

SPECIALIZED BUREAU TRAINING and EXPERIENCE: (Check any of the following training you have had.)

|                                 | <u>DATES</u> |                            | <u>DATES</u> |
|---------------------------------|--------------|----------------------------|--------------|
| ____ Asiatic School             | _____        | ____ Locks                 | _____        |
| ____ European School            | _____        | ____ Chamfering            | _____        |
| ____ SIS School                 | _____        | ____ Secret Inks           | _____        |
| ____ Police Liaison School      | _____        | ____ Sound                 | _____        |
| ____ Police Instructor's School | _____        | ____ Microphotography      | _____        |
| ____ Major Case School          | _____        | ____ Tamper Proofing       | _____        |
| ____ Chief Clerk's School       | _____        | ____ Moulage               | _____        |
| ____ Firearms Expert School     | _____        | ____ Typewriting Alignment | _____        |
| ____ Field Supervisor's School  | _____        | ____ Supervisor's School   | _____        |
| ____ Communism                  | _____        | ____ ASAC School           | _____        |
| ____ General Investigative      | _____        | ____ SAC School            | _____        |
| ____ Security                   | _____        | ____ Inspector's School    | _____        |
| ____ Selective Service          | _____        |                            |              |

ARE YOU A QUALIFIED BUREAU SPEAKER? \_\_\_\_\_

ARE YOU AVAILABLE FOR AN SIS ASSIGNMENT? \_\_\_\_\_ LOCATION DESIRED \_\_\_\_\_

RADIO - SPECIAL QUALIFICATIONS: (State degree of proficiency and length of time spent in the following.)

1. Education or Teaching Experience in:
  - a. Communications or Radio Engineering \_\_\_\_\_
  - b. Electrical Engineering \_\_\_\_\_
  - c. College Physics \_\_\_\_\_
  - d. Vocational or other Radio School \_\_\_\_\_
2. Practical Experience in Radio:
  - a. Employment as Radio, Electrical or Communications Engineer or Technician \_\_\_\_\_  
\_\_\_\_\_
  - b. Amateur Radio \_\_\_\_\_ Licenses Held \_\_\_\_\_
  - c. Commercial Radio Operator \_\_\_\_\_
  - d. Radio or Sound Repairman or Technician \_\_\_\_\_



e. Experimenter or \_\_\_\_\_  
f. International Morse Code: - Transmit \_\_\_\_\_ W.P.M. - Receive \_\_\_\_\_ W.P.M.  
g. Technical Knowledge of any Electronic Devices \_\_\_\_\_

TYPING ABILITY \_\_\_\_\_ Words per Minute      SHORTHAND ABILITY \_\_\_\_\_ Words per Minute

MISCELLANEOUS: (List any other information, qualifications and accomplishments.)





FBI -9-3

ASSISTANT DIRECTOR, CLYDE TOLSON, FEDERAL BUREAU OF INVESTIGATION,  
UNITED STATES DEPARTMENT OF JUSTICE.

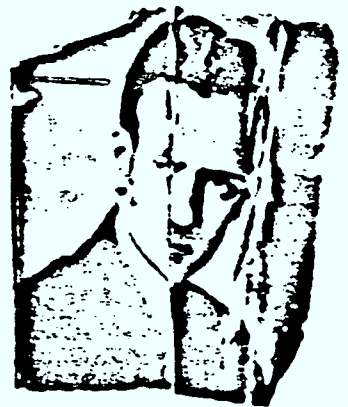




FD-100  
DIRECTOR, ELVIE TOLSON, FEDERAL BUREAU OF INVESTIGATION,  
UNITED STATES DEPARTMENT OF JUSTICE.



FD-100-2  
ASSISTANT TO THE DIRECTOR, ELVIE TOLSON, FEDERAL BUREAU OF INVESTIGATION,  
UNITED STATES DEPARTMENT OF JUSTICE.





## APPLICATION FOR APPOINTMENT

DIRECTOR,  
FEDERAL BUREAU OF INVESTIGATION,  
U.S. DEPARTMENT OF JUSTICE,  
Washington, D.C.

Washington, D. C.

October 19, 1935.

, 19

SIR:

I hereby make application for appointment to the position indicated by check mark, in the Federal Bureau of Investigation, U.S. Department of Justice, and for your use in this connection submit the following information:

Special Agent.....☒  
Special Agent (Accountant).....☐  
Stenographer.....☐  
Typist.....☐  
Messenger.....☐  
.....☐  
(Indicate by check)

(This application should be typewritten if possible)

1. Name in full (please print) Tolson Clyde Anderson  
(Family name) (Given name) (Middle name)

(a) Female applicants must furnish maiden name .....

2. Legal residence Cedar Rapids, Iowa. (524 South Twelfth Street, East.)3. Mail and telegraphic address Westchester Apts., Washington, D. C.4. Date of birth May 22, 1900 Weight ..... Height 5' 11" Color White5. Place of birth Near Laredo, Missouri.6. (a) Father's name James W. (b) Father's birthplace Grundy County, Mo.7. (a) Mother's maiden name Miller (b) Mother's birthplace Grundy County, Mo.

8. If you were not born in United States, how long have you lived here? .....

9. Are you a citizen of the United States? Yes

10. If naturalized, date and place of naturalization .....

11. Are you single, married, widowed, separated, or divorced? Single

(Specify)

12. If your husband (or wife) is employed, state where employed .....

13. Number of children, if any .....

14. Are you entirely dependent on your salary? Yes15. To what extent are you financially indebted to others and to whom? None

NOV 1 1935



16. Education: (Print.)

|                           | NAME AND LOCATION OF SCHOOL    | FROM— | TO—  | COURSES PURSUED,<br>DIPLOMAS OR<br>DEGREES<br>RECEIVED |
|---------------------------|--------------------------------|-------|------|--|
| (a) Elementary            | Grammar School, Laredo, Mo.    |       |      |  |
| (b) Highschool equivalent | High School, Laredo, Mo.       |       |      |  |
| (c) College or technical  | Cedar Rapids Business College  |       | 1918 | Graduated  |
|                           | Geo. Wash. University, Wash DC |       | 1925 | A. B. Degree   |
|                           | " " " " "                      |       | 1927 | LL. B. Degree  |
| (d) Miscellaneous         | Passed D. C. Bar Examination   |       |      |  |
|                           |                                |       |      |  |
|                           |                                |       |      |  |
|                           |                                |       |      |  |
|                           |                                |       |      |  |
|                           |                                |       |      |  |
|                           |                                |       |      |  |

17. Give names of clubs, societies, and other similar organizations of which you are a member:

Phi Delta Phi Legal Fraternity - Lieut.-Com. - U. S. Naval Reserve.  
Sigma Nu General Social Fraternity

18. Are you physically capable of discharging the duties of the position sought? (Any physical defects should be fully described) Yes

19. Health record for the past 3 years (give number of days of illness and nature of ailments):



20. Experience: (Please print.)

| NAME AND ADDRESS OF EMPLOYER                     | POSITION                                   | FROM        | TO                         | ANNUAL SALARY |
|--|--|-------------|----------------------------|---------------|
| War Department                                   | Stenographer                               | 1918        |                            |               |
| Office, Chief of Staff                           | Chief Clerk, of 1918                       | latter part |                            |               |
|  | Committee on Education & Special Training. |             |                            |               |
| Adjutant General's Office.                       | Correspondence Clerk                       | 1919        | Nov. 1920                  |               |
| Office of Secretaries of War Newton Confidential |  | 1920        | Time of filing application |               |
| D. Baker, John W. Weeks, and Dwight Secretary    |  |             |                            |               |
| F. Davis   |  |             |                            |               |
|  |  |             |                            |               |
|  |  |             |                            |               |
|  |  |             |                            |               |

21. Have you ever been arrested?

Specify: No.

22. Have you ever been a defendant in any court action?

Specify: No.

23. Give five personal references (not relatives, former employers, fellow employees, or school teachers), more than 30 years of age, who are householders or property owners, business or professional men or women (including your family physician, if you have one) of good standing in the community, and who have known you well during the past 5 or more years. (Please print.)

| NAME | RESIDENCE ADDRESS | NUMBER OF YEARS ACQUAINTED | BUSINESS ADDRESS |
|------|-------------------|----------------------------|------------------|
| 1.   |                   |                            |                  |
| 2.   |                   |                            |                  |
| 3.   |                   |                            |                  |
| 4.   |                   |                            |                  |
| 5.   |                   |                            |                  |



24. List the names of all relatives now in the Government service with the degree of relationship, and where employed:

25. What is the lowest entrance salary you will accept? .....

26. Are you in a position to accept probationary employment at any time, without previous notice, and, if notice is required, how much? .....

27. In the event of appointment will you be willing to proceed to Washington, D.C., upon 10 days' notice and at your own expense? .....

28. If appointed are you willing and prepared to accept assignment or transfer to any part of the United States where services are required, for either temporary or permanent duration? .....

29. Attach unmounted face photograph not larger than 3 by 4 inches. Write your name plainly on back of photograph. Photograph to be taken *not more than 30 days prior to date of application.*

Respectfully,

*Ceyde A. Tolson*

(Signature of applicant as usually written)

NOTE.—If the applicant desires to make any further remarks or statements concerning his qualifications or in answer to any question contained in the application, the same should be made on a separate sheet of paper, numbering the remarks in accordance with the original questions.

be subscribed to by all applicants for positions in the Federal Bureau of Investi-

before me by the above-named applicant, this ..... day

at city (or town) of ....., county

, and State (or Territory or District) of .....

.....  
(Signature of officer)

.....  
(Official title)

[OFFICIAL IMPRESSION SEAL]



DEPARTMENT OF JUSTICE

APPLICATION FOR APPOINTMENT

Washington, D. C.

January 25, 1928.

THE ATTORNEY GENERAL,  
Washington, D. C.

SIR:

I herewith make application for appointment to the position of Special Agent  
in the Department of Justice, and for your use in this connection submit the following information:

1. Name in full TOLSON Clyde A.  
(Family name) (Given name) (Initial)
2. Legal residence 524 South Twelfth Street, East, Cedar Rapids, IOWA.
3. Mail and telegraphic address 1733 N. Street, N. W., Washington, D. C.
4. Age on last birthday 27 Weight 163 Height 5' 11"
5. (a) Place of birth Near Laredo, Missouri. (b) Present citizenship \_\_\_\_\_
6. Place of birth of (a) father Grundy County, Mo., (b) mother Grundy Co., Mo.
7. Were you ever in the service of the United States? Departmental service.
8. If so, when, and in what department of the service? Since July, 1918, in War Dept.

9. Are you married? (If married woman, state whether husband is in Federal service.) No.

10. Enumerate (name, relationship, and address) any individuals dependent upon you for maintenance None

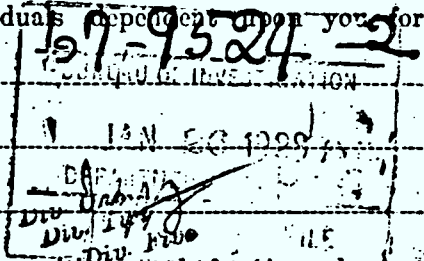
11. Are you physically capable of discharging the duties of the position sought? (Any physical defects should be fully described.) Yes.

INVESTIGATION ORDERED

1/26/28 WFT:SFB

7-1436

Ans. 1-25-28





12. Have you ever been a defendant in any court action? \_\_\_\_\_

Specify: \_\_\_\_\_

13. Education: (Under this head your entire educational training should be given in chronological order, with the period spent in each institution, degrees taken, etc. Knowledge of any languages other than English should be indicated first.)

Limited knowledge of Spanish.

Graduate of grammar school and high school of Laredo, Missouri.

Graduate of Cedar Rapids, Iowa, Business College, 1918.

A. B., George Washington University, Washington, D. C., 1925.

LL. B., George Washington University, Washington, D. C., October, 1927.

At present registered for LL. M. degree at George Washington University.

*Applicant states he passed District of Columbia Bar Examination - see letter from applicant dated February 6, 1928.*

14. Experience: (Under this head, in chronological order, state your entire business and professional experience, including names of employers and dates.) Passed Civil Service test as stenographer-typist in 1918 and was appointed stenographer in the War Dept., July 12, 1918; during latter part of 1918 was Chief Clerk, Committee on Education and Special Training, Office Chief of Staff; from 1919 to November, 1920, Correspondence Clerk, The Adjutant General's Office; from November, 1920, to the present time, Confidential Clerk to Secretaries of War Newton D. Baker, John W. Weeks, and Dwight F. Davis.



15. Have you ever been discharged from a position? No.

16. References to persons well qualified to judge as to your fitness for the position sought:

Honorable Dwight F. Davis, Secretary of War, War Department, Washington, D. C. *Settersville, Conn.*

Honorable Newton D. Baker, former Secretary of War, Union Commerce National Bank Building, Cleveland, Ohio.

Dr. Ed. B. Clements, Republican National Committeeman, The American Hotel, Saint Louis, Missouri.

Major General John A. Hull, Judge Advocate General, United States Army.

Mr. Walter S. Dickey, Owner and Publisher, Kansas City Times, Kansas City, Mo.

Honorable Hanford MacNider, former Assistant Secretary of War, Mason City, Iowa.

Mr. John W. Martyn, Executive Assistant to the Secretary of War, War Department.

Honorable Edward F. Colladay, Republican National Committeeman, Union Trust Building, Washington, D. C.

17. Give names of societies or organizations with which connected:

Phi Delta Phi International Legal Fraternity.

Sigma Nu General Social Fraternity.

First Lieutenant, Officers' Reserve Corps, Military Intelligence Department, U. S. A.



18. State any additional facts which may tend to show your fitness for the position sought:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

19. Are you now employed? If so, give name and address of employer, and rate of compensation received. What is the highest compensation you have ever received in any employment, and for what period? Yes. As Confidential Clerk to the Secretary of War. \$2300 per annum.

\_\_\_\_\_  
 \_\_\_\_\_

20. Are you in a position to accept temporary employment at anytime, without previous notice, and, if notice is required, how much? Would not be willing to accept temporary employment.

\_\_\_\_\_

21. Are you willing and prepared to accept assignment to any part of the United States where services are required, for either temporary or permanent duration? Yes. Would prefer Middle West.

22. Attach unmounted photograph not larger than 3 by 4¼ inches. Write your name plainly on back of photograph.

Respectfully,

Clyde A. Tolson  
 (Signature of applicant)



Return this form to The Attorney General, Department of Justice,  
 Washington, D. C.

If applicant desires to make any further remarks or statement concerning his qualifications or in answer to any question contained in the application, the same should be made on a separate sheet of paper, numbering the remarks in accordance with original questions.



DEPARTMENT OF JUSTICE

YHIFU002

HO-TAM:GR000

February 18, 1978

85' 47' 01 S 81 831

BAB:SGW:rme  
77-16-1612

Tel.: 202-739-3432

George E. Monk, Esquire  
Hogan and Hartson  
815 Connecticut Avenue  
Washington, D.C. 20006

Re: Estate of Clyde A. Tolson, Deceased

Dear Mr. Monk:

We would appreciate receiving a reply to our letter to you of December 1, 1977, a copy of which is enclosed. Thank you.

Very truly yours,

BARBARA ALLEN BABCOCK  
Assistant Attorney General  
Civil Division

By: REC-141

Stuart E. Schiffer  
Chief, Commercial Litigation Section

67-9524-500

10 MAR 12 1978

Enclosure:

cc: S.A. Joseph W. Montfione  
FBI Building, Room 1127

LEB 10 5 10 65.35

MAIL  
COORDINATE  
2000011

67-NOT RECORDED  
1

5 MAR 7 1978 95



UNITED STATES GOVERNMENT

# Memorandum

TO : MR. DE BRULER

DATE: 7/20/77

FROM : J. W. O'ROURKE

SUBJECT: MOVEMENT AND PRESENT LOCATION OF  
MEMORABILIA REMOVED FROM OFFICE OF  
FORMER DIRECTOR J. E. HOOVER  
(Bufile 67-561)

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Adm. Serv. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Fin. & Pers. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Tech. Serv. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

*Clyde A. Tolson*

In connection with an inquiry in captioned matter conducted by the former Inspection Division, there are maintained in the space of the Office of Inspections, Planning and Inspection Division, numerous tickler copies of correspondence, principally FD-302s, and other miscellaneous notes and data relating to that inquiry. Also included are the originals of a number of FD-302s reporting results of interviews conducted by members of the Inspection Staff in 9-10/76. The captioned inquiry concerns the need for a judgment as to the final disposition of the memorabilia. This judgment is pending with the Department and is being followed by the Printing and Space Management Section, Administrative Services Division, which has been designated custodian of the material pending final determination.

It should be noted that this memorandum pertains to, and the enclosures contain, material of a sensitive and personal nature and is earmarked for filing in 67-561 which is the personnel file for the late Director Hoover.

## ACTION:

1. Attached for filing are the original FD-302s referred to above.

Included are varying numbers of carbon copies of these FD-302s to facilitate any necessary cross filing in files of persons interviewed.

*Place c/c of  
memo only  
in Mr. Tolson's file.  
7/27/77*

## Enclosures

- 1 - Mr. Bassett (Attn: L. M. Quick)
- 1 - Mr. Decker
- 1 - Mr. Keehan
- 1 - Mr. Phillips

SFP:jmh

(5) JUL 29 1977

CONTINUED - OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

ROUTE IN ENVELOPE

## APPROVED:

Director \_\_\_\_\_  
Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_

Adm. Serv. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Fin. & Pers. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Tech. Serv. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_





**Memo to Mr. DeBruler**  
**Re: Movement and Present Location of**  
**Memorabilia Removed from Office of**  
**Former Director J. E. Hoover**

2. Also included among the material to be filed are originals or copies of material which was previously disseminated outside the Bureau -- see Bufile 67-561-406 and 407; however, copies of the material were not then placed in file with the yellows of the outgoing communications as they should have been. This memorandum rectifies that situation.

*Jue* *Q*

**APPROVED:**

Director \_\_\_\_\_  
 Assoc. Dir. \_\_\_\_\_  
 Dep. AD Adm. \_\_\_\_\_  
 Dep. AD Inv. \_\_\_\_\_

Adm. Serv. *lls*  
 Crim. Inv. \_\_\_\_\_  
 Fin. & Pers. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_  
 Plan. & Insp. *ag/lls*  
 Rec. Mgmt. \_\_\_\_\_  
 Spec. Inv. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Public Affs. Off. \_\_\_\_\_

3. Tickler copies of other materials and other miscellaneous notes -- duplicative and/or of no discernible value -- are being destroyed.

*Jue* *Q*

**APPROVED:**

Director \_\_\_\_\_  
 Assoc. Dir. \_\_\_\_\_  
 Dep. AD Adm. \_\_\_\_\_  
 Dep. AD Inv. \_\_\_\_\_

Adm. Serv. *lls*  
 Crim. Inv. \_\_\_\_\_  
 Fin. & Pers. \_\_\_\_\_  
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 Intell. \_\_\_\_\_  
 Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_  
 Plan. & Insp. *ag/lls*  
 Rec. Mgmt. \_\_\_\_\_  
 Spec. Inv. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Public Affs. Off. \_\_\_\_\_



December 8, 1976

REL:SGW:rme

Tel: 202-739-3432

Mr. George Monk  
Hogan & Martson  
815 Connecticut Avenue  
Washington, D.C. 20006

Re: Ownership of Property Which May Have Passed  
under the J. Edgar Hoover & Clyde A. Tolson  
Wills

Dear Mr. Monk:

Pursuant to a telephone conversation between you and Mrs. Sarah Wilcox of this staff early last week, enclosed are copies of inventories which have been made by Federal Bureau of Investigation (FBI) representatives of certain property which was formerly located in the suite of offices occupied by the late J. Edgar Hoover. It is now stored under the control of the FBI.

It is our understanding that Miss Helen W. Gandy, former Executive Assistant to the Director, directed the removal of the material from the suite of offices occupied by Mr. Hoover at the time of his death and designated the items which she believed Mr. Hoover considered his personal property and those which she believed he would have considered to be FBI property. The former material was removed to Mr. Hoover's home; the latter was boxed and stored in the custody of the FBI.

The material includes awards, plaques, mounted editorials and articles from various publications; congratulatory messages on anniversaries or other occasions; photographs; caricatures as well as editorial cartoons; certificates and honorary degrees; Federal Bureau of Investigation athletic trophies; scrapbook articles; and other miscellaneous items.

It is described in the enclosed specific inventory of 18 boxes of awards and plaques, and general inventory of 62 boxes, packets and containers containing editorials and

3 DEC 27 1976  
(95)

17 DEC 8 1976

LEGAL COUNSEL  
RM. 1127  
JAN 11 1977

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articles, congratulatory messages, photographs, caricatures, editorial cartoons, certificates, honorary degrees and other miscellaneous items.

The Attorney General has requested that appropriate steps be made to dispose of this considerable material. It is, therefore, necessary to determine the lawful ownership of the property.

It is our understanding that when Mr. Hoover's estate was inventoried in connection with the probating of his will, the existence of this material in the custody of the FBI was not brought to the attention of the appraiser or the Court. It is not known whether or not Mr. Tolson, the executor, residual beneficiary, Deputy, and long-time friend of Mr. Hoover, knew of its existence.

If the material now in the custody of the FBI was the property of Mr. Hoover, it would have passed to Mr. Tolson under the residuary clause of Mr. Hoover's will. To the extent the executor under the Tolson will should choose to include it in the trust contemplated in Item 7 of the second codicil of Mr. Tolson's will and to the extent that the United States chose to accept it, it would become the property of the United States.

After you and Mr. John P. ~~Mohr~~, the executor, have had an opportunity to examine the enclosed inventories, we would appreciate an opportunity to meet with you to explore procedures for finally establishing ownership of the property now held by the FBI. Please telephone Mrs. Wilcox on 739-3432.

Yours very truly,

REX E. LEE  
Assistant Attorney General  
Civil Division

By:

Stuart E. Schiffer  
Chief, Commercial Litigation Section

Enc.: Inventories

cc: Federal Bureau of Investigation  
Washington, D.C. 20535  
Attn.: Civil Litigation Unit

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May 28, 1976

Robert J. Elliott, Esq.  
Hogan & Hartson  
815 Connecticut Avenue  
Washington, D. C. 20006

Dear Mr. Elliott:

Receipt is acknowledged of your letter of May 17, 1976, concerning the estate of Mr. Clyde Tolson, and your request to be advised of the identity and, if available, the whereabouts of the immediate supervisor of Mr. Walter Tolson at the time of his termination from the FBI.

I regret that privacy considerations preclude me from furnishing you the information requested.

Sincerely yours,



Eugene W. Walsh  
Assistant Director  
Finance and Personnel Division

1 - Mr. Decker (Sent Direct)  
1 - Mr. Mintz (Sent Direct)  
GLM:djn/pms

Assoc. Dir. (5)

Dep. AD Adm.

Dep. AD Inv.

Asst. Dir.:

Adm. Serv.

Ext. Affairs

Fin. & Pers.

Gen. Inv.

Ident.

Inspection

Intell.

Laboratory

Legal Coun.

Plan. & Eval.

Rec. Mgnt.

Spec. Inv.

Training

Telephone Rm.

Director Sec'y

NOTE: Based on memo Burns to Walsh dated 5/27/76, GLM:djn/pms.

APPROVED:

Assoc. Dir.

Dep. AD Adm.

Dep. AD Inv.

Asst. Dir.:

Adm. Serv.

Ext. Affairs

Fin. & Pers.

Gen. Inv.

Ident.

Inspection

Intell.

Laboratory

Legal Coun.

Plan. & Eval.

Rec. Mgnt.

Spec. Inv.

Training

JUL 19 1976

MAIL ROOM ☐

TELETYPE UNIT ☐



UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Adm. Serv. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Fin. & Pers. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

TO : Mr. Walsh

DATE: 5/27/76

FROM : S. R. Burns *SRB*

SUBJECT: ESTATE OF CLYDE TOLSON

**PURPOSE:** To advise law firm representing former Assistant to the Director John P. Mohr, executor of Tolson's estate, has requested identity and whereabouts of supervisor of former SA Walter Tolson and to recommend we decline to do so in view of privacy considerations. Letter attached.

**DETAILS:** Robert J. Elliott of the law firm of Hogan & Hartson, Washington, D. C., by letter 5/17/76, advised the firm represents John Mohr, the nominated executor of Clyde Tolson. The letter makes reference to the nephew of the late Associate Director, Walter Tolson, and advises as part of the preparation of the case they desire to know the identity and, if available, the whereabouts of the immediate supervisor of Walter Tolson at the time of his termination in 1961 from the Bureau.

Walter James Tolson EOD as a clerk in the Bureau in 1947, was appointed SA in 1955, and resigned in 1962. He was assigned to the Richmond Division as of 1957, and worked in the Alexandria Resident Agency from 1958 until his resignation. SA Tolson resigned without giving advance notice and it was determined that he may have left the area [REDACTED]

*B6* { The SAC of the Richmond Division at that time was Earl E. Brown, who retired in 1968. His address in 1968 was indicated as [REDACTED]

and resides at [REDACTED] Upon contact [REDACTED] stated he did not want his name or location furnished in this matter.

Legal Counsel Division has advised that the law firm representing Mr. Mohr should be advised that we are unable to furnish the requested information inasmuch as privacy considerations would preclude us from doing so.

**RECOMMENDATION:** That attached letter be approved and sent to the law firm of Hogan & Hartson.

Enclosure

1 - Mr. Decker

1 - Mr. Mintz

GLM:djn/pms (4)

APPROVED: *CK*  
Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Adm. Serv. \_\_\_\_\_

Ext. Affairs \_\_\_\_\_  
Fin. & Pers. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
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JUN 9 1976

ERS REC UNIT



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



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NELSON T. HARTSON (RETIRED)

SEYMOUR S. MINTZ  
GEORGE E. MOHR  
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FRANK F. ROBERTSON  
MURLE THORPE, JR.  
LTC. LOEWINGER  
CONRAD R. LOCKWOOD  
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C. FRANK REIFSHYDER  
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EDGAR W. HOLTZ  
JOHN P. ARRESS  
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ROBERT H. BAPP  
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ROBERT J. ELLIOTT  
JAY E. RICKS  
ROBERT M. JEFFERS  
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ARTHUR J. ROTHGROFF  
SEYMOUR P. CHARLES  
JEROME H. BONDEN  
JAMES A. HOURIHAN  
GAIL D. E. OUBERT  
JOHN H. FERREN

AUSTIN S. RITTNER  
VINCENT M. COHEN  
HOWARD R. HOSROF  
GEORGE U. CARNEAL  
GARY L. CHRISTENSEN  
ALFRED T. SPADA  
BOB GLEN OOLE  
RICHARD S. BODIN  
STUART PHILIP ROSS  
RICHARD J. H. POULSON  
PETER W. TREDICK  
ANTHONY S. MARRINGTON  
ALFRED JOHN DOUGHERTY  
PETER F. ROUSSELOT  
JAMES J. ROSENHAUER  
BARBARA ANN DETEMAN  
JOSEPH M. HASSETT  
ROBERT E. MONTGOMERY, JR.  
JOE CHARTOFF  
DAVID J. HENSLEY  
ERIC A. VON SALTEN  
RICHARD B. RUDE  
DAVID S. TATEL  
MARVIN J. DIAMOND  
GEORGE W. MILLER  
DOUGLAS L. PARKER  
RAYMOND E. VICKERY, JR.  
ALFONSO A. CHRISTIAN, E.  
GAIL STARLING MARSHALL  
MARTIN MICHAELSON  
WILLIAM A. BRADFORD, JR.

CURTIS E. VON KARR  
W. LANGHORNE REITH  
WILLIAM S. REYHER, JR.  
CHRISTINE O. COOK  
CLIFF G. RUSSELL  
PHILIP C. LARSON  
ROBERT R. BRUCE  
HENRY POLMER  
LEONARD E. SASTOS  
R. CLARK WADLOW  
ALLEN R. SUTTER  
SAMUEL R. BERGER  
N. TODD MILLER  
ANNE WHITE FOLEY  
ALAN J. WILKINSON  
PATRICK H. BAKER  
JAMES H. SNEED  
ROBERT J. WALDMAN  
EDWARD F. GALTIN, JR.  
JEAN S. MOORE  
DAVID H. COHEN  
TERRY MICHAEL BAKER  
WILLIAM T. TORGERSON  
RAYMOND J. BATLA, JR.  
GEORGE W. MAYO, JR.  
MARTIN KLEPPER  
MARGARET H. AYRES  
GARDNER F. GALLSPE  
BENJAMIN S. SHARP  
JONATHAN S. SAMAN

J. WILLIAM FULBRIGHT  
OF COUNSEL

815 CONNECTICUT AVENUE  
WASHINGTON, D. C. 20006

TELEPHONE (202) 331-4600

CABLE "HOGANDER WASHINGTON"

TELEX 89-2757, 84353

WRITER'S DIRECT DIAL NUMBER

331-4628

May 17, 1976

Assistant Director  
Personnel and Finance Division  
Federal Bureau of Investigation  
Pennsylvania Avenue between  
Ninth and Tenth Streets, N.W.  
Washington, D.C.

Re: Estate of Clyde Tolson

Dear Sir:

I am writing to you in my capacity as counsel involved in the Will contest affecting the estate of the late Clyde Tolson. In particular, we represent John Mohr, the nominated executor of Clyde Tolson.

We are informed that the late Mr. Tolson's nephew, Walter Tolson, was employed at the Bureau for a period of 18 years, terminating in 1961. As part of the preparation of our case, we desire to know the identity (and, if available, the whereabouts) of the immediate supervisor of Mr. Walter Tolson at the time of his termination in 1961 from the Bureau.

We would be most grateful for any assistance that you may furnish.

Sincerely,

23 JUN 9 1976

Robert J. Elliott

RJE:vlp

*Wm. L. Davis To Wash  
6 Lm. dyan 5/27/76  
Let ack  
6 Lm. dyan 5/28/76*

2 JUL 1 9 1976

PERS. REC. UNIT



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Jenkins

DATE: 1-30-76

FROM : D. W. Moore, Jr.

SUBJECT: INQUIRY FROM SCOTT ARMSTRONG  
THE WASHINGTON POST

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
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Director Sec'y \_\_\_\_\_

On the afternoon of January 30, 1976, Scott Armstrong of "The Washington Post" telephonically contacted my office and spoke with SA Coll. He commented that he was doing a piece for tomorrow morning's "Post" and indicated that he had information that Associate Director Callahan had witnessed Clyde Tolson's signature on a Power of Attorney and subsequent thereto in a sworn deposition stated that he, Callahan, did not actually observe Mr. Tolson's signing the Power of Attorney and he did not believe it to be Mr. Tolson's signature. Armstrong stated that he would like to obtain a comment from Mr. Kelley concerning the possibility of this matter reflecting on the integrity of a high ranking Bureau official.

After discussing the matter with Messrs. Boynton, Mintz, Callahan, and Director Kelley, SA Coll advised Armstrong that Mr. Kelley did not feel that he should comment whatsoever in this matter as it was strictly a private matter and in no way connected with Mr. Callahan's official position. He was also advised that the matter is still in litigation and all facts have not been resolved and the possibility exists that there are explanations other than the one which he, Armstrong, implied. It was also indicated to Armstrong that it was hoped that he had reviewed the entire deposition, particularly the explanation given by Mr. Callahan on Pages 32 and 33 of the deposition and that he would objectively portray what the deposition revealed. He was again informed that this matter had nothing to do with Mr. Callahan's official duties and related solely to his personal activities.

Mr. Armstrong implied that this was a matter that he certainly did not relish working on; however, it was something that he had to do. He commented that he has talked to numerous

- 1 - Mr. Callahan
- 1 - Mr. Adams
- 1 - Mr. Jenkins
- 1 - Mr. Mintz
- 1 - Mr. Moore

CONTINUED - OVER

TBC:nb (6)

FEB 19 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



D. W. Moore to Jenkins memo  
RE: INQUIRY FROM SCOTT ARMSTRONG

people today desiring to fully resolve the matter and has not been too successful. He also indicated that he had run the matter by their Legal Department and the Legal Department looked on the matter differently since Mr. Callahan had given a sworn deposition, had reviewed the deposition, and, although he had not actually signed the deposition, he had replied in writing indicating approval of the deposition with minor changes. He commented that he would use quotes from the deposition and that he would "proceed cautiously."

RECOMMENDATION:

For information.

*[Handwritten initials: JWC, JH, and TBC]*

*[Handwritten mark: K]*



December 12, 1975

Mr. Rolland G. Lamensdorf  
408 Federal Bar Building  
1815 H Street, Northwest  
Washington, D. C. 20006

*Clyde A. Tolson*

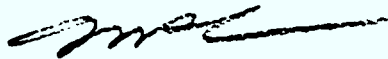
Dear Mr. Lamensdorf:

In response to your inquiry during the deposition in your office on December 11, 1975, you are advised as follows:

Question: Were you in the D. C. area on August 14, 1972?

Answer: No, I was out of the area.

Very truly yours,



Nicholas P. Callahan

1 - Mr. Robert Elliott

REC-39

17- 9524-497

7 DEC 22 1975

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Director Sec'y \_\_\_\_\_

MAIL ROOM ☐

TELETYPE UNIT ☐

*Mr. Mendenhall  
12/12/75  
100*



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. J. B. Adams

DATE: 11/24/75

FROM : Legal Counsel *[Signature]*

SUBJECT: ESTATE OF CLYDE A. TOLSON, DECEASED  
SUPERIOR COURT ADMINISTRATION #868-75  
SUBPOENA FOR FBI RECORDS

*[Handwritten initials]*  
Assoc. Dir. ☒  
Dep. AD Adm. ☒  
Dep. AD Inv. ☒  
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Telephone Rm. ☐  
Director Sec'y ☐

By letter dated November 19, 1975, Rolland G. Lamensdorf served on Mr. Callahan, as the Associate Director of the FBI, a subpoena issued in the Probate Division of the Superior Court of the District of Columbia in captioned estate matter directing Mr. Callahan to appear in Mr. Lamensdorf's office on December 11, 1975, at 10:00 a. m., and to bring with him "(1) all medical records, leave records and daily logs pertaining to Clyde A. Tolson, former Associate Director of the FBI, from January 1, 1964 through the date of the final retirement of Clyde A. Tolson. (2) All correspondence pertaining to the retirement and/or resignation of Clyde A. Tolson when he reached the age of 70 and his final resignation and/or retirement in 1972." Attached to the subpoena was a check payable to Nicholas P. Callahan in the amount of \$20.80 dated November 19, 1975, signed by Mr. Lamensdorf. The check was enclosed pursuant to the rules of court for the subpoena fee and a mileage allowance.

In response to the subpoena the following are my observations and recommendations. The check should be endorsed by Mr. Callahan as the Associate Director of the FBI and forwarded to the Administrative Division for appropriate inclusion in the general funds of the Government. Necessary expenses for Government employees called as witnesses are paid by the Federal Government. Employees are not permitted to accept fees and expenses for such services personally. The subpoena calls for records from

1 - Mr. Callahan  
1 - Mr. Walsh  
1 - Mr. McDermott  
1 - Mr. Mintz  
JAM:mtm  
(5) *[Signature]*

REC-39 9524-496  
7 DEC 22 1975

CONTINUED - OVER



5010-108

7 DEC 29 1975

100

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

*[Handwritten initials]*

32



Memorandum to Mr. Adams

Re: ESTATE OF CLYDE A TOLSON, DECEASED  
SUPERIOR COURT ADMINISTRATION #868-75  
SUBPOENA FOR FBI RECORDS

January 1, 1964. A review of personnel file No.67-9524, Section 4, determined that the file contains no reports of annual physical examination or other personal medical records of Mr. Tolson. The file does contain correspondence relating to his retirement at age 70 during 1970, and his subsequent separation as a re-employed annuitant in 1972. Serials 446, 447, <sup>448</sup>451, 452, 453, 464 and 465 appear to relate to these matters. In addition, items of unrecorded material which may be relevant were marked by slips of paper for convenient reference.

Mr. Tolson's leave records were reviewed and appropriate notations were made on slips of paper attached to the record cards for convenience in locating references to his retirement in 1970 and sick leave entries. The leave records made available begin with the date January 19, 1964. The subpoena requested such records from January 1, 1964; therefore, additional records from January 1 through January 18, 1964 must be secured.-(Done)

There is no record in the files reviewed of Mr. Tolson's daily logs. Such records may have been included in personal files and not recorded in official FBI files.

RECOMMENDATION:

In accordance with the requirements of the Code of Federal Regulations 28. CFR, Section 16.21 through Section 16.26, the Director approve Mr. Callahan's appearance in response to the subpoena and the production of the requested file materials\*as indicated.

\* Copies attached.

des per Mr J. B. Callahan  
to J. B. Callahan 12/27/75

OK [Signature]

[Signature]



LAW OFFICES  
ROLLAND G. LAMENSDORF  
408 FEDERAL BAR BUILDING  
1815 H STREET, N.W.  
WASHINGTON, D. C. 20006  
TELEPHONE (202) 393-1565

November 19, 1975

Mr. Nicholas P. Callahan  
Associate Director, F.B.I.  
FBI Building  
Pennsylvania Avenue between 9th and  
10th Streets, N.W.  
Washington, D.C. 20535

In Re: Estate of Clyde A. Tolson, deceased.  
Superior Court Adm. #868-75

Dear Mr. Callahan:

REC-39

9524-495

In accordance with Rule 45(c) of the Rules of the Superior Court of the District of Columbia I am sending you herewith by Certified Mail the attached subpoena for your attendance in my office on Thursday, December 11, 1975 at 10:00 a.m. for the purpose of taking your deposition. You will note that the subpoena directs you to bring with you certain records and other matters pertaining to Clyde A. Tolson.

There is also attached to the subpoena my personal check payable to your order in the sum of \$20.80, as prescribed by the Rules of Court, to cover subpoena fee and mileage allowance.

Sincerely yours,

Rolland G. Lamensdorf

RGL:kjr  
Enclosures  
CERTIFIED MAIL NO. 472351

Check for \$20.80 detached and sent to the Federal Reserve Bank, Richmond, VA. See Certificate of Deposit and Schedule of Collection # 180 dated 12/19/75.

Check detached for deposit 12/19/75



CIVIL SUBPOENA

Superior Court of the District of Columbia  
PROBATE DIVISION

In Re Estate of Clyde A. Tolson  
(Deceased)

Administration No. 868-75

HILLORY A. TOLSON

Plaintiff.

VS  
JOHN P. MOHR

Defendant.

To: Nicholas P. Callahan, Associate Director, F.B.I., FBI Building,  
Pennsylvania Avenue between 9th & 10th Streets, N.W., Washington, D.C. 20535

YOU ARE HEREBY COMMANDED to appear in ~~XXXXXX~~ (the office of  
Rolland G. Lamensdorf, Suite 408, 1815 H Street, N.W., Washington, D.C. )  
to give testimony in the above-entitled cause on the 11th day of December, 1975,  
at 10:00 o'clock am. (and bring with you) (1) All medical records, leave records  
and daily logs pertaining to Clyde A. Tolson, former Associate Director of  
the FBI, from January 1, 1964 through the date of the final retirement of  
Clyde A. Tolson. (2) All correspondence pertaining to the retirement and/or



Assoc. Dir. ☒  
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 Telephone Rm. ☒  
 Director Sec'y ☒

*Tolson, Clyde*

UP-175

(TOLSON)

WASHINGTON (UPI) -- CLYDE TOLSON, CLOSE FRIEND OF J. EDGAR HOOVER AND NO. 2 MAN IN THE FBI FOR 25 YEARS, WAS INFLUENCED BY "FRAUD AND DECEIT" TO CHANGE HIS WILL, ACCORDING TO A CIVIL SUIT FILED BY HIS BROTHER.

THE SUIT FILED HERE CHARGES A FORMER HIGH FBI OFFICIAL AND OTHERS WITH UNDULY INFLUENCING TOLSON IN DISPOSING OF HIS ESTIMATED \$600,000 ESTATE.

TOLSON, WHO DIED APRIL 14, AT 74, WAS PHYSICALLY AND MENTALLY ILL DURING HIS LAST YEARS AND WAS AN "EASY PREY FOR UNDUE INFLUENCE AND COERCION..." HIS BROTHER HILLORY CHARGED. HILLORY DID NOT BENEFIT UNDER THE WILL.

THE SUIT WAS FILED LAST WEEK IN SUPERIOR COURT AGAINST JOHN MOHR, RETIRED FBI OFFICIAL WHOM TOLSON NAMED AS EXECUTOR OF HIS ESTIMATED \$600,000 ESTATE. MOHR WOULD INHERIT \$26,000 UNDER THE WILL.

HILLORY TOLSON, EXECUTIVE DIRECTOR OF THE WHITE HOUSE HISTORICAL ASSOCIATION, ASKED THE COURT TO SET THE WILL ASIDE. HE CHARGED THAT CERTAIN REQUESTS WERE OBTAINED "BY FRAUD AND DECEIT EXERCISED UPON HIM (CLYDE) BY THE DEFENDANT OR SOME OTHER PERSON OR PERSONS UNKNOWN TO THE PLAINTIFF."

UPI 07-10 07:45 PED

*8-file*

NOT RECORDED  
 10 NOV 5 1975

WASHINGTON CAPITAL NEWS SERVICE



# Tolson Brother Challenges Will

**Says Hoover's FBI Aide Was Duped**

By Winston Groom

Washington Star Staff Writer

Clyde A. Tolson, who served as J. Edgar Hoover's No. 2 man at the FBI, was mentally ill for years before his death last April and was duped by another high FBI official and "others" into willing them vast sums of money which he had received from Hoover's estate, Tolson's oldest brother has charged.

In a petition contesting Tolson's will, Hillary A. Tolson accused the former No. 3 man at the FBI, John P. Mohr, of conspiring with others to extract a will from Tolson shortly before his death. The will leaves Mohr and other friends of Tolson sums of money ranging up to \$30,000.

IN THE PETITION, filed in the probate office of D.C. Superior Court, Hillary Tolson claimed that Mohr and "others" employed "fraud, duress, coercion and undue influence" on the ailing Tolson in order to become heirs to an estate valued at more than \$600,000 — most of which was left to Tolson by his close friend, Hoover.

Mohr, 63, the executor of the estate, was the No. 3 man at the FBI under Hoover and Tolson. He retired two years ago. He lives in Arlington.

Under terms of the will, Hillary Tolson, currently executive director of the White House Historical Association and Clyde Tolson's only next-of-kin, was disinherited.

The will leaves Tolson's holdings — which include \$430,000 in cash and stocks, \$70,000 in oil and mineral leases and Hoover's house on 30th Place NW, bequeathed to Tolson by Hoover — to 15 heirs, most of whom were old friends or retainers of Tolson and Hoover.

"TO MY BROTHER, Hillary A. Tolson, and his children, James Walter Tolson and Pamela Tolson Holst, I leave nothing by this will," Tolson wrote in the contested document.

"The purported will and testament was procured from (Tolson) by fraud and deceit exercised upon him by (Mohr) and other persons unknown," the petition claims.

It asks that the court set aside the will and appoint Hillary Tolson as executor in place of Mohr to administer the assets of the estate. It asks for a trial before jury.

"As far as I know, they were on the best of terms. There were no problems between the brothers," Hillary Tolson's attorney, Rolland G. Lamensdorf, said last night.

Named most prominently in the will were Mohr, who is to receive \$26,000; Annie Fields, Hoover's — then Tolson's — housekeeper, who would receive \$32,000 plus the home furnishings; James E. Crawford, Hoover's and Tolson's chauffeur, \$32,000, and Dorothy Skillman, Tolson's secretary, \$27,000.

Also named as legatees in the will are Tolson's three physicians, Drs. Joseph V. Kennedy, William Wardrop and Robert Choissers. Each is due to receive \$15,000 in cash under terms of amendments to the will signed only months before Tolson's death.

Other major heirs in the will include the Boys Clubs of America and The Damon Runyon Foundation for Cancer Research.

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 Director Sec'y ☒

The Washington Post \_\_\_\_\_  
 Washington Star-News A3  
 Daily News (New York) \_\_\_\_\_  
 The New York Times \_\_\_\_\_  
 The Wall Street Journal \_\_\_\_\_  
 The National Observer \_\_\_\_\_  
 The Los Angeles Times \_\_\_\_\_

Date JUL 10 1975

NOT RECORDED  
 3 OCT 17 1975

PERS. REC. UNIT



**IN HIS PETITION** Hillary Tolson said his brother was extremely ill, both mentally and physically, for "many years" before he allegedly signed the document and that he was not "in any way capable of making a will."

Moreover, the petition charges that "none of the purported writing in the (will) is the codicil of (Tolson)" and that the "witnesses did not sign their names in the presence or at the request of (Tolson)."

The petition says Tolson suffered two severe strokes, high blood pressure, hypertension, a cerebral vascular disease, advanced arteriosclerosis during the eight years before his death at 74. Tolson retired from the FBI after Hoover died in 1972.

"He was unable to maintain his equilibrium while standing and had difficulty in the movement of his extremities. He was actually unable to

care for his own needs," the petition says.

**"AS A RESULT** of (Tolson's) weakened condition," the petition says, "(Mohr) and those in collaboration with him, prevented others, including (Hillary Tolson) from seeing him."

In his last days, according to the petition, Tolson "became a virtual recluse," and "his speech became slurred and he was often incoherent and confused."

He was "easy prey for the undue influence and coercion exhibited upon him by (Mohr) and those in concert with (Mohr)," the petition says.



**CLYDE TOLSON**  
Will Contested



7  
100-34  
August 21, 1975

1 - Mrs. Metzalf  
1 - Mr. Mintz

Rolland G. Lamensdorf, Esq.  
1815 H Street, Northwest  
Washington, D. C. 20006

Dear Mr. Lamensdorf:

Your letter of August 6, 1975, repeated your request to discuss with me my contacts with the late Clyde A. Tolson. As I indicated previously, it would be more convenient if you would pose written questions. That procedure has been followed in regard to similar inquiries from other counsel interested in the estate of Mr. Tolson and it has proven to be satisfactory.

I hope you will agree that fairness requires me to respond to your inquiries in a form consistent with the responses given others similarly situated.

Sincerely yours,

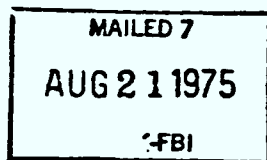
L. M. Kelley

Clarence M. Kelley  
Director

NOTE: Based on incoming letter from Mr. Lamensdorf, 8/6/75.

Assoc. Dir. \_\_\_\_\_  
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JAM:mfd  
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MAIL ROOM ☐

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PERSONNEL UNIT

REBOX  
FEB 24 1978

39



LAW OFFICES  
ROLLAND G. LAMENSDORF  
408 FEDERAL BAR BUILDING  
1815 H STREET, N.W.  
WASHINGTON, D. C. 20006  
TELEPHONE (202) 393-1565

August 6, 1975

Mr. Clarence M. Kelley  
Director  
United States Department of Justice  
Federal Bureau of Investigation  
Washington, D.C. 20535

Dear Mr. Kelley:

I wish to acknowledge receipt of and thank you for your letter of July 16, 1975 in response to my desire to meet with you at your convenience for a very short period of time in regard to your contacts with the late Clyde A. Tolson during the last three years of his life.

Unfortunately, I believe it would be necessary for me to meet in person with you in this regard rather than pose written questions as you suggested. I could, however, speak with you over the telephone if that is more convenient.

If you find you do have time for me to come to your office, or to speak with me over the telephone, please inform me accordingly.

Sincerely,

*Rolland G. Lamensdorf*  
Rolland G. Lamensdorf

RGL:kjr

Copy made for Tele. Rm.

8/7/75 *de*

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| Assoc. Dir.      |  |
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| Director's Sec'y |  |

*Done*  
*edm*  
*8-8-75*  
**EXP. PROC.**  
**40 AUG 7 1975**

**9524-494**  
**26**  
**AUG 26 1975**

**PLS UNIT**

**22 AUG 2 1975**

**FEB 24 1978**

**CORRESPONDENCE**



PERS. REC. UNIT

5-39

August 21, 1975

- 1 - Mrs. Metcalf
- 1 - Mr. Mintz
- 1 - Mr. Herington

Robert J. Elliott, Esq.  
815 Connecticut Avenue, Northwest  
Washington, D.C. 20006

Dear Mr. Elliott:

In response to your letter of August 7, 1975, concerning the estate of the late Clyde A. Tolson, the following is being furnished in response to your specific questions.

(1) When did you first become acquainted with Mr. Clyde A. Tolson and under what circumstances?

I do not recall the specific date when I first met Mr. Tolson. I served in the FBI as a Special Agent from October 7, 1943, until my retirement on October 24, 1961, at which time I was Special Agent in Charge of one of the offices of the FBI. I first met Mr. Tolson during the course of that employment and my relationship with him was limited to matters of official business.

(2) How many times, approximately, did you see and talk with Mr. Clyde A. Tolson between May 3, 1972 (his date of retirement from the FBI) and April 14, 1975 (date of his death)?

Twice.

(3) When and where were the visit or visits described in (2) above, and who else, if anyone, was present besides Mr. Tolson and you?

- Assoc. Dir. \_\_\_\_\_
- Dep. AD Adm. \_\_\_\_\_
- Dep. AD Inv. \_\_\_\_\_
- Asst. Dir.: \_\_\_\_\_
- Admin. \_\_\_\_\_
- Comp. Syst. \_\_\_\_\_
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- Training \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director Sec'y \_\_\_\_\_

See Note Page 2

JH:mfd

(6)

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*[Handwritten signature]*

MAIL ROOM ☐ TELETYPE UNIT ☐

100



**Robert J. Elliott, Esq.**

I saw Mr. Tolson on August 24, 1973, and March 21, 1974. On both occasions I saw him in his residence, the visits lasted for approximately 30 to 45 minutes, and I was accompanied by Associate Director Nicholas P. Callahan.

(4) In your opinion was Mr. Clyde A. Tolson of sound mind and capable of executing a will or a deed on the occasion or occasions you visited him (described in reply to (2) above)?

**Yes.**

(5) Please give particulars, or basis for your conclusion, in responding to (4) above.

During both visits with Mr. Tolson, he appeared alert, rational, and in possession of his mental faculties. We discussed past and current matters of topical interest and I observed nothing which would indicate to me that he was of other than sound mind, and capable of making decisions.

I trust the foregoing will be of assistance to you.

**Sincerely yours,**

**C. M. Kelley**

**Clarence M. Kelley  
Director**

NOTE: Mr. Elliott previously desired to interview Mr. Kelley personally, but by letter dated July 30, 1975, he was advised that the Director would be happy to answer written questions. This firm represents Mr. John P. Mohr in connection with the litigation concerning Mr. Tolson's estate.



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ROBERT J. ELLIOTT  
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DENNIS J. LENA  
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VINCENT H. COHEN  
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STUART PHILIP ROSS  
RICHARD J. H. ROULSON  
PETER W. TREDICK  
ANTHONY S. HARRINGTON  
ALFRED JOHN DOUGHERTY  
PETER F. ROUSSELOT  
JAMES J. ROSENMAUER  
SARA-ANN DETERMAN  
JOSEPH M. HASSETT  
RICHARD S. RUGE  
DAVID S. TATEL  
JOE CHARTOFF  
MARTIN J. DAKARD  
DAVID J. HENSLEY

J. WILLIAM FULBRIGHT  
OF COUNSEL

GEORGE W. MILLER  
DOUGLAS L. PARKER  
RAYMOND E. MCLEERY, JR.  
ERIC A. VON SALTEN  
ALPHONSO A. CHRISTIAN, II  
GAIL STARLING MARSHALL  
MARTIN MICHAELSON  
WILLIAM A. BRADFORD, JR.  
CURTIS E. VON SAHN  
DENNIS J. WHITTLESEY  
H. LANGHORNE KEITH  
SAMUEL SHEPARD JONES, JR.  
WILLIAM S. REYHER, JR.  
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PHILIP C. LARSON  
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ROBERT H. BRUCE  
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LEONARD E. SANTOS  
R. CLARK WADLOW  
ALLAN R. SUTHER  
SAMUEL R. BERGER  
H. TODD MILLER  
ANNE WHITE FOLEY  
ALAN J. WILSBRY  
PATRICK H. RAHER  
JAMES H. SNEED

815 CONNECTICUT  
WASHINGTON,

TELEPHONE (20)

CABLE "HOGANDE"

TELEX 88

WRITER'S DIRECT

331-4

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

August 7, 1975

Hon. Clarence M. Kelley  
Director  
United States Department  
of Justice  
Federal Bureau of Investigation  
Washington, D.C. 20635

Dear Mr. Kelley:

Thank you very much for your letter of July 30, 1975, concerning the estate of the late Clyde A. Tolson, and your offer to respond to questions we submit to you in writing.

We will be grateful if you would answer the following:

- (1) When did you first become acquainted with Mr. Clyde A. Tolson and under what circumstances? 9524-493  
26  
5 SEP 1975
- (2) How many times, approximately, did you see and talk with Mr. Clyde A. Tolson between May 3, 1972 (his date of retirement from the FBI) and April 14, 1975 (date of his death)? REC-31
- (3) When and where were the visit or visits described in (2) above, and who else, if anyone, was present besides Mr. Tolson and you?
- (4) In your opinion was Mr. Clyde A. Tolson of sound mind and capable of executing a will or a deed on the occasion or occasions you visited him (described in reply to (2) above)?
- (5) Please give particulars, or basis for your conclusion, in responding to (4) above. 22  
25 1975

Let to Mr. Elliott  
8/21/75 JH.mjd

ENCLOSURE  
PERS. REC. UNIT  
43



HOGAN & HARTSON

Hon. Clarence M. Kelley  
August 7, 1975  
Page Two

If you have any question concerning the foregoing matters, Mr. Frank Roberson or I will be happy to discuss them with you or a member or members of your office as you find convenient.

