

July 29, 1939.

MEMORANDUM FOR THE DIRECTOR.

A Tolson

I beg to refer to your memorandum of July 25, 1939, in which you call attention to the apparent failure of Division Seven to check with Mr. Hugh H. Clegg; he interviewed in connection with the application of Mr. Paul G. Reed, applicant for appointment as a Special Agent in the Bureau, and to a similar connection with regard to Congressman John G. Allen, a reference given by Mr. Thomas J. Modill, Jr., applicant for appointment as Typist.

A review of the file of Applicant Reed shows that he first applied for appointment as a Special Agent on October 25, 1936, at which time a special investigation of his case was ordered. Special Agent Hugh H. Clegg was given as a reference in the application and he was interviewed by Special Agent Louis J. Delaney concerning the applicant on November 11, 1936. The case was handled in the Chief Clerk's Office on December 2, 1936, and Mr. Clegg's views were set forth therein. At that time it was the Director's decision that Mr. Reed was not qualified for appointment. He then filed an application on May 17, 1939, and a supplementary investigation of his application was ordered under date of July 5, 1939. This investigation was recently briefed in Division Seven and a notation was made on the same referring to the previous brief in the case. Mr. Clegg was not re-interviewed because of the practice which has been followed in Division Seven of not requesting a second interview of references given by an applicant.

67-7173-552

It would appear from the file of Mr. Thomas J. Modill, Jr., that there was an error in Division Seven in not including the name of Representative Allen as a reference in ordering the investigation in his case. Mr. Seaman, who briefed this case, states that he recalls distinctly that specific instructions were issued in connection with this case that Mr. Allen was not to be interviewed. However, no record of such instructions appear in the file.

I assure you that there has never been any desire on the part of the writer to use his own discretion as to who is or who is not to be interviewed in connection with character investigations of applicants. I have shown your memorandum to Mr. Rosenden for his information and guidance in ordering investigations in the future.

Respectfully,

JOHN EDGAR HOOVER
DIRECTOR

Department of Justice
Bureau of Investigation
Washington, D. C.

12

July 6, 1929

MEMORANDUM FOR THE DIRECTOR:

With respect to your inquiry concerning the June administrative report of the Pittsburgh Bureau Office, I beg to advise you that the same was received in Division Seven late in the afternoon of July 5th.

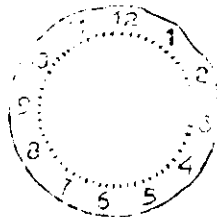
Mr. Keep's telegram states the report was mailed from his office on July 1st and the records of the Mails and Files Division show that the report reached the Bureau sometime on July 2nd. I have made inquiry concerning the matter but have been unable to determine where the report was from the time of its receipt in the Bureau until it reached Division Seven.

Respectfully,

Clyde A. Tolson

We should certainly be able to place the blame in this case.

7/8/29 J. E. H.



JUL 8 1929

RECORDED

JUL 17 1929

67-9524-80

SEARCHED	INDEXED
SERIALIZED	FILED

67
68

67-9524-71

CONFIDENTIAL
MAY 1950

OFFICE

May 5, 1950.

MEMORANDUM FOR THE DIRECTOR.

With respect to the attached correspondence concerning a possible reorganization of the Field Administrative Report, I believe that the field office instructions issued that the Bureau should request the field offices to furnish monthly:-

1. The names of all employees who have performed work under the various series of the reporting office during the period, together with their initials as to the number of days, months, years and total, and the nature of the duties performed during the reporting period, exclusive of those in the various series. This information would enable the Bureau to compile effective personnel, expense records, etc., and it would also enable the Bureau to be set back on a regular basis for further study.

2. If it is found, it becomes a permanent and easily accessible Bureau record.

3. The number of cases closed by each agent during the period and the nature of cases referred to each agent at the end of the period. This data, and the files of cases referred to each agent, the Bureau can have a complete record of the number of cases closed per agent in the various series of cases and also check the distribution of work by agents in charge.

4. The total number of cases pending at the beginning of the period; the total number of cases received during the period; the total number of cases closed during the period; the total number of unclassified cases at the end of the period and the total number of cases awaiting final review to action at the end of the period, all by classification, and without any distinction being made between original and reopened cases.

I believe it is important to furnish the totals of cases by classification, especially the number of cases pending at the beginning of the period and closed during the period and the number of unclassified cases pending at the end of the period,

for only fees such a report could be Bureau readily determine the status of work under a particular classification at a given time. This is doubtless often desirable, especially in bankruptcy investigations.

The information called for in column 3, page 1, is a duplication of work since the Bureau requires field offices to immediately report any changes in home address or telephone number of any employee. (Section 11, page 6).

The information called for on page 2 of the present Administrative Report is also unnecessary. The report of statistics is a duplication of work. The list of closed cases awaiting final prosecutive action required to be set out on page 4 serves no useful purpose at the Bureau.

It is believed that it should be the duty of the inspectors to check the accuracy of investigative work of field offices. I further believe that for the sake of the field offices and the convenience of the Bureau, a regular form should be provided for the field offices in which they should be required to list the information as reported on page 4 of the Administrative Report, that is, the cases which have been closed under the regulations, but in which prosecutive action has not been completed.

Mr. Boardman's suggestion that the statistical data recorded at the Bureau from the abstract slips accompanying investigative reports be checked against the abstract slips to be forwarded to the Bureau by the field offices at the end of the month, appears to be a satisfactory method of accurately checking the data required and the adoption of this suggestion would make it unnecessary for the field offices to laboriously list the cases in which the statistical data has been reported.

I do not think any change should be made in the present use of abstract slips or card index cards, with the one exception that the dates of investigative reports should be recorded on the front of the assignment cards instead of on the back, as is now required. This is a simple matter but one which would save a great deal of time in the field offices.

Respectfully,

C. J. [Signature]

JOHN EDGAR HOOVER
DIRECTOR

Department of Justice
Bureau of Investigation
Washington, D. C.

April 29, 1929.

7

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:

In compliance with the contents of Bureau Bulletin No. 12,
1929 Series, I beg to furnish the following information:

- A. Marital status - Single.
- B. Names of societies and organizations with which connected - Masonic Order; Phi Delta Phi Legal Fraternity; Sigma Nu Social Fraternity; First Lieutenant, Officers Reserve Corps, United States Army.
- C. Legal residence - Cedar Rapids, Iowa.
- D. Education - A. B., George Washington University, 1925.
LL. B., George Washington University, 1927.
- E. Name and address of person to be notified in case of emergency - H. A. Tolson, (Brother), 1332 Farragut Street, Northwest, Washington, D. C.
- F. Offices where assignment preferred - No preference.

Very truly yours,

Clyde A. Tolson
Clyde A. Tolson,
Special Agent.



APR 29 1929

RECORDED
MAY 14 1929

67-9524-78

APR 29

SEARCHED
SERIALIZED
INDEXED
FILED

97

Classified

February 1, 1953.

Mr. G. A. Kelley,
Federal Bureau of Investigation,
Department of Justice.

Sir:

You are hereby instructed to pay Special Agent
at \$4,000 per annum in Grade GS-10 to Special Agent in Charge
D. J. [redacted] (Assistant to the Director) at the same salary and
in the same grade, in Division No. 1, effective [redacted] and
paid from the [redacted] appropriation.

You are requested to advise me of the result of this action.

Sincerely,
[redacted]

Attorney General.

RECORDED

908
67-9524-77

I, *Clyde A. Tolson* do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Junior Administrative Officer
(Assistant to the Director)

on which I am about to enter: So help me God.

(Sign here) *Clyde A. Tolson*

Subscribed and sworn to before me this) Where born (State only) *Mo.*
..... *15th* day) Date of birth *May 22, 1900*
of *Feb.* A.D, 1929) Whence appointed:

State *Iowa* County *Linn*
Congressional District *5th*

John C. Rice
Notary Public

X-----X
:
: SEAL :
:
X-----X

Date of entry upon duty *Feb. 1, 1929*

Residence *1733 N Street N W*

MEMORANDUM

February 2, 1929.

Memorandum for the Appointment Clerk:

You will please prepare a letter transferring Mr. C. M. Johnson from Special Agent in the Bureau of Investigation, Department of Justice, salary at the rate of \$3,200 per annum in Grade GAT-10, to Junior Administrative Officer, Division #1, salary at the rate of \$3,800 per annum in Grade GAT-10, payable from the appropriation for "Detection and Prevention of Crime." EFFECTIVE. Effective February 1, 1929. Vice C. C. Spears.

Director.

Approved:

Assistant Attorney General.

RECORDED

67-952-69

JOHN EDGAR HOOVER
DIRECTOR

Department of Justice
Bureau of Investigation
Washington, D. C.

January 18, 1929.

2

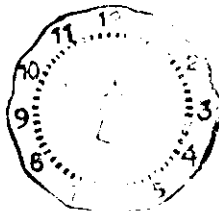
MEMORANDUM FOR THE DIRECTOR:

Replying to your memorandum of January 17, 1929, I beg to advise that the communication addressed to Mr. Findlay was written by Mr. Romney in Division Five and that, although the letter was checked by me before transmission to you for signature, the error referred to escaped my attention. I regret the occurrence of this error and will make every effort to see that similar mistakes are not made in the future.

Respectfully,

Clyde A. Tolson

Div. One



JAN 18 1929

RECORDED

JAN 21 1929

67-9524-25	
JAN 18 1929 A. M.	
<i>[Signature]</i>	

135

January 17, 1939.

WILLIAM BOLSON.

Reference is made to you here with a
reference to your Division to
bring your attention to the
in the second paragraph of

It is requested to advise me as to
of the person responsible for
the same was not essentially
to me for signature.

Very truly yours,

Director.

BUREAU FILE DIVISION
JAN 17 1939
U.S. DEPT. OF JUSTICE

67-9524-74
JAN 20 1939
U.S. DEPT. OF JUSTICE

Department of Justice

BUREAU OF INVESTIGATION

WASHINGTON, D. C.

April 2nd 1928

To whom it may concern:

This is to Certify that on April 2nd 1928, the bearer, whose signature and picture appear hereon, was regularly appointed a Special Agent of the Department and as such is charged with the duty of investigating violations of the laws of the United States and collecting evidence in cases in which the United States is or may be a party in interest.

C. A. Johnson

[Signature]
Director, Bureau of Investigation.

[Signature]
Attorney General.

CAT:KCC

December 12, 1928

MEMORANDUM FOR THE DIRECTOR:

A communication has been received by the Bureau from the General Agent with regard to certain suspensions made by the General Accounting Office in connection with the settlement of the Disbursing Clerk's September, 1928, account. Included therein is the following advisory note:

"Hereafter services such as telephone, gas, electricity, water, etc., should be covered by a contract or a memorandum of agreement which has been properly numbered in accordance with General Regulations No. 31 and forwarded to this office (General Accounting Office)."

In order that all accounts for telephone service may be supported by the usual contract, it is suggested that a paragraph be inserted in the new Manual providing that prior to the beginning of each fiscal year field offices shall forward to the Bureau a contract or memorandum of agreement for telephone service executed by them in quadruplicate.

Respectfully,

67-9524-73

DEC 28 1928

L. C. ST.

W. C. ST.

D.

67-9 524-72
TOLSON, CLYDE A.

IN THIS FILE SKIPPED DURING

SERIALIZATION.

2-20-57

142

I, *Clyde A. Tolson* do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Special Agent, Bureau of Investigation, Department of Justice

on which I am about to enter: So help me God.

(Sign here) *Clyde A. Tolson*

Subscribed and sworn to before me this) Where born (State only) *Mo.*
..... *11th* day) Date of birth *May 22, 1904*
of *Decatur* A.D. 1928) Whence appointed:

State *Iowa* County *Winn*
Congressional District

J. Paul Hill
.....
Notary Public.

X-----X
: :
: SEAL :
: :
X-----X

Date of entry upon duty *December 1, 1928*

Residence *1733 N Street NW*

CONFIDENTIAL

Page 1 of 1

Memorandum for the Attorney General

You will please prepare a report on the activities of the Communist Party, U.S.A., in the District of Columbia, and the results of the investigation conducted by the FBI in the District of Columbia, and the results of the investigation conducted by the FBI in the District of Columbia, and the results of the investigation conducted by the FBI in the District of Columbia.

Very truly yours,
[Signature]

Enclosure

Approved:

Assistant Attorney General

67-9524-71

CHT-AMJ

December 1, 1923.

67-9524-19

Mr. C. A. Wilson,
Bureau of Investigation,
Department of Justice.

Sir:

You are hereby transferred and promoted from Senior Administrative Assistant (Chief Clerk, Division #3), at \$3800 per annum in Grade GS-9, to Special Agent of the Bureau of Investigation, with salary at the rate of \$3900 per annum in Grade GS-10. You will also be allowed your actual expenses of travel and operation and \$0.00 a day in lieu of subsistence when absent from official headquarters, which are fixed temporarily at Washington, D. C., and following your general assignment, your headquarters will be fixed from time to time at such places as may be deemed advisable by the Director of the Bureau of Investigation under whose supervision and instructions you will be employed.

Your salary, expenses, and per diem will be paid from the appropriation for "Detection and Prosecution of Crimes."

This appointment will take effect when you enter on duty.

This letter is not to be considered as operating
and this card is not to be so used. Operating credentials
are not applicable.

Respectfully,

(State) [unclear]

Attorney General.

Author: [unclear]
Vice: [unclear]

December 7, 1953.

Mr. C. A. Tolson,
Department of Justice,
Washington, D. C.

Dear Mr. Tolson:

It is my pleasure that I am en-
closing herewith the letter of the Attorney
General advising you of your promotion from
\$1,800 per annum, GS-10, to \$2,000
per annum, GS-11, effective Decem-
ber 1, 1953.

Very truly yours,

Encl.

Director.

RECORDED

67-9524-69

JOHN EDGAR HOOVER
DIRECTOR

Department of Justice
Bureau of Investigation
Washington, D. C.

2

December 7, 1928.

MEMORANDUM FOR THE DIRECTOR

In accordance with your instructions, I have again examined Special Agent Tolson, in charge of Division Five, and am pleased to inform you that he answered ten out of ten questions correctly with reference to the Manual.

Respectfully,

J. S. Egan
J. S. Egan,
Inspector.

RECORDED
DEC 10 1928

67-9524-68

[Handwritten signatures and initials]

JFH:WDB

December 5, 1923.

MEMORANDUM FOR MR. BOARD.

Will you please arrange to give Mr. Tolson another examination on the Manual. Mr. Tolson has requested that this be done.

Very truly yours,

Director.

WJH
2
1d
RECORDED 67-9524-67
DEC 6 1923

JH:MO'B

December 3, 1928.

MEMORANDUM FOR DIVISION FIVE.

Please prepare the necessary papers transferring Mr. J. R. Burdge from Division Three to Washington field. Mr. Burdge is to be detailed for work in Division Three.

Please prepare the necessary papers transferring Mr. T. A. Tolson, Division Five, from CAF 9, \$3,200 per annum, to CAF 10, \$3,500, Washington field. Mr. Tolson is to be detailed for work in Division Five.

Very truly yours,

Director.

67-0-176

CAT:KCC

December 4, 1953

MEMORANDUM FOR MR. ROYER:

With further reference to the conference to be held on the 15th, it is suggested that the following sentences be added to Section 50, Page 25, first paragraph:

"Sick leave will not be granted in multiples of less than one-half day. The jurisdiction on the review of applications for sick leave must be exercised in all cases."

It is believed that the inclusion of the above in the new Manual will obviate the returning of sick leave applications for correction on numerous occasions, and that therefore the change would be justified.

Respectfully,

67-9524-6681

RECORDED

DEC 29 1953

December 3, 1928.

MEMORANDUM FOR THE DIRECTOR:

In connection with the forthcoming Manual revision conference, it is suggested that information has been received from the Division of Finance of the Department to the effect that where long distance telephone calls are itemized and submitted for payment to the field offices on Form S. H. 100, "Statement of U. S. Government Against Toll Charges", which form has been approved by the Department, the original and a duplicate of this form may be attached to Voucher Form 1034, thus taking the place of Forms 1032 and 1033, which are referred to in Section 103 of the Bureau Manual.

It is therefore suggested that a statement to the above effect be incorporated in the revised manual, so that it will not be necessary for field offices to copy the itemized lists of toll charges and the submission of vouchers for telephone service to the Bureau.

It is believed that the following sentence at the end of Section 103 of the Manual would bring about the desired result: "Where a long distance list of charges is made by the telephone company on Form S. H. 100, the original and a duplicate of this Form may be attached to Form 1034, in which case submission of Form 1032 or 1033 will not be necessary."

Respectfully,

Tolson

67-9524-667

RECORDED

DEC 28 1928

EX-103

GAT:HCC

December 3, 1933

MEMORANDUM FOR THE DIRECTOR

At the request of Inspector [redacted], an attempt was made recently by Division [redacted] to determine the names of field agents who were in charge of [redacted] field offices on certain specific dates. It was found that the only way the information could be secured from the records of the Bureau was by reference to the statements of [redacted] from the field office during the period. The results of the search by this method was not entirely satisfactory. It is believed that the [redacted] in the Bureau should be requested to definitely fix the responsibility for each of the field offices, and it is suggested that [redacted] be given consideration at the coming [redacted] meeting.

It is suggested that the [redacted] in [redacted] section 49, Page 41, of the [redacted] under the heading "Bureau Names and titles of all employees" be changed to read as follows:

"This column shall contain the names of all employees who have performed work under the supervision of the reporting office, and the official designation, such as agent, for agent, agent for account, sten. for stenographer, etc., and also the exact dates on which any employee was acting as Agent in Charge of the reporting office."

Respectfully,

RECORD 33

DEC 29 1933

67-754-16
DEC 29 1933
[Handwritten signature]

CAT:KCC

December 3, 1927

MEMORANDUM FOR THE DIRECTOR

Directions were recently issued to Bureau Field Offices at the request of the Department Division of Supplies to comply with the instructions contained in the list of supplies, blank forms and checkbooks, which is published by the Department for the use of Federal Judges, attorneys, marshals, and clerks of the United States courts, with regard to showing the quantity on hand, unit item or form number and full description of the articles requisitioned.

In order that the revised Manual may include all existing instructions, it is suggested that the last sentence of the first paragraph of Section 107 of the Manual be changed to read as follows:

"All requisitions shall show quantity on hand, unit item or form number, with full description of the articles desired, in accordance with instructions contained in the list of supplies, blank forms and checkbooks, published by the Department Division of Supplies for the guidance of officials of United States Courts."

Respectfully,

J. C. ...

RECORDED

67-9524-65

DEC 23 1927

[Handwritten signature]

JOHN EDGAR HOOVER
DIRECTOR

Department of Justice

Bureau of Investigation

Washington, D. C.

November 23, 1936.

12

MEMORANDUM FOR THE DIRECTOR:

I beg to advise that at the close of business on this date there are no communications of any kind requiring action in Division Five which have been in the Division for more than forty-eight hours and which have not been acted upon.

Respectfully,

Clyde Tolson

[Handwritten initials]

NOV 23 1936

67-9524-64

NOV 23 1936

U.S. DEPT. OF JUSTICE

7110'B

November 26, 1925.

Memorandum for Mr. Nathan.
Index.
Wilson.
Data.

I regret the necessity of again calling to the attention of the Division Heads the number of errors appearing in copies of correspondence sent to me for signature. I have frequently expressed my opinion to you with reference to this matter to your attention and also shown the original writer of such memoranda, I am fully impressed in the signing mail, but it does not last very long.

There have recently come to my attention a number of memoranda sent to me in which there appeared many typographical errors and errors in construction. I cannot believe that the correspondence sent to me has been carefully checked before being sent to me. I am sure there is no standard for correspondence, as it is checked by the stenographer, by the secretary, and by the Division Head before reaching my desk for action in the condition it frequently does.

I have been wired that it is a laborious task for the Division Heads to read all correspondence leaving their respective divisions, but it is still more of a laborious task for me to read all correspondence leaving the Bureau, and I, therefore, must insist upon placing the responsibility upon the Division Heads for the correspondence which emanates from their divisions and effective steps must be taken by you immediately to see that the correspondence leaving your division is in proper form.

Very truly yours,

Director.



JOHN EDGAR HOOVER
DIRECTOR

12

Department of Justice

Bureau of Investigation

Washington, D. C.

November 14, 1933.

Memorandum for the Director:

In connection with the error which was made in the telegram addressed to Agent Gandy on November 13, 1933, relative to the arrest of Edward Daniel, I beg to advise that this telegram was prepared by the writer in Division Five from a pencilled memorandum prepared by the writer. At the time, Miss Gandy, who usually holds the stenographic work of the Division, was engaged on work for the Inspector General.

When the original draft of the message was returned to the writer by Mr. X, it was submitted to the Office of the Director to be initialed for dispatch. In addition, a copy was submitted to the Chief of the Section, the writer assuming that it would be copied in accordance with the written instructions. Mr. Gandy advised that he had not done so for the reason that he incorrectly placed it in the third place, and that he did not read the message after he typed it.

Every effort has been made by the writer to minimize the errors in communications prepared in Division Five. In the future, all communications sent from the Division will be carefully checked, both as to contents and with a view to eliminating any typographical errors.

Respectfully submitted,

Clyde Tolson

RECORDED

67-9527-63	
SEARCHED	INDEXED
SERIALIZED	FILED
NOV 15 1933	
FBI - WASH DC	

MURKIN

J R Burge	100%
W. Bott	100%
J P MacFarland	100%
T F Benjamin	100%
H Oleg	100%
✓ K Thode	100%
✓ C A Tolson	89%

JMK:BEL

November 3, 1928

Memorandum for the Director

Re: Inspection of
Division #6

Pursuant to your instructions I have made an inspection of Division #6 of the Bureau for the purpose of discovering any matters which have been pending for a period of more than forty-eight hours in the hands of any employee thereof. As a result of this inspection I find this division to be in perfect condition in this regard. None of the employees thereof has had any matter for a period of longer than forty-eight hours. Those employees are:

- | | |
|------------------------|---------------------------|
| 1. Mr. Nelson - C.K. | 5. Mr. Fossenden - C.K. |
| 2. Mr. Hanney - C.K. | 6. Mr. Renneberger - C.K. |
| 3. Miss Connors - C.K. | 7. Mr. Sarnon - C.K. |
| 4. Mr. Hill - C.K. | 8. Miss Johnston - C.K. |

Very truly yours,

J. M. Keith,
Inspector.

67-1-573

3:11:00

November 2, 1943.

Mr. C. L. Tolson,
Division Five,
Washington, D. C.

Dear Mr. Tolson:

Enclosed to you has arrived me that in the
circumstances which I am advised of you on the 1st
ultimatum, on the part of the Bureau of Rules
and Regulations, you had better out of the questions.

I am bringing this matter to your atten-
tion in order that you may take the steps to
fully acquaint yourself with the Bureau of Rules
and Regulations.

Very truly yours,

Director.

RECORDED

2
✓

67-9524-11	
NOV 3 1943	
BUREAU OF RULES AND REGULATIONS	

7-1-1923

November 1, 1923.

URGENT MATTER FOR MR. TOLSON.

I desire to call to your attention the record of the case made by the divisions in your office for the month of October as reflected in the correspondence received in this office.

Mr. Tolson	1
Mr. Clegg	2
Mr. Glavin	4

Very truly yours,

Director.

RECEIVED
 NOV 2 1923
 DEPT. OF JUSTICE

RECORDED
 2
[Handwritten signature]

67-9524-61
 INVESTIGATION
 NOV 2 12 28 A. M.
 FILE

October 26, 1923

MEMORANDUM FOR THE DIRECTOR:

The following is suggested for consideration in connection with further study of the present Manual of Emergency Regulations, with a view to its possible revision.

Section 64, page 65, add:

"Name, relationship, and address of person to be notified in case of emergency."

Respectfully,

C. A. TOLSON

RECORDED

DEC 29 1923

67-9524-60X1

DEC 27 1923

Jh

CAF:MSC

October 10, 1928

MEMORANDUM FOR THE DIRECTOR

In the report there is to be a study made of the present manual of duties and regulations, looking to a possible revision thereof. The following suggestions are made for consideration:

In Section 106, page 103, line 6, after the word "reports", add:

"and a special application for appointment on the form provided for that purpose by the Bureau."

Add Section 107:

"Officers in original cases involving applicants will be expected to file a closing report thereon within ten days after the assignment is ordered. If circumstances make this inadvisable, an explanatory communication giving the reasons therefor shall be submitted to the Bureau."

"Special Agents in Charge shall advise anyone making inquiry concerning the qualifications for a appointment to the position of Special Agent or Special Accountant in the Bureau that applications are being received from persons who are between twenty-five and thirty-five years of age, who are holders of a law degree from a recognized educational institution, or are expert accountants, and who have had investigative experience, and that requests for blanks upon which to make such application should be addressed to the Bureau."

The advisability of incorporating the above in a Bureau Bulletin is also suggested.

Respectfully,

C. A. TOLSON

REC-2 1028

67-9524-116 -60X

REC-2 1028

JON: GIB

October 18, 1928.

MEMORANDUM FOR MR. TOLSON.

Innocent Ryan was advised that in the examination which he conducted of you, upon your knowledge of the Manual of Rules and Regulations, you missed two out of the ten questions propounded.

It is considered essential that the Superintendents in the Bureau of Prisons be conversant with the provisions of the Manual and upon examination thereof be able to make a correct mark.

This matter is called to your attention in order that you may make further study of the Manual of Rules and Regulations.

Very truly yours,

Director.

RECORDED

67-9524-60	
BUREAU OF INVESTIGATION	
OCT 19 1928	

Handwritten initials

BUREAU FILES DIVISION
MAILED
OCT 18 1928
P. M.
DEPT. OF JUSTICE

212

October 12, 1938

MEMORANDUM FOR THE DIRECTOR

In accordance with your instructions and in answer to memoranda of September 1st, I have interviewed the Supervisors listed below as to their knowledge of the annual and submit the following report on the same:

C. A. Tolson	Interviewed	two	times	1938
J. L. ...	"	"	"	"
V. H. ...	"	"	"	"
J. ...	Interviewed	three	times	1938
T. H. ...	"	"	"	"
E. H. ...	"	five	times	1938

Respectfully,

J. E. ...
10/12/38

Handwritten signatures and notes:
W. J. ...
W. J. ...
W. J. ...
W. J. ...

67-1000-100

I, Clyde A. Tolson do solemnly

swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Senior Counselor, Vice Assistant
Chief, Civil Rights Bureau of Justice

on which I am about to enter: So help me God.

(Sign here) Clyde A. Tolson

Subscribed and sworn to before me this) Where born (State only) Mo.
..... 18th day) Date of birth May 22, 1900
of Atlanta A.D. 1928) Whence appointed:
State Georgia County Linn
Congressional District 5th

[Signature]
Notary Public.

X-----X
: :
: SEAL :
: :
X-----X

Date of entry upon duty Oct. 16, 1975

Residence 1733 N. Street, N.W.

Space reserved for the use of the Board

2. Department _____
 3. Bureau _____
 4. Field service _____
 5. (a) Field station _____
 (b) Subdivision _____
 (c) City or town _____ State _____

6. Pay roll title _____
 7. Customary office title _____
 8. Present administrative allocation _____
 9. Present gross rate of pay \$ _____
 10. Deduction for allowances \$ _____
 11. Net rate paid in cash \$ _____

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:

<input type="checkbox"/> House	<input type="checkbox"/> Room	<input type="checkbox"/> Furnished	<input type="checkbox"/> Heat	<input type="checkbox"/> Fuel	<input type="checkbox"/> Uniform	Meals per day: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
		<input type="checkbox"/> Unfurnished	<input type="checkbox"/> Light	<input type="checkbox"/> Laundry	<input type="checkbox"/> Subsistence or rations in kind	

13. Describe any other allowances, privilege, or perquisite of value _____
 14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost _____

15. (a) Regular hours of work: From _____ m. to _____ m. (b) How many hours per week including unusual or irregular overtime work? _____
 Summer _____ Winter _____ (c) If not a full time and all-the-year-round position, state number of hours per day _____
 number of days per $\left\{ \begin{array}{l} \text{week} \\ \text{month} \\ \text{year} \end{array} \right\}$ _____ (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty _____

16. (a) Rate of pay for overtime _____ (b) Amount of overtime pay in last 12 months _____
 17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering) _____

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For each of these as may not be covered by question 17, give name and sheet number by occupation.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering)
~~tending to prevent an improper following specific as well as general instructions~~
~~involving details on responsibility with occasional reference to superior.~~

20. What is the name, official position, and sheet number of the employee's immediate superior? Mr. L. C. Duke, Special Agent in Charge, Boston Office, Sheet No. 1

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional							
1	2	3	4	5	6	7	X	1	2	X	4	1	2	3	4	1	2	3	X	1	2	3	X	<u>Law</u>			
(Kind)																											

Other education (describe): Graduate of an accredited business college.

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Ten years' experience in the Governmental service as Correspondence Clerk and as Confidential Clerk to the Secretary of War, War Department; A. B. and LL. B. degrees; member of District of Columbia Bar.

Percentage of working time

All

Description of work attached hereto.

25. I hereby certify that the foregoing was prepared by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

[Handwritten Signature]
(Signature of Employee)

26. I O.K. this statement as a true and correct statement of the employee's work. If in describing the work of the position you would cover the same in detail as the work of the position, you should indicate your position in the employee's statement and utilize the rest of the space below for a description of the work of the position, such as the degree of responsibility involved, the ultimate purpose of the work, its place in the organization, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 15.

... of general activities; and have and develop... interview witnesses... State and Municipal officials;... details involving... of other Federal prosecutive...

26. How long have the employee's duties been substantially as described above? _____

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

_____, 1928
(Date) *[Signature]* (Signature of Preparing Officer) **Special Agent in Charge** (Title)

28. I hereby certify that I have read and approved and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____ In my judgment the compensation of this position should be in a range from \$ _____ to \$ _____

_____, 1928
(Date) _____ (Signature of head of field office or station) **Special Agent in Charge** (Title)

29. I hereby certify that I have read and approved and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____ In my judgment the compensation of this position should be in a range from \$ _____ to \$ _____

_____, 1928
(Date) *[Signature]* (Signature of head of bureau or his representative) _____ (Title)

A Special Agent is charged with the duty of investigating violations of the laws of the United States and collecting evidence in cases in which the Federal Government is or may be a party to litigation. Over fifty different kinds of cases are investigated by the Bureau of Investigation, the most important of which are those involving violations of the contract laws, the Internal Revenue Act, the Code of Motor Vehicle Craft Act, the Espionage Statute Act, a conspiracy of Government officials, the National Health Act, Federal Reserve Act, Statute about the Government, Immigration and Naturalization laws, and the transportation of cargo of colored prisoners and deserters from the military and naval forces.

The Bureau of Investigation maintains field offices in the principal cities of the United States, to one of which an Agent is assigned for duty in the district covered by that office.

Special Agents are assigned cases involving the above-mentioned violations of Federal criminal laws and are held responsible for the investigation of such cases. When in the field, the agent conducts a full and complete investigation of the offenses covered by his jurisdiction of this responsibility is extended to the Agent, to all other interested offices, and to the United States Attorney in the district in which the offense occurs, if any, in the place, the agent that the agent may be readily understood by the United States Attorney and that the agent may at any time acquire the full and complete records and information as to the nature in which the offense was committed to the United States Attorney in the district in which the offense occurred. The report from the Agent is for a decision on the part of the United States Attorney as to whether or not prosecutive action will be instituted in the case.

In cases involving possible jurisdiction, the agent prepares a summary report of the case in detail in all parts of data concerning the offense alleged, the name of the defendant, the date of the offense, the date the offense was committed, together with such other information as may be necessary for the use of the United States Attorney in conducting a full and complete investigation of the case for prosecutive action. In such cases, the agent may also act as a witness for the Government as to the truth and accuracy of the evidence collected by him. In the event the subject of an investigation is sentenced to imprisonment for more than one year, the agent to whom the case is assigned prepares and forwards to the Bureau a parole report giving all available data as to the date, place, and reason for conviction, a history of the defendant's age, education, marital status, condition of home life and family, criminal record and reputation, and a statement of any other pertinent circumstances which may exist in the case. This information is secured by the agent in his investigation of the case. In addition to the above, the Special Agent is responsible for the reporting of certain statistical data concerning investigated cases, such as recoveries, sentences, etc., which requires extensive work in connection with the cases which are assigned to him.

The duties of a Special Agent necessarily involve real work and he must be available for duty at all times and in readiness to travel wherever his services may be needed.

An illustration of the work usually done in connection with a complaint

alleging a violation of the Federal Motor Vehicle Act, the type of work required in the field is received at a field office and the motorist is arrested in an automobile having license plates from the circumstances indicated the car was in the place where the car is confined and the motorist, the police officials, obtain a complete report involving and exact as the car and driver relative to the owner, secured a description of the car and receive copies of his fingerprints for a file of identification and information as directed, take a statement from the suspect, and if necessary might result in further call to see if the car violated the Federal laws. In the instance of a field office a copy of the report is sent to the field offices to determine if there are any other cars so that he may be interviewed. After investigation and so that all available information is available for investigation and the State of the car is in the country. Any information received by the field agent to check the case is as directed in the field regardless of where it must be filed. If a stolen car will result in identification of the car of motor thieves and the license plates and the information are thereby investigated. The United States Attorney and received information and instructions, he files a complete report of the case before a United States Commissioner and the case is sent to a Jury to testify as to the case has been finally closed the case because of insufficient evidence for action.

He will give an idea of the type of work required in the field is received at a field office and the motorist is arrested in an automobile having license plates from the circumstances indicated the car was in the place where the car is confined and the motorist, the police officials, obtain a complete report involving and exact as the car and driver relative to the owner, secured a description of the car and receive copies of his fingerprints for a file of identification and information as directed, take a statement from the suspect, and if necessary might result in further call to see if the car violated the Federal laws. In the instance of a field office a copy of the report is sent to the field offices to determine if there are any other cars so that he may be interviewed. After investigation and so that all available information is available for investigation and the State of the car is in the country. Any information received by the field agent to check the case is as directed in the field regardless of where it must be filed. If a stolen car will result in identification of the car of motor thieves and the license plates and the information are thereby investigated. The United States Attorney and received information and instructions, he files a complete report of the case before a United States Commissioner and the case is sent to a Jury to testify as to the case has been finally closed the case because of insufficient evidence for action.

The work of a Special Agent called to investigate the rules of evidence and of federal courts. The violations of the motorist and additional knowledge are involved than the illustration given above of the knowledge of legal rules and procedure.

He will give an idea of the type of work required in the field is received at a field office and the motorist is arrested in an automobile having license plates from the circumstances indicated the car was in the place where the car is confined and the motorist, the police officials, obtain a complete report involving and exact as the car and driver relative to the owner, secured a description of the car and receive copies of his fingerprints for a file of identification and information as directed, take a statement from the suspect, and if necessary might result in further call to see if the car violated the Federal laws. In the instance of a field office a copy of the report is sent to the field offices to determine if there are any other cars so that he may be interviewed. After investigation and so that all available information is available for investigation and the State of the car is in the country. Any information received by the field agent to check the case is as directed in the field regardless of where it must be filed. If a stolen car will result in identification of the car of motor thieves and the license plates and the information are thereby investigated. The United States Attorney and received information and instructions, he files a complete report of the case before a United States Commissioner and the case is sent to a Jury to testify as to the case has been finally closed the case because of insufficient evidence for action.

Item 509

SERIAL 1000

Investigation all cases involving alleged violations of Federal Statutes. In connection therewith determine if the act giving rise to the alleged crime. Interview suspects, witnesses, witnesses, and persons alleged to possess information relative to the crime under investigation. Assemble facts and evidence to appropriate Federal Statute. Collect, make, and examine evidence under appropriate Statute for prosecution before United States District Court. Prepare necessary reports, i. e. memoranda, affidavits, etc. Assist in prosecution. Assist prosecutive officials in the collection of evidence of Federal Statutes. Collect and make affidavits, and prepare cases for trial in civil matters coming within the jurisdiction. Prepare reports and statistical data in connection with the office organization and Bureau accounting procedure. Handle special investigations involving conditions in other branches of the office and services, qualifications of higher Federal officials for appointment; investigate official acts and conduct of the same by United States officials to determine whether the officials are acting in accordance with law, and prepare reports with recommendations as to action to be taken.

JOHN EDGAR HOOVER
DIRECTOR

Department of Justice
Bureau of Investigation
Washington, D. C.

2

October 11, 1928

THE CHAIRMAN FOR MR. HOOVER

In reply to your memorandum of October 7, 1928 which was received in Division Five at 9 a.m. on October 11, 1928, in which you directed that each Division Head submit a memorandum at the close of business on the Wednesday of each week, setting forth the condition of the work in the respective Divisions, I beg to advise you that at the close of business October 10, 1928 no employee of Division Five had any work on his or her desk which had been allowed to accumulate beyond the forty-eight hour period.

As directed in your memorandum of October 6, 1928 Mr. Hill of this Division has reduced his hours' overtime each day until yesterday, when at 5 p.m. the work on his desk was within the forty-eight hour statute.

The employees of Division Five have been notified that if their work is not handled within the period set, it will be necessary for the employee who is behind in his work to work overtime until the schedule can be maintained.

Respectfully,

Clyde A. Tolson.

67-9574-5
10/16/28
all done

67-9574-5	
BUREAU OF INVESTIGATION	
OCT 16 1928 A.M.	
DEPARTMENT OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED

October 13, 1933.

Mr. [Name],
[Address],
[City], D. C.

It is with pleasure that I am able to advise you of your promotion from [Grade] to [Grade], effective October 1, 1933.

Very truly yours,

Director.

RECORDED

67-9524-58	
OCT 25 1933	
[Stamp]	

[Handwritten signature]

10-13-33
[Stamp]

Department of Justice

Bureau of Investigation

Box 239, Boston, Massachusetts.

[Handwritten mark]

October 13, 1928.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:

Reference is made to your letter of October 11th
advising that Special Agent C. A. Tolson has been detached
from this office and assigned to work in the Bureau at
Washington, D. C.

In accordance with that information I am trans-
mitting herewith Agent Tolson's personnel file.

Very truly yours,

L. C. Duke

L. C. DUKE,
Special Agent in Charge.

LCD:MEF
Encl.

*12000
20 11 9*

67-9524-57	
OCT 15 1928 P. M.	
<i>[Handwritten initials]</i>	FILE
<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>

612-KCJ

October 11, 1928.

Mr. C. A. Wilson,
Bureau of Investigation,
Department of Justice.

Sir:

You are hereby transferred and promoted from Special Agent at \$1,000.00 per annum, Grade Caf-8, to Service Administrative Assistant (Chief Clerk), Division 15, with salary at the rate of \$2,250.00 per annum in Grade Caf-5, effective on the 15th instant.

You will also be allowed your actual expenses of travel and operation and \$3.00 per diem in lieu of subsistence when absent from official headquarters which are fixed at Washington, D. C.

Your salary, expenses and per diem will be paid from the appropriation for "Detection and Prevention of Crimes."

You should execute the required oath of office.

Respectfully,

(Signed) J. M. G. Sargent,

N. F. A.

Attorney General.

RECORDED

67-4524-56
BUREAU OF INVESTIGATION
OCT 12 1928 A. M.
FEDERAL BUREAU OF INVESTIGATION

012,502

October 6, 1935.

Memorandum for the Appointment of Glavin:

You will please prepare a letter transferring and promoting Mr. J. A. Glavin from Special Agent, GAI-3, (\$2,400 per annum, 11114), to Sr. Administrative Assistant (Chief Clerk), Division 10, salary at the rate of \$3,600 per annum, GAI-4, and \$6.00 per diem in lieu of subsistence and actual expenses of travel and operation, when absent from official headquarters which are fixed at Washington, D. C., payable from the appropriation for "Protection and Prosecution of Crimes." BUREAU MEMORANDUM. Effective October 11, 1935.

Director.

Approved:

Assistant Attorney General.

RECORDED

67-9524-55	
BUREAU OF INVESTIGATION	
OCT 10 1935	
FBI	

C. H. H. H.

October 8, 1923

MEMORANDUM FOR MR. HOOVER

With reference to your memorandum of October 6, 1923, directing attention to the typographical error which appeared in a communication prepared by this Division and addressed to Mr. McFar, I beg to advise that this error was made by Miss Johnston of this Division and that the writer read the draft of the letter before it was sent to you for signature.

Miss Johnston's attention has been called to this error and every effort will be made in Division Five to prevent a repetition of any similar mistakes in the future.

Respectfully,

C. H. H. H.

Original in Division Five

October 6, 1933.

MEMORANDUM FOR MR. TOLESON.

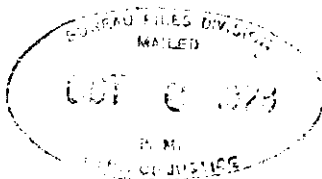
I am returning to you herewith a communication prepared in your Division to Mr. Tolson and direct your attention to the typographical error appearing in the third line of the second paragraph.

Will you kindly advise me as to why this error was not checked before being sent to Tolson's signature.

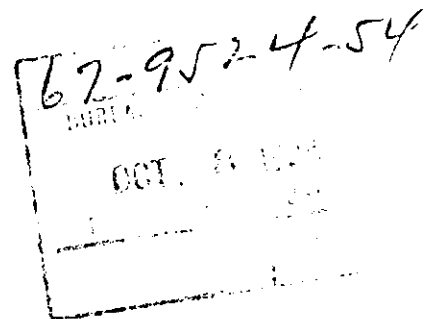
Very truly yours,

Incl.

Director.



RECORDED



From
OFFICE OF THE DIRECTOR, BUREAU OF INVESTIGATION
 To
OFFICIAL INDICATED BELOW BY CHECK MARK

Attorney General

10-5-28

General Donovan

Division Five:

General Willibrandt

General Marshall

Please prepare the necessary papers promoting Mr. C. A. Nelson from grade CAF 8, \$2,800 per annum to grade CAF 9, \$3,200 per annum in charge of Division Five.

Mr. Causi

Mr. Baldwin

Mr. Stewart

Mr. Bishel

Assistant Director

Director.

Mr. Baughman

RECORDED

Mr. Boddis

67-9524-53	
BUREAU OF INVESTIGATION	
OCT 6 1928	
	FILE

Bureau Filing Section

Mr. Cunningham

Miss Gandy

Mr. Grimes

Mr. Keep

Mr. McKean

Personnel Filing Section

.....

.....

BUREAU FILES DIVISION
 MAILED
 OCT 5 1928
 P. M.
 DEPT. OF JUSTICE

2

October 5, 1923.

✓ Tolson

MEMORANDUM FOR THE DIRECTOR.

Re Inspection of Division Five on October 5, 1923.

The inspection of Division Five reveals that the following employees that I have no matters pending before them, which I have less on their desks for a period of longer than forty-eight hours: Mr. Tolson, Mr. Lomax, Miss Gurnea, Mr. Egan, Miss Johnston, Mr. Rosenberger and Mr. Tensenden.

Mr. J. C. Hill has on his desk sixteen form 1034 vouchers which have been there for his attention longer than forty eight hours. Of these sixteen form 1034 vouchers, he received one on September 20, eleven on October first and four on October 4th. It is to be noted that between the first and tenth of each month Mr. Hill receives an approximate total of five hundred vouchers. He tells me that he finds it impossible to properly review more than one hundred and fifty such vouchers per day. He offers this as an explanation of the reason why the above sixteen vouchers are pending before him for attention. He says that his work will be in good shape before 4:30 this afternoon.

Very truly yours,

J. E. Hill,
Inspector.

Department of Justice
Bureau of Investigation
P. O. Box 239,
423 Federal Building, Boston, Mass.

12
3

October 3, 1928.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir: Re: Special Agent C. A. TOLSON.
 Bankruptcy Work.

Reference is made to your letter of August 25, 1928, and in accordance with instructions therein you are advised that the above-named agent is in my opinion qualified to handle the investigation of bankruptcy cases.

This opinion is based on the manner in which this agent conducted the investigation in the case of Samuel Tupper, National Bankruptcy Act.

Yours very truly,

L. C. DUNE

L. C. DUNE,
Special Agent in Charge.

LCD:JLC

RECORDED

67-9524-52

BUREAU OF INVESTIGATION	U. S. DEPARTMENT OF JUSTICE
OCT 4 1928 P. M.	
RECEIVED	FILE

Div. One
Div. Two
Div. Three
Div. Four
Div. Five
Div. Six
Div. Seven
Div. Eight
Div. Nine
Div. Ten

October 3, 1957

MEMORANDUM FOR THE DIRECTOR

I am returning to you a copy of a memorandum dated and captioned as above and of Bureau file # 67-9524-57. I am enclosing a copy of the memorandum for your information and for the use of the Bureau of the FBI.

Will you kindly keep this memorandum on file in your file # 67-9524-57 and advise me of any further action taken thereon.

Very truly yours,

W. C. Sullivan

Director

RECORDED

67-9524-57
BUREAU OF INVESTIGATION
OCT 3 1957 P.M.
U. S. DEPARTMENT OF JUSTICE

Department of Justice

Bureau of Investigation

P. O. Box 239,
423 Federal Building, Boston, Mass.

October 1, 1928.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:

This is to acknowledge receipt of your letter of September 29, 1928, with reference to the termination of the leave of absence of Special Agent C. A. Tolson on September 26, 1928, and his temporary transfer to Washington, D. C. by reason of an emergency.

Yours very truly,

L. C. Duke

L. C. DUKE,
Special Agent in Charge.

LCD.JLC

66-2396-27
10/1

RECORDED 66-2396-27

BUREAU OF INVESTIGATION	
OCT 2 28 A. M.	
DEPT. OF JUSTICE	
FILE	FILE

Dir. File

OK

Department of Justice
Bureau of Investigation

Washington, D. C.

September 20, 1928.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

66-2396

Dear Sir:

Special Agent Clyde A. Tolson,
attached to the Boston office, reported to this office
and stated that he arrived at Washington at 8:50 A.M.,
September 20, 1928, and will remain here for one week
on annual leave. His local address was given by him
as 1733 K Street, N. W., telephone Decatur 979.

Very truly yours,

R. P. Eyruss

R. P. EYRUSS,
Acting Agent in Charge.

RPE:JGD

RECORD

SEP 21 1928

66-2396-24

SEP 20 1928

J.M.

***** (POSTAL TELEGRAPH COMMERCIAL CABLES) *****

5 SL 16 COLLECT GOVT

V BOSTON MASS SEPT 5 28

DIRECTOR BUREAU OF INVESTIGATION,

WASHINGTON DC.

RE DESIGNATION ACTING AGENT IN CHARGE TOLSON LEFT BOSTON SEPTEMBER

FIRST ANNUAL LEAVE ADVISE FURTHER

DUKE.

1010am

NOT RECORDED

October 3, 1926.

I believe this rating is correct.

EFFICIENCY RATING SHEET

(FIELD)

Office submitting Boston, Massachusetts

Date submitted September 30, 1928.

Name C. A. Tolson Position Special Agent

Entered Bureau Service (date) April 2, 1928

Entered on duty this office (date) May 10, 1928

Grade 8 Salary 2900

CHARACTERISTICS

Accuracy	80	Initiative	80	Loyalty	100	Teamwork	90
Aggressiveness	80	Judgment	80	Office work	75	Personal appearance	90
Dependability	90	Speed	85	Promptness	90	Executive ability	80
Health	100	Knowledge	80	Resourcefulness	80	Habits	100
Industry	90	Leadership	75	Tact	85	Attitude toward work	90

RATING 86.

86% J. E. N.

REMARKS:

Agent has developed rapidly and is better than average. He is keen, aggressive and deeply interested. Has initiative and tact and is absolutely loyal. Requires very little supervision and investigates thoroughly. Should develop exceptional efficiency as he gains experience.

A. C. [Signature]
Special Agent in Charge.

2
Boston, Mass.
Sept. 20, 1928.

MEMORANDUM FOR SPECIAL AGENT CLYDE A. TOLSON

Your attention is directed to the Bureau letter dated Sept. 18th, 1928, inviting attention to your report dated at Boston August 17th, 1928, relating to the case entitled "Samuel Tupper - National Bankruptcy Act", wherein it appears that you have specifically violated Section 20, Page 13, of the Manual of Rules and Regulations, in that no effort was made to furnish the Bureau a description of this subject.

A copy of this memorandum is being placed in your personnel file.

Special Agent in Charge.

CC to Bureau Personnel - 2.
CC to Boston Personnel - 1.

RECORDED

67-9524-50
FEDERAL BUREAU OF INVESTIGATION
SEP 22 1928 A. M.
U. S. DEPARTMENT OF JUSTICE
FILE

11:11

August 20, 1933.

Mr. G. C. ...
P. O. ...
Boston, Mass.

Dear Sir:

In view of the receipt of a report
indicating that the records sent you
relating to the provisions of the Manual, you
understand only a part of the questions
concerning.

The Director desires to state that it
considers the ... satisfactory showing
and that an ... improvement must be noted
in your knowledge of the Bureau's rules and
regulations, ... in the Manual.

Very truly yours,

Director.

cc to section:

RECORDED

SEARCHED
SERIALIZED
INDEXED
AUG 22 1933

67-9524-49
AUG 22 1933
RECORDED

67-17-110

April 15, 1930.

Mr. L. C. Dale,
P. O. Box 228,
Boston, Mass.

Dear Sir:

The Bureau is in receipt of your communication of March 15 reporting the result of the records test given by you to a number of the Agents of the Section office covering their knowledge of the Bureau Manual of Rules and Regulations.

The Bureau has noted the answers to the questions administered, and there will be noted the following ratings given to the individual Agents relative thereto:

Agent Coffey	61%	Agent Emery	62%	Agent Wood	61%
" Koefe	41%	" Hibney	62%	"	61%
" Shinc	68%				

It is also noted from the report of the Rating Officer that the correct answer to question 17 does not appear in the Manual of Rules and Regulations, but is found in a letter submitted to each office on or about July 30, 1928. The Bureau would prefer that a test of this kind be confined to questions on the Manual, exclusively.

The report of the Rating Officer also indicates that there was some confusion on the part of some of the Agents concerning question 18 of this test, because of the wording. The Bureau desires tests of this kind to be unambiguous.

With regard to the results, the Bureau is of the opinion that you should notify Agents Emery, Koefe, Hibney and Shinc that the rating they received was entirely unsatisfactory, and that immediate steps must be taken to materially improve their knowledge of the Manual. The Agents will note the preamble of the Manual of Rules and Regulations, in part, as follows: "Each and every employee receiving a copy of this Manual shall be held responsible for a full and complete knowledge of its contents."

RECEIVED
APR 15 1930
U.S. DEPT. OF JUSTICE

APR 15 1930
U.S. DEPT. OF JUSTICE

67-17-110

In the near future the Bureau desires that you should further refer to this matter, and any employee at that time who is in agreement with the Bureau will receive the requisite disciplinary action.

Very truly yours,

Director.

67-107-100

August 15, 1938.

MEMORANDUM FOR MR. NEWMAN.

Reference is made to the answers to questions relating to the Bureau of Prisons and Penitentiaries, submitted by Agents of the Boston office under date of August 12, 1938. I have graded the papers submitted and have found the following results:

Question	Jeffrey	Moery	Flood	Noefe	Whitney	Shimo	Nelson	---
1	0	10	10	10	5	10	10	
2	10	0	10	0	0	10	0	
3	7	5	9	7	5	5	9	
4	3	0	10	5	3	5	10	
5	10	0	10	0	10	10	10	
6	10	5	10	5	5	0	4	
7	0	0	0	0	0	10	10	
8	10	10	10	0	0	0	10	
9	10	10	10	5	10	10	10	
10	10	0	10	10	10	10	10	
TOTAL:	81	45	85	55	77	85	105	

In connection with question #7, you are advised that the correct answer to this question does not appear in the Bureau of Prisons Regulations, but is found in a letter exhibited to each office on or about July 13, 1938. As only two of the Agents examined gave the correct answer to this question, it is probable that the attention of the other Agents have not been called to the letter in question.

In connection with question #8, it was undoubtedly the intention of the Agent in Charge to ask "How are cases designated in monthly administrative reports when all investigative activity has been completed?". There was some confusion on the part of some of the Agents in answering this question, due to the omission of the words "in the monthly administrative reports". Had this question been more definite, it is possible that Agents Whitney, Noefe, and Shimo would have given the correct answer.

Respectfully,

✓
C. I. 20177

This Agent commenced duty in April of 1938. He is an attorney, 22 years of age, has been at Boston since 1937, possesses a good character, is willing, and will cooperate. He is considered as a suitable Agent by the Agent in Charge.

This Agent has a list of 10 questions, with reference to the Bureau.

The following were received by this Agent:

- 51-83 Agent Tolson was charged out to this Agent on June 27th. His last report on this case regarding administrative report was July 14th.
- 33-11 Agent Tolson was charged out on May 14th until July 14th. He was in his report of May 15th and was in New York until July 15th and not followed up by this office.
- 49-145 Agent Tolson was charged out to Tolson since May 1938. You were advised by the Bureau in a letter dated February 27th to request in this matter. It was again called to your attention by Bureau letter dated 7/21/38. Number, serial 6 and 7 are missing from this file covering the period from November 30th to February 27th. There is no charge out file for the serials. I would like to have you produce the serials for examination.

62-307-132

Inspection Boston
Bureau office.

Report of J. S. Ryan, Inspector,
August 19, 1938.

"You are advised that all agents in the two newly assigned Agents Nelson and Coffey now available for general assignment are handling bankruptcy cases in a similar manner."

From letter of [redacted] to Director: 7/7/28
Filed 67-11-11

Department of Justice
Bureau of Investigation
P. O. Box 239,
423 Federal Building, Boston, Mass.

August 9, 1928.

12
3

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir: Re: Agent CLYDE A. TOLSON.
Bankruptcy Investigations.

Complying with the request in your letter of July 24, 1928, as to the capability of each agent assigned to this office to handle Bankruptcy investigations, you are advised that it is impossible to express an intelligent opinion with reference to the capabilities of the above named to handle Bankruptcy cases.

He has developed numerous leads and has cases assigned to him for attention, but no reports have been submitted as yet which can be referred to as indicating his qualifications. Based on my observation of his activities, however, and knowledge of his general qualifications it is my opinion that he is capable of handling this class of investigation.

Yours very truly,

L. C. Duke

RECORDED

LCD:JMS

L. C. DUKE,
Special Agent in Charge.

67-9524-4
AUG 10 1928
TOLSON
D. C.

MEMORANDUM FOR AGENT CLYDE A. TOLSON ^D

July 17, 1928.

Your attention is directed to the Bureau Letter dated July 11th relative to the case entitled BERNICK GINGRASS, Natl. Motor Vehicle Theft Act, citing your failure to include in your report statistical data setting forth one state conviction. Kindly give this matter your immediate and appropriate attention.

Special Agent in Charge.

LCB:ED

JUL 18 1928

67-9524-47

JUL 18 1928

112

Department of Justice

Bureau of Investigation

P. O. Box Number 239,
Boston, Massachusetts.

June 23, 1928.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:

In compliance with the provisions of the Manual of Rules and Regulations for information for the personnel status report, the following data is being furnished:

- A. Marital status - Single.
- B. Names of societies and organizations with which connected - Sigma Nu National Social College Fraternity; Phi Delta Phi International Legal Fraternity; Masonic Order; First Lieutenant, Military Intelligence Department, Officers' Reserve Corps, United States Army.
- C. Legal residence - 524 South Twelfth Street, East, Cedar Rapids, Iowa.
- D. Education - Laredo, Missouri, grade school; Graduate, Laredo, Missouri, High School; Graduate, Cedar Rapids, Iowa, Business College; A. B. degree, George Washington University, Washington, D. C., October, 1925; LL. B. degree, George Washington University, Washington, D. C., October, 1927.
- E. Offices where assignment preferred - No preference.

Very truly yours,

Clyde A. Tolson
Clyde A. Tolson,
Special Agent.

CT.

MAILED 1928
RECEIVED

67-9524-46

JUL 3 1928
DEPARTMENT OF JUSTICE
Div. Five

67-9524-46

3

MEMORANDUM TO SPECIAL AGENT GEORGE A. TOLSON

June 21, 1928.

RE: ANTI-TRUST WORK

I am in receipt of a request from the Director of this Bureau to see that you are given appropriate experience in Anti-Trust Work and to that end it is suggested that you contact as much as possible agents engaged in the investigation of violations of the Anti-trust laws in this district. You should secure at once a copy of the Anti-trust laws and acquaint yourself with the various provisions thereof. When agents are in this district engaged in the investigation of Anti-trust cases every effort will be made to give you an opportunity to accompany them in their investigations of leads without interference with your regular work.

A copy of this memorandum is being placed in your personnel file in order that these instructions may remain in effect wherever you are stationed.

L. C. Duke

Special Agent in Charge.

C.C. Bureau ;
C.C. Personnel.

JUN 22 1928

RECORDED

67-9524-45

JUN 22 1928 P. M.

RECEIVED

JUN 23 1928

RECORDED

June 19, 1933

Mr. I. C. Dine,
P. O. Box 200,
Boston, Mass.

Dear Sir:-

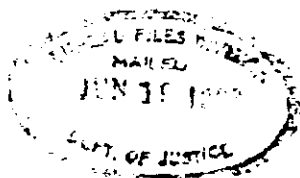
It is desired that Special Agent Clyde A. Tolson be given experience in Anti-Trust work, and to this end you are requested to see that he accompanies Agents experienced in Anti-Trust work in their investigations of leads in various cases within the Boston District. It is not desired to interfere to any extent with regular work but every opportunity should be taken to comply with the above. It is suggested that he acquaint himself with the provisions of the Anti-Trust laws and obtain as much information as possible from his contacts with Agents experienced in Anti-Trust work.

You should acquaint the Agents experienced in Anti-Trust work of my desire that they render every assistance in this or any other instances where Agents are assigned to accompany them for the purpose described.

The proper notation should be made in the personnel file of this Agent in order that these instructions may remain in effect wherever he is stationed.

Very truly yours,

Director.



69-9524-41	
BUREAU OF INVESTIGATION	
JUN 20 1933 A. M.	
DEPARTMENT OF JUSTICE	
	FILE

Department of Justice

Bureau of Investigation

Box 239, Boston, Mass.

June 23, 1928.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:

Reference is made to your letter of June 21st relative to the application for annual leave submitted by Special Agent Clyde A. Tolson and in accordance therewith the leave slips which were returned to this office in your letter of June 1st are re-submitted herewith.

Very truly yours,

L. C. Duke

L. C. DUKE
Special Agent in Charge.

LCD:RED
66-129

1 copy
OK
LP

66-2396
66-11

RECORDED	
66-2396-17	
BUREAU OF INVESTIGATION	
JUN 25 1928 A. M.	
DEPARTMENT OF JUSTICE	
DR. RICE	<i>at</i>

111: 30
68-198-13

RECORDED

June 11, 1928

Chief Clerk,
War Department,
Washington, D. C.

Dear Sir:

Will you kindly furnish this Department a certificate of the absence and sick leave taken by Mr. Olive A. Nelson, last employed in your Department, from January 1, 1923 to the date of his resignation.

Very truly yours,

Director.

RECORDED
JUL 10 1928

15

Department of Justice
Bureau of Investigation

P. O. Box 136,
445 Federal Building, Boston, Mass.

June 5, 1928.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:

Reference is made to your letter of June 1,
1928, wherein you requested application for leave executed
by Special Agent G. J. Tolson requesting 22 days and 1
hour annual leave for the period commencing 9 A.M. Sept.
4, 1928 and ending 11:59 P.M. Sept. 29, 1928.

In that connection, I am submitting herewith a
memorandum directed to me by Agent Tolson for the Bureau's
consideration. However, it appears that no consid-
eration can be given to Special Agent Tolson's previous
service with the Department and his application for leave
accrued during Agent Tolson's duty on duty with this
Bureau on April 2, 1928, will be submitted.

Yours very truly,

L. C. Hume

L. C. HUME,
Special Agent in Charge.

LCD:JMC
66-128-
Enc.

RECORDED

66-2396-13	
JUN 6 1928	
DR. FILE	✓
FILE	✓

*Letter now kept
6-11-28
L.C.H.*

P. O. Box 109,
423 Federal Building, Boston, Mass.

June 1, 1938.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:

Reference is made to your letter of June 1, 1938, wherein you returned application for leave executed by Special Agent C. A. Tolson requesting 21 days and 1 hour annual leave for the period commencing 9 A.M. Sept. 4, 1938 and ending 2 P.M. Sept. 2, 1938.

In that connection I am submitting herewith a memorandum addressed to me by Agent Tolson for the Bureau's consideration. If, however, it appears that no consideration can be given to Special Agent Tolson's previous service with the Government a new application for leave accrued since Agent Tolson's entry on duty with this Bureau on April 2, 1938, will be submitted.

Yours very truly,

L. C. Blaine

L. C. BLAINE,
Special Agent in Charge.

LCB:JMG
66-129-
Enc.

Boston, Mass.,
June 5, 1928.

Memorandum for Mr. L. C. Duke, Special Agent in Charge:

Kindly refer to Bureau letter dated June first, which states that I am entitled only to annual leave accrued from April second of this year, the date of my entry into this service.

The Bureau letter referred to above indicates that there is a possibility that my uninterrupted employment by the Government for the past ten years has not been taken into consideration.

Although in no way do I wish to make it appear that I am endeavoring to avoid any Bureau regulations, for your information I would like to submit the result of inquiries which I made in regard to this matter before leaving the War Department.

Shortly before leaving the employ of the War Department I made inquiry of Mr. Charles West, the Appointment Clerk, to ascertain whether upon resigning and immediately accepting an appointment with the Department of Justice I would be entitled to annual leave from the first of the year and whether deductions would continue to be made from my salary for the retirement fund as is required of employees under Civil Service status. Mr. West, after communicating with officials of the Civil Service Commission by telephone, informed me that in the event I entered the employ of the Department of Justice immediately after severing my connection with the War Department, same would operate as a transfer from one department to another and that annual leave would be figured for the entire year and in addition deductions for the retirement fund would continue.

It will be appreciated if you will call the attention of the Bureau to my long previous service with the War Department in order that same may be given due consideration.

Clyde A. Tolson
Clyde A. Tolson
Special Agent.

ct.

LRT:KCC

June 1, 1928

Mr. L. C. Duke,
P. O. Box 239,
Boston, Mass.

Dear Sir:

I am returning herewith the application for leave executed by Special Agent G. J. Tolson and approved by yourself, requesting thirty-two days' and one hour's annual leave for the period commencing 2 a.m. September 4, 1928 and ending 6 p.m. September 17, 1928.

You will please note that Agent Tolson's annual duty April 2, of this year and is entitled only to one annual leave which had been accrued to him in Sept. 1927. You are therefore instructed to correct the application and return same to the Bureau.

Very truly yours,

Director.

Encl. 84950

RECEIVED
JUN 5 1928
U.S. DEPARTMENT OF JUSTICE

66-2374
JUN 2 1928
RECEIVED

67-9500-43

41168 258

June 21, 1923

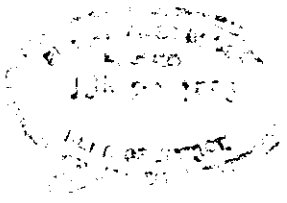
Mr. L. C. Dale,
Rt. O. Box 703,
Boston, Mass.

Dear Sir:

With further reference to your letter of June 5, 1923 and the enclosed memorandum of Special Agent Oliver A. Tolson, bearing the same date, you are advised that the office of the Chief Clerk of the War Department has advised the Bureau that Agent Tolson had used no leave of any kind during the current year while employed in the office of the Secretary of War. It will therefore be desirable to have Agent Tolson re-submit the leave slips returned in my letter of June 2, 1923.

Very truly yours,

Director.



WAR DEPARTMENT
WASHINGTON

5

June 12, 1928.

Director, Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:

In reply to your letter of the 11th instant, you are advised that Mr. Cyril A. Bell has used no leave of any kind during the current fiscal year while employed in the Office of the Secretary of War.

Very truly yours,

John C. Spield
Assistant Chief Clerk.

JUN 23 1928

RECORDED

*Letter to Mr. Bell
6-21-28
ENT.*

67-9524-43	
BUREAU OF INVESTIGATION	
JUN 15 1928 A.M.	
DEPARTMENT OF JUSTICE	
SEARCHED <input checked="" type="checkbox"/>	INDEXED <input checked="" type="checkbox"/>

*Office of the
Assistant Chief Clerk*