, considered a suggestion submitted by Special Agent Gauthier that the Bureau consider using pictures to illustrate certain investigative procedures, these pictures to accompany investigative reports.

The Conference is of the opinion that such photographic studies are included with reports when it is believed desirable, and it does not believe that such studies should be included as general procedure.

Attached hereto is a communication to Mr. Gauthier concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/17/90 BY SP5C10MS

NOT RECORDED

66-2037-

DEC 18 1940

ORIGINAL FILED IN 66-2037-1

COPY
hvw

LAH:BG

November 8, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Quinn Tamm, Ladd, Tracy, Nichols, Rosen, E. A. Tamm, Nathan and Hince, approved the suggestion of Mr. Hince that three Special Agents with outstanding firearms records be brought into Quantico for special firearms training in order to qualify them as Bureau firearms experts. The field is in need of additional firearms problems, particularly in police schools. The following Special Agents were approved:

Special Agent Harold C. Cook, Los Angeles
Special Agent J. C. Parks, Cleveland
Special Agent Marshall McCullough, Newark

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Director's Notation
"O. K. H."

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32303
DATE 7/17/90 BY SP5CJ/MS

ORIGINAL FILED IN 1-29-58

HN:EG

November 5, 1949

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Quinn Tamm, Rosen, Ladd, Clegg, Nichols, Tracy, E. A. Tamm, Hince, Glavin and Nathan, considered the suggestion of Mr. Hicks that linen tablecloths be used in the dining room at the FBI Academy at Quantico rather than linoleumized tablecloths. The Conference unanimously approved this suggestion, with the understanding that the total additional cost would be \$5.25 a week for laundering.

The Conference also considered the suggestion that linen napkins be used at every meal in place of paper napkins as at the present time. It was pointed out that the cost for laundering of the napkins would be \$22.50 per week, and the Conference unanimously rejected this latter suggestion because of the additional cost.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5CUB/MS

ORIGINAL FILED IN 66-37607-50-669

[Handwritten signature]

HN:BG

November 5, 1940

MEMORANDUM FOR THE DIRECTOR

ms
The Executive Conference, those present being Messrs. Tolson, Quinn Tamm, Rosen, Ladd, Clegg, Nichols, Tracy, E. A. Tamm, Hince, Glavin and Nathan, considered the suggestion of SAC Hicks that lattice work be placed on the back porch of the FBI Academy at Quantico, which is the entrance to the kitchen, for the purpose of providing a cover for mops, empty cases of milk and other articles which accumulate on said back porch. The Conference unanimously approved this recommendation.

The Conference also unanimously approved the suggestion of SAC Hicks that linoleum be placed on the entire surface in the basement of the FBI Academy, except the caretakers' room, the storeroom, the machine room and the lavatory. It was stated that this would make the basement less damp and that there would be a considerable lessening of the dust coming up through the stairway corridor from the basement if the floors were covered.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/90 BY SP5C/UDMS

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C/UDMS

ORIGINAL FILED IN 66-3760-50-210

66-2554

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Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

COPY
hvw

HN:BG:MET

November 5, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference met on the evening of November 5th. There were present Messrs. Tolson, Quinn Tamm, Rosen, Ladd, Clegg, Nichols, Tracy, E. A. Tamm, Hince, Glavin and Nathan. The suggestion was made by Mr. Nathan that in order to meet the present overwhelming necessity for instructors in the Training Division, four additional instructors be appointed. He recommended Special Agent R. E. Smith of the Investigative Division, Special Agent T. E. Myers of the Washington Field Division, Special Agent N. B. Wright of the New Orleans Field Division and Special Agent F. T. McIntyre of the Baltimore Field Division.

With regard to Special Agent R. E. Smith, Mr. E. A. Tamm stated that he was assigned to the Conscription Unit and, therefore, he did not believe that he should be taken for the Training Division for the purpose indicated. All others present with the exception of Messrs. Nathan, Ladd and Hince voted against the selection of Mr. Smith for the reason stated, Messrs. Nathan, Ladd and Hince being of the opinion that the need of the Training Division outweighed the necessity for the assignment of Mr. Smith to the Conscription Section. Mr. Clegg approved Smith if he could be spared.

The Conference unanimously approved the designation of Special Agent T. E. Myers as an instructor.

The entire Conference with the exception of Messrs. Nathan and Hince disapproved the designation of Special Agent N. B. Wright as an instructor on the grounds that he has been assigned to New Orleans.

The Conference approved Special Agent F. T. McIntyre for assignment as an instructor, with Messrs. Tolson, Glavin, E. A. Tamm and Rosen dissenting, those dissenting basing said dissent on the need for Special Agent McIntyre's services at Baltimore.

Respectfully,
For the Conference

Director's Notation
"I approve majority
votes.H."

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C/LMS

66-1855-771-2312

64812

LAH:BT

November 22, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Glavin, E. A. Tamm, Nichols, Ladd, G. Tamm, Tolson, Nathan, Rosen and Hince, considered the request of Mr. Herbert E. Hudson, Assistant to the Director of Property Management, Tennessee Valley Authority, transmitted through the Knoxville Division. Mr. Hudson requests the Bureau to furnish instructors to instruct plant protection personnel of the TVA in the subject of Plant Protection.

The Conference was divided on this question, the majority being in favor of furnishing the request for instruction. Those in favor are Messrs. Glavin, E. A. Tamm, Nichols, Ladd, and G. Tamm. Those opposed, Mr. Tolson, Nathan, Rosen and Hince. If the majority view is approved, there is attached a letter to the Knoxville Division.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC: Mr. Glavin

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/96 BY SP3C/1005

NOT RECORDED

66-2554

HN:BG

November 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Quinn Tamm, Rosen, Ladd, Clegg, Nichols, Tracy, E. A. Tamm, Hince, Glavin and Nathan, considered that portion of the letter from SAC W. S. Devereaux dated October 17, 1940, in which he requested information as to whether the Bureau would communicate directly with the Elwood Ordnance Plant which is constructing a governmental TNT plant to be known as the Kankakee Ordnance Works in the matter of fingerprints of employees transmitted to Washington by them.

The Conference was unanimously of the opinion that the present Bureau rules should be followed and that no exception could be made for this organization. It was pointed out that if they desired Bureau criminal data, they could secure them of course through the Chief of Police or through the Military Intelligence Division.

If approved, there is attached a letter to Special Agent in Charge Devereaux reflecting the above.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C10ms

99-1091-3

COPY
hvw

HN:BG

November 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Quinn Tamm, Rosen, Ladd, Clegg, Nichols, Tracy, E. A. Tamm, Hince, Glavin and Nathan, considered the suggestion of Mr. Acers that a one-hour lecture be given the New Agents on the subject of Immigration and Naturalization.

The Conference unanimously decided against this suggestion, basing their dissent upon the necessity for cutting all possible work at the Seat of Government rather than increasing it.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

NOT RECORDED

66-2554-

ORIGINAL FILED IN 1-6-130

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C110ms

LAN:BN

November 5, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Quinn Tamm, Rosen, Ladd, Clegg, Nichols, Tracy, E. A. Tamm, Hince, Glavin and Nathan, considered the question of the effect of transfers of Special Agents upon the requirement of notifying the local draft boards with respect to change of address.

The Conference approved having a bulletin sent to the field, instructing the Special Agents in Charge that they should remind all male clerical and Special Agent employees of the absolute necessity for notifying their local draft boards when they change their addresses. A suggested bulletin is attached.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/17/90 BY SP5C110MS

66-2554-79

ORIGINAL FILED IN

November 3, 1940

MEMORANDUM FOR THE DIRECTOR

LBW:ATW

MS
The Executive Conference, consisting of Messrs. Tolson, Quinn Tamm, Rosen, Tracy, Clegg, Glavin, Ladd and Nichols, considered Mr. E. A. Tamm's suggestion to the effect that State Court Statistics which are presently being maintained, be discontinued. It was pointed out that at the present time it requires approximately six hours monthly for one employee to compile and tabulate all of the State Court data.

It was further pointed out that regular Bureau statistics do not adequately reflect State Court statistics, for instance, during the fiscal year 1940, the Bureau's statistics reflect only seven Federal Court convictions for Unlawful Flight to Avoid Prosecution. However, there are eighty-one State Court convictions wherein the Bureau located fugitives.

It was the unanimous opinion of the Conference that the statistics could become very valuable and in view of the relatively small time required, that they be maintained.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

MS
W. R. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/1 Oms

66-25362-1234

HR:pa
66-2362-

November 15, 1940

MEMORANDUM FOR MR. TOLSON

RE: State Court Statistics

Reference is made to the Executive Conference memorandum dated November 3, 1940, concerning the compilation of State Court statistics.

As you know, the statistical section compiles the usual report showing Bureau statistics concerning convictions, acquittals, fines, savings, and recoveries, in connection with Bureau cases. This information is used in the Annual Report of the Bureau and of the Attorney General. In addition, this section compiles a report reflecting convictions in State Courts under certain limited conditions. Generally, when a Bureau representative testifies in a State Court proceeding or evidence collected by this Bureau is turned over to the State prosecutor. Also, all State Court statistics relative to the kidnapping, bank robbery and theft of government firearms are recorded in order that the special tabulations relative to these categories may be continued in the same form as during the past several years. In addition, State Court statistics are recorded in unlawful flight to avoid prosecution cases when the fugitive has been located by the Bureau.

The State Court statistics are not employed in the Bureau report transmitted to the Department for inclusion in the report of the Attorney General, and it is not believed advisable to do so, inasmuch as the presentation of such figures to show achievements of the Bureau would require considerable explanation. On the other hand, it is believed highly desirable that such figures be compiled in order to properly represent the Bureau's activities in the fields mentioned above. To illustrate, the report of Bureau statistics for the 1940 fiscal year prepared for inclusion in the Attorney General's Report reflected only 7 Federal Court convictions under the unlawful flight to avoid prosecution statute. In addition to this there were, as reflected by the compilation of State Court

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 335,013
DATE 7/17/90 BY SP5C110MS

Memo - Mr. Tolson

-2-

statistics, 81 State Court convictions in cases where the FBI located the fugitives in unlawful flight to avoid prosecution cases, there being no Federal prosecution. If such information were included in the Bureau's report as presented in the report of the Attorney General, it is probable it would lead to some criticism of the Bureau for taking credit for State Court convictions; however, the information is valuable to the Bureau inasmuch as it will enable the Bureau to give a fuller accounting of work done in connection with unlawful flight to avoid prosecution cases in the event inquiries are made by Congressional Committees or other official groups.

Respectfully,

R. T. Harbo

JEH:HCB

December 8, 1940

MEMORANDUM FOR MR. TOLSON
FROM: MR. J. E. H. HCB
SUBJECT: NATIONAL DEFENSE CONFERENCE
CLARENCE
LADD
HARRIS
WICKARD
TAMM, CLARENCE
HARRIS
WICKARD

You are advised that hereafter the Executive Conference, consisting of the above individuals, will convene in the Director's Conference Room at 5 P. M., on Tuesdays, Thursdays, and Saturdays.

The National Defense Conference, consisting of Messrs. Tolson, Tamm, Clegg, Carson, Foxworth and Drayton will convene in the Director's Conference Room on each week day at 4 P.M.

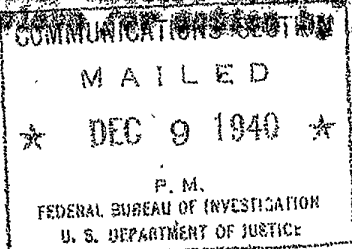
Memoranda dealing with national defense policies shall in the future be transmitted to Mr. Tolson for consideration by the National Defense Conference. In the past, it has been the procedure to forward such memoranda to my office and then they were referred to Mr. Tolson's office for National Defense Conference consideration.

RECORDED

All memoranda pertaining to administrative matters shall be addressed to Mr. Tolson, who shall either act upon them or shall present such matters to the Executive Conference for consideration.

All memoranda pertaining to Bureau policies shall be forwarded to Mr. Tolson for consideration by the Executive Conference.

Memoranda pertaining to additional personnel, promotions, and other matters dealing with personnel should be addressed to Mr. Tolson and subsequent discussion with Mr.



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HEREIN IS UNCLASSIFIED 323013
DATE 7/17/90 BY SP5C/11005

RECORDED COPY FILED IN 66-5424-2735

- 2 -

In the absence of Mr. Tolson from the city, Mr. E. A. Tamm shall preside at the National Defense and Executive Conferences.

The foregoing procedure is being placed into effect in order to expedite the handling of matters which heretofore have been delayed by re-routing.

Any Assistant Director having an emergency matter about which he desires to communicate with me, may, of course, communicate directly with my office or, in an emergency, transmit a memorandum pertaining thereto directly to me. However, the above-indicated procedure is to be followed as a general practice.

The foregoing procedure is to be placed into effect immediately.

Very truly yours

J. Edgar Hoover

John Edgar Hoover
Director

NRC:lrd

December 2, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Nichols, Clegg, Tracy, and Glavin considered a suggestion submitted by Paul R. Teetor, Messenger in the Communications Section.

Mr. Teetor suggested that the Bureau substitute an automatic inter-office communication system for the present Messenger organization. For the Director's information Mr. Teetor had in mind a pneumatic conveyor system for the various offices in the Bureau.

The Conference was advised that Supervisor Long had pointed out that such a system would not be feasible nor would it be desirable. The pneumatic system would cost considerable to install and, of course, there would be the necessity for having attendants at each and every one of the pneumatic stations. Mechanical difficulties would also be encountered. Further, in the various moves of offices as we have at the present time, it would be necessary to have changes in the system quite frequently, from an engineering standpoint this would be very unsatisfactory. The Conference, realizing these matters, is unanimously opposed to the adoption of any such system.

A communication addressed to Mr. Teetor is attached hereto.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/19/96 BY SP5C/10ms

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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NOT RECORDED
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DML:CS

November 30, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on November 26, 1940, attended by Messrs. Tolson, Nathan, Glavin, Rosen, Tracy, Quinn Tamm and Ladd, the memorandum of Special Agent R. B. Miller requesting copies of type standards for typewriters for the use of the Intelligence Unit set up within the Colombian Army was considered.

The Conference was unanimously opposed to furnishing to any other laboratory or agency the approximately 900 typewriter specimens which have been gathered by the FBI during the past ten years. However, the Conference recommended unanimously that specimens of the German typewriters, numbering some five or six types, together with the chart which the Laboratory has prepared as to the general characteristics of the standard machines should be furnished to the Intelligence Unit of the Colombian Army through the Special Agent stationed in that territory.

In the event you approve, this material, numbering some six or seven charts, will be forwarded to the Agent in that district.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson _____
Clegg _____
E. A. Tamm _____
Foxworth _____
Nathan _____
Ladd _____
Egan _____
Glavin _____
Nichols _____
Hendon _____
Rosen _____
Tracy _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/12/90 BY SP5CJL/MS
NOT RECORDED

46-2554

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November 28, 1940

WHG:DW

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Rosen, Nichols, Quinn Tamm, and Glavin, considered a suggested bulletin with accompanying forms to be sent to the field covering technical equipment and assignment of same. With the exception of Mr. Nichols, the Conference recommended that the form go to the field and that the bulletin of instructions in which a complete inventory of technical equipment is requested also go forward at this time.

Mr. Nichols is of the opinion that it should not be necessary to secure an inventory of equipment at this time due to the fact that the annual inventories which were submitted in April of this year should suffice to reflect the equipment in each Field Office.

It was pointed out by Mr. Ladd that there have been numerous exchanges of equipment in emergency matters throughout the summer months, and he is of the opinion that it would be well to secure an inventory of such equipment at this time so that we could start with definite information as to the location of each piece of technical equipment now.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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ALL INFORMATION CONTAINED
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DATE 7/17/90 BY SP8C/LMS

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66-2554-1032

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November 25, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Clegg, Glavin, Nichols, Hince, Rosen, Tracy and Quinn Tamm being present, considered the problem of filing fingerprint cards presently being handled in the National Defense Unit and reflecting the finger impressions of those individuals interned during the last World War as alien enemies. It is noted that there are approximately 1,000 of these fingerprint cards and they are being checked against all available records to ascertain whether or not the individuals represented by the cards are still in this country.

The Conference unanimously recommends that those fingerprint cards which are identified with an individual presently residing in this country be filed in the Identification Division files and that the other cards which cannot be identified with persons presently residing in this country be filed in the File Room.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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ALL INFORMATION CONTAINED
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DATE 7/11/90 BY SP5 C110MS

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88-1217-17

November 23, 1949

MEMORANDUM FOR THE DIRECTOR

ml
The Executive Conference, Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Clegg, Glavin, Nichols, Rosen, Tracy and Quinn Tamm being present, considered a suggestion submitted by Special Agent Walter G. Rogers to the effect that where former residences of fugitives listed in the FBI Law Enforcement Bulletin are known the appropriate law enforcement agency covering that district be furnished the additional information by letter from the Bureau in order to serve as a supplement to the information contained in the Law Enforcement Bulletin.

The Conference is unanimously of the opinion that this is a matter that is up to the Field Office covering the particular district, if the case appears to be a Bureau case.

If you approve, there is attached hereto a letter to Special Agent Walter G. Rogers advising him.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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DML:GS

November 23, 1940

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on November 19, 1940, which was attended by Messrs. Tolson, E. A. Tamm, Clegg, Nathan, Glavin, Hince, Nichols, Quinn Tamm, Tracy, Rosen and Ladd, the question of buying six frequency modulation radio receivers for use in the Bureau sound trucks and for use in receiving transmissions from the two-way radio cars assigned to each field division, should it be necessary to have such a radio in a house or apartment, was considered and the Conference was unanimously in favor of buying six of these receivers, two for the radio trucks and four table models, in order that these might be available to send out to the field in emergency cases.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C110MS

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WRG:MTS

November 22, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Ladd, Tracy, Quinn Tamm, Rosen, Hince, Nichols, and Glavin, considered a memorandum submitted by Mr. Spears wherein he suggests that memoranda relating to male applicants between the ages of 21 and 35 contain information as to applicant's selective service number and the order in which it appeared in the drawing.

It was pointed out to the Conference that this information would be desirable, inasmuch as the Bureau would be saved considerable expense in investigating applicants in the event the drawing was such that the applicant would be called into active service before he could be properly inducted into the service or trained in his duties after appointment.

Subject to the Director's approval a bulletin to the field concerning this matter is attached hereto.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Director's Notation
"O. K. H."

66-2554
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NOT RECORDED

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/10MS

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12-16-40
BUREAU BULLETIN NO. 64
Second Series 1940

-2-

(B) APPLICANTS. -- In reporting interviews of male applicants between the ages of 21 and 35 years of age, the Bureau is desirous that in the future the interviewing official's report reflect the applicant's selective service number and the order in which the number appeared in the drawing.

This information will be of value to the Bureau by showing the probable length of time which will elapse before the induction into the military service of the applicant under consideration.

Very truly yours,

John Edgar Hoover

Director

37

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hvw

WCS:MD

November 14, 1940

MEMORANDUM FOR MR. GLAVIN

It is suggested memoranda relating to male applicants between the ages of twenty-one and thirty-five contain information of applicant's selective service number and the order in which such number appeared in the drawing.

Respectfully,

/s/ W. C. Spears
W. C. SPEARS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C11DMS

WRG:MTS

November 22, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Ladd, Tracy, Quinn Tamm, Rosen, Hince, Nichols, and Glavin, considered a suggestion made by SAC Duffey regarding the furnishing of information concerning Agents assigned exclusively to national defense matters on full or part time.

SAC Duffey recommends that in view of the fact that this information is now included in the monthly administrative report the Bureau's instructions in its form letter of April 29, 1940, requiring that a separate communication be forwarded to the Bureau be countermanded.

The Conference is in unanimous agreement and there is attached hereto a form letter so instructing the field. A communication is also attached hereto addressed to Mr. Duffey.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-5424-2590

LAH:BT

November 22, 1940

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Rosen, Nichols, Q. Tamm, Clegg, Tracy, and Hince, considered the amount of time that would be necessary to handle training in jiu jitsu and defensive techniques in the course for newly appointed Special Agents. It was called to the attention of the Conference that this subject matter had been handled in the time allotted for gymnasium. Mr. Goudge recommended that six hours be devoted to jiu jitsu instruction.

The Conference recommended that the seven hours to be made available by virtue of a reduction in the amount of time in the plant survey course be handled by making this time available for jiu jitsu instruction.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. G. Glavin
Secretary

CC: Mr. Glavin

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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DATE 7/17/90 BY SP5C/LMS

ORIGINAL FILED IN 66-4482-956

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November 20, 1940

LBN:AWN

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion set forth by Mr. Nichols to the effect that members of the Executive Conference might attend gymnasium more advantageously during the noon hour rather than between five and six o'clock.

Mr. Tolson, Hince, Nathan, Clegg, Ladd Tracy, Rosen and Quinn Tamm were opposed to any change in the present schedule for the Executive Conference to attend between five and six o'clock.

Mr. Glavin and Mr. Nichols felt the lunch hour schedule would take less time inasmuch as lunch could be combined with the gymnasium period, taking approximately an hour and fifteen minutes. It was further pointed out that between five and six o'clock there is always an accumulation of matters which have arisen during the day which need attention.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

CC-Mr. Glavin

NOT RECORDED

66-2-10-1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5A/10ms

EAT:DS

November 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion that the plant survey lectures for new agents' schools be reduced from 23 hours to 16 hours. The Conference was unanimously of the opinion that this change should be made in the training school program. Mr. Nathan and Mr. Hince advised that the seven hours saved in this field can be used to great advantage in connection with other matters.

Messrs. Nathan, Ladd, Q. Tamm, Clegg, Rosen, Tracy, Glavin and E. A. Tamm were in attendance.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C11005

NOT RECORDED

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ORIGINAL FILED IN 1-1-1

HN:CSH

November 19, 1940

MEMORANDUM FOR THE DIRECTOR

712
The Executives Conference, consisting of Messrs. E. A. Tamm, Rosen, Ladd, Q. Tamm, Glavin, Hince, Clegg, Tracy and Nathan, considered the plan previously approved to lay linoleum in the entire basement of the FBI Barracks Building at Quantico, with the exception of the caretaker's room, the storeroom, the machine room, the gymnasium and the lavatory.

The Conference unanimously selected the attached sample as the type of linoleum to be laid.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

The cost of laying this linoleum is estimated to be \$326.25.

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C/lloms

HN:CSH

November 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Ladd, Q. Tamm, Glavin, Hince, Clegg, Tracy and Nathan, considered information received from SAC Hicks at Quantico to the effect that the Hostess House had lost \$70 during the past month on meals furnished Bureau employees at Quantico, and it would be necessary to increase the charge per meal in the amount of 5 cents to maintain the improved standard of food.

The Conference was unanimously of the opinion that this must necessarily be approved.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

r. Tolson _____
r. Clegg _____
r. Foxworth _____
r. Ladd _____
r. Nathan _____
r. E. A. Tamm _____
r. Egan _____
r. Glavin _____
r. Nichols _____
r. Hendon _____
r. Rosen _____
r. Tracy _____
r. Gandy _____

NOT RECORDED

46-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/17/90 BY SP5C/LMS

489-25-016-99-370-50-684

QF:mas

November 14, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Foxworth, Ladd, Nichols, Glavin, Tracy, Rosen and Quinn Tamm being present, considered a suggestion submitted by Special Agent Edward L. DuBois, Jr. in which Mr. DuBois suggests that each Field Office maintain a fingerprint file indexed according to the fingerprint classification on all Bureau fugitives.

The Conference is unanimously of the opinion that this would not be practical and would simply place an additional burden upon the Field Offices.

If you approve, there is attached hereto a letter to Mr. DuBois so advising him.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66 2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/11/90 BY SP5C/LMS

ORIGINAL FILED IN 62-1221-583

NOT USED

66-2554-1910

CHANGED TO

1-3094-X148

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

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hvw

WFG:lrd

December 11, 1940

MEMORANDUM FOR THE DIRECTOR

⁰
The Executive Conference consisting of Messrs. Tolson, Tamm, Nathan, Ladd, Tracy, Rosen, Drayton, Nichols, Quinn Tamm, and Glavin considered a communication addressed to the Director by Wade H. Alley, Clerk in the Chief Clerk's Office, regarding notification by telegram to the Bureau of arrivals and departures of Special Agents and clerical employees on transfer.

It was pointed out to the Conference that at the present time the majority of this information is transmitted to the Bureau by letter; however, in many instances letters are not forwarded to the Bureau promptly, and it is believed that the transmittal of telegrams can be handled more expeditiously. Mr. Alley further points out that in view of the increasing investigative personnel of the Bureau and the greater necessity for following up transfers, it is believed that it would be most advantageous to the Bureau to have this information transmitted telegraphically. This telegraphic notification would not supersede the form communication which now is forwarded to the Bureau listing the property, address, telephone number, and relationship of the person to be notified in case of emergency. It was further pointed out to the Conference that there is sometimes delay in receiving letters pertaining to the arrivals and departures of field employees and in many instances it is necessary for the Chief Clerk's Office to telegraphically communicate with the field to ascertain whether such and such an employee has proceeded on transfer or whether he has arrived at his new office of assignment. This, of course, necessitates a telegraphic communication from the field, responding to the Bureau's inquiry.

Messrs. Nathan, E. A. Tamm, and Tolson are opposed to issuing any instructions that the arrivals and departures of Agents be reported to the Bureau by telegram, Messrs. Nathan and E. A. Tamm being of the opinion that it is a routine administrative matter handled in the Chief Clerk's Office and if such information is not received immediately there is no particular harm done. Mr. Tolson is of the opinion that the Bureau might be criticized for utilizing telegraph service in cases of this kind.

The majority of the Conference recommends that such information be reported to the Bureau by telegram.

Director's Notation
"I concur H."

*1 Enc with
original*

85

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,013
DATE 7/17/90 BY SP5C/oms

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1911
FEDERAL BUREAU OF INVESTIGATION

DEC 26 1940

U. S. DEPARTMENT OF JUSTICE

TOLSON

NICHOLS

CLK.

HN:CSH

December 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Q. Tamm, Drayton, E. A. Tamm, Ladd, Tracy, Nichols, Glavin, Rosen and Nathan, considered and approved the attached curriculum for the Military Officers Training School, from January 13th through February 8th, 1941.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

NOT RECORDED

66-2554-

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ORIGINAL FILED IN 1-45-484

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HN:CSH

December 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Q. Tamm, Drayton, E. A. Tamm, Ladd, Tracy, Nichols, Glavin, Rosen and Nathan, considered certain names for designation as counselors for the session of the NPA commencing January 6, 1941, and selected for approval the following:

W. A. Collier - Investigative Div.
Louis N. Conroy - New York City Office

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Director's Notation
"O. K. H."

66-6001-80
ORIGINAL FILED IN

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5/oms

HN:CSH

December 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Q. Tamm, Drayton, E. A. Tamm, Ladd, Tracy, Nichols, Glavin, Rosen and Nathan, considered communications of November 29th and December 3rd from the St. Paul Office, relative to a Watchman's School to be held in South St. Paul on January 20th, and the desire of Mr. Leonard C. Lund, Deputy Commissioner of Insurance and Fire Marshal of St. Paul, that a Bureau instructor lecture on the subject of explosives.

The Conference felt that, in view of the overwhelming character of the requests for Bureau participation in training schools and the emergency situation confronting the Bureau in the field, necessitating heavy drains upon its personnel, it would be impossible to furnish a lecturer on the subject of explosives for this school. A letter to St. Paul is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

CT:DSS

December 10, 1940

The Executives Conference considered the attached suggestion of Mr. Tamm to the effect that some sort of an honorary FBI organization be formed so that we might issue some type of a reserve commission to some people friendly and helpful to the Bureau.

Messrs. Tolson, Nathan, Glavin, Rosen, Quinn Tamm and Ladd were opposed to this plan in its entirety upon the basis that it would be difficult to hold down the issuance of such commissions and would naturally create enmities.

Messrs. Tamm, Nichols and Foxworth felt we should further consider the possibility of adopting this suggestion with the understanding that the issuance of commissions would be controlled only by the Bureau and would be upon the basis of services rendered.

Clyde Tolson

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5CJ/omg

ORIGINAL FILED IN
94-200-11

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HN:OSM

December 7, 1940

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference, consisting of Messrs. Tolson, Glavin, E. A. Tamm, Q. Tamm, Nichols, Tracy, Ladd, Rosen, Foxworth and Nathan, considered a memorandum from Mr. Goudge relative to the hours at which certain members of the Washington Field Office staff were taking physical training.

It would appear that they are reporting at the original hour set of 6 to 7 p.m. and Mr. Goudge recommended that they be invited to join the 5 to 6 p.m. group.

The Conference was unanimously of the opinion that they should be invited to attend the 5 to 6 p.m. class.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. B. Glavin, Secretary

ORIGINAL FILED IN 66-4982-95-8

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,612
DATE 7/17/90 BY 5956-10-45

NOT RECORDED

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Hm

HN:OSH

December 7, 1940

MEMORANDUM FOR THE DIRECTOR

RE: INSERVICE TRAINING CLASSES

The Executives Conference, consisting of Messrs. Tolson, Glavin, E. A. Tamm, Q. Tamm, Nichols, Tracy, Ladd, Rosen, Foxworth and Nathan, considered the possibility of resuming inservice training.

After some discussion the Conference, with the exception of Mr. Tolson, was of the opinion that inservice training should not be resumed at this time.

Mr. Tolson was of the opinion that it should be resumed after the forthcoming military officers school, which begins January 13th, for a period of four weeks.

Those opposing the resumption of inservice training were of the opinion that this would be inadvisable, first, because of the emergency conditions confronting the Bureau in the field, requiring the sending to the field, at the earliest possible moment, of all possible aid; and, second, because this action would appear definitely undesirable in the face of the problem confronting the Bureau in handling Selective Service evaders, which the Bureau is unable to do at the present time because of lack of funds.

In addition, Mr. Nathan pointed out that in his opinion the training division is not equipped to handle the additional work involved in the resumption of inservice schools at the present time.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/dms

ORIGINAL FILED IN 1-14-374

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NOT UCTD
66-2554-1912

CHANGED TO
1-3094-X147

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

JOHN EDGAR HOOVER
DIRECTOR

Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Tolson.....
Mr. Clegg.....
Mr. E. A. Tamm.....
Mr. Foxworth.....
Mr. Nathan.....
Mr. Ladd.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

HN:CSH

December 20, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Drayton, Ladd, Tracy, Rosen, Nichols, Tamm and Nathan, considered the suggestion of Special Agent Richard L. Chapman that outside speakers be secured to lecture at future conferences of Bureau supervisors.

The Conference was of the opinion that this should be done, provided appropriate outside speakers could be secured; that in any event the training division should give consideration to this matter and advise the conference in the event it desired to suggest any names.

Respectfully,
For the Conference,

K
Clyde Tolson, Chairman

Glavin
Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 338,013
DATE 7/17/90 BY SP5C/110MS

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FEDERAL BUREAU OF INVESTIGATION
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December 3, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached proposed bulletin to the field advising of the Attorney General's recent authorization that recommendations might be made to fingerprint employees of those plants appearing on the priority list and was unanimously in favor of its submission to the field.

Those in attendance at the conference were Messrs. Nathan, Ladd, Nichols, Rosen, C. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Attachment

RECORDED

66-2554-1914

FEDERAL BUREAU OF INVESTIGATION

DEC 11 1940

U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL - 4

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 723,613
DATE 7/17/90 BY SP5/10/5

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ORIGINAL FILED IN 66-2554-1914

NRG:ld

December 19, 1940

64808

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Rosen, Ladd, Foxworth, Tracy, Nichols, Nathan, and Glavin considered a memorandum submitted by Mr. Coffey concerning a device known as the "Rite-Way Tire Inflator."

It was pointed out to the Conference that this is a piece of equipment which will inflate tires which have gone flat without the necessity of changing the tires. It is an emergency device.

The Conference is of the unanimous opinion that this device is not needed in the Bureau at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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