Sincerely,

  
Robert J. Elliott

RJE:vlp

44



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. J. B. Adams

FROM : Legal Counsel

SUBJECT: CLYDE A. TOLSON  
FORMER ASSOCIATE DIRECTOR

DATE: 7/15/75

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Memorandum Legal Counsel to Mr. Adams dated 7/10/75, captioned as above, advised that Mr. Rolland G. Lamensdorf, representing Hillary Tolson, brother of the late Clyde A. Tolson, requested to see or talk with the Director concerning Mr. Tolson's will. Mr. Kelley noted: "What is the purpose of the visit. Check to see if it is for a deposition."

At 2:50 p.m. on 7/14/75, Mr. Lamensdorf was contacted by SA Robert F. Olmert concerning the Director's notation. He advised that he estimated his interview with the Director would last approximately 15 minutes. He said that he specifically desired to know when and where Mr. Kelley last saw Mr. Tolson and whether or not any extensive conversation took place. In the event there was extensive conversation between Mr. Kelley and Mr. Tolson, Mr. Lamensdorf desires to obtain Mr. Kelley's observations and opinion as to the physical and mental capacity of Mr. Tolson at that time. Mr. Lamensdorf further advised that depending upon Mr. Kelley's answers, he would desire to obtain a written statement from him.

It is recommended that the Director advise Mr. Lamensdorf that his schedule precludes a personal meeting, but he will respond to written questions.

## RECOMMENDATION:

That the attached letter to Mr. Lamensdorf in line with the above be approved and sent.

Enc. - Sent 7-17-75

- 1 - Mrs. Metcalf
- 1 - Mr. Mintz
- 1 - Mr. Olmert

RFO:mfd  
(4)



XEROX  
SEP 3 1975

~~SEP 8 1975~~

File 11-97  
REC. UNIT



UNITED STATES GOVERNMENT

# Memorandum

*Handwritten initials*  
Asst. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

TO : Mr. J. B. Adams

DATE: 7/10/75

FROM : Legal Counsel *Jaw*

SUBJECT: CLYDE A. TOLSON  
FORMER ASSOCIATE DIRECTOR

At 12:15 p.m. July 10, 1975, Mr. Rolland C. Lamensdorf *Attorney* contacted Legal Counsel and advised he is the attorney representing Hillary Tolson, brother of the late Clyde A. Tolson. Mr. Lamensdorf said he desires to either visit or talk with Mr. Kelley in order to ascertain if Mr. Kelley visited or conversed with Mr. Tolson from the time of his retirement from the Bureau until his death. In the event the Director did not see or visit Mr. Tolson, he has no further questions, however if the Director did talk to Mr. Tolson, Mr. Lamensdorf stated he had several additional questions, the nature of which he did not reveal.

Mr. Lamensdorf advised that he is located at 1815 H Street, N.W., and his telephone number is 393-1565. *White DC*

RECOMMENDATION:

REC-134

7 AUG 27 1975

That the Director advise whether or not he desires to meet or talk with Mr. Lamensdorf.

- 1 - Mrs. Metcalf
- 1 - Mr. Mintz
- 1 - Mr. Olmert

RFO:mfd  
(4)

*Handwritten initials*  
XEROX  
SEP 3 1975



SEP 4 1975

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

~~9 AUG 8 1975~~

~~LEGAL COUNSEL~~

SEE ADDENDUM PAGE 2

*Handwritten initials*  
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REC. UNIT

46



Memorandum to Mr. Adams  
Re: CLYDE A. TOLSON

ADDENDUM BY LEGAL COUNSEL, 7/11/75, JAM:mfd

Mr. Callahan advised me on the evening of 7/10/75,  
that Mr. Kelley saw Mr. Tolson only on 8/24/73 and 3/21/74, and only  
in Mr. Callahan's presence.

*What is the purpose of the  
visit - Check to see if it is  
for a deposition -*



July 16, 1975

1 - Mrs. Metcalf  
1 - Mr. Mintz  
1 - Mr. Olmert

**Rolland G. Lamensdorf, Esq.**  
1815 H Street, Northwest  
Washington, D.C. 20006

Dear Mr. Lamensdorf:

I have been advised by Special Agent Robert F. Olmert, of our Legal Counsel Division, of your desire to meet me for the purpose of ascertaining whether or not I met the late Clyde A. Tolson since I became Director of the FBI.

While I appreciate your interest and concern, the pressure of my official schedule, as well as the many numerous matters which arise daily demanding my immediate attention, precludes my meeting you. In an effort to be of assistance, I will be happy to respond to any written questions you may desire to submit.

Sincerely yours,

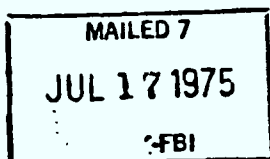
C. M. Kelley  
Clarence M. Kelley  
Director

9524-490  
5 AUG 20 1975

NOTE: Based on memo Legal Counsel to Adams, 7/15/75,  
captioned "Clyde A. Tolson, Former Associate Director,"  
RFO:mfd

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
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JUL 20 1975

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August 7, 1975

*Walt*

Memorandum for File

RE: CLYDE A. TOLSON  
Former Associate Director  
FBI (Deceased)

In connection with the handling of the estate matters of the late Associate Director, an inquiry was made <sup>by MR J.P. MOHR</sup> concerning the amount of Federal Employees Group Life Insurance (FEGLI) remaining in effect to his credit at the time of death. Mr. Tolson had \$42,000 of FEGLI insurance at the time of separation, 5/16/72, and this decreased at the rate of 2% per month until his death 4/14/75.

Joseph Burns of FEGLI, New York City, was telephonically contacted regarding the amount of insurance still applicable and he furnished the figure of \$13,440.

Mr. John P. Mohr, who is concerned with the Tolson estate, was advised of the results of our inquiry of FEGLI, New York City.

RECOMMENDATION:

None. Submitted for record purposes.

*[Signature]*

*EW Walsh  
8/7/75*

GLM:tmc

*[Signature]*

*[Signature]*

*[Signature]*

REC-111

|               |
|---------------|
| 7-9524-489    |
| 26            |
| 7 AUG 18 1975 |

*File*

*[Signature]*

7 AUG 22 1975

*[Signature]*

49



7 ✓  
July 30, 1975

1 - Mrs. Metcalf  
1 - Mr. Mintz  
1 - Mr. Olmert

Robert J. Elliott, Esq.  
815 Connecticut Avenue  
Washington, D.C. 20006

Dear Mr. Elliott:

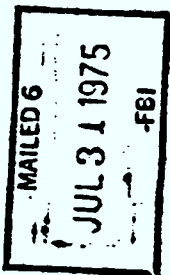
This is to acknowledge receipt of your letter of July 24, 1975, in which you request a meeting to discuss the lawsuit initiated by the brother of the late Clyde A. Tolson against your client John P. Mohr.

Your interest and concern is certainly understandable, however, my official schedule, coupled with the numerous matters that arise daily demanding my immediate attention, precludes my meeting with you. In order to be of assistance, I will be happy to answer any written questions you may desire to submit.

Sincerely yours,

D. M. Kelley

Clarence M. Kelley  
Director



Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
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Director Sec'y \_\_\_\_\_

See Note Page 2

RFO:mfd  
(6)  
RJD mfd

AUG 22 1975

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AG  
1975  
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GPO 554-546



Robert J. Elliott, Esq.

**NOTE:**

Captioned attorney represents John P. Mohr in a suit against him initiated by Mr. Tolson's brother contesting Mr. Tolson's will. Mr. Kelley noted: "Prepare same response as given to attached. Ky." This refers to a previous request by attorney for Mr. Tolson's brother to meet with the Director. Mr. Kelley declined to meet with this attorney but agreed to answer written questions. This letter is in accord with the Director's instructions.



# HOGAN & HARTSON

815 CONNECTICUT AVENUE  
WASHINGTON, D. C. 20006

FRANK J. HOGAN (1877-1944)  
NELSON T. HARTSON (RETIRED)

TELEPHONE (202) 331-4500

CABLE "HOGANDER WASHINGTON"

TELEX 69-2767

WRITER'S DIRECT DIAL NUMBER

331-4628

EDMUND L. JONES  
BENJAMIN S. WHITE  
GEORGE E. HOGAN  
EDWARD A. WERNICKE  
FRANK F. ROBERTSON  
BERNIE THORPE, JR.  
LEE LOEWINGER  
CONWAY R. LOCKWOOD  
WILLIAM T. PLUMB, JR.  
C. FRANK REIFENSTEIN  
GEORGE W. WISE  
ROBERT A. EPLER  
EDGAR W. HOLZ  
JOHN P. ARNESS  
FRANCIS L. CASEY, JR.  
E. BARRETT PRETTYMAN, JR.  
ARNOLD C. JOHNSON  
LIMWOOD HOLTON  
JOHN J. ROSS  
HOWARD F. ROYCE  
ROBERT H. KAPP  
SHERWIN J. HARRMAN  
ROBERT J. ELLIOTT  
JAY E. RICAS  
ROBERT H. JEFFERS  
DENNIS J. LEHR  
ARTHUR J. ROTHGOLD

SEYMOUR P. CHARLES  
JEROME W. SCHWARTZ  
JAMES A. HOUNSMAN  
GERALD E. GILBERT  
JOHN M. FERREN  
AUSTIN S. HITTNER  
VINCENT W. COHEN  
HOWARD R. MOSKOW  
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GARY L. CHRISTENSEN  
OWEN M. JOHNSON, JR.  
BOB OLEN DOOLE  
RICHARD S. MOON  
STUART PHILIP ROSS  
RICHARD J. M. POULSON  
PETER W. TREDICK  
ANTHONY S. HARRINGTON  
ALFRED JOHN DOUGHERTY  
PETER F. ROUSSELOT  
JAMES J. ROSENHAUER  
BARBARA ANN DETERMAN  
JOSEPH W. MASSETT  
RICHARD B. RUDE  
DAVID S. TATEL  
JOE CHARTOFF  
MARTIN J. DIAMOND  
DAVID J. HENSLER

GEORGE W. MILLER  
DOUGLAS L. PARKER  
RAYMOND E. WICKERT, JR.  
ERIC A. VON SALZEN  
ALPHONSO A. CHRISTIAN, II  
GAIL STARLING MARSHALL  
MARTIN MICHAELSON  
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DENNIS J. WHITTLESEY  
M. LANGHORNE REITH  
SAMUEL SHEPARD JONES, JR.  
WILLIAM S. REYHER, JR.  
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R. CLARA WADLOW  
ALLEN R. SNYDER  
SAMUEL R. BERGER  
H. TODD MILLER  
ANNE WHITE FOLEY  
ALAN J. WILKINS  
PATRICK M. RAHER  
JAMES H. SNEED

J. WILLIAM FULBRIGHT  
OF COUNSEL

July 24, 1975

Assoc. Dir. \_\_\_\_\_  
Dep.-A.D.-Adm. \_\_\_\_\_  
Dep.-A.D.-Inv. \_\_\_\_\_  
Asst. Dir.:  
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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

The Honorable Clarence M. Kelley  
Director  
Federal Bureau of Investigation  
Washington, D.C. 20535

Re: Estate of Clyde A. Tolson

Dear Mr. Director:

We represent John P. Mohr, the nominated executor of the estate of the late Clyde A. Tolson. As you may know, Mr. Tolson's brother has filed suit against Mr. Mohr in the Superior Court of the District of Columbia challenging the validity of the last will and codicils left by Clyde A. Tolson on the grounds that he was incompetent and the victim of undue influence and fraud.

The will involved in the litigation was executed on August 14, 1972 shortly after Mr. Tolson retired. The codicils were executed between July 5, 1973 and January 29, 1975.

We are advised that you visited Mr. Tolson following his retirement and, therefore, you may be a potential witness in this matter. You may, for example, be able to furnish useful information as to his appearance or condition at the time of your visit or visits. For this reason, my partner, Mr. Frank Roberson, and I desire to meet with you briefly to learn any information you may have in this regard.

Copy made for Tels. Rm.

7/25/75

Let to Robert Ellert

7/30/75 R. Ellert

ALG

AUG 22 1975

LEGAL COUNSEL

52



HOGAN & HARTSON

The Honorable Clarence M. Kelley  
July 24, 1975  
Page Two

If you are willing to meet with us for this purpose, we will be most grateful if you would have your secretary call me so that we can arrange a mutually convenient time, preferably within the next two or three weeks. We would be pleased to visit with you at your office if that is more convenient.

Sincerely,

RJE:vlp

  
Robert J. Elliott

53



Clyde Tolson

## Tolson Will Is Challenged By Brother

By Leon Dash and Douglas B. Feaver  
Washington Post Staff Writers

Clyde A. Tolson, who was J. Edgar Hoover's closest friend and deputy for decades at the FBI, disinherited his own brother to the benefit and at the suggestion of yet another long-time FBI official, the brother has charged.

In a petition challenging Clyde Tolson's will, brother Hillory Tolson accused John P. Mohr of using "fraud and deceit" to exclude Hillory Tolson from the \$500,000 estate. Mohr, generally described as the No. 3 man at the FBI, retired from the bureau June 30, 1972, about two months after Hoover died and Clyde Tolson resigned.

"Before June, 1972, and many years prior to then," Hillory Tolson's petition states, "Tolson suffered physical and mental debility." Tolson, according to the petition, was often incoherent and confused and was unable to walk without aid.

"As a result of (Tolson's) weakened condition, physically and mentally, (Mohr) and those in collaboration with him prevented others, including (Hillory Tolson)," the petition said, "from seeing (Clyde Tolson), who became a virtual recluse."

Hillory Tolson and his two children are Clyde Tolson's only living relatives. The contested will says, "To my brother, Hillory A. Tolson, and his children, James Walter Tolson and Pamela Tolson Holst, I leave nothing by this will."

Tolson's holdings—\$430,000 in cash and stocks, \$70,000 in oil and mineral leases in the Southwest and Hoover's house on 30th Place NW—are left to 13 beneficiaries and two nonprofit associations.

Much of the estate presumably came from Hoover, who left Tolson almost all of his holdings, estimated at \$551,500 when he died on May 2, 1972.

Hillory Tolson, a one-time FBI agent himself, a former official with the National Park Service and now the executive director of the White House Historical Association, referred all ques-

tions to his attorney, Rolland Lamensdorf.

Lamensdorf said he knew of no specific event or long-standing grievance that would have caused Clyde Tolson to disinherit his brother. "It's surprising to me that what occurred did occur," Lamensdorf said.

Only Mohr is named in the petition as having "exercised undue, duress and coercion" on Clyde Tolson, although there is the suggestion in the petition that other unnamed individuals participated. Lamensdorf would not list other names.

There are two Tolson wills that Lamensdorf knows of, he said, one dated in June, 1972, and the other the following August. Clyde Tolson died in April of this year. Both specifically exclude Hillory Tolson.

Lamensdorf said that the Tolson brothers had not been close in recent years. "Frankly," he said, "I think Clyde Tolson was an extremely dedicated man to the FBI. He restricted himself during and after hours to the FBI... He was a very sick man over the last three years of his life."

Mohr would receive \$76,000 in the Tolson will. He had no comment on the allegations in the petition, but indicated that his attorneys would be responding in court.

The other beneficiaries include:

- Annie Fields, who was Hoover's housekeeper for years at 4936 30th Pl. NW, would receive \$32,000 plus the house furnishings. When Tolson inherited Hoover's home, he moved in and the housekeeper remained.

- James E. Crawford, both Hoover's and Tolson's chauffeur, \$32,000. He drove Hoover and Tolson, who lived in a nearby apartment before Hoover's death, to work together almost every day.

- Dorothy Skillman, Tolson's long-time secretary, who would receive \$27,000. "She was very devoted to Mr. Tolson," a source recalled. "She was in the truest sense an executive secretary and should have been included in any will."

- Three Washington physicians,

Dep. AD Adm. ☒  
Dep. AD Inv. ☒  
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Director Sec'y ☒

Dr. Joseph V. Kennedy, William Wardrop and Robert Chüsser, who would receive \$15,000 each. Dr. Wardrop said yesterday that the three of them attended Clyde Tolson, but refused to discuss his ailments or his mental capacity. He said he had not expected to be included in the will.

Tolson's condition in his later years, the petition said, was brought on by severe hypertension, cerebral vascular disease, arteriosclerosis and severe hemorrhaging in the right eye. He had suffered two strokes, the petition said.

Hillory Tolson's petition seeks a jury trial. The petition asks that Tolson replace Mohr as executor of the estate and the disbursement of the estate could be changed in further litigation.

J. Edgar Hoover's FBI was also Clyde Tolson's FBI, according to many who were familiar with its operations. The two men were the closest of friends and worked very well together.

The Washington Post C-1  
Washington Star-News \_\_\_\_\_  
Daily News (New York) \_\_\_\_\_  
The New York Times \_\_\_\_\_  
The Wall Street Journal \_\_\_\_\_  
The National Observer \_\_\_\_\_  
The Los Angeles Times \_\_\_\_\_

Date JUL 11 1975

2 JUL 11 1975

37  
file 3-R6H

54



Tolson was the man who got things done," a source said yesterday. "He was the detail man. He had a photographic memory and was a meticulous administrator."

But Tolson's health began to fail in the late 1960s, and he reportedly suffered a stroke at that time. However, his speech and mental acuity were unimpaired, although he was forced on occasion to remain home, where he insisted on being kept abreast of matters.

"The only guy he would listen to was his doctor or Hoover himself," a source said.

Tolson's health continued to deteriorate and, by the time he retired in 1972 on the date of Hoover's funeral, he was no longer very active in day-to-day operations of the bureau, according to W. Mark Felt, former acting associate director of the bureau.

Cartha D. DeLoach, former assistant to the director and who left the bureau in 1970, said yesterday that he had lunch in New York with both Hoover and Tolson about a week before Hoover's death, and that Tolson's "mind was clear. We talked at great length."

Mohr, who had been largely responsible for the administrative functions of the bureau — from supporting Hoover and Tolson in congressional budget hearings to making sure a car was available for the director—reportedly took over much of the day-to-day concern and care for Tolson after Hoover's death.



1963 photo

**CLYDE A. TOLSON**

his will challenged

55



Clyde A. Tolson

DO-6  
OFFICE OF DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

12:08PM

July 10, 1975

Mr. LAMENSDORF, who identified himself as an attorney representing Mr. Hillory Tolson, called and asked to speak to the Director.

Mr. Lamensdorf was advised that the Director was not available to speak with him and he was asked if someone else could be of assistance to him.

He said that he wants to speak to the Director personally, but agreed to speak with Mr. Olmert in the office of Legal Counsel and the call was transferred to Mr. Olmert.

Mr. Olmert advised that Mr. Lamensdorf wants to know if the Director saw or had conversation with Mr. Clyde Tolson from the time of his retirement to the time of his death. A memorandum will be coming through setting forth Mr. Lamensdorf's inquiry.

MR. CALLAHAN  
MR. JENKINS  
MR. ADAMS  
MR. ASH  
MR. BASSETT  
MR. CLEVELAND  
MR. COCHRAN  
MR. DECKER  
MR. GALLAGHER  
MR. GEBHARDT  
MR. MC DERMOTT  
MR. MINTZ  
MR. MOONEY  
MR. MOORE  
MR. WALSH  
MR. WANNALL  
MR. COLEMAN  
MR. REED  
TELE. ROOM  
MRS. METCALF

XEROX  
SEP 3 1975

9 AUG 8 1975

plm

Memo submitted  
7-10-75 R70

LEGAL COUNSEL

2/4/75

THW

PERS. REC. UNIT

7 SEP 1975

57



Clyde Tolson

# On Resolving the Estate of the FBI's Clyde Tolson

By Maxine Cheshire

There may be a legal battle shaping up over the \$600,000 estate of the late J. Edgar Hoover, which was willed three years ago to his longtime friend and law enforcement associate, Clyde Tolson.

Tolson, who died here two months ago at the age of 74, left an estate of approximately \$540,520. Presumably, most of that figure represents the Hoover bequest, minus taxes.

Tolson disinherited his own relatives in a will filed recently in the Superior Court of the District of Columbia. Instead, he passed some \$200,000 of his legacy along to former servants, secretaries and friends of his and Hoover's.

The other \$340,000 was to be divided equally between the Boys Club of America and the Damon Runyon Memorial Fund for Cancer Research Inc., which were Hoover's chosen beneficiaries if Tolson had preceded him in death.

Tolson's brother, Hillory, executive director of the White House Historical Association, said here last week that he and his family, who would be Tolson's legal heirs if the will were broken, are consulting a lawyer.

If the will is not contested, the beneficiaries are:

John Mohr, the No. 3 man in the FBI who resigned "for personal reasons" after Hoover's death, was named executor by Clyde Tolson. He receives \$26,000.

Mohr's daughter, Mrs. Joseph Henry Scott Jr., \$1,500.

Albert Paul Gunsser, who is remembered by FBI colleagues as the agent "who always did Hoover and Tolson's income tax returns," \$27,000.

Hoover's housekeeper, Annie Fields, and his chauffeur, James Crawford, \$32,000 each.

Three Washington physicians: Dr. Joseph Kennedy, Dr. Robert Choisser and Dr. William Waldrop, \$15,000 each.

Tolson's former secretary, Dorothy Skillman, \$27,000. His former assistant secretary, Lilian Brown, was left \$4,000. So was Hoover's former secretary, Helen Gandy, who had already received \$5,000 from Hoover himself.

Bequests of \$1,000 each were also left to Mrs. John Kelly, a friend of Tolson's mother, and a former maid, Rachel Gill.

No matter who ultimately inherits the estate, the executor is going to have another legal problem to resolve.

Tolson, Hoover's deputy and closest companion for 44 years, bequeathed to his executor "any and all memorabilia, medals, plaques, photographs, or any and all other personal property which can be easily identified with the late J. Edgar Hoover."

"The purpose of this bequest," the will states, "shall be to install ... (these items) ... in the J. Edgar Hoover Room in the new FBI building."

FBI press spokesman Homer Boynton said last week that there are currently no plans for such a room. Some photographs and awards already on deposit with the FBI will be prominently displayed, along with Hoover's desk, on the public tour route which is expected to be open in August, he added. But no other space has been allocated. It is unclear what would happen to the other memorabilia in the event that the FBI does not want it.

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 Spec. Inv. ☒  
 Training ☒  
 Telephone Rm. ☒  
 Director Sec'y ☒

The Washington Post H-10  
 Washington Star-News \_\_\_\_\_  
 Daily News (New York) \_\_\_\_\_  
 The New York Times \_\_\_\_\_  
 The Wall Street Journal \_\_\_\_\_  
 The National Observer \_\_\_\_\_  
 The Los Angeles Times \_\_\_\_\_

Date JUN 22 1975

ENCLOSURE

67-NOT RECORDED  
 1 NOV 21 1975

Pers. Rec. Unit





Associated Press

Tolson, left, with J. Edgar Hoover, 194.

ENCLOSURE

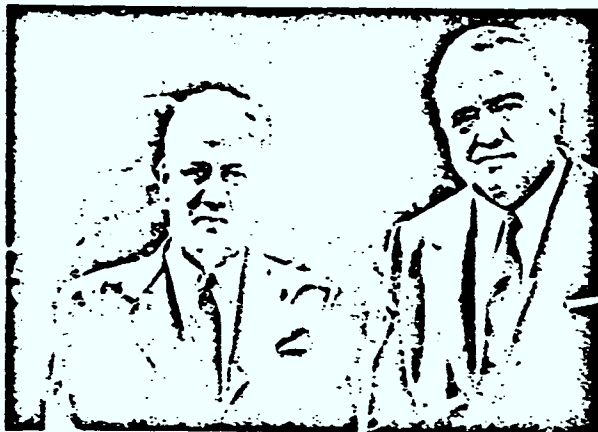


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*Clyde Tolson*

**Q.** Now that Clyde Tolson is dead, will the nation ever know the truth about his relationship with the late J. Edgar Hoover? Why really did Hoover bequeath Tolson his \$500,000 estate?—Ellen Patten, New York City.

**A.** Clyde Tolson, a bachelor like Hoover, was Hoover's most intimate friend. Through most of his 44-year career in the FBI, Tolson was Hoover's second in command. He and Hoover socialized, traveled, and worked together. They were virtually inseparable. After Hoover died on May 2, 1974, Tolson was importuned to write about and disclose the history of their relationship. Tolson refused. He did not, however, refuse to accept as principal beneficiary the \$550,000 estate Hoover left him. Many FBI veterans regarded Tolson as the single most knowledgeable man concerning the secret life of J. Edgar Hoover.



CLYDE TOLSON (L) AND J. EDGAR HOOVER IN 1954

The Washington Post *MAF-2*  
 Washington Star-News \_\_\_\_\_  
 Daily News (New York) \_\_\_\_\_  
 The New York Times \_\_\_\_\_  
 The Wall Street Journal \_\_\_\_\_  
 The National Observer \_\_\_\_\_  
 The Los Angeles Times \_\_\_\_\_

JUN 15 1975

Date \_\_\_\_\_

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*Pl. 1/18*



1 - Mr. T. J. Jenkins - Enc.  
 1 - Mr. J. B. Adams - Enc.  
 1 - Mr. J. J. McDermott - Enc.  
 1 - Mr. D. W. Moore - Enc.  
 1 - Mr. J. A. Mintz - Enc.

The Attorney General

May 13, 1975

Director, FBI

1 - Mr. J. B. Hotis - Enc.  
 1 - Mr. P. V. Daly - Enc.

REQUEST OF SUBCOMMITTEE ON CIVIL AND  
 CONSTITUTIONAL RIGHTS, COMMITTEE ON  
 THE JUDICIARY UNITED STATES HOUSE  
 OF REPRESENTATIVES

*Clyde A. Tolson*

Reference is made to the letter from captioned  
 Committee dated April 25, 1975, directed to Honorable  
 Edward H. Levi, Attorney General, requesting information  
 concerning the Federal Bureau of Investigation.

Attached for your approval and forwarding to the  
 Committee is the original of a memorandum which constitutes  
 this Bureau's response to the request contained in the  
 aforementioned letter. A copy of this memorandum is  
 enclosed for your records.

81 9524-427

For your information, we did furnish empty boxes for  
 the use of former Assistant to the Director of the Federal  
 Bureau of Investigation, John P. Mohr, at the residence of the  
 late Director, J. Edgar Hoover, subsequent to the death of  
 Mr. Tolson. This material was brought to the residence by a  
 clerical employee who merely deposited the material and left  
 the residence. While we have no direct knowledge as to what  
 material was removed from the residence, Mr. Mohr was contacted  
 to determine the source and accuracy of the story contained in  
 "Periscope" section of the April 28, 1975, issue of Newsweek,  
 at which time he advised us that "furnishings" at the home had  
 been removed by members of the family and the housekeeper.

Enclosures (2)

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 Telephone Rm. \_\_\_\_\_  
 Director Sec'y \_\_\_\_\_

ENCLOSURE

*APC*  
*TH*

MAIL ROOM ☐ TELETYPE UNIT ☐

*JBA*  
*PLM*

*UNIT*

SEE NOTE PAGE 22W075

*delivered to K. Williams*  
*O'Connor Dept*  
*5/15/75 attached*  
*pos shd*  
*delivered to Committee*  
*5/21/75 HTT*  
*60*



Letter from Director to the Attorney General  
REQUEST OF SUBCOMMITTEE ON CIVIL AND CONSTITUTIONAL RIGHTS

NOTE: By memorandum dated May 2, 1975, from Legal Counsel to J. B. Adams, each Assistant Director was requested to advise whether they or personnel in their divisions had any knowledge relating to the allegation that the FBI directed or participated in the removal of documents from the late Director's residence. The Alexandria and Washington field offices were separately requested to respond to this allegation. The responses were negative. External Affairs, by memo from D. W. Moore to Mr. Jenkins dated May 5, 1975, captioned, Clyde A. Tolson, former Associate Director; advised that a clerk brought packaging material to the residence at the request of former Assistant to the Director, John P. Mohr. This memo indicated that the clerk deposited the material and left. He did not participate in the packing, etc. of documents.



May 8, 1975

REQUEST OF SUBCOMMITTEE ON CIVIL AND CONSTITUTIONAL RIGHTS,  
COMMITTEE ON THE JUDICIARY  
UNITED STATES HOUSE OF REPRESENTATIVES

This is in response to letter dated April 25, 1975, addressed to Honorable Edward H. Levi, Attorney General, United States Department of Justice, signed Don Edwards, Chairman, Subcommittee on Civil and Constitutional Rights.

There were no documents or material removed from the home of the late Director of the Federal Bureau of Investigation, J. Edgar Hoover, by or at the direction of the Federal Bureau of Investigation after the death of Mr. Clyde Tolson.

- 1-Mr. T. J. Jenkins (Detached)
- 1-Mr. J. B. Adams (Detached)
- 1-Mr. J. J. McDermott (Detached)
- 1-Mr. D. W. Moore (Detached)
- 1-Mr. J. A. Mintz (Detached)
- 1-Mr. J. B. Hotis (Detached)
- 1-Mr. P. V. Daly (Detached)

ENCLOSURE 67-9524-487

62



UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Adm. \_\_\_\_\_  
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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

TO : MR. JENKINS

DATE: 5/5/75

FROM : D.W. MOORE, JR.

SUBJECT: CLYDE A. TOLSON  
FORMER ASSOCIATE DIRECTOR

The April 28, 1975, issue of "Newsweek" magazine on page 15 under its "Periscope" section, referred to Mr. Tolson's death and claimed that 2 Agents reportedly removed documents from Hoover's residence where Tolson had been living. The article, captioned "Hoover's Secrets," carried the FBI's denial of such action and also stated that a friend of Tolson's said the only Hoover documents Tolson had were old cancelled checks and tax returns. However, the article added that "Newsweek" had reported earlier that some of Hoover's private dossiers, including information "very, very damaging" to persons in the Nixon White House, were left in Tolson's custody. "Newsweek" further claimed that a source advised that the materials were carted away in a truck. 9524 426

Mr. Kelley has asked of Messrs. Callahan, Jenkins, Adams and Moore, "Do you have any idea where such a story got started? Ky." 31

My memorandum to you of 4/17/75 captioned as above (copy attached) pointed out that Tony Marro, "Newsweek" reporter, contacted my office that date advising he had heard from a source to the effect that 2 Agents were sent to Tolson's residence the day of his death with a truck and carted away some files which were subsequently brought to the home of Mr. John P. Mohr, former Assistant to the Director. Upon checking with Mr. Mohr, Marro was advised there was absolutely no truth to the story. It should be noted that Mr. Mohr also advised at that time that most of the furnishings at Mr. Tolson's home have been removed over the past several months and that there were some associates of the family and Annie, the housekeeper, who had stopped by the house on the day of the death with some empty boxes to help remove additional furnishings.

Enc.

1 - Mr. Callahan  
1 - Mr. Jenkins  
1 - Mr. Adams

1 - Mr. Moore  
1 - Mr. Heim  
1 - Mr. Malmfeldt

5 MAY 8 1975

(CONTINUED)

JMM:jp  
(7)

ENCLOSURE

2

MAY 30 1975



Moore to Jenkins Memo (cont'd.)  
Re: CLYDE A. TOLSON

Based upon a request from Mr. Mohr to Mr. Callahan, a Bureau clerk did go to the residence of Mr. Tolson on the day of his death whereupon he delivered some 24 boxes and 6 rolls of tape. The clerk merely delivered the boxes and tape and then left the residence. We have no idea what was placed in the boxes nor how this story started in the first place.

RECOMMENDATION:

For information.

*[Handwritten signatures and initials follow:]*  
*[Signature]*  
*[Signature]*  
*Jma*  
*Jan/92*  
*K*



DO-6

OFFICE OF DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

April 29, 1975

*Clyde H. Tolson*  
The attached acknowledgment of sympathy, postmarked Washington, D. C., was sent to the Director and Associates by an unidentified source.

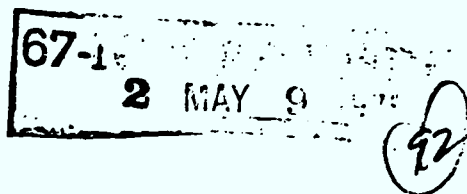
gms

*am*  
MR. CALLAHAN ☒  
MR. JENKINS ☒  
MR. ADAMS ☒  
MR. ASH ☒  
MR. BASSETT ☒  
MR. CLEVELAND ☒  
MR. DECKER ☒  
MR. GALLAGHER ☒  
MR. GEBHARDT ☒  
MR. MC DERMOTT ☒  
MR. MINZ ☒  
MR. MOONEY ☒  
MR. MOORE ☒  
MR. WALSH ☒  
MR. WANNALL ☒  
MR. WHITE ☒  
MR. COLEMAN ☒  
MR. REED ☒  
TELE. ROOM ☒  
MRS. METCALF ☒  
  
*Stinson*

3-764



*The family of  
Clyde Anderson Tolson  
and his close associates  
wish to express deep appreciation  
and sincere thanks  
for your kind expression  
of sympathy*





FEDERAL BUREAU OF INVESTIGATION  
FILES AND COMMUNICATIONS DIVISION

6-6-1975

Assoc. Dir.  
Dep. AD (Adm.)  
Dep. AD (Inv.)  
Asst. Dir.:  
Admin.  
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Legal Coun.  
Telephone Room  
Director's Sec'y

Room

Mrs. Bartnek  
Mrs. Cusin  
Mrs. Fisher  
Miss Rogers  
Miss Ross  
Miss Roybal  
Miss Shayuth  
Mrs. Walter  
Miss Weber

Mr. O'Connell  
Mr. Hauer  
Mr. Awe  
Mr. Benedict  
Mr. Blalock  
Mr. Brady  
Mr. Fisher  
Mr. Ross  
Mr. Shea

Mrs. Baker  
Miss Brooks  
Mrs. Burke  
Miss Butcher  
Mr. Cleaver  
Miss Cooper  
Miss Hazzard  
Miss Hearon  
Mr. Keane  
Mr. Kuhn  
Mr. Mayo  
Miss Murphey  
Mrs. Murray  
Mr. Oliver  
Mr. Rhinehart  
Miss Richardson  
Mrs. A. Rogers  
Mrs. E. Rogers  
Mrs. Swain  
Miss Thomason  
Mrs. Wheeler

Send File  
Per Conversation  
For Your Info.  
For Approp. Action  
Initial  
See Me  
Note & Return  
Phone Me

Should you keep  
Commercial Thank you  
Card

I believe we  
should put  
this in Mr.  
Tolson's file #2



April 25, 1975

Mr. Hillory A. Tolson  
5200 Sangamore Road  
Washington, D. C. 20016

Dear Mr. Tolson:

*Thurgood Marshall*  
*O*  
*CLYDE A. Tolson*

Enclosed are several sealed messages thoughtful people have sent to me for forwarding to Mr. Tolson's family. Also enclosed is a copy of a letter I received from Mr. Woodruff who asked that I extend his condolences and sympathy to you. I have advised him that I would do so immediately.

With kindest personal regards

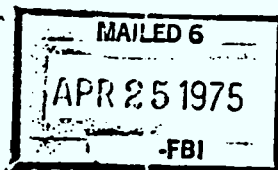
Sincerely,

Clarence Kelley

*67-9524-485*  
*16352-64*  
*4 MAY 7 1975*

Enclosures (3)

JCW:mls (3)



- Assoc. Dir. \_\_\_\_\_
- Dep. AD Adm. \_\_\_\_\_
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- Telephone Rm. \_\_\_\_\_
- Director Sec'y \_\_\_\_\_

MAIL ROOM ☒ TELETYPE UNIT ☐



4 ✓  
April 25, 1975

CLYDE A. Tolson<sup>0</sup>

✓  
Mr. W. J. Woodruff  
1103 Schuyler Apartments  
Spartanburg, South Carolina 29301

Dear Mr. Woodruff:

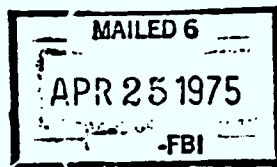
It was certainly thoughtful of you to write on  
April 15th and comment as you did concerning Mr. Tolson  
and Mr. Hoover. I have forwarded your correspondence to  
Mr. Tolson's brother as you requested.

Sincerely,

Clarence Kelley

JCW:mls (3)  
mls

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Director Sec'y \_\_\_\_\_



22  
MAIL ROOM ☐ TELETYPE UNIT ☐



W. J. WOODRUFF  
1103 SCHUYLER APTS.  
SPARTANBURG, S. C. 29301

April 15, 1975

C. B. RADIO STA. KET 8676

PHONE 803-583-8970

Mr. Clarence Kelley, Director  
Federal Bureau of Investigation  
Washington, D. C. 20535

Dear Mr. Kelley:

Would you please extend my condolences and sympathy to the brother of Mr. Clyde A. Tolson. Mr. Tolson was the closest friend of Mr. J. Edgar Hoover and served the Bureau and his country with great distinction. Our country has lost two of it's GREATS in the passing of Mr. Tolson and Mr. Hoover. May their dear souls rest in Peace With God.

Sincerely,

WJW

67-9524-484  
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W. J. Woodruff

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Let to H. Nelson  
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W. J. Woodruff  
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TOLSON, CLYDE A



CLYDE A. TOLSON

### Correction

A picture accompanying a story in yesterday's editions of The Washington Post on the death of Clyde Anderson Tolson, former No. 2 man in the FBI, was not one of Mr. Tolson.

The photograph was of Louis B. Nichols, who ranked third in the FBI at the time of his retirement in 1957 and who now lives in Virginia.

A correct picture of Mr. Tolson is shown here. The Post regrets the error.

The Washington Post C-2  
 Washington Star-News \_\_\_\_\_  
 Daily News (New York) \_\_\_\_\_  
 The New York Times \_\_\_\_\_  
 The Wall Street Journal \_\_\_\_\_  
 The National Observer \_\_\_\_\_  
 The Los Angeles Times \_\_\_\_\_

Date APR 16 1975

NOT RECORDED  
AUG 14 1975

PERS. REC. UNIT

3 AUG 8 1975

(19)

*File*  
*8-11*



*Clyde A. Tolson*

April 15, 1975

SA T. J. Harrington,  
External Affairs Division, personally  
delivered to the "Washington Star-  
News" and the "Washington Post" on  
the early afternoon of 4/14/75 an  
8x10 photograph of Mr. Tolson along  
with the approved obituary.

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While at the "Washington Post" he first contacted Larry Meyer (assigned to the Department of Justice) who introduced him to Richard Cohen, who was assigned to do the obituary on Mr. Tolson. Harrington then went through the obituary with Cohen and at this time furnished him with the attached photograph of Mr. Tolson. It was at this time that Harrington observed Cohen on the reverse side of the photograph write Clyde Tolson across the photograph.

A copy of the photograph furnished both papers is attached.

NOT RECORDED

Lou Nichols was contacted this morning and was advised of the steps we had taken to insure accuracy of the photograph and expressed appreciation for the call. He stated he would be contacting the "Post" later on this morning to register an official request for a correction in tomorrow's paper.

*[Handwritten signatures]*

3 ENCLOSURES

7 AUG 7 1975

*[Handwritten mark]*



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J. Edgar Hoover's Friend, Aide

# FBI's Clyde A. Tolson, 74, Dies

By Richard M. Cohen

Washington Post Staff Writer

Clyde Anderson Tolson, for years both the number two man in the FBI and J. Edgar Hoover's alter ego, died yesterday of heart failure—until the last a steadfast defender of the FBI he had helped build and its director who once called him "my strong right arm."

The former associate director, 74, had been in ill-health for about the last 10 years since suffering a stroke in 1964. He was admitted to Doctors Hospital here last Thursday and died at the hospital yesterday morning.

For nearly 20 years, Mr. Tolson and Hoover were inseparable friends. They took turns dining at each others' homes, went to the race track together and even vacationed together—usually near a race track. In the morning's, Hoover's bullet-proof limousine would stop at Tolson's apartment to pick him up, and often the two men would get out on Constitution Avenue NW to walk part of the way to the Justice Department together.

So close were the two that the grief-stricken Mr. Tolson submitted his resignation May 3, 1972, the day after Hoover died, and refused to accept a condolence call from the man appointed as Hoover's temporary replacement, then Assistant Attorney General L. Patrick Gray III. Gray later was appointed acting director of the FBI.

Mr. Tolson lived out his retirement in the house Hoover had willed to him at 4936 30th

PL. NW, among the antiques and paintings Hoover had collected. In all, he was willed the bulk of Hoover's \$551,500 estate—yet another reflection of the relationship between the two men.

But while Hoover was the out-front—and frequently outspoken—FBI director, Mr. Tolson was the seldom-seen and nearly anonymous alter-ego. His name surfaced in the press only rarely, and then frequently in letters to the editor in which he defended either Hoover or the bureau. He kept at it even after the death of Hoover and his own retirement. In 1973, for instance, he wrote The Washington Post saying there was "not the slightest truth" to a statement by former FBI Assistant Director William Sullivan that Hoover "was not of sound mind" in his later years.

In some of his letters, Mr. Tolson reflected his and Hoover's deep-seated views on what they said were the dangers of the international Communist conspiracy and the threat it posed to American institutions.

Mr. Tolson's contemporaries in the bureau credit him with an acute sense of "public relations timing," as former FBI assistant director Cartha DeLoach put it yesterday.

DeLoach recalled that Mr. Tolson possessed a photographic memory, and was able to read a memorandum in a flash and virtually recall its contents word for word.

As a result of his ability to speed-read and remember

everything he read, DeLoach said, Mr. Tolson's desk was always clean—never a paper on it.

But while Mr. Tolson and Hoover were close friends and alike in many ways, a close friend of both said they had strikingly different personalities.

"He had more warmth than Mr. Hoover," said an old associate of both men. "I think he enjoyed life a great deal more. He had a twinkle in his eye for the girls and Mr. Hoover never condescended to that."

But essentially, Tolson was a shy man—in many

The Washington Post C-2  
 Washington Star-News \_\_\_\_\_  
 Daily News (New York) \_\_\_\_\_  
 The New York Times \_\_\_\_\_  
 The Wall Street Journal \_\_\_\_\_  
 The National Observer \_\_\_\_\_  
 The Los Angeles Times \_\_\_\_\_

Date APR 15 1975



ways the perfect civil servant. He was born in Missouri and grew up in Cedar Rapids, Iowa. At the age of 18, he accepted a position in the old War Department where he eventually used his stenographic skills to become confidential secretary to Secretary of War Newton D. Baker.

Mr. Tolson remained to serve two other secretaries of War, but in the meantime put himself through college and law school at night. He received both degrees from George Washington University.

It was about that time that he met Hoover, a native Washingtonian, and struck up what became a life-long friendship. In 1928—four years after Hoover became FBI director—Mr. Tolson joined the Bureau, and was assigned to the Boston field office where his work caught Hoover's attention. With that came a transfer to Washington and a close association with Hoover.

Although later a pre-eminent Washington bureaucrat and Bureau in-fighter who retained his shorthand skills, Mr. Tolson was no slouch with a gun. In 1936 he accompanied Hoover when he personally arrested Alvin "Creepy" Karpis, a murderer and bank robber. The case made headlines coast to coast and did much to enhance the G-Man image of the FBI.

Later that same year, Mr. Tolson shot it out in New York City with Harry Brunette, a gangster and bank robber. In addition, Mr. Tolson played what the FBI later called "a prominent part" in the investigation and apprehension of eight Nazi saboteurs who landed in 1942 on Long Island and Florida.

It was on such exploits—later grist for countless radio and television shows—that the FBI built its image and Mr. Tolson his career. By 1947, Hoover created a special title for Mr. Tolson—associate director.

In that capacity he was number two to one of the most powerful men in Washington—the keeper of the files. Yet Mr. Tolson's associates found him soft-spoken and self-effacing, a man, they recall, who never lost his temper. And for all his closeness to Hoover, it was understood that Mr. Tolson

could never succeed him. He was too old.

In 1970, Mr. Tolson reached the mandatory retirement age of 70, in too poor health to remain with the Bureau and get an exception to the retirement policy. Hoover retired his friend—and then rehired him, saying he was needed to complete work already under way.

In the end, Mr. Tolson became Hoover's principal heir, receiving the house stocks, bonds and Hoover's personal belongings. But according to John P. Mohr, the now retired assistant to Hoover, Mr. Tolson received none of the celebrated personal files that Hoover reportedly kept.

"He had no files from the Bureau," Mohr said. "I can't think of anyone who was less inclined to have Bureau files than Mr. Tolson."

While his associates describe Mr. Tolson as a man dedicated to the FBI, he somehow found time to tinker with inventing. He sought and received a patent, for instance, on a bottle cap after he cut his finger on one. In addition, he invented—and had installed—electrically operated windows, one of which was used by Lyndon Johnson in the White House and one by Hoover himself. The device automatically shut the window at a certain time so a person could go to sleep in a cool room but wake up in warm comfort.

Mr. Tolson, who like Hoover never married, is survived by his brother, Hilory, the executive director of the White House Historical Association. A friend said yesterday it is likely

that Hoover's former house would be put up for sale.

In a statement, FBI Director Clarence M. Kelley, said the death of Mr. Tolson left a "great void in the law enforcement field . . .

"As the close associate and confidant of former FBI director J. Edgar Hoover, Mr. Tolson devoted his life to the service of the American people and to effective law enforcement throughout the country."

The FBI announced that services will be conducted Wednesday at the Joseph Gawler's Sons Funeral Home, 5130 Wisconsin Ave. NW, with burial later at the Congressional Cemetery.



CLYDE TOLSON

74



UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. \_\_\_\_\_  
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Director Sec'y \_\_\_\_\_

TO : Mr. Moore

FROM : Mr. Heim  
LJM

SUBJECT: CLYDE ANDERSON TOLSON  
FORMER FBI ASSOCIATE DIRECTOR

DATE: 4-14-75

On April 10, 1975, Mr. Tolson was hospitalized and on this date died after a long illness. In view of his long stature as an executive in the Bureau and close personal relationship with former FBI Director J. Edgar Hoover, this Division has prepared the attached obituary and will furnish it to pertinent news media outlets.

## RECOMMENDATION:

That the External Affairs Division make available the attached news release on Mr. Clyde Anderson Tolson to the news media and to our Field Offices.

*M*  
*TH*

ENCLOSURE

REC-31

67-9524-483

Searched \_\_\_\_\_ Numbered 58

2 MAY 14 1975

*Handled*  
*8/LJM*

## Enclosure

- 1 - Mr. Callahan - Enclosure
- 1 - Mr. Adams - Enclosure
- 1 - Mr. Jenkins - Enclosure
- 1 - Mr. Moore - Enclosure
- 1 - Mrs. Metcalf - Enclosure
- 1 - Mr. Walsh - Enclosure

LJH:vag (9)

*LJM*  
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FEDERAL BUREAU OF INVESTIGATION  
FILES AND COMMUNICATIONS DIVISION

65-6, 1975

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| Assoc. Dir.      | Mr. O'Connell   |
| Dep. AD (Adm.)   | Mr. Hauer       |
| Dep. AD (Inv.)   | Mr. Awe         |
| Asst. Dir.:      | Mr. Benedict    |
| Admin.           | Mr. Blalock     |
| Comp. Syst.      | Mr. Brady       |
| Ext. Affairs     | Mr. Fisher      |
| Files & Com.     | Mr. Ross        |
| Gen. Inv.        | Mr. Shea        |
| Ident.           |                 |
| Inspection       | Mrs. Baker      |
| Intell.          | Miss Brooks     |
| Laboratory       | Mrs. Burke      |
| Plan. & Eval.    | Miss Butcher    |
| Spec. Inv.       | Mr. Cleaver     |
| Training         | Miss Cooper     |
| Legal Coun.      | Miss Hazzard    |
| Telephone Room   | Miss Hearon     |
| Director's Sec'y | Mr. Keane       |
|                  | Mr. Kuhn        |
|                  | Mr. Mayo        |
|                  | Miss Murphey    |
| Room             | Mrs. Murray     |
|                  | Mr. Oliver      |
|                  | Mr. Rhinehart   |
| Mrs. Bartnek     | Miss Richardson |
| Mrs. Cusin       | Mrs. A. Rogers  |
| Mrs. Fisher      | Mrs. E. Rogers  |
| Miss Rogers      | Mrs. Swain      |
| Miss Ross        | Miss Thomason   |
| Miss Roybal      | Mrs. Wheeler    |
| Miss Shayuth     |                 |
| Mrs. Walter      |                 |
| Miss Weber       |                 |

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For Your Info.  
For Approp. Action  
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FOR IMMEDIATE RELEASE  
APRIL 14, 1975

Clyde Anderson Tolson, aged 74, former executive officer and pioneer in the development of the Federal Bureau of Investigation, died today at Washington, D. C., after a long illness. A native of Missouri, Mr. Tolson was educated at Cedar Rapids, Iowa, and received an A.B. degree and LL.B. degree from the George Washington University, Washington, D. C.

He spent most of his adult life in the service of the United States Government. At age 18 he accepted a position in the War Department which led to his appointment as a confidential secretary in 1920 in the Office of Secretary of War Newton D. Baker, and he held this position under successors until 1928.

Mr. Tolson became a Special Agent of the FBI in April, 1928, and saw early field investigative service in the Boston and Washington, D. C., Offices, as well as duty as FBI Chief Clerk at FBI Headquarters. In 1931, he was appointed an Assistant Director and served on the staff of former FBI Director J. Edgar Hoover for the rest of his long career.

In order to accurately designate his status as "second in command," former Director Hoover created the position

77



of Associate Director for Mr. Tolson in February, 1947, and he served in this capacity until his retirement from the FBI in May, 1972, upon the sudden death of Mr. Hoover.

As Chief of Staff at FBI Headquarters, Mr. Tolson personally guided and directed administrative and investigative operations of the Bureau. He served as the "watch-dog" of the FBI's budget and accompanied former Director Hoover on all appearances before House and Senate Subcommittees on Appropriations.

In addition to being his chief executive officer, Mr. Tolson, was the confidant and personal friend of Mr. Hoover. Mr. Tolson was admitted to the District of Columbia Bar in 1928 and to the Supreme Court Bar in 1935. He was a member of Sigma Nu and Phi Delta Phi. On the basis of his career contributions in Government service, Mr. Tolson, on June 2, 1965, received from the President of the United States, the President's Award for Distinguished Civilian Service.

Mr. Tolson participated in many prominent investigative cases. He was alongside Mr. Hoover when he personally arrested the notorious Alvin "Creepy" Karpis in New Orleans, Louisiana, on May 1, 1936. He was also in the gun fight in New York City on December 15, 1936, which climaxed the apprehension of Harry Brunette, gangster and bank robber, and Mr. Tolson took this desperado off to the New York City FBI Office



at gunpoint. In addition, he played a prominent part in the investigation, location, and subsequent Federal trial of the eight Nazi saboteurs who landed on the shores of the United States in 1942.

A long-time resident of the District of Columbia, Mr. Tolson, a bachelor, is survived by a brother, Hillory A. Tolson, Washington, D. C., presently Executive Director of the White House Historical Association.

Services will be conducted at 2:00 p. m. on Wednesday, April 16, 1975, at the Joseph Gawler's Sons Funeral Home, 5130 Wisconsin Avenue at Harrison Street, Northwest, Washington, D. C. Dr. Edward L. R. Elson, Chaplain of the United States Senate will officiate. Burial will be immediately thereafter at Congressional Cemetery, Washington, D. C.



FOR IMMEDIATE RELEASE  
April 14, 1975

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Director Sec'y \_\_\_\_\_

In order to accurately designate his status as

"second in command," former Director Hoover created the position

1 - Mr. Callahan - detached  
1 - Mr. Adams - detached  
1 - Mr. Jenkins - detached

1 - Mr. Moore - detached  
1 - Mrs. Metcalf - detached

NOTE: See Heim to Moore memo dated \_\_\_\_\_, captioned: "CLYDE ANDERSON TOLSON, FORMER FBI ASSOCIATE DIRECTOR."

LJH:vag (7)

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GPO 584-545

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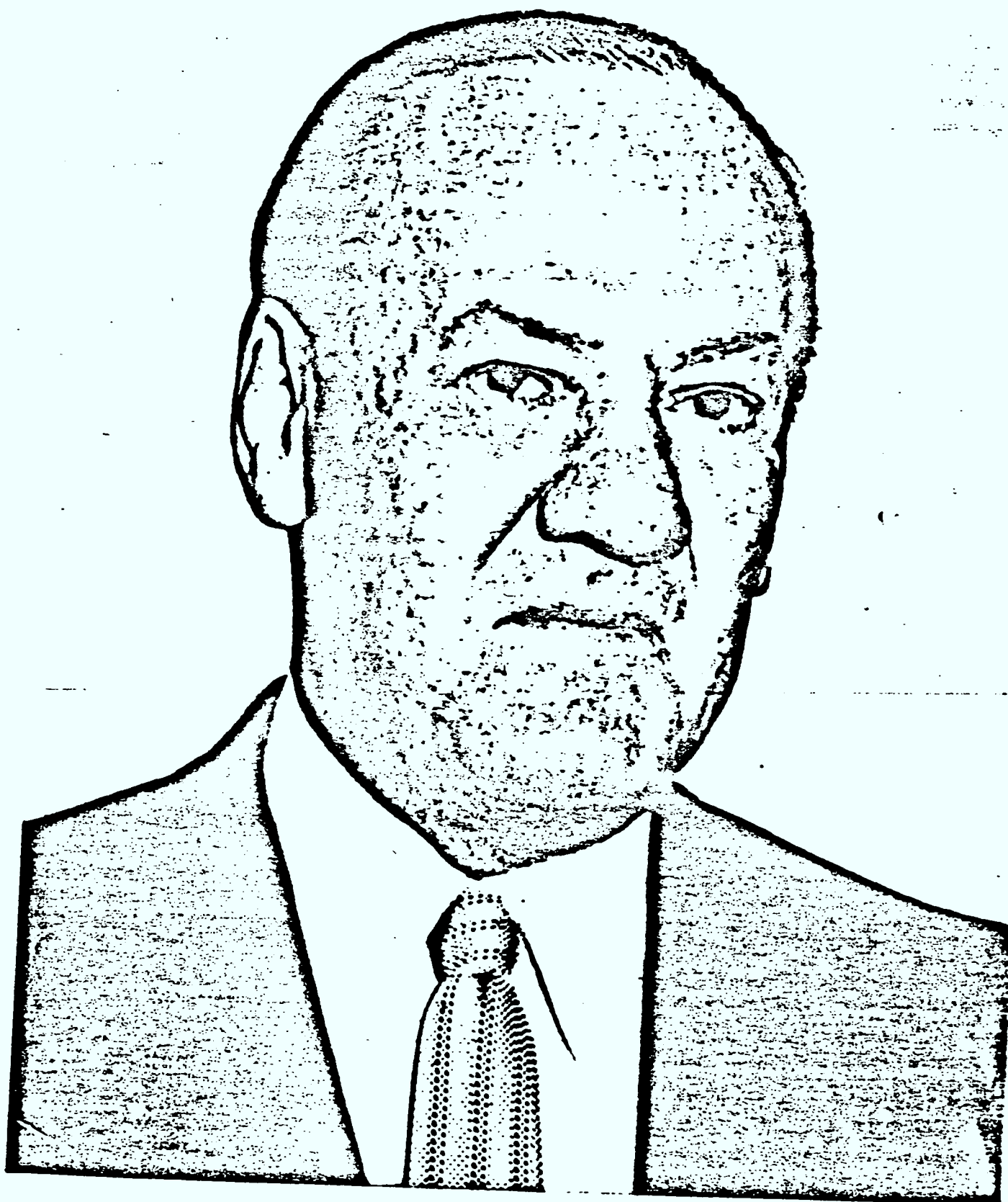


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Hillory A. Tolson  
5200 Sangamore Road  
Washington, D. C. 20016

Assoc. Dir. ☒  
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Telephone Rm. ☒  
Director Sec'y ☒

April 21, 1975

Mr. Clarence M. Kelley  
Director, Federal Bureau of Investigation  
U. S. Department of Justice  
Washington, D.C. 20535

Dear Mr. Kelley:

Thank you for your kind expression of sympathy.

Clyde's distinguished record of dedicated service in the field of law enforcement sustains me now.

Sincerely,

Hillory A. Tolson  
Clyde  
Hillory A. Tolson

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2 MAY 8 1975



UNITED STATES GOVERNMENT

# Memorandum

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Legal Coun. \_\_\_\_\_  
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Director Sec'y \_\_\_\_\_

TO : MR. JENKINS

DATE: 4/17/75

FROM : D.W. MOORE JR.

SUBJECT: CLYDE A. TOLSON  
FORMER FBI ASSOCIATE DIRECTOR

Tony Murro, "Newsweek" magazine, Washington, D.C., called this morning advising that he had heard from a source who has been reliable in the past, to the effect that two Agents were sent to the home of Clyde Tolson Monday evening, 4/14/75, the day of his death, with a truck and carted away some files which were subsequently brought to the home of Mr. John P. Mohr, former Assistant to the Director.

Upon checking with Mr. Mohr, Mr. Murro was advised that there was absolutely no truth to his story. It should be noted that Mr. Mohr advised that most of the furnishings at Mr. Tolson's home have been removed over the past several months and that there were some associates of the family and Annie, the housekeeper, who had stopped by the house sometime Monday with some empty boxes to help remove additional furnishings. As you know, Mr. Mohr is the Administrator of Mr. Tolson's estate and stated that there was simply no truth to the allegation that any Agents had gone to the home in a truck to transfer any files to his residence, as alleged.

## RECOMMENDATION:

For information.

- 1 - Mr. Callahan
- 1 - Mr. Jenkins
- 1 - Mr. Adams
- 1 - Mr. Moore
- 1 - Mr. Heim
- 1 - Mr. Malmfeldt

JMM:jo  
(7) *jo*

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 Director Sec'y ☐

## Clyde A. Tolson of FBI, Aide to J. Edgar Hoover

Clyde A. Tolson, 74, for many years the No. 2 man in the Federal Bureau of Investigation and a long-time confidante of the late FBI director J. Edgar Hoover, died in Doctors Hospital yesterday after a long illness.

Tolson had a plastic valve inserted in his heart following a blood clot in 1964. He resumed his FBI duties but never seemed to regain his health completely. He entered Doctors Hospital last Thursday.

Tolson was a member of Hoover's FBI staff from 1931 until he retired in 1972 the day after Hoover's death. Hoover had kept his top adviser and right-hand man on the job with him after Tolson reached the mandatory retirement age of 70.

HOOVER LEFT the majority of his estate of \$551,500 to Tolson, according to his will filed for probate in U.S. District Court here. In addition to Hoover's home on 30th Place NW, where Tolson moved after Hoover's death, Tolson was left about 40 oil, gas and mineral leases in Texas and Louisiana. Hoover asked in his will that Tolson provide for his two dogs.

Hoover and Tolson often were seen together in restaurants here and at race tracks. Hoover's limousine also picked up Tolson in the morning and they would either ride to work or walk several blocks along Constitution Avenue in good weather.

Tolson, a native of Grundy County, Mo., was a graduate of a Cedar Rapids, Iowa, business college. While working for the federal government, he received A.B. and LL.B. degrees from George Washington University.

AT THE AGE of 18 Tolson began working for the old War Department, where he later became a confidential secretary to Secretaries of War Newton D. Baker, John W. Weeks and Dwight F. Davis before he applied for an FBI job in 1928.

After field investigative service in the Boston and Washington offices, Tolson was appointed assistant director of the FBI in 1931. In 1947 he was named associate director, a post Hoover created to reflect more accurately Tolson's status as the second in command.

TOLSON PARTICIPATED in many important investigative cases: He was with Hoover when he arrested the notorious Alvin (Creepy) Karpis in New Orleans in 1936, and later that year he was in the gunfight in New York City that climaxed with the apprehension of gangster and bank robber Harry Brunette.

Tolson was an inventor and received patents for equipment to operate emergency windows and exits in aircraft and space vehicles, for a window closer for bedside operation by pushbutton and clock and for a bottle cap that does not require an opener and can be resealed to keep the carbonation from escaping.

He leaves his brother, Hillory A., also of the District, and now executive director of the White House Historical Association.

Services will be at 2 p.m. tomorrow in Joseph Gawler's Sons Funeral Home, 5130 Wisconsin Ave. NW, where Dr. Edward L. R. Elson, chaplain of the Senate, will officiate. Burial will be in Congressional Cemetery.

The Washington Post ☐  
 Washington Star-News ☒  
 Daily News (New York) ☐  
 The New York Times ☐  
 The Wall Street Journal ☐  
 The National Observer ☐  
 The Los Angeles Times ☐

Date **APR 15 1975**

*Handwritten:* H-3-Middle



UNITED STATES GOVERNMENT

# Memorandum

Asst. Dir. ☒  
Dep. AD Adm. ☒  
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Telephone Rm. ☒  
Director Sec'y ☒

TO : Mr. Jenkins

FROM : D. W. Moore, Jr.

SUBJECT: OBITUARY OF CLYDE A. TOLSON  
WASHINGTON POST 4/15/75  
INFORMATION CONCERNING

DATE: 4/15/75

The "Washington Post" edition of 4/15/75 has the obituary of Clyde A. Tolson which carries a photograph of former Assistant to the Director Louis B. Nichols instead of Mr. Tolson.

On 4/14/75 SA T. J. Harrington of the External Affairs Division personally delivered to the "Washington Post" an 8x10" photograph of Mr. Tolson along with an approved obituary. At this time SA Harrington was introduced to Richard Cohen, who was to prepare the obituary on Mr. Tolson, and reviewed this matter with him. SA Harrington, in addition to the material prepared for Cohen by this Division, also answered additional questions concerning Mr. Tolson and in response to Cohen's specific question advised him that the photograph of Mr. Tolson was the best available we had concerning him, whereupon Cohen on the reverse side of the photograph wrote Mr. Tolson's name so there would be no question concerning the identity of the photograph.

On 4/15/75 SA Harrington contacted Harry Rosenfeld, Editor, National Desk, "Washington Post," and brought to his attention the obituary of Mr. Tolson and the mistaken photograph. He was also advised at this time that a proper photograph was delivered to the "Post" on the previous day. Mr. Rosenfeld was totally unaware of this mistake and seemed very upset and remarked that it was a "dumb ass" mistake by the "Post." He then called in Leonard Downie and Richard Cohen and they both remarked that they could not understand how Mr. Nichols' photograph appeared in Mr. Tolson's obituary. There was no question that all of the above individuals involved were deeply embarrassed over the incorrect photograph being carried with the story.

Mr. Rosenfeld further stated he was sorry for this mistake and advised that the paper would print a retraction. It was suggested that the "Post" might wish to send letters to Mr. Nichols and Mr. Tolson's brother. Mr. Rosenfeld said that he would personally handle these letters.

1 - Mr. Moore  
1 - Mr. Heim (CONTINUED-OVER)  
1 - Mr. Malmfeldt

TJH:asg (4)

MAY 2 1975

58



Moore to Jenkins memorandum  
Re: Obituary of Clyde A. Tolson

The "Washington Post" has contacted the External Affairs Division and requested the address of Mr. Nichols, which was furnished to them.

It should be noted that Mr. Nichols was contacted by my office this morning whereupon he advised he had already learned of his photograph appearing in the obituary and stated he would personally contact the paper later this morning in order to set the record straight. Mr. Nichols was advised to the extent the Bureau went in personally delivering the obituary material to the "Post" along with the most recent photograph of Mr. Tolson we had available and he agreed that we had done everything possible to insure accuracy in this matter.

RECOMMENDATION

For information.

*MPC*  
*if*

*H*



(Mount Clipping in Space Below)

Clyde A. Tolson

## Clyde A. Tolson Dies at 74; Hoover's Closest Friend

Associated Press

WASHINGTON, April 14 — Clyde A. Tolson, 74, who was the closest friend and associate of J. Edgar Hoover for more than 30 years, died today after a long illness.

Mr. Tolson became associate director of the FBI under Mr.

Hoover in 1947 and remained in that position until shortly after Mr. Hoover's death in 1972.

Further details about the death were not immediately available. Mr. Tolson had lived in Mr. Hoover's home after inheriting it from the legendary FBI director. The two-story brick home is in northwest Washington.

Mr. Tolson, a Missouri Native, joined the FBI in 1928. Throughout his long association with Mr. Hoover, he avoided publicity. But FBI officials say he was perhaps the only person who knew all the details of Mr. Hoover's activities.

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 Director Sec'y \_\_\_\_\_

(Indicate page, name of newspaper, city and state.)

37

BUFFALO EVENING NEWS  
 Buffalo, New York

Date: 4/14/75  
 Edition: Late City  
 Author: Complete  
 Editor:  
 Title: CLYDE A. TOLSON

Character:

or

Classification: 66-62

Submitting Office: Buffalo

☐ Being Investigated

File  
 009

APR 16 1975

44



PLAINTEXT

TELETYPE

URGENT

TO: ALL SPECIAL AGENTS IN CHARGE

FROM: DIRECTOR, FBI

CLYDE A. TOLSON, FORMER ASSOCIATE DIRECTOR,  
FBI HEADQUARTERS

I REGRET TO ADVISE YOU THAT MR. TOLSON DIED OF  
NATURAL CAUSES ON APRIL 14, 1975. HE WAS 74 YEARS OF AGE  
AND IS SURVIVED BY HIS BROTHER, MR. HILLORY A. TOLSON,  
5200 SANGAMORE ROAD, WASHINGTON, D. C. FRIENDS MAY CALL  
AT JOSEPH GAWLER'S SONS FUNERAL HOME, 5130 WISCONSIN  
AVENUE, NORTHWEST, WASHINGTON, D. C., BETWEEN 2 AND 4:00  
P.M. AND 7 AND 9:00 P.M. APRIL 15, 1975. FUNERAL SERVICES  
WILL BE HELD AT THE FUNERAL HOME AT 2:00 P.M. APRIL 16, 1975.  
INTERMENT WILL FOLLOW AT CONGRESSIONAL CEMETERY,  
WASHINGTON, D. C.

GLM:pms

FEDERAL BUREAU OF INVESTIGATION  
COMMUNICATIONS SECTION

APR 14 1975

1110/PJAC

TELETYPE UNIT

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MAIL ROOM

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FOR IMMEDIATE RELEASE  
APRIL 14, 1975

FBI Director Clarence M. Kelley issued the following statement in connection with the death of Clyde A. Tolson, former Associate Director of the FBI. "All of us in the FBI were deeply saddened to learn of the death of Clyde Tolson this morning. Those of us who had the privilege of being associated with him during his 44 years in the FBI greatly admired his many talents and contributions. His passing will leave a void in the law enforcement community. As the close associate and confidant of former FBI Director J. Edgar Hoover, Mr. Tolson devoted his life to the service of the American people and to effective law enforcement throughout the country. All of us mourn the passing of this great public servant."

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Director Sec'y \_\_\_\_\_

*OK'd by  
Director  
Mr. M.C. [unclear]  
4/14/75*

*Released to  
wire services  
local media  
5:30 pm 4/14/75  
TTC*

*File  
8. TPC*

MAIL ROOM ☐

TELETYPE UNIT ☐



April 14, 1975

Mr. Hillory A. Tolson  
5200 Sangamore Road  
Washington, D. C. 20016

Dear Mr. Tolson:

It is with deep regret that I have just learned of the death of former Associate Director Clyde A. Tolson and I want you to know that all of us in the FBI are greatly saddened at his passing. We offer our heart-felt sympathy to you on the death of your brother. We know that words alone cannot ease your sorrow, but we hope you will derive some comfort in knowing that others share your grief. Our thoughts and prayers are with you.

May God bless you at this time of

sorrow.



Sincerely,

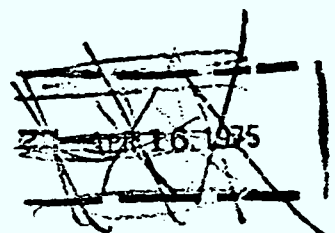
Clarence Kelley

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Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

NOTE: Former Associate Director Clyde A. Tolson died on April 14th after a long illness. Funeral services will be held at 2 p.m. on Wednesday, April 16th, at the Joseph Gawler's Sons, Inc. Funeral Home, 5130 Wisconsin Avenue, N. W., Washington, D. C. Burial will follow at Congressional Cemetery. Address of Hillory A. Tolson per mailing list.

JWS:clh (3)

MAIL ROOM ☐ TELETYPE UNIT ☐



58 NRC/MD

9/13

9/13

SCW  
8WS

GPO 1975-545

92





## UNITED STATES DEPARTMENT OF JUSTICE

4-75

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

April 14, 1975

## MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

RE: CLYDE A. TOLSON  
Former Associate Director  
FBI Headquarters

I regret to advise you that Mr. Tolson died of natural causes on April 14, 1975. He was 74 years of age and is survived by his brother, Mr. Hillory A. Tolson, 5200 Sangamore Road, Washington, D. C. Friends may call at Joseph Gawler's Sons funeral home, 5130 Wisconsin Avenue, Northwest, Washington, D. C., between 2 and 4:00 p. m. and 7 and 9:00 p. m. April 15, 1975. Funeral services will be held at the funeral home at 2:00 p. m. April 16, 1975. Interment will follow at Congressional Cemetery, Washington, D. C.

Clarence M. Kelley  
Director

REC-1

95-24-477

Numbered 58

8 APR 16 1975

10 APR 18 1975

58

93





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

(Typed April 14, 1975)

## MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

RE: CLYDE A. TOLSON  
Former Associate Director  
FBI Headquarters

I regret to advise you that Mr. Tolson died of natural causes on April 14, 1975. He was 74 years of age and is survived by his brother, Mr. Hillory A. Tolson, 5200 Sangamore Road, Washington, D. C. Friends may call at Joseph Gawler's Sons funeral home, 5130 Wisconsin Avenue, Northwest, Washington, D. C., between 2 and 4:00 p. m. and 7 and 9:00 p. m. April 15, 1975. Funeral services will be held at the funeral home at 2:00 p. m. April 16, 1975. Interment will follow at Congressional Cemetery, Washington, D. C.

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

*Sent to All Div.  
Off. & Super.*

*4/14/75  
P/*

*67-9524-477*



CLM



(Typed April 14, 1975)

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

RE: CLYDE A. TOLSON  
Former Associate Director  
FBI Headquarters

I regret to advise you that Mr. Tolson died of natural causes on April 14, 1975. He was 74 years of age and is survived by his brother, Mr. Hillory A. Tolson, 5200 Sangamore Road, Washington, D. C. Friends may call at Joseph Gawler's Sons funeral home, 5130 Wisconsin Avenue, Northwest, Washington, D. C., between 2 and 4:00 p. m. and 7 and 9:00 p. m. April 15, 1975. Funeral services will be held at the funeral home at 2:00 p. m. April 16, 1975. Interment will follow at Congressional Cemetery, Washington, D. C.

Clarence M. Kelley  
Director

GLM:pms

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MAIL ROOM ☐

TELETYPE UNIT ☐

GPO 57-58



EXP. PROC.

MAR 17 1975

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CLYDE TOLSON

March 14, 1975

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Honorable Clarence M. Kelley  
Director, Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Kelley:

I want to thank you and, through you, my friends in the FBI, for the flowers sent me at the hospital.

They are beautiful and are lending a cheerful atmosphere to my room.

Knowing that my friends are thinking of me makes my confinement to the hospital less depressing and I want each and every one of you to know I am grateful for your thoughtfulness.

With kind regards to all,

Sincerely,

Clyde Tolson

Clyde Tolson

REC-136

CLYDE TOLSON  
4936 30th PLACE, N.W.  
WASHINGTON, D.C. 20008

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June 25, 1974

Mr. Clyde A. Tolson  
4936 30th Place, Northwest  
Washington, D. C. 20008

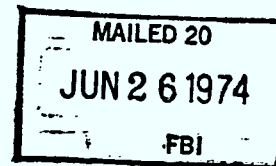
Dear Mr. Tolson:

I am very pleased to inform you that Public Law 93-309 authorizing the Secretary of the Treasury to prepare commemorative medals in honor of Mr. Hoover was signed into law by the President on June 8th. I am enclosing a copy of this legislation for your information. All of us in the FBI are extremely gratified at this well-deserved tribute to Mr. Hoover. It certainly demonstrates the unique position he holds in the hearts of his countrymen.

With warmest best wishes,

Sincerely,

Clarence



Enclosure

REC-136

9524-475

9 JUL 16 1974

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Director Sec'y \_\_\_\_\_

JWS:mks (3)

MAIL ROOM ☐

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CLYDE TOLSON

June 13, 1974

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| Director Sec'y | <input checked="" type="checkbox"/> |

Honorable Clarence M. Kelley  
 Director, Federal Bureau of Investigation  
 U. S. Department of Justice  
 Washington, D. C.

Dear Mr. Kelley:

I want to again express my gratitude to you  
 for the book of memorial tributes to Mr. Hoover  
 which you presented to me today. I am deeply apprecia-  
 tive of your thoughtfulness in making it available to me.

This book will be a treasured memento of my  
 long close personal and official association with him,  
 and I am very pleased to have it.

9524-474

I also want you to know that I enjoyed your  
 visit with me and I hope to see you again soon.

JUN 17 1974

With kind personal regards,

Sincerely,

Clyde Tolson

Clyde Tolson

EXP. PROC.

JUN 17 1974

CLYDE TOLSON  
 4936 30th PLACE, N.W.  
 WASHINGTON, D.C. 20008

*enc. 1*

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*filed*

*PPS*

*file*

7 JUL 3 1974

98



June 11, 1974

Mr. Clyde A. Tolson  
4936 30th Place, N. W.  
Washington, D. C. 20008

Dear Mr. Tolson:

As I promised you earlier, enclosed is a copy of the memorial book concerning Mr. Hoover which was authorized to be printed and bound by Congress. You may wish to know that this book sets a precedent inasmuch as none like it have been published unless the person being paid the tribute had previously been a member of Congress or a President of the United States. This certainly speaks highly of Mr. Hoover and his lifelong devotion to the betterment of our great Nation. I am privileged and happy to make this copy available to you.

With my warmest best wishes,

Sincerely,

Clarence Kelley

Enclosure

book entitled "J. Edgar Hoover"

JCW:nmi (3)

nmi

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FEB 13 1974

CLYDE TOLSON

February 13, 1974

*Would like to visit  
him again soon*

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| Director Sec'y | _____ |

Honorable Clarence M. Kelley  
Director  
Federal Bureau of Investigation  
U. S. Department of Justice  
Washington, D. C.

Dear Mr. Kelley:

Thank you very much for your letter of February 6, 1974 and for sending me a copy of a Senate report reflecting the authorization to print congressional eulogies and other tributes to Mr. Hoover.

It was indeed kind of you to make this report available to me and I am grateful for your thoughtfulness. I also appreciate your intention of arranging for me to receive a copy of this document in book form and shall certainly look forward to receiving it.

With best wishes and kind regards,

Sincerely,

*Clyde Tolson*

Clyde Tolson

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February 6, 1974

Mr. Clyde A. Tolson  
4936 30th Place, N. W.  
Washington, D. C. 20008

Dear Mr. Tolson:

Enclosed is a copy of a Senate report reflecting the authorization to print congressional eulogies and other tributes to Mr. Hoover which I thought you might like to have. I have written Senators Eastland and Hruska and expressed the gratitude of all of us in the FBI for their actions in doing this. Arrangements have been made through the FBI Recreation Association to purchase 1,000 copies of this document which will be in book form. It is anticipated it will be distributed to libraries as well as to members of Congress and I will see to it that you receive a copy once the book has been printed.

With warmest personal regards,

Sincerely,

Clarence

REC-148

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RRF  
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TJ

Gene

cc sent to Bonner  
2/8/74 with request  
that he furnish a  
copy also on as  
it is printed.  
Gene

Enclosure  
1 - Mr. Walsh

MAILED 22  
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FBI

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- Assoc. Dir. \_\_\_\_\_
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- Telephone Rm. \_\_\_\_\_
- Director Sec'y ☒

FEB 15 1974

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FBI

Follow up on  
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11

CLYDE TOLSON

September 10, 1973

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| Director Sec'y | <input checked="" type="checkbox"/> |

Honorable Clarence M. Kelly  
Director, Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Kelly:

I want to thank you and, through you, your associates in the FBI for the flowers sent to me at the hospital. They are beautiful and are lending a cheerful atmosphere to my room. It was indeed kind of all of you to think of me in this manner and I <sup>want</sup> each and every one to know I am grateful for their thoughtfulness.

Also, I want you to know how appreciative I am of your visiting me recently. It was an enjoyable occasion and I do hope you will be able to do so again.

With best wishes and kind regards to you and to all of my friends in the Bureau, I am

Sincerely,

Clyde Tolson  
Clyde Tolson

*Handwritten signature*  
**FILED**

CLYDE TOLSON  
4936 30th PLACE, N.W.  
WASHINGTON, D.C. 20003

EXP. PROC.  
SEP 12 1973

9 OCT 3 1973

K

*Handwritten signature*

*Handwritten initials*





UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

(Typed September 13, 1973)

Letter to All Special Agents in Charge:

RE: CLYDE A. TOLSON  
Former Associate Director  
Illness

Dear Sir:

I thought you may want to know that former Associate Director Clyde A. Tolson fell in his home on September 7, 1973. As a result, he was taken to Doctors Hospital, 1815 I Street, N. W., Washington, D. C. 20006, and is in Room 618.

There has not been any information released as to Mr. Tolson's condition nor the cause of his fall. The only information I have is that he seems to be getting along well, but I know he would appreciate hearing from friends with whom he has been formerly associated.

Very truly yours,

9 SEP 21 1973

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

ENCLOSURE

9 SEP 21 1973

*Sent to All SAs  
By OJL + Juncos  
9/21  
9/21*



(Typed September 13, 1973)

Letter to All Special Agents in Charge:

RE: CLYDE A. TOLSON  
Former Associate Director  
Illness

Dear Sir:

I thought you may want to know that former Associate Director Clyde A. Tolson fell in his home on September 7, 1973. As a result, he was taken to Doctors Hospital, 1815 I Street, N. W., Washington, D. C. 20006, and is in Room 618.

There has not been any information released as to Mr. Tolson's condition nor the cause of his fall. The only information I have is that he seems to be getting along well, but I know he would appreciate hearing from friends with whom he has been formerly associated.

Very truly yours,

Clarence M. Kelley  
Director

CMK:EDM (4)

*[Handwritten signature]*  
Assoc. Dir. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Cong. Serv. \_\_\_\_\_  
Corr. & Crm. \_\_\_\_\_  
Research \_\_\_\_\_  
Press Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

*[Handwritten signature]*

*[Handwritten signature]*

ENCLOSURE

MAIL ROOM ☐

TELETYPE UNIT ☐

*Changed to Memorandum  
per communication with  
Mr. Tolson 9/13/73*

*Substantive  
to Mr. Tolson  
9/15/73  
JLH*

*104*



PER IAL ATTENTION  
MEMORANDUM 38-73  
UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

September 13, 1973

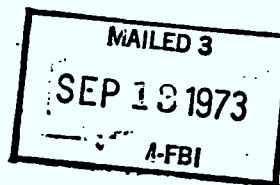
MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

RE: CLYDE A. TOLSON  
Former Associate Director  
Illness

I thought you may want to know that former Associate Director Clyde A. Tolson fell in his home on September 7, 1973. As a result, he was taken to Doctors Hospital, 1815 I Street, N. W., Washington, D. C. 20006, and is in Room 618.

There has not been any information released as to Mr. Tolson's condition nor the cause of his fall. The only information I have is that he seems to be getting along well, but I know he would appreciate hearing from friends with whom he has been formerly associated.

Very truly yours,

  
Clarence M. Kelley  
Director9-13-73  
MEMORANDUM 38-73

ENCLOSURE

105



September 4, 1973

Mr. Clyde A. Tolson  
4936 30th Place, Northwest  
Washington, D. C. 20008

Dear Mr. Tolson:

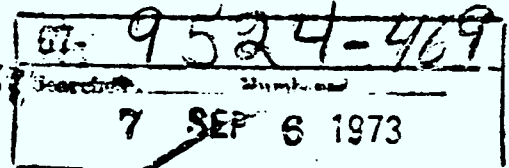
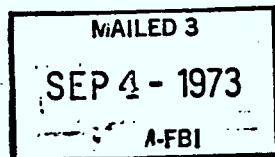
I certainly enjoyed my visit with you on August 24, 1973, and wanted to drop you this note to say that I hope I can meet with you in the future.

I was particularly pleased at your receptiveness to making available some of the mementos received by Mr. Hoover in the form of awards and plaques for display in the Memorial Room which will be established in Mr. Hoover's honor in the new FBI Building. I await your pleasure in working out whatever arrangements you wish with regard to handing these items over to the Bureau at your convenience.

I sincerely hope you will be able to overcome the eye difficulty you are having and that the therapy you are taking will enable you to get about more handily in the future. If there is anything I can do for you I hope you will not hesitate to call or let me know.

Sincerely,  
Clarence

NPC:gt/pmd  
(3)



~~10 SEP 5 1973~~

Assoc. Dir. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Cong. Serv. \_\_\_\_\_  
Corr. & Cmn. \_\_\_\_\_  
Research \_\_\_\_\_  
Press Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

SEP 7 1973

MAIL ROOM ☐ TELETYPE UNIT ☐

RECEIVED



F B I

Date: 8/4/73

Transmit the following in \_\_\_\_\_  
(Type in plaintext or code)Via AIRTEL \_\_\_\_\_  
(Priority)

|               |                                     |
|---------------|-------------------------------------|
| Assoc. Dir.   | <input checked="" type="checkbox"/> |
| Asst. Dir.:   |                                     |
| Adm.          | <input checked="" type="checkbox"/> |
| Comp. Syst.   | <input checked="" type="checkbox"/> |
| Files & Com.  | <input checked="" type="checkbox"/> |
| Gen. Inv.     | <input checked="" type="checkbox"/> |
| Ident.        | <input checked="" type="checkbox"/> |
| Inspection    | <input checked="" type="checkbox"/> |
| Intell.       | <input checked="" type="checkbox"/> |
| Laboratory    | <input checked="" type="checkbox"/> |
| Plan. & Eval. | <input checked="" type="checkbox"/> |
| Spec. Inv.    | <input checked="" type="checkbox"/> |
| Training      | <input checked="" type="checkbox"/> |
| Legal Coun.   | <input checked="" type="checkbox"/> |
| Cong. Serv.   | <input checked="" type="checkbox"/> |
| Corr. & Crm.  | <input checked="" type="checkbox"/> |
| Research      | <input checked="" type="checkbox"/> |
| Photo         | <input checked="" type="checkbox"/> |
| Telephone     | <input checked="" type="checkbox"/> |
| Director Sec. | <input checked="" type="checkbox"/> |

TO: DIRECTOR, FBI  
(ATTN: OFFICE OF LEGAL COUNSEL)

FROM: SAC, WFO

CLYDE TOLSON, FORMER ASSOCIATE DIRECTOR  
 L. PATRICK ~~E.~~ GRAY, FORMER DIRECTOR, ACTING  
 AMERICAN BAR ASSOCIATION  
 INFORMATION CONCERNING

On August 4, 1973, FRED <sup>Thompson</sup> THOMAS, Counsel for the  
 Minority, Senate Select Committee to Investigate Watergate,  
 was guest speaker before a luncheon meeting of General  
 Practitioners, American Bar Association Convention, at Grand  
 Ballroom, Mayflower Hotel, Washington, D. C.

<sup>Thompson</sup> THOMAS spoke about Committee activities and in answer  
 to questions from the audience stated: The Committee in  
 executive session has voted not to request CLYDE TOLSON, former  
 Associate Director, FBI, to be a witness during the first  
 phase of the hearings which are to end the week of August 5, 1973;  
<sup>Thompson</sup> THOMAS indicated TOLSON may be called as a witness in the  
 next session to begin in the Fall. The question was asked  
 if consideration was being given to bring criminal charges  
 against PATRICK ~~E.~~ GRAY, former <sup>Thompson</sup> Director, FBI. THOMAS <sup>Thompson</sup>  
 answered that matter has not yet been resolved.

No other questions referred to the FBI  
 either directly or by inference. <sup>Thompson</sup> THOMAS in his speech did 1973  
 not refer to the FBI.

Above furnished for information.

② - Bureau  
 1 - WFO

CWC:jrb  
 (3)

Approved: \_\_\_\_\_  
 Special Agent in Charge

Sent \_\_\_\_\_ M Per \_\_\_\_\_

U.S. Government Printing Office: 1972 - 455-574

PERS. REC. UNIT



Office of Legal Counsel

8/6/73

The American Bar Association's annual meeting, currently underway in Washington, D. C., is being covered by our Liaison representatives. On Saturday, August 4, 1973, Fred Thompson, Minority Counsel of Senate Select Committee on Watergate, spoke and stated that Clyde Tolson, former Associate Director, FBI, may be called as a witness before the Select Committee in the Fall, 1973. Thompson also stated that the question whether criminal charges would be brought against L. Patrick Gray had not yet been resolved.

JAM:lsb

*[Handwritten signatures and initials]*  
WSC MS  
K/



Mr. Felt ☒  
 Mr. Baker ☒  
 Mr. Callahan ☒  
 Mr. Cleveland ☒  
 Mr. Conrad ☐  
 Mr. Gelhardt ☐  
 Mr. Jenkins ☐  
 Mr. Marshall ☐  
 Mr. Miller, E. S. ☐  
 Mr. Soyars ☐  
 Mr. Thompson ☐  
 Mr. Walters ☐  
 Tele. Room ☐  
 Mr. Kinley ☐  
 Mr. Armstrong ☐  
 Mr. Bowers ☐  
 Mr. Hyatt ☒  
 Ms. Herwig ☐  
 Mr. Mintz ☐  
 Mrs. Neenan ☐

*J. C. Conmy*  
*E. H. Lardley*

# LETTERS TO THE EDITOR:

## Hoover's Last Years

There is not the slightest truth to the news account published May 15 in The Washington Post quoting former Assistant to the Director of the FBI, William C. Sullivan, as describing the late J. Edgar Hoover as "not of sound mind" in his last years.

This is simply the statement of a disgruntled former employee, William C. Sullivan, who was forced to retire from the FBI by Mr. Hoover in October, 1971.

CLYDE A. TOLSON,  
 Former Associate Director of the FBI.  
 Washington.

The Washington Post Times Herald A-31  
 The Evening Star (Washington) ☐  
 The Sunday Star (Washington) ☐  
 Daily News (New York) ☐  
 Sunday News (New York) ☐  
 New York Post ☐  
 The New York Times ☐  
 The Daily World ☐  
 The New Leader ☐  
 The Wall Street Journal ☐  
 The National Observer ☐  
 People's World ☐

Date MAY 24 1973

7 MAY 29 1973

FILE  
 3/24  
 109



CLYDE TOLSON

May 17, 1973

Mr. Benjamin C. Bradlee  
Executive Editor  
The Washington Post  
1150 15th Street, N. W.  
Washington, D. C. 20005

Dear Mr. Bradlee:

There is not the slightest truth to the news account published last Tuesday in the Washington Post quoting former Assistant to the Director of the FBI, William C. Sullivan, as describing the late J. Edgar Hoover as "not of sound mind" in his last years.

This is simply the statement of a disgruntled former employee, William C. Sullivan, who was forced to retire from the FBI by Mr. Hoover in October, 1971.

Sincerely,

*Clyde A. Tolson*

Former Associate Director  
of the FBI

cc Hon. Elliot Lee Richardson  
Attorney General Designate

Hon. William D. Ruckelshaus  
Acting Director, FBI

11 MAY 29 1973

7 MAY 29 1973

Mr. Bates  
Mr. Baker  
Mr. Callahan  
Mr. Cleveland  
Mr. Conrad  
Mr. Edwards  
Mr. Jenkins  
Mr. Marshall  
Mr. Miner  
Mr. S. Vore  
Mr. Thompson  
Mr. Walters  
Tele. Room  
Mr. Baise  
Mr. Barnes  
Mr. Eevers  
Mr. Herington  
Mr. Conmy  
Mr. Felt  
Mr. Gandy  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Mrs. Holmes  
Miss Gandy

Mr. Felt  
Mr. Baker  
Mr. Callahan  
Mr. Cleveland  
Mr. Conrad  
Mr. Edwards  
Mr. Jenkins  
Mr. Marshall  
Mr. Miner  
Mr. S. Vore  
Mr. Thompson  
Mr. Walters  
Tele. Room  
Mr. Baise  
Mr. Barnes  
Mr. Eevers  
Mr. Herington  
Mr. Conmy  
Mr. Felt  
Mr. Gandy  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Mrs. Holmes  
Miss Gandy

EXP. PROC.

MAY 21 1973

5-29 #31

5-TD

ORIGINAL FILED IN



March 8, 1973

Mr. Clyde A. Tolson  
4936 30th Place, Northwest  
Washington, D. C. 20008

Dear Mr. Tolson:

It occurred to me that you may wish to have the enclosed copies of my prepared testimony before the Judiciary Committee of the United States Senate.

I send these to you because you devoted so many years of your life to making the FBI the institution that it is in our country.

With my best wishes and warm regards,

Sincerely,

L. Patrick Gray III  
L. Patrick Gray, III  
Acting Director

MAILED 5

MAR 8 1973

FBI

Enclosures (2)

LPG's Statement before Committee on the Judiciary, U. S. Senate, Washington, D. C., 2-28-73.

LPG's Statement before Committee on the Judiciary, U. S. Senate, Washington, D. C., 3-6-73.

NOTE: Mr. Tolson is the former Associate Director of the FBI.  
Address per mailing list.

HRH:sel (3)

Mr. Felt \_\_\_\_\_  
Mr. Baker \_\_\_\_\_  
Mr. Callahan \_\_\_\_\_  
Mr. Cleveland \_\_\_\_\_  
Mr. Conrad \_\_\_\_\_  
Mr. Gebhardt \_\_\_\_\_  
Mr. Jenkins \_\_\_\_\_  
Mr. Marshall \_\_\_\_\_  
Mr. Miller, E.S. \_\_\_\_\_  
Mr. Soyars \_\_\_\_\_  
Mr. Thompson \_\_\_\_\_  
Mr. Walters \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Kinley \_\_\_\_\_  
Mr. Armstrong \_\_\_\_\_  
Mr. Bowers \_\_\_\_\_  
Mr. Herington \_\_\_\_\_  
Ms. Herwig \_\_\_\_\_  
Mr. Mintz \_\_\_\_\_  
Mrs. Neenan \_\_\_\_\_

MAIL ROOM ☒

TELETYPE UNIT ☐

9524-467  
5 MAR 12 1973



September 22, 1972

Mr. Clyde A. Tolson  
4936 Thirtieth Place, Northwest  
Washington, D. C. 20008

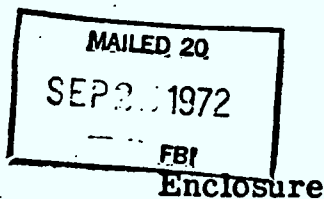
Dear Mr. Tolson:

On September 21st, it was my pleasure to accept from General Harold K. Johnson, President of Freedoms Foundation, awards honoring Mr. Hoover and the FBI.

There were three awards consisting of a George Washington Honor Medal for the FBI television program titled "The Target," originally shown December 6, 1970; a Distinguished Service Award for the February, 1971, FBI Law Enforcement Bulletin Introduction; and a Distinguished Service Award, plus \$100, for Mr. Hoover's address on October 22, 1971, before the Society of Former Special Agents of the FBI.

The check for \$100 was made payable to you as the executor of Mr. Hoover's estate and is enclosed herewith. The medals are being retained and will be appropriately displayed here.

Sincerely,  
Pat Gray



REC-100

7 SEP 25 1972

- 1 - Mrs. Neelan  
1 - Mr. Kinley  
1 - Mr. G. E. Malmfeldt (detached)

Felt \_\_\_\_\_  
Baker \_\_\_\_\_  
Bates \_\_\_\_\_  
Bishop \_\_\_\_\_  
Callahan \_\_\_\_\_  
Cleveland \_\_\_\_\_  
Conrad \_\_\_\_\_  
Dalbey \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Marshall \_\_\_\_\_  
Miller, E.S. \_\_\_\_\_  
Ponder \_\_\_\_\_  
Soyars \_\_\_\_\_  
Walters \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Kinley \_\_\_\_\_  
Mr. Armstrong \_\_\_\_\_  
Ms. Herwig \_\_\_\_\_  
Mrs. Neenan \_\_\_\_\_

JH:mbk  
(6)

MAIL ROOM ☐ TELETYPE UNIT ☐



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Callahan *W*

DATE: July 3, 1972

FROM : H. N. Bassett *HN*

SUBJECT: JOHN EDGAR HOOVER  
CLYDE A. TOLSON  
Federal Employees Group  
Life Insurance

Felt \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_  
Bishop \_\_\_\_\_  
Callahan \_\_\_\_\_  
Campbell \_\_\_\_\_  
Cleveland \_\_\_\_\_  
Conrad \_\_\_\_\_  
Dalbey \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Marshall \_\_\_\_\_  
Miller, E.S. \_\_\_\_\_  
Ponder \_\_\_\_\_  
Soyars \_\_\_\_\_  
Walters \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Kinley \_\_\_\_\_  
Mr. Armstrong \_\_\_\_\_  
Mr. Herwig \_\_\_\_\_  
Mrs. Neenan \_\_\_\_\_

During the morning of Saturday, 7/1/72, Mr. Tolson telephonically contacted SA Hunsinger who was on duty in Mr. Callahan's office inquiring concerning (1) the status of disposition of Mr. Hoover's Federal Employees Group Life Insurance (FEGLI) and (2) the amount of Mr. Tolson's FEGLI. At that time Mr. Tolson was advised that the matter had been brought to the attention of FEGLI in New York and Mr. Brewer, who is handling Mr. Hoover's estate for Riggs National Bank, and that we would be glad to determine the status of Mr. Hoover's insurance. Mr. Tolson advised that would be satisfactory and to please call him Monday morning 7/3/72.

After checking, Mr. Tolson was telephonically contacted in the morning on 7/3/72, and advised that the claim form that he has executed for the FEGLI insurance rests with Riggs National Bank and that the bank will forward the claim to FEGLI in New York when the Probate Court officially designates Mr. Tolson executor of the estate. The same applies to unpaid compensation and money in Mr. Hoover's retirement account. He was informed that Mr. Hoover had regular life insurance in the amount of \$45,000.

With respect to his own insurance, Mr. Tolson was advised he has regular FEGLI life insurance in the amount of \$42,000, which will reduce by 2% each month beginning July, 1972, until it reaches 25% of the amount in effect before the first reduction, or \$10,500. This amount, \$10,500, will continue cost free to Mr. Tolson for the remainder of his life. Mr. Tolson was appreciative of receiving this information. He stated that he understands from Riggs that he is to be designated executor by the Probate Court sometime this week.

## RECOMMENDATION:

None, this is for information.

*RGH:ccb*  
1 - Mr. Adams  
1 - Mr. Walsh  
1 - Mr. Bassett  
CORDED  
1 - Mr. Row

67-000561-318  
Searched \_\_\_\_\_ Numbered \_\_\_\_\_  
JUL 7 1972  
*12/1/72*

*3-11/1/72*  
*113*



June 15, 1972

Mr. Clyde A. Tolson  
4936 30th Place, N. W.  
Washington, D. C. 20008

Dear Mr. Tolson:

Enclosed is a copy of the June, 1972, issue of "The Investigator," which carries your photograph and an article concerning your retirement on page 16.

I express the thanks and appreciation of all FBI employees for the dedicated leadership which you so unselfishly gave to the Bureau. We wish you, as you so richly deserve, God's blessings and happiness in your retirement years.

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III  
Acting Director

MAILED 20

JUN 15 1972

FBI

Enclosure

NOTE: Salutation per prior correspondence.

*mr*

Felt \_\_\_\_\_  
Mohr \_\_\_\_\_  
Rosen \_\_\_\_\_  
Bates \_\_\_\_\_  
Bishop \_\_\_\_\_  
Callahan \_\_\_\_\_  
Campbell \_\_\_\_\_  
Casper \_\_\_\_\_  
Cleveland \_\_\_\_\_  
Conrad \_\_\_\_\_  
Dalbey \_\_\_\_\_  
Marshall \_\_\_\_\_  
Miller, E.S. \_\_\_\_\_  
Ponder \_\_\_\_\_  
Soyars \_\_\_\_\_  
Walters \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Kinley \_\_\_\_\_  
Mr. Armstrong \_\_\_\_\_  
Ms. Herwig \_\_\_\_\_  
Mrs. Neenan \_\_\_\_\_

REMOVED BY SRD

EHG:ssa (5)

MAIL ROOM ☐ TELETYPE UNIT ☐

*TEB/HK*

*114*



NOTIFICATION OF PERSONNEL ACTION

(FOR AGENCY USE)

|  |  |               |   |   |  |
|--|--|---------------|---|---|--|
| 1. NAME (CAPS) LAST-FIRST-MIDDLE<br><b>TOLSON, CLYDE A. (MR.)</b>  |  | MR.-MISS-MRS. | 2. (FOR AGENCY USE)   | 3. BIRTH DATE<br>(Mo., Day, Year)<br><b>5-22-1900</b> | 4. SOCIAL SECURITY NO.<br><b>577-60-2204</b> |
| 5. VETERAN PREFERENCE<br><b>1</b> 1-NO 3-10 PT. DISAB. 5-10 PT. OTHER<br>2-5 PT. 4-10 PT. COMP.                |  |               | 6. TENURE GROUP   | 7. SERVICE COMP. DATE                                 |  |
| 9. FEGLI<br><b>1</b> 1-COVERED (Regular only-declined Optional)<br>2-INELIGIBLE 3-WAIVED 4-COVERED (Reg & Opt) |  |               | 10. RETIREMENT<br><b>1</b> 1-CS 3-FS 5-OTHER<br>2-FICA 4-NONE |   | 11. (FOR CSC USE)                            |
| 12. CODE NATURE OF ACTION<br><b>SEPARATION OF RE-EMPLOYED<br/>ANNUITANT</b>                                    |  |               | 13. EFFECTIVE DATE<br>(Mo., Day, Year)<br><b>cb 5-16-72</b>   |   | 14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY   |
| 15. FROM: POSITION TITLE AND NUMBER<br><b>Associate Director 020</b>   |  |               | 16. PAY PLAN AND<br>OCCUPATION CODE                           | 17. (a) GRADE<br>OR LEVEL<br><b>Level<br/>III</b>     | (b) STEP<br>OR RATE<br><b>\$40,000pa</b>     |
| 19. NAME AND LOCATION OF EMPLOYING OFFICE<br><b>Associate Director's Office<br/>Washington, D. C.</b>          |  |               |   |   |  |

|   |                                     |                           |                     |            |
|---|-------------------------------------|---------------------------|---------------------|------------|
| 20. TO: POSITION TITLE AND NUMBER         | 21. PAY PLAN AND<br>OCCUPATION CODE | 22. (a) GRADE<br>OR LEVEL | (b) STEP<br>OR RATE | 23. SALARY |
| 24. NAME AND LOCATION OF EMPLOYING OFFICE |                                     |                           |                     |            |

|  |   |   |  |
|--|---|---|--|
| 25. DUTY STATION (City-county-State)         |   | 26. LOCATION CODE   |  |
| 27. APPROPRIATION<br><b>S. &amp; E., FBI</b> | 28. POSITION OCCUPIED<br>1-COMPETITIVE SERVICE<br><b>2</b> 2-EXCEPTED SERVICE | 29. APPORTIONED POSITION<br>FROM: 1-PROVED-1 2-WAIVED-2 TO: STATE |  |

30. REMARKS. ☐ A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING  
☐ B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: ☐ C. DURING PROBATION

SEPARATIONS. SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE: ☐

**Mr. Tolson was automatically retired on 5-31-70 and reappointed 6-1-70.**  
**Forwarding Address: Apartment 1316**  
**4000 Massachusetts Avenue, Northwest**  
**Washington, D. C. 20016**  
**Mr. Tolson resigned due to ill health.**

REMOVED BY SRD  
67-~~SECRET~~  
1972

**Paid hereon for the period 5/14/72 thru cb 5/16/72. Lump-sum payment to cover 744 hrs. ending cb 9/22/72, 3 holidays included.**

**P 16 LSP 744**

|  |   |   |  |
|--|---|---|--|
| 31. DATE OF APPOINTMENT AFFIDAVIT (Accession only)                           |   | 34. SIGNATURE (Or other authentication) AND TITLE<br><b>L. Patrick Gray III</b> |  |
| 32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office) |   | 35. DATE <b>5-4-72</b> <b>Acting Director</b>                                   |  |
| 33. CODE<br><b>DJ 02</b>   | EMPLOYING DEPARTMENT OR AGENCY<br><b>FEDERAL BUREAU OF INVESTIGATION<br/>WASHINGTON D C 20535</b> |   |  |



# APPLICATION FOR RETIREMENT CIVIL SERVICE RETIREMENT SYSTEM

(USE ONLY IF SEPARATED ON OR AFTER  
OCTOBER 20, 1969)

To Avoid Delay—1. Read Information Carefully; 2. Complete Application in Full—Type or Print in Ink

## A. IDENTIFYING INFORMATION

|  |  |  |  |   |  |
|--|--|--|--|---|--|
| 1. NAME<br>(Last) (First) (Middle)<br><b>TOLSON CLYDE A</b>  |  |  | 2. LIST ALL OTHER NAMES YOU HAVE USED<br>-----   |   |  |
| 3. ADDRESS (including ZIP code)<br><b>4936 30th Place, Northwest<br/>Washington, D. C. 20008</b>   |  |  | 4. PHONE NUMBER<br>(Including Area Code)   | 5. DATE OF BIRTH<br>(Month) (Day) (Year)<br><b>May 22, 1900</b> | 6. SOCIAL SECURITY<br>ACCOUNT NUMBER<br><b>577 60 2204</b> |
| 8A. ARE YOU MARRIED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  |  |  | 7A. ARE YOU A CITIZEN OF THE<br>UNITED STATES OF AMERICA?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |   | 7B. IF "NO", OF WHAT COUNTRY ARE<br>YOU A CITIZEN?         |
| WIFE'S OR HUSBAND'S NAME<br>(First) (Middle) (Last)<br>-- -- --  |  |  | HER (OR HIS) BIRTH DATE<br>(Month) (Day) (Year)<br>-- -- --  | HER (OR HIS) SOCIAL SE-<br>CURITY ACCOUNT NUMBER<br>-- -- --    | DATE OF MARRIAGE<br>(Month) (Day) (Year)<br>-- -- --       |
| 9A. DO YOU HAVE ANY UNMARRIED CHILDREN UNDER AGE 22 (Or over age 22 and incapable of self support because of a disability incurred<br>before age 18)? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |  | 9B. IF "YES" GIVE THE FOLLOWING INFORMATION  |   |  |
| 9B. IF "YES" LIST NAME AND DATE OF BIRTH OF EACH CHILD. WRITE THE WORD "DISABLED" AFTER CHILD'S NAME WHERE APPLICABLE  |  |  |  |   |  |
| CHILD'S NAME<br>(First) (Middle) (Last)<br>-- -- --  |  |  | DATE OF BIRTH<br>(Mo.) (Day) (Yr.)<br>-- -- --   |   |  |
| CHILD'S NAME<br>(First) (Middle) (Last)<br>-- -- --  |  |  | DATE OF BIRTH<br>(Mo.) (Day) (Yr.)<br>-- -- --   |   |  |
| CHILD'S NAME<br>(First) (Middle) (Last)<br>-- -- --  |  |  | DATE OF BIRTH<br>(Mo.) (Day) (Yr.)<br>-- -- --   |   |  |

## B. CIVILIAN AND MILITARY SERVICE

|  |               |  |  |
|--|---------------|--|--|
| 1. DEPARTMENT OR AGENCY IN WHICH PRESENTLY OR LAST EMPLOYED, INCLUDING<br>BUREAU OR DIVISION, AND ADDRESS, INCLUDING ZIP CODE<br><b>United States Department of Justice<br/>Federal Bureau of Investigation,<br/>Washington, D. C. 20535</b>   |               | 2. DATE OF FINAL SEPARATION<br>(Month) (Day) (Year)<br><b>May 16, 1972</b>   | 3. APPROXIMATE YEARS OF FEDERAL<br>SERVICE<br>CIVILIAN <b>53 yrs.</b> MILITARY |
| 5. DO YOU HAVE FEDERAL<br>EMPLOYEES GROUP LIFE<br>INSURANCE?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  |               | 4. TITLE OF LAST POSITION<br><b>Associate Director</b>   |  |
| 6. IF YOU HAVE REGULAR<br>LIFE INSURANCE, DO YOU<br>ALSO HAVE OPTIONAL LIFE<br>INSURANCE?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   |               | 7A. HAVE YOU BEEN ENROLLED IN A PLAN UNDER<br>THE FEDERAL EMPLOYEES HEALTH BENEFIT<br>PROGRAM SINCE YOUR FIRST OPPORTUNITY<br>TO ENROLL OR FOR AT LEAST FIVE YEARS<br>IMMEDIATELY BEFORE YOUR RETIREMENT?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |  |
| 7B. IF "YES" PLEASE LIST YOUR CURRENT<br>CARRIER CONTROL NUMBER  |               | ENROLLMENT CODE NUMBER   |  |
| 8. COMPLETE THE SCHEDULE BELOW IF YOU HAVE PERFORMED ACTIVE DUTY THAT TERMINATED UNDER HONORABLE CONDITIONS IN ANY OF THE FOLLOWING SERVICES:<br>(A) ARMY, NAVY, MARINE CORPS, AIR FORCE, OR COAST GUARD OF THE UNITED STATES; OR (B) REGULAR CORPS OR RESERVE CORPS OF THE PUBLIC HEALTH SERVICE<br>AFTER JUNE 30, 1960; OR (C) AS A COMMISSIONED OFFICER OF THE COAST AND GEODETIC SURVEY AFTER JUNE 30, 1961; OR (D) AS A COMMISSIONED OFFICER OF THE<br>ENVIRONMENTAL SCIENCE SERVICES ADMINISTRATION. ATTACH A COPY OF YOUR DISCHARGE CERTIFICATE OR OTHER CERTIFICATE OF ACTIVE MILITARY SERVICE, IF<br>AVAILABLE. |               |  |  |
| BRANCH OF SERVICE  | SERIAL NUMBER | DATE OF ENTRANCE<br>ON ACTIVE DUTY   | DATE OF SEPARATION<br>FROM ACTIVE DUTY   |
|  |               |  |  |
|  |               |  |  |
|  |               |  |  |
| 9A. ARE YOU A MILITARY<br>RESERVIST (Either Active<br>or Inactive)? <input type="checkbox"/> YES <input type="checkbox"/> NO   |               | 9B. ARE YOU IN RECEIPT OF OR HAVE YOU EVER APPLIED FOR MIL-<br>ITARY RETIRED PAY? (Retired pay does not include V.A. pen-<br>sion or compensation.) <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |
| 9C. IF "YES" WERE YOU RETIRED FROM A RESERVE COMPONENT<br>UNDER CHAPTER 67, TITLE 10, USC? (Formerly Title III,<br>Public Law 80-810) <input type="checkbox"/> YES <input type="checkbox"/> NO   |               |  |  |

## C. DISABILITY INFORMATION (Only Applicants for Total Disability Retirement Will Complete This Part)

|   |
|---|
| 1. BRIEFLY DESCRIBE YOUR DISABILITIES, STATE WHEN OCCURRED, AND HOW THEY INTERFERE WITH PERFORMANCE OF THE DUTIES OF YOUR POSITION. (ATTACH<br>ADDITIONAL COMMENTS ON PLAIN SHEET OF PAPER, IF NECESSARY.) ALSO, STATE MONTH AND YEAR IN WHICH YOU BECAME TOTALLY DISABLED. |
|---|

## D. OTHER CLAIM INFORMATION

|   |  |
|---|--|
| 1A. HAVE YOU EVER RECEIVED OR MADE APPLICATION FOR COMPENSATION UNDER<br>THE FEDERAL EMPLOYEES' COMPENSATION ACT?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | 1B. IF "YES" STATE THE NUMBER OF YOUR COMPENSATION CLAIM AND THE PERIOD<br>FOR WHICH YOU RECEIVED COMPENSATION:<br>CLAIM NUMBER FROM (Mo.) (Day) (Year) TO (Mo.) (Day) (Year)  |
| 2A. HAVE YOU PREVIOUSLY FILED ANY APPLICATION UNDER THE CIVIL SERVICE<br>RETIREMENT SYSTEM, INCLUDING APPLICATION FOR RETIREMENT, REFUND, DEPOSIT<br>OR REDEPOSIT, OR VOLUNTARY CONTRIBUTIONS?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | 2B. IF "YES" INDICATE THE TYPE(S) OF APPLICATION AND GIVE THE CLAIM NUMBER(S)<br>IF KNOWN<br><input checked="" type="checkbox"/> RETIREMENT <input type="checkbox"/> DEPOSIT OR REDEPOSIT <input type="checkbox"/> VOLUNTARY CONTRIBUTIONS<br><input type="checkbox"/> REFUND CLAIM NUMBER(S) <b>1220385</b> |
| 3A. DO YOU HAVE LIFE INSURANCE THROUGH A FORMER EMPLOYEE BENEFICIAL<br>ASSOCIATION FOR WHICH YOU NOW PAY PREMIUMS TO THE ASSOCIATION?<br><input type="checkbox"/> YES <input type="checkbox"/> NO   | 3B. IF "YES" GIVE YOUR ACCOUNT NUMBER  |
| 4A. HAVE YOU EVER BEEN EMPLOYED UNDER ANOTHER RETIREMENT SYSTEM FOR<br>FEDERAL OR DISTRICT OF COLUMBIA EMPLOYEES?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | 4B. IF "YES" GIVE THE NAME OF THE OTHER RETIREMENT SYSTEM  |



INDICATE, BY SIGNING YOUR INITIALS IN THE APPROPRIATE BOX BELOW, THE TYPE OF ANNUITY YOU WISH TO RECEIVE. READ THE EXPLANATIONS AND CONSIDER THE MATTER CAREFULLY. NO ANNUITY WILL BE PERMITTED AFTER AN ANNUITY HAS BEEN GRANTED. IF YOU WANT AN ANNUITY WITH A SURVIVOR BENEFIT, BE SURE TO GIVE THE OTHER INFORMATION CALLED FOR.

### F. TYPES OF ANNUITY: MARRIED APPLICANTS ONLY

#### 1. ☐ INITIALS ANNUITY WITH SURVIVOR BENEFIT TO WIDOW OR WIDOWER

SPECIFY THE PORTION OF YOUR ANNUITY YOU WANT USED AS THE BASE FOR YOUR WIDOW'S (OR WIDOWER'S) SURVIVOR ANNUITY.

If you want all your annuity used as the base for the survivor benefit, write the word "all" in the box below. If you want only part of your annuity used as the base for the survivor benefit, write the yearly amount of your annuity you want used.

\$

THE SURVIVOR'S ANNUITY WILL BE 55% OF ALL OR WHATEVER PORTION OF YOUR ANNUITY YOU SPECIFY AS THE BASE FOR HER (OR HIS) BENEFIT.

- If you are married, you will receive this type of annuity unless you choose the annuity in F. 2.
- The annuity payable to you during your lifetime will be reduced by 2 1/4% of any amount up to \$3,600 a year used as the base for the survivor benefit, plus 10% of any amount over \$3,600 so used.
- If your wife (or husband) should die before you, no change in type of annuity will be permitted, your annuity will not be increased, nor may you name any other person as survivor.
- The survivor's annuity will not begin until your death.

#### 2. ☐ INITIALS ANNUITY WITHOUT SURVIVOR BENEFIT

(I do not desire my wife (or husband) to receive a survivor annuity benefit after my death.)

- If you choose this type, your wife (or husband) cannot be paid a survivor annuity after your death.
- This type provides annuity payments to you only.

### G. TYPES OF ANNUITY: UNMARRIED APPLICANTS ONLY (Including Widowed and Divorced)

#### 1. ☐ INITIALS ANNUITY WITHOUT SURVIVOR BENEFIT

- If you are not married, you will receive this type of annuity unless you choose the annuity in G. 2.
- This type provides annuity payments to you only.

#### 2. ☐ INITIALS ANNUITY WITH SURVIVOR BENEFIT TO NAMED PERSON HAVING AN INSURABLE INTEREST

SPECIFY THE NAME, RELATIONSHIP, DATE OF BIRTH, AND SOCIAL SECURITY ACCOUNT NUMBER OF THE PERSON YOU WISH TO RECEIVE THE SURVIVOR ANNUITY

NAME OF PERSON (First, middle, last)

RELATIONSHIP

DATE OF BIRTH (Mo., day, yr.)

SOCIAL SECURITY ACCOUNT NUMBER

SEE UNMARRIED EMPLOYEES UNDER INFORMATION REGARDING SURVIVOR ANNUITIES ON THE ATTACHED INFORMATION SHEET FOR EXPLANATION OF REDUCTION IN YOUR ANNUITY.

- This type is available to all retiring *unmarried* employees who are in good health.
- It provides a reduced annuity to you and a survivor annuity to the person named as having an insurable interest.
- The survivor's annuity will not begin until your death.
- The survivor's annuity will be 55% of the reduced annuity you receive.
- If you choose this type of annuity you will have to undergo a medical examination which will be arranged by the Civil Service Commission at no cost to you.
- If the person named as having an insurable interest should die before you, no change in type of annuity will be permitted, your annuity will not be increased, nor may you name any other person as survivor.

### H. CERTIFICATION OF APPLICANT

**WARNING.**—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

I hereby certify that all statements made in this application are true to the best of my knowledge and belief.

5-8-72

(DATE)

Clyde A. Tolson

(SIGNATURE OF APPLICANT)

### I. FOR USE OF EMPLOYING AGENCY (See FPM Supplement 831-1 for instructions.)

CHECK APPROPRIATE BOX:



INDIVIDUAL RETIREMENT RECORD, SF 2806, AND REGISTER OF SEPARATIONS AND TRANSFERS, SF 2807, ARE ATTACHED.



INDIVIDUAL RETIREMENT RECORD, SF 2806, WAS SENT TO U.S. CIVIL SERVICE COMMISSION ON \_\_\_\_\_

(DATE)

WITH REGISTER OF SEPARATIONS AND TRANSFERS, SF 2807, NO. \_\_\_\_\_

NAME OF AGENCY PERSON WHO CAN FURNISH ADDITIONAL INFORMATION ABOUT THIS APPLICATION, IF NECESSARY (Type or print)

Maurice F. Row

SIGNATURE OF RESPONSIBLE AGENCY OFFICIAL

*M. F. Row*

D. E. Cox

OFFICIAL TITLE Authorized Certifying Officer

DATE

5-18-72

TELEPHONE NUMBER, INCLUDING AREA CODE

202 EX 3-7100 X635

DEPARTMENT OR AGENCY

Federal Bureau of Investigation

**OFFENSES BARRING ANNUITY PAYMENTS:** Title 5 USC 8312 prohibits payment of annuity to persons who have committed specified offenses involving the national security of the United States. Employing agencies are responsible for submitting all pertinent information to the Civil Service Commission's Bureau of Retirement, Insurance, and Occupational Health in any case when this law possibly applies.

117 12/4



118

(RECORD EACH NAME CHANGE—  
STRIKE OUT PREVIOUS NAME)

REMOVED - 330

12/12



AGENCY CERTIFICATION OF INSURANCE STATUS  
Federal Employees Group Insurance Program

1. NAME (Last) (First) (Middle) 2(a). DATE OF BIRTH (Month, Day, Year) 2(b). SOCIAL SECURITY NUMBER  
**TOLSON, CLYDE A.** **5-22-1900** **577 | 60 | 2204**  
**"Re-employed Annuitant" CSA 1-220-988**

3. CHECK THE REASON FOR TERMINATING INSURANCE

(a) ☒ SEPARATED (c) ☐ DIED (d) ☐ 12 MONTHS NON-PAY STATUS (e) ☐ OTHER (Specify)  
(b) ☐ RETIRED HAD EMPLOYEE AT TIME OF DEATH APPLIED FOR CIVIL SERVICE ANNUITY? ☐ YES ☐ NO


4. CHECK APPROPRIATE BOX CONCERNING SF 54, DESIGNATION OF BENEFICIARY

(a) ☐ CURRENT SF 54 ATTACHED (b) ☒ A CURRENT SF 54 IS NOT ON FILE WITH THIS AGENCY (c) ☐ A CURRENT SF 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT)

NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN HIS LIFE INSURANCE, ATTACH CURRENT SF 54, IF ANY, TO ORIGINAL SF 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF SF 56; IF NO CURRENT SF 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT SF 54 IS ON FILE BY CHECKING BOX 4 (b) OR (c). A CURRENT SF 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE.

5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR) 6. ANNUAL BASIC PAY RATE (NOT AMOUNT OF INSURANCE) ON DATE IN ITEM 5. CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE. 7. DID EMPLOYEE HAVE OPTIONAL INSURANCE ON DATE IN ITEM 5? NO ☒ YES ☐ IF YES, GIVE RECEIPT DATE OF ELECTION OF OPTIONAL INSURANCE (SF 176 or 176-T): 8. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR):  
**5-16-72** **\$40,000** PER ANNUM

9. I CERTIFY THAT THE ABOVE INFORMATION HAS BEEN OBTAINED FROM, AND CORRECTLY REFLECTS, OFFICIAL RECORDS AND THAT THE EMPLOYEE NAMED WAS COVERED BY FEDERAL EMPLOYEES GROUP LIFE INSURANCE ON THE DATE SHOWN IN ITEM 5.

  
(Personal signature of authorized agency official)

**N. P. Callahan**  
(Typed name of authorized agency official)

**Federal Bureau of Investigation**  
(Name of agency)

**5-4-72**

(Date)

**Assistant Director**

(Title)

**Washington, D. C. 20535**

(Mailing address, including ZIP Code of agency)

SEE OTHER SIDE  
FOR  
INSTRUCTIONS TO EMPLOYING AGENCY

PART 3 — FILE COPY

NOT RECORDED

7 MAY 16 1972

3/14

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# INSTRUCTIONS TO EMPLOYING AGENCY

## COMPLETION OF CERTIFICATION

1. This Certification must be completed in triplicate whenever an employee's insurance terminates for:
  - a. Death.
  - b. Retirement on an immediate annuity with 12 or more years' creditable service, of which at least 5 years are civilian service, or on account of disability. (An immediate annuity is one which begins to accrue not later than 1 month after the date the insurance would normally cease.) In a disability retirement case, do not complete SF 56 until a finding of disability has been officially made and the employee's separation is in order.
  - c. Completion of 12 months in a non-pay status or separation, and the employee is receiving benefits under the Federal Employees' Compensation law, and held unable to return to duty.
  - d. Any other reason, if the employee desires to convert his life insurance, except under the following circumstances:
    - (1) Employee waived or declined on SF 176 (or SF 176-T);
    - (2) If it is known that, within 3 calendar days after the date the insurance terminated, the employee will return to Government service in the same or another position in which he will be eligible to reacquire Federal Employees Group Life Insurance;
    - (3) More than 75 days have elapsed from the date insurance terminated unless specific request is made therefor by the Civil Service Commission or the Office of Federal Employees' Group Life Insurance.
2. If insurance terminated on account of death, indicate in item 3(a) whether the employee had filed an Application for Retirement (SF 2801) with the Civil Service Commission.
3. In item 8, give date of Notice of Conversion Privilege (SF 55), except that if this form (SF 56) is issued in lieu of SF 55, give current date. In case of death, leave this item blank.
4. It is important whenever a duplicate SF 56 is issued to replace one which has been lost, that it be clearly marked "DUPLICATE".

## DISPOSITION OF CERTIFICATION

1. Death of employee—
  - a. Send duplicate of SF 56 immediately to the Office of Federal Employees' Group Life Insurance.
  - b. Keep the original (preferably in the Official Personnel Folder or its equivalent) for attachment to a claim for death benefits (Form FE-6) when received.
  - c. If no claim is received, send original SF 56, upon request, to the Office of Federal Employees' Group Life Insurance.
  - d. If the deceased employee has a current Designation of Beneficiary (SF 54) on file, the SF 54 must be attached to the original SF 56 when it is sent to the Office of Federal Employees' Group Life Insurance.
2. Retirement of employee—
  - a. If the employee is applying for an immediate annuity with 12 or more years' creditable service (of which at least 5 years are civilian service) or for disability, attach the original SF 56 and current Designation of Beneficiary (SF 54), if any, to the Application for Retirement and give duplicate of SF 56 to the employee. [NOTE: In a disability retirement case where the retirement application has already been sent to the Civil Service Commission, attach the original SF 56 (and SF 54, if any) to the "FINAL" Individual Retirement Record (SF 2806).]
  - b. If the employee wants to continue only his regular insurance, have him complete a SF 176 declining his optional insurance. If he wants to convert only his optional insurance, prepare a statement (see below), in duplicate, for him to sign, attach both copies of the statement to the original SF 56, and submit with application for retirement as instructed in 2a above.  
Illustrative Statement  
"I want to continue my regular insurance after retirement but would like additional information on converting my optional insurance."

(Employee's signature)

(Address—print or type)

(Date)

- c. If the employee prefers to convert both his regular and optional insurance to an individual policy, give him the original and duplicate copy of the SF 56. Retain SF 54, if any.
3. If employee is receiving compensation benefits—
  - a. Before completing item 7 contact the local Bureau of Employees' Compensation Office, if necessary, to confirm whether the employee still has optional insurance.
  - b. Have the employee complete appropriate box on reverse side of the original SF 56. Send original SF 56 and current Designation of Beneficiary (SF 54), if any, to the U. S. CIVIL SERVICE COMMISSION, BUREAU OF RETIREMENT AND INSURANCE, WASHINGTON, D. C., 20415, and give duplicate copy of SF 56 to the employee.
  - c. If the employee prefers to convert his group insurance to an individual policy, give him the original and duplicate copy of the SF 56. Retain SF 54, if any.
4. All other cases—

Upon request, give the employee the original and duplicate copy of the SF 56 or mail them to him.
5. In all cases—

Retain file copy of the SF 56 in the employee's Official Personnel Folder or its equivalent.

## PROMPT CERTIFICATION REQUIRED

The time in which an employee may convert his group life insurance to an individual policy is limited. This SF 56 must be completed and delivered or mailed to him promptly.

120



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Callahan

DATE: 5-5-72

FROM : H. N. Bassett

SUBJECT: J. EDGAR HOOVER  
DECEASED 5-1-72  
SPECIAL AGENTS INSURANCE FUND

Tolson \_\_\_\_\_  
Felt \_\_\_\_\_  
Campbell \_\_\_\_\_  
Rosen \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Callahan \_\_\_\_\_  
Casper \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

A cashier's check in the amount of \$20,000 payable to Clyde A. Tolson, designated beneficiary of Mr. Hoover, who was a member of the Special Agents Insurance Fund, was delivered to Mr. Mohr for transmittal to Mr. Tolson on this date.

## ACTION:

Submitted as a matter of record.

*HN*

*[Signature]*

REC-145

|                |          |
|----------------|----------|
| 67-000 561-384 |          |
| Searched       | Numbered |
| 7 MAY 9 1972   |          |

1 - Mr. Miller  
1 - Mr. Northrup

TJF:slz  
(4)

7 MAY 9 1972

*89* *(89)*

*3A*

*121*



May 4, 1972

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

Dear Mr. Tolson:

It is with the deepest regret that I accept your resignation as Associate Director of the FBI. I had looked forward to working with you and to having the benefit of your counsel and your vast knowledge of the Bureau. However, I fully understand your desire to safeguard your health and why you feel you must leave at this time.

You have certainly earned the right to make this change and I sincerely hope it proves to be everything you expect for you deserve nothing less. Under your capable leadership, the FBI reached new heights in achievement and in service to the American people, and you can take justifiable pride in this. Be assured, too, that you will be sorely missed by the host of people who are profoundly grateful to have had you as a friend and colleague over the years.

You have my warmest best wishes for an improvement in your health and for a future filled with personal satisfaction and a deep contentment over having done a difficult job superbly.

Sincerely yours,

L. Patrick Gray, III  
Acting Director

Tolson \_\_\_\_\_  
Felt \_\_\_\_\_  
Campbell \_\_\_\_\_  
Rosen \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Miller, E.S. \_\_\_\_\_  
Callahan \_\_\_\_\_  
Casper \_\_\_\_\_  
Conrad \_\_\_\_\_  
Dalbey \_\_\_\_\_  
Cleveland \_\_\_\_\_  
Ponder \_\_\_\_\_  
Bates \_\_\_\_\_  
Waikart \_\_\_\_\_  
Walters \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

Delivered  
5-5-72  
7  
WMF:cr  
REMOVED (3) SRD

MAIL ROOM ☐ TELETYPE UNIT ☐

122



May 3, 1972

Honorable Louis Patrick Gray III  
Acting Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Gray:

*Clyde A. Tolson*

Due to ill health, I hereby submit  
my resignation as Associate Director of the  
FBI, active duty to cease at the close of  
business today, May 3, 1972.

Sincerely,

67-609524-464  
RECORDED Searched 7 MAY 8 1972

CT:DSS

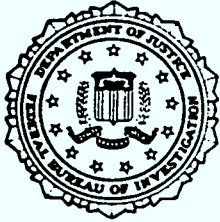
Tolson \_\_\_\_\_  
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Bishop \_\_\_\_\_  
Miller, E.S. \_\_\_\_\_  
Callahan \_\_\_\_\_  
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Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

*Delivered to Mr. Tolson 5:30 PM 5/3/72*  
REMOVED BY SLD

MAIL ROOM ☐ TELETYPE UNIT ☐



ASSOCIATE DIRECTOR



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

**May 3, 1972**

**Honorable Louis Patrick Gray III  
Acting Director  
Federal Bureau of Investigation  
Washington, D. C.**

**Dear Mr. Gray:**

**Due to ill health, I hereby submit  
my resignation as Associate Director of the  
FBI, active duty to cease at the close of  
business today, May 3, 1972.**

**Sincerely,**

*Clyde A. Tolson*

*ack 5-4-72  
J. Edgar Hoover*

*3-RGH*



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

Date 5-3-72

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

Bureau Badge with case #4

Commission Card with case #2

.38 S &amp; W Military and Police Revolver #D-138446

Holster and adapter

.32 Colt Pocket Positive Revolver #156482 (this is in  
Safe in Property Mgt) *yes**DUNPHY HAS***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.

Very truly yours,

(Signature)

(Typed name)

*Clyde A. Tolson*

-NOT RECORDED

1 JUN 13 1972

*(36)**3/12**125*



# APPLICATION FOR RETIREMENT CIVIL SERVICE RETIREMENT SYSTEM

(USE ONLY IF SEPARATED ON OR AFTER  
OCTOBER 20, 1969)

To Avoid Delay—1. Read Information Carefully; 2. Complete Application in Full; 3. Typewrite or Print in Ink

## A. IDENTIFYING INFORMATION

|  |   |  |  |   |   |
|--|---|--|--|---|---|
| 1. NAME (Last) (First) (Middle)<br><b>TOLSON CLYDE</b>   |   |  | 2. LIST ALL OTHER NAMES YOU HAVE USED<br>.....           |   |   |
| 3. ADDRESS (Including ZIP code)<br><b>4836 30th Place, Northwest<br/>Washington, D. C. 20008</b>   |   |  | 4. PHONE NUMBER<br>(Including Area Code)                 | 5. DATE OF BIRTH<br>(Month) (Day) (Year)<br><b>May 22, 1900</b> | 6. SOCIAL SECURITY<br>ACCOUNT NUMBER<br><b>577 60 2204</b>  |
| 7A. ARE YOU A CITIZEN OF THE<br>UNITED STATES OF AMERICA?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                   |   |  | 7B. IF "NO", OF WHAT COUNTRY ARE<br>YOU A CITIZEN?       |   |   |
| 8A. ARE YOU MARRIED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  |   |  | 8B. IF "YES" GIVE THE FOLLOWING INFORMATION              |   |   |
| WIFE'S OR HUSBAND'S NAME<br>(First) (Middle)   | HER (OR HIS) BIRTH DATE<br>(Month) (Day) (Year) | HER (OR HIS) SOCIAL SE-<br>CURITY ACCOUNT NUMBER | DATE OF MARRIAGE<br>(Month) (Day) (Year)                 | PLACE OF MARRIAGE<br>(City) (State)                             | MARRIAGE PERFORMED BY:<br><input type="checkbox"/> CLERGYMAN OR<br>JUSTICE OF THE PEACE<br><input type="checkbox"/> OTHER (Specify) |
| 9A. DO YOU HAVE ANY UNMARRIED CHILDREN UNDER AGE 22 (Or over age 22 and incapable of self support because of a disability incurred before age 18)? |   |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |   |   |
| 9B. IF "YES" LIST NAME AND DATE OF BIRTH OF EACH CHILD. WRITE THE WORD "DISABLED" AFTER CHILD'S NAME WHERE APPLICABLE                              |   |  |  |   |   |
| CHILD'S NAME<br>(First) (Middle) (Last)  |   | DATE OF BIRTH<br>(Mo.) (Day) (Yr.)               |  | CHILD'S NAME<br>(First) (Middle) (Last)                         |   |
|  |   |  |  |   |   |
|  |   |  |  |   |   |
|  |   |  |  |   |   |

## B. CIVILIAN AND MILITARY SERVICE

|  |               |   |   |
|--|---------------|---|---|
| 1. DEPARTMENT OR AGENCY IN WHICH PRESENTLY OR LAST EMPLOYED, INCLUDING<br>BUREAU OR DIVISION, AND ADDRESS, INCLUDING ZIP CODE<br><b>United States Department of Justice<br/>Federal Bureau of Investigation,<br/>Washington, D. C. 20535</b>   |               | 2. DATE OF FINAL SEPARATION<br>(Month) (Day) (Year)<br><b>May 18, 1972</b>  | 3. APPROXIMATE YEARS OF FEDERAL<br>SERVICE<br>CIVILIAN<br>MILITARY<br><b>53 yrs., 10 mos.</b> |
| 5. DO YOU HAVE FEDERAL<br>EMPLOYEES GROUP LIFE<br>INSURANCE?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  |               | 7A. HAVE YOU BEEN ENROLLED IN A PLAN UNDER<br>THE FEDERAL EMPLOYEES HEALTH BENEFITS<br>PROGRAM SINCE YOUR FIRST OPPORTUNITY<br>TO ENROLL OR FOR AT LEAST FIVE YEARS<br>IMMEDIATELY BEFORE YOUR RETIREMENT?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |   |
| 6. IF YOU HAVE REGULAR<br>LIFE INSURANCE, DO YOU<br>ALSO HAVE OPTIONAL LIFE<br>INSURANCE?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   |               | 7B. IF "YES" PLEASE LIST YOUR CURRENT:<br>CARRIER CONTROL NUMBER   ENROLLMENT CODE NUMBER   |   |
| 8. COMPLETE THE SCHEDULE BELOW IF YOU HAVE PERFORMED ACTIVE DUTY THAT TERMINATED UNDER HONORABLE CONDITIONS IN ANY OF THE FOLLOWING SERVICES:<br>(A) ARMY, NAVY, MARINE CORPS, AIR FORCE, OR COAST GUARD OF THE UNITED STATES; OR (B) REGULAR CORPS OR RESERVE CORPS OF THE PUBLIC HEALTH SERVICE<br>AFTER JUNE 30, 1960; OR (C) AS A COMMISSIONED OFFICER OF THE COAST AND GEODETIC SURVEY AFTER JUNE 30, 1961; OR (D) AS A COMMISSIONED OFFICER OF THE<br>ENVIRONMENTAL SCIENCE SERVICES ADMINISTRATION. ATTACH A COPY OF YOUR DISCHARGE CERTIFICATE OR OTHER CERTIFICATE OF ACTIVE MILITARY SERVICE, IF<br>AVAILABLE. |               |   |   |
| BRANCH OF SERVICE  | SERIAL NUMBER | DATE OF ENTRANCE<br>ON ACTIVE DUTY  | DATE OF SEPARATION<br>FROM ACTIVE DUTY  |
|  |               |   |   |
|  |               |   |   |
|  |               |   |   |
| 9A. ARE YOU A MILITARY<br>RESERVIST (Either Active<br>or Inactive)?<br><input type="checkbox"/> YES <input type="checkbox"/> NO  |               | 9B. ARE YOU IN RECEIPT OF OR HAVE YOU EVER APPLIED FOR MIL-<br>ITARY RETIRED PAY? (Retired pay does not include V.A. pen-<br>sion or compensation.)<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |   |
|  |               | 9C. IF "YES" WERE YOU RETIRED FROM A RESERVE COMPONENT<br>UNDER CHAPTER 67, TITLE 10, USC? (Formerly Title III,<br>Public Law 80-810)<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |   |

## C. DISABILITY INFORMATION (Only Applicants for Total Disability Retirement Will Complete This Part)

|   |
|---|
| 1. BRIEFLY DESCRIBE YOUR DISABILITIES. STATE WHEN OCCURRED, AND HOW THEY INTERFERE WITH PERFORMANCE OF THE DUTIES OF YOUR POSITION. (ATTACH<br>ADDITIONAL COMMENTS ON PLAIN SHEET OF PAPER, IF NECESSARY.) ALSO, STATE MONTH AND YEAR IN WHICH YOU BECAME TOTALLY DISABLED. |
|   |

## D. OTHER CLAIM INFORMATION

|   |   |
|---|---|
| 1A. HAVE YOU EVER RECEIVED OR MADE APPLICATION FOR COMPENSATION UNDER<br>THE FEDERAL EMPLOYEES' COMPENSATION ACT?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | 1B. IF "YES" STATE THE NUMBER OF YOUR COMPENSATION CLAIM AND THE PERIOD<br>FOR WHICH YOU RECEIVED COMPENSATION:<br>CLAIM NUMBER FROM (Mo.) (Day) (Year) TO (Mo.) (Day) (Year)   |
| 2A. HAVE YOU PREVIOUSLY FILED ANY APPLICATION UNDER THE CIVIL SERVICE<br>RETIREMENT SYSTEM, INCLUDING APPLICATION FOR RETIREMENT, REFUND, DEPOSIT<br>OR REDEPOSIT, OR VOLUNTARY CONTRIBUTIONS?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | 2B. IF "YES" INDICATE THE TYPE(S) OF APPLICATION AND GIVE THE CLAIM NUMBER(S)<br>IF KNOWN<br><input type="checkbox"/> RETIREMENT <input type="checkbox"/> DEPOSIT OR REDEPOSIT <input checked="" type="checkbox"/> REFUND <input type="checkbox"/> VOLUNTARY CONTRIBUTIONS <b>1220358</b> |
| 3A. DO YOU HAVE LIFE INSURANCE THROUGH A FORMER EMPLOYEE BENEFICIAL ASSOCIATION FOR WHICH YOU<br>NOW PAY PREMIUMS TO THE CIVIL SERVICE COMMISSION?<br><input type="checkbox"/> YES <input type="checkbox"/> NO  | 3B. IF "YES" GIVE YOUR ACCOUNT NUMBER<br><b>8</b>   |
| 4A. HAVE YOU EVER BEEN EMPLOYED UNDER ANOTHER RETIREMENT SYSTEM FOR<br>FEDERAL OR DISTRICT OF COLUMBIA EMPLOYEES?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | 4B. IF "YES" GIVE THE NAME OF THE OTHER RETIREMENT SYSTEM<br><b>3/11/72</b>   |



INDICATE, BY SIGNING YOUR INITIALS IN THE APPROPRIATE BOX BELOW, THE TYPE OF ANNUITY YOU WANT TO RECEIVE. READ THE EXPLANATIONS AND CONSIDER THE MATTER CAREFULLY. NO CHANGE WILL BE PERMITTED AFTER AN ANNUITY HAS BEEN GRANTED. IF YOU WANT AN ANNUITY WITH A SURVIVOR BENEFIT, BE SURE TO GIVE THE OTHER INFORMATION CALLED FOR.

#### F. TYPES OF ANNUITY: MARRIED APPLICANTS ONLY

INITIALS

##### 1. ANNUITY WITH SURVIVOR BENEFIT TO WIDOW OR WIDOWER

SPECIFY THE PORTION OF YOUR ANNUITY YOU WANT USED AS THE BASE FOR YOUR WIDOW'S (OR WIDOWER'S) SURVIVOR ANNUITY.

If you want all your annuity used as the base for the survivor benefit, write the word "all" in the box below. If you want only part of your annuity used as the base for the survivor benefit, write the yearly amount of your annuity you want used.

\$

THE SURVIVOR'S ANNUITY WILL BE 55% OF ALL OR WHATEVER PORTION OF YOUR ANNUITY YOU SPECIFY AS THE BASE FOR HER (OR HIS) BENEFIT.

• If you are married, you will receive this type of annuity unless you choose the annuity in F. 2.

• The annuity payable to you during your lifetime will be reduced by 2½% of any amount up to \$3,600 a year used as the base for the survivor benefit, plus 10% of any amount over \$3,600 so used.

• If your wife (or husband) should die before you, no change in type of annuity will be permitted, your annuity will not be increased, nor may you name any other person as survivor.

• The survivor's annuity will not begin until your death.

INITIALS

##### 2. ANNUITY WITHOUT SURVIVOR BENEFIT

(I do not desire my wife (or husband) to receive a survivor annuity benefit after my death.)

• If you choose this type, your wife (or husband) cannot be paid a survivor annuity after your death.

• This type provides annuity payments to you only.

#### G. TYPES OF ANNUITY: UNMARRIED APPLICANTS ONLY (Including Widowed and Divorced)

INITIALS

##### 1. ANNUITY WITHOUT SURVIVOR BENEFIT

• If you are not married, you will receive this type of annuity unless you choose the annuity in G. 2.

• This type provides annuity payments to you only.

INITIALS

##### 2. ANNUITY WITH SURVIVOR BENEFIT TO NAMED PERSON HAVING AN INSURABLE INTEREST

SPECIFY THE NAME, RELATIONSHIP, DATE OF BIRTH, AND SOCIAL SECURITY ACCOUNT NUMBER OF THE PERSON YOU WISH TO RECEIVE THE SURVIVOR ANNUITY

NAME OF PERSON (First, middle, last)

RELATIONSHIP

DATE OF BIRTH (Mo., day, yr.)

SOCIAL SECURITY ACCOUNT NUMBER

SEE UNMARRIED EMPLOYEES UNDER INFORMATION REGARDING SURVIVOR ANNUITIES ON THE ATTACHED INFORMATION SHEET FOR EXPLANATION OF REDUCTION IN YOUR ANNUITY.

• This type is available to all retiring *unmarried* employees who are in *good health*.

• It provides a reduced annuity to you and a survivor annuity to the person named as having an insurable interest.

• The survivor's annuity will not begin until your death.

• The survivor's annuity will be 55% of the reduced annuity you receive.

• If you choose this type of annuity you will have to undergo a medical examination which will be arranged by the Civil Service Commission at no cost to you.

• If the person named as having an insurable interest should die before you, no change in type of annuity will be permitted, your annuity will not be increased, nor may you name any other person as survivor.

#### H. CERTIFICATION OF APPLICANT

**WARNING.**—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

I hereby certify that all statements made in this application are true to the best of my knowledge and belief.

(DATE)

(SIGNATURE OF APPLICANT)

#### I. FOR USE OF EMPLOYING AGENCY (See FPM Supplement 831-1 for instructions.)

CHECK APPROPRIATE BOX:

☐

INDIVIDUAL RETIREMENT RECORD, SF 2806, AND REGISTER OF SEPARATIONS AND TRANSFERS, SF 2807, ARE ATTACHED.

☐

INDIVIDUAL RETIREMENT RECORD, SF 2806, WAS SENT TO U.S. CIVIL SERVICE COMMISSION ON \_\_\_\_\_ (DATE) WITH REGISTER OF SEPARATIONS AND TRANSFERS, SF 2807, NO. \_\_\_\_\_.

NAME OF AGENCY PERSON WHO CAN FURNISH ADDITIONAL INFORMATION ABOUT THIS APPLICATION, IF NECESSARY (Type or print)

SIGNATURE OF RESPONSIBLE AGENCY OFFICIAL

OFFICIAL TITLE

DATE

TELEPHONE NUMBER, INCLUDING AREA CODE

DEPARTMENT OR AGENCY

**OFFENSES BARRING ANNUITY PAYMENTS:** Title 5 USC 8312 prohibits payment of annuity to persons who have committed specified offenses involving the national security of the United States. Employing agencies are responsible for submitting all pertinent information to the Civil Service Commission's Bureau of Retirement, Insurance, and Occupational Health in case when this law possibly applies.



April 3, 1972

PERSONAL

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

Dear Clyde:

I am certainly pleased to advise you that your services during the period April 1, 1971, through March 31, 1972, have earned an Outstanding performance rating. Enclosed is the original of this rating which you may retain.

You have served my office in a most exceptional fashion for many years and have displayed unwavering devotion to duty and loyalty while doing so. In recognition of your superior efforts, it is my pleasure to advise you that I have approved an incentive award for you in the amount of \$500.00. The check representing this award is enclosed. Your assistance to me this past year has been most vital in discharging our responsibilities and I want you to know I am appreciative.

Sincerely, *J. Edgar Hoover*  
J. Edgar Hoover

67-95241-463  
APR 4 1972 39

Enclosures (2)

1 - Mrs. Randolph (Sent Direct)

JMP:blg (4) 67-9524 Award #1019-72  
Based on memo Mohr-Director 3-30-72, LDH:psg.

Salutation per file.

MAILED 2  
MAR 3 1972  
FBI

Mr. Tolson \_\_\_\_\_  
Mr. Felt \_\_\_\_\_  
Mr. Campbell \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Bishop \_\_\_\_\_  
Mr. Miller, E.S. \_\_\_\_\_  
Mr. Callahan \_\_\_\_\_  
Mr. Casper \_\_\_\_\_  
Mr. Conrad \_\_\_\_\_  
Mr. Dalbey \_\_\_\_\_  
Mr. Cleveland \_\_\_\_\_  
Mr. Ponder \_\_\_\_\_  
Mr. Bates \_\_\_\_\_  
Mr. Waikart \_\_\_\_\_  
Mr. Walters \_\_\_\_\_  
Mr. Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Miss Holmes \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐



UNITED STATES GOVERNMENT

# Memorandum

Mr. Felt \_\_\_\_\_  
Mr. Campbell \_\_\_\_\_  
Mr. Rosen ✓  
Mr. Mohr ✓  
Mr. Bishop \_\_\_\_\_  
Mr. Miller, E.S. ✓  
Mr. Callahan ✓  
Mr. Casper \_\_\_\_\_  
Mr. Conrad \_\_\_\_\_  
Mr. Dalbey \_\_\_\_\_  
Mr. Cleveland \_\_\_\_\_  
Mr. Ponder \_\_\_\_\_  
Mr. Bates \_\_\_\_\_  
Mr. Waikart \_\_\_\_\_  
Mr. Walters \_\_\_\_\_  
Mr. Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Miss Holmes \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

TO : The Director

DATE: March 30, 1972

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1971, to March 31, 1972, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. The original will be furnished to Mr. Tolson and the copy placed in his personnel file. There is also enclosed for your approval and signature a letter to Mr. Tolson advising him of this award and of your approval of a \$500 cash award as in the past in recognition of the Outstanding annual performance rating.

## RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and that the enclosed letter also be signed advising Mr. Tolson of your approval of a \$500 cash award.

REC-132

67-9524-462  
March Number  
7 APR 4 1972 39

ENCLOSURE

Enc.  
LDH:psg  
(2)

HANDLED SEPARATELY

11 APR 11 1972

54

3-103

124



FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: EXECUTIVE OFFICE  
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1971 to MARCH 31, 1972

ADJECTIVE RATING: OUTSTANDING  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Employee's  
Initials

Rated by: J. Edgar Hoover Director 4/1/72  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating Approved by: \_\_\_\_\_  
Signature Title Date

TYPE OF REPORT

☒ Official  
☒ Annual

☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special

REC-132

|              |          |
|--------------|----------|
| 67-9524-461  |          |
| Searched     | Numbered |
| 7            | 39       |
| 7 APR 4 1972 |          |

57 1 APR 11 1972

THREE

120



**CLYDE A. TOLSON  
ASSOCIATE DIRECTOR**

The superlative and highly commendable fashion in which Mr. Tolson has performed during the period from April 1, 1971, through March 31, 1972, has definitely merited this rating of Outstanding for him.

Completely and thoroughly conversant with all phases of the investigative and administrative operations of the Bureau, having gained this wealth of knowledge during the course of a distinguished career of more than forty years, Mr. Tolson is able to apply this knowledge on a daily basis while handling a vast amount of complex work by virtue of his superior intelligence and remarkable judgment. He performs his tasks quickly and with outstanding accuracy. Mr. Tolson is selflessly devoted to the FBI, and has proven time and again that he is ever willing to subordinate personal considerations in order that the Bureau's interests will be served and protected.

Mr. Tolson has over the years proven himself to be an exceptional asset to the FBI, his services are without parallel, and his value to the Bureau is truly immeasurable.

Mr. Tolson has done much to ease the tremendous burdens of my office and he has, through his proven competence, gained the respect of all who know him.



UNITED STATES GOVERNMENT

# Memorandum

TO : The Director

DATE: 4/2/71

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Brennan, C.D. \_\_\_\_\_  
Callahan \_\_\_\_\_  
Casper \_\_\_\_\_  
Conrad \_\_\_\_\_  
Dalbey \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tavel \_\_\_\_\_  
Walters \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1970, to March 31, 1971, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. The original will be furnished to Mr. Tolson and the copy placed in his personnel file. There is also enclosed for your approval and signature a letter to Mr. Tolson advising him of this and of your approval of a \$500 cash award.

## RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson together with a letter advising him of your approval of a \$500 award, the highest amount previously authorized for such recognition it being noted you did not approve a previous recommendation that higher awards be granted this year.

*JPM*

67-9524-460

OK - 67-9524-459

REC-141

10 APR 5 1971

Enclosures

LDH:ndl

9 (2) APR 8 1971

139

3/24/71

132



**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

Name of Employee: CLYDE A. TOLSON

Where Assigned: EXECUTIVE OFFICE  
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1970 to MARCH 31, 1971

ADJECTIVE RATING: OUTSTANDING  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Employee's  
Initials

Rated by: J. Edgar Hoover Director 4/1/71  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating Approved by: \_\_\_\_\_  
Signature Title Date

**TYPE OF REPORT**

☒ Official  
☒ Annual

☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special

REG-146

67-9524-459  
7 APR 19 1971 72

APR 27 1971

THREE

133

36



**CLYDE A. TOLSON  
ASSOCIATE DIRECTOR**

**Mr. Tolson, whose long and highly creditable career has spanned over four decades, has again fulfilled his vitally important obligations in such a truly remarkable fashion as to fully deserve this Outstanding rating for the period of April 1, 1970, through March 31, 1971.**

**Mr. Tolson's contributions to the progress of the FBI and his value to the organization are of such magnitude as to be almost inestimable. He has, over the years, proven his selfless loyalty and devotion to the Bureau, giving unstintingly of his time and superior talents. His every thought and act have been directed toward the advancement of the Bureau, striving unceasingly to protect and serve its best interests.**

**Willingly assuming a heavy mantle of responsibility, Mr. Tolson handles a particularly voluminous amount of work on a daily basis. This he does in a most admirable manner, with both dispatch and unerring accuracy. His exceptionally vast knowledge of the Bureau's operations and his superior intelligence, judgment and common sense have permitted him to ease the burdens of my position immeasurably.**

**He is a superb executive and administrator whose capabilities are well known, not only in the FBI but throughout the Government as well, and Mr. Tolson has earned the respect and admiration of one and all.**



April 2, 1971

PERSONAL

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

Dear Clyde:

I am pleased to advise that the manner in which you have discharged your heavy responsibilities for the period April 1, 1970, to March 31, 1971, has earned for you an Outstanding performance rating. There is enclosed a copy of this rating which you may retain.

It is also a pleasure to inform you of my approval of an incentive award for you in the amount of \$500.00 in recognition of your exemplary achievement and the check which represents this award will be forwarded to you at a later date. You should take pride in your superb performance which has contributed immeasurably to the successful handling of our obligations during the past year. I am appreciative.

Sincerely,

J. EDGAR HOOVER

Enclosure

REC-135  
67-9524-2157  
Sent  
10 11 5 1971

Tolson \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Brennan, C.D. \_\_\_\_\_  
Callahan \_\_\_\_\_  
Casper \_\_\_\_\_  
Conrad \_\_\_\_\_  
Dalbey \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tavel \_\_\_\_\_  
Walters \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

1 - Mrs. Randolph (Sent Direct)  
1 - Payroll Distribution (Sent Direct)  
JAB:blg (5) 67-9524 Award #1462-71  
Based on memo Mohr to Director 4/2/71, LDH:ndl.

SENT FROM D. O.  
TIME 4:31 PM  
DATE 4-2-71  
BY

APR 8 1971 135

MAIL ROOM ☐ TELETYPE UNIT ☐

135



# Memorandum

Mr. Bishop

DATE: 3-11-71

Tolson  
DeLoach  
Mohr  
Bishop  
Casper  
Callahan  
Conrad  
Felt  
Gale  
Rosen  
Sullivan  
Tavel  
Walters  
Soyars  
Tele. Room  
Holmes  
Gandy

FROM:

Mr. A. Jones

*Clyde H. Tolson*

SUBJECT:

REVISION OF CHART  
"ORGANIZATION OF THE FBI"

Attached is a proposed revision of this chart to include the position of Legal Counsel under the Associate Director, and to place Crime Records Division under Mr. Mohr, and the Laboratory under Mr. Sullivan.

*Clyde H. Tolson*  
*J. P. Mohr*  
*William C. Sullivan*

## RECOMMENDATION:

That this revision be approved and returned to the Crime Records Division for further handling.

*DR*  
*CAH*

*REC-135*  
*V 2-3042*  
*OK*  
*H*

*Enc. deleted in  
100-441111-3/10/71*

## Enclosure

- 1 - Mr. Mohr
- 1 - Mr. Sullivan
- 1 - Mr. Bishop
- 1 - Mr. Callahan

*1 MAR 22 1971*

LSL:cl  
(7)

*RC*  
*APR 5 71*

*F-6*  
*11/18*

9 APR 5 1971

*REC. UNIT*



March 2, 1971

Clyde Tolson

Senator George McGovern  
United States Senate  
Washington, D. C. 20510

Dear Senator:

As a veteran of more than 42 years' service in the Federal Bureau of Investigation who is knowledgeable concerning not only J. Edgar Hoover's extremely capable and inspiring leadership of the Bureau, but also the selflessness which dominates both his official and personal life, I am appalled at the grossly irresponsible and opportunistic attack which you have launched on him.

John F. X Shaw

I label your March 1, 1971, press release as irresponsible because it is based upon a highly spurious source--a three-page anonymous letter which is replete with sensationalized generalities that are as unsubstantiated as they are false. Although the opening sentence of your release flatly states that this letter was written to you by '10 FBI agents,' a careful reading indicates that you, in fact, do not know who wrote the letter or by whom he is (or they are) employed.

REC-131 67-9521-457

I term you an opportunist because it is no small coincidence that you have singled out a man of Mr. Hoover's national stature for attack at a time when waves of publicity are urgently needed to buoy your political career. You are not the first person I have encountered during almost 50 years

Tolson \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Brennan, C.D. \_\_\_\_\_  
Callahan \_\_\_\_\_  
Casper \_\_\_\_\_  
Conrad \_\_\_\_\_  
Dalbey \_\_\_\_\_  
Felt \_\_\_\_\_

- 1 - Mr. Tolson
- 1 - Mr. Mohr
- 1 - Mr. Bishop
- 1 - Mr. Malmfeldt

MAR 17 1971

MAR 20 71

NOTE: The address of this letter has deliberately been phrased to avoid referring to McGovern as "Honorable."

TELETYPE UNIT ☐ Mailed by Mr. Tolson's office 3/2/71

137



**Senator George McGovern**

**in Washington whose ambition has far exceeded his ability, and I cannot help wondering how many other esteemed career public servants will be maligned and abused before your political balloon runs out of hot air.**

**Your March 1st press release is an affront not only to Mr. Hoover, but to the many thousands of dedicated employees--past and present--who have helped the FBI reach a position of nationwide respect and acclaim. Let me assure you that the outstanding men and women with whom it has been my privilege to work since 1928 would neither tolerate nor condone investigative or administrative practices such as you and your anonymous letter claim.**

**I urge that you give this letter the same publicity which you accorded to the three-page anonymous communication--unless, of course, it is against your policy to call public attention to correspondence regarding the FBI from persons who are neither faceless nor ill-informed.**

**Very truly yours,**

**Clyde Tolson  
Associate Director**



UNITED STATES GOVERNMENT

# Memorandum

MR. TOLSON

DATE: 1/6/71

J. P. MOHR

Tolson \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Callahan, C.D. \_\_\_\_\_  
Casper \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tavel \_\_\_\_\_  
Walters \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

CT:

*Clyde A. Tolson* *Back*

A Mr. Charles Hames of the Legislative Section of the Civil Service Commission, called your office this morning inquiring as to your employment status and whether you had been exempted by law, executive order or just what.

I called Mr. Hames back on Code 101-24636 at the Commission and asked him specifically what was behind the inquiry and who was asking the question. He said he did not know and referred me to his superior, a Mr. Bowler. Mr. Bowler got on the phone and said that it was a routine inquiry probably in response to a legislative call or the receipt of a letter from a private individual making the inquiry. He stated specifically it was not from a newspaper source.

I told him the records concerning Mr. Tolson were available in the Retirement Division of the Civil Service Commission and that for his information Mr. Tolson was mandatorily retired at the age of 70 as required by law and thereafter received an Excepted Appointment - Indefinite (Reemployed Annuitant) and that this action was approved by Attorney General John N. Mitchell on March 20, 1970. He was advised that this information was contained in U. S. Civil Service Commission Standard Form 50.

He expressed appreciation and said he was sorry that we were bothered.

The foregoing is submitted for record purposes.

JPM:DW (4)  
1 - Mr. Bishop  
1 - Mr. Callahan

✓

*Run*  
REC-144

7-9524-456  
93  
1 JAN 7 1971

*3 Jan*

*87*  
10 JAN 11 1971

139



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

Date October 16, 1970

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

.38 S & W Military and Police Revolver D 138446.  
Holster and adapter

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.

Very truly yours,

(Signature)

*Clyde A. Tolson*

(Typed name)

Clyde Tolson

140

140



UNITED STATES GOVERNMENT

Memorandum *C. A. Tolson*  
*C. A. Tolson*

|            |       |
|------------|-------|
| Tolson     | _____ |
| Sullivan   | _____ |
| Mohr       | _____ |
| Bishop     | _____ |
| DeLoach    | _____ |
| Casper     | _____ |
| Callahan   | _____ |
| Conrad     | _____ |
| Felt       | _____ |
| Gale       | _____ |
| Rosen      | _____ |
| Tavel      | _____ |
| Walters    | _____ |
| Wick       | _____ |
| Tele. Room | _____ |
| Holmes     | _____ |
| Gandy      | _____ |

*O'Connell*

TO : MR. TOLSON

DATE: July 24, 1970

FROM : W. M. FELT

SUBJECT: PRESS RELEASE  
FBI ACCOMPLISHMENTS  
1970 FISCAL YEAR

Pursuant to your instructions, I have identified supervisor who prepared and officials who approved the release containing unfortunate language subject to misinterpretation as political partisanship. This language which appears on page five of release was originally prepared by Supervisor [REDACTED] Research Section, Domestic Intelligence Division (DID). It was submitted informally together with other suggestions from DID and was approved by Section Chief [REDACTED] and Assistant Director [REDACTED] before being sent to Crime Records Division.

Supervisor [REDACTED] in Crime Research Section coordinated material submitted by various Divisions and portion in question was taken with very little change from informal draft of DID. Changes were minor and did not affect the meaning.

Informal Draft of DID

"These groups plan to encourage the support of candidates opposed to Administration policies during the forthcoming elections and are insisting that schools close for a period this fall so that students will be free to participate in this activity."

Final Form

REC-133

"These groups plan to encourage the support of political candidates opposed to Administration policies and will insist that schools be closed for a period so that students will be free to participate in this activity."

The press release in final form was submitted by memorandum Mr. Jones to Mr. Bishop dated 7/2/70 (attached) and was approved by Assistant Directors [REDACTED] and [REDACTED] -- Number One Men [REDACTED] and [REDACTED] (Number One Man in Crime Research Section). Former Assistant to the Director DeLoach also approved the release, as did Mr. Tolson.

1 - Messrs. Sullivan, Mohr, Bishop, Callahan  
Enclosures

WMF:wmj (6)

43

CONTINUED - OVER

WM XEROX

AUG 18 1970

6 AUG 21 1970

ALL EXCISES B6



Memo for Mr. Tolson.  
Re: Press Release, FBI Accomplishments

OBSERVATIONS:

All persons involved regret the inclusion of unfortunate language susceptible of interpretation of political partisanship. It is an inexcusable error and all Officials and Supervisors identified in this memorandum share responsibility.

RECOMMENDATIONS:

(1) That the 13 Officials and Supervisors identified above (with the exception of DeLoach, who is retired) as preparing or approving the release be censured for the inclusion of unfortunate language in the release subject to misinterpretation as political partisanship.

*concur*  
*H*

*Letter*  
*Pres 7-28-70*

(2) This matter will also be considered in connection with the Crime Records Division inspection summary.

*OK.*  
*H*

*V*

*7*

*mm*



UNITED STATES GOVERNMENT

# Memorandum

C.A. Tolson

TO : Mr. Tolson

July 22, 1970

FROM : W. C. Sullivan

1 - Mr. Tolson  
1 - Mr. Sullivan  
1 - Mr. C.D. Brennan

SUBJECT: CONCERNING FALL ACTIVITY  
BEING PLANNED BY STUDENT  
GROUPS AS REPORTED IN FISCAL  
YEAR-END PRESS RELEASE

Reference memorandum 7-21-70 from Mr. M. A. Jones to Mr. Bishop captioned as above. There follows additional information concerning this matter which shows that student plans to engage in political activities this Fall has been widely reported in the news media.

"Life" magazine issue of 6-5-70 carried an article entitled "A Student Campaign to Get Peace Started." This article reported the founding in May, 1970, at Princeton University of a Movement for a New Congress; pointed out that the group already had chapters on more than 300 campuses; and noted that the Movement had requested colleges and universities to let students have two weeks off just before the November elections. The article reported that students connected with the group were working strenuously on behalf of Lew Kaden, who was campaigning on a strong antiwar platform in the Democratic primary for New Jersey's 15th District.

The 6-16-70 issue of "Look" magazine carried an article on student dissidence which reported that students from twenty-nine colleges and universities had joined with Princeton students to plan strategy for electing antiwar candidates to Congress this Fall. According to the article, the Movement for a New Congress would have its national headquarters at Princeton and set up at least eight regional centers on campuses throughout the country.

"Time" magazine 5-25-70 carried an article captioned "The New Student Crusade: Working in the System." This article reported on the Movement for a New Congress started at Princeton and identified four antiwar Congressional candidates chosen for support by the organization. The article noted that another group, the National Petition Committee, based at the University of Rochester, was seeking 20 million signatures on petitions against the Vietnam war in an effort to exert pressure on the existing Congress. Another student political-action group described was the so-called Continuing Presence in Washington which reportedly had established a research and information service

WAC:1rs (4)  
XEROX

AUG 11 1970

6 AUG 21 1970

memo Tolson 7/24/70  
wmf/wmf

CONTINUED - OVER

8 AUG 13 1970

Tolson  
DeLoach  
Mohr  
Bishop  
Casper  
Callahan  
Conrad  
Felt  
Gale  
Rosen  
Sullivan  
Tavel  
Trotter  
Tele. Room  
Holmes  
Gandy

ALL EXCISES BL



Memo Sullivan to Tolson  
RE: CONCERNING FALL ACTIVITY  
BEING PLANNED BY STUDENT  
GROUPS AS REPORTED IN FISCAL  
YEAR-END PRESS RELEASE

in the Nation's capital. The article reported on various other student and/or faculty efforts to organize political pressure on behalf of the antiwar drive. It noted that Princeton University had decided to recess classes for two weeks before the November elections so that students could work in congressional campaigns and that dozens of other colleges were devising similar arrangements.

A typical propaganda release issued by the National Strike Information Center, a recently organized student antiwar group, attacks the Nixon Administration as follows: "For the first time a major breach has been made in the repressive wall of Nixon's southern strategy. For the first time this sinister administration has been forced on the defensive.....The calculated attempt of this administration to destroy civil liberties in this country is so obvious that it hardly needs belaboring.....The real historical importance of the student strike to date has been the fact that it has begun to smash through Nixon's repressive strategy and has begun to reverse the ominous drift toward the totalitarization of American Society." This release also noted that among various activities being promoted by the group was electoral campaigns.

It is clear from the foregoing that the statement in our year-end press release is fully justified: namely that student committees have been formed to plan activity for the coming Fall; that they will encourage support of candidates who are opposed to the war in Southeast Asia and to the Nixon Administration policies; and that they are demanding that schools be closed so that students will be free to take part in this activity.

ACTION:

For information.

SFE ADDENDUM - - NEXT PAGE



Memo Sullivan to Tolson  
RE: CONCERNING FALL ACTIVITY  
BEING PLANNED BY STUDENT  
GROUPS, AS REPORTED IN FISCAL  
YEAR-END PRESS RELEASE

ADDENDUM (7/22/70), WCS/csh:

While this memorandum is factually correct, and while the facts to sustain the statement in the press release are accurate, nevertheless it is believed we could have conveyed the same message without reference to the administration and thus avoid any unjust implication of partisanship.

We know that all members of the New Left will scrutinize any statement made by the Director to see if they can distort, turn, or twist it to serve their own nefarious purposes. All divisions preparing this kind of material are being instructed to scrutinize with extreme care the precise wording of any proposed public statements of the Director in the future, in order to reduce to a minimum these irrational and invalid criticisms.

W. J. SULLIVAN

*We made an error here*

*↑ 7/22*

*We certainly did. It  
was unfortunate  
wording.*







|   |            |             |     |               |     |      |        |                 |          |
|---|------------|-------------|-----|---------------|-----|------|--------|-----------------|----------|
| NAME  | FIRST NAME | MIDDLE NAME | SEX | DATE OF BIRTH |     |      | AGENCY | PAY ROLL OFFICE | LOCATION |
|   |            |             | M F | MONTH         | DAY | YEAR |        |                 |          |
| 1. POLSON   | CLIVE      |             |     | 5             | 22  | 1900 |        |                 |          |
| 2.  |            |             |     |               |     |      |        |                 |          |
| 3.  |            |             |     |               |     |      |        |                 |          |
| 4.  |            |             |     |               |     |      |        |                 |          |
| (RECORD EACH NAME CHANGE—STRIKE OUT PREVIOUSLY RECORDED NAME) |            |             |     |               |     |      |        |                 |          |

| SERVICE HISTORY   |   |          |                | FISCAL RECORD |                                 |                                      |            |         |
|---|---|----------|----------------|---------------|---------------------------------|--------------------------------------|------------|---------|
| EFFECTIVE DATE  | ACTION  | BASE PAY | REMARKS        | YEAR          | CALENDAR YEAR SALARY DEDUCTIONS | ACCUMULATIVE TOTAL SALARY DEDUCTIONS | DO NOT USE | REMARKS |
| (1)   | (2)   | (3)      | (4)            | (5)           | (6)                             | (7)                                  |            | (8)     |
| 7-16-49   | Salary Inc thru Enactment of Pub Law 7359         | 14,000.  | Associate Dir. | 1948          | 550.84                          | 7185.58                              |            |         |
| 10-22-51  | Promotion   | 17,500   | Associate Dir. | 1949          | 653.72                          | 7839.30                              |            |         |
|   |   |          |                | 1950          | 868.30                          | 8707.60                              |            |         |
| 7-1-56  | Pay Adjustment                                    |          |                | 1951          | 1049.88                         | 10557.54                             |            |         |
|   | Public Law 854, approved                          |          |                | 1952          | 1090.26                         | 11647.80                             |            |         |
| 7-31-56   | BSI (PL 88-426) approved 8/14/64 Effective 7/5/64 | \$20,000 | Associate Dir. | 1953          | 1049.88                         | 12737.68                             |            |         |
|   |   | \$28,500 | Associate Dir. | 1954          | 1049.88                         | 13787.56                             |            |         |
|   |   |          |                | 1955          | 1138.37                         | 14925.93                             |            |         |
| 1-17-67   | Salary Increase                                   |          |                | 1956          | 1500.00                         | 16425.93                             |            |         |
|   | Public Law 90-706, approved                       |          |                | 1957          | 1300.24                         | 17726.17                             |            |         |
|   |   |          |                | 1958          | 1300.52                         | 19026.69                             |            |         |
| 12-16-57  |   | \$29,500 | Associate      | 1959          | 1350.52                         | 20377.21                             |            |         |
| BSI Executive Order 11412 approved 11/11/68 effective 7/14/68 |   |          | Director       | 1960          | 1350.52                         | 21727.73                             |            |         |
| 2-23-69   | EXECUTIVE PAY RAISE                               | \$40,000 |                | 1961          | 1300.52                         | 23028.25                             |            |         |
|   |   |          |                | 1962          | 1300.52                         | 24328.77                             |            |         |
|   |   |          |                | 1963          | 1665.18                         | 25993.95                             |            |         |
|   |   |          |                | 1964          | 1552.24                         | 27546.19                             |            |         |
|   |   |          |                | 1965          | 1852.24                         | 29398.43                             |            |         |
|   |   |          |                | 1966          | 1852.24                         | 31250.67                             |            |         |
|   |   |          |                | 1967          | 1917.24                         | 33167.91                             |            |         |
|   |   |          |                | 1968          | 2468.70                         | 35636.61                             |            |         |
|   |   |          |                | 1969          |                                 |                                      |            |         |



No.

TOLSON CLYDE A.

(SURNAME)

(FIRST NAME)

(SECOND NAME)

## DATE OF BIRTH

| MONTH | DAY | YEAR |
|-------|-----|------|
| 5     | 22  | 1900 |

SEX M RACE W

RETIREMENT AGE 62

## LEGAL VOTING RESIDENCE

STATE AND CONG. DISTRICT

COUNTY

CITY OR TOWN

Iowa 5th Linn

Cedar Rapids

MILITARY SERVICE

YES NO

MILITARY PENSION OR WAR RISK COMPENSATION

YES NO

| JOURNAL SHEET AND LINE | NATURE OF ACTION     | POSITION AND GRADE       | SALARY              |               | EFFECTIVE DATE | DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION | TOTAL SERVICE |      |      |
|------------------------|----------------------|--------------------------|---------------------|---------------|----------------|--|---------------|------|------|
|                        |                      |                          | PAY LESS ALLOWANCES | AGGREGATE PAY |                |  | MON.          | DAYS | YRS. |
|                        | Prob. appt.          | Clerk                    |                     | \$1100        | 7-12-19        | War Dept. Off. Chf. of Staff                 |               |      |      |
|                        | Pro.                 | do                       |                     | 1200          | 10-12-18       | do   |               |      |      |
|                        | Trans.               | do                       |                     | 1200          | 4-9-19         | Adjutant's Gen'l's Office                    |               |      |      |
|                        | Trans.               | do                       |                     | 1400          | 11-10-20       | Office Secty of War                          |               |      |      |
|                        | Pro.                 | do                       |                     | 1800          | 6-18-21        | do   |               |      |      |
|                        | Pro.                 | do                       |                     | 2000          | 1-6-23         | do   |               |      |      |
|                        | Reclassified         | do Caf. 5                |                     | 2300          | 7-1-24         | do   |               |      |      |
|                        | Reallocated          | do 7                     |                     | 2400          | 4-1-23         | do   |               |      |      |
|                        | Resigned             | do                       |                     | 2400          | 4-1-28         | do   |               |      |      |
|                        | Appts.               | Special Agent Caf. 8     |                     | 2700          | 4-2-28         | Justice, Bur. of Inv.                        |               |      |      |
|                        | Sal. fixed           | do                       |                     | 2900          | 7-1-23         | do   |               |      |      |
|                        | Trans.               | Sr. Admr. Asst. Caf. 9   |                     | 3200          | 10-16-29       | do   |               |      |      |
|                        | Pro.                 | Spl. Agt. Caf. 10        |                     | 3500          | 12-1-28        | do   |               |      |      |
|                        | Trans.               | Jr. Admr. Asst. Caf. 10  |                     | 3500          | 2-1-29         | do   |               |      |      |
|                        | Trans. & Pro.        | Spl. Agt. Caf. 12        |                     | 4600          | 8-1-29         | do   |               |      |      |
|                        | Trans. & Pro.        | Inspector Caf. 13        |                     | 5600          | 12-13-29       | do   |               |      |      |
|                        | Sal. inc.            | do                       |                     | 5800          | 2-16-30        | do   |               |      |      |
|                        | Sal. inc.            | do                       |                     | 6000          | 3-14-30        | do   |               |      |      |
|                        | Pro.                 | do                       |                     | 6400          | 7-1-30         | do   |               |      |      |
|                        | Sal. inc.            | do Caf. 14               |                     | 6500          | 8-16-30        | do   |               |      |      |
|                        | Trans.               | Asst. Director Caf. 14   |                     | 6500          | 1-26-31        | do   | 11            | 15   | 11   |
|                        | S. Ex. Or. 6166      | "                        |                     | 6500          | 8-9-33         | do   |               |      |      |
|                        | Reappt. Ex. Or. 6166 | "                        |                     | 6500          | 2-10-33        | do   |               |      |      |
|                        | Sal. Inc.            | " 4-1394                 |                     | 7000          | 7-16-34        | do   |               |      |      |
|                        | Sal. Inc.            | "                        |                     | 7500          | 3-16-34        | do   |               |      |      |
|                        | Trans.               | Asst. To Director Caf-15 |                     | 8000          | 7-1-36         | do   |               |      |      |
|                        | Sal. Inc.            | "                        |                     | 8500          | 1-1-37         | do   |               |      |      |
|                        | Sal. Inc.            | "                        |                     | 9000          | 3-1-39         | do   |               |      |      |
|                        | Salary Fixed         | By Act Approved 6-30-45  | Same Grade          | 9800          | 7-1-40         |  |               |      |      |
|                        |                      |                          | BSI                 | 10,000        | 7-1-46         |  |               |      |      |
|                        |                      | Associate Director       |                     | "             | 2-10-47        |  |               |      |      |
|                        |                      |                          | BSI                 | 10,330        | 7-11-48        |  |               |      |      |

## EDUCATION:

COMMON SCHOOL

HIGH SCHOOL

COLLEGE

DEGREES, IF ANY

(INDICATE NUMBER OF YEARS)

1 2 3 4 5 6 7 8

1 2 3 4

1 2 3 4

SPECIAL QUALIFICATIONS



FY Ded. 1937 \$238.84

|                |     |      |
|----------------|-----|------|
| MONTH          | DAY | YEAR |
| 5              | 22  | 1900 |
| SEX            | M   | RACE |
| RETIREMENT AGE |     |      |

TOTAL CIVIL AND MILITARY SERVICE PRIOR TO AUGUST 1, 1920.

TOLSON

CLYDE A.

(SURNAME)

(FIRST NAME)

(SECOND NAME)

| DATE        | FISCAL YEAR DEDUCTIONS | TONTINE DEDUCTIONS | NET DEDUCTIONS | DEPARTMENTS ESTABLISHMENTS WILL NOT USE THIS COLUMN | BALANCE FORWARD | TOTAL DEDUCTIONS CREDITED TO EMPLOYEE | REMARKS                   |
|-------------|------------------------|--------------------|----------------|---|-----------------|---------------------------------------|---------------------------|
| 6/30-21     | \$31.06                |                    |                |   |                 |                                       |                           |
| 6/30-22     | 45.00                  |                    |                |   |                 |                                       |                           |
| 6/30-23     | 47.43                  |                    |                |   |                 |                                       |                           |
| 6/30-24     | 50.00                  |                    |                |   |                 |                                       |                           |
| 6/30-25     | 57.50                  |                    |                |   |                 |                                       |                           |
| 6/30-26     | 57.50                  |                    |                |   |                 |                                       |                           |
| 6/30-27     | 80.52                  |                    |                |   |                 |                                       |                           |
| 6/30-28     | 83.99                  |                    |                |   |                 |                                       |                           |
| 6/30-29     | 115.08                 |                    |                |   |                 |                                       |                           |
| 6/30-30     | 120.46                 |                    | 742.54         |   |                 | \$748.54                              |                           |
| 6/30-31     | 227.03                 | 12.00              | 215.08         |   | 742.54          | 963.62                                |                           |
| 6/30-32     | 227.52                 | 12.00              | 215.52         |   | 963.62          | 1179.14                               |                           |
| 6/30-33     | 227.52                 | 12.00              | 215.52         |   | 1,179.14        | 1,394.66                              |                           |
| 6/30-34     | 227.53                 | 12.00              | 215.53         |   | 1,394.66        | 1,610.19                              |                           |
| 6-30-35     | 259.63                 | 12.00              | 247.63         |   | 1,610.19        | 1,857.82                              |                           |
| 6-30-36     | 262.56                 | 12.00              | 250.56         |   | 1,857.82        | 2,108.38                              |                           |
| 6-30-37     | 268.84                 | 12.00              | 276.84         |   | 2,108.38        | 2,385.22                              |                           |
| 6-30-38     | 297.60                 | 12.00              | 285.60         |   | 2,385.22        | 2,670.82                              |                           |
| 6-30-39     | 303.44                 | 12.00              | 291.44         |   | 2,670.82        | 2,962.26                              |                           |
| 6-30-40     | 315.12                 | 12.00              | 303.12         |   | 2,962.26        | 3,265.38                              |                           |
| 6-30-41     | 315.12                 | 12.00              | 303.12         |   | 3,265.38        | 3,568.50                              |                           |
| 1-23-42     | 177.69                 | 7.00               | 170.69         |   |                 |                                       |                           |
| 1042        | 137.43                 | 5.00               | 132.43         |   | 3568.50         | 3871.62                               |                           |
| 30 1943     | 447.50                 | 12.00              | 435.50         |   | 3871.62         | 4307.12                               |                           |
| JUN 30 1944 | 450.00                 | 12.00              | 438.00         |   | 4307.12         | 4745.12                               |                           |
| JUN 30 1945 | 500.50                 | 12.00              | 488.50         |   | 4745.12         | 5233.62                               |                           |
| DEC 31 1945 | 226.10                 | 6.00               | 220.10         |   | 5233.62         | 5453.72                               |                           |
| DEC 31 1946 | 494.78                 | 12.00              | 482.78         |   | 5453.72         | 5936.50                               |                           |
| 12-31-47    | 500.24                 | 12.00              | 488.24         |   | 5936.50         | 6424.74                               |                           |
|             | 6634.74                | 210.00             | 6424.74        |   |                 | 210.00                                | Tontine Added 12-31-47    |
|             |                        |                    |                |   |                 | 6634.74                               | Gross Deductions 12-31-47 |

RETIREMENT RECORD CARD  
CIVIL SERVICE COMMISSION FORM 2806  
NOV., 1936

16-163 U. S. GOVERNMENT PRINTING OFFICE: 1936

per # V



## APPOINTMENT AFFIDAVITS

**IMPORTANT.**—Before swearing or affirming to these appointment affidavits, you should read and understand the attached information for appointee

**JUSTICE**

**FBI**

**WASHINGTON, D.C.**

(Department or agency)

(Bureau or division)

(Place of employment)

I, Clyde A. Tolson, do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

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 on which I am about to enter. **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

Clyde A. Tolson  
(Signature of appointee)

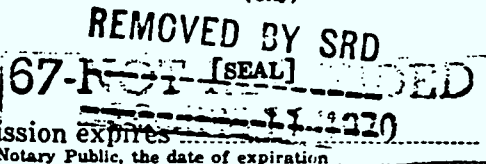
Subscribed and sworn (or affirmed) before me this 1st day of June A.D. 1970.

at

**WASHINGTON, D.C.**

(City)

(State)



James B. Adams  
(Signature of officer)  
Personnel Officer  
(Title)

**NOTE.**—The oath of office must be administered by a person specified in 5 U.S.C. 2903. The words "SO HELP ME GOD" in the oath and the word "swear" wherever it appears above should be stricken out when the appointee elects to affirm rather than swear to the affidavits; only these words may be stricken and only when the appointee elects to affirm the affidavits.



NOTIFICATION OF PERSONNEL ACTION

(FOR AGENCY USE)

|  |  |               |   |   |   |
|--|--|---------------|---|---|---|
| 1. NAME (CAPS) LAST-FIRST-MIDDLE<br><b>TOLSON, CLYDE A. (MR.)</b>  |  | MR.—MISS—MRS. | 2. (FOR AGENCY USE)   | 3. BIRTH DATE<br>(Mo., Day, Year)<br><b>5-22-1900</b> | 4. SOCIAL SECURITY NO.<br><b>577-60-2204</b>                          |
| 5. VETERAN PREFERENCE<br><b>1</b><br>1—NO 2—5 PT. 3—10 PT. DISAB. 4—10 PT. COMP. 5—10 PT. OTHER                    |  |               | 6. TENURE GROUP   | 7. SERVICE COMP DATE                                  |   |
| 9. FEGLI<br><b>1</b><br>1—COVERED (Regular only—declined Optional)<br>2—INELIGIBLE 3—WAIVED 4—COVERED (Reg & Opt.) |  |               | 10. RETIREMENT<br><b>1</b><br>1—CS 2—FICA 3—FS 4—NONE 5—OTHER |   | 11. (FOR CSC USE)   |
| 12. CODE NATURE OF ACTION<br><b>EXCEPTED APPOINTMENT - INDEFINITE<br/>(REEMPLOYED ANNUITANT)</b>                   |  |               | 13. EFFECTIVE DATE<br>(Mo., Day, Year)<br><b>6-1-70</b>       |   | 14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY.<br><b>EXCEPTED BY LAW</b> |
| 15. FROM: POSITION TITLE AND NUMBER  |  |               | 16. PAY PLAN AND OCCUPATION CODE                              |   | 17. (a) GRADE OR LEVEL (b) STEP OR RATE                               |
| 19. NAME AND LOCATION OF EMPLOYING OFFICE  |  |               |   |   |   |

|   |  |                                  |   |                                  |
|---|--|----------------------------------|---|----------------------------------|
| 20. TO: POSITION TITLE AND NUMBER<br><b>Associate Director</b>  |  | 21. PAY PLAN AND OCCUPATION CODE | 22. (a) GRADE OR LEVEL (b) STEP OR RATE<br><b>III</b> | 23. SALARY<br><b>\$40,000 pa</b> |
| 24. NAME AND LOCATION OF EMPLOYING OFFICE<br><b>Associate Director's Office<br/>Washington, D. C.</b> |  |                                  |   |                                  |

|  |  |   |  |  |
|--|--|---|--|--|
| 25. DUTY STATION (City—county—State)         |  |   | 26. LOCATION CODE  |  |
| 27. APPROPRIATION<br><b>S. &amp; E., FBI</b> |  | 28. POSITION OCCUPIED<br>1—COMPETITIVE SERVICE<br><b>2</b> 2—EXCEPTED SERVICE | 29. APPORTIONED POSITION<br>FROM: TO: STATE<br>1—PROVED-1 2—WAIVED-2 |  |

30. REMARKS: ☐ A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING  
☐ B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM:  
SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE: ☐ C. DURING PROBATION

In accordance with 5 U.S.C. 3323 (b), you may be separated at the will of the appointing officer.  
Subject to C. S. Retirement Act, however, no deductions are to be made.  
Automatically retired 5-31-70, reported on notification dated 3-20-70.

REMOVED BY SRD  
NOT RECORDED  
JUN 11 1970

*J. E. Hoover*  
Director

|  |  |  |  |
|--|--|--|--|
| 31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)                          |  | 34. SIGNATURE (Or other authentication) AND TITLE<br><i>John N. Mitchell</i><br>Attorney General |  |
| 32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office) |  | 35. DATE <b>3-20-70</b>  |  |
| 33. CODE<br><b>DJ 02</b>   | EMPLOYING DEPARTMENT OR AGENCY<br>FEDERAL BUREAU OF INVESTIGATION<br>WASHINGTON, D. C. 20535 |  |  |



NOTIFICATION OF PERSONNEL ACTION

(FOR AGENCY USE)

|   |  |  |                     |   |  |
|---|--|--|---------------------|---|--|
| 1. NAME (CAPS) LAST—FIRST—MIDDLE<br><b>TOLSON, CLYDE A. (MR.)</b>   |  | MR.—MISS—MRS.  | 2. (FOR AGENCY USE) | 3. BIRTH DATE<br>(Mo., Day, Year)<br><b>5-22-1900</b> | 4. SOCIAL SECURITY NO.<br><b>577-60-2204</b> |
| 5. VETERAN PREFERENCE<br><b>1</b><br>1—NO 3—10 PT. DISAB. 5—10 PT. OTHER<br>2—5 PT. 4—10 PT. COMP.                  |  | 6. TENURE GROUP  |                     | 7. SERVICE COMP DATE<br><b>12/20/68</b>               | 8. (FOR CSC USE)                             |
| 9. FEGLI<br><b>1</b><br>1—COVERED (Regular only—declined Optional)<br>2—INELIGIBLE 3—WAIVED 4—COVERED (Reg. & Opt.) |  | 10. RETIREMENT<br><b>1</b><br>1—CS 3—FS 5—OTHER<br>2—FICA 4—NONE |                     | 11. (FOR CSC USE)                                     |  |
| 12. CODE NATURE OF ACTION<br><b>RETIREMENT (AUTOMATIC)</b>  |  | 13. EFFECTIVE DATE<br>(Mo., Day, Year)<br><b>5-31-70</b>         |                     | 14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY            |  |
| 15. FROM: POSITION TITLE AND NUMBER<br><b>Associate Director</b>  |  | 16. PAY PLAN AND OCCUPATION CODE                                 |                     | 17. (a) GRADE OR LEVEL<br><b>III</b>                  | (b) STEP OR RATE<br><b>\$40,000 pa</b>       |
| 19. NAME AND LOCATION OF EMPLOYING OFFICE<br><b>Associate Director's Office<br/>Washington, D. C.</b>               |  |  |                     |   |  |

|   |                                  |                        |                  |            |
|---|----------------------------------|------------------------|------------------|------------|
| 20. TO: POSITION TITLE AND NUMBER         | 21. PAY PLAN AND OCCUPATION CODE | 22. (a) GRADE OR LEVEL | (b) STEP OR RATE | 23. SALARY |
|   |                                  |                        |                  |            |
| 24. NAME AND LOCATION OF EMPLOYING OFFICE |                                  |                        |                  |            |
|   |                                  |                        |                  |            |

|  |  |  |   |
|--|--|--|---|
| 25. DUTY STATION (City—county—State)         |  | 26. LOCATION CODE  |   |
| 27. APPROPRIATION<br><b>S. &amp; E., FBI</b> |  | 28. POSITION OCCUPIED<br>1—COMPETITIVE SERVICE<br><b>2</b><br>2—EXCEPTED SERVICE | 29. APPORTIONED POSITION<br>FROM: TO: STATE<br>1—PROVED-1<br>2—WAIVED-2 |

30. REMARKS: ☐ A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING \_\_\_\_\_  
☐ B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: \_\_\_\_\_  
☐ C. DURING PROBATION

SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE: ☐

Remove from rolls effective 5-31-70, in view of Automatic Retirement.  
Being restored to rolls next day. Refer to Notification dated 3-20-70.

REMOVED BY SRD  
67-NOT RECORDED  
16 JUN 1970

|  |  |  |  |
|--|--|--|--|
| 31. DATE OF APPOINTMENT AFFIDAVIT (Accession only)                           |  | 34. SIGNATURE (Or other authentication) AND TITLE<br><b>J. E. Hoover</b><br>Director |  |
| 32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office) |  | 35. DATE <b>3-20-70</b>  |  |
| 33. CODE<br><b>DJ 02</b>   | EMPLOYING DEPARTMENT OR AGENCY<br><b>FEDERAL BUREAU OF INVESTIGATION<br/>WASHINGTON, D. C. 20535</b> |  |  |

3/15/70



|  |   |          |
|--|---|----------|
| U.S. Civil Service<br>Commission               | FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM | 2810-110 |
| NOTICE OF CHANGE IN HEALTH BENEFITS ENROLLMENT |   |          |

### Part A.—IDENTIFYING DATA

|  |   |  |
|--|---|--|
| 1. NAME (LAST) (FIRST) (MIDDLE INITIAL)<br><b>TOLSON, CLYDE A. 577-66-324-441</b>                          | 2. DATE OF BIRTH<br><b>5-22-00</b>                      | 3. CARRIER CONTROL NO.<br><b>3215688</b> |
| 4. ADDRESS (INCLUDING ZIP CODE)<br><b>4000 Massachusetts Avenue, Northwest<br/>Washington, D. C. 20016</b> | 5. PAYROLL OFFICE NO.<br><b>15-02-0001</b>              | 6. ENROLLMENT CODE NO.<br><b>441</b>     |
|  | 7. DATE THIS ACTION BECOMES EFFECTIVE<br><b>5-31-70</b> |  |

ONLY THE ITEM WHICH IS CHECKED BELOW AFFECTS YOUR ENROLLMENT. READ THAT ITEM CAREFULLY AND FOLLOW ANY PERTINENT INSTRUCTIONS. KEEP THIS FORM UNLESS YOUR ENROLLMENT IS TERMINATED AND YOU APPLY FOR CONVERSION.

|   |                     |       |
|---|---------------------|-------|
| (DROP)  | Part B.—TERMINATION | (ADD) |
| <input type="checkbox"/> YOUR ENROLLMENT TERMINATES ON THE DATE IN PART A, ITEM 7, ABOVE. |                     |       |

### Part C.—CHANGE IN PLAN

|   |
|---|
| <input type="checkbox"/> YOUR ENROLLMENT SHOWN IN PART A, ITEM 6, ABOVE HAS BEEN TERMINATED BECAUSE OF YOUR ENROLLMENT IN ANOTHER PLAN. |
|---|

### Part D.—TRANSFER OUT

|   |
|---|
| YOUR ENROLLMENT CONTINUES BUT IS TRANSFERRED TO YOUR NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM):<br><input checked="" type="checkbox"/> <b>CIVIL SERVICE RETIREMENT SYSTEM<br/>Washington, D. C. 20415</b> |
|---|

### Part E.—TRANSFER IN

|  |
|--|
| YOUR NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM) SHOWN IN PART K BELOW HAS ACCEPTED TRANSFER OF YOUR ENROLLMENT AND WILL CONTINUE IT. <input type="checkbox"/> |
|--|

### Part F.—SUSPENSION

|  |
|--|
| <input type="checkbox"/> YOUR ENROLLMENT HAS BEEN SUSPENDED, EFFECTIVE ON THE DATE IN PART A, ITEM 7, ABOVE. |
|--|

### Part G.—REINSTATEMENT

|   |
|---|
| YOUR ENROLLMENT HAS BEEN REINSTATED, EFFECTIVE ON THE DATE IN PART A, ITEM 7, ABOVE. <input type="checkbox"/> |
|---|

### Part H.—CHANGE IN NAME OF ENROLLEE

|  |               |   |
|--|---------------|---|
| THE NAME IN WHICH THIS ENROLLMENT IS CARRIED HAS BEEN CHANGED TO:    |               |   |
| NAME   | DATE OF BIRTH | SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |
| ADDRESS (INCLUDING ZIP CODE) IF DIFFERENT FROM PART A, ITEM 4, ABOVE |               |   |

### Part I.—CHANGE IN ENROLLMENT — SURVIVOR ANNUITY

|   |
|---|
| YOUR ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY. YOUR PLAN WILL SEND YOU A NEW IDENTIFICATION CARD. <input type="checkbox"/> |
| YOUR NEW ENROLLMENT CODE NUMBER <input type="text"/>  |
| (NOTE: THIS ITEM TO BE COMPLETED BY RETIREMENT SYSTEMS ONLY)  |

### Part J.—REMARKS

|  |
|--|
| Original cannot be located and is not on record. When original is received in Records it will be filed either with this copy or may be given to the SSA. |
|--|

### Part K.—DATE OF NOTICE

|   |                              |  |                                 |
|---|------------------------------|--|---------------------------------|
| Signature of Authorized Agency Official<br><b>James B. Adams</b><br>FEDERAL BUREAU OF INVESTIGATION<br>UNITED STATES DEPARTMENT OF JUSTICE<br>WASHINGTON, D. C. 20535 | DATE<br><b>5-31-70</b>       | PAYROLL ACTION (INITIAL AND DATE)<br><b>70-228</b> | SF 2811 REPORT NO.<br><b>16</b> |
| NAME OF AGENCY  | ADDRESS (INCLUDING ZIP CODE) |  |                                 |



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Callahan

DATE: 4-17-70

FROM : J. B. Adams *JBA*

SUBJECT: MR. TOLSON  
RETIREMENT

*Clyde Tolson*

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

*J. B. Adams*  
*Clark*  
*2/1/70*

The Bureau today received notification from the Civil Service Commission of the approval of Mr. Tolson's retirement.

The Commission instructs in this communication dated 4-14-70 (attached) that his retirement record card be forwarded to the Commission as soon as possible after the date of separation. This date will be May 31, 1970, and the reappointment of Mr. Tolson as Associate Director will be effective June 1, 1970.

## RECOMMENDATION:

Immediately following May 31, in compliance with the Commission's instruction, Mr. Tolson's retirement record card will be forwarded to the Commission.

✓ *JBA* *Clark*  
*OK*

*667 4760 dated  
in memo 4-21-70  
JP*

Enclosure

WEC:klb (5)

1 - Mrs. Wood

1 - Miss Tibbetts

1 - Voucher-Statistical Section

REMOVED BY SRD

REC-40

Searched

8 APR 21 1970

THREE



UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Walters \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. Callahan

DATE: April 7, 1970

FROM : J. B. Adams *JBA*

SUBJECT: REAPPOINTMENT OF MR. TOLSON  
DEPARTMENT APPROVAL

The Department has returned to me the executed "Notification of Personnel Action" reappointing Mr. Tolson as Associate Director effective 6/1/70, the date following his mandatory retirement. The personnel folder copy bears the signature of Attorney General Mitchell. Attached is a letter to the Civil Service Commission concerning Mr. Tolson's retirement and reappointment.

## RECOMMENDATION:

It is recommended that the attached letter be approved.

JBA:lks *lks*

(5)

Enclosures *sent* 4-8-70

- 1 - Mrs. Wood (Sent Direct)
- 1 - Miss Tibbets (Sent Direct)
- 1 - Voucher-Statistical Section (Sent Direct)

*Retirement + Appointment  
SF 50 sent that*

*Orig SF 56, SF 57, SF 5809  
3 copies 2/10 sent that*

*REMOVED BY SRD 56 & orig of 2/10*

*6 APR 13 1970*


67-9524-452  
10 APR 22 1970<sup>10</sup>

*REC-149*

*31 dtd 153*



AGENCY CERTIFICATION OF INSURANCE STATUS  
Federal Employees Group Life Insurance Program

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
| 1. NAME (Last) (First) (Middle)<br><b>TOLSON, CLYDE A.</b>   |  |  | 2(a). DATE OF BIRTH (Month, Day, Year)<br><b>5-22-00</b>  |  | 2(b). SOCIAL SECURITY NUMBER<br><b>577 60 2204</b> |  |
| 3. CHECK THE REASON FOR TERMINATING INSURANCE  |  |  |   |  |  |  |
| (a) <input type="checkbox"/> SEPARATED   |  | (c) <input type="checkbox"/> DIED  |   | (e) <input type="checkbox"/> OTHER (Specify)   |  |  |
| (b) <input checked="" type="checkbox"/> RETIRED  |  | HAD EMPLOYEE AT TIME OF DEATH APPLIED FOR CIVIL SERVICE ANNUITY?<br><input type="checkbox"/> YES <input type="checkbox"/> NO                                   |   | (d) <input type="checkbox"/> 12 MONTHS NON-PAY STATUS  |  |  |
| 4. CHECK APPROPRIATE BOX CONCERNING SF 54, DESIGNATION OF BENEFICIARY  |  |  |   |  |  |  |
| (a) <input type="checkbox"/> CURRENT SF 54 ATTACHED  |  | (b) <input type="checkbox"/> A CURRENT SF 54 IS NOT ON FILE WITH THIS AGENCY   |   | (c) <input type="checkbox"/> A CURRENT SF 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT)  |  |  |
| NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN HIS LIFE INSURANCE, ATTACH CURRENT SF 54, IF ANY, TO ORIGINAL SF 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF SF 56; IF NO CURRENT SF 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT SF 54 IS ON FILE BY CHECKING BOX 4 (b) OR (c). A CURRENT SF 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE. |  |  |   |  |  |  |
| 5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR)<br><b>5-31-70</b>  |  | 6. ANNUAL BASIC PAY RATE (NOT AMOUNT OF INSURANCE) ON DATE IN ITEM 5. CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE.<br><b>\$40,000</b> PER ANNUM |   | 7. DID EMPLOYEE HAVE OPTIONAL INSURANCE ON DATE IN ITEM 5? NO <input checked="" type="checkbox"/> YES <input type="checkbox"/><br>IF YES, GIVE RECEIPT DATE OF ELECTION OF OPTIONAL INSURANCE (SF 176 or 176-T): |  |  |
| 8. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)   |  |  |   |  |  |  |
| 9. I CERTIFY THAT THE ABOVE INFORMATION HAS BEEN OBTAINED FROM, AND CORRECTLY REFLECTS, OFFICIAL RECORDS AND THAT THE EMPLOYEE NAMED WAS COVERED BY FEDERAL EMPLOYEES GROUP LIFE INSURANCE ON THE DATE SHOWN IN ITEM 5.  |  |  |   |  |  |  |
| <br>(Personal signature of authorized agency official)<br><b>N. P. Callahan</b><br>(Typed name of authorized agency official)<br><b>Federal Bureau of Investigation</b><br>(Name of agency)  |  |  | <b>5-31-70</b><br>(Date)<br><b>Assistant Director</b><br>(Title)<br><b>Washington, D. C. 20535</b><br>(Mailing address, including ZIP Code of agency) |  |  |  |

SEE OTHER SIDE  
FOR  
INSTRUCTIONS TO EMPLOYING AGENCY

*Bring SF 56 to  
Dept. of Justice  
to employee  
SRD*  
REMOVED BY SRD

PART 3 - FILE COPY  
100 APR 22 1970

*3/22  
156*



# INSTRUCTIONS TO EMPLOYING AGENCY

## COMPLETION OF CERTIFICATION

1. This Certification must be completed in triplicate whenever an employee's insurance terminates for:
- a. Death.
  - b. Retirement on an immediate annuity with 12 or more years' creditable service, of which at least 5 years are civilian service, or on account of disability. (An immediate annuity is one which begins to accrue not later than 1 month after the date the insurance would normally cease.) In a disability retirement case, do not complete SF 56 until a finding of disability has been officially made and the employee's separation is in order.
  - c. Completion of 12 months in a non-pay status or separation, and the employee is receiving benefits under the Federal Employees' Compensation law, and held unable to return to duty.
  - d. Any other reason, if the employee desires to convert his life insurance, except under the following circumstances:
    - (1) Employee waived or declined on SF 176 (or SF 176-T);
    - (2) If it is known that, within 3 calendar days after the date the insurance terminated, the employee will return to Government service in the same or another position in which he will be eligible to reacquire Federal Employees Group Life Insurance;
    - (3) More than 75 days have elapsed from the date insurance terminated unless specific request is made therefor by the Civil Service Commission or the Office of Federal Employees' Group Life Insurance.
2. If insurance terminated on account of death, indicate in Item 3(a) whether the employee had filed an Application for Retirement (SF 2801) with the Civil Service Commission.
3. In item 8, give date of Notice of Conversion Privilege (SF 55), except that if this form (SF 56) is issued in lieu of SF 55, give current date. In case of death, leave this item blank.
4. It is important whenever a duplicate SF 56 is issued to replace one which has been lost, that it be clearly marked "DUPLICATE".

## DISPOSITION OF CERTIFICATION

1. Death of employee—
  - a. Send duplicate of SF 56 immediately to the Office of Federal Employees' Group Life Insurance.
  - b. Keep the original (preferably in the Official Personnel Folder or its equivalent) for attachment to a claim for death benefits (Form FE-6) when received.
  - c. If no claim is received, send original SF 56, upon request, to the Office of Federal Employees' Group Life Insurance.
  - d. If the deceased employee has a current Designation of Beneficiary (SF 54) on file, the SF 54 must be attached to the original SF 56 when it is sent to the Office of Federal Employees' Group Life Insurance.
2. Retirement of employee—
  - a. If the employee is applying for an immediate annuity with 12 or more years' creditable service (of which at least 5 years are civilian service) or for disability, attach the original SF 56 and current Designation of Beneficiary (SF 54), if any, to the Application for Retirement and give duplicate of SF 56 to the employee. [NOTE: In a disability retirement case where the retirement application has already been sent to the Civil Service Commission, attach the original SF 56 (and SF 54, if any) to the "FINAL" Individual Retirement Record (SF 2806).]
  - b. If the employee wants to continue only his regular insurance, have him complete a SF 176 declining his optional insurance. If he wants to convert only his optional insurance, prepare a statement (see below), in duplicate, for him to sign, attach both copies of the statement to the original SF 56, and submit with application for retirement as instructed in 2a above.

### Illustrative Statement

"I want to continue my regular insurance after retirement but would like additional information on converting my optional insurance."

(Employee's signature)

(Address—print or type)

(Date)

- a. If the employee prefers to convert both his regular and optional insurance to an individual policy, give him the original and duplicate copy of the SF 56. Retain SF 54, if any.
3. If employee is receiving compensation benefits—
- a. Before completing item 7 contact the local Bureau of Employees' Compensation Office, if necessary, to confirm whether the employee still has optional insurance.
  - b. Have the employee complete appropriate box on reverse side of the original SF 56. Send original SF 56 and current Designation of Beneficiary (SF 54), if any, to the U. S. CIVIL SERVICE COMMISSION, BUREAU OF RETIREMENT AND INSURANCE, WASHINGTON, D. C., 20415, and give duplicate copy of SF 56 to the employee.
  - c. If the employee prefers to convert his group insurance to an individual policy, give him the original and duplicate copy of the SF 56. Retain SF 54, if any.
4. All other cases—
- Upon request, give the employee the original and duplicate copy of the SF 56 or mail them to him.
5. In all cases—

Retain file copy of the SF 56 in the employee's Official Personnel Folder or its equivalent.

## PROMPT CERTIFICATION REQUIRED

The time in which an employee may convert his group life insurance to an individual policy is limited. This SF 56

151



April 8, 1970

Honorable Andrew E. Ruddock  
Director  
Bureau of Retirement, Insurance,  
and Occupational Health  
Civil Service Commission  
Washington, D. C. 20415

Dear Mr. Ruddock:

Enclosed is an Application for Retirement executed by Mr. Clyde A. Tolson, the Associate Director of this Bureau. Mr. Tolson will attain age 70 on May 22, 1970, and is therefore subject to mandatory retirement. Also enclosed is a copy of his Individual Retirement Record.

Mr. Tolson entered on duty with this Bureau on April 2, 1928, and has been continuously employed since that time. His services with this Bureau have been entirely satisfactory.

Mr. Tolson will be reappointed to his same position the date following the effective date of his retirement. It is requested that this Bureau be furnished the amount of the annuity Mr. Tolson will receive in order that he may be advised of the salary to be paid by this Bureau.

Sincerely yours,

REC-150

APR 10 1970

John Edgar Hoover  
Director

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Walters \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

Enclosures (2)

JJP:nls  
(8)

REMOVED BY SRD

1 - Mr. Row, 6221 IB  
1 - Miss Tibbetts, 4746  
1 - Mrs. Wood, 4513  
1 - Mr. Jones, 4264  
1 - Movement, 5524

Taken to CSC 11 a.m. 4-9-70 by [unclear] [unclear]

MAIL ROOM ☐ TELETYPE UNIT ☐

158



UNITED STATES GOVERNMENT

# Memorandum

TO : The Director

DATE: April 1, 1970

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson \_\_\_\_\_  
Loach \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1969, to March 31, 1970, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. The original will be furnished to Mr. Tolson and the copy placed in his personnel file.

## RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson.

*JPM*

*1 sec. +  
4/1/70*

REC-141

9564-450  
Seal 10 APR 6 1970  
FEB 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

REC'D-CRIM DIV

Enclosures  
LDH:jah  
(2)

APR 9 1970

APR 24 1970  
3-27-70  
159



**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

Name of Employee: CLYDE A. TOLSON

Where Assigned: \_\_\_\_\_  
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1969 to MARCH 31, 1970

ADJECTIVE RATING: OUTSTANDING Employee's Initials \_\_\_\_\_  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Rated by: J. Edgar Hoover Director 4/1/70  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating Approved by: \_\_\_\_\_  
Signature Title Date

**TYPE OF REPORT**

☒ Official  
☒ Annual

REC-141 67-9584-449

Stamp: \_\_\_\_\_

☐ Administrative 6 1970

☐ 60-Day

☐ 90-Day

☐ Transfer

☐ Separation from Service

☐ Special

**8 APR 9 1970**

**XEROX  
FEB 24 1970**

**TRF  
160**



UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
Loach \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Soyars \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. Callahan

DATE: March 25, 1970

FROM : J. B. Adams

SUBJECT: CLYDE A. TOLSON  
RETIREMENT MATTER

As approved, the notification of Personnel Action Form to effect the reappointment of Mr. Tolson was furnished the Department for appropriate execution by the Deputy Attorney General.

Raymond Albrecht of the Department Personnel Office called me this morning to advise that the Department had typed the Deputy Attorney General's title on the notification of Personnel Action as he would be the official normally executing the Form; however; the Deputy Attorney General felt that the Attorney General himself would want to personally sign the Form authorizing the reappointment of Mr. Tolson and, accordingly, a new notification of Personnel Action Form was requested in order that the Department could then prepare it for the Attorney General's signature. A new Form was promptly furnished Mr. Albrecht.

## RECOMMENDATION:

None. For information.

JBA:skj

(5)

1 - Mr. Clark

1 - Mr. Row

1 - Mr. [unclear] BY SRD

REC-135

9524-448

10 MAR 30 1970

XEROX  
FEB 24 1978

33-PC4

161



✓ 10  
REC-141

March 20, 1970

PERSONAL

*[Handwritten signature]*  
*[Handwritten signature]*  
Wood

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

Dear Clyde:

It pleased me greatly to learn of your desire to be reappointed immediately following your automatic retirement, which will become effective May 31, 1970. Necessary action is being taken to assure your immediate reappointment.

You have my deep appreciation for the many years of loyal and dedicated service to the Bureau and me and I am indeed grateful for your decision to continue in your present capacity. Your outstanding services continue to be needed during these most trying times affecting the welfare of our country.

Sincerely,

J. EDGAR HOOVER

|                       |
|-----------------------|
| SENT FROM D. O.       |
| TIME 4:39 PM          |
| DATE 3-20-70          |
| BY <i>[signature]</i> |

1 - Mr. M. F. Row  
1 - Mrs. Wood

NPC:pmd  
(5)

NOTE: When Mr. Tolson is reappointed as an annuitant, he will be given an Excepted Appointment - Indefinite (Re-employed Annuitant) to the same position he occupies at the time of his retirement. His salary will be the salary he is earning at the time of his retirement. Necessary entry on duty forms will be executed and taken to Mr. Tolson for signature.

Tele. Room

Mr. Tolson

Mr. Bishop

Mr. Casper

Mr. Callahan

Mr. Conrad

Mr. Felt

Mr. Gale

Mr. Rosen

Mr. Sullivan

Mr. Tavel

Mr. Trotter

Tele. Room

Mr. Holmes

Miss Gandy

Mr. [unclear]

Mr. [unclear]

Mr. [unclear]

Mr. [unclear]

Mr. [unclear]

Mr. [unclear]

Mr. [unclear]

REMOVED BY SRD

Tele. Room

MAIL ROOM ☐ TELETYPE UNIT ☐

DATE 3-23-70

TIME 10:55 AM

BY 98

162

XEROX  
FEB 24 1978



Memorandum Adams to Callahan  
Re: Clyde A. Tolson  
Mandatory Retirement; Reappointment

General to take final action in personnel matters, including appointments. It is necessary for us to execute SF-50, Notification of Personnel Action, and take it to the Department for approval. The last such approval involving designation of L. M. Walters as Assistant Director was arranged by you with Deputy Assistant Attorney General John W. Adler, who obtained the signature of the Deputy Attorney General on the Notification of Personnel Action. The SF-50 in Mr. Tolson's case can be taken to Mr. Adler for the same type of handling.

The attached retirement application must, under Civil Service regulations, be forwarded to the Civil Service Commission by March 31, 1970.

RECOMMENDATIONS:

(1) That the attached application be made available to Mr. Tolson for execution in connection with the law requiring his retirement to be effective May 31, 1970.

(2) That Mr. Tolson's reappointment be formalized with the Department as above to be effective June 1, 1970.

✓ JPM  
G.K.  
R



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Callahan

DATE: 3-17-70

FROM : J. B. Adams *JBA*

SUBJECT: CLYDE A. TOLSON  
Associate Director  
EOD 4-2-28  
MANDATORY RETIREMENT;  
REAPPOINTMENT

Tolson \_\_\_\_\_  
DeLoach *JBA* ✓  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

On May 22, 1970, Mr. Tolson will become eligible for mandatory retirement, which must be effective at the end of the month, May 31, 1970. Under Government regulations he must retire; however, he may be given an excepted indefinite appointment (reemployed annuitant) to the same position.

Mr. Tolson's annual annuity would be approximately \$27,336 (monthly--\$2,278) without voluntary contributions and \$29,676 (monthly--\$2,473) with voluntary contributions, an additional annual annuity of \$2,340.

The voluntary contributions consist of money taken from his salary for the Retirement Fund over and above what was necessary to provide the 80% maximum annuity. Mr. Tolson will have approximately \$23,467 in his voluntary contribution account through 5-31-70. Such contributions may be withdrawn effective 5-31-70, prior to the receipt of any additional annuity based on such contributions; or they may be left in the Retirement Fund and become the basis for the additional annual annuity of \$2,340 referred to in the second paragraph of this memorandum. The above monthly estimates are "single-life" figures, and consist of 80% of his high-three average salary plus additional service credit for 158 days and 1 hour of sick leave it is assumed will stand to his credit as of 5-31-70.

On reappointment, he would receive his retirement annuity from the Civil Service Retirement Fund and the Bureau would pay the difference between it and his regular salary (\$40,000). The annuity based on voluntary contributions, if he elected to leave same in the Retirement Fund, would not enter into this calculation.

Except as to persons in the position of Associate Director, Assistant to the Director, and Assistant Director, the Director is authorized to exercise the power and authority vested in the Attorney General.

Enclosure *St. to Mr. Tolson*

WEC:db (6)

1 - Mr. Adams

1 - Mr. Hunsinger

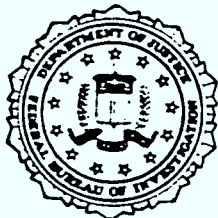
REC-161 67-9524-441  
FEE 24 1970

(OVER)

90 163



ASSOCIATE DIRECTOR



Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.  
March 23, 1970

*Clyde Tolson*

|              |   |
|--------------|---|
| Mr. Tolson   |   |
| Mr. DeLoach  |   |
| Mr. Mohr     |   |
| Mr. Bishop   |   |
| Mr. Casper   |   |
| Mr. Callahan | ✓ |
| Mr. Conrad   |   |
| Mr. Felt     |   |
| Mr. Gale     |   |
| Mr. Rosen    |   |
| Mr. Sullivan |   |
| Mr. Tavel    |   |
| Mr. Soyars   |   |
| Tele. Room   |   |
| Miss Holmes  |   |
| Miss Gandy   |   |

Honorable J. Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

*John Edwards*

Dear Boss:

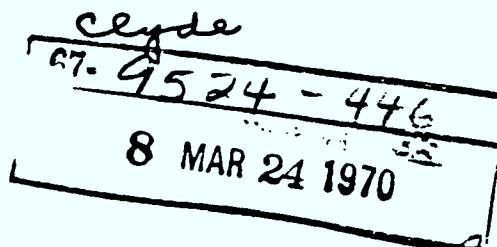
Thank you very much for your letter of March 20th advising that you are taking the necessary action to effect my reappointment immediately following my automatic retirement on May 31, 1970.

Due to my desire to remain with the FBI, I am grateful for your approval of my request. I am also most appreciative of your kind comments concerning my services in the Bureau, and you may be sure that I shall continue to strive to be of all possible assistance to you in carrying out your heavy responsibilities.

With best wishes,

Sincerely,

REC-135



EX-107  
FEB 24 1978

5 DEC 12 1975

82

*John*

REMOVED BY SRD

67-9524-446

165



December 5, 1969

PERSONAL

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

Dear Clyde:

I am pleased to take this opportunity to commend you for your exceptionally valuable services in sparking the Bureau Clerical Applicant Recruitment Program.

I am most appreciative of your interest in this important aspect of the Bureau's work.

Sincerely,  
J. Edgar Hoover

1 - Mrs. Randolph (Sent Direct)  
JBA:jmp  
(4)

Based on Callahan-Mohr memo 12/4/69 re Special Agent Recruitment Program, Incentive Award Matter.

67-9524-445  
7 JAN 7 1970 62

*Let*

|            |       |
|------------|-------|
| Tolson     | _____ |
| DeLoach    | _____ |
| Walters    | _____ |
| Mohr       | _____ |
| Bishop     | _____ |
| Casper     | _____ |
| Callahan   | _____ |
| Conrad     | _____ |
| Felt       | _____ |
| Gale       | _____ |
| Rosen      | _____ |
| Sullivan   | _____ |
| Tavel      | _____ |
| Soyars     | _____ |
| Tele. Room | _____ |
| Holmes     | _____ |
| Gandy      | _____ |

JAN 13 1970  
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XEROX  
FEB 24 1978

166



# F.B.I.'s No. 2 Man Invents

By STACY V. JONES C-3  
Special to The New York Times

WASHINGTON, July 25—The No. 2 man in the Federal Bureau of Investigation was awarded a patent this week for equipment to operate emergency windows and exits in aircraft and space vehicles. Clyde A. Tolson, associate director, devised the invention on his own time, but has given the Government a free license to use it in space and aeronautics.

In Patent 3,456,387, Mr. Tolson comments that space history "includes tragic situations where occupants perished because of inability to make emergency exits from the stricken spacecraft."

He adds that his invention would make it possible for emergency escape exits to be instantly opened without any action on the part of the occupants.

Mr. Tolson proposes sensors inside a spacecraft to detect such conditions as temperature, pressure and oxygen and carbon dioxide concentration, as well as others to report the situation outside. There is also a computer to weigh one set of considerations against another.

In an emergency, if going out would subject the astronauts to a fatal vacuum, radiation or water environment, the computer would decide to open doors into a fireproof internal compartment rather than to open windows.

Potential survivors in emergency aircraft landings, Mr. Tolson says, have been fatally trapped by an ensuing fire. The computer could be programed to open only those windows not totally blocked by flames.

Mr. Tolson does not know whether any Government use

## Space-Emergency System



Clyde A. Tolson, who has received patent on emergency escape equipment.

of his equipment has been made or is planned. This week's patent adds the aircraft and spacecraft features to two earlier patents on remotely controlled closures, including casement sashes.

According to published reports, Mr. Tolson supplied the White House during the Johnson Administration with a window closer for bedside operation by pushbutton and time clock. The White House press office was unable this week to provide any information on the matter.

In 1960, Mr. Tolson patented a bottle cap that does not require an opener and can be resealed to keep the carbonation from escaping.

Since 1938, the inventor has been the righthand man to J. Edgar Hoover, the director of the F.B.I., and since 1947, has held the associate director title.

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

*Clyde A. Tolson*

The Washington Post  
Times Herald \_\_\_\_\_

The Washington Daily News \_\_\_\_\_

The Evening Star (Washington) \_\_\_\_\_

The Sunday Star (Washington) \_\_\_\_\_

Daily News (New York) \_\_\_\_\_

Sunday News (New York) \_\_\_\_\_

New York Post \_\_\_\_\_

The New York Times C-3

The Sun (Baltimore) \_\_\_\_\_

The Daily World \_\_\_\_\_

The New Leader \_\_\_\_\_

The Wall Street Journal \_\_\_\_\_

The National Observer \_\_\_\_\_

People's World \_\_\_\_\_

Examiner (Washington) \_\_\_\_\_

Date JUL 26 1969

6961 21 NOV 10  
10 AUG 12 1969  
NOT RECORDED

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JUL 24 1979  
167



FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: \_\_\_\_\_  
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1968 to MARCH 31, 1969

ADJECTIVE RATING: OUTSTANDING Employee's Initials \_\_\_\_\_  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Rated by: J. Edgar Hoover DIRECTOR 4/1/69  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating Approved by: \_\_\_\_\_  
Signature Title Date

## TYPE OF REPORT

☒ Official  
☒ Annual

☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special

REC-135

67-9524-444  
Searched \_\_\_\_\_ Numbered 77  
6 APR 16 1969

10 APR 21 1969

FBI 374-13

168



UNITED STATES GOVERNMENT

# Memorandum

TO : The Director

DATE: April 1, 1969

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1968, to March 31, 1969, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. The original will be furnished to Mr. Tolson and the copy placed in his personnel file.

## RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson.

*APM*  
*GK.*  
*K*

|                |                |
|----------------|----------------|
| 67- 9524- 443  |                |
| Searched _____ | Numbered _____ |
| 10             | 1969 24        |

REC-131

*sent 4-2-69 sure*

Enclosures  
LDH;jmp  
(2)

APR 10 1969

XEROX  
FEB 24 1979

*3-jah*

*169*



UNITED STATES GOVERNMENT

# Memorandum

TO MR. MOHR

DATE: 2-14-69

FROM N. P. CALLAHAN

SUBJECT SALARIES OF FBI DIRECTOR AND  
ASSOCIATE DIRECTOR

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

The primary legislation establishing the basis for fixing the salaries of the Director and Mr. Tolson is Public Law 88-426, approved 8-14-64, effective 7-5-64, known as the Federal Executive Salary Act of 1964. It established 5 salary levels with the Director being included in Level II, with salary at that time of \$30,000 per annum. The specific designation was, "Director of the Federal Bureau of Investigation, Department of Justice, so long as the position is held by the present incumbent: Provided, That thereafter the position shall be placed in level III." The position of Mr. Tolson was included in Level III at \$28,500 per annum, which designation was as follows: Associate Director of the Federal Bureau of Investigation, Department of Justice, so long as the position is held by the present incumbent: Provided, That thereafter the position shall be placed in level IV." Public Law 90-206, approved December 16, 1967, established a Commission to be known as the Commission on Executive, Legislative and Judicial Salaries and established a method of setting the rates of executive salaries. The Commission submits its recommendations to the President who, in turn, includes in his next budget message his recommendations as to the exact rates of pay he deems advisable. The President's recommendations become effective 30 days thereafter unless in that period either house of Congress specifically disapproves any or all of them, or a statute has been enacted into law establishing different rates of pay. As a result of this procedure revised rates for the 5 executive salary levels become effective the first pay period after February 14, 1969, which will be February 23, for the FBI. The new rate for Level II in which the Director's position is listed increases to \$42,500 and Level III in which Mr. Tolson's position is listed increases to \$40,000.

REC-150

67-561-367

The next incumbent of the Director's position would be compensated at the rate for Level III which will be \$40,000 per annum, and the next incumbent of Mr. Tolson's position would be compensated at the rate for Level IV which will be \$38,000 per annum.

JBA:pmd (4)  
1 - Mr. Adams  
1 - Mr. Jackson  
3 Xerox

(OVER) 17 FEB 20 1969

10 MAR 3 1969

MAR 3 1969

PERS. SEC. UNIT

170



Memorandum to Mr. Mohr  
Re: Salaries of FBI Director and Associate Director

With regard to the Director's salary being reflected as \$30,000 per annum in the appropriation phraseology for the FBI, this is secondary language to that contained in the primary authority of the Federal Executive Salary Act of 1964 and the statute establishing the Commission on executive salaries; thus, even if through error or other erroneous development, the amount shown in the appropriation language is not changed it would have no effect on the Director's salary in view of the overriding authority of the primary statutes.

Nonetheless, we are following closely with Jay Howe, Clerk of our Appropriation Subcommittee to insure that the new salary rate of \$42,500 will appear in the final committee print. The Director's salary check which will be dated 3-21-69, will be at the new salary rate of \$42,500.

ACTION:

None. Information only.

*JPm*



CL 1/10  
December 13, 1968

Mr. Tolson:

As a further formality in connection with patent protection of your invention, existing Government patent policy sets forth certain provisions for establishing title ownership of inventions made by Government employees. Title 37, Part 300, of the Code of Federal Regulations (based on Executive Order 10096 dated January 25, 1950) establishes Government policy as comprising a rebuttable presumption that the United States Government has either the entire or partial ownership of any patent obtained by a Government employee, the extent of such ownership being dependent upon factors such as the nature of the employee's duties and responsibilities in relation to the invention, and other contributions by the Government. This presumption of Governmental interest is rebuttable upon a showing that the invention is not related to the employee's duties and responsibilities and was carried out on a personal basis.

We have previously complied with the Departmental procedures for handling the determination of title ownership by making an FBI determination that the invention is not related to your duties and recommending that the Department concur in the finding that entire title to the invention should be left to you; the Department has concurred in this finding.

Title 37, Section 300.6 (c) of the Code of Federal Regulations provides that where the title to an invention will be left with an employee, the employee is to be so notified and thereafter the agency is to prepare and preserve in appropriate files a written, signed and dated statement concerning the invention. This statement is to include: (1) a detailed description of the invention, (2) the name of the employee and a statement of his official duties, and (3) a statement of agency determination as to title and reasons therefor. A copy of this statement is to be furnished to the Commissioner of Patents for his review and determination as to title ownership.

An appropriate statement complying with this requirement and a letter of transmittal have been prepared for your approval and subsequent signature by the Director. Subject to your approval, I will file this material after signature.

Respectfully,

✓ I. W. Conrad

I. W. Conrad

File  
✓

12/13/68

2 ENCLOSURE

REC-101

|                |        |
|----------------|--------|
| 67-9524-442    |        |
| Searched       | Number |
| 10 DEC 16 1968 |        |

10 DEC 16 1968/0



*Official FBI Copy*

IN THE UNITED STATES PATENT OFFICE

In re application of

CLYDE A. TOLSON

Serial No. 651,558

Filed: July 6, 1967

For: REMOTELY CONTROLLED CLOSURES

The Commissioner of Patents  
Washington, D. C. 20231

December 13, 1968

Dear Sir:

In accordance with Title 37, Section 300.6 (c) of the Code of Federal Regulations relating to patents made by Government employees, there is transmitted herewith a copy of the required statement concerning the invention disclosed in the above-captioned application and in related Letters Patent.

The original of this statement, appropriately dated and signed, is preserved in the files of the Federal Bureau of Investigation, as required.

Very truly yours,

*J. Edgar Hoover*  
John Edgar Hoover  
Director  
Federal Bureau of Investigation

*attached  
12/13  
JWS*

*original letter  
mailed 12/13/68  
Reg. Return Receipt  
JWS Reg # 716738*



IN THE UNITED STATES PATENT OFFICE

In re application of

CLYDE A. TOLSON

December 13, 1968

Serial No. 651,558

Filed: July 6, 1967

For: REMOTELY CONTROLLED CLOSURES

STATEMENT UNDER TITLE 37, SECTION 300.6 (c)  
OF THE CODE OF FEDERAL REGULATIONS

Mr. Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has invented a remotely controlled closure system. In essence, the system permits either manual or automatic operation of one or more closures, such as windows and the like, in a building, vehicle or other structure from a series of remote sensing elements responsive to selected environmental conditions and under the supervisory control of a programmer connected between the closures and the sensing elements.

As examples of specific application of the invention, in winter it may be desired to open and close a bedroom window by manual push buttons from a remote control position located at bedside, thus permitting operation of the window after retiring in the evening and before arising in the morning; or it may be desired to have a window opened, closed or adjusted automatically by a time sensing control, set to operate the window at a predetermined time before awakening time, thus permitting the bedroom to be brought to a comfortable temperature prior to arising. Alternatively, it may be desired to have a window, door, or other closure operate automatically upon the response of one or more suitable sensing detectors to the onset of rain, wind, temperature change, fire, smoke, collision impact, or any other selected condition which might logically require operation of such closures. As applied to aircraft or spacecraft, it may be desired to have escape closures operate automatically under a predetermined combination of internal and external environmental factors affecting the ability of the occupants to survive a hostile environment.



Mr. Tolson has sought patent protection for his invention. At the present time United States Letters Patent Number 3,235,247 dated February 15, 1966, and Number 3,337,992 dated August 29, 1967, have been issued covering certain aspects of the invention. In addition, still further aspects of the invention are covered in the above-captioned pending continuation-in-part application disclosing improvements permitting application of the invention to a greater variety of closures and permitting increased reliability of operation under extreme emergency environmental conditions such as might be encountered in aeronautical or space activities. The United States Patent Office has indicated that this pending application is allowable.


As Associate Director of the Federal Bureau of Investigation, Mr. Tolson's duties and responsibilities are administrative in character. Neither the Federal Bureau of Investigation nor Mr. Tolson has any responsibility for developing automatic closure systems which constitute the subject matter of Mr. Tolson's invention. Accordingly, his invention is not related in any way to his duties, work assignments, or responsibilities as an official of the Federal Bureau of Investigation but rather was made on a solely personal basis; that is, the invention was not made during working hours, or with a contribution by the Government of facilities, equipment, materials, funds or information, or of time or services of other Government employees on official duty.

For these reasons, therefore, the Federal Bureau of Investigation has made a determination, concurred in by the Department of Justice, that pursuant to Title 37, section 300.6 (b) (4) of the Code of Federal Regulations, the entire right, title and interest in and to the invention should be left with the inventor, Mr. Clyde A. Tolson, subject to law. Mr. Tolson has been advised of this determination and acquiesces therein.

As a matter of information it is noted that inasmuch as the currently pending application discloses improvements which may have application to space activities of the United States Government, Mr. Tolson has advised that on his own initiative immediately after filing the currently pending application, he forwarded a copy of the application to



the National Aeronautics and Space Administration, and that subsequently, pursuant to a suggestion by the National Aeronautics and Space Administration, he similarly furnished a copy of this material to the Federal Aviation Administration. Mr. Tolson further has advised that, although there appears to be no indication in the replies which he has received from the National Aeronautics and Space Administration and from the Federal Aviation Administration of immediate significant utility of his invention in the conduct of aeronautical and space activities of those Administrations, nevertheless, as an official of the Federal Bureau of Investigation, Mr. Tolson desires, as a matter of possible future interest and utility, that the United States Government have full, royalty free use of his invention to the extent that the improvements disclosed in the pending application may apply to the field of United States aeronautical and space activities. To this end, Mr. Tolson has separately executed, and filed with the Commissioner of Patents, a license giving the United States such use of his invention. In addition, Mr. Tolson has separately executed and filed with the Commissioner of Patents a Statement under Section 305C of the National Aeronautics and Space Act of 1958.

  
John Edgar Hoover  
Director  
Federal Bureau of Investigation



UNITED STATES GOVERNMENT

# Memorandum

DEPARTMENT OF JUSTICE

TO : Mr. J. Edgar Hoover  
Director, FBI

DATE: October 25, 1968

FROM : Warren Christopher *we*  
Deputy Attorney General

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR, FBI  
INVENTION

|              |       |
|--------------|-------|
| Mr. Tolson   | _____ |
| Mr. DeLoach  | _____ |
| Mr. Mohr     | _____ |
| Mr. Bishop   | _____ |
| Mr. Casper   | _____ |
| Mr. Callahan | _____ |
| Mr. Conrad   | _____ |
| Mr. Felt     | _____ |
| Mr. Gale     | _____ |
| Mr. Rosen    | _____ |
| Mr. Sullivan | _____ |
| Mr. Tavel    | _____ |
| Mr. Trotter  | _____ |
| Tele. Room   | _____ |
| Miss Holmes  | _____ |
| Miss Gandy   | _____ |

Responding to your memoranda, dated September 27 and October 17, 1968 concerning the patent rights to a remotely controlled closure system invented by Clyde A. Tolson of your office, we have no objection to the title of the invention being held by Mr. Tolson.

*For record  
JWC*

EXP. PROC.

OCT 29 1968

67-9524-441  
Searched \_\_\_\_\_ Indexed \_\_\_\_\_  
FILED \_\_\_\_\_ 62<sup>98</sup>

*AW*



10

The Deputy Attorney General

October 17, 1968

Director, FBI

CLYDE A. TOLSON  
ASSOCIATE DIRECTOR, FBI  
INVENTION

Reference is made to your communication of October 4, 1968, in response to my earlier memorandum of September 27, 1968, concerning the patent rights to a remotely controlled closure system invented by Mr. Clyde A. Tolson of this Bureau.

As you have noted, my memorandum of September 27, 1968, contained the statement that the invention "was made on a solely personal basis." This statement was intended to cover fully the remaining points which you have mentioned concerning possible Government interest. However, for the completion of your file, it is further noted that being solely personal, of course, the invention was not made during working hours or with a contribution by the Government of facilities, equipment, materials, funds, or information, or of time or services of other Government employees on official duty.

DS [Signature]  
IWC:dmg

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_



MAIL ROOM ☐ TELETYPE UNIT ☐

178



## Memorandum

|              |                                     |
|--------------|-------------------------------------|
| Mr. Tolson   | <input checked="" type="checkbox"/> |
| Mr. DeLoach  | <input type="checkbox"/>            |
| Mr. Mohr     | <input type="checkbox"/>            |
| Mr. Bishop   | <input type="checkbox"/>            |
| Mr. Casper   | <input type="checkbox"/>            |
| Mr. Callahan | <input checked="" type="checkbox"/> |
| Mr. Conrad   | <input checked="" type="checkbox"/> |
| Mr. Felt     | <input checked="" type="checkbox"/> |
| Mr. Gale     | <input type="checkbox"/>            |
| Mr. Rosen    | <input type="checkbox"/>            |
| Mr. Sullivan | <input type="checkbox"/>            |
| Mr. Tavel    | <input type="checkbox"/>            |
| Mr. Trotter  | <input type="checkbox"/>            |
| Tele. Room   | <input type="checkbox"/>            |
| Miss Holmes  | <input type="checkbox"/>            |
| Miss Gandy   | <input type="checkbox"/>            |

TO : J. Edgar Hoover, Director  
Federal Bureau of Investigation

DATE: Oct

FROM : Warren Christopher *WC*  
Deputy Attorney General

SUBJECT: CLYDE A. *TOLSON*  
ASSOCIATE DIRECTOR, FBI  
INVENTION

This is in response to your memorandum of September 27, 1968, concerning the patent rights to a remotely controlled closure system invented by Mr. Clyde A. Tolson of your office.

*18* Title 37, section 300.6(b)(1) of the Code of Federal Regulations provides in general that all rights in a Federal employee's invention shall be left to the employee unless he made it "(i) during working hours, or (ii) with a contribution by the Government of facilities, equipment, materials, funds or information, or of time or services of other Government employees on official duty, or (iii) which bears a direct relation to or is made in consequence of the official duties of the inventor."

Section 300.6(b)(2) provides that if the contribution by the Government, as measured by any of the criteria set forth above, is insufficient equitably for the Government to take title, or where the Government has insufficient interest in the invention to take title, it shall be left to the employee subject to a reservation of certain rights in the Government.

You have advised us that Mr. Tolson's invention is not related in any way to his duties or responsibilities as an official of the Federal Bureau of Investigation, but was made on a solely personal basis. If you also determine that Mr.

*3*  
*Qu*

*Memo to The Deputy AG*  
*10-17-68*  
*WLC: [initials]*

*REC-149*

|                |           |
|----------------|-----------|
| 67-9524-940    |           |
| Searched       | Numbered  |
| 10 OCT 18 1968 | <i>Yb</i> |

*179*



- 2 -

Tolson did not make the invention during working hours or with any contribution by the Government of facilities, equipment, etc., then there would be no objection to the invention being held by Mr. Tolson.



The Deputy Attorney General

September 27, 1968

Director, FBI

CLYDE A. <sup>B</sup>TOLSON  
ASSOCIATE DIRECTOR, FBI  
INVENTION

FEDERAL BUREAU OF INVESTIGATION  
UNIT

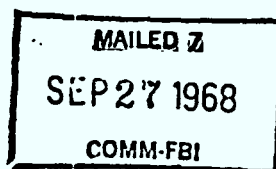
Mr. Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has invented a remotely controlled closure system. In essence, the system permits either manual or automatic operation of one or more closures, such as windows and the like, in a building, vehicle or other structure from a series of remote sensing elements responsive to selected environmental conditions and under the supervisory control of a programmer connected between the closures and the sensing elements.

As examples of specific application of the invention, in winter it may be desired to open and close a bedroom window by manual push buttons from a remote control position located at bedside, thus permitting operation of the window after retiring in the evening and before arising in the morning; or it may be desired to have a window opened, closed or adjusted automatically by a time sensing control, set to operate the window at a predetermined time before awakening time, thus permitting the bedroom to be brought to a comfortable temperature prior to arising. Alternatively, it may be desired to have a window, door, or other closure operate automatically upon the response of one or more suitable sensing detectors to the onset of rain, wind, temperature change, fire, smoke, collision impact, or any other selected condition which might logically require operation of such closures. As applied to aircraft or spacecraft, it may be desired to have escape closures operate automatically under a predetermined combination of internal and external environmental factors affecting the ability of the occupants to survive a hostile environment.

Mr. Tolson has sought patent protection for his invention. At the present time United States Letters Patent Number 3,235,247 dated February 15, 1966, and Number 3,337,992 dated August 29, 1967, have been issued covering certain aspects of the invention. In addition, there is pending a continuation-in-part application covering still further aspects of the invention disclosing improvements

Tolson ✓  
DeLoach  
Mohr  
Bishop  
Casper  
Callahan  
Conrad  
Felt  
Gale  
Rosen  
Sullivan  
Tavel  
Trotter  
Tele. Room  
Holmes  
Gandy

V.S.  
J.C.  
FWC:amg



✓

4 SEP 30 1968

REC-136

67-9524-439

MAIL ROOM ☐ TELETYPE UNIT ☐

OCT 2

46

161



## **The Deputy Attorney General**

permitting application to a greater variety of closures and permitting increased reliability of operation under extreme emergency environmental conditions. The United States Patent Office has indicated that this pending application is allowable. In view of Mr. Tolson's position as an official of the United States Government, the following information is furnished concerning the invention in order that a determination may be made under Executive Order 10096 concerning title to the invention. As Associate Director of the Federal Bureau of Investigation, Mr. Tolson's duties and responsibilities are administrative in character. Neither the Federal Bureau of Investigation nor Mr. Tolson has any responsibility for developing automatic closure systems which constitute the subject matter of Mr. Tolson's invention. Accordingly, his invention is not related in any way to his duties or responsibilities as an official of the Federal Bureau of Investigation, but rather was made on a solely personal basis. It is, therefore, our view that full right and title to the invention should be in Mr. Tolson without retention by the United States Government of any portion thereof.

As a matter of information it is noted that inasmuch as the currently pending application discloses improvements which may have application to space activities of the United States Government, Mr. Tolson has advised that on his own initiative immediately after filing the currently pending application, he forwarded a copy of the application to the National Aeronautics and Space Administration, and that subsequently, pursuant to a suggestion by the National Aeronautics and Space Administration, he similarly furnished a copy of this material to the Federal Aviation Administration. Mr. Tolson further has advised that, although there appears to be no indication in the replies which he has received from the National Aeronautics and Space Administration and from the Federal Aviation Administration of immediate significant utility of his invention in the conduct of aeronautical and space activities of those Administrations, nevertheless, as an official of the Federal Bureau of Investigation, Mr. Tolson desires, as a matter of possible future interest and utility, that the United States Government have full, royalty free use of his invention to the extent that the improvements disclosed in the pending application may apply to the field of United States aeronautical and space activities. To this end, Mr. Tolson has separately executed a license giving the United States such use of his invention.

It is requested that you advise whether you concur in the opinion that title to the invention described above should be held by Mr. Tolson, noting that Mr. Tolson has already executed a royalty free license for use of certain aspects of his invention which may have application to United States aeronautical and space activities. If you concur, Mr. Tolson will be advised accordingly and upon receipt of written acquiescence from Mr. Tolson we will send a copy of this memorandum to the Commissioner of Patents for his review of the determination.





**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. 20535

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 \$20, payable to S.A.I.F., 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 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 \$20,000. 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.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

|   |               |  |
|---|---------------|--|
| Official Bureau Name (please type or print) | Date          | Office of Assignment (or SOG Division) |
| SA <b>CLYDE A. TOLSON</b>                   | <b>5/9/68</b> | <b>SOG</b>                             |

The following person is designated as my beneficiary for Special Agents Insurance Fund:

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| <b>ESTATE</b>  |              |
| Address  |              |

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |
| Address   |              |

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

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

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| <b>ESTATE</b>  |              |
| Address  |              |

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |
| Address   |              |

Very truly yours,

Payment Received  
Special Agents Insurance Fund

MAI

*Clyde A. Tolson*  
Special Agent

67-140  
JUN 3 1968  
J. Edgar Hoover Director

Becu

183



April 19, 1968

PERS/REF/UNIT

Honorable Morris L. Simon  
President and Publisher  
The Tullahoma News and Guardian  
Tullahoma, Tennessee 37388

*Clyde Tolson*

Dear Mr. Simon:

I have read the editorial, "Thank You, Mr. Tolson," which appeared in the April 12th issue of your newspaper.

It was very thoughtful of you to bring to the attention of your readers the occasion of my 40th Anniversary with the FBI. I assure you the kind remarks are appreciated.

With warmest regards,

Sincerely yours,

Clyde Tolson

9524-438  
87

*Let*

NOTE: Mr. Simon is on the Special Correspondents List and is an SAC contact of the Knoxville Office.

- Tolson \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Mohr \_\_\_\_\_
- Bishop \_\_\_\_\_
- Casper \_\_\_\_\_
- Callahan \_\_\_\_\_
- Conrad \_\_\_\_\_
- Felt \_\_\_\_\_
- Gale \_\_\_\_\_
- Rosen \_\_\_\_\_
- Sullivan \_\_\_\_\_
- Tavel \_\_\_\_\_
- Trotter \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holmes \_\_\_\_\_
- Gandy \_\_\_\_\_

FMG:cae (5)

*Mailed by Mr. Tolson's office*  
*4/19/68*  
*45*

11 APR 23 1968

*TEB*

*Apr*

*184*

☐ MAIL ROOM ☐ TELETYPE UNIT



(Mount Clipping in Space Below)

Mr. Tolson ✓  
Mr. DeLoach ✓  
Mr. Mohr ✓  
Mr. Bishop ✓  
Mr. Casper ✓  
Mr. Callahan ✓  
Mr. Conrad ✓  
Mr. Felt ✓  
Mr. Gale ✓  
Mr. Rosen ✓  
Mr. Sullivan ✓  
Mr. Tavel ✓  
Mr. Trotter ✓  
Tele. Room ✓  
Miss Holmes ✓  
Miss Gandy ✓

## Thank You, Mr. Tolson

A civil servant in a relatively high Federal post the other day marked his 40th year in government service, but the anniversary went largely unnoticed. The individual concerned is generally unknown by name or face to most Americans.

He is Clyde A. Tolson, and his agency is the Federal Bureau of Investigation. For many years, he has been the right-hand man to J. Edgar Hoover, the bureau's director.

The fact that Mr. Tolson, despite his influential position, is so little known by the public is not due, of course, to any kind of secret policy like that under which some national security or intelligence agencies operate. Rather, it is in accordance with an FBI tradition that

emphasizes service ahead of personal acclaim.

Mr. Tolson's experience with the FBI dates back almost as far as does Mr. Hoover, who by necessity has been the major exception to the agency's policy of anonymity. Mr. Tolson joined the FBI in 1928, a few years after Mr. Hoover established the bureau as an effective law enforcement agency free from political control.

Mr. Hoover many times has praised the work of his subordinates for their unheralded job in making the FBI an effective unit in the service of the United States.

The 40th anniversary of Mr. Tolson's service to the FBI and his country well symbolizes what the director is talking about.

(Indicate page, name of newspaper, city and state.)

Editorial Page 2-B  
The Tullahoma News  
and Guardian,  
Tullahoma, Tenn.

Date: 4/12/68  
Edition:  
Author: MORRIS L. SIMON,  
Editor: President & Publisher  
Title:

Character:  
or  
Classification:  
Submitting Office:  
☐ Being Investigated

act on  
4-19-68  
FMG/care

SURE

17-9574-438, 105



7  
APR 11 1968

April 11, 1968

Mr. William F. Freehoff  
WKPT-FM  
Kingsport Broadcasting Company, Inc.  
Post Office Box 569  
Kingsport, Tennessee 37662

Dear Mr. Freehoff:

It was most thoughtful of you to send me  
the copy of your broadcast editorial for April 2nd  
entitled "Clyde Tolson--Public Servant." Mr. Tolson  
has been of invaluable assistance to me in the administra-  
tion of this Bureau and I certainly appreciate this honor  
paid him for his many years of dedicated service to the  
FBI.

Sincerely yours,  
J. Edgar Hoover



1 - Knoxville

NOTE: Mr. Freehoff is on the Special Correspondents List.

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

JBT:dkw

(5)

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MAIL ROOM ☐ TELETYPE UNIT ☐

TSB

Ben/G...

45T

186



100-8

OFFICE OF DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

April 10, 1968

*Clyde Tolson*  
The attached radio editorial regarding Mr. Tolson was sent to the Director from WKPT, Holston Valley Broadcasting Corp., Kingsport, Tennessee 37662.

MR. TOLSON ✓  
MR. DELOACH ✓  
MR. MOHR ✓  
MR. BISHOP ✓  
MR. CASPER ✓  
MR. CALLAHAN ✓  
MR. CONRAD ✓  
MR. FELT ✓  
MR. GALE ✓  
MR. ROSEN ✓  
MR. SULLIVAN ✓  
MR. TAVEL ✓  
MR. TROTTER ✓  
MR. JONES ✓  
TELE. ROOM ✓  
MISS HOLMES ✓  
MRS. METCALF ✓  
MISS GANDY ✓

nm

ack.

4-10

REC-141

|               |          |
|---------------|----------|
| 67-9524-437   |          |
| Searched      | Numbered |
| 7 APR 16 1968 |          |
| 68            |          |

6 APR 22 1968

*Let to Fruchoff  
and (sch)  
4-11-68  
JB 7 /d/*

1 1all

*Agan  
PERS. REC. UNIT.*

*ff*



WKPT-AM  
1400 KC.

KINGSPORT BROADCASTING CO., INC.

Post Office Box 569

KINGSPORT, TENNESSEE

EDITORIAL OF THE AIR

WKPT-FM  
98.5 MC.

BROADCAST DATE 4/2/68

WE DO NOT ASK THAT YOU AGREE WITH US . . . ONLY THAT YOU  
THINK ABOUT IT!

|| CLYDE TOLSON---PUBLIC SERVANT

By Bill Freehoff

For 40 years, a hard-working, unobtrusive man has been doing his best to help make the United States safe from subversion and to help state and local communities fight crime.

For today marks the 4th decade of service with the FBI of Clyde A. Tolson--a man unknown to most of the public, but a man who is known and highly respected among law enforcement officials the world over.

Clyde Tolson is J. Edgar Hoover's right-hand man. He is the Number Two G-Man, the associate director of the FBI, the first man ever to hold that position.

He was chosen for the job by Hoover himself in recognition of his long years of service to the Bureau.

Tolston was born in Missouri, worked in the War Department during the first World War and--in 1928--became a special agent of the FBI.

He is a licensed attorney and has served in key posts in the FBI.

He has never sought publicity and has never been involved in public controversy.

But he has served his government with distinction in a key post.

He derserves, on this, his 40th anniversary of service to the FBI, public recognition and we salute him the the splendid organization for which he works.

THINK ABOUT IT!!

*Let to Freehoff  
4-11-68 (milled)*

*88*

*17 2-2-11 407*

*188*



FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSONWhere Assigned: \_\_\_\_\_  
(Division) (Section, Unit)Official Position Title and Grade: ASSOCIATE DIRECTORRating Period: from APRIL 1, 1967 to MARCH 31, 1968ADJECTIVE RATING: OUTSTANDING  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*Employee's  
Initials  
\_\_\_\_\_Rated by: J. Edgar Hoover DIRECTOR APRIL 1, 1968  
Signature Title DateReviewed by: \_\_\_\_\_  
Signature Title DateRating Approved by: \_\_\_\_\_  
Signature Title Date

## TYPE OF REPORT

☒ Official  
☒ Annual

67-9524-436  
Searched \_\_\_\_\_ Numbered \_\_\_\_\_  
7 APR 9 1968  
☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special

45

3-11

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**CLYDE A. TOLSON  
ASSOCIATE DIRECTOR**

**The continued excellence of Mr. Tolson's performance merits the rating of Outstanding for the period April 1, 1967, to March 31, 1968.**

**Mr. Tolson's contributions to the Bureau during the past year have been extraordinary and of inestimable value in its smooth and efficient operation in all phases of our endeavors. As our responsibilities have increased due to the unrest throughout the country, so, too, have Mr. Tolson's responsibilities increased. Despite these added burdens, he has continued his superb direction and administration of all phases of our operations, displaying exceptional perception, judgment and understanding.**

**A tireless and dedicated individual, Mr. Tolson has constantly and successfully sought for ways to improve our investigative procedures and techniques. He has been insistent upon self-imposed economy of operations which is reflected in the Bureau's budget prepared under his direction and guidance.**

**A top-notch administrator, Mr. Tolson has unselfishly and unstintingly given of himself to further the best interests of the Bureau and has served it and his country with distinction and clearly merits the highest rating I may bestow - Outstanding.**



7

April 1, 1968

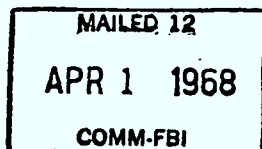
PERSONAL

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

Dear Clyde:

It is a pleasure for me to advise you that your services for the period April 1, 1967, to March 31, 1968, have merited the rating of Outstanding. You may retain the attached copy of this rating.

As you have for many years, you have continued to give unselfishly and unstintingly of yourself to the Bureau's interests. Your contributions cannot be measured; however, it has been my pleasure to approve an incentive award for you in the amount of \$500.00, which is represented by the enclosed check. I deeply appreciate the invaluable assistance you have been to me.



Sincerely,  
J. Edgar Hoover

Enclosures (2)

1 - Miss Usilton (Sent Direct)  
LRH:nmh  
(4) *mmh*

Based on memo Mohr to The Director 3/28/68.

*mmh* *JFH* *jsa*

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

*191*



UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

7/19/m

TO : The Director

DATE: 3-28-68

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1967, to March 31, 1968, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. A copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

## RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and that he be approved for a cash award of \$500.

APM

REC-114

|              |          |
|--------------|----------|
| 67-9524-435  |          |
| Searched     | Numbered |
| 7 APR 3 1968 |          |

G.K.

47

Enclosures  
LDH:pam  
(2)

Letter to Mr. Tolson  
4/1/68

3-ph

192



7  
April 2, 1968

PERSONAL

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

Dear Clyde:

Today marks your Fortieth Anniversary of distinguished service in the Federal Bureau of Investigation. As mementos of this noteworthy accomplishment I am presenting a Forty-Year Service Award Key Cluster and fingerprint cuff links.

The FBI has benefited immeasurably from your enduring loyalty, outstanding leadership, and superior knowledge. No one knows better than I how invaluable you have been to our organization in the fulfillment of its obligations and in the maintenance of its ideals and standards. Your willingness not only to fight for but also to live up to the principles of the Bureau has served as an inspiration to all of us.

Our many associates join me in congratulating you on this occasion and I hope that this day will be one of the most memorable in your career.

With best wishes and kindest personal regards,

Sincerely,

J. EDGAR HOOVER

1 - Miss Holmes (Sent Direct)

LDH:jab  
(4)

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐

TELETYPE UNIT ☐

SENT FROM D. O.  
TIME 10.00 AM  
DATE 4-2-68  
PRESENTED  
BY THE DIRECTOR 649

193



UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan ☒ \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. Mohr

DATE: 3-11-68

FROM : Mr. Callahan *mc*

SUBJECT: CLYDE A. TOLSON  
Associate Director  
SERVICE AWARD LETTER  
40th Anniversary 4-2-68

Mr. Tolson will celebrate his 40th Anniversary of service with the Bureau on 4-2-68. A suggested letter is attached for the Director's signature and presentation.

*PH*

*yes.*  
*X*

REC-144

|                        |          |
|------------------------|----------|
| 67- 9524-434           |          |
| Searched               | Numbered |
| 7 APR 8 1968 <i>28</i> |          |

Enclosure

1 - Miss Holmes (Sent Direct)

LDH:srg

*LDH*  
*RTT*  
*3*  
*srg*

*ja*

3/194



**ELECTION, DECLINATION, OR WAIVER  
OF LIFE INSURANCE COVERAGE**  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON BACK OF ORIGINAL**

**TO COMPLETE THIS FORM—**

**1**

**FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

**2**

**FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

|                                 |         |          |                                  |                        |
|---------------------------------|---------|----------|----------------------------------|------------------------|
| NAME (last)                     | (first) | (middle) | DATE OF BIRTH (month, day, year) | SOCIAL SECURITY NUMBER |
| Tolson,                         | Clyde   | A.       | May 22, 1900                     | 577 60 2204            |
| EMPLOYING DEPARTMENT OR AGENCY  |         |          | LOCATION (City, State, ZIP Code) |                        |
| Federal Bureau of Investigation |         |          | Washington, D. C. 20535          |                        |

**3**

**MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):**

Mark here  
if you  
**WANT BOTH**  
optional and  
regular  
insurance

☐  
(A)

**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here  
if you  
**DO NOT WANT**  
**OPTIONAL** but  
do want  
regular  
insurance

☒  
(B)

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here  
if you  
**WANT NEITHER**  
regular nor  
optional  
insurance

☐  
(C)

**WAIVER OF LIFE INSURANCE COVERAGE**

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4**

**SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",  
COMPLETE THE "STATISTICAL STUB." THEN RETURN  
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

*Clyde A. Tolson*

DATE

*February 5, 1968 25*

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

FEB 5 1968

See Table of Effective Dates on back of Original

**ORIGINAL COPY—Retain in Official Personnel Folder**

STANDARD FORM No. 176-T  
JANUARY 1968  
(For use only until April 14, 1963)  
176-101

195



# INSTRUCTIONS TO EMPLOYING AGENCY

1. **Who must file.**—All employees not excluded by law or regulation from insurance coverage, including those who have previously waived coverage, are required to complete and file Standard Form 176-T. Employees who are in the service on February 14, 1968, as well as those who are appointed after that date but before April 14, 1968, must file the form.
2. **Automatic cancellation of previously filed waivers.**—All "Waivers of Life Insurance Coverage" (SF 53) on file are automatically canceled as of the first day of the first pay period beginning on or after February 14, 1968. Payroll offices are to begin regular insurance deductions on the automatic cancellation date for employees who do not file a new waiver, i.e., those who do not check box C of SF 176-T, on or before that date.
3. **Employees failing to file.**—If an employee does not return a completed SF 176-T, contact him and urge him to do so even if he does not want optional insurance (he will, of course, be automatically covered for regular insurance). If he still fails to file SF 176-T by April 14, 1968, or 31 days after appointment, whichever is later, file one for him as of that date: mark box B, and note in the space provided for his signature "employee contacted—failed to elect optional insurance." See note 2 below.
4. **Review of completed forms.**—(a) Review both copies of the SF 176-T for legibility, completeness, and consistency. Reconcile with the employee any obvious major

discrepancy such as a mark in more than one box.  
(b) If the employee marked box A or box C, make sure the Statistical Stub is complete. Then detach and mail stubs, in a bundle, weekly to:

Office of Federal Employees' Group Life Insurance  
(Statistical Study)  
4 East 24th Street  
New York, New York 10010

(c) If the employee marked box B, detach and destroy the stub.

5. **Date of receipt and effective date.**—(a) Stamp date of receipt by employing office in the space provided for this purpose on both the Original and the Duplicate.

(b) The effective date is determined from the table below.

6. **Disposition of forms.**—(a) File the Original SF 176-T in the official personnel folder in all cases.

(b) Any necessary payroll change, with effective date, may be posted in the space reserved on the Duplicate for employing office.

(c) The Duplicate may be destroyed, if no payroll action is required, or after the requirements of the agency's payroll system have been met.

7. **Use of SF 176-T.**—SF 176-T "Election, Declination, or Waiver of Life Insurance Coverage" should not be used after the initial filing period (after April 14, 1968). A revised edition will be available for use after that date.

TABLE OF EFFECTIVE DATES

| DATE SF 176-T<br>RECEIVED BY<br>EMPLOYING OFFICE     | EMPLOYEE'S DECISION  | EFFECTIVE DATE<br>(IF NO WAIVER, SF 53, IN EFFECT)   |   |
|--|--|--|---|
|  |  | OF DECISION  | OF DEDUCTIONS   |
| On or before February 14, 1968.                      | Elects optional (in addition to regular) (box A).              | Coverage effective February 14, 1968.  | Deductions begin 1st day of 1st pay period beginning on or after February 14, 1968. |
|  | Declines optional (but not regular) (box B).                   | Declination effective February 14, 1968.   |   |
|  | Waives regular (so ineligible for optional) (box C).           | Waiver effective last day of pay period in which February 14, 1968 falls.  | Deductions stop last day of pay period in which February 14, 1968 falls.            |
| After February 14 but not later than April 14, 1968. | Elects optional (in addition to regular) (box A).              | Coverage effective on date of receipt.   | Deductions begin 1st day of 1st pay period beginning on or after date of receipt.   |
|  | Declines optional (but not regular) (box B).                   | Declination effective on date of receipt, but employee loses automatic optional protection on February 14, 1968. |   |
|  | Cancels previously elected optional (but not regular) (box B). | Cancellation effective last day of pay period in which received.   | Deductions for optional stop last day of pay period in which received.              |
|  | Waives regular (so ineligible for optional) (box C).           | Waiver effective last day of pay period in which received.   | Deductions stop last day of pay period in which received.                           |

- NOTES: 1. Because regular insurance coverage and deductions are automatic unless waived (by checking box C), A and B elections do not effect regular insurance effective dates.
2. An employee for whom the agency files SF 176-T because he failed to file is deemed to have declined optional, but not regular, insurance.
3. An employee with an uncanceled waiver (SF 53) on file cannot be insured any earlier than the first day he is in duty and pay status in a pay period beginning on or after February 14, 1968; filing of an SF 176-T before that date will not cancel an SF 53 any earlier. Deductions begin the day he becomes insured.
4. The effective date of regular (and optional) insurance coverage for an employee who has been on leave without pay for more than 1 year is the first day he is in pay and duty status. Deductions are effective the same day.

196



UNITED STATES GOVERNMENT

# Memorandum

TO : The Director

DATE: 1-24-68

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
SERVICE AWARD  
40th Anniversary 4-2-68

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Tolson will complete 40 years of Bureau service on 4-2-68, having entered on duty with the Bureau on 4-2-28.

## RECOMMENDATION:

It is recommended that a Service Award Key Cluster, similar to the ones prepared for other anniversaries commemorating 40 years of Bureau service, be prepared by the Exhibits Section for Mr. Tolson's 40th Anniversary on 4-2-68. This should be engraved as follows: CLYDE A. TOLSON, IN RECOGNITION OF FORTY YEARS OF LOYAL AND DEVOTED SERVICE TO THE FBI, 1928 - 1968. It is also recommended that a pair of ceramic fingerprint cuff links in a 14 karat gold setting be purchased from FBIRA funds and be engraved "C. T., 1928 - 1968, FBI" for Mr. Tolson's 40th Anniversary.

- 1 - Mr. Dunphy (Sent Direct)
- 1 - Mr. Rogers (Sent Direct)

LDH:jhb

(4)

LDH  
jhb  
rth

67. 1524-433

|               |          |
|---------------|----------|
| SEARCHED      | NUMBERED |
| 8 JAN 30 1968 |          |

7 APR 3 1968

REMOVED BY SRD

197





**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. 20535

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 \$20, payable to S.A.I.F., 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 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 \$20,000. 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.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

|   |         |  |
|---|---------|--|
| Official Bureau Name (please type or print) | Date    | Office of Assignment (or SOG Division) |
| SA CLYDE A. TOLSON                          | 6/29/67 | ASSOCIATE DIRECTOR                     |

The following person is designated as my beneficiary for Special Agents Insurance Fund:

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

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

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |

Address

Very truly yours,

Payment Received  
Special Agents Insurance Fund

JUN 29 1967

J. Edgar Hoover, Director

*Clyde A. Tolson*  
Special Agent

32

S-ecd

198





**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. 20535

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 \$20, payable to S.A.I.F., 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.

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**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

|   |         |  |
|---|---------|--|
| Official Bureau Name (please type or print) | Date    | Office of Assignment (or SOG Division) |
| SA CLYDE A. TOLSON                          | 5/19/67 | SOG                                    |

The following person is designated as my beneficiary for Special Agents Insurance Fund:

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

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

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |

Address

Very truly yours,

Payment Received  
Special Agents Insurance Fund

MAY 22 1967

J. Edgar Hoover, Director

*Clyde A. Tolson*  
Special Agent

8-22

199



UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. Callahan

DATE: 5-17-67

FROM : J. B. Adams

SUBJECT: AWARDS AND DECORATIONS  
TO BUREAU EMPLOYEES

Purpose of this memorandum is to consider request of Mr. Ray Albrecht of the Department for certain information regarding awards and decorations to Bureau employees held in storage in the Department of State.

Enclosed copy of a letter to the Department from Norman Armour, Jr., Assistant Chief of Protocol, State Department, indicates that in accordance with Public Law 89-673, approved 10-66, all awards and decorations were being released. The letter attached a list indicating employees of the Department of Justice (which includes Bureau employees) for whom awards and decorations were being held. It was requested that a memorandum be submitted by the Department to the State Department requesting release of the decorations.

The Bureau employees involved are Mr. Tolson who on 8-11-38 was awarded the "Order of the Atar of Rumania" - Degree of Officer - Medal; and SAC Clark D. Anderson, San Juan, who on 8-7-50 was awarded the medal and citation "Orden Del Merito Policiaco" apparently in connection with a police school he conducted in Cuba.

Retired employees were listed as Joseph B. Garcia who was awarded a citation similar to that awarded SAC Anderson; Howard P. Winter who on 9-5-44 was awarded the "National Order of Honor and Merit" - Rank of Officer - by the Government of Haiti; and Henry C. Johnson whose award is still packaged, from the Government of Columbia and is believed to be a medal.

Public Law 89-673 gives Congressional approval for release to the donee or legal representative any gift or decoration on deposit with the State Department on date of enactment of the Act with approval by the Secretary of State and the appropriate Department. Such donee may, if authorized, be entitled to wear any decoration so approved. Gifts or decorations not approved for release are to be deemed a gift to the United States.

Enclosure  
LDH:jap (3)  
1 - Mr. Adams

XEROX

JUN 2 1967

MAY 22 1967

3-100  
200



Memorandum to Mr. Callahan  
Re: Awards and Decorations  
To Bureau Employees

RECOMMENDATIONS:

(1) That we orally furnish Mr. Albrecht the forwarding addresses of the former employees whose gifts or decorations are on deposit with the State Department and request him to have the awards for Mr. Tolson and SAC Anderson forwarded to the Bureau.

(2) If approved, that this memorandum be returned to the Personnel Section.

To Mr. Albrecht  
personally. 7/18/67  
JH

OK.  
JH

✓

JS

nm



REC-134

April 10, 1967

PERSONAL

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

Dear Clyde:

I am especially pleased to advise you that your services for the period April 1, 1966, to March 31, 1967, have merited the rating of Outstanding. This rating has been approved by the Departmental Committee on Incentive Awards and you may retain the attached copy.

The service that you have rendered the Bureau and your Country and the assistance you have given me cannot be measured; however, as a token of my deep appreciation, I have approved an incentive award for you in the amount of \$500.00, which is represented by the enclosed check. I do not want the occasion to pass without thanking you for your continued, dedicated performance.

Sincerely,

J. Edgar Hoover

Enclosures (2)

1 - Miss Usilton (Sent Direct)

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

LRH:dkj  
(4)

Award #727-67

Based on memo Mr. Mohr-Director 3/27/67.

54

|                 |
|-----------------|
| SENT FROM D. O. |
| TIME 4:51 PM    |
| DATE 4-10-67    |
| BY <i>edm</i>   |

MAIL ROOM ☐ TELETYPE UNIT ☐

202  
578



UNITED STATES GOVERNMENT

# Memorandum

TO : The Director

DATE: 3-27-67

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1966, to March 31, 1967, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. After April 1, 1967, it will be forwarded to the Deputy Attorney General, Chairman of the Departmental Committee on Incentive Awards, of which Committee you are a member, for approval in accordance with the Performance Rating programs of the Department and the Bureau. When the rating has been approved by the Committee and returned to the Bureau, a copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

## RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and upon approval of the rating by the Departmental Committee on Incentive Awards he be approved for a cash award of \$500.

Enclosures  
LDH:jap  
(2)

67-9524-432  
Searched \_\_\_\_\_ Numbered \_\_\_\_\_  
5 APR 11 1967  
REC-134



**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

Name of Employee: CLYDE A. TOLSON

Where Assigned: \_\_\_\_\_  
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1966 to MARCH 31, 1967

ADJECTIVE RATING: OUTSTANDING  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Employee's  
Initials

Rated by: J. Edgar Hoover DIRECTOR APRIL 3, 1967  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating Approved by: \_\_\_\_\_  
Signature Title Date

**TYPE OF REPORT**

☒ Official  
☒ Annual

**REC-144**

☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special

67-9524-431

49  
1 APR 14 1967

3-14-67

204



**CLYDE A. TOLSON  
ASSOCIATE DIRECTOR**

For the period April 1, 1966, to March 31, 1967, Mr. Tolson has discharged his many and heavy responsibilities in such an exceptional manner that the rating of Outstanding is definitely merited.

Possessing all the highest attributes necessary to the fulfillment of his position as Associate Director, Mr. Tolson has willingly assumed a major share of the Bureau's increased responsibilities and obligations. In a period when the country has been beset with many problems of world-wide and internal significance, Mr. Tolson has been most astute and farsighted in charting the Bureau's course of action. His assistance to me as Associate Director and the final point of top-level decision and control for numerous policies, investigative and administrative aspects is immeasurable.

Mr. Tolson is a man of broad vision, keen perception, extraordinary judgment, and ability. He has provided vigorous leadership in all areas of our endeavors and is the architect and guardian of the Bureau's budget. In this respect, he has insisted upon a self-imposed economy of operations and restraint which has continued and enhanced the Bureau's reputation as an agency which returns maximum benefits to the taxpayer.

Dedicated to the FBI and to the service of his country, Mr. Tolson's contributions have been of inestimable value and certainly merit the rating of Outstanding.

205





**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. 20535

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 S.A.I.F., 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 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 liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

|   |         |  |
|---|---------|--|
| Official Bureau Name (please type or print) | Date    | Office of Assignment (or SOG Division) |
| SA Clyde A. Tolson                          | 2/17/67 | SOG                                    |

The following person is designated as my beneficiary for Special Agents Insurance Fund:

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
| ESTATE  |              |

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

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

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
| ESTATE  |              |

Address

Payment Received  
Special Agents Insurance Fund

FEB 17 1967

J. Edgar Hoover, Director

Very truly yours,

*Clyde A. Tolson*  
Special Agent

8-ecb

206



February 20, 1967

BY LIAISON

Honorable Hubert H. Humphrey  
The Vice President  
Washington, D. C. 20501

My dear Mr. Vice President:

My sincere thanks for the pass to The Vice President's Gallery and particularly for the personal message which it carries. I shall always cherish this pass, and I hope to be able to make use of it by attending some of the Senate sessions. Your thoughtfulness in sending me the pass will always be remembered.

With warm personal regards,

Sincerely yours,

REC-140

/s/ Clyde Tolson

Clyde Tolson

9524-430  
32

NOTE: Julius Cahn of the Vice President's Office furnished the pass for Mr. Tolson to SA Bowers. The pass bore the inscription "With my Warm regards and Respect."

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

DWB:jmh (4)

MAIL ROOM ☐ TELETYPE UNIT ☐

19 FEB 21 1967

PEP. 214/3 UNIT

207





**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. 20535

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 S.A.I.F., 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 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 liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

|   |                |  |
|---|----------------|--|
| Official Bureau Name (please type or print) | Date           | Office of Assignment (or SOG Division) |
| SA <b>CLYDE A. TOLSON</b>                   | <b>9/29/66</b> | <b>SOG</b>                             |

The following person is designated as my beneficiary for Special Agents Insurance Fund:

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| <b>ESTATE</b>  |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

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

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| <b>ESTATE</b>  |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |

Address

Very truly yours,

*Clyde A. Tolson*  
Special Agent



**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

Name of Employee: CLYDE A. TOLSON

Where Assigned: \_\_\_\_\_  
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1965 to MARCH 31, 1966

ADJECTIVE RATING: OUTSTANDING Employee's Initials \_\_\_\_\_  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Rated by: J. Edgar Hoover DIRECTOR APRIL 1, 1966  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating Approved by: \_\_\_\_\_  
Signature Title Date

**TYPE OF REPORT**

☒ Official  
☒ Annual

☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special

9 APR 13 1966

REC-137

67-9524-429  
APR 11 1966  
92

429  
3/11/66  
209



**CLYDE A. TOLSON  
ASSOCIATE DIRECTOR**

**Mr. Tolson's continued excellence of performance and his many extraordinary contributions to the Bureau clearly merit the rating of Outstanding for the period April 1, 1965, to March 31, 1966.**

**The responsibilities of the Bureau have continued to increase during the past year, resulting in the assumption of even greater burdens by Mr. Tolson. In his inimitable fashion, he has quietly accepted these additional responsibilities, continuing his superb direction and administration of all phases of our operations. As Associate Director and the final point of top-level decision and control for numerous policies, investigative and administrative aspects, he has been of inestimable assistance to me in his exceptional handling of these matters.**

**Mr. Tolson possesses a remarkable insight into all administrative and investigative operations of the FBI which enables him to quickly and incisively analyze problems in any field of our endeavor. An administrator of the highest caliber, his leadership and inspiring example to us all have been motivating factors in the successes we have achieved and the accomplishments obtained.**

**A true and dedicated public servant, Mr. Tolson has served the FBI, his Government and his Country with distinction and certainly merits the highest rating I may give - that of Outstanding.**



3  
REC-146

April 7, 1966

PERSONAL

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

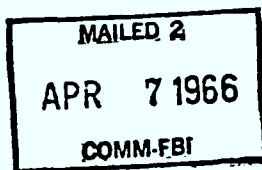
Dear Clyde:

It gives me much pleasure to advise you that you have merited the rating of Outstanding for the period April 1, 1965, to March 31, 1966. This rating has been approved by the Departmental Committee on Incentive Awards and you may retain the enclosed copy.

As in the past, you have continued to give yourself wholeheartedly to the Bureau's interests and your assistance to me personally has been invaluable. I have been privileged to approve an incentive award for you in the amount of \$500.00 which is represented by the enclosed check.

Sincerely,

J. Edgar Hoover



Enclosures (2)

1 - Miss Usilton (Sent Direct)

LRH:ers  
(4)

Award #665-66

Based on memo Mr. Mohr to the Director, 3/28/66.

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐



UNITED STATES GOVERNMENT

# Memorandum

TO : The Director

DATE: 3-28-66

FROM : Mr. Mohr

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1965, to March 31, 1966, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. After April 1, 1966, it will be forwarded to the Deputy Attorney General, Chairman of the Departmental Committee on Incentive Awards, of which Committee you are a member, for approval in accordance with the Performance Rating programs of the Department and the Bureau. When the rating has been approved by the Committee and returned to the Bureau, a copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

## RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and upon approval of the rating by the Departmental Committee on Incentive Awards he be approved for a cash award of \$500.

Enclosures  
LDH:jap

(2)

REC-146

9524-428  
92

O.K.

OK

Letter dated 4/7/66

approved by Dept 4/11/66

3-10-66  
212



January 31, 1966

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

Dear Clyde:

It is a pleasure to commend you for the outstanding attitude you exhibited in reporting for duty today despite extremely hazardous travel conditions.

You demonstrated a sincere devotion to duty in considering your services so essential that in spite of an announcement that all Federal Government agencies would be closed you reported for duty. I do not want the opportunity to pass without advising you of my appreciation and that I have instructed that a copy of this letter be placed in your personnel file.

Sincerely yours,

J. Edgar Hoover





**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. 20535

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 S.A.I.F., 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.

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**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

|   |         |  |
|---|---------|--|
| Official Bureau Name (please type or print) | Date    | Office of Assignment (or SOG Division) |
| SA CLYDE A. TOLSON                          | 12/6/65 | SOG                                    |

The following person is designated as my beneficiary for Special Agents Insurance Fund:

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

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|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|   |              |

Address

Very truly yours,

*Clyde A. Tolson*  
Special Agent

DEC

30

S-000

214



UNITED STATES GOVERNMENT

## Memorandum

TO: *W. S. Tavel*  
*W.S.*

DATE: OCT 25 1965

FROM: *L. E. Short*  
*W.S.*

SUBJECT:

*Tolson, Clyde A.*

The attached \_\_\_\_\_ has been received in the Records Branch, appropriately initialed, and indicated for file. By use of instant transmittal memorandum, all necessary recording and indexing will be accomplished. It is to be noted this form is for internal use only within the Records Branch, principally by the Routing Unit where bulky material not accompanied by memorandum is usually received.

The enclosure, if bulky and not usually filed with other papers in file, may be detached but this action should be clearly noted under the word "Enclosure."

Enc.

*att*  
ENCLOSURE

NOT RECORDED

25 OCT 25 1965

THREE  
PERS. REC. UNIT



# FEDERAL BUREAU OF INVESTIGATION

Room 5744 106, 1965

TO:

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Director                | <input checked="" type="checkbox"/> Mr. Tolson   |
| <input checked="" type="checkbox"/> Mr. Belmont             | <input checked="" type="checkbox"/> Mr. Belmont  |
| <input checked="" type="checkbox"/> Mr. Mohr                | <input checked="" type="checkbox"/> Mr. Mohr     |
| <input checked="" type="checkbox"/> Mr. DeLoach             | <input checked="" type="checkbox"/> Mr. DeLoach  |
| <input checked="" type="checkbox"/> Mr. Gale                | <input checked="" type="checkbox"/> Mr. Callahan |
| <input checked="" type="checkbox"/> Mr. Rosen               | <input checked="" type="checkbox"/> Mr. Conrad   |
| <input checked="" type="checkbox"/> Mr. Callahan            | <input checked="" type="checkbox"/> Mr. Felt     |
| <input checked="" type="checkbox"/> Mr. Casper              | <input checked="" type="checkbox"/> Mr. Sullivan |
| <input checked="" type="checkbox"/> Mr. Conrad              | <input checked="" type="checkbox"/> Mr. Trotter  |
| <input checked="" type="checkbox"/> Mr. Felt                | <input checked="" type="checkbox"/> Tele. Room   |
| <input checked="" type="checkbox"/> Mr. Sullivan            | <input checked="" type="checkbox"/> Miss Holmes  |
| <input checked="" type="checkbox"/> Mr. Tavel               | <input checked="" type="checkbox"/> Miss Gandy   |
| <input checked="" type="checkbox"/> Mr. Trotter             |  |
| <input checked="" type="checkbox"/> Mr. Clayton             |  |
| <input checked="" type="checkbox"/> Miss Gandy              |  |
| <input checked="" type="checkbox"/> Miss Holmes             |  |
| <input checked="" type="checkbox"/> Personnel Files Section |  |
| <input checked="" type="checkbox"/> Records Branch          |  |
| <input checked="" type="checkbox"/> Mrs. Skillman           |  |
| <input checked="" type="checkbox"/> Mrs. Brown              |  |
| <input checked="" type="checkbox"/> John Quander            |  |

See Me For appropriate action  
 Send File Note and Return  
 Please Call Me

P 24-227

FILE

Clyde Tolson

216



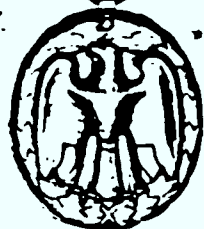
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# Civil Service Journal



Vol. 6 No. 1

July-September 1965



EMPHASIS ON  
INDIVIDUAL EXCELLENCE

Story on page 24

UNITED STATES CIVIL SERVICE COMMISSION

217



# Civil Service Journal

Volume 6 Number 1

July-September 1965

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## U.S. Civil Service Commission

|                      |                    |
|----------------------|--------------------|
| JOHN W. MACY, Jr.    | Chairman           |
| L. J. ANDOLSEK       | Commissioner       |
| ROBERT E. HAMPTON    | Commissioner       |
| NICHOLAS J. OGANOVIC | Executive Director |

The Civil Service Journal is published quarterly by the U.S. Civil Service Commission. Editorial inquiries should be sent to James C. Spay, Public Information Office, Room 5907, U.S. Civil Service Commission, 1800 F Street NW, Washington, D.C., 20415. Telephone 545-7592 or Code 185, Extension 1952. No special permission necessary to quote or reprint materials contained herein; however, when materials are identified as having originated outside the Civil Service Commission, the source should be contacted for reprint permission. The Journal is available on subscription from the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402, \$1 a year domestic, 25 cents additional for foreign mailing. Single copy 25 cents. Use of funds for printing this publication approved by the Director of the Bureau of the Budget by letter of March 31, 1965.

## Worth Noting

GOOD HEALTH AND GOOD WORK go together, President Johnson told his Cabinet as he announced his approval of a program to expand occupational health service facilities for Federal employees. Ground rules are outlined in Bureau of the Budget Circular A-72, published June 18.

The President said the Chairman of the Civil Service Commission will take leadership in developing and improving the program, in cooperation with the Secretary of Health, Education, and Welfare and the Secretary of Labor.

"We must be prepared—to the best of our ability—to assure our employees of prompt attention to on-the-job illness and injury; correction of working conditions that may be detrimental to employees' health; education in health maintenance; health examinations, including in-service examinations as needed; and disease screening examinations and immunizations," the President said.

NICHOLAS J. OGANOVIC has been appointed Executive Director of the Civil Service Commission, succeeding Warren B. Irons who retired June 11.

Bernard Rosen, Counselor of Embassy for Administrative Affairs, Department of State, in Athens, Greece, was selected to fill the Deputy Executive Director's position vacated by Mr. Oganovic.

Mr. Irons is heading a team in the Ford Foundation's East Africa headquarters, advising the new government of Kenya.

RESULTS OF THE Health Benefits "open season" conducted in February indicate that:

- Practically all eligible employees are enrolled in the program (2,190,000 employees and annuitants, plus 4.6 million family members).
- The majority of employees and annuitants were enrolled in a plan and option with which they were satisfied (fewer than 120,000 made changes).
- Most enrollees desire the greater benefits offered by the more expensive high options.

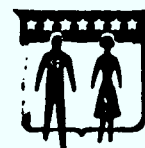
Benefits provided by the program are currently running at about \$35 million per month. Total benefits paid out since the program began 5 years ago have been approximately \$1.5 billion.

HONORS RECENTLY CAME in a cluster to members of the Civil Service Commission staff: Stockberger Award of the Society for Personnel Administration to former Executive Director Warren B. Irons; Commissioners' Award of the Civil Service Commission to Lawrence V. Meloy, General Counsel; Distinguished Service Award of the Training Officers' Conference to Seymour S. Berlin, Director, Bureau of Inspections; Charles H. Cushman Award of the Public Personnel Association to Dr. Albert P. Maslow, Chief of the Personnel Measurement Research and Development Center; and Citations for Professional Accomplishments from the American Society for Training and Development to Ross Pollock and Wilton H. Dickerson of the Office of Career Development.

—Joseph E. Ogleby



## The Presidency and the Career Service



by JOHN W. MACY, Jr., Chairman  
U.S. Civil Service Commission

IN A DECADE OF GREAT and varied changes in Federal personnel management, one of the most significant developments has been the evolution of a new relationship of the Presidency to the career service. The evolution, quickened in recent years, has served not only to strengthen the Chief Executive's control of the executive branch but also to clearly identify the President in the role of leader and top manager of the Federal work force.

Professional and supervisory personnel should be aware of and appreciate the importance of this new relationship between the Presidency and the career service. They should capitalize on it in the motivation of employees to accomplish their missions. And they should take pride and satisfaction in President Johnson's demonstrated desire to identify with them, his publicly expressed prejudice in favor of able career men and women, and his evident eagerness to recognize and reward excellence in their ranks.

It is more than coincidental that the period in which this new relationship has evolved has seen greater advances in civil service and personnel management than in all the earlier years since the merit system was established by the historic act of 1883. The same span of years marks the rise of the career civil service from one of its lowest points of public prestige to the enjoyment of increasingly high esteem.

Many career people continue to carry bruises from the campaign of 1952—significantly, the last national election in which the civil service was an issue of controversy. The rise of the career service from the low-water mark of that campaign was neither sudden nor dramatic. But the dedication and demonstration of professional competence of career men and women soon

began to influence the opinion of new national leaders. The new executives had come to Washington expecting anything but competence and responsiveness from the questioned career corps. Early in the Eisenhower years, key Cabinet officers and agency heads began to praise their career associates for being at least as able, dedicated, and hardworking as the staffs they supervised in industry.

Meanwhile, the Civil Service Commission had begun to stir, assumed a new and more dynamic role. It developed a fresh outlook on its management of the merit system. During these days of reawakening and revitalization at the Commission, I had the privilege of serving as Executive Director under the strong leadership of Chairman Philip Young. It was a time of excitement and innovation that I recall with decided satisfaction.

Significantly, President Eisenhower designated the Commission Chairman as his adviser on personnel management matters—setting the stage for the new relationship of the Presidency and the career service that has since evolved. Up to that time, the Commission had been, by tradition and practice, regarded by many more a creature of the Congress than the strong staff arm of the Executive it was to become.

I view those years as a time of surveying and testing, of clearing and preparing fields for seed planting, of developing the groundwork for the future harvest. First fruits in landmark legislation and administrative accomplishments began to be garnered by the mid-1950s. They came in such forms as the new career-conditional

July-September 1965



appointment system, the Government-wide Incentive Award Act, modernization and liberalization of the retirement system, cost-benefit group life insurance and health benefits coverage, unemployment compensation, the Training Act, improved pay scale, the worldwide extension of the merit system, simplified and revitalized recruitment program, the Government-wide merit promotion program, Federal and non-Federal programs for public recognition of outstanding achievement of career men and women, and improved communication on Federal personnel management matters within Government and with key special publics.

Perhaps the pivotal point in the developing relationship—certainly a most remarkable one for career men and women—was the start of President Kennedy's administration, signified by his unprecedented remarks in the State of the Union Message addressed to the Federal work force. "Let the public service be a proud and 'lively career,'" he declared. "And let every man and woman who works in any area of our National Government, in any branch, at any level, be able to say with pride and honor in future years: 'I served the United States Government in the hour of our Nation's need.'"

A second, equally small thing—a few words in a Presidential address. Yet those words—because of their timing and setting—captured the imagination of career men and women. They set the stage for future close ties and strong identification between the Presidency and the civil service.

The next Thousand Days saw President Kennedy frequently take occasion to address, applaud, endorse, and recognize the people in the public service. (See "Legacy of Progress," *Civil Service Journal*, January-March 1964.) And his words were matched by deeds demonstrating the importance the President attached to the role of the career service in accomplishing important national goals.

Action to strengthen, improve, and diversify the career service during those days included establishment of the historic employee-management cooperation program, the quest for quality, a meaningful equal opportunity program, inter-agency special programs and equalization of appeal rights for noncareer, broadened and improved interagency training programs, and the Salary Reform Act of 1963 that made comparability a matter of stated national policy.

If anyone feared that the gains of the new partnership of the Presidency and the career service would pass with President Kennedy, he failed to appreciate the background, character, and capability of his successor. When President Johnson said, "Let us continue," he clearly included forgoing strong ties between his great office and the Federal career service.

In the first days of his administration, President Johnson disclosed his determination to extend and enhance

the relationship President Kennedy had nurtured, pledging to "do my utmost to maintain the high quality and character of the career service in the Government and to advance its usefulness through improvement."

## ADDED EMPHASIS AND NEW ACTIONS

Lyndon Baines Johnson is a career public servant in every sense of the word. He has spent his adult life in Government service. He sees himself as a product of the public service. He has progressed from the ranks to the very top position. He is proud of his background as a career public servant. He wants the world to know it. And he especially wants the Government's career men and women to be aware of it and of his intense feeling for and identification with the Federal service.

"For 33 years I have been in Government service," he declared in his Budget Message to the Congress in January 1964. "I have known its challenges, its rewards, and its opportunities. But all these will multiply in the years to come. The time is at hand to develop the Federal service into the finest instrument of public good that our will and ingenuity can forge."

President Johnson's first job after graduating from college was as a school teacher in a little Texas town, where he taught impoverished Mexican-American children. Later he served as secretary to Representative Richard Kleberg and as state director of the National Youth Administration in his home State before he was carefully run for Congress in 1937. After five terms in the House, he was elected to the Senate in 1948 and became Majority Leader in 1952.

This experience and his service as Vice President enabled him to bring to the Presidency an invaluable background providing insights and perspectives probably unmatched on previous Chief Executives. He knew the workings and interrelationships of the several branches of Government. He had watched and worked with career men and women for many years. He had learned the strengths and limitations of the career service. He had a keen appreciation of its potential for even greater contributions to good Government. He has put his abilities in administration and communications to work to help raise the entire Federal service to new peaks of performance and prestige.

President Johnson's interest in and impact on Federal personnel management has been profound and pervasive. Not only has he continued the personnel management programs started or advanced by President Kennedy—he has given them added emphasis and impetus, and he has initiated action in new areas as well.

His personal participation in achieving salary reform and advancing equal employment opportunity are two outstanding examples of how he has given continuity and added emphasis to programs of his predecessors.

President Johnson's role in pressing for passage of the Salary Reform Act of 1964 is well known to career men and women. Without his high interest and personal persuasion, I doubt that the measure would have been enacted, and the cause of comparability would have suffered a severe—if not fatal—setback.

Federal managers know the impact of his intense interest in improving and extending equal employment opportunity for racial minorities, women, and the handicapped. Programs to open doors and assure opportunity for each of these groups have had the benefit of President Johnson's strong interest and guiding hand, and they have achieved impressive results.

He has extended the prestige of the Presidency in support of the quest for quality employee-management relations, career development and training, Federal Executive Board activities, manpower utilization and productivity, and public recognition of Federal employees. Programs initiated in his administration have been widely broad-based. They include

- his understating *Wax on Wax off*,
  - the newly launched *Wax on Coddled* book,
  - Mission Salary 70—to reduce work injuries by 30 percent,
  - authorization of an occupational health service program,
  - studying and approval of the Combined Charity Campaign, authorizing voluntary payroll deductions of pledges,
  - consolidation, clarification, and streamlining of Standards of Conduct and Ethics in a new Executive order,
  - a new, stronger policy and program for employment of the handicapped, and authorization for employment of the socially retarded and mentally retarded,
  - the Youth Opportunity Campaign,
  - overhauling and modernizing antiquated dual-compensation and dual-work status,
  - personal support of incentive programs, including authorization of Presidential Certificates for non-career achievement,
  - review of civilian-military retirement programs by a Cabinet committee,
  - proposals for severance pay and relocation allowance legislation,
  - action and legislative proposal for personnel reform in foreign affairs agencies.
- This lengthy list and the many Presidential statements and actions relating to them serve to illustrate the scope of the close relationship between the Presidency and the career service. But the best proof of the regard and respect the President places on the career service is in his record of selections from the career ranks in making appointments to positions of great responsibility.

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In recent months I have endeavored to assist the President in his search for exceptionally well-qualified people for Presidential appointments. I have been impressed by the extent to which he has picked people from the career service for these important positions. Nearly half of those appointed have been promoted from the career service or have had prior Government experience. Merit and fitness for the work—the competitive civil service criteria for selection—have been the basis for these appointments.

Judging from the substance of recent articles in newspapers and magazines, I sense a general interest in my " talent scan" and "head hunting" activity. Since I suspect this inequity is especially high among readers of the *Civil Service Journal*, I assume that a first-hand account of my efforts to assist the President in finding able men and women is in order.

**IMMEDIATELY AFTER** the election, President-elect Johnson told the Cabinet: "I am sure each of you shares my conviction that the character and effectiveness of our Administration will be largely determined by the quality of men and women appointed to leadership positions. This means our Presidential appointees must be men and women of character, ability, and devotion. I want to conduct a continuing talent search, in all professions and in all parts of the country, to discover these people. . . . At that meeting, the President announced that he had asked me to assist him in this talent search.

Stories about my assignments have tended to highlight the part the computer plays in finding the right people for these positions. One article was even titled, "Career via Computer." I want to make clear that the operation is not nearly so mechanical as such stories may make it seem. We do use a computer. Its role is important in enabling quick identification and retrieval of information concerning qualified candidates for positions with certain specific characteristics. But the human hand and mind play a much more important role both prior to computer input and after its output.

We have assembled information on more than 70,000 potential appointees. Our file has been developed from recommendations drawn from such sources as business, labor, education, government, minority groups, and various organizations and individuals. We have included men and women who are well known as leaders in their fields and those who have earned high honors such as the President's Award for Distinguished Federal Civilian Service and certain non-Federal awards. Recently I requested each department and agency head to provide me with the names and biographies of the five most promising candidates in their organization. About half of the people in our file are now in Government but have the potential for positions of greater importance than the posts they now hold. (over)



When a recommendation is received, we screen the person's qualifications and characteristics and make certain inquiries to decide whether he is of the caliber to be considered a candidate for a Presidential appointment. If he passes muster, certain locator information relating to qualifications is cranked into the computer. When a vacancy occurs or a new position is created, we begin with a probe of the special qualifications requirements. Frequently the President specifies certain criteria, such as a special capability, background, or characteristic.

Then the computer comes into play. We feed in the essential qualifications information. The computer identifies all who meet the basic requirements. This enables us to locate the names and folders for all potential candidates. We screen these to narrow the choice to those who seem best qualified for the particular position. In reviewing the folders to refine the list, we often talk to people who are acquainted with the candidates and their abilities. Before any appointment decision is made, a full field investigation is run. Candidates beyond the capacity of the file are sought concurrently through special recruiting efforts.

When we have a satisfactory "certificate" of names for the President's consideration, I make a brief written appraisal of each candidate and usually recommend the one I consider best qualified. But the decision is made by the President.

My role is to assemble information on possible appointees to give the President as many qualified people as possible and to organize the information in a form that will aid the President in reaching his decision. Sometimes the President is not satisfied with any of those offered for his consideration—and we have to start over.

**P**RESIDENT JOHNSON PLACES great stock in intelligence, demonstrated intellectual capacity, and academic achievement. He is interested in knowing if a candidate is a Phi Beta Kappa, if he graduated with high honors, how he stood in his class, if he holds advanced degrees and how long it took to get his degree, whether he was a Rhodes, or Wilson, or Marshall Scholar. He usually prefers relatively young people, 35 to 50 years old, who are on the way up in their organizations—those management has identified as comers. He wants to see evidence of analytical and administrative ability and of broad-ranging curiosity—people who have varied interests and do not have a narrow, parochial point of view. And, of course, he is looking for people who feel a commitment to Administration programs.

The President is proud of the caliber of people he has appointed, and especially proud of the record of career men and women he has selected. This has been highlighted in a number of Presidential statements and in his practice of personally introducing new appointees,

whenever possible, in announcing their selection at his news conferences.

I had the pleasure of being present at the LBJ Ranch in March when the President presented seven new appointees—two of them from the executive career service and one from the legislative branch. They were: John G. Adams, appointed a Member of the Civil Aeronautics Board after 16 years of service in career positions in several agencies and heading three operating bureaus of CAB; John L. Sweeney, promoted to Co-Chairman of the Appalachian Regional Commission after helping to draw up the program as an assistant to the Under Secretary of Commerce; and Sam Zagoria, former Washington newsman, Nieman fellow, and administrative assistant to Senator Case since 1955, named a Member of the National Labor Relations Board.

At the time, the President told reporters the new appointees brought his major appointments total to 163. "Of the 155 nonjudicial appointments almost exactly half, 49 percent, have been purely merit appointments from the career service of the Government or other Government background," he said. "Fourteen percent additionally have come from universities, 16 percent from business and labor, 19 percent from the legal profession. And I would like to add they have included both Republicans and Democrats." The latest tally shows that 34 percent of President Johnson's nonjudicial appointees have been careerists or have had prior experience in Federal, State, or local government.

A fact that has not received wide notice is that all nine of the Under Secretaries of Departments appointed

#### The Box Score

#### MAJOR PRESIDENTIAL APPOINTMENTS

(As of August 7, 1965)

|                        | TOTAL  |         | NONJUDICIARY |         |
|------------------------|--------|---------|--------------|---------|
|                        | Number | Percent | Number       | Percent |
| Government service.... | 168    | 46      | 168          | 34      |
| Law .....              | 91     | 23      | 38           | 13      |
| Labor and industry.... | 31     | 14      | 31           | 16      |
| University.....        | 41     | 12      | 41           | 14      |
| Not classified.....    | 9      | 3       | 9            | 3       |
| TOTAL.....             | 360    | 100     | 307          | 100     |
| Full-time.....         | 296    |         | 243          |         |
| Part-time.....         | 64     |         | 64           |         |

CIVIL SERVICE JOURNAL

IN CONGRATULATING the 10 winners of the National Civil Service League's Career Service Awards on May 19, 1965, President Johnson said:

"We need more, and better, and experienced, and qualified people for the Federal Government in the days ahead, and we are going to the career service to get them."



by President Johnson were promoted to their present posts from within their departments and are either careerists or have had long public service. For example, the recently named Under Secretary of Health, Education, and Welfare, Wilbur J. Cohen, has over 30 years of Federal service—26 years as a full-time civil servant and 3 as a consultant. He entered Government in 1934 as assistant to the executive director of the Cabinet Committee on Economic Security which drafted the original Social Security Act. From 1935 until 1952 he was technical adviser to the Commissioner for Social Security, and from 1953 until 1956 he headed the Division of Research and Statistics. He became professor of public welfare administration at the University of Michigan in 1956 and served as consultant to a number of agencies before becoming Assistant Secretary of Health, Education, and Welfare in 1961.

Similarly, career men have been selected to head important independent agencies. William J. Driver, a career employee with the Veterans Administration for 16 years—the last four as Deputy Administrator—became the first careerist to head the Veterans Administration. Lawson B. Knott, who began his Federal career as a mail clerk in 1935 and held progressively responsible positions in the Departments of Army and Agriculture, Public Buildings Service, and General Services Administration recently was promoted from Deputy Administrator to Administrator of GSA. And A. Ross Eckler, who has been with the Census Bureau since 1939 and its Deputy Director since 1949, was promoted to head the agency. Driver and Eckler were recipients of the National Civil Service League's Career Service Award.

Recent Presidential appointments have also included promotions of career men to the No. 2 posts in their agencies: Richard M. Helms, who has served in the Central Intelligence Agency and other intelligence agencies since World War II, became Deputy Director of CIA; Warren W. Wiggins, who had worked in the Marshall Plan and the Agency for International Development before helping to set up the Peace Corps, was named

Deputy Director of the Peace Corps; and David D. Thomas, who began his career as an air traffic controller with the Civil Aeronautics Administration in 1938, was promoted from Associate Administrator to Deputy Administrator of the Federal Aviation Agency. Wiggins won the Flemming Award in 1962, Helms the Civil Service League Award in 1963, and Thomas the President's Award in 1963.

President Johnson's record of reliance on the career service in seeking top talent and in bringing their efforts to bear on programs and problems of his Administration is unparalleled in our history.

In this high-level appointment process the returns are never complete. The talent search must continue. It must find men and women to fill current vacancies and to build a ready source for future use. And the career service promises to be a prime reservoir in meeting these needs.

**W**HAT IS THE MORAL in this for the career service—particularly for professionals with management responsibility? It is simply that a firm foundation has been laid for creating an enduring partnership between the Presidency and the Federal work force. Since the founding of this Nation, innovation and experimentation have been the rule in institutionalizing Government programs, agencies, and relationships. Those that have proved their value through time and testing have endured; others have been tried, found wanting, and discarded. In my opinion, the emerging new relationship of the Presidency and the career service has great promise and potential for contributing to more effective and economical government and service to the American people. And it can bring great benefit and prestige to the Federal career service. It remains only for career men and women to work as diligently as the President to perfect the partnership and assure it long life and good health in the Nation's service.

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# Federal Agencies and the New Work-Study Program

by NICHOLAS J. OGANOVIC, Executive Director  
U.S. Civil Service Commission

**FEDERAL MANAGERS AND FIRST-LINE supervisors** will soon be hearing about student work-study programs now becoming operational under the Vocational Education Act of 1963.

They will be encouraged to participate—and they should take the matter seriously. For, not only will they be assisting our youth to stay in school and get the best possible vocational training, but they will gain immediate benefit to their own Federal programs. Under the work-study program, Federal agencies and their field facilities can avail themselves of the part-time services of vocational education students whose work experience is being financed by a special appropriation under the act.

The Vocational Education Act of 1963 provides grants to States to enable local educational agencies to provide work assistance to full-time vocational students. The students who need and get this work assistance may work in the local educational agency or for "some other public agency or institution." In any case, their wages will be paid by the local educational agency from the Federal grant.

## THE PROGRAM

The work-study program is designed to help full-time vocational students stay in school by providing them part-time job opportunities. The program can operate only where the U.S. Commissioner of Education has approved plans submitted by State boards for vocational education. All States now have approved plans which enable them to Federal assistance. In addition, it is expected that the jurisdictions of the District of Columbia, Puerto Rico, the Virgin Islands, Guam, and American Samoa will participate.

State boards are responsible for the overall administration of work-study programs in their area. They

administer the program in schools or classes under their direct control—and are responsible for approving and supervising the programs of participating local educational agencies. The boards must make sure that no part-time employment is offered to students that will cause the elimination or replacement of any other employee.

During this fiscal year, \$31 million of Federal funds are available for the work-study program, practically all for student compensation. Allowances to the estimated 33 participating jurisdictions will be in proportion to their youth population between the ages of 15 and 21.

## THE STUDENTS

It is anticipated that from 60,000 to 100,000 young people will be employed under the program this fiscal year. The number will depend, among other things, on how the States decide to distribute available funds and the pay levels they establish. Students generally will be paid at the current local level—not necessarily the Federal minimum wage.

All students will be enrolled full time in vocational education programs designed to fit them for gainful employment as skilled or semiskilled workers or technicians. They must be at least 15 years old but less than 21 at the beginning of employment under the program, and must be in need of earnings to start or continue their vocational education. They will also, in the opinion of school authorities, be capable of maintaining good standing in school while employed.

## THEIR JOBS

A student may not work more than 15 hours a week while attending classes. The local educational agency cannot pay a student more than \$45 a month or \$350 an academic year—except for higher maximums for students living beyond a reasonable commuting distance

from their schools. During the summer vacation period, students may work full time. Their summer earnings do not count against the dollar limitations.

Where possible, work should relate to the student's educational program and should provide maximum utilization of his vocational competencies and interests. In this connection, however, the Office of Education stresses that this is a work-study, not a work-training, program and that it is not intended that work be in the occupation for which the student is training.

Work will typically be at the aid or assistant level. Under appropriate supervision, students may perform many portions of a job that do not require full job competency. Some job areas suggested by the Office of Education are:

- course aid
- counselor aid
- typist
- orderly
- tutor
- occupational
- catering worker
- coach or sports aid
- recreation worker
- equipment
- office machine operator
- grounds and building maintenance worker
- laboratory assistant
- audio-visual equipment operator
- supply assistant
- dicta

The Office of Education points out that the above jobs are merely illustrative of possible assignments. There are many areas of vocational education, including such diverse fields as business and office work, distribution and marketing, home economics, agriculture, trades, industries, health laboratory work, and data processing—to name some of them. In many cases, students will be far along in their vocational training.

## ARRANGEMENTS WITH FEDERAL AGENCIES

The Civil Service Commission and the Office of Education strongly encourage Federal agencies to review the possibilities offered them for participation in work-study programs which can be justified in terms of agency resources and manpower requirements.

The unique opportunity immediately offered is that of securing the part-time services of young people who might not otherwise be available because of personnel ceilings or the budget situation. Work-study arrangements should serve as a prime method to acquire students with Federal career opportunities; they can also serve as a productive source of personnel for handling peak workloads. For students, such arrangements provide needed income and motivation to stay in school.

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Agency participation in the program is made simpler administratively by the act itself, which states that work-study students shall not be by reason of their employment be deemed employees of the United States, or their services for Federal service, for any purpose. They are therefore not entitled to any Federal benefits such as insurance or retirement.

Briefly, operating arrangements will be:

- In each State, the program will be under the direction of a State board for vocational education.
- In practically all States, work-study arrangements will be between a Federal agency or installation and a local board of education or other authority responsible for public schools in a locality.
- Work will be performed in accordance with a written agreement between the local educational agency and the Federal agency or installation.
- Participating Federal agencies will be expected to ensure responsible supervision of students they use. In this connection, agencies will generally have available the advice and assistance of school work-study supervisors.
- The local educational agency will ordinarily arrange for any work permits that may be required under local or State law.
- Federal agencies will be asked to provide information on the number of hours students work for them. They may also be asked to provide some evaluation of job performance and work attitudes.
- Students need be retained by Federal agencies only as long as they continue to be acceptable. However, agencies will be expected to first consult the work-study supervisor before discontinuing the services of any unsatisfactory student worker.

Departments and agencies setting information or assistance regarding actual participation should contact the Bureau of Adult and Vocational Education, Office of Education, Department of Health, Education, and Welfare, Washington, D.C. In the field, installations can communicate directly with State directors of vocational education or local school boards or superintendents of schools.

For Federal managers the question becomes: Why pass up such a good opportunity to help worthy youngsters—as well as your own program?

—WJ—





## PERSONNEL— Our Most Important Resource

by ORVILLE L. FREEMAN  
Secretary of Agriculture

**I**F I HAVE BEEN a successful Secretary of Agriculture, my success has been due, in no small measure, to you—the personnel officers of the Department—and to the fine work you have done to improve our manpower use during the last 4½ years.

I have not met with you as a group since early in my administration. And I think this is an indication in itself that you people have been doing a good job without any prodding from me.

But although I have not met with you as a group very often, I have been aware of your good work and your efforts to improve the Department and our services to the public.

Joe Robertson, Carl Barnes, and your administrators have kept me well informed of your achievements. And I want to congratulate you and to thank you for the help you have been to me collectively and individually.

We all have plenty of room for improvement; we all need to do better, and I am sure we will. But I do want to commend you especially for your efforts and your progress in several specific areas.

For instance, I want to congratulate all concerned on the automation of our personnel records. You have been part of a pioneering program which is being eyed by other agencies of the Government. I know what it has taken to do this job. It has been rough. And until we get all of the skills data and other vital statistics on our employees into the system, it will continue to be rough.

Up to now, you all have been putting a lot of time and a lot of hard work into the automation system and—except for the payroll part of the system—you have been getting little out of it in return.

But now this work is beginning to pay off. It's beginning to produce results for you in the form of data you can use to make better personnel decisions.

Certainly the personnel folders I've seen are just about useless in indicating what kind of person the individual

involved really is. My experience is that they are filled up with "paper records" that contain no really useful information about the real strengths and weaknesses of employees for the most effective personnel decisions as to placement, promotion, reassignment, awards, etc.

This may indicate that you have been emphasizing job description to the virtual exclusion of anything that could be termed an effective performance rating system. Until this is done, how can we talk about a "merit system" in a really meaningful manner?

As to ADAM—the personnel statistical reporting system—I am most pleased to note that most of the regular reports and notices are now in production.

These are reports required by the Civil Service Commission, the Budget Bureau, and the Congress. They reflect a statistical profile of almost every aspect of our job structure.

For example, if I need a chart showing precisely the people, the job titles, grades, etc., for each organizational unit in the Department, ADAM will quickly make it available. This is done literally by pressing the right button in our computer in New Orleans.

Not long ago—through the use of ADAM—we were able within 3 days to give the Defense Department a list of all our employees who are military reservists and their reserve status.

We were the only Federal agency able to give the Defense Department this type of information so fast and so accurately. We were able to do something no other department of the Federal Government could do.

So, for the first time in the history of the Department of Agriculture we now have the capability of the data we need—the data such as our "Manpower Outlook" provide, and our "Survey of Leave Use and Carryover."

I think it is clear that, as this sort of information is developed and made available to you, it should be used. You need to do more than just read the report and say, "Well, how about that!"

You need to take the report and run with it—move it into your agency data and give it the depth analysis needed. Then give it the action that is called for. Use

the information with imagination. It's your management tool.

**I** AM PLEASED TO SEE the progress we have made during the last 4 years with our "department-centered" training programs—such as the one for Interagency Management Development. I am personally interested in stepping up the tempo of our training of upper and middle managers in USDA through such high quality interagency efforts as the USDA Seminars in Executive Development and Seminars in Middle Management.

I am proud of the Seminars in Executive Development that originated 3 or more years ago with several of you present during a number of sessions. Here is a positive program to provide USDA executives with a broader orientation to the department, the Federal and State governments, the Nation, and the world.

In this program more than 360 USDA top managers have spent a week exchanging ideas in depth during the past 3 years with people like Patricia Harris of Howard University, newly appointed Ambassador to Luxembourg, and John Lovell, literature professor at Howard. They were teamed with people like our own Harry Trelogan and the late John Brewster and many other talented key resource people.

This is developing our key USDA management team in depth and across agency lines and broadening our horizons.

An editorial writer of the Los Angeles Times said, in part, about this USDA training program that "the breadth of the discussion was astounding . . . it fitted into my idea of what serious governmental officials need to keep in mind to maintain a wide horizon."

I am also pleased with the progress we have made with our Seminars in Middle Management, again crossing agency lines. I note with special interest that nearly 500 USDA middle managers have participated in this during the last 2½ years, with agency requests already exceeding the 350 mark for fiscal year 1966.

I have been especially impressed with the possible cost reduction proposals coming from these middle management sessions held across agency lines. Twenty-nine such proposals have been made that could possibly save over \$7 million. They may not all be practical, but this is the kind of constructive thinking we need to encourage.

**N**OW, LET'S TALK ABOUT cost reduction. Obviously, I don't have to tell you people about the President's interest in reducing the costs of Government, nor about my own personal interest in cost reduction here in the department. And this interest and concern isn't slackening. For example, President Johnson stated these objectives in his recent budget message: "Where

there is waste, to end it; where there are needs, to meet them; and where there are just hopes, to move toward their fulfillment . . ."

I am very proud that during the last 4 years we have been able in the Department of Agriculture to save the taxpayers of the United States more than \$375 million in reduced costs and increased productivity.

The spectacular results of this program not only have saved the taxpayers more than \$375 million in cost reductions and avoidance of cost increases, but last October gave USDA top ranking among all the nondefense Cabinet-level departments of Government in terms of dollar savings realized.

This has been accomplished in the face of a sharp increase in the workload of the department. For instance, since 1960 there has been a 47-percent increase in recreation visits to the National Forests; an 18.4-percent increase in the pounds of meat and poultry inspected; and a 25-percent increase in the number of children fed under the School Lunch Program. There has been a 140-percent increase in Farmers Home Administration loans and grants to farmers and other rural people. There has been a 94-percent rise in watershed projects under construction.

And despite this increase in the workload, USDA employment actually declined by 4 percent in the last fiscal year, reversing a longtime trend of rising employment.

This cost-reduction effort was most pleasing to the President, and highly gratifying to me. But we must keep everlastingly at it!

Of all the people in our department, it is most imperative that you, the personnel officers, closely identify yourselves with the cost-reduction objectives of the President and the Office of the Secretary.

You can do this at the agency level, just as our departmentwide cost-reduction program has been carried out under the leadership of the Office of Personnel.

**I** NOTE THAT the organization plans of most of our agencies are developed in agency personnel offices. This is a little different place for this function than is customary, I believe. This means that you must do a real hard-nosed, professional job to see that our organizations are as lean and as effective as absolutely possible.

We must trim away the fat and keep it trimmed away. And since you play a vital role in this business of organization, I am looking to you to put some real thought and ingenuity into it.

Are you doing this? Or are you simply drawing boxes and lines on organization charts? Are you really analyzing the job needs of your agencies and eliminating unnecessary positions?

We have examples now of Budget Bureau and Civil Service Commission organization reviews which indicate

—from remarks at USDA Personnel Officers Luncheon, June 2, 1965.



that tightening up can be done in certain agencies. I am not expecting us to wait for this to be done by outside groups. We are to take the lead in cleaning up our own house. And, to use an old Marine term, you are in the "attack wave" in that operation."

One of the weapons you have—one of the new tools you have to work with—is your "position management" or job control program, one of your most important new personnel concepts.

This involves periodic job reviews. It also involves taking a hard look at every work position in your agency. Are there any that are unnecessary? Are there any that can be eliminated? Can the work be assigned elsewhere to get the job done better?

The President's interest in all of this must be clear to you now. We are all on his side in this matter.

I understand you are under instructions from the Office of Personnel to prepare and submit plans in writing on position management programs which will meet certain criteria laid down by the Bureau of the Budget and the Civil Service Commission.

Have you reacted positively to these requirements? Are you taking seriously the responsibility for periodic job reviews? Are you determining whether all the jobs established in your agency are really necessary? Are you identifying those that can be merged with other jobs and showing, as expected and appropriate, the reduction of total man-hours or man-years required to do the work?

Are you looking at the number of assistant or deputy positions that exist in your agency and determining what the incumbents of those positions really do? Are assistant and deputy positions really necessary in many cases? Are you reporting savings under this program in the cost-reduction program?

Now, I have been very much impressed with the job Agricultural Stabilization and Conservation Service is doing in its job review program. It would be well for all of you to take a look at it.

ASCS requires an annual review of every position in the Washington office. Personnel officers and position classifiers assist top management in the review and decision-making process. The purpose of this review is to determine whether each position should be continued.

This requires a review of the work performed—whether the position is necessary in the first place? Can it be assigned elsewhere and be done equally as well? The master list is made of positions slated for elimination. The name of the person occupying the position is included on the master list. The personnel officer uses the list to maintain a strict control so that any position to be filled anywhere in the agency in Washington must involve a consideration of the names on the master list of the positions that are to be abolished.

If a reassignment can be made from the list, or a retirement occurs, the position is then abolished. The master

list is updated every month and brought to the attention of the Deputy Administrators and the Administrators. The updated list includes a progress report.

Thus far, ASCS has abolished 93 positions through May 7 by the use of this technique. Grades of positions abolished ranged from GS-2 to GS-16. Eighteen percent of those abolished were in grades 14 through 16. Thirty-nine percent of those abolished were in grades GS-11 and above.

Dollar savings resulting from the eliminated positions are included in ASCS's reports to the Office of Personnel under the Cost Reduction Program. Thus far, the 93 positions add up to roughly \$840,000. This means that had these positions been filled when vacated, ASCS costs for salaries would have been \$840,000 a year more than it is. And this does not include savings for office space, office equipment, and related items.

I would like to ask each of you to ask yourselves whether this is done in your agency. If not, why not? And this I am asking the agency head as well as the personnel officer.

**ANOTHER QUESTION.** Do you have a work measurement system to precisely identify what the products of personnel, manpower, and money inputs are? Can you show whether productivity is increasing or decreasing?

ASCS has such a system, and so does the Office of Management Services. Production in ASCS has climbed sharply in recent years and was 26 percent higher in 1964 than in 1960. This represents a saving in manpower of more than 6,000 man-years.

Although work measurement does not, by itself, increase production, it does provide management with the information it needs to use its manpower in the most effective manner.

Manpower development is another highly important program that can greatly improve our operations. Are you doing a top-flight job here?

To what extent have you developed a system for identifying promising young talent in your agency? Do you have a system for determining employee characteristics that management needs to know about in job placement, promotion, or reassignment?

Do you have a job training program to sharpen employees' potentials? Do you have a career system to show young people the alternate paths they might choose to reach the top of their particular profession?

We need programs like this to recruit, train, and expose people to challenging opportunities that will give them the type of experience that will make them broader-gauged, more sensitive, better administrators.

Does your agency have a system for planned rotation of your employees with potential for leadership roles?

I've long been an advocate of rotating people through a variety of assignments. This not only serves to broaden

the younger employee, it helps to stimulate the employee in the higher reaches of the organization.

This brings up another question of how many personnel officers have been used by the agency heads in assignments other than personnel administration.

You notice that President Johnson is using Chairman John Macy of the Civil Service Commission for other assignments. The newspapers frequently mention the "many hats" that Macy wears these days.

We have used Carl Barnes in much the same manner to direct our departmentwide cost-reduction effort. There is no reason why agency personnel officers cannot also be used in other assignments to improve our operations.

Our agencies would do well, I think, to accept a program of moving top-level talent from one agency to another.

Recently I proposed that such a system for rotational assignments between as well as within agencies be staffed out and submitted to me for consideration.

This sort of job-rotation system, I think, will not only be good for the Government, it will be good for the employee.

You'll be asked to help on this at some point, and I want you to really put your backs into it.

**YOU ALL ARE FAMILIAR** with the subject of equal employment opportunity in Government. Much has been said and written on this subject lately, and a great deal is being done about it right here in our department and throughout Government.

You know how the President feels about this, and you know how I feel.

Although our employment of minority groups is increasing, there has been a tendency on the part of some personnel officers to generally approach this as simply a "normal" type of activity. But it is more than that.

We need to realize the affirmative action expected and demanded by the President. And we need to increase our efforts.

We must not be negative or complacent about this. If we find that there are not enough qualified applicants for some jobs among minority groups, we need to ask ourselves why, and what can be done about it.

Personnel people should be particularly expert in this area. I expect you constantly to be engaged in a renewed campaign to solve this problem. I have asked for monthly reports—not only on your effort but especially on your results.

**THERE IS ANOTHER TOPIC** I want to mention to you today, and that is the subject of safety.

Frankly, I was curious as to what would happen when we established almost a full-time Safety Officer position for the department in the fall of 1961.

I am glad we took that action. I am proud of the job that Henry Shepherd has done. I am pleased with the results.

I featured safety as one of our important cost-reduction programs when we had the Vice President here in the department last month. I used it again at a Cabinet meeting a couple of weeks ago. I did this with pride. The USDA personnel offices can also be proud of what they have helped accomplish here.

We were nominated for the President's Safety Award, based on our 1962 record. We didn't win, but were a runner-up. We have now been selected as a winner of the President's Safety Award for 1964.

The satisfaction of winning is great. The satisfaction of knowing we have saved lives and avoided human suffering is even more gratifying. The fact that we have saved the taxpayers over a million dollars since 1961, based on direct injury costs for the department that year, is highly commendable.

I was proud to present four Special Merit Awards for safety at our Annual Honor Awards Ceremony May 18. The recognition of the Department Safety Officer and the Safety Officers of Forest Service, Soil Conservation Service, and Agricultural Research Service, were based on the substantive accomplishments that enabled the department to win the President's Award.

While our progress is good, our record must be improved to meet the President's goal for Mission Safety—70. A 30-percent reduction in injuries is called for. Every agency must establish goals in line with Mission Safety—70.

I stand squarely with President Johnson on the need for an aggressive safety program that will save lives, reduce suffering, and avoid the terrible cost of accidents.

*We can win the President's Safety Award again.*

I ask each of you to share in the safety program to the best of your ability. You have my backing for an all-out safety program.

Finally, I want to thank you again for the help you have given me.

Together let us move on to even greater efficiency and service to the people of America, always keeping in mind Sir Francis Bacon's warning that, "He that will not apply new remedies must expect new evils, for time is the great innovator."

And although you have done a good job, let us heed the advice of Sir Winston Churchill in one of his famous wartime memo's where he wrote, "Pray do not let it be thought that you are satisfied with such a result. If you simply take up the attitude of defending it, there will be no hope for improvement."



A frank discussion on learning  
down old fences between men . . .

by ROBERT M. CUTTS, Assistant District Director  
Internal Revenue Service  
Wilkes, Kansas

## A POSITIVE APPROACH TO EQUALITY

NOT LONG AGO I attended an Equal Employment Opportunity Seminar in St. Louis, jointly sponsored by the St. Louis Federal Executive Board and the Civil Service Commission.

This seminar opened my eyes and jolted me into the realization that here in mid-America there has not been equal employment opportunity for minority groups—particularly for Negroes—and that agency heads had better do something about it.

What made the St. Louis seminar so successful was the atmosphere of open candid exchange of viewpoints. Previous to this conference the Federal Executive Board had canvassed their agencies and found Negro employees in responsible positions who were interested in participating in the equal employment opportunity program. Most of these Negroes were grade GS-11 or above. They were not speakers on the agenda, but like all of us attending the seminar, they were urged to take an active part in asking questions or commenting on the speaker's presentation. They were encouraged to honestly speak their minds. The resulting dialogue was extremely enlightening. Examples of prejudice and discrimination were exposed; conflicting viewpoints were tossed out on the table and discarded.

—from a speech to the Wichita Federal Business Association, April 15, 1965. Reprinted from the *Vision*, Personnel Magazine, November, St. Louis Civil Service Region.

had achieved a relatively high position as a personnel officer. He originally had wanted to another city for the agency which the speaker represented, but had to leave it in order to get out of a mental position. Now let me again state that the Negroes purposefully sprinkled in the audience to participate this kind of discussion are responsible, relatively high graded employees

They could be that invaluable link in communications and understanding for us. Unfortunately, I do not think we can do it. Why? Because from what I can determine our Government agencies here in Wilkes do not have enough Negro employees in responsible positions. Why not? Could there have been some past discrimination in the Wichita Federal community? At

Let me give you an example. The assistant head of a large agency which employed many Negroes in lower grade unskilled positions gave a short presentation on advancement and promotion. He said there was no discrimination in his agency. He knew this because there had been no cases referred to their Deputy Employment Policy Officer. Everyone was convinced of his sincerity. At the conclusion of this presentation a Negro participant from another agency proceeded to enlighten us all. We

were told just how much prejudice did exist at the lower levels of supervision that the agency executives were apparently unaware of. The Negro had many contacts with the Negroes in the agency and could cite facts and figures to support his allegations.

Why didn't the agency assistant chief know about it? First, it was the Negro employee's fear of being labeled as a troublemaker; fear of losing the security of his Federal position; fear of losing some small chance of advancement. As atmosphere of prejudice had existed a long long time. Fortunately, there was indication that this climate was changing and that the official policy of the Government was sitting down to effect this change, but while discrimination had gone on for years and years. The Negro who made these charges said that a year ago he would not have dared to stand up in a meeting and so candidly express himself. His comments were then corroborated by another Negro, a Negro who

with good employer relationships. They are not troublemakers. But, in the minds of many white Americans they would have been unjustly branded as being antagonistic. If a Caucasian demonstrates persistence to overcome an injustice or to gain what is rightfully his, he is generally recognized as having a lot of guts and is generally admired. If a Negro does the same, he is often automatically "a troublemaker," "pussy," or "too big for his britches." He is accused of trying to move too fast. Think about the kind of a Negro who is often commended in our work and associations. It is the Negro who never "gives us any trouble," is retiring, usually does a good job, and does not bother anyone. This is the type which we would all be happy, especially these days, to have in our organizations. Aggressiveness, ambition, and aggressiveness are characteristics readily acceptable in white persons, but not in a minority race. A Negro must "know his place." This subtle type of prejudice seems to persist more than any other.

The St. Louis Federal Executive Board equal opportunity program achieved its success by establishing this honest opinion communication between employees and agency officials by involving these outspoken, responsible, higher-grade Negro employees. Naturally, when I was asked to be Chairman of the Equal Employment Opportunity Program Committee, one of my first thoughts was to do the same here. I felt we could involve Wilkes Negroes, grade GS-11 and above, in our program.

last, did not the Negro think there was, and thus produce the same conditions?

Now I expect we can all take comfort in our own minds with the thought of often expressed: "We tried to hire Negroes for better jobs, but we could not get anyone qualified." How often have you heard "It's up to them to do something for themselves"? Furthermore, surveys bear out the fact that few Negroes in Wilkes are qualified for most responsible Federal jobs. It is admitted that there is spotty and not enough effort being made to prepare themselves for better positions. The big question, however, is why. What is the cause of this apathy?

TODAY, MOST OF US in Federal management would not think of practicing discrimination. Even if we don't believe in the equal employment opportunity program we had better comply with it or we would be in trouble with our agency, the Civil Service Commission, and the President of the United States.

For the past several years, under administration of both political parties, many antidiscrimination policies have been promulgated. But when Government representatives go into Negro communities and say there is no discrimination in Federal employment, the Negroes do not believe it. They still believe there is discrimination and they still feel that it is fruitless to work hard



and prepare themselves with skills and knowledge they can never use. Why do they have this feeling of futility? I am sure that most of us as individuals talking to responsible Negroes would be considered honest men. They would believe in the sincerity, if not the enthusiasm, of our words. But Negroes, too, can be prejudiced. Prejudice is defined as preconceived judgment or opinion. Negroes for generations have seen discrimination practiced. They have not seen enough equal employment opportunities to believe that the effort to qualify themselves would be a worthwhile task. For the most part, this feeling is not caused by the practices of the agency heads today, but it stems from the practices of our predecessors. It may not have been your immediate predecessor or the one before him, but sometime back in the recent history of your agency it did exist. It stems also from other communities from which the Negro has migrated. It stems from the attitude that his father and grandfather had, and had with reason, and it has an effect on the thinking of the present generation.

Thus, we are faced today with a condition which we personally had no part in creating. The Negro in Wichita is not qualified. He is apathetic. He won't make the effort to get qualified because of preconceived opinions that he doesn't think this will do him any good. It is a vicious circle. The positive action required of all of us here as Federal officials can best be directed to the task of ending that vicious circle. We must do our utmost to assure the Negro that if he gets himself qualified there is a job for him in the Federal Government without discrimination. We must leave a legacy for our successors quite different from the one which we inherited. There must be equal employment opportunities for all races, creeds, and religions, and both sexes, within the Federal Government.

Now, this will be no easy task. It is not just a matter of going into a Negro community and saying that there is no discrimination in Federal employment, that there is equal opportunity for all. Remember, we have to overcome a skepticism that has been built up for generations, a skepticism that was based on fact. Here in Wichita we cannot point to a number of really successful Negro Federal employees and say, "Here, this proves it, seeing is believing." We cannot produce Negro men and women and say to the youth, "These people stayed in school and got good grades and see how successful they are."

Another obstacle in our path is the present lack of vacancies. Many agencies are tightening up, eliminating jobs, or filling jobs with displaced personnel from other installations. Many agencies are in no position to offer any specific employment to anyone.

What can we do? Well, first of all, we can start with the youth. Convince them that they can break the pattern of this vicious circle that their parents and grandparents were in. Convince them that when we are in a

position to do active recruiting they will be hired without discrimination if they qualify. Convince them that they must continue their education so that they can qualify. Convince them that once they are hired they will be treated equally with other employees.

The concentration on youth is one of the main thrusts of the developing program proposed by your Equal Employment Opportunity Committee. I think it is important for me to go into a little depth regarding some of the things the committee is doing besides this emphasis on youth. But first, I want to re-emphasize the importance and scope of the whole equal employment opportunity program to the Federal community in Wichita. I will try to avoid any moral or sociological considerations or private feelings, either pro or con.

We have no choice—we are required to pursue this program. Everyone here is a part of the executive arm of Government. Executive Order 10925 made it quite clear that managers of executive agencies must take positive affirmative action to end all discriminatory actions within the Federal Government. Subsequent words and actions by the President, the Civil Service Commission, and the President's Committee on Equal Employment Opportunity clearly indicate that positive action means going out and doing something to correct past wrongs and does not just mean that agencies can passively wait for some incident to demonstrate their antidiscriminatory policies. You might also think that it is up to the agency headquarters in Washington, or perhaps your regional office in Kansas City or Chicago, or wherever it may be, to set the pace for the program and initiate this positive action. This is not the way that progress is being measured. We are being evaluated as a community. Civil Service Commission and agency surveys and reports are being made on a local basis. The local agency head will be the one that sooner or later will be asked the question, "What positive affirmative action have you taken in the equal opportunity program?" Now, this is a responsibility all individual agencies have, but, because it is a program that embraces all Federal agencies, it is the kind of thing that can best be carried out by a joint effort.

The principal reason the FBA was formed was to carry out just such programs. That is why I am speaking to you today rather than there being a program that would be less serious and certainly more entertaining. I am sure most of us would prefer to work together on this rather than embark on an individual program. This is why the Equal Employment Opportunity Committee was set up in the FBA.

The committee has three members, but this is only for the sake of having a workable size and not to exclude anyone or any agency. You will note from the membership, for example, that several of the larger agencies in Wichita are not represented. Anyone is welcome to pitch in at any time, however, and we are always open to suggestions

and advice. As we see it, in fact, we will probably have to set up some working subcommittees to the EEO Committee as we get more active in our program.

So far, what is our program? The successful programs of other cities were examined and we selected those things that would accomplish most in Wichita. Four main objectives were essential. First, to establish communication between the Federal Business Association, as representing the Federal community as a whole, and leaders of minority groups. Second, to achieve liaison with the other Federal, State, and local governmental bodies with responsibilities in the equal employment

"What can we do? Well, first of all, we can start with the youth . . ."



opportunity field. Third, to promote and develop favorable attitudes on the part of supervisors toward the practices of equal opportunity in all phases of the employment relationship. Fourth, to present an active program to the youth of the minority groups to encourage them to remain in school and study so that they will be able to qualify for responsible Federal positions.

So far, what have we done toward accomplishing these objectives? On the first objective, we have visited with the leaders of the NAACP and the Urban League. We had met with these same leaders last year. On this second visit, however, I believe they were more convinced of our sincerity. It may take many more visits to fully convince them that we are not just some other group with a passing or obligatory interest in a currently popular cause. They are now at least aware of our existence and what we hope to accomplish. We have offered our help and asked for their suggestions. The Urban League has recommended that we participate in its career counseling program through the community council which they are establishing. We have agreed to do so.

On the second objective, we have made contacts with the State Commission on Civil Rights and with the Wichita Human Relations Commission. We have no specific joint program with the State group, but they

will contact us at any time they think we can help. We will be working with the Employment Section of the Wichita Human Relations Commission.

On the third objective, we feel that successful implementation is the prime responsibility of each local agency head. He must, by words, actions, attitude, and behavior, convince all of his subordinate supervisors that they must have favorable attitudes toward all phases of the equal employment opportunity program.

On the fourth objective, we are just developing our program with the youth. The committee has a number of good ideas in this area. This is the part of the program in which we need your active participation. The committee will make contact with schools, church groups, and other interested minority organizations and arrange to talk with the parents and young people about the necessity of continuing schooling and general opportunities in Federal employment for qualified people. The committee can make the arrangements, we can prepare notes and assemble handout material, but we cannot carry the whole burden of meeting with the groups. Agency heads will be asked to assist us by furnishing speakers. The higher the position of the speaker the better the effect, so we hope many agency heads will participate personally.

We want to make it clear that this is your program. We want your ideas, suggestions and criticisms concerning our proposals. If you can offer personal services, handouts, films, literature, speakers, etc., so much the better. You may feel that what you have to offer is not new and therefore may be a duplication of what someone else has already done or said. Please do not let this deter you from making suggestions. If there is a duplication of ideas, this will mean to the committee only that there is more feeling about a particular proposal.

If you are not in a position to become actively involved, you can still help. I fully realize that many of you honestly do not think this is your problem. I have found that a good number of generally fair-minded people think that the Negro is now in too much of a hurry and that he is turning former sympathizers against him. We are all influenced by our past and present environment—by our prejudices, if you will. A lot of people are influenced by the thinking of their work or social groups, and tend to agree with the opinion of the majority. However, most people like to think that they are approaching this and every controversial problem with an open mind. This is good. What should be avoided is approaching the problem with an open mouth. On this subject, more than any other, I have heard more usually intelligent people express themselves who obviously did not know what they were talking about or who had made no attempt to understand the other side. If you want to put something into that open mind it should be done intelligently. It takes a little effort. There is plenty of reading material available. Try to under-



stand why the Negro is acting in a manner that at times appears harmful to his own cause. He sure does not want to spoil his opportunities. It is much easier to listen to the misinformation and distortions that abound today than to make the effort at understanding, but at least do not be guilty of circulating someone else's distorted opinions.

I have concentrated most of my remarks on the Negro minority. This is where our greatest problem is in Wichita. Consequently, the committee will initially emphasize work among this group. We will also include Mexican-Americans in our effort. Agency officials, however, should remember that the responsibility for positive action in the equal employment opportunity program extends also to the handicapped and to women.

Of the two most entertaining programs I have attended at these FBA meetings in the last year, one was presented by a coach, Gary Thompson, and the other by a priest, Father Reinert. Although this must sound much like a sermon, I am obviously neither a priest nor a coach. Nor am I here to entertain you. But if we could gain the Christian spirit and moral standards of the priest and combine them with the team effort and discipline taught by the coach, we could make the Federal community a dynamic leader in the field of human rights in Wichita.

Exactly 100 years ago today, April 15, 1865, Abraham Lincoln died. When we think of the tremendous advance made by mankind in that hundred years in almost every other field and contrast it with the tortuous slow progress of the American Negro toward complete human rights, it is answer enough to those who advocate a go-slow policy.

On this one hundredth anniversary of Lincoln's death, I think it is fitting to quote from a speech he gave at Chicago on July 10, 1858:

"Those arguments that are made, that the inferior race are to be treated with as much allowance as they are capable of enjoying, that as much is to be done for them as their condition will allow—what are these arguments? They are the arguments that kings have made for enslaving the people in all ages of the world. You will find that all the arguments in favor of kingcraft were of this class; they always bestrode the necks of the people, not that they wanted to do it, but because the people were better off for being ridden. That is their argument . . . Turn it whatever way you will—whether it come from the mouth of a king as an excuse for enslaving the people of his country, or from the mouth of men of one race as a reason for enslaving the men of another race, it is all the same old serpent; and I hold if that course of argumentation that is made for the purpose of convincing the public mind that we should not care about this, should be granted, it does not stop with the Negro. I should like to know, if, taking this old Declaration of Independence, which declares that all men are equal upon

principle and making exceptions to it, where will it stop? If one man says it does not mean a Negro, why not another say it does not mean some other man? If that Declaration is not the truth, let us get the statute book in which we find it, and tear it out. (Cries of No, No.) Let us stick to it then, let us stand firmly by it, then! . . . Let us discard all this quibbling about this man or the other man, this race and that race, and the other race being inferior and therefore they must be placed in an inferior position—discarding our standard that we have left us! Let us discard all these things and unite as one people throughout this land until we shall once more stand up declaring that all men are created equal . . . I leave you hoping that the lamp of liberty will burn in your bosoms until there shall no longer be a doubt that all men are created equal."



**A SOLEMN TRUST**  
THE FEDERAL SERVICE must serve the entire active or passive staff of any who from the Commission of the United States. Regional custom, local tradition, personal prejudice or partiality are no excuse, no justification, no defense in this regard.

WHERE THERE IS an office of the Government, there must be equal treatment, equal respect, equal service—and equal support—for all American citizens, regardless of race, or sex, or region, or religion.

PUBLIC SERVICE is a public trust. I would call upon every Federal civilian employee to remember that he has a high and solemn trust to the Commission under which he serves.

**NEW POSTER**—In speaking to the Cabinet on March 25, President Johnson stated his views on the obligations of Federal employees under the Constitution, and desired that they be communicated to all Government workers. To help carry this out, the Civil Service Commission developed and has made available to all agencies the above Presidential-message poster which focuses on the Constitutional obligations an employee assumes upon taking the oath of office. The 2-color poster is designed for display on bulletin boards and in other appropriate locations in Federal offices and installations. Distribution was made by the Government Printing Office in mid-August.

CIVIL SERVICE JOURNAL

ADP Billboard:

## COMPUTERS AID JOB HUNT IN DEFENSE DEPARTMENT

by WILLIAM C. VALDES, Deputy Director  
Civilian Personnel Policy Office  
Assistant Secretary of Defense (Manpower)

**F**OR DEFENSE DEPARTMENT EMPLOYEES who face being displaced by base closings and other staff reductions, the Department is stepping up its efforts to find them other jobs. The base closings and reductions already announced by the Secretary of Defense will affect over 131,000 civilian jobs: 62,000 are being abolished and some 69,000 will be transferred to new locations.

While these job changes must be made in order to respond to changes in technology and military planning, Secretary McNamara has said:

" . . . the major burden of adjusting to these changes must not fall on the individual employee. The Federal Government can and will assume that burden as a necessary cost of keeping up to date in a rapidly changing world."

Among the measures that have been initiated to ease the burden of these changes on Defense employees are longer advance notice to employees of plans for closings; phaseout of bases over periods as long as 3 to 4 years; payment of the employees' moving expenses to other locations in the Department of Defense; saved pay for both Classification Act and wage-board employees who accept positions at lower grades; stockpiling jobs for career employees by discontinuing appointments (or hiring only temporary personnel) in position categories in which large surpluses of career employees are anticipated; retraining displaced employees for other positions; close collaboration with the Civil Service Commission in finding positions for DOD employees in other Federal agencies and in developing special authorities to facilitate the phasedown of activities and the reassignment of employees; close cooperation with the Department of Labor in counseling, testing, and referring employees interested in positions in private industry; and establishment of a Department of Defense nationwide priority referral system to capture the vast placement potential represented by normal attrition within the Department of Defense.

THE DOD NATIONWIDE priority referral system, therefore, is but one link in a long chain of measures estab-

lished to assist career employees affected by base closings and other reductions in securing productive employment. It is, however, an extremely important link in the total effort and one that has many unique features.

The system initially was established by the Secretary of Defense on a regional, nonautomated basis. While this system worked reasonably well to speed up and centralize processing of referrals, it was decided to adapt the system to automatic data processing and to test the automated system in one region. On the basis of this test, the system was refined and on March 1, 1965, was established on a nationwide basis. The Defense Electronics Supply Center, Defense Supply Agency, Dayton, Ohio, was selected to program the system for automatic data processing, under the policy direction of the Assistant Secretary of Defense for Manpower, to conduct the pilot test, and to serve as the Centralized Referral Activity for the nationwide system.

IN CAPSULE FORM, here is how the nationwide system, in which over 7,000 displaced employees already are registered, works:

(1) Defense installations with surplus employees needing placement assistance register them in the system using a single registration form which represents eleven 80-space ADP cards. Employees are registered for up to five skills for which they are qualified. Employees designate the specific DOD installations and grade levels they are willing to accept (a cardinal tenet of the system is that employees are registered only for locations and jobs they are willing to accept if offered). Employees, however, can change their registration at any time. The registration form, which contains most of the essential data contained on the Application for Federal Employment, except the narrative portions, is forwarded to the CRA. At the CRA all information is stored and transferred as binary coded decimals on magnetic tape. All input forms are validated by the computer for errors. A resume audit list consisting of a computer print-out of registration information is forwarded to registering



activities so that they may verify their inputs into the system.

(2) The CRA, weekly or biweekly depending on the cycle being followed, sends out "stopper lists" to each DOD installation, which inform the installation of the types of surplus personnel available for placement at that particular installation. The "stopper list" shows the acceptable pay group, occupational family, series, grade, and placement priority of the employees registered for the installation. Installations are not permitted to fill from most other sources vacancies for which employees are registered and are required to submit a requisition form to the CRA. A "stopper list" remains in force until replaced by another one.

(3) The requisition form, containing information about the vacancy, is matched in the computer with qualified registrants and a "Priority Placement Certificate" automatically printed. Priority placement certificates contain a listing of personnel whose skill qualifications, acceptable grade, and location match a vacancy requisition submitted by the activity. Data concerning the qualifications, experience, education, security clearance, as well as other placement information, are shown for each employee listed on the certificate. Priority placement certificates are printed and forwarded twice each week to requisitioning activities.

(4) Using the priority placement certificate, and following established priorities, the hiring activity arranges directly with the releasing activity for employment of an employee on the certificate.

**THE SYSTEM RECOGNIZES** that computers can only bring jobs and men together—placements are made by people not by computer.

For administrative purposes, the country has been divided into four zones. DOD Zone Coordinators, designated by the Assistant Secretary of Defense (Manpower), coordinate and supervise the operation of the system in their respective zones, and make certain that men, not machines, control the placement system.

During the first 3 months of operation, approximately 1,600 registrants in the system were placed, about one-half directly from certificates.

Refinements and extensions of the system are planned as further operating experience is gained, including use of data compiled in the system to facilitate placement of employees in other Federal agencies and in private industry, use of the system as a positive recruitment source for DOD activities seeking personnel, and for career development, special studies and analyses, and other purposes. Whatever the future of the program, the Department of Defense is pleased to be using computers in this system to place employees, not displace them.



## TRAINING DIGEST

### CSC DEVELOPS NEW COURSE

A new course for managers at the operating rather than policy level was first offered by the Commission in May of this year. Entitled "Management and Group Performance," it will now be available monthly in Washington. Plans to make it available through Commission regional offices are being reviewed.

The course is designed specifically for persons above the first level of supervision. Topics covered include: analysis of the managerial job; differences between managerial and supervisory jobs; how managers manage; why they manage as they do; monitoring the work and employees; negotiations with staff and line; leading other leaders; conflict and cooperation.

The Commission staff is now developing a manual for training in the techniques of instructing this course. It will be made available to agency trainers who successfully complete an instructor's institute.

### CONFLICT OF INTEREST

Employees shall not "engage in any outside employment, including teaching, lecturing, or writing, which might result in a conflict, or an apparent conflict, between the private interests of the employee and his official Government duties and responsibilities," states Executive Order 11222, issued May 10. The order, however, goes on to encourage teaching, lecturing, and writing so long as conflict of interest is avoided.

Employee development officers responsible for training contracts should be familiar with two other sections. One section forbids employees to accept, directly or indirectly, anything of monetary value from "any person, corporation, or group" which has sought, or is seeking, to obtain a Government contract. The other directs employees to avoid any action which gives "preferential treatment to any organization or person" or which might cause them to lose "complete independence or impartiality of action."

### TRAINING NATIONALS FROM OVERSEAS

The costs of training some noncitizens may be recovered, the State Department reports. The steps are: (1) a noncitizen has his foreign office or embassy send through diplomatic channels to the Voluntary Visitor Program, the Bureau of Educational and Cultural Affairs, U.S. Department of State, a request that he be admitted to a specifically named Federal training program, (2) he provides a check or money order to accompany the request or his

government states its willingness to pay the fee, (3) the State Department and the supplier of the training approve the request, (4) the State Department deposits the check in a special account in the Department of the Treasury, and (5) on completion of the training, the Federal department draws upon the Treasury for reimbursement. The authority for this procedure is derived from section 402, U.S. Information and Educational Exchange Act of 1948.

This expands the authority to train non-Federal employees. In the October-December 1963 issue of the *Journal*, Federal officials were informed that they could charge for training citizens who were not Federal employees. However, the money collected would be deposited in Treasury and would not be available for reimbursement of the training agency's expenses.

### TO MEET WITH THE PRESIDENT

Twenty-seven former participants in the "Fellowship in Congressional Operations" are scheduled to meet with President Johnson at the White House in mid-September. The fellowship program, in operation since 1961, is conducted jointly by the American Political Science Association and the Civil Service Commission. GS-12's through GS-16's are eligible to participate in the 10-month program which is designed to give executive branch employees knowledge and understanding of Congressional operations.

### INTERAGENCY TRAINING

A more complete statement on interagency training policies was recently issued by the Commission (see Subchapter 4 of FPM Chapter 410, issued by Installment No. 40). In it, the Commission urges the use of interagency training to supplement departmental programs to promote economy, widen the range of training, and improve the quality of training.

The Commission's role in interagency training is described in the new subchapter to include: (1) promoting and coordinating interagency training activities, (2) conducting interagency training, (3) encouraging departments with particular expertise to offer interagency training, (4) seeking to facilitate use of interagency training resources for more urgent training needs, and (5) preventing undesirable duplication of interagency training effort. The regulations of the Commission were recently amended (FPM Supplement 990-1, Installment No. 24) to clarify the Commission's responsibility on this last point.

The new subchapter also sets forth criteria for reimbursable and cost-shared training.

### TRAINING NOTES

For the EDO calendar: The Commission will offer these courses in Washington, D.C., of special interest

to employee development officers: in September, Instructor Training; in January, Employee Motivation and a repeat of Instructor Training.

Retraining the unemployed or underemployed produced savings far in excess of program costs, reports Dr. David A. Pags after a study of nearly 1,000 cases in Massachusetts (*Public Policy*, v. 13, 1964).

College graduates returning in 1964 was considerably below 1963 levels, according to "Current Workforce Data," a new CSC publication. The greatest impact was felt in "new graduate" hires for high-graded occupations, where the decline ranged from 29 percent in professional occupations to 69 percent in occupations found only in Government. Such reductions, the report points out, "can present significant problems to training directors."

Cooperative work-study programs may be used to recruit student trainees for career appointments under a new Executive Order, 11202. Students will be initially appointed under Schedule B noncompetitively but subject to prescribed quality standards and subsequently converted to career or career-conditional appointments. (See FPM Letter No. 313-1.) The authority is limited to positions leading to professional work in shortage occupations.

Personnel staff training should be supported and extended by both agencies and the Commission, said a group of personnel directors who were recently consulted by the Commission. A program to improve career development programs for personnel staffs will be studied and action recommended in the near future.

Student assistant authority in Schedule A was substantially modified recently. The limitation on their employment was changed from 130 workdays a year to 1,040 working hours a year. Compensation limitations were dropped. Organized cooperative work-study programs were exempted from the time limitations. (See FPM Letter No. 213-1.)

An Intergovernmental Training Institute was jointly conducted recently by the Federal Government, the States of New York and New Jersey, and the city of New York for 250 training officers.

Qualitative standards should replace many of the quantitative standards now used in the accreditation of teacher education, said the American Council on Education in its recent report, "Accreditation in Teacher Education." Counts of the number of faculty members with Ph. D. degrees, for example, would be replaced by scores of graduates in national tests, measures of success in student training, and ratings of teacher education programs by school administrators.

—Ross Pollack



## APPEALS

*Cannery v. United States*, Court of Claims, May 14, 1963. Plaintiff, a nonresident, was removed on May 15, 1963, from the hearing. The agency's grievance procedures, as applied through his agency's grievance procedures, The Grievance Committee recommended that the removal be changed to a 10-day suspension. The deputy commander upheld the removal. Before doing so, he asked the attorney for his opinion. Plaintiff alleged that the attorney who represented the agency before the Grievance Committee either prepared or participated in the preparation of the General Counsel's opinion. The court pointed out examples of the agency's regulations governing the adjudication of grievances that "envisioned a certain degree of separation of functions." The court thought that it was conceivable that plaintiff's dismissal would be invalidated by the action of an attorney participating in both the "presentation" and the adjudication and sent the case to a Committee for a hearing on the sole issue of the participation of the attorney in the adjudication.

## BACKPAY

*Campbell v. General*, Division B-154331, April 20, 1993. A veteran was removed on charge. On appeal through his agency's appellate system, it was decided that the proper penalty was demotion. The Comptroller General ruled that action changing the removal to demotion could be made retroactively effective and the employee could be paid backpay at the lower salary rate for the period for which he received no pay.

## REDUCTION IN FORCE

*Burger v. United States*, Court of Claims, April 16, 1965. A decision of the Civil Service Commission reversing reduction-in-force decisions of a regional office and the Board of Appeals and Review is not required to contain findings of fact, either under the statute or under the regulations.

## REMOVAL-VETERANS

*Good v. Barris*, District Court, Pennsylvania (E.D.), March 11, 1965. Plaintiff, a woman, was removed from his position on charges. His principal contention in this suit for restoration and back pay was that the two persons who offered evidence against him were such immoral people that no weight should have been given to their affidavits. The court said that "the weight to be given any piece of evidence is for the administrative agency and, on review, this court is restricted to a determination of whether or not the plaintiff's

affected the statutory and procedural rights and not to pass on the merits of his case." In concluding that plaintiffs' suit, filed 26 months after the Commission's board of Appeals and Review had issued a decision in his case, was barred by laches, the court also ruled that a letter written by the Chairman of the Commission to a Member of Congress stating that consideration would be given to reopening the plaintiff's case did not constitute acceptance of an appeal.

### CASES PREVIOUSLY NOTED

*Mr. Ebers v. Mary, Court of Appeals, Fourth Circuit, February 19, 1965.* The court affirmed the district court's ruling (*Journal*, Vol. 5, No. 2) that failure to pay his debts was good cause for the removal of a hearing examiner.

*Amelio v. Allen*, Court of Appeals, Second Circuit, April 19, 1965. The court affirmed the district court's ruling (*Journal*, Vol. 3, No. 4) that civilian caretakers employed by the New York National Guard, do not come under the appointment and discharge provisions of the Federal civil service law.

*Harrison v. McNamee*, Supreme Court, October 1965. The court affirmed, without opinion, the ruling of a three-judge district court in Connecticut (*Journal*, Vol. 3, No. 1) that a temporary employee who is removed is not entitled to the hearing under the security statute and that denial of the hearing did not violate his rights under the Fifth Amendment.

—John J. McCarty

## LATEST GEOGRAPHIC SURVEY

The results of the latest geographic survey of Federal civilian employment (December 1964) show that seven States showed decreases of more than a thousand employees since the December 1963 survey. Two showed increases of more than a thousand.

## Notes

**States**  
New York was lowest by 3,600 as the Department of Defense cut back civilian employment of the three military departments there. The Navy Department had the biggest reduction.

Pennsylvania had 2,900 fewer Federal employees most of the reduction was in the Department of Defense. An increase in the Defense Supply Agency partially offset decreases in the Army, Navy, and Air Force civilian employment totals. California dropped by 2,700 employees, Massachusetts by almost 2,300, Ohio by 1,700, Maryland by almost 1,300, and Virginia by 1,100. In es-

# CIVIL SERVICE JOURNAL

of these States, reductions in the Department of Defense were the controlling factor. Among all the States, 27 showed decreases and 23 showed increases.

For all employees in the United States and its territories, the decline was \$,466 or about 0.4 percent.

## Metropolitan Areas

At the end of 1964, a total of 1,799,366 persons were employed in the 220 Standard Metropolitan Statistical Areas. These are cities with 50,000 or more inhabitants and their contiguous counties which meet certain criteria of economic integration and metropolitan characteristics. Three out of four Federal employees work in these cities.

Changes of 1,000 employees or more were reported in 13 cities. The largest change occurred in the Washington, D.C., metropolitan area where employment was almost 2 percent above the level in 1963. Other large increases occurred in San Francisco, St. Louis, Honolulu, and Houston.

Philadelphia had 2,700 and New York City 2,400 fewer Federal employees in 1964. Other large decreases were reported for Boston, Chicago, Columbus (Ohio), Dallas, San Diego, and Norfolk.

Changes in 12 cities ranged between 500 and 1,000 employees. Increases occurred in Fort Worth, Atlanta, Knoxville, and Baltimore, and decreases in York (Pa.), Los Angeles, Wichita, Boone, Mobile, San Jose, Mexico, Sacramento, and Detroit. In all the other cities the changes were smaller.

## White-Collar Trend Continues

The trend to more employees in white-collar work continued. There were 1 percent more employees paid at rates of the Classification Act in 1964 than in 1963. Postal employees increased 0.5 percent and wage-board employment dropped more than 4 percent in the Standard Metropolitan Statistical Areas.

**FEDERAL EMPLOYMENT IN METROPOLITAN AREAS--DEC. 31, 1964**

(showing Standard Metropolitan Areas that employ more than 2,000 Federal workers)

|  |        |  |         |
|--|--------|--|---------|
| Albany-Schenectady, N.Y.               | 4,662  | Midwestern, Wis.                         | 4,634   |
| Albany, N. Ham.                        | 9,390  | Mississippi-Peak, Miss.                  | 14,541  |
| Albion, Co.                            | 21,346 | Mobile, Ala.                             | 14,716  |
| Alhambra, Calif.                       | 9,336  | Nashville, Tenn.                         | 5,354   |
| Baltimore, Md.                         | 29,612 | New Orleans, La.                         | 12,073  |
| Birmingham, Ala.                       | 3,364  | New York, N.Y.                           | 12,171  |
| Boston, Mass.                          | 42,305 | Newark, N.J.                             | 14,823  |
| Buffalo, N.Y.                          | 4,377  | Newport News-Hampton, Va.                | 15,637  |
| Charleston, S.C.                       | 11,717 | Norfolk-Portsmouth, Va.                  | 20,461  |
| Chicago, Ill.                          | 64,345 | Oakland, Calif.                          | 15,625  |
| Cincinnati, Ohio-Ky.-Ind.              | 12,102 | Oakton, Va.-Lees.                        | 7,201   |
| Cleveland, Ohio                        | 20,361 | Pasadena, Pa.                            | 4,654   |
| Colorado Springs, Colo.                | 3,193  | Pasadenigles, Pa.-N.J.                   | 7,011   |
| Columbus, Ohio                         | 9,721  | Pennsylv. Ass.                           | 8,081   |
| Dallas, Tex.                           | 14,075 | Pennsylv. Pa.                            | 17,048  |
| Davenport-Des Moines-Moline, Iowa-Ill. | 7,702  | Portland, Ore.-Wash.                     | 12,031  |
| Detroit, Mich.                         | 24,181 | Portland-Presidents-Portland, B.I.-Main. | 12,317  |
| Detroit, Colo.                         | 21,834 | Richmond, Va.                            | 7,996   |
| El Paso, Tex.                          | 35,732 | Sacramento, Calif.                       | 21,116  |
| For Worth, Tex.                        | 3,433  | St. Louis, Mo.-Ill.                      | 20,487  |
| Harrisburg, Pa.                        | 4,107  | Salt Lake City, Utah.                    | 16,666  |
| Houston, Texas                         | 19,047 | San Antonio, Tex.                        | 11,822  |
| Houston, Tex.                          | 21,941 | San Bernardino-Riverside-Orange, Calif.  | 18,298  |
| Houstonville, Ind.                     | 12,746 | San Diego, Calif.                        | 21,907  |
| Indianapolis, Ind.                     | 18,191 | San Francisco-Oakland, Calif.            | 64,446  |
| Kansas City, Mo.-Kan.                  | 15,339 | San Jose, Calif.                         | 7,336   |
| Kearsville, Pa.                        | 9,392  | San Juan, P.R.                           | 5,197   |
| Kearsville, Pa.                        | 17,732 | Seattle- Everett, Wash.                  | 14,372  |
| Kearsville, Pa.                        | 4,634  | Springfield-Chicago-Moline, Mass.-Conn.  | 6,913   |
| Lansing, Ky.                           | 3,102  | Tampa-St. Petersburg, Fla.               | 5,289   |
| Little Rock-North Little Rock, Ark.    | 3,232  | Trenton, N.J.                            | 14,345  |
| Little Rock-North Little Rock, Ark.    | 34,990 | Trenton, N.J.                            | 14,345  |
| Louisville, Ky.-Ind.                   | 4,365  | Uster-Rose, N.Y.                         | 7,837   |
| Madison, Wis.                          | 16,132 | Vallejo-Napa, Calif.                     | 12,940  |
| Memphis, Tenn.-Ark.                    | 10,144 | Washington, D.C.-Md.-Va.                 | 246,145 |
| Memphis, Tenn.                         | 4,245  |  |         |



## QUOTABLE:

### THE WAR ON GOBBLEDYGOOK

—excerpt from CSC Chairman John W. Mary's address at the Government Public Information luncheon, June 18, 1963, Washington, D.C.

Now, the "war on gobbledygook." It is a war that we are going to continue from now on under different banners and under different points of emphasis. But we have a new charge, all of us, to see what we can do to communicate more crisply, more exactly, more interestingly to the American public. The scope of the Government's services to the American people is now so great and so diversified that this has a higher priority and a higher need than ever before, and it is possible for us to improve our writing and our speaking to that we can be direct and forthright and say what we mean. Certainly, at times there has to be a diplomatic cloaking of language in order to meet the needs of sensitive negotiations, but as far as the American public is concerned, we ought to say what we mean—factually based and expressed in terms that are understandable. We ought to show progress where progress is being made. We ought not to be afraid of confessing to errors or misjudgments if they come along.

This particular war was initiated at a Cabinet meeting on February 25, when the President expressed concern about employee responsiveness to public inquiries and requests for service. He asked me to survey agency policies and practices in their relationships with the public by mail, by telephone, and by visits to Federal establishments, and to report findings and recommendations.

We have surveyed the practices of Federal agencies and had some meetings. A quick survey conducted through the Interagency Advisory Group of personnel officers showed that agencies generally have given attention to these matters, but their attention tends to be a "sometimes" thing. It's turned on and off, depending upon the amount of emphasis that comes from on high.

Our survey showed that much more needs to be done to achieve the high standard of communication that the President has set for all of us. He wants the communications of the executive branch to be clear, responsive, and prompt, and for employees to treat the public courteously, respectfully, and helpfully. He wants us, as the servants of the people, to respond with the answers that are called for.

We have held meetings with top representatives of agency headquarters and field offices. I've reviewed the survey findings with them, and received a number of good suggestions from them.

This is a sort of victory list out of the first battle. These findings and suggestions have been reported to the President. He released them. You've probably seen them in capitalized form. But let me review these suggestions with you because again it seems to me that this is directly relevant to your primary concern within the departments and agencies.

THE FIRST SUGGESTION was that one top-level person in each agency be assigned the job of improving that agency's communications with the public, that this person have this overall review of communication, and that he be familiar with the content and purpose of the agency's program and in a position to work with the total organization.

SECOND, IT WAS SUGGESTED that, in large metropolitan areas, information centers be established where citizens may find out which agency can provide the service or assistance needed. This is particularly important. Somebody with a housing problem comes into a Federal building in a city, and he looks at a menu board next to the elevator—unless he's taken an advanced degree in political science he has no idea which of the outfits with those names he ought to see about his particular problem. Chances are he gives up unless there is some great urgency about his business. Why isn't it possible for us to have in the lobby of a building, which is predominantly tenanted with Federal people, an information clerk—I'd even say an attractive as well as an informed one—who could answer certain questions right there, or at least provide adequate direction to the proper point?

Another fetish of mine (to which I find very little response) is that I feel the office hours we keep for the public are for our convenience rather than the public's convenience. Why shouldn't we have offices of the Federal Government that deal with the public open from 5 o'clock to 10 o'clock at night, so that those who work—and most Americans do work these days, I'm thankful to say—could have an opportunity to do business with us without leaving their own business or their own employ? And why is all the Federal Government locked up on Saturday? Now you get a duty officer who isn't necessarily responsive about the agency's total business—if you can get him at all through a closed switchboard. Why can't we redesign our working hours so that we can be responsive to the public? How many times have you found at the last minute that you needed to have your car inspected by some other level of government and found that the only time it's open is when you're in the middle of your own work and you have to take a half day off to get it inspected? You really aren't very

"sympatico" with that level of government as a result of that particular operation, and I would guess that there are taxpayers or postal users or social security claimants or others who perhaps have somewhat the same reaction to us because they find our doors locked when they're available.

THIRD POINT: One-stop service should be developed for people doing business with the Government—a place where all their needs can be met and all necessary information provided most efficiently and satisfactorily. This again is a carrying forward of the previous point. It may be that this is not feasible, but I think we ought to experiment with it. A good suggestion.

THE FOURTH SUGGESTION is that a system be developed for interchange of ideas among agencies on improving communications with the public. In other words, if somebody has a good idea, has tried it out and proved it successful, how do we get that idea through the vast network of the Federal Government? Isn't there some way that these ideas can be merchandised and put to work on a multiple basis as quickly as possible?

FIFTH, THAT AN AWARD be established for Federal employees for excellence in improving communications and contacts. Are we giving recognition to those who possess communications skills? Those who write the most interesting and responsive letters? Those who are most effective in answering queries over the counter or over the telephone?

SIXTH, THAT IT BE THE PRACTICE to select for public contact positions and for positions involving correspondence only those persons who have demonstrated ability for such work. I get the feeling sometimes that those who are put on the telephone or put on the counter are the sort of people who don't have any particular demonstrated skill. It seems to me here that we should exercise great care in selection and make sure that there is a demonstration of ability.

SEVENTH, THAT ADDITIONAL TRAINING opportunities be provided in written and oral communication and that employees be encouraged to take this instruction.

We are now in the process of evaluating these and other ideas that have come in, and it is encouraging to see the degree of self-appraisal that is taking place and the suggestions that are being generated. I have been gratified by the high interest that has been expressed by a number of agency people with respect to this program and by some of the actions being taken. ♦



A selection from recent CSC issuances that may be of special interest to agency management:

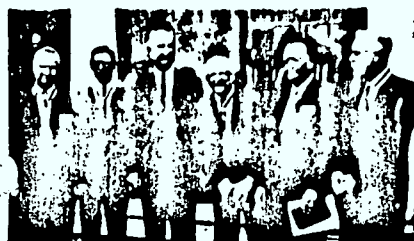
- Bulletin 300-4, Work-Study Programs Under the Vocational Education Act of 1963
  - encourages Federal agencies to review the possibilities offered them for participation in work-study programs which can be justified in terms of agency resources and manpower requirements. Describes purpose of the program, benefits to agencies and to the students, and operating arrangements.
- FPM Letter 315-1, Appointment of Student Trainees in Cooperative Work-Study Programs
  - establishes a new Schedule B authority permitting student trainees who meet prescribed quality requirements to be appointed to cooperative work-study positions which eventually would lead to professional work in shortage occupations.
- Bulletin 339-1, Extension of Schedule A Authority for the Employment of the Mentally Retarded
  - provides a 3-year extension of the authority (until September 30, 1968) in recognition of the success of the program.
- FPM Letter 339-6, Extension of Schedule A Authority Providing for the Employment of Severely Handicapped Persons
  - extends authority until June 30, 1968.
- FPM Letter 339-7, Employment of the Mentally Retarded in Custodial Positions
  - authorizes the employment of nonpreference mentally retarded persons who meet requirements for appointment under Schedule A to custodial positions unless three or more preference eligibles are available.
- FPM Letter 630-9, Sick Leave and Outside Employment
  - emphasizes need for agencies to prevent misuse of sick leave by employees with outside jobs.

—Mary-Helen Emmeson



The Awards Story:

# 1965-PRESIDENT'S AWARDS for Distinguished Federal Civilian Service



PRESIDENT JOHNSON presented the 1965 Presidential gold medal Award for Distinguished Federal Civilian Service to five outstanding career employees at a White House ceremony on June 2. Winners are shown above with the President.

"Government programs are advanced as much through people and their efforts as through the language of laws and Federal regulations.

"I call on you to join in honoring these individuals who receive the highest Federal Award and to extend other appropriate recognition within your agency to employees, in positions both high and low, whose achievements merit special distinction.

"In this largest organization of its kind . . . the emphasis is no longer on the faceless mass, but the emphasis is on individual excellence."

—PRESIDENT LYNDON B. JOHNSON



SHOWN RECEIVING the President's Award are: (left) Homer E. Newell, National Aeronautics and Space Administration; Frank B. Rowlett, Department of Defense; (bottom row, left to right) Howard C. Grieses, Department of Commerce; J. Edgar Hoover (accepting award for Clyde A. Tolson, Department of Justice, who was unable to be present); and Philip H. Trezise, Department of State.



CIVIL SERVICE JOURNAL

U.S. GOVERNMENT PRINTING OFFICE : 1965 O-770-000



CLYDE A. TOLSON

Associate Director of the Federal Bureau of Investigation, Department of Justice, who "has been a vital force in raising the proficiency of law enforcement at all levels and in guiding the Federal Bureau of Investigation to new heights of accomplishment through periods of great national challenge." Mr. Tolson, 64, began his continuous Federal service in 1918 with the War Department as confidential secretary to three Secretaries of War. After joining

the FBI as a special agent in 1928, he rose rapidly through the ranks to become, in 1947, "second in command" and alternate to Director J. Edgar Hoover. He has played a major role in successfully guiding the Bureau through such critical periods as the gangster era of the 1930's, World War II, the Korean emergency, and the Cuban crisis. He is now giving the same outstanding leadership to such current problems as civil rights and subversive activities. Under his management, the FBI achieved new highs during fiscal year 1964 in the number of convictions, in the number of fugitives located, and in the value of property recovered and then levied.



FRANK B. ROWLETT

Special Assistant to the Director, National Security Agency, Department of Defense, who "by his inventive genius and managerial skill has contributed profoundly to the security of the Nation." Mr. Rowlett, 57, has served the Federal Government

for 35 years. From 1910 to 1942, he was a cryptanalyst in the Signal Corps. Following service as an Army officer during World War II, he was in charge of technical operations for the Army Security Agency and the Armed Forces Security Agency. He transferred to the Central Intelligence Agency in 1952 where he served as Senior Staff Officer. In 1958 he returned to the National Security Agency as Special Assistant to the Director. He has made some of the most significant contributions in the field of cryptology in the Twentieth Century, including inventions which have insured an exceptionally high degree of security for U.S. communications, the direction of successful code-breaking activities during World War II, and the pioneering application of computers to cryptology.



PHILIP H. TREZISE

Deputy Assistant Secretary for Economic Affairs, Department of State, who "has developed imaginative solutions to vital and complex economic problems arising in United States relations with foreign countries." Mr. Trezise, 52, began his Government career in 1942 as an analyst in the Office of Defense Transportation. From 1945 to 1946 he served with the Office of Strategic Services while in the U.S. Navy. He was appointed to the State Department in 1946 and has since held a number of increasingly important posts in this country and abroad, assuming his present position in 1961. He played a key role in the successful negotiations of the U.S.-Canadian automotive products agreement in 1963. He also carried major responsibility for the agreement with Romania in 1964, a practical undertaking that contributes to constructive development in our East-West relations.

HOMER E. NEWELL

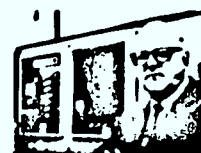
Associate Administrator for Space Science and Applications, National Aeronautics and Space Administration, who "has been significantly responsible for this Nation's success in the unmanned satellite and space probe projects." Dr. Newell, 50, began his Government service in 1944 with the Naval Research Laboratory where he was one of the pioneers in space research. He joined NASA upon its establishment in 1958 in charge of the new Space Science Research Program. He has served in his present position since 1963.

From the inception of NASA, he has been the dominant force in establishing the entire space science program, including the following space probe projects: the Explorer series, the Orbiting Observatories, Ranger, Surveyor, Mariner, Pioneer, a Lunar Orbiter, the Voyager program for the unmanned exploration of Mars, and Syncom. Recent scientific achievements under his direction include the successful close-up moon photos of Ranger VII and VIII and the Mariner IV photos of Mars which have received world-wide acclaim.



HOWARD C. GRIESSES

Assistant Director of the Bureau of the Census, Department of Commerce, who "has contributed impressively to the effective functioning of the national economy by vastly improving the timeliness and reliability of the statistical products of our census system." Mr. Grieses, 54, entered the Federal service in 1934 as a research analyst for the Federal Emergency Relief Administration. Since that time he has held progressively more responsible positions in the fields of economics and statistics with the Bureau of Foreign and Domestic Commerce, the War Production Board, and the Bureau of the Census. He was appointed to his present position in 1947. The statistical measures developed under his leadership provide much of the economic information necessary for planning and policy formulation in both the public and private sectors of the economy. As a result of new technical processes and management methods which he introduced, operating costs during the past three censuses were reduced by \$20 million.



July-September 1965



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GOVERNMENT PRINTING OFFICE

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WASHINGTON, D.C. 20402

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(5701)





UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. DeLoach

DATE: 8-23-65

FROM : M. A. Jones

SUBJECT: MOTION PICTURE FILM OF  
WHITE HOUSE CEREMONY  
X DISTINGUISHED FEDERAL CIVILIAN SERVICE  
AWARD PRESENTATION TO ASSOCIATE  
DIRECTOR CLYDE A. TOLSON

By letter to the Director dated 8-17-65, the Attorney General forwarded a copy of the motion picture film made at the White House Ceremony at which Mr. Tolson was named as a recipient of the Distinguished Federal Civilian Service Award. Mr. Katzenbach asked Mr. Hoover to again extend his congratulations to Mr. Tolson for his service to the Department.

The film is approximately 10 minutes in length, carries a sound track of the ceremony and is in color. The film shows the entire ceremony including the brief address by President Johnson and the citations of the five recipients of the above-mentioned Award. Attorney General Katzenbach reads the citation of Mr. Tolson, and the film includes the presentation of the medal to Mr. Hoover in Mr. Tolson's absence. Various scenes are included showing the people who are in attendance at the ceremony.

It is noted that the film can be set up in the Director's or Mr. Tolson's Office should they desire to view it. The film is presently being retained in the Crime Research Section, Room 4258.

## RECOMMENDATION:

That the attached letters acknowledging receipt of the film over the Director's and Mr. Tolson's signatures be approved.

Enclosures (2) sent 8-23-65

- 1 - Mr. Tolson - Enclosures (2)
- 1 - Mr. DeLoach - Enclosures (2)
- 1 - Mr. Callahan - Enclosures (2)
- 1 - Miss Holmes - Enclosures (2)

RLR:eab (6)

1 REC XEROX

SEP 2 1965

REC-56

15 AUG 25 1965

EX 105

CRIME RESEARCH

PERS. REC. UNIT

232



August 23, 1965

Honorable Nicholas deB. Katzenbach  
The Attorney General  
U. S. Department of Justice  
Washington, D. C.

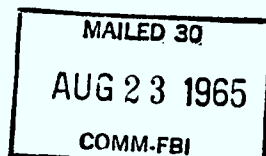
Dear Mr. Attorney General:

I deeply appreciate the motion picture film of the White House Ceremony where I had the honor of being designated as a recipient of the Distinguished Federal Civilian Service Award. I shall always cherish this Award as the milestone of my career, and this film will keep this memorable event vividly etched in my mind for many years to come.

Please accept my sincere thanks  
for your thoughtfulness and kind sentiments.

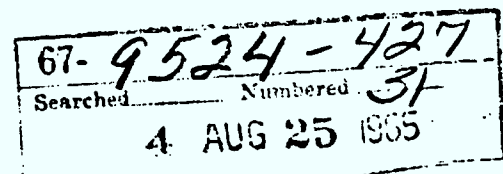
Sincerely yours,

*Clyde Tolson*



Clyde Tolson

REC-132



- 1 - Mr. Tolson (sent with cover memo)  
1 - Mr. DeLoach (sent with cover memo)  
1 - Mr. Callahan (sent with cover memo)  
1 - Miss Holmes (sent with cover memo)

*LeP*

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

NOTE: See M. A. Jones to DeLoach memo dated 8-23-65, captioned "Motion Picture Film of White House Ceremony, Distinguished Federal Civilian Service Award Presentation to Associate Director Clyde A. Tolson."

RLR:eab *ew*  
(7)

45 MAIL ROOM ☐ TELETYPE UNIT ☐

19 AUG 24 1965

253  
R-11



UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. Callahan

DATE: 7-26-65

FROM : C. R. Davidson

*exd*  
*J. Edgar Hoover*

SUBJECT: REQUEST FOR EXECUTION OF FORM SHOWING  
PERSONAL HISTORY INFORMATION REGARDING  
THE DIRECTOR, MR. TOLSON, MR. MOHR AND MR. BELMONT.

On the morning of 7-26-65, Jack Adler, First Assistant in the Administrative Division of the Department, called Inspector E. W. Walsh of your office stating that John Macy, advisor to the President on personnel matters, had requested forms showing personal history-type information be executed on certain officials in the Department including the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. The form is captioned "Fact Sheet on Non-Presidential-Appointive Policy and Supporting Positions." Form also calls for information on each position. According to the Department, the request was made in a letter from Macy to The Attorney General of 7-22-65 in which Macy stated the President had asked him to make a study on the staffing structure and policy in the Executive Branch including information on the background and qualification of the incumbents. According to the Department this appears to tie in with the President's general desire to insure that top positions are staffed with the best available talent which has been receiving recent publicity.

A general review of the form shows that it calls only for rather basic information including date appointed to present position, years' Federal service, education (degrees held and major field), principal positions held and intentions as to duration of employment if known. With respect to information on each position, the form calls for such as title, grade and salary, type of appointment, and a brief description of position. Adler initially mentioned that he thought the Department had enough information to execute a form for the Director and that the Bureau need only execute forms for Messrs. Tolson, Mohr and Belmont. Adler was advised that the Bureau felt it more appropriate to execute a form for the Director also, with which Adler agreed.

## RECOMMENDATION:

REC-147

That we proceed to gather information necessary to execute forms applicable to the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. The executed forms will be sent through for approval before dispatch to the Department.

- 1 - Mr. Mohr
- 1 - Mr. Belmont
- 1 - Mr. E. W. Walsh

RGH:jml  
(5)

Enclosure

1 AUG 23 1965 3 3

7-561-359  
REC-147  
AUG 11 1965

*W. J. 7/26*

*Prepare forms & clear Dir. Div. 7/26*

3-234

234



Mr. John W. Adler  
First Assistant, Administrative Division  
Director, FBI

July 30, 1965

*J. Edgar Hoover*

FACT SHEET ON NON-PRESIDENTIAL-  
APPROPRIATE POLICY AND SUPPORTING POSITIONS

Reference is made to your telephone call to Inspector  
H. W. Walsh of this Bureau on July 29, 1965, by which you requested  
that a form captioned as above be executed in triplicate concerning  
the positions of Director of the FBI, Associate Director of the FBI, and  
the two Assistants to the Director of the FBI, and the incumbents thereof.

Enclosed are the forms executed in triplicate. Since the  
information was requested of the Department and since the forms will  
be forwarded by the Department, item 28 calling for signature of sub-  
mitting official has been left blank.

Enclosures - 12

- 1 - Mr. Mohr (Sent Direct)
- 1 - Mr. Belmont (Sent Direct)
- 1 - Mr. E. W. Walsh (Sent Direct)
- 1 - Mr. W. C. Jackson (Sent Direct)

*X C.A. Tolson*  
*X A.H. Belmont*  
*X J.E. Mohr*

RECEIVED  
FBI  
JUL 30 2 44 PM '65

67-9524-426  
Searched \_\_\_\_\_ Indexed \_\_\_\_\_  
9 AUG 11 1965

MAILED 5  
AUG 2 - 1965  
COMM-FBI

REC-147

Based on memo Davidson to Callahan, RGH:mfs/jml, 7-28-65

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
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ENCLOSURE

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235

ORIGINAL FILED IN *J. E. Hoover*



**FA SHEET ON NON-PRESIDENTIAL POSITIVE  
POLICY AND SUPPORTING POSITIVE**

**Part I: Position Information**

|   |                                  |   |   |
|---|----------------------------------|---|---|
| <b>1. Title of position</b><br><br>Associate Director of the FBI  |                                  |   |   |
| <b>2. Grade/Level</b><br><br>Level III  | <b>3. Series (if applicable)</b> | <b>4. Salary</b><br><br>\$28,500  | <b>5. Type of appointment and excepting authority</b><br><br>Excepted - Public Law 88-527 |
| <b>6. Agency</b><br><br>U. S. Department of Justice   |                                  | <b>7. First organizational sub-division</b><br><br>FBI                                    |   |
| <b>8. Second organizational sub-division</b>  |                                  | <b>9. Geographic location (State, territory, etc., and city)</b><br><br>Washington, D. C. |   |
| <b>10. Brief description of position (principal duties, experience/training required)</b><br><br>The Associate Director is the final point of top-level decision and control for numerous policy, investigative, administrative and security aspects of operations of the FBI with directional authority extending to all headquarters functions, to all field offices, domestic and territorial, and to certain limited foreign operations, and serves as the channel through which all top-level decisions and instructions come from the Director for implementation and execution. The Associate Director is the Director's chief assistant and alternate, exercising complete policy and operational<br><div align="right">(See Supplemental Sheet, page 2.)</div> |                                  |   |   |

**Part II: Incumbent Information**

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <b>11. Name (Last, First, Middle)</b><br><br>Tolson, Clyde Anderson   |  | <b>12. Sex</b><br>Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>           |  | <b>13. Date of birth</b><br><br>May 22, 1900                     |  |
| <b>14. Legal residence (State)</b><br><br>District of Columbia  |  | <b>15. Date appointed to present position</b><br><br>February 10, 1947                               |  | <b>16. Years Federal service</b><br><br>47                       |  |
| <b>17. Years State/local public service</b><br><br>0  |  | <b>19. Years served in elective office</b><br><br>0  |  | <b>19. Years military service and highest rank held</b><br><br>0 |  |
| <b>20. Veteran preference</b><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |  | <b>21. Status in position</b><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |  |  |  |
| <b>22. Education (show degree(s) held and major field. Do not include honorary degrees)</b><br><br>Bachelor of Arts and Bachelor of Laws degrees  |  |  |  |  |  |
| <b>23. Principal positions held (include employing organizations, dates, and locations)</b><br><br>After serving in the War Department beginning in July, 1918, including assignment as Confidential Clerk in the office of three Secretaries of War beginning in 1920, Mr. Tolson was appointed as a Special Agent in the FBI on April 2, 1928. He was named Assistant Director in 1931 and Assistant to the Director in 1936. |  |  |  |  |  |
| <b>24. Intentions as to duration of employment (if known)</b>   |  |  |  |  |  |
| <b>25. Signature of submitting official</b>   |  |  |  | <b>Date</b>  |  |

P-26  
July 1965

100-4521-486

226



**Fact Sheet on Non-Presidential-Appointive  
Policy and Supporting Positions**

**Supplemental Sheet, Part I, Item 10. (Continued)**

control over the FBI except in those matters he considers important enough to warrant the Director's prior concurrence or personal decision or which the Director has reserved to himself. He recommends action to the Director on major cases requiring the Director's personal decision, presides at the Executives Conference which is the FBI's top-level group for all determinations, affords through an Assistant Director over-all direction to the FBI's inspection service and generally represents or relieves the Director wherever possible.

For years the FBI has had a comprehensive, competitive, long-range executive development program to provide the FBI with executives. Its primary theme is that every executive must work his way up through the ranks of the FBI. This policy has been found to be both logical and necessary in view of the involved and widespread yet highly centralized coordination of operations of the FBI which constantly require immediate, far-reaching decisions and direction on the basis of experience in the FBI. Accordingly, experience in depth in the FBI from the ground up is required.



UNITED STATES GOVERNMENT

# Memorandum

TO : MR. CALLAHAN

DATE: July 28, 1965

FROM : C. R. DAVIDSON

*Edgar Hoover*

SUBJECT: REQUEST FOR EXECUTION OF FORM SHOWING  
PERSONAL HISTORY INFORMATION REGARDING  
THE DIRECTOR, MR. TOLSON, MR. MOHR AND MR. BELMONT.

*W. H. R.*  
Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

My memorandum of 7-26-65 noted that on the morning of that day, Jack Adler, First Assistant in the Administrative Division in the Department, called Inspector E. W. Walsh of your office stating that John Macy, advisor to the President on personnel matters had requested execution of forms showing personal history type information on certain officials in the Department including the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont as well as information on each of their positions. The form is captioned "Fact Sheet on Non-Presidential-Appointive Policy and Supporting Positions." According to the Department, the request was made in a letter from Macy to the Attorney General of 7-22-65 in which Macy stated the President had asked him to make a study on the staffing structure and policy in the Executive Branch including information on the background and qualifications of the incumbents. According to the Department, this appears to tie in with the President's general desire to insure top positions are staffed with the best available talent which has been receiving some publicity. It was approved that we gather information necessary to execute the forms and that the executed forms be sent through for approval before dispatch to the Department.

Enclosed is a proposed letter to Adler in the Department transmitting forms in triplicate, as requested, applicable to the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. Part I of the form shows position information and part II shows incumbent information (personal history type). It is noted that item 10 of part I calls for a brief description of the duties of each position and also calls for experience and training required. It is believed desirable to make the point here that for years the FBI has had a comprehensive, competitive, long-range executive development program to provide the FBI with executives, its primary theme being that every executive must work his way up through the ranks of the FBI and that this policy has been found to be both logical and necessary. Accordingly, the reports concerning positions occupied by Mr. Tolson, Mr. Mohr and Mr. Belmont contain information on this point. It is not believed appropriate to include such information in the form pertaining to the Director's position since the Director is the incumbent.

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RGH:mts/jml (6) Enclosure

AUG 13 1965

REC-147

- 1 - Mr. Mohr
- 1 - Mr. Belmont
- 1 - Mr. E. W. Walsh
- 1 - Mr. W. C. Jackson

SENT DIRECTOR  
FOR APPROVAL  
7-30-65

561-358  
AUG 11 1965

3-28

(OVER)

1 AUG 13 1965



Memorandum Davidson to Callahan

Re: Request for Execution of Form Showing  
Personal History Information Regarding  
The Director, Mr. Tolson, Mr. Mohr and Mr. Belmont.

Item 15, part II, calls for showing date appointed to present position, for example, 5-10-24 in the Director's case. Then item 23, part II, calls for principal offices held prior to present position. Forms have been executed accordingly.

Item 24, part II, calls for showing intentions as to duration of employment (if known). Instructions forwarded to us by the Department for executing the forms state that item 24 is to be filled in if plans for the near future will result in the positions becoming vacant. Accordingly, this item is not filled in on any of our completed forms. Item 25, part II, calls for signature of submitting official. Instructions state signature is to be by the agency official responsible for the information submitted. Since the information was requested by Macy of the Department and will be forwarded to him by the Department, this is being left blank for signature by the Department.

RECOMMENDATION:

That enclosed proposed letter be approved forwarding to Adler in the Department forms executed in triplicate on the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont.

*mailed  
7/29*  
*AM*  
*[Signature]*  
*[Signature]*



4  
REC-138

July 19, 1965

File ✓

Honorable Buford Boone  
Publisher  
The Tuscaloosa News  
Tuscaloosa, Alabama


Dear Mr. Boone:

Thank you very much for your letter of July 17th extending your congratulations on my receipt of the President's Award for Distinguished Federal Civilian Service. You may be sure I was pleased to receive this recognition of my efforts.

It was indeed kind of you to write me and I am most appreciative of your thoughtfulness and your generous comments concerning my work in the FBI. I am also grateful for the sentiments expressed by you in your article in the July 17th issue of your newspaper.

With best wishes and kind regards,

Sincerely,

  
Clyde Tolson

|              |       |
|--------------|-------|
| Mr. Tolson   | _____ |
| Mr. Belmont  | _____ |
| Mr. Mohr     | _____ |
| Mr. DeLoach  | _____ |
| Mr. Casper   | _____ |
| Mr. Callahan | _____ |
| Mr. Conrad   | _____ |
| Mr. Felt     | _____ |
| Mr. Gale     | _____ |
| Mr. Rosen    | _____ |
| Mr. Sullivan | _____ |
| Mr. Tavel    | _____ |
| Mr. Trotter  | _____ |
| Tele. Room   | _____ |
| Miss Holmes  | _____ |
| Miss Gandy   | _____ |

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CT:DSS

240



# The Tuscaloosa News

Tuscaloosa, Alabama

BUFORD BOONE  
PUBLISHER

July 17, 1965

✓

Mr. Clyde A. Tolson, Associate Director  
Federal Bureau of Investigation  
United States Department of Justice  
Justice Building  
Washington, D.C.

Dear Mr. Tolson:

It was a distinct pleasure to learn that you had been presented the President's Award for Distinguished Federal Civilian Service.

Never has this award been more deserved. You have done so much so long and so well in public service, and I am delighted to see official recognition of your outstanding contributions.

Of many fine people with whom I have been associated, none ever has topped your level of achievement in devotion to duty, in efficiency and in volume of work handled.

My appreciation for outstanding contributions to our nation's welfare is extended, along with hearty congratulations.

Sincerely,

*Buford Boone*

ENCLOSURE *at*

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at 7/19*

7-9-524-425  
4 JUL 20 1965  
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241



# The Tuscaloosa News

Tuscaloosa, Alabama

BUFORD BOONE  
PUBLISHER

Issue of Saturday, July 17, 1965

## A Merited Honor To Tolson

**T**he value of civil servants is underrated. One reason is because some work less efficiently than others. And we are prone to give more attention to the mediocre than recognition to the efficient.

But there are many outstanding men and women in government in all levels. Many of them work with a considerable degree of anonymity. But they keep the processes of government going.

Each year an award is made to men and women in United States government service for special efforts significantly above and beyond the requirements of their position. The award consists of a citation from the President, along with a gold medal and a lapel rosette. Generally, not more than five awards are made in any one year.

Such an award was made recently to Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation. The citation read:

"A dedicated guardian of the public good, he has been a vi-

tal force in raising the proficiency of law enforcement at all levels and in guiding the Federal Bureau of Investigation to new heights of accomplishment through periods of great national change.

"Through uncompromising insistence upon facts rather than rumor, science rather than brawn, and respect rather than fear, he has helped immeasurably to elevate his agency to its present position of high public esteem."

These laudatory words, as so often is the case, cannot tell the whole story of Mr. Tolson's loyalty to duty, of his efficiency, and of his devotion to his job through many years.

His is a key job in a most important government bureau whose level of efficiency stands above all others. The nation is indeed indebted to Clyde Tolson, and we are glad to see official recognition of it.

67-9-524-425

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**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

May 17, 1965

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C. 20535

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 S.A.I.F., 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 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 liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

|   |         |  |
|---|---------|--|
| Official Bureau Name (please type or print) | Date    | Office of Assignment (or SOG Division) |
| SA CLYDE A. TOLSON                          | 5/17/65 | SOG                                    |

The following person is designated as my beneficiary for Special Agents Insurance Fund:

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|---|--------------|

|         |        |
|---------|--------|
| Address | ESTATE |
|---------|--------|

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

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

|  |              |
|--|--------------|
| Name (primary beneficiary; use given first name if female) | Relationship |
| ESTATE   |              |

Address

|   |              |
|---|--------------|
| Name (contingent beneficiary, if desired; use given first name if female) | Relationship |
|---|--------------|

|         |        |
|---------|--------|
| Address | ESTATE |
|---------|--------|

Very truly yours,

Payment Received  
Special Agents Insurance Fund

MAY 18 1965 03

J. Edgar Hoover, Director

*Clyde A. Tolson*  
Special Agent

3-cc

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UNITED STATES GOVERNMENