

DISTINGUISHED SERVICE

CLYDE A. TOLSON

25 Years In FBI

Associate Director Clyde A. Tolson completed his twenty-fifth year in the FBI on April 2.

Mr. Tolson, a resident of Missouri, left his home state and came to Washington in order to further his education. He attended evening classes at George Washington University. His pre-FBI employment, that of confidential secretary to Secretary of War Newton D. Baker and his two successors, prepared him for the responsibilities he would one day assume at the Bureau. For his excellent service as confidential secretary, Mr. Tolson received a special citation from Secretary Baker for "meritorious service."

In 1927, Mr. Tolson received his LL.B degree from the George Washington University Law School and was admitted to the District of Columbia Bar. On April 2, 1928, he became a Special Agent. He served in the Washington and Boston Offices, was made Chief Clerk at Headquarters, and was appointed an Inspector.

67-9524-320

ENCLOSURE

Mr. Tolson's rapid rise in the FBI, his ability and willingness to assume responsibility, and his excellent judgment, attracted Director Hoover's attention. Less than three years after he entered on duty Mr. Tolson was appointed an Assistant Director, and on July 1, 1936, became Assistant to the Director. He subsequently was designated Associate Director.

Understandably, Associate Director Tolson handles a variety of problems which reach his desk but to adequately describe his function, we quote Director Hoover who referred to Mr. Tolson as "My strong right arm."

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3/18/53

I certify that I have received the following Government property for official use:
~~returned~~

2 ea Grand Master Keys

*Returned 1 Key to Door
1 Key to Club*

READ
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

*File
3 Aug 1953
Clyde Tolson
Very truly yours,*

TO : MR. GLAVIN

FROM : H. L. EDWARDS

SUBJECT: WILLIAM S. HYDE
Special Agent Supervisor
Personnel Section

DATE: January 15, 1953

Special Agent Supervisor E. R. Clayton will report on transfer from the Personnel Section to Mr. Tolson's Office effective 1/19/53 as a replacement for SA Supervisor Robert Gresham who has resigned. Agent Clayton was Unit Chief of the Personnel Services Unit, GS-14 and as such he had overall supervision of that unit which included the personnel counseling service, personnel action matters, classification matters, service award matters, clerical placement and transfer, movement, vocation records, service record requests, Special Employee matters, housing and testing and clerical supervisory program, Agent physical matters, employee compensation cases and the Health Service.

To fill this vacancy as Unit Chief, SA Supervisor William S. Hyde is recommended as being the best qualified candidate.

A permanent brief of Agent Hyde's personnel file is attached.

He has been in the Bureau since 11/18/40, except for a brief gap of eight months in 1947 when he had to resign because of a personal problem. He has been assigned to the Personnel Section since 4/17/50, and has been in GS-13 since 6/24/51. He is a qualified, experienced Inspector's Aide and in a recent inspection of the Records Section where he assisted the Inspector in charge stated that his background and experience in personnel matters enabled him to perform in excellent manner and he contributed a great deal to the inspection, that his paper work required minimum supervision, his evaluation of personnel situations in the Records Section was excellent. Hyde has had very broad experience in the work of the Personnel Section during his almost three years assignment and at the present time he has responsibility for supervising Movement Unit, Vocation Records Unit, service record requests, Special Employee matters, assisting in clerical placement and transfer, and numerous specialized assignments. He has also worked on administrative action matters and applicant interviews and related matters. He has previously been authorized to act in the absence of Agent Clayton as Unit Chief.

The only other Agent Supervisor in the section in GS-13 who has comparable qualifications is W. S. Tavel. However, Tavel has less overall Bureau service, having entered on duty 9/8/41, has been in the division since 7/9/50, and Tavel's experience has been almost completely in applicant recruitment except since August, 1952, when he was re

ATTACHMENT

HLE, rfd

JAN 28 1953

Memo to Mr. Glavin - (Continued)

assigned to the Administrative Action Unit to acquire additional experience. He is a far above average supervisor, however, and will certainly be kept in mind for future vacancies of promotional type.

RECOMMENDATION

That SA Supervisor William S. Hyde be approved on a trial assignment to assume the position of Unit Chief of the Personnel Services Unit.

A permanent brief of the Personnel file of Agent Tavel is also attached.



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

3-122

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

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

November 7, 1952

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name ESTATE Relationship _____ Date 11/7/52
Address _____

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME ESTATE Relationship _____ Date 11/7/52
Address _____

85 NOV 13 1952 NOV 12 1952

Very truly yours,
Wm. Clyde A. Tolson
Special Agent

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: 0
CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Payroll Title: ASSOCIATE DIRECTOR

Rating Period: from 4/1/51 to 3/31/52

ADJECTIVE RATING: SATISFACTORY Employee's Initials _____
Outstanding, Satisfactory, Unsatisfactory

Rated by: John Edgar Hoover Director 3/31/52
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating approved by: [Signature] Director 6-17-52
Signature Title Date

TYPE OF REPORT

- Official
- Annual

- Administrative
- 60-day
- Transfer
- Separation from service
- Special

9524-319

27

[Handwritten signature]

89 JUL 1 1952

67-9524-317,318
CLYDE A. TOLSON _____ IN THIS FILE SKIPPED DURING
SERIALIZATION.

134

1-11-61

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

6-452

IC
I certify that I have received the following Government property for official use:
~~returned~~

✓ New Commission Card with case # 2
Associate Director

RETURNED

✓ Old Commission Card with case # 2
Associate Director

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

ALPHABETICAL

FILE
WRG

FEB 8

Very truly yours,

Clyde A. Tolson
Clyde A. Tolson

NOT RECORDED Special Agent

17 JUN 20 1952 Associate Director

68 JUN 23 1952 148



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



March 18, 1952

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

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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Name ESTATE Relationship _____ Date 3/18/52
Address _____

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name ESTATE Relationship _____ Date 3/18/52
Address _____

74 ach
MAR 24 1952

Very truly yours,
Ceyde A. Tolson
Special Agent

(PLEASE TYPE OR PRINT ALL INFORMATION)

FD 195

1. NAME TOLSON CLYDE A.
LAST FIRST MIDDLE

TOTAL FEDERAL SERVICE

(CHECK ONE, PER ITEM 11)

LESS THAN 3 YRS.	3 YRS. BUT LESS THAN 15 YRS.	15 YRS. OR OVER
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(AS OF CLOSE OF BUSINESS ON JANUARY 6, 1952)

DATE YOU WILL REACH NEXT CATEGORY:

MONTH DAY YEAR

2. OFFICE OF ASSIGNMENT Associate Director, FBI

NOTE: PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING FORM.

IF IN BUREAU 15 YEARS FROM EOD LISTED UNDER ITEM 8 AND NO LEAVE WITHOUT PAY IN EXCESS OF 6 MONTHS IN ANY ONE CALENDAR YEAR, AS LISTED UNDER ITEM 10, IT WILL ONLY BE NECESSARY FOR YOU TO CERTIFY YOUR STATUS BY PLACING A CHECK MARK IN THE "15 YEARS OR OVER" BOX IN THE "TOTAL FEDERAL SERVICE" SPACE AT THE TOP OF THIS PAGE, AND SIGNING THE FORM. DO NOT FILL IN OTHER INFORMATION IN SUCH CASES.

3. PREVIOUS CIVILIAN GOVERNMENT SERVICE (GIVE COMPLETE NAME OF AGENCY AND BRANCH)	DATE EOD	DATE SEPARATED	TOTAL LENGTH OF SERVICE WITH EACH AGENCY			TOTALS ITEMS 4, 6, 8, 9, 10, and 11
			YRS.	MOS.	DAYS	
						YRS. MOS. DAYS

4. TOTAL LENGTH OF PREVIOUS CIVILIAN GOVERNMENT SERVICE
(ADD ALL TIME LISTED UNDER ITEM 3, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12, - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)

5. MILITARY SERVICE (INDICATE BRANCH - ARMY, NAVY, MARINE CORPS, COAST GUARD, AIR FORCE, ETC. IF NO MILITARY SERVICE, WRITE "NONE" IN THIS SPACE)	DATE ENTERED ON ACTIVE DUTY DATE GIVEN ON SEPARATION DOCUMENT	DATE DISCHARGED DATE GIVEN ON SEPARATION DOCUMENT	TOTAL SERVICE WITH MILITARY (EACH BRANCH)		
			YRS.	MOS.	DAYS

6. TOTAL MILITARY SERVICE
(ADD ALL TIME LISTED UNDER ITEM 5, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)

7. STATUS AT TIME OF ENTRANCE ON DUTY WITH ARMED FORCES (CHECK ONE)	ON MILITARY LEAVE FROM CIVILIAN GOVERNMENT SERVICE	RESIGNED FROM CIVILIAN GOVERNMENT SERVICE TO ENTER ARMED FORCES	ENTERED ARMED FORCES FROM PRIVATE EMPLOYMENT OR SCHOOL
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. PRESENT FBI SERVICE (IF REINSTATED, LIST DATES OF PREVIOUS SERVICE WITH FBI UNDER ITEM 3)	LATEST EOD DATE 4 2 28 MONTH DAY YEAR	TO CLOSE OF BUSINESS JAN. 6, 1952	TOTAL SERVICE SINCE LAST EOD DATE		
			YRS.	MOS.	DAYS

CARRY THIS FIGURE IN COLUMN ON RIGHT

9. FEDERAL SERVICE TIME - GROSS TOTAL
(ADD ITEMS 4, 6, AND 8, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED.)

10. LEAVE WITHOUT PAY (EXCLUDING MILITARY) IN EXCESS OF SIX MONTHS TAKEN DURING ANY ONE CALENDAR YEAR. (LIST TOTAL IN YEARS, MONTHS, AND DAYS)

11. FEDERAL SERVICE TIME - NET TOTAL
(SUBTRACT ITEM 10 FROM ITEM 9. THIS WILL GIVE YOU YOUR ACTUAL SERVICE TIME.)

67-N
I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

(SIGNED) Clyde A. Tolson
(DATE) 1/2/52 (WRITTEN SIGNATURE)



Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: January 7, 1952

FROM : H. L. Edwards *jr*SUBJECT: [REDACTED] *c***B1**

Tolson	✓
Ladd	
Clegg	
Glavin	
Harbo	
Tracy	
Belmont	
Mohr	
Winterrowd	
Tele. Room	
Holloman	
Gandy	

B6 With reference to the attached memorandum dated 1-4-52 which sets out details regarding disclosure of information in the captioned matter on the part of SAS [REDACTED] and [REDACTED] of the Memphis Office, the Director has inquired, "Why is it an incident occurring Nov. 20 doesn't reach me for final action until Jan. 5?"

B6 This matter was initially reported to the Bureau by letter from the Memphis Office dated 12-3-51 which was received in the Bureau on 12-5-51. A memorandum was thereafter prepared by the Domestic Intelligence Division under date of 12-7-51 recommending that explanations be obtained from SAS [REDACTED] and [REDACTED] as to their actions in this matter. This recommendation was approved and these explanations were requested by Bureau teletype to Memphis dated 12-7-51. The requested explanations were furnished by the Memphis Office under date of 12-10-51 and were received in the Bureau on 12-12-51. Thereafter a memorandum was prepared by the Domestic Intelligence Division under date of 12-13-51 setting forth the facts of this matter together with the explanations furnished by the Agents involved, and making recommendations as to administrative action. This memorandum was apparently received in Mr. Tolson's office on the afternoon of Friday, 12-14-51 and thereafter was routed to the Administrative Division with the request that permanent briefs of the personnel files of the Agents involved be prepared and attached to the memorandum. The memorandum was received in the Personnel Briefing Unit of the Administrative Division during the afternoon of 12-17-51. Thereafter permanent briefs of the Agents' personnel files were prepared and attached to the memorandum and this material was sent through to Mr. Tolson's office where it was stamped in on Thursday, 12-20-51.

B1 The memorandum prepared by the Domestic Intelligence Division was then returned by routing slip dated 12-21-51 (Friday) from Mr. Tolson's office to the Administrative Division for summarization and recommendations. It was received in the Administrative Action Unit after the Christmas Holidays on Wednesday, 12-26-51. On that same day it was assigned for handling but since there were a number of other matters which required immediate and expeditious handling, including the preparation of summaries on SACS Wall and Hood who had been instructed to report to the Seat of Government on Saturday, 12-29-51, a review of the [REDACTED] matter was not made until late Saturday afternoon,

1/11
FDH:ps
Attachments

14 JAN 31 1952

12-29-51. It was dictated on the next work day, Wednesday, 1-2-52, which was immediately following the New Years Week End Holidays. The memorandum was typed up and sent through on Friday, 1-4-52.

In accordance with the recommendation which has been approved by the Director, there is attached a letter of censure to SA [redacted] placing him on probation and removing him as a Resident Agent because of his handling of an inquiry received by him regarding the captioned matter.

This took entirely too long and some of the delay seems to be attributable to me. The Dec 14 reference to the Adm. Div. should have instructed that a summary and recommendations be prepared

1-8



[Handwritten signature]

This is just a farce. Such shilly-shallying is inexcusable.

260

Memo to Mr. Nichols from Mr. Jones
Re: Letter to David W. Sowers
December 10, 1951

December 17, 1951

mailing list in the Crime Records Section. On this basis, she did not check the special index of salutations maintained in the Reading Room. She is one of the newer employees in the Reading Room and was not personally acquainted with the fact that Mr. Sowers should be addressed as "Dear Dave."

Holloman in my office approved the letter for me. He recalls handling this letter and noted that the yellow carried a notation indicating that the mailing list had been checked and, therefore, presumed that the salutation was in accordance with our mailing list. Holloman, of course, knows that Mr. Sowers is a good friend but was not personally acquainted with how the Director addresses him. It is regretted that this was not caught in my office and that too much dependence was placed on the individual who had checked the mailing list and typed up the letter. This regret is accentuated with the knowledge that this error will cause the Director personal embarrassment.

Vigorous steps have been taken in order to prevent mistakes of this kind in this Division.

I also failed to
note the improper
salutation

12/18

Holloman
should have
known better -

H.

And they are always
recurring

260

NOTIFICATION OF PERSONNEL ACTION

Prepared by *JFC*
Checked *JFC*
10-22-51

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) MR. CLYDE A. TOLSON		2. DATE OF BIRTH 5-22-1900	3. JOURNAL OR ACTION NO. F. B. I. 10116	10-22-51
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 10-22-51	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A Part 6.103 (E)	
FROM		TO		
8. POSITION TITLE Associate Director		8. POSITION TITLE Associate Director		
9. SERVICE GRADE, SALARY \$14,000 per annum		9. SERVICE GRADE, SALARY \$17,500 per annum		
10. ORGANIZATIONAL DESIGNATIONS Associate Director's Office		10. ORGANIZATIONAL DESIGNATIONS Associate Director's Office		
11. HEADQUARTERS D. C.		11. HEADQUARTERS D. C.		
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE	5 PT.	NEW		
10 POINT		VICE		
DISAB. WIFE WIDOW		I. A.		
		REAL		
<input checked="" type="checkbox"/>				
15. SEX	16. RACE	17. APPROPRIATION S. & E., FBI	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF OATH (ACCESSIONS ONLY)
		FROM: TO: SECRET	YES	
		20. LEGAL RESIDENCE D. C.		
<p>REMARKS</p> <p>This action is pursuant to Public Law #183 approved 10-22-51, 1st Session, 82nd Congress. Also refer to Senate Report #697 dated 8-21-51 accompanying H. R. 4740.</p> <p>The provisions of the Veterans' Preference Act of 1944 and/or the Selective Service Extension Act of 1950 have been complied with.</p> <p style="text-align: right;"><i>JFC</i> <i>DJC</i></p>				
<p>73 50 1951 <i>JFC</i></p>				
SIGNATURE OR OTHER AUTHENTICATION				

8. FILE

epa b. d.
by
Filed by

October 22, 1951

0
Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

I am very happy to advise you that the President has today approved the Bureau's Appropriation Bill for the fiscal year 1952 which contains the proviso that the salary of your position as the Associate Director of the Federal Bureau of Investigation shall be \$17,500 per annum. This change in salary is effective October 22, 1951.

Sincerely yours,

John Edgar Hoover

9524-316

23 29

JW/di

SENT BY
TIME P.M.
DATE 10-22-51
BY [Signature]

Ref

71 OCT 25 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: July 13, 1951

FROM : N. P. CALLAHAN

SUBJECT:

Unclassified
C.A. Tolson

- Mr. Tolson ✓
- Mr. Clegg ✓
- Mr. Glavin ✓
- Mr. Ladd ✓
- Mr. Nichols ✓
- Mr. Rosen ✓
- Mr. Tracy ✓
- Mr. Egan ✓
- Mr. Gurnea ✓
- Mr. Harbo ✓
- Mr. Mohr ✓
- Mr. Pennington ✓
- Mr. Quinn Tamm ✓
- Tele. Room
- Mr. Nease
- Miss Holmes
- Miss Gandy

Pursuant to your inquiry this morning, you are advised that your present salary of \$14,000 per annum is provided in Public Law #359 of the 81st Congress, which is the so-called Executives Pay Act. Yours, together with the other positions provided for in this Act, is an unclassified "no grade" position, that is, the positions do not fall within the classification Act grades of GS-1 through GS-18.

I have spoken to Mr. George Moore, Clerk of the Senate Post Office and Civil Service Committee, which committee is handling the present pay raise legislation, and I have been advised by him that the positions in Public Law #359 being unclassified positions are not covered by the present pay raise legislation being considered by the Senate committee.

He further advised that the pay raise legislation will only affect those positions coming under the classified service, which includes those positions under the Classification Act of 1949 which established Grades GS-16, 17 and 18.

0 AUG 4 1951

RECORDED-11

NPC:amb

✓
-9524-315
47
5 JUL 28 1951

~~1~~
JUL 13 1951

UNCLAS-REG

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

[Handwritten signature]

Name of Employee: 0
CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Payroll Title: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1950 to MARCH 31, 1951

ADJECTIVE RATING: Satisfactory
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by: J. EDGAR HOOVER DIRECTOR 3-31-51
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating approved by: _____
Signature Title Date

2 JUL 14 1951

9-7-51

TYPE OF REPORT

- () Official
- (X) Annual

- () Administrative
- () 60-day
- () Transfer
- () Separation from service
- () Special

133

[Handwritten signature]

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee CLYDE A. TOLSON Title ASSOCIATE DIRECTOR
 Rating Period: from 4-1-50 to 3-31-51

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- Outstanding (exceeding excellent and deserving special commendation).
- Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
- No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> (1) Personal appearance. <input type="checkbox"/> (2) Personality and effectiveness of his personal contacts. <input type="checkbox"/> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). <input type="checkbox"/> (4) Physical fitness (including health, energy, stamina). <input type="checkbox"/> (5) Resourcefulness and ingenuity. <input type="checkbox"/> (6) Forcefulness and aggressiveness as required. <input type="checkbox"/> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. <input type="checkbox"/> (8) Initiative and the taking of appropriate action on own responsibility. <input type="checkbox"/> (9) Planning ability and its application to the work. <input type="checkbox"/> (10) Accuracy and attention to pertinent detail. <input type="checkbox"/> (11) Industry, including energetic consistent application to duties. <input type="checkbox"/> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. <input type="checkbox"/> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application. <input type="checkbox"/> (14) Technical or mechanical skills. <input type="checkbox"/> (15) Investigative ability and results: <ul style="list-style-type: none"> <input type="checkbox"/> (a) Internal security cases <input type="checkbox"/> (b) Criminal or general investigative cases <input type="checkbox"/> (c) Fugitive cases <input type="checkbox"/> (d) Applicant cases <input type="checkbox"/> (e) Accounting cases <input type="checkbox"/> (16) Physical surveillance ability. | <ul style="list-style-type: none"> <input type="checkbox"/> (17) Firearms ability. <input type="checkbox"/> (18) Development of informants and sources of information. <input type="checkbox"/> (19) Reporting ability: <ul style="list-style-type: none"> <input type="checkbox"/> (a) Investigative reports <input type="checkbox"/> (b) Summary reports <input type="checkbox"/> (c) Memos, letters, wires (Consider: ___ conciseness; ___ clarity; ___ organization; ___ thoroughness; ___ accuracy; ___ adequacy and pertinency of leads; ___ administrative detail.) <input type="checkbox"/> (20) Performance as a witness. <input type="checkbox"/> (21) Executive ability: <ul style="list-style-type: none"> <input type="checkbox"/> (a) Leadership <input type="checkbox"/> (b) Ability to handle personnel <input type="checkbox"/> (c) Planning <input type="checkbox"/> (d) Making decisions <input type="checkbox"/> (e) Assignment of work <input type="checkbox"/> (f) Training subordinates <input type="checkbox"/> (g) Devising procedures <input type="checkbox"/> (h) Emotional stability <input type="checkbox"/> (i) Promoting high morale <input type="checkbox"/> (j) Getting results <input type="checkbox"/> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <input type="checkbox"/> (a) As leader <input type="checkbox"/> (b) As participant <input type="checkbox"/> (23) Organizational interest, such as making of suggestions for improvement. <input type="checkbox"/> (24) Ability to work under pressure. <input type="checkbox"/> (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> _____ _____ _____ |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): _____

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): _____

C. (1) Is employee available for general assignment wherever needs of service require? ___ (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? ___ (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? ___ (If so, explain in narrative comments.)

ADJECTIVE RATING : _____
Outstanding, Satisfactory, Unsatisfactory

211

C. A. TOLSON
67-9524-313

67-332387-72X
RICHARD L. CROMWELL

3-14-51 blr



United States Department of Justice
Federal Bureau of Investigation

Washington, D. C.
January 9, 1951



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

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK --MONEY-ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name ESTATE Relationship _____ Date 1/9/51
Address _____

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name ESTATE Relationship _____ Date 1/9/51
Address _____

ack 3
JAN 10 1951 *wrg*
BP

Very truly yours, *5* JAN 25 1951 76
Ceyde A. Galson
Special Agent

Phyl. [unclear] [unclear]

October 16, 1950

[Handwritten signature]

MEMORANDUM FOR MR. TOLSON
MR. NICHOLS

Administrative

This evening there came through for me to sign a series of letters to the newly elected officers of the IACP. Normally I would sign these letters rather hurriedly, as it is generally routine procedure, but I happened just by chance to look at several of them and I noticed that we are congratulating Mr. John F. Murray, Chief of Police, Perth Amboy, New Jersey, who was elected as Treasurer of the IACP, and also Mr. Lawrence J. Benson as Treasurer of the IACP. I had not known that the IACP had decided to establish two Treasurers so I had to stop and look in the attached correspondence and I find in Mr. Clegg's memorandum that Mr. Murray was elected Secretary of the IACP and not Treasurer. All these letters have been initialed by Mr. Nichols and by Mr. Tolson and they were prepared by some supervisor with the initials DDC. It is obvious to me that no one actually reviewed any of these letters, for if they had done so it would have been patent that there had been some mistake relative to the designation of the Treasurer.

I am returning all of these letters to Mr. Tolson and Mr. Nichols to have them carefully checked because I am not certain that the other letters are correct in view of this utterly sloppy and incompetent handling of this very simple project.

I have previously indicated that I wanted the mail to be carefully checked before it is sent to me for signature. I have neither the time nor the inclination to stop and meticulously examine each letter to see whether it is addressed to the right person and dealing with the right subject matter. However, I apparently am expected to do this while the other officials of the Bureau luxuriate in a stratosphere of more responsible matters.

Very truly yours,

John Edgar Hoover
Director

RECEIVED
OCT 16 5 50 PM '50
BY [unclear]

**Impairing... *handling... *outgoing mail*

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Gandy

JEH:EH

INDEXED RECORDED 80008-936

RECEIVED
OCT 11 11 55 AM '50

DESIGNATION OF BENEFICIARY
UNPAID COMPENSATION OF
DECEASED CIVILIAN EMPLOYEE

IMPORTANT
Read instructions
on back of duplicate
before filling in this form

INFORMATION CONCERNING THE EMPLOYEE:

NAME— (Last) (First) (Middle) DATE OF BIRTH (Month, day, year)
TOLSON **CLYDE** **ANDERSON** **5/22/1900**

DEPARTMENT OR AGENCY IN WHICH EMPLOYED

U. S. DEPARTMENT OF JUSTICE **FEDERAL BUREAU OF INVESTIGATION**
(Department or agency) (Bureau) (Division)

I, the employee identified above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any UNPAID COMPENSATION due and payable under existing law after my death. I understand that this Designation of Beneficiary relates solely to Unpaid Compensation as defined in section 2 of the act of August 3, 1950, Public Law 636, and in nowise will affect the disposition of any benefit which may become payable under the Retirement Act applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect, unless or until canceled by me in writing, so long as I am continuously employed in the above department or agency.

INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
ESTATE			ALL

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form prescribed by the Comptroller General of the United States, and without knowledge or consent of the beneficiary.

December 7, 1950

(Date of execution—month, day, year)

Clyde A. Tolson

(Signature of employee)

WITNESSES TO SIGNATURE:

Dorothy S. Skillman 575 Addison Road Seat Pleasant Md
(Signature of witness) (Number and street) (City, zone number, and State)

Lillian G. Brown 2702 Wisconsin Ave. Washington 7, D.C.
(Signature of witness) (Number and street) (City, zone number, and State)

PRINT OR TYPE NAME AND ADDRESS OF EMPLOYEE

☐

☐

L

☐

THIS SPACE RESERVED FOR RECEIVING DATA OF EMPLOYING AGENCY

Received Chief Clerk's Office
12/7/50

(Indicate date and by whom received)

DELIVER BOTH COPIES TO THE PROPER OFFICER OF YOUR AGENCY—DUPLICATE WILL BE NOTED AND RETURNED

IMPORTANT—The filing of this form will completely cancel any designation you may have previously filed. Be sure to name in this form all persons you wish to designate as beneficiaries of any unpaid compensation payable at your death.

EXAMPLES OF DESIGNATIONS

HOW TO DESIGNATE ONE BENEFICIARY

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Catherine M. Jackson*	2808 Southern Avenue, Williams, Ind.	Sister	All

HOW TO DESIGNATE MORE THAN ONE BENEFICIARY

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Susan L. Brown**	110 Prince Street, Anniston, N. Y.	Aunt	One-fourth
Mary Joe Carson	230 Duke Street, Anniston, N. Y.	Niece	One-fourth
Elizabeth H. Howard	2301 State Street, Weaver, Ohio	Mother	One-half

HOW TO DESIGNATE A CONTINGENT BENEFICIARY

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
William J. Johnson, if living	244 South Ann Street, Olney, Ga.	Father	All
Otherwise to: Sarah L. Johnson	244 South Ann Street, Olney, Ga.	Sister	All

HOW TO CANCEL A DESIGNATION OF BENEFICIARY SO THAT AMOUNT DUE WILL BE PAYABLE AS PROVIDED IN THE LAW

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Cancel prior designations			

*Do not write name as C. M. Jackson or as Mrs. John H. Jackson.

**Be sure that the shares to be paid to the several beneficiaries add up to 100 percent.



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



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

August 21, 1950

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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Name Estate Relationship _____ Date 8/21/50
 Address _____

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Estate Relationship _____ Date 8/21/50
 Address _____

ack

Very truly yours,

3/WRL
Clyde A. Tolson
 Special Agent

AUG 21 1950
JW

ANNUAL

REPORT OF
EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL ()
PROBATIONAL ()

0 of 3-31-50 based on performance during period from 4-1-49 to 3-31-50

Tolson, Clyde A. 903296 Associate Director
(Name of employee) (Title of position, service, and grade)

Federal Bureau of Investigation, U. S. Dept. of Justice, Washington, D. C.
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning _____ <input type="checkbox"/> All others _____ <input type="checkbox"/>
---	---	--

- | | |
|---|--|
| _____ (1) Maintenance of equipment, tools, instruments.
_____ (2) Mechanical skill.
_____ (3) Skill in the application of techniques and procedures.
_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
_____ (5) Attention to broad phases of assignments.
_____ (6) Attention to pertinent detail.
_____ (7) Accuracy of operations.
_____ (8) Accuracy of final results.
_____ (9) Accuracy of judgments or decisions.
_____ (10) Effectiveness in presenting ideas or facts.
_____ (11) Industry.
_____ (12) Rate of progress on or completion of assignments.
_____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
_____ (14) Ability to organize his work.
_____ (15) Effectiveness in meeting and dealing with others.
_____ (16) Cooperativeness.
_____ (17) Initiative.
_____ (18) Resourcefulness.
_____ (19) Dependability.
_____ (20) Physical fitness for the work. | _____ (21) <i>Effectiveness in planning broad programs.</i>
_____ (22) <i>Effectiveness in adapting the work program to broader or related programs.</i>
_____ (23) <i>Effectiveness in devising procedures.</i>
_____ (24) <i>Effectiveness in laying out work and establishing standards of performance for subordinates.</i>
_____ (25) <i>Effectiveness in directing, reviewing, and checking the work of subordinates.</i>
_____ (26) <i>Effectiveness in instructing, training, and developing subordinates in the work.</i>
_____ (27) <i>Effectiveness in promoting high working morale.</i>
_____ (28) <i>Effectiveness in determining space, personnel, and equipment needs.</i>
_____ (29) <i>Effectiveness in setting and obtaining adherence to time limits and deadlines.</i>
_____ (30) <i>Ability to make decisions.</i>
_____ (31) <i>Effectiveness in delegating clearly defined authority to act.</i> |
|---|--|

9524-312

STATE ANY OTHER ELEMENTS CONSIDERED

(A) _____

(B) _____

(C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating Excellent Very Good Good Fair Unsatisfactory	Adjective Rating Rating official: <u>EXCELLENT</u> Reviewing official: _____
Plus marks on all underlined elements, and check marks or better on all other elements rated. _____ Check marks or better on all elements rated, and plus marks on at least half of the underlined elements. _____ Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance. _____ Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance. _____ Minus marks on at least half of the underlined elements. _____	2/2 Adjective Rating	

Rated by [Signature] Director 3-31-50
 (Signature of rating official) (Title) (Date)

Reviewed by [Signature] John Edgar Hoover 6-21-50
 (Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
 (Date) (Adjective rating)

JOHN EDGAR HOOVER
DIRECTOR



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

May 10, 1950

Mr. Tolson	
Mr. Ladd	
Mr. Clegg	
Mr. Glavin	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Belmont	
Mr. Mohr	
Mr. Nease	
Miss Gandy	

0
Dear Clyde: **TOLSON**

I want to thank you and through you the other members of the Executives Conference for the beautiful flowers which you sent to me on my twenty-sixth anniversary as Director of the FBI. To me these flowers are symbolic of the fine relationship we have built up over the years and the teamwork and cooperation manifested by you have been a source of real inspiration to me.

With best wishes,

Sincerely,

J. E. H.

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

RECORDED

95-24-311

26

51

JAN



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



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

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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Name Estate Relationship _____ Date _____
Address _____

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Estate Relationship _____ Date 13 MAR 23 1950
Address _____

Very truly yours, ⁶⁰

Coyde A. Tolson
Special Agent

2/10/50
ACK
MAR 10 1950
cc

Burgess

280

December 23, 1949

MR. CLYDE A. TOLSON
C/O MIAMI FIELD DIVISION

URGENT

A VERY MERRY CHRISTMAS AND A JOYOUS NEW YEAR. YOUR PATIENT GUIDANCE AND SYMPATHETIC UNDERSTANDING HAVE GIVEN US RENEWED FAITH TO FACE THE PROBLEMS OF THE NEW YEAR. WE ARE HAPPY TO SHARE IN THE WORK OF THE BUREAU, AND THROUGH THE FBI HELP PROMOTE THE BEST INTERESTS OF THE COUNTRY. WE JOIN, ONE AND ALL, IN WISHING YOU A MOST ENJOYABLE HOLIDAY SEASON AND A BOUNTIFUL NEW YEAR, FILLED WITH THE BLESSINGS OF HAPPINESS AND GOOD CHEER.

RECORDS AND COMMUNICATIONS DIVISION

FCS:mab

J.P.

0 JAN 13 1950

9524-310

99

mm

~~XXXXXXXXXX~~

W.M. Jones

W.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

DEC 24 1949

WESTERN UNION

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Rm. _____
- Nease _____

11-317 *LR*

Prepared by: *Jack*
Checked by: *JW*
Filed by:

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

Nature of Action

MR. CLYDE A. TOLSON
Mr. Clyde A. Tolson
SALARY INCREASE THROUGH ENACTMENT OF
PUBLIC LAW 350

Date	October 14, 1949
Personnel Action Number	
F. B. I. #	5573
Legal Authority	

Effective

October 16, 1949

	FROM	TO
Position	Associate Director	Associate Director
Grade	CAP 15	-----
Salary	\$10,350	\$14,000
Division and Section	Associate Director's Office	Associate Director's Office
Headquarters	D. C.	D. C.
Appropriations	S & E, F. B. I.	S & E, F. B. I.
Departmental or Field	<input checked="" type="checkbox"/> Dept.	<input type="checkbox"/> Field

NATURE OF POSITION

a. VICE	b. ADDITIONAL IDENTICAL	c. NEW
P. C. NO.	P. C. NO.	P. C. NO.
	Date of Birth	Date of Oath

REMARKS

Due to enactment of Executive Pay Raise Bill,
Public Law 350, approved 10-15-49.

59 OCT 24 1949

Jack

[Signature]

[Signature]
[Signature]

M

DATE: November 8, 1949

To : Mr. J. Edgar Hoover
Director, Federal Bureau of Investigation

From : S. A. Andretta
Administrative Assistant to the Attorney General

Subject:

Clyde Tolson

I have your memorandum of October 20, 1949 addressed to the Attorney General submitting recommendations under Public Law 429 for positions in your Bureau to be allocated to grades GS-17 and 18.

In view of the limitation placed by Congress upon the number of positions in these grades it has been necessary for the Attorney General to limit his recommendations to a minimum. As you know, only twenty-five grade GS-18 positions are permitted for the entire Executive Branch. There has been approved for your Bureau therefore, one grade GS-17 for the position of Assistant to the Director and two grade GS-16 Assistant Directors, the latter to be designated by you.

I advised Mr. Andretta, in accordance with Mr. Tolson's instructions, that Mr. Ladd was designated for Grade GS 17 and Mr. Clegg and Mr. Nichols for Grade GS 16.

WRG

15 DEC 1 1949
29

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: September 30, 1949

FROM : W. R. GLAVIN

Clyde A. Tolson

SUBJECT: MR. ANDERSON'S COMMENTS ON FLOOR OF SENATE RE PROPOSED INCREASE FOR ASSOCIATE DIRECTOR, FBI

X CRITIQUE

- Mr. Tolson ✓
- Mr. E. A. Tamm ✓
- Mr. Clegg ✓
- Mr. Glavin ✓
- Mr. Ladd ✓
- Mr. Nichols ✓
- Mr. Rosen ✓
- Mr. Tracy ✓
- Mr. Egan ✓
- Mr. Gurnea ✓
- Mr. Harbo ✓
- Mr. Mohr ✓
- Mr. Pennington ✓
- Mr. Quinn Tamm ✓
- Mr. Nease ✓
- Miss Gandy ✓

Pages 13789 to 13800 of the Congressional Record for Thursday, September 29, 1949, contain a debate concerning an amendment proposed by Mr. Bridges to H. R. 1689, the executive pay raise bill, to increase the salary of the Associate Director of the FBI to \$14,000 per annum. The amendment was agreed to by the Senate, but prior to agreement, there was considerable debate concerning the subject. The main opponent of the amendment was Mr. Anderson (Democrat of Albuquerque, New Mexico, and former Secretary of Agriculture) whose remarks are summarized as follows:

X Comment-Commendation

On page 13791, Mr. Anderson stated that if we continue to try to load down the pay bill with "nice people," before long we shall have a bill which will be recommitted. He stated that although Mr. Tolson has been in the Bureau for 22 years, salaries of Cabinet officers are not being based on the number of years of service, and he feels it is unfortunate to have this issue dragged in. He stated, "I have never commented on the work of the FBI. I am not one of those who believe that everything that is done by the FBI is perfect. While it may be regarded as extremely unpopular to express the belief that not everything it has done has been perfect, I wish to say that the Congress appropriated \$700,000 to investigate subversive activities and at the conclusion of the investigation the report of the FBI did not disclose a single individual who was definitely said to be subversive." He stated that Mr. J. Edgar Hoover appeared as a witness before a committee of the House of Representatives investigating the report of the Dies committee, and that the answer the Committee got over and over again was that the FBI merely investigates; it does not convict.

At this point Mr. Cordon assured Mr. Anderson that the very essence of the work of the FBI is that of investigation and that the judiciary takes care of the matter from the time the facts are submitted.

Mr. Anderson stated that if the FBI submitted facts, that would be an extremely interesting thing. He stated, "I have read their reports and they read something like this: 'The witness A says that a certain man saw Susie Jones, who came to his house after dark. The curtains were drawn. Witness B denies it.' 'What are the facts: No facts

W. R. Glavin

CRITIQUE

are submitted. There is a difference of opinion in every case.."
Mr. Anderson stated that if we are to start reforming the bill, he would like to start with the 60,000 employees of the Department of Agriculture. He gave as one example the Director of the Agricultural Research Administration, Dr. P. V. Cardon, stating that if there are more distinguished employees of the United States Government than Dr. Cardon, he is not acquainted with them. "Yet no one would think to place his position in this bill because he does not have under him a stream of people running over the country. He has not been in that position for 22 years, but he has been there for a long time."

On page 13792, Mr. Anderson stated that he voted on the substitute bill to reduce from \$25,000 a year to \$22,500 a year the proposed salary for Cabinet officers rather than try to increase it because he thinks it is important that something be done. "It is on that basis that I shall oppose the effort to bring Clyde Tolson under the terms of this bill." Mr. Anderson also mentioned other men in the Department of Agriculture who, he felt, are deserving of increases and stated, "We shall not try to remedy that situation by boldly taking that man's salary out of the limited category in which it now is and increasing it, because to do so might disturb the equilibrium. I am not quarreling with that attitude, although I should like to see his salary increased. But neither shall I agree to jeopardize the whole system by agreeing to make a special exception, by way of an increase in salary, in the case of a nice guy like Clyde Tolson, who also is an extremely efficient administrator."

Mr. McCarthy stated, "I wonder if he (Mr. Anderson) is not doing the FBI an injustice. In connection with the discussion of the FBI, I think it should be pointed out that it was not the task of the FBI to decide what individuals or organizations were subversive. The Attorney General assigns the FBI the task of gathering information on persons or organizations, as requests may be made of it by the Attorney General. The Attorney General is the one who issued the list of subversive organizations. The FBI did not list those organizations as being subversive; it did not do so, because that was not its job...So when it is pointed out that the FBI did not charge anyone with being subversive, I think the Senator who makes that point is not being fair to the FBI, because that was not the FBI's job...So I think it should be clear that we are not condemning the FBI for not doing a job which was not assigned to it."

Mr. Anderson stated, "I do not wish to be unfair to the FBI, and of course it is true that their letter of instructions did not direct them to determine which persons or organizations were subversive. On the other hand, if they

could not determine that, who could? The Department of Justice could not do anything in such matters, because there was nothing conclusive. So if the FBI could not make that determination, there was no other agency which could do it...I do not mean to imply that, in the main, the work of the FBI has not been extremely good. I was only trying to say that it seems to be characteristic that we develop our 'sacred cows,' and we think that nothing should be said against them. If Senators will look at the great study the FBI made of subversive organizations in the United States, and will read carefully their report, which I delight in possessing, I think Senators will find that there was no decision at any time, at any place, on any organization or individual."

Mr. Langer asked Mr. Anderson if he did not think the FBI earned the thanks of the entire country when it captured the eight saboteurs who had come to the United States by submarine, and captured them before they could do any damage to industrial plants in the United States.

Mr. Anderson stated, "I do not wish the distinguished Senator to misunderstand me. I think we owe a great debt of gratitude to the FBI for that performance and for many other of its performances. I merely wish to say that there are in the Government departments many persons to whom we owe a great debt of gratitude; and if we are to start paying off debts of gratitude, let us do so in the case of all Government employees who have done good jobs in the past 25 years."

On page 13793, Mr. Anderson stated, "I do not want to hold the floor any longer. I simply say I believe we must proceed to consider this question on the basis of positions, not personalities. Mr. Tolson is a fine man, a splendid gentleman. He probably is entitled to every dollar the amendment would provide. But I can give the names of 50 people in the Department of Agriculture, whose names the Senator has never heard, who are equally entitled to increased compensation.

On page 13797, Mr. Mundt stated, "I wish to take just a very few minutes to correct what I am very much afraid may be a false impression which the country generally might get from the remarks of the Senator from New Mexico (Mr. Anderson) in discussing the FBI. Knowing the Senator as I do, and having served with him so long in the other body, I know he shares with me my high regard for the FBI. I am afraid that an erroneous conclusion might be drawn by the hasty reader of the Congressional Record, to the effect that not only was the Senator critical of the FBI, as I know he was not, but that he was charging to them a dereliction of duty, as I am sure he would not do..." "When we made available some \$700,000 for the loyalty check, which was very tardily engaged in, which certainly should have been engaged

in energetically long before, I do not want the record to stand unchallenged that nobody was removed from Government office because of that FBI check. The \$700,000 were not wasted. The FBI did make its examination, it did make its check, it did supply the information to the proper sources, which were the departments involved in employing the disloyal people who were checked..." "Therefore I do not think that the FBI should by any remote chance of misinterpretation be charged before the country as having conducted a \$700,000 investigation which produced no results."

Mr. Anderson replied, "I fully agree with what the Senator from South Dakota (Mr. Mundt) has said. The only thing I regret is that the burden had to fall back upon administrative officials to make decisions which it was difficult for them to make. I am sure that sometimes people had the finger pointed at them when it should not have been, and possibly others escaped entirely."

I suggest Mr. Nichols take Anderson on his references to the loyalty program

9-30

I am amazed at Anderson's attack. It is unsound & unwarranted & shocking as coming from him!

H.

Letters will be written to McCarthy - Mundt & Cordon for their defense of the FBI

Yes, ✓

rem
9/30

P.H.
RECORDS SECTION

August 30, 1949

Mr. Peyton Ford, The Assistant
To the Attorney General
Director, FBI

W

0
GENERAL

Pursuant to your telephonic request of Mr. Ladd of this Bureau, I am attaching hereto a list of the officials of the FBI with a brief statement of the functions of the section over which they have jurisdiction.

P.H.
Attachment

18 OCT 21 1949
INDEXED - 21

67-0-6834	
Searched	_____
Numbered	6
Filed	76
5 SEP 15 1949	
FEDERAL BUREAU OF INVESTIGATION	

NPG:tgh

[Handwritten signature]

COMMUNICATIONS SECTION
MAILED 11
★ SEP 7 1949 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

[Handwritten initials]

[Handwritten initials]

REC'D
SEP 15 1949

August 30, 1949

JOHN EDGAR HOOVER
Director
FEDERAL BUREAU OF INVESTIGATION

Clyde A. Tolson
Associate Director
FBI

Assists the Director in the overall operations of the Federal Bureau of Investigation.

D. Milton Ladd
Assistant to the Director

Coordinates the activities of the investigative units at the Seat of Government and throughout the Field.

Hugh H. Clegg
Assistant Director
In Charge Of
Training and Inspection Division

Responsible for training activities in connection with new Agent appointees and overall supervision of in-service training, both in Washington, D. C., and throughout the Field. He is further responsible for the inspection staff of the FBI which makes periodic inspections of its divisions at the Seat of Government and its fifty-one divisional offices to determine that they are functioning efficiently and in accordance with the Bureau's regulations. Also supervises training program of National Academy attended by representatives of local law enforcement agencies.

F. Richard Glavin
Assistant Director
In Charge Of
Administrative Division

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

Responsible for the preparation of the annual budget estimate; for the recruitment, classification, and placement of personnel; and other general administrative activities such as purchases of supplies and equipment, space management, duplicating plant, et cetera.

ENCLOSURE

Rolf T. Harbo
Assistant Director
In Charge Of
FBI Laboratory

The FBI Laboratory facilities are available not only to afford assistance to the FBI in connection with its investigative activities but, as well, the Laboratory makes its services and experts available for testimony to other Federal and local law enforcement agencies.

Louis B. Nichols
Assistant Director
In Charge Of
Records and Communications Division

This Division is responsible for the maintenance of the Bureau's communications system and is also custodian of the Bureau's investigative, personnel, and administrative records.

Alex Rosen
Assistant Director
In Charge Of
General Criminal Investigative Division

This Division has jurisdiction over such Federal criminal matters as the Antitrust Laws, Bank Robbery, Bankruptcy, Bribery, Civil Rights, Election Frauds, Extortion, Kidnaping, Frauds Against the Government, Federal Reserve Act, Illegal Wearing of the Uniform, Impersonation, National Motor Vehicle Theft Act, Thefts from Interstate Shipment, Selective Service Act, and other Federal Statutes.

**

Stanley J. Tracy
Assistant Director
In Charge Of
Identification Division

This Division is responsible for the maintenance and servicing of fingerprint records, both criminal and non-criminal, received from law enforcement agencies throughout the United States and various foreign countries.

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Quinn _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

August 3, 1949

✓ *Edwards*
EDWARDS

Mr. Leonard E. Edwards
3565 Martha Custis Drive
Alexandria, Virginia

Dear Mr. Edwards:

0
CLYDE A. TOLSON

I wanted you to know how deeply I personally appreciated the interest which Senator Tyne and you have taken in the position of the Associate Director of the FBI. It was most encouraging that the Senator and you would initiate the matter and regardless of the outcome I do want you to know of my personal appreciation, which I wish you would also convey to the Senator.

With best wishes and kind regards,

Sincerely yours,

67-9524-308	
Searched	_____
Numbered	7
Filed	_____
by the	5 AUG 25 1949
FEDERAL BUREAU OF INVESTIGATION	

13 SEP 29 1949

LBN:hmc

hmc

- Mr. Tolson _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

U.S. DEPT. OF JUSTICE

RECEIVED

AUG 3 10 57 AM '49

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1949

hmc

CLIN D. JOHNSTON, S. C., CHAIRMAN
 KENNETH MCINTYRE, TENN.
 RUSSELL S. LONG, LA.
 MATTHEW M. NEELY, W. VA.
 J. ALLEN FREAR, JR., DEL.
 HUBERT H. HUMPHREY, MINN.
 FRANK P. GRAHAM, N. C.
 WILLIAM LANGER, N.
 RALPH E. FLANDERS
 RAYMOND E. BALDWIN
 EDWARD J. THYE, MO.
 SALES H. ECTON, MO.
 ROBERT C. HEADRICKSON, N. J.

J. AUSTIN LATIMER, CHIEF CLERK

United States Senate

COMMITTEE ON POST OFFICE
 AND CIVIL SERVICE

Washington, D. C.

July 22, 1949

Mr. Tolson
Mr. Vold
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Tele. Room
Mr. Nease
Miss Gandy

Mr. J. Edgar Hoover
 Director
 Federal Bureau of Investigation
 United States Department of Justice
 Washington, D. C.

Dear Mr. Hoover:

CLYDE A. TOLSON

I am sending you herewith for your information a copy of ~~S. 1422~~ S. 1422, an act to increase rates of compensation of the heads and assistant heads of executive departments and independent agencies, and a copy of an amendment introduced by Senator Thye (for himself and Senator Baldwin) which would include the Associate Director of the Federal Bureau of Investigation in the list of such agencies and departments whose rate of basic compensation is fixed by law to \$15,000 per year.

INDEXED - 21

SEP 13 1949

67-9524-307

SEARCHED.....

SERIALIZED.....

INDEXED.....

FILED.....

5 AUG 25 1949

FEDERAL BUREAU OF INVESTIGATION

Also enclosed is a copy of a letter which Senator Thye has sent to Senator Clin D. Johnston, Senate Post Office and Civil Service Committee, and a copy of a press release.

I hope that the Senate will act favorably on Senator Thye's amendment.

Sincerely yours,

Leonard E. Edwards

Leonard E. Edwards
 Executive Secretary to Senator Thye

RECORDS SECTION

Note to be
 Ack at this time

LEE:ew
 ENCL. 1
 cc: Clyde A. Tolson
 Louis E. Nichols

*Let to Edwards
 8-3-49
 LBZ*

~~3 AUG 16 1949~~

81st CONGRESS
1st SESSION

H. R. 1689

IN THE SENATE OF THE UNITED STATES

JULY 11 (legislative day, JUNE 2), 1949

Read twice and ordered to be placed on the calendar

JULY 14 (legislative day, JUNE 2), 1949

Referred to the Committee on Post Office and Civil Service

AN ACT

To increase rates of compensation of the heads and assistant heads of executive departments and independent agencies.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That the rate of basic compensation of the head of each
4 executive department and of the Secretary of Defense shall
5 be \$25 000 per annum.

6 SEC. 2. (a) The rate of basic compensation of the
7 Administrator for Economic Cooperation, the Comptroller
8 General of the United States, the Chairman of the Council
9 of Economic Advisers, the Director of the Bureau of the
10 Budget, the Chairman of the National Security Resources
11 Board, the Federal Security Administrator, the Adminis-

ENCLOSURE

1 trator of Veterans' Affairs, the Administrator of General
2 Services, each Under Secretary of an executive department,
3 the Assistant to the Attorney General, the Solicitor General
4 of the United States, and the First Assistant Postmaster
5 General shall be \$20,000 per annum.

6 (b) Section 105 of title 3 of the United States Code is
7 amended to read as follows:

8 "COMPENSATION OF SECRETARIES AND EXECUTIVE, AD-
9 MINISTRATIVE, AND STAFF ASSISTANTS TO PRESIDENT

10 "§ 105. The President is authorized to fix the com-
11 pensation of the six administrative assistants authorized to
12 be appointed under section 106 of this title, of the Executive
13 Secretary of the National Security Council, and of five other
14 secretaries or other immediate staff assistants in the White
15 House Office as follows: Two at rates not exceeding \$20,000
16 per annum, three at rates not exceeding \$18,000 per annum,
17 and seven at rates not exceeding \$16,000 per annum."

18 (c) The first sentence of section 106 of title 3 of the
19 United States Code is amended to read as follows: "The
20 President is authorized to appoint not to exceed six admin-
21 istrative assistants and to fix their compensation in accordance
22 with section 105 of this title."

23 SEC. 3. (a) The rate of basic compensation of the
24 Housing and Home Finance Administrator, the Chairman
25 of the Atomic Energy Commission, the Chairman of the

1 Munitions Board, the Chairman of the Research and De-
2 velopment Board, the Deputy Administrator for Economic
3 Cooperation, the Assistant Comptroller General of the
4 United States, the Assistant Director of the Bureau of the
5 Budget, and the Deputy Administrator of Veterans' Affairs
6 shall be \$18,000 per annum.

7 (b) The first sentence of section 603 of title 28 of the
8 United States Code (relating to the salary of the Director
9 of the Administrative Office of the United States Courts)
10 is amended to read as follows:

11 "The Director shall receive a salary of \$15,000 a year."

12 (c) The rate of basic compensation of the Public Printer,
13 the Librarian of Congress, the members (other than the
14 Chairman) of the Council of Economic Advisers, the Direc-
15 tor of Central Intelligence, the Federal Mediation and Con-
16 ciliation Director, the Assistant Federal Security Adminis-
17 trator, and Director, Federal Bureau of Investigation, shall
18 be \$17,500 per annum.

19 §EC. 4. The rate of basic compensation of the members
20 of the Board of Governors of the Federal Reserve System;
21 the Director of Aeronautical Research of the National Ad-
22 visory Committee for Aeronautics; members of the Civil
23 Aeronautics Board; the Chairman of the Board of Directors
24 of the Export-Import Bank of Washington; members of the
25 Federal Communications Commission; members of the Board

1 of Directors of the Federal Deposit Insurance Corporation
2 (including the Comptroller of the Currency); members of
3 the Federal Power Commission; members of the Federal
4 Trade Commission; members of the Interstate Commerce
5 Commission; members of the National Labor Relations
6 Board; members of the National Mediation Board; members
7 of the Railroad Retirement Board; the Chairman of the
8 Board of Directors of the Reconstruction Finance Corpora-
9 tion; members of the Securities and Exchange Commission;
10 members of the Board of Directors of the Tennessee Valley
11 Authority; members of the Civil Service Commission; the
12 Chairman of the United States Maritime Commission;
13 members of the United States Tariff Commission; members
14 (other than the Chairman) of the Atomic Energy Com-
15 mission; the General Counsel of the National Labor Rela-
16 tions Board; the Architect of the Capitol; and the Deputy
17 Administrator of General Services shall be at the rate of
18 \$16,000 per annum.

19 SEC. 5. (a) The rate of basic compensation of the
20 Housing Expediter; the Director of the Bureau of Federal
21 Supply; the Director of Selective Service; the Archivist of
22 the United States; the Assistant Architect of the Capitol;
23 members of the Displaced Persons Commission; members
24 of the Indian Claims Commission; members of the War
25 Claims Commission; members of the Philippine War Dam-

1 age Commission; each Assistant Secretary of an executive
2 department (including the Fiscal Assistant Secretary of the
3 Treasury); each Assistant Attorney General; the Assistant
4 Solicitor General of the United States; the Counselor of
5 the Department of State; the Second, Third, and Fourth
6 Assistant Postmasters General; the Associate Federal Medi-
7 ation and Conciliation Director; the Deputy Director of
8 Central Intelligence; the Philippine Alien Property Ad-
9 ministrator; the Chief Assistant Librarian of Congress; the
10 Deputy Public Printer; members (other than the Chairman)
11 of the Board of Directors of the Export-Import Bank of
12 Washington; members (other than the Chairman) of the
13 Board of Directors of the Reconstruction Finance Corpora-
14 tion; members (other than the Chairman) of the United
15 States Maritime Commission; Administrator, Production and
16 Marketing Administration; Commissioner of Internal Reve-
17 nue; Director of the Bureau of Prisons; Commissioner of
18 Public Roads; Commissioner of Public Buildings; Commis-
19 sioner of Community Facilities; Commissioner of Immigra-
20 tion and Naturalization; Administrator of Civil Aeronautics;
21 Administrator, Rural Electrification Administration; Com-
22 missioner for Social Security; Commissioner of Reclamation;
23 Chief, Soil Conservation Service; Commissioner of Customs;
24 Commissioner of Narcotics; Governor of the Farm Credit
25 Administration; Chief Forester of the Forest Service; Ad-

1 administrator of the Farmers Home Administration; Manager
2 of the Federal Crop Insurance Corporation; the three
3 Special Assistants to the Secretary of Defense; and of the
4 Governors of Alaska, Hawaii, the Virgin Islands, and the
5 Panama Canal shall be at the rate of \$15,000 per annum.
6 Notwithstanding section 30 of the Act of May 24, 1924,
7 as amended (U. S. C., title 5, sec. 152a), the salary of
8 the Legal Adviser of the Department of State shall continue
9 to be at the rate of \$10,330 per annum.

10 (b) The second sentence of section 603 of title 28 of
11 the United States Code (relating to the compensation of the
12 Assistant Director of the Administrative Office of the United
13 States Courts) is amended to read as follows: "The Assistant
14 Director shall receive a salary of \$10,000 a year."

15 (c) The rate of compensation of the Legislative Counsel
16 of the House of Representatives and of the Legislative
17 Counsel of the Senate shall be \$12,000 per annum.

18 SEC. 6. In any case in which the chairman or other head
19 of a board or commission and the other members of such
20 board or commission receive the same rate of basic compen-
21 sation under this Act, and such chairman or other head has
22 important duties or responsibilities not imposed upon other
23 members of such board or commission, the President is
24 authorized in his discretion to fix the compensation of such
25 chairman or other head at the rate of \$18,000 per annum.

1 SEC. 7. The applicable appropriation for the fiscal year
2 ending June 30, 1950, shall be available for payment of com-
3 pensation at the rate established for any position by or
4 pursuant to this Act unless it is specifically provided that
5 such appropriation shall not be available for such purpose.

6 SEC. 8. This Act shall take effect on the first day of the
7 first pay period which begins after the date of enactment of
8 this Act.

Passed the House of Representatives July 8, 1949.

Attest:

RALPH R. ROBERTS,

Clerk.

81ST CONGRESS
1ST SESSION

H. R. 1689

AN ACT

To increase rates of compensation of the heads and assistant heads of executive departments and independent agencies.

JULY 11 (legislative day, JUNE 2), 1949

Read twice and ordered to be placed on the calendar

JULY 14 (legislative day, JUNE 2), 1949

Referred to the Committee on Post Office and Civil Service

81st CONGRESS
1st SESSION

H. R. 1689

IN THE SENATE OF THE UNITED STATES

JULY 20 (legislative day, JUNE 2), 1949

Referred to the Committee on Post Office and Civil Service and ordered to be printed

AMENDMENT

Intended to be proposed by Mr. THYE (for himself and Mr. BALDWIN) to the bill (H. R. 1689) to increase rates of compensation of the heads and assistant heads of executive departments and independent agencies, viz:

- 1 On page 5, line 4, after the semicolon insert "the
- 2 Associate Director of the Federal Bureau of Investigation;".

7-20-49—E

3

COPY

Washington, D. C.
July 21, 1949

Senator Olin D. Johnston
Chairman
Senate Post Office and Civil Service Committee
Washington, D. C.

Dear Senator Johnston:

Senator Baldwin and myself have introduced an amendment to H. R. 1539 which would include the Associate Director of the Federal Bureau of Investigation in the list of officials of agencies and departments who would be eligible for salary increases.

The salary bill, as you know, is now pending before the committee. It would make a number of assistant, deputy, and associate eligible to receive compensation at the rate of \$35,000 per annum, but it makes no provision for increasing the salary of the Associate Director of the Federal Bureau of Investigation who is Mr. J. Edgar Hoover's first assistant.

In the event that a bill to raise the pay of top level federal executive and administrative positions is passed, I believe that such legislation should provide an increase for the F.B.I.'s number 1 man who has a highly important executive position of great public trust and responsibility. In my opinion, it would be unfair and unjust not to do so.

Mr. Clyde A. Tolson, the Associate Director of the F.B.I. has been with the organization for more than 21 years and since 1931 he has held positions as Assistant Director, Assistant to the Director and Associate Director. For many years, Mr. Tolson has worked directly under and rendered able assistance to Director J. Edgar Hoover in coordinating and supervising F.B.I. work at the Washington headquarters and in the 51 field division offices. He has also made a valuable contribution toward the creation of the F.B.I.'s organizational structure.

I fully recognize the importance of this position, and it is my conviction that it should be included in the salary increase bill that is under consideration. I sincerely hope the amendment that Senator Baldwin and I are proposing will meet with the committee's approval.

Sincerely yours,

Edward J. Thye, U.S.S.

EJT:ew
cc: Senator Russell B. Long
Mr. J. Austin Latimer ~~ENCLOSURE~~

FROM THE OFFICE OF S. SENATOR EDWARD J. THYE (Republican, Minnesota)
FOR PRESS RELEASE - Release Morning papers - July 23, 1949

Senator Edward J. Thye (R., Minnesota) today announced that he would seek an amendment to pending legislation for increasing the salaries of top government officials to include the associate director of the Federal Bureau of Investigation in the list of assistant heads of government agencies and departments who would be eligible for salary increases under H. R. 1689. Senator Baldwin (R., Connecticut) is co-sponsor with Senator Thye in introducing an amendment to the bill.

The salary increase bill, which has passed the House and has been supported by the Truman administration, is pending before the Senate committee on Post Office and Civil Service. It would place the salaries of a number of assistants, deputies and associates ~~eligible~~ at \$15,000 a year, but it makes no provision for increasing the salary of the associate director of the FBI, who is J. Edgar Hoover's first assistant.

In offering the amendment for himself and Senator Baldwin, Senator Thye said:

"In the event that a bill to raise the pay of top level federal executives and administrative positions is passed during this session, I believe that such legislation should provide an increase for the F.B.I.'s number 2 man who has a highly important executive position of great public trust and responsibility. It would be unfair and unjust not to do so."

Mr. Clyde A. Tolson is the Associate Director of the F.B.I.. He has been with the organization for more than 21 years and since 1931 he has held positions as Assistant Director, Assistant to the Director, and Associate Director. For many years Mr. Tolson has worked directly under and rendered able assistance to Director J. Edgar Hoover in coordinating and supervising F.B.I. work at the Washington headquarters and in all of the 51 field division offices. He has also made a valuable contribution toward the creation of the F.B.I.'s organizational structure. In conclusion Senator Thye said:

"I fully recognize the importance of this position and it is my conviction that it should be included in the salary increase bill that is under consideration. I sincerely hope that the amendment that Senator Baldwin and I are proposing will meet with the approval of both the Senate and House of Representatives."

ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: July 26, 1949

FROM : D. M. Ladd

SUBJECT:

Dr. CLYDE TOLSON

POSITION CLASSIFICATIONS

Peyton Ford called me at 5:15 PM on Friday night, July 22. He stated that he was calling in connection with the Government pay bill and that he was under instructions to have all amendments to the pay bill withdrawn; that this would include the amendments covering Mr. Andretta of the Department and Mr. Tolson of the Bureau. He stated he would also have to withdraw from the bill the provision covering three of the principal U. S. Attorneys and that he is immediately withdrawing Andretta's amendment. He stated that these were orders not from the Attorney General but was administration strategy, that the administration felt it would open the door to too many amendments and that it would probably result in no bill being passed.

I told Mr. Ford that I could not agree to any such proposal and he stated he was not asking me to agree, that he was merely passing on instructions which he had obtained from the White House. I advised Mr. Ford that the Bureau was not in a position to do anything as this had not been inspired by the Bureau, that the Bureau had had nothing to do with the introduction of the amendment and, therefore, was not in a position to ask anyone to withdraw an amendment, that it seemed to me that if a Congressman or a Senator introduced an amendment on his own volition, that there was no way that the Bureau could prevent him from doing so.

Mr. Ford indicated that if the amendments were withdrawn it might be possible to have the amendments included by the conferees at a later date. I pointed out to him that this was entirely fallacious, that the conferees considering a bill could never add any amendment that was not included in one of two proposals before them. He insisted that this was incorrect and I again pointed out to him that he was wrong. He told me that he had endeavored to call Mr. Tolson and in his absence he was calling me and asked that I pass this information on to Mr. Tolson.

On the morning of July 25, while talking to Mr. Ford on other matters, I asked him the status of the pay bill and he stated that he had just been passing on the White House instructions to me, that he had called Andretta to have his amendment withdrawn and that he was leaving the amendment on Mr. Tolson up to the Bureau.

DML:dad

Mr. Tolson	✓
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

9524-306

I again pointed out to Mr. Ford that the Bureau could not do anything as this bill was not inspired by the Bureau and that if a Senator or a Congressman introduced a bill on their own volition, the Bureau was not in a position to go up and instruct them to withdraw it. I again made it very clear to him that the Bureau had not in any way inspired or arranged for the introduction of this amendment.

ANNUAL
REPORT OF
EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR () SPECIAL ()
PROBATIONAL ()

of 3-31-49 based on performance during period from 4-1-48 to 3-31-49

903296
Tolson, Clyde A. Associate Director, CAF-15
(Name of employee) (Title of position, service, and grade)

Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C.
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning _____ <input type="checkbox"/> All others _____ <input type="checkbox"/>
✓ if adequate		
- if weak		
+ if outstanding		

- | | |
|---|---|
| <ul style="list-style-type: none"> ___ (1) Maintenance of equipment, tools, instruments. ___ (2) Mechanical skill. ___ (3) Skill in the application of techniques and procedures. ___ (4) Presentability of work (appropriateness of arrangement and appearance of work). ___ (5) Attention to broad phases of assignments. ___ (6) Attention to pertinent detail. ___ (7) Accuracy of operations. ___ (8) Accuracy of final results. ___ (9) Accuracy of judgments or decisions. ___ (10) Effectiveness in presenting ideas or facts. ___ (11) Industry. ___ (12) Rate of progress on or completion of assignments. ___ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no) ___ (14) Ability to organize his work. ___ (15) Effectiveness in meeting and dealing with others. ___ (16) Cooperativeness. ___ (17) Initiative. ___ (18) Resourcefulness. ___ (19) Dependability. ___ (20) Physical fitness for the work. | <ul style="list-style-type: none"> ___ (21) Effectiveness in planning broad programs. ___ (22) Effectiveness in adapting the work program to broader or related programs. ___ (23) Effectiveness in devising procedures. ___ (24) Effectiveness in laying out work and establishing standards of performance for subordinates. ___ (25) Effectiveness in directing, reviewing, and checking the work of subordinates. ___ (26) Effectiveness in instructing, training, and developing subordinates in the work. ___ (27) Effectiveness in promoting high working morale. ___ (28) Effectiveness in determining space, personnel, and equipment needs. ___ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. ___ (30) Ability to make decisions. ___ (31) Effectiveness in delegating clearly defined authority to act. |
|---|---|
- STATE ANY OTHER ELEMENTS CONSIDERED
- (A) _____
- (B) _____
- (C) _____

JUL 20 1949 01-9521-305
55
3-20-49
JUL 22

STANDARD	Adjective Rating	Adjective Rating
Deviations must be explained on reverse side of this form		
Plus marks on all underlined elements, and check marks or better on all other elements rated _____	Excellent	Rating official <u>EXCELLENT</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements _____	Very Good	Reviewing official _____
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance _____	Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance _____	Fair	
Minus marks on at least half of the underlined elements _____	Unsatisfactory	

Rated by John Edgar Hoover Director 3-31-49
(Signature of rating official) (Title) (Date)

Reviewed by John Edgar Hoover Assistant Director 6-30-49
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)



**United States Department of Justice
Federal Bureau of Investigation**

IN REPLY, PLEASE REFER TO

FILE No. _____

June 21, 1949

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

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 31, 1949, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Estate Address _____
Relationship _____ Dated _____

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Estate Address _____
Relationship _____ Dated _____

Very truly yours,

O

Clyde A. Tolson
Special Agent

*ack
6-21
Na*

15 JUN 24 1949

m/gw

Office Memorandum • UNITED STATES GOVERNMENT

TO : W. R. GLAVIN
FROM : H. L. EDWARDS
SUBJECT: STATE DEPARTMENT AWARDS

DATE: 3/7/49

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Miss Nichols of the State Department, extension 5938, telephonically contacted me and stated that the State Department, as we have previously been informed, is holding certain types of merit awards for the following Bureau employees and she desired to know whether they were still in the active service inasmuch as the State Department was getting together some information regarding a Bill to be presented to Congress to permit the presentation of these awards to retired employees. She was informed after checking that the following individuals were still in the active service:

- Tolson, Clyde
- Alandori, Hugo
- Johnson, Henry C.
- Winter, Howard P.

RECORDED 3 MAR 17 1949

HLE:FWE

67-9524-304

10

7

MAR 11 1949

DEPARTMENT OF JUSTICE

TELETYPE



**United States Department of Justice
Federal Bureau of Investigation**



IN REPLY, PLEASE REFER TO

FILE NO. _____

10728/48

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

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to November 30, 1948, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name E. S. Jata Address _____
Relationship _____ Dated _____

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Mrs J W Tolson Address 524-12th St SE
Relationship mother Dated Cedar Rapids

13 NOV 5 1948
J. Tolson

Very truly yours,

J. Tolson

Clyde A. Tolson
Special Agent

Recd
10/29/48
CWO

7

ANNUAL
**REPORT OF
EFFICIENCY RATING**

ADMINISTRATIVE-UNOFFICIAL ()
REGULAR () SPECIAL ()
PROBATIONAL ()

As of 3-31-48 based on performance during period from 4-1-47 to 3-31-48

Tolson, Clyde A. Associate Director, CAF-15
(Name of employee) (Title of position, service, and grade)

Federal Bureau of Investigation, U. S. Dept. of Justice, Wash. D. C.
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning _____ <input type="checkbox"/> All others _____ <input type="checkbox"/>
---	---	--

- | | |
|---|---|
| _____ (1) Maintenance of equipment, tools, instruments.
_____ (2) Mechanical skill.
_____ (3) Skill in the application of techniques and procedures.
_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
_____ (5) Attention to broad phases of assignments.
_____ (6) Attention to pertinent detail.
_____ (7) Accuracy of operations.
_____ (8) Accuracy of final results.
_____ (9) Accuracy of judgments or decisions.
_____ (10) Effectiveness in presenting ideas or facts.
_____ (11) Industry.
_____ (12) Rate of progress on or completion of assignments.
_____ (13) Amount of acceptable work produced. (Is mark based on production records?)
_____ (14) Ability to organize his work.
_____ (15) Effectiveness in meeting and dealing with others.
_____ (16) Cooperativeness.
_____ (17) Initiative.
_____ (18) Resourcefulness.
_____ (19) Dependability.
_____ (20) Physical fitness for the work. | _____ (21) Effectiveness in planning broad programs.
_____ (22) Effectiveness in adapting the work program to broader or related programs.
_____ (23) Effectiveness in devising procedures.
_____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
_____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
_____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
_____ (27) Effectiveness in promoting high working morale.
_____ (28) Effectiveness in determining space, personnel, and equipment needs.
_____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
_____ (30) Ability to make decisions.
_____ (31) Effectiveness in delegating clearly defined authority to act. |
|---|---|

22-1948

67-9524-303
STATE ANY OTHER ELEMENTS CONSIDERED
(A) numbered 58
(B) 7-5
(C) 4 July 1947
3/2/48

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair
Minus marks on at least half of the underlined elements.	Unsatisfactory

Adjective Rating
 Rating official: EXCELLENT
 Reviewing official: _____

Rated by J. Edgar Hoover Director 3-31-48
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

10000
April 9 - 1948

Mr. John Edgar Hoover, Director
The Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I enclose herewith a clipping from the Los Angeles Examiner dated April 9, 1948. A syndicated article by Colonel George S. Johnston, in the article may have received your attention. I am enclosing it to you with my best wishes for your continued interest and fullest cooperation of the Patriotic and Independent Members of the American Legion. You have built and what is known and heard around the world to the F. O. I. You are expected to be highly commended for the way you have handled and directed the work of the Legion and I can have no doubt that you will be highly commended for the way you have handled the work of the Legion.

WASHINGTON SCENE

Gift Watch for No. 26 Nat

By GEORGE DIXON

WASHINGTON—The Senate today passed a bill to amend the Federal Reserve Act, which would increase the number of directors from 12 to 14. The bill was passed by a vote of 77 to 17.

The bill is sponsored by Sen. Charles McNary, D-Or., and is aimed at increasing the representation of the public in the Federal Reserve System. The bill would add two new directors, one from the public and one from the agricultural community.

The bill also would increase the term of office of the directors from four to six years. This change is intended to provide for greater continuity in the management of the Federal Reserve System.

The bill is expected to be signed into law by President Truman. It is one of several pieces of legislation that the Senate has passed in recent months to strengthen the Federal Reserve System.

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THE WORLD

Selective Service Needs

11/21

Clyde Tolson

WASHINGTON SCENE By GEORGE DIXON

PPROMPTED by its adoration for President Truman, the Mississippi legislature considered (but did not pass) a bill to make playing of "The Missouri Waltz" a prison offense—with life at hard labor if played on the piano.

If at first you don't secede, try again—!

A pleasant young fellow, whose eyes can become very steely on occasion, came into Frank Stevens' box at Bowie sporting a brand new wrist watch with impressive gold band.



Naturally, knowing how these things go at race tracks, we took it for granted that one of his suddenly-impooverished acquaintances had hocked it with him for some betting cash.

"This watch is mine," said the fellow, "in fee simple, as they say in the law. I finished twenty years in the F.B.I. yesterday and they presented me with it."

"I hope it is not hot," murmured J. Edgar Hoover. "It would not look well for the associate director of the Federal Bureau of Investigation to be grabbed with a heisted ticker."

"I have every reason to believe this was paid for," returned Clyde Tolson. "I am also very touched. Twenty years ago I was a clerk in Mr. Hoover's organization and hardly knew the time of day and now I have a watch to keep me posted."

WELL, associate director Tolson got reminiscing about his two decades in the F.B.I. He is a lawyer who has never practiced law. was graduated from George Washington university here after eight years of night classes and intended to go back home to Laredo, Mo. (pop. 1,000) to set up practice.

But he heard that Hoover was taking on young lawyers and figured a year's experience at crook-nabbing might be good experience for a young mouthpiece.

"I was there a year before I ever met the boss," he said, which seems strange to those who know the pair today because they are constant companions. "That wouldn't be as unusual today because we have 3,800 agents. But then we had only 300."

I asked Mr. Tolson why he had never gone on to the law and he said he got too busy with the kidnapers.

"The snatch racket was on" he explained. "The boss assigned me to a number of cases with him and I just never got time to think about becoming a lawyer again."

MR. TOLSON became an inspector after a couple of years, then assistant to the director in 1934 and associate director in 1944. He said things had always been pretty exciting and I asked which piece of excitement stood out in his memory.

"The time," he replied, "when Alvin Karpis came out to meet us with his hands over his head and said he had hated shooting at the boss because they had a hobby in common.

"This was in 1935," he continued, "when Alvin (Bo) Karpis was Public Enemy No. 1. The kidnap-bank robber-terrorist was very proud of being the most hunted man in America and tried to keep his score high.

"He kidnaped Theodore A. Hamm jr., son of the big St. Paul brewer; then he put the snatch on Edward G. Bremer, banker of the same city, getting \$200,000 ransom. We finally ran him to earth in a hideout in New Orleans.

"He had a one-man arsenal and kept blasting away until we almost ripped the joint apart with machine-gun fire. Finally he came out and saw the boss leveling at him with a bellygun. 'Hi, there, Mr. Hoover!' he cried.

"The boss said: 'How did you know who I was?'"

"Oh," said Karpis, "I saw a picture of you in the paper catching a sailfish in Miami. I have been trying to catch a sailfish for three years down there without any luck."

MR. TOLSON said that Karpis did not feel it was cricket for one fisherman to be blasting at another and apologized profusely. But a further infraction of the social amenities developed.

"We discovered we had no handcuffs," said Mr. Tolson, "so we had to pinion him with a necktie. We got into a cab and started for the jail—only to discover that not one of us knew where the New Orleans hoosegow was located.



"I remembered having heard it was in the old Post Office building. Karpis said he was sorry he couldn't help.

"I don't know where the old Post Office building is," he apologized, "but I can tell you where the new one is. I was planning to rob it tomorrow."

WELL, Karpis is now in Alcatraz and reported to be doing nicely in the laundry. And Associate Director Tolson has a watch.

(Copyright, 1948, by King Features Syndicate, Inc.)

Handwritten scribbles and signatures on the right margin.

April 2, 1948

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

Today completes your twentieth year of FBI service. It is a source of deep pleasure and honor to extend personal and official congratulations to you on this anniversary and to present to you the Bureau's Twenty Year Service Award Key.

In your time the Bureau has achieved an enviable stature. I think it can safely be said that the FBI has become a seasoned institution in the field of law enforcement and humanitarian service. Although it has been said that "an institution is the lengthened shadow of one man," I am convinced that the Bureau is the product of the thoughts and deeds and spirits of all its loyal and devoted personnel, exemplified by yourself, who have traded their rich store of talents for an unselfish career in it.

Your own influence on the Bureau's growth during its formative and pathfinding years has been most profound - a fact conclusively borne out by your rapid and meritorious advancement to the position of Associate Director. No one appreciates more intimately than I how heavily we have leaned upon your administrative capacity and judicious grasp of perplexing problems which have daily confronted the Bureau in the discharge of its tremendous responsibilities.

7-9534-301

For the continued betterment of the FBI and this great Nation whose history you are enriching in its service, I sincerely hope we shall be privileged to have the benefit of your valuable services in years to come.

With kindest personal regards,

Sincerely,

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Mohr _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

HLE:FWE

SENT FROM D. O.	
TIME	10:10 AM
DATE	4-2-48
BY	[Signature]

for

82
8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin
FROM : H. L. Edwards
SUBJECT: AWARDS, ETC., BEING HELD FOR
OUR EMPLOYEES BY STATE DEPARTMENT

DATE: 3/25/48

Mr. Tolson ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Egan ✓
Mr. Gurnea ✓
Mr. Harbo ✓
Mr. Hendon ✓
Mr. Pennington ✓
Mr. Quinn Tamm ✓
Tele. Room ✓
Mr. Nease ✓
Miss Holmes ✓
Miss Gandy ✓

On 3/23/48, Miss Bush of the Protocol Section, State Department, Extension 5938, telephonically contacted me to ascertain the current status of the following individuals:

- Clyde Tolson
- Hugo P. Blandori
- Henry C. Johnson
- N. J. L. Pieper
- Newell F. Williams
- Howard P. Winter

She desired to know whether they were still in service, whether they had retired or resigned. On being asked the reason for her inquiry she stated that the State Department was holding certain awards which could not be given to these men as long as they were in the Government service and she was just following her tickler on the matter. She was advised that all of the individuals were still in service with the exception of former employees Pieper and Williams and she was furnished with the resignation dates on those two.

She indicated that the State Department would probably forward their awards to the Bureau for transmittal to these former employees since they were no longer connected with the Government service.

HLE:rs

13 APR 12 1948
Edwards

RECORDED

INDEXED
31

67-9524-300
Searched
Numbered 77
Filed 71
4 MAR 29 1948
FEDERAL BUREAU OF INVESTIGATION

RECORDS SECTION

UNITED STATES CIVIL SERVICE COMMISSION
Retirement Division
Washington 25, D. C.

March 19, 1948

Ret-D:MT:MS

File
Mr. Clyde A. Tolson
Federal Bureau of Investigation
9th and Pennsylvania Avenue, N. W.
Washington, D. C.

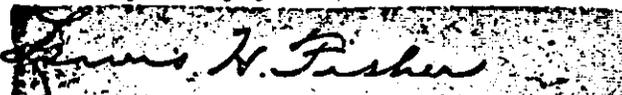
The Commission has received your recent inquiry concerning the beneficiary designated by you under the Civil Service Retirement Act.

According to the records of this office, you have designated the following person(s) to receive any moneys credited to your account in the Civil Service Retirement and Disability Fund at the time of your death.

NAME OF DESIGNATED BENEFICIARY:	RELATIONSHIP:	SHARE:
Estate		All

In the event that you desire to change or revoke the above designation, you should obtain Form 2806-1, "Designation, Change, or Revocation of Beneficiary," from the personnel office of the agency in which you are employed. When completed according to the instructions printed on the back, both copies of this form should be mailed direct to the United States Civil Service Commission, Washington 25, D. C.

Very truly yours,

1 enc

Lewis H. Fisher
Chief, Retirement Division


Ret. Form 4778
Warren E. Irons May 1945
Chief, Retirement Division

RECORDED &
11 MAR 24 1948

IMPORTANT.— *Instructions and regulations on back of duplicate* re filling in this form.

(ORIGINAL)

DESIGNATION, CHANGE, OR REVOCATION OF BENEFICIARY

To the United States Civil Service Commission,
Washington, D. C.

Registration of
Beneficiary on file

I, _____, born on _____,
(Type or print surname, first, and middle names of employee or annuitant) (Month) (Day) (Year)

an annuitant, or employed as _____ in _____,
(Stenographer, clerk, engineer, etc.) (Department or independent establishment)

_____, revoking any and all previous designations of beneficiary heretofore made by me,
(City and State)
do now designate the beneficiary or beneficiaries named below, to whom I authorize and direct the United States Civil Service Commission of Washington, D. C., to pay at my death any money standing to my credit in the Retirement and Disability Fund:

GIVE COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY <i>Read paragraphs 6, 7, and 8, Instructions</i>	RELATIONSHIP	STATE SHARE TO BE PAID TO EACH BENEFICIARY

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary or beneficiaries who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. If none survive me, then to my estate.

I hereby specifically reserve the right to remove or change any beneficiary at any time in the manner and form prescribed by the Civil Service Commission, and without the knowledge or consent of the beneficiary. In the event I withdraw the amount to my credit in the Retirement and Disability Fund, this designation of beneficiary shall immediately become null and void for any possible benefits from any future service or otherwise.

(If retired, state Claim No. _____)

If designator cannot write and he signs by mark, the person assisting him should also sign here and give his address.

(Written signature of designator in full—DO NOT PRINT)

(Number and street)

(City and State)

WITNESSES

We, the undersigned, having no financial interest in this subject matter, directly or indirectly, hereby certify that we are personally acquainted with the person subscribing thereto, and that this instrument was subscribed in our presence and in the presence of each other on the _____ day of _____, 194____, and declared to be his (or her) free act and deed.

(Signature of witness)

(Number and street)

(City and State)

(Signature of witness)

(Number and street)

(City and State)

(THIS SPACE IS RESERVED FOR THE USE OF THE CIVIL SERVICE COMMISSION)

IMPORTANT.—THE DESIGNATOR SHOULD FILL IN THE RETURN ADDRESS BLANKS AT BOTTOM OF DUPLICATE IN ORDER TO INSURE RECEIPT OF DUPLICATE COPY FOR PRESERVATION AND FUTURE REFERENCE.

317

ALL OUT BOTH ORIGINAL AND DUPLICATE COMPLETELY, TYPEWRITING PREFERRED, AND FORWARD BOTH COPIES TO THE CIVIL SERVICE COMMISSION, WASHINGTON, D. C.

IMPORTANT. Read instructions and regulations on back of duplicate before filling in this form.

(DUPLICATE)

DESIGNATION, CHANGE, OR REVOCATION OF BENEFICIARY

To the United States Civil Service Commission,
Washington, D. C.

I, _____, born on _____, (Type or print surname, first, and middle names of employee or annuitant) (Month) (Day) (Year)

an annuitant, or employed as _____ in _____ (Stenographer, clerk, engineer, etc.) (Department or independent establishment)

_____, (City and State) revoking any and all previous designations of beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below, to whom I authorize and direct the United States Civil Service Commission of Washington, D. C., to pay at my death any money standing to my credit in the Retirement and Disability Fund:

GIVE COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY	RELATIONSHIP	STATE SHARE TO BE PAID TO EACH BENEFICIARY
Read paragraphs 6, 7, and 8, Instructions		

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary or beneficiaries who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. If none survive me, then to my estate.

I hereby specifically reserve the right to remove or change any beneficiary at any time in the manner and form prescribed by the Civil Service Commission, and without the knowledge or consent of the beneficiary. In the event I withdraw the amount to my credit in the Retirement and Disability Fund, this designation of beneficiary shall immediately become null and void for any possible benefits from any future service or otherwise.

(If retired, state Claim No. _____)

If designator cannot write and he signs by mark, the person assisting him should also sign here and give his address.

(Written signature of designator in full—DO NOT PRINT)

(Number and street)

(City and State)

WITNESSES

We, the undersigned, having no financial interest in this subject matter, directly or indirectly, hereby certify that we are personally acquainted with the person subscribing thereto, and that this instrument was subscribed in our presence and in the presence of each other on the _____ day of _____, 194____, and declared to be his (or her) free act and deed.

(Signature of witness)

(Number and street)

(City and State)

(Signature of witness)

(Number and street)

(City and State)

(Print or type name and address below to insure return of this copy)

(Name of designator)

(Number and street)

(City and State)

Reserved for Receiving Stamp of Civil Service Commission

INSTRUCTIONS

1. The filing of a designation of beneficiary is optional with the employee or annuitant.
2. Form 2806-1, Designation, Change, or Revocation of Beneficiary, is for the purpose of enabling an employee or annuitant having money to his credit in the Retirement and Disability Funds administered by the United States Civil Service Commission, to designate the person or persons he desires to receive the money remaining to his credit at death or to change or revoke any designation he may have previously filed with the Commission. If the person or persons designated as beneficiary by the employee or annuitant do not survive him, or no designation of beneficiary has been duly filed with the Civil Service Commission by him, payment of the amount remaining to his credit at death will be paid in a lump sum to the executor or administrator of the estate, or in the absence of such fiduciary, to such person or persons as may appear in the judgment of the Commission to be legally entitled thereto.
3. The designation, change, or revocation of beneficiary must be in writing, typewriting or ink preferred, and signed in the handwriting of the designator. A printed or typed signature should not be used. If designator cannot write and his signature is by mark, it should be so indicated at the left thereof with name and address of person assisting him. The designation must be signed in the presence of two witnesses (not beneficiaries), and must show the date of execution. All spaces in the designation of beneficiary form must be completed. The duplicate copy of prior designation should accompany the change of beneficiary, if it is available.
4. The designation, change, or revocation of a beneficiary must be received by the Civil Service Commission prior to the death of the employee or annuitant to have full force and effect. A delay of even a day in the completion and the mailing of the designation may result in its invalidation; hence, the necessity for prompt mailing direct to the Civil Service Commission, Washington, D. C.
5. A designator who changes his or her name subsequent to the filing of a beneficiary form with the Commission should immediately file another such form, using his or her present name at the top of the form, followed, in parentheses, by the name under which the former designation was submitted; e. g., "Mary Elizabeth Jones (formerly Mary Elizabeth Smith)." It is not necessary to file a new designation where the address of the beneficiary or the designator has been changed or there has been a change in the position held by the designator.
6. If a beneficiary is a minor, his date of birth should be given. If a guardian or trustee is named for a minor, the designator should state whether qualification by a court of competent jurisdiction is intended. The Commission is not a probate court and cannot follow payments made to a natural guardian, trustee, etc.

7. SAMPLES OF DESIGNATIONS.

NAME OF BENEFICIARY:

Samuel Lawrence Jones (not S. L. Jones).
Sarah Mitchell Jones (not Mrs. Samuel L. Jones).
John Henry Smith and Mary Jones Smith (not Mr. and Mrs. J. H. Smith).

CONTINGENT BENEFICIARY:

Mary Ann Smith	Wife.	All
If my wife predecease me, to—		
Margaret A. Smith (born August 14, 1932).	Daughter.	One-half.
James R. Smith (born October 12, 1934).	Son.	One-half.

WHERE TRUSTEE OR GUARDIAN IS NAMED:

John Henry Smith (brother) Trustee to be (not to be) appointed by the court for benefit of—		
Lucille Smith (born June 1, 1936).	Daughter.	One-half.
Henry A. Smith (born August 1, 1938).	Son.	One-half.

If persons named be of legal age at my death, payment to be made to them direct.

REVOCATION ONLY:

To my estate (see paragraph 8, below).

8. Revocation of a prior designation may be effected without the naming of a new beneficiary by making out a new Form 2806-1 and inserting in the space provided for name of beneficiary, the words, "To my estate."
9. The "Designation of Beneficiary" form is not intended as a will, and miscellaneous provisions, such as payment of just debts, payment to the beneficiary on the monthly installment plan, payment to specified persons in event certain beneficiary survives designator and dies before collecting amount due, etc., should not be incorporated therein and will not be recognized.
10. Corrections or erasures in a "Designation of Beneficiary" form may, in case of a contest after death, result in nullification of the designation; hence, a designation free of erasures or alterations should be filed.
11. Where more than one person is designated as beneficiary, each beneficiary will receive an equal share, unless the share or percentage to be paid to each beneficiary is specified, in which case each beneficiary will receive the portion indicated.
12. Where a designation of beneficiary has been previously filed with the Commission, and Form 2806-1 is used in order to revoke, change, or to add beneficiaries, the beneficiaries originally designated who are to continue as beneficiaries must be again designated on the new form; otherwise they will be excluded as beneficiaries.

REGULATIONS

1. The designation, change, or revocation of beneficiary shall be in writing on the prescribed Form 2806-1, signed and acknowledged in the presence of two witnesses personally acquainted with the designator, neither of whom shall be named as beneficiary, and must be received in the Civil Service Commission prior to the death of the designator.
2. Any person, firm, corporation, or legal entity may be named as beneficiary.
3. A revocation or change of beneficiary may be made at any time and without the knowledge or consent of the previous beneficiary. Alterations or insertions restricting the right to change or revoke a designation cannot be given any force or effect. No change or revocation of beneficiary in a last will or testament, or in any other document not witnessed and filed as required by these regulations shall have any force or effect.
4. Where a writing, other than Form 2806-1, signed by the designator and duly witnessed by two persons, is received in the Commission prior to the death of the designator, in which a clear and unambiguous revocation or change of designation of beneficiary is made in substantially the same manner as that provided on Form 2806-1, and the designator dies without confirming the change or revocation by the execution of the prescribed Form 2806-1, the revocation or change shall be given the same effect as if executed on Form 2806-1: *Provided, however,* That the Civil Service Commission shall, upon receipt of said writing, forward a blank Form 2806-1 to the designator at the last address furnished by him for confirmation on that form of the previous writing which shall become null and void if (1) death occurs 60 days after the filing of the first form, and (2) if no confirmation is received on said Form 2806-1 within said period.
5. A designation of beneficiary or a change or revocation of beneficiary may be made only by an employee subject to the act whose name is borne on the rolls of the department or independent establishment at the time of execution thereof, or by an annuitant, actual or potential.
6. All regulations pertaining to designation, change, or revocation of beneficiary heretofore promulgated and inconsistent with these regulations are hereby revoked. Designations heretofore properly executed and filed with the Commission prior to the approval of these regulations will be given full force and effect.
7. These regulations apply to designations, changes, or revocations of beneficiary by employees or annuitants subject to the acts of May 29, 1930, March 2, 1931, and June 29, 1936, and amendments thereto, and shall be effective from and after January 1, 1940.



**United States Department of Justice
Federal Bureau of Investigation**

IN REPLY, PLEASE REFER TO

FILE No. _____

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

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 15, 1948, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK --~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Estate Address _____
Relationship _____ Dated _____

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Mrs J W Tolson Address Cedar Rapids Iowa
Relationship mother Dated 1-8-48

Very truly yours,

Clyde A. Tolson
Special Agent

*ack 6
1/12/48
e*
JAN 19 1948
RECORDED & INDEXED

0
Clayton A. Tolson

Department of Justice

Federal Bureau of Investigation

Associate Director
CAF 15

\$10,000

X

X

X

CA

X

As the first assistant to the Director, and subject only to his general policy determinations, exercises general supervision and direction over all of the activities of the Federal Bureau of Investigation; decides on questions which do not require the Director's personal attention, but which cannot be decided by chiefs of divisions or other officials; recommends action to the Director concerning major cases and in all respects serves as confidential assistant and alternate to the Director.

Classification Act of 1923 as amended by the Federal Employees Pay Act of 1946.

RECEIVED
MAY 19 1966
U.S. DEPARTMENT OF JUSTICE

COPY HIS

OFFICE MEMORANDUM * UNITED STATES GOVERNMENT

TO : DIRECTOR

DATE : 7/23/47

FROM : CLYDE TOLSON

SUBJECT :

CONGRESSMAN Walter, of Pennsylvania, called me this morning stating that he had conferred with Congressman Michener with respect to the Associate Director bill. He says he is afraid it will not be possible to get action on the matter in this session. He does feel that it can be worked out later and he plans to hold hearings early next year to build up a record in support of the Bill. I thanked him for his interest and told him I would relay the message to you.

CT: DCS

6 SEP 24 1947

66

OFFICE MEMORANDUM * UNITED STATES GOVERNMENT

TO : MR. E.A. TAMM

DATE: 7/22/47

FROM : A. ROSEN

SUBJECT :

E.A. Tolson

By reference from Mr. Tamm's office, I spoke to the Attorney General at this time. He stated he was leaving for New York at 10:30 this morning and would probably return this afternoon. The Attorney General advised he had a matter which he thought should be attended to in connection with the Budget. The Budget reported adversely on the proposed bill to increase the salary of the associate Director. Mr. Clark stated the Budget's objections were based on two grounds: (1) that the regular salary for the Director's position would be less than the salary of the Associate Director; (2) that it is out of line with the other Departments.

The Attorney General said that Mr. Michner (Phonetic) wanted a report and since it was late in the Session, Mr. Clark wanted to know how the matter should be handled.

I told the Attorney General I would get his message to the Director as soon as I could, and he would be advised.

AR: WJ

Director's notation,

I will talk to A. G. when he returns this afternoon.

H.

8 SEP 24 1947

66

300

OFFICE MEMORANDUM . UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : MR. D. M. LADD
SUBJECT:

DATE: 7-21-47

J. C. H. Tolson

Mr. Harold Baynton called and advised that he had now received a report from the Bureau of the Budget on the bill creating an Associate Director. He stated that the report was unfavorable. He went on to point out that the rate of pay provided by law for the Director of the FBI was \$10,000; that, however, a new bill raising the salary to \$14,000 was authorized only so long as you were Director, and that therefore the Budget Bureau questioned the desirability of establishing a basic rate of pay for an Associate Director at \$12,500, which would be higher than the basic pay normally provided for the Director of the FBI; namely, \$10,000. Mr. Baynton stated he had not taken this matter up with Mr. McGregor yet and asked me to treat it confidentially. He stated he was going to discuss the matter with Mr. McGregor to see what, if anything, the Department could do. He promised to keep me advised.

DML:ml

9 SEP 18 1947

Director's note: "This is popycock!"

H.

FEDERAL BUREAU OF INVESTIGATION

Room 5744 9-2 1947

TO: Director
 Mr. Edward Tamm
 Mr. Clegg
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Harbo
 Mr. Jones
 Mr. Mohr
 Mr. Nease
 Miss Gandy
 Personnel Files Section
 Records Section
 Mrs. Skillman

See Me For Appropriate Action

Send File Note and Return

File in my

personnel

file

Clyde Tolson

IMPORTANT.—Read instructions and regulations on back of duplicate before filling in this form.

(DUPLICATE)

DESIGNATION, CHANGE, OR REVOCATION OF BENEFICIARY

To the United States Civil Service Commission,
Washington, D. C.

I, TOLSON, CLYDE A., born on May 22 1900,
(Type or print surname, first, and middle names of employee or annuitant) (Month) (Day) (Year)

an annuitant, or employed as Associate Director in U. S. Dept. of Justice - FBI,
(Stenographer, clerk, engineer, etc.) (Department or independent establishment)

Washington, D. C., revoking any and all previous designations of beneficiary heretofore made by me,
(City and State)
do now designate the beneficiary or beneficiaries named below, to whom I authorize and direct the United States Civil Service Commission of Washington, D. C., to pay at my death any money standing to my credit in the Retirement and Disability Fund:

GIVE COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY <small>Read paragraphs 6, 7, and 8, Instructions</small>	RELATIONSHIP	STATE SHARE TO BE PAID TO EACH BENEFICIARY
<u>ESTATE</u>		<u>ALL</u>

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary or beneficiaries who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. If none survive me, then to my estate.

I hereby specifically reserve the right to remove or change any beneficiary at any time in the manner and form prescribed by the Civil Service Commission, and without the knowledge or consent of the beneficiary. In the event I withdraw the amount to my credit in the Retirement and Disability Fund, this designation of beneficiary shall immediately become null and void for any possible benefits from any future service or otherwise.

(If retired, state Claim No. _____)

If designator cannot write and he signs by mark, the person assisting him should also sign here and give his address.

Clyde A. Tolson
(Written signature of designator in full—DO NOT PRINT)

The Marlyn Apartments
(Number and street)

Washington, D. C.
(City and State)

WITNESSES

We, the undersigned, having no financial interest in this subject matter, directly or indirectly, hereby certify that we are personally acquainted with the person subscribing thereto, and that this instrument was subscribed in our presence and in the presence of each other on the 25th day of July, 1947 and declared to be his (or her) free act and deed.

Lillian B. Brown 3126-16th St NW, Washington DC
(Signature of witness) (Number and street) (City and State)

Dorothy S. Killman 525 Addison Road Seatons, Md
(Signature of witness) (Number and street) (City and State)

(Print or type name and address below to insure return of this copy)

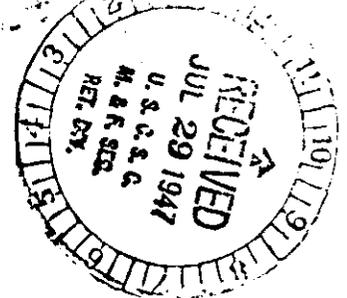
Clyde A. Tolson
(Name of designator)

The Marlyn Apartments
(Number and street)

Washington, D. C.
(City and State)

1 SEP 4 1947

Reserved for Receiving Stamp of Civil Service Commission



326

INSTRUCTIONS

1. The filing of a designation of beneficiary is optional with the employee or annuitant.
2. Form 2806-1, Designation, Change, or Revocation of Beneficiary, is for the purpose of enabling an employee or annuitant having money to his credit in the Retirement and Disability Funds administered by the United States Civil Service Commission, to designate the person or persons he desires to receive the money remaining to his credit at death or to change or revoke any designation he may have previously filed with the Commission. If the person or persons designated as beneficiary by the employee or annuitant do not survive him, or no designation of beneficiary has been duly filed with the Civil Service Commission by him, payment of the amount remaining to his credit at death will be paid in a lump sum to the executor or administrator of the estate, or in the absence of such fiduciary, to such person or persons as may appear in the judgment of the Commission to be legally entitled thereto.
3. The designation, change, or revocation of beneficiary must be in writing, typewriting or ink preferred, and signed in the handwriting of the designator. A printed or typed signature should not be used. If designator cannot write and his signature is by mark, it should be so indicated at the left thereof with name and address of person assisting him. The designation must be signed in the presence of two witnesses (not beneficiaries), and must show the date of execution. All spaces in the designation of beneficiary form must be completed. The duplicate copy of prior designation should accompany the change of beneficiary, if it is available.
4. The designation, change, or revocation of a beneficiary must be received by the Civil Service Commission prior to the death of the employee or annuitant to have full force and effect. A delay of even a day in the completion and the mailing of the designation may result in its invalidation; hence, the necessity for prompt mailing direct to the Civil Service Commission, Washington, D. C.
5. A designator who changes his or her name subsequent to the filing of a beneficiary form with the Commission should immediately file another such form, using his or her present name at the top of the form, followed, in parentheses, by the name under which the former designation was submitted; e. g., "Mary Elizabeth Jones (formerly Mary Elizabeth Smith)." It is not necessary to file a new designation where the address of the beneficiary or the designator has been changed or there has been a change in the position held by the designator.
6. If a beneficiary is a minor, his date of birth should be given. If a guardian or trustee is named for a minor, the designator should state whether qualification by a court of competent jurisdiction is intended. The Commission is not a probate court and cannot follow payments made to a natural guardian, trustee, etc.

7. SAMPLES OF DESIGNATIONS.

NAME OF BENEFICIARY:

Samuel Lawrence Jones (not S. L. Jones).
Sarah Mitchell Jones (not Mrs. Samuel L. Jones).
John Henry Smith and Mary Jones Smith (not Mr. and Mrs. J. H. Smith).

CONTINGENT BENEFICIARY:

Mary Ann Smith	Wife.	All.
If my wife predecease me, to—		
Margaret A. Smith (born August 14, 1932).	Daughter.	One-half.
James R. Smith (born October 12, 1934).	Son.	One-half.

WHERE TRUSTEE OR GUARDIAN IS NAMED:

John Henry Smith (brother) Trustee to be (not to be) appointed by the court for benefit of—		
Lucille Smith (born June 1, 1936).	Daughter.	One-half.
Henry A. Smith (born August 1, 1938).	Son.	One-half.

If persons named be of legal age at my death, payment to be made to them direct.

REVOCAION ONLY:

To my estate (see paragraph 8, below).

8. Revocation of a prior designation may be effected without the naming of a new beneficiary by making out a new Form 2806-1 and inserting in the space provided for name of beneficiary, the words, "To my estate."
9. The "Designation of Beneficiary" form is not intended as a will, and miscellaneous provisions, such as payment of just debts, payment to the beneficiary on the monthly installment plan, payment to specified persons in event certain beneficiary survives designator and dies before collecting amount due, etc., should not be incorporated therein and will not be recognized.
10. Corrections or erasures in a "Designation of Beneficiary" form may, in case of a contest after death, result in nullification of the designation; hence, a designation free of erasures or alterations should be filed.
11. Where more than one person is designated as beneficiary, each beneficiary will receive an equal share, unless the share or percentage to be paid to each beneficiary is specified, in which case each beneficiary will receive the portion indicated.
12. Where a designation of beneficiary has been previously filed with the Commission, and Form 2806-1 is used in order to revoke, change, or to add beneficiaries, the beneficiaries originally designated who are to continue as beneficiaries must be again designated on the new form; otherwise they will be excluded as beneficiaries.

REGULATIONS

1. The designation, change, or revocation of beneficiary shall be in writing on the prescribed Form 2806-1, signed and acknowledged in the presence of two witnesses personally acquainted with the designator, neither of whom shall be named as beneficiary, and must be received in the Civil Service Commission prior to the death of the designator.
2. Any person, firm, corporation, or legal entity may be named as beneficiary.
3. A revocation or change of beneficiary may be made at any time and without the knowledge or consent of the previous beneficiary. Alterations or insertions restricting the right to change or revoke a designation cannot be given any force or effect. No change or revocation of beneficiary in a last will or testament, or in any other document not witnessed and filed as required by these regulations shall have any force or effect.
4. Where a writing, other than Form 2806-1, signed by the designator and duly witnessed by two persons, is received in the Commission prior to the death of the designator, in which a clear and unambiguous revocation or change of designation of beneficiary is made in substantially the same manner as that provided on Form 2806-1, and the designator dies without confirming the change or revocation by the execution of the prescribed Form 2806-1, the revocation or change shall be given the same effect as if executed on Form 2806-1: *Provided, however,* That the Civil Service Commission shall, upon receipt of said writing, forward a blank Form 2806-1 to the designator at the last address furnished by him for confirmation on that form of the previous writing which shall become null and void if (1) death occurs 60 days after the filing of the first form, and (2) if no confirmation is received on said Form 2806-1 within said period.
5. A designation of beneficiary or a change or revocation of beneficiary may be made only by an employee subject to the act whose name is borne on the rolls of the department or independent establishment at the time of execution thereof, or by an annuitant, actual or potential.
6. All regulations pertaining to designation, change, or revocation of beneficiary heretofore promulgated and inconsistent with these regulations are hereby revoked. Designations heretofore properly executed and filed with the Commission prior to the approval of these regulations will be given full force and effect.
7. These regulations apply to designations, changes, or revocations of beneficiary by employees or annuitants subject to the acts of May 29, 1930, March 2, 1931, and June 29, 1936, and amendments thereto, and shall be effective from and after January 1, 1940.

June 10, 1947

PERSONAL ATTENTION

MEMORANDUM FOR THE ATTORNEY GENERAL

Congressman Case of New Jersey has introduced H. R. 2818, a copy of which I am attaching hereto, which provides for the establishment in the FBI of one position of Associate Director with compensation at the rate of \$12,500 per annum. At the present time the Associate Director of the Bureau is Clyde A. Tolson and if this bill receives favorable consideration he would be the one who would be designated under the bill to receive this compensation.

I have been further advised that the Sub-Committee of the Committee on Judiciary is ready to act upon this bill but is waiting on a reply from a letter addressed to you as to whether the Attorney General has any objection to the bill.

I would appreciate it if you could give your personal consideration to this communication, which I understand has been received by the Department, and reply favorably to it as I feel very strongly that Mr. Tolson, who has been associated with this Bureau since April 2, 1928, and who has been for many years the senior Assistant in the Bureau, merits the increased compensation provided for under this legislation.

Respectfully,

J. Edgar Hoover
John Edgar Hoover
Director

Attachment

9524 - 399

13

JEH:EH

SENT FROM D. O.
TIME 5 05
DATE 6-10-47
BY

143 [signature] mjo

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy



**United States Department of Justice
Federal Bureau of Investigation**



IN REPLY, PLEASE REFER TO

FILE No. _____

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

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 15, 1947, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name ESTATE Address _____
Relationship _____ Dated 6-11-47

The following person is hereby designated as my beneficiary under the Chas. S. Ross Act providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name ESTATE Address _____
Relationship _____ Dated _____

Very truly yours

*ack
4/12/47
c*

11 JUN 14 1947
0 67-NON-PA-ORDEN
66
Clyde A. Tolson
Special Agent

3 Wiggins

38

6 to Receive Awards for Achievement



Tolson



Miss Newman



Girouard



Schoenfeld



Dr. Mead



Dr. Lucas

Helen Newman, librarian of the United States Supreme Court, will be one of six distinguished George Washington University graduates to receive the General Alumni Association's 1947 Achievement Award.

Presentation of the awards will be made by Dr. Alexander Weismore, association president, at the school's commencement exercises at 8 p. m. Wednesday in Constitution Hall.

Winners were selected for achieving distinction in their chosen professions.

Served at Law School

Miss Newman, a native Washingtonian, of 126 Kentucky ave. s.e., served as librarian of the George Washington Law School from 1927 until 1942, when the late Chief Justice Harlan Stone asked her to join the Supreme Court staff. She served as associate librarian until her recent appointment as librarian.

of Orange, Va. y. Girouard also holds the Medal for Merit and the Distinguished Civilian Service Award. Dr. Martha Bob Lucas, president of Sweet Briar College. The daughter of Mr. and Mrs. Robert H. Lucas, 140 Hesketh st., Chevy Chase, Md., Dr. Lucas formerly served as associate dean of Radcliffe College and dean of students at Westhampton College, University of Richmond.

With State Department

Rudolf Emil Schoenfeld, foreign service officer of the Division of British Commonwealth Affairs, State Department. He is the son of Mrs. Johanna Schoenfeld, 705 South Royal st., Alexandria, Va., and has served in the diplomatic service since 1916.

Dr. Sterling V. Mead, president of the American Dental Association. A practicing dentist since 1914, Dr. Mead operates a dental hospital at 1149 16th st. n.w. He formerly taught in the Dental Schools at George Washington University and Georgetown University.

Clyde A. Tolson, associate director of the Federal Bureau of Investigation. Tolson has served as a special agent, inspector, and assistant director of the FBI. He lives at 4000 Cathedral ave. n.w.

- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Handwritten initials

11 JUN 11 1947
Handwritten signature

330

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
REGULAR () SPECIAL ()
PROBATIONAL ()

As of 3-31-47 based on performance during period from 4-1-46 to 3-31-47

TOLSON, CLYDE A Associate Director - CAF-15
(Name of employee) (Title of position, service, and grade)

Federal Bureau of Investigation, U. S. Dept. of Justice, Washington, D. C.
(Organization—Indicate bureau, division, section, unit, field station)

<p>ON LINES BELOW MARK EMPLOYEE</p> <p>✓ if adequate</p> <p>- if weak</p> <p>+ if outstanding</p>	<p>1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.</p> <p>2. Underline the elements which are especially important in the position.</p> <p>3. Rate only on elements pertinent to the position.</p> <p style="padding-left: 20px;">a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.</p> <p style="padding-left: 20px;">b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i>.</p>	<p>CHECK ONE:</p> <p>Administrative, supervisory, or planning <input type="checkbox"/></p> <p>All others <input type="checkbox"/></p>
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- | | |
|--|--|
| <p>___ (1) Maintenance of equipment, tools, instruments.</p> <p>___ (2) Mechanical skill.</p> <p>___ (3) Skill in the application of techniques and procedures.</p> <p>___ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>___ (5) Attention to broad phases of assignments.</p> <p>___ (6) Attention to pertinent detail.</p> <p>___ (7) Accuracy of operations.</p> <p>___ (8) Accuracy of final results.</p> <p>___ (9) Accuracy of judgments or decisions.</p> <p>___ (10) Effectiveness in presenting ideas or facts.</p> <p>___ (11) Industry.</p> <p>___ (12) Rate of progress on or completion of assignments.</p> <p>___ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)</p> <p>___ (14) Ability to organize his work.</p> <p>___ (15) Effectiveness in meeting and dealing with others.</p> <p>___ (16) Cooperativeness.</p> <p>___ (17) Initiative.</p> <p>___ (18) Resourcefulness.</p> <p>___ (19) Dependability.</p> <p>___ (20) Physical fitness for the work.</p> | <p>___ (21) Effectiveness in planning broad programs.</p> <p>___ (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>___ (23) Effectiveness in devising procedures.</p> <p>___ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>___ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>___ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>___ (27) Effectiveness in promoting high working morale.</p> <p>___ (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>___ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>___ (30) Ability to make decisions.</p> <p>___ (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|--|

STATE ANY OTHER ELEMENTS CONSIDERED

___ (A) _____

___ (B) _____

___ (C) _____

<p>STANDARD</p> <p>Deviations must be explained on reverse side of this form</p>	<p>Adjective Rating</p>
<p>Plus marks on all underlined elements, and check marks on better on all other elements rated.....</p> <p>Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....</p> <p>Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....</p> <p>Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....</p> <p>Minus marks on at least half of the underlined elements.....</p>	<p>Excellent</p> <p>Very Good</p> <p>Good</p> <p>Fair</p> <p>Unsatisfactory</p>

Rating official: EXCELLENT

9524-298

Reviewing official: 68

X Rated by J. Edgar Hoover Director 3-21-47
(Signature of rating official) (Title) (Date)

Reviewed by [Signature] 3-31-47
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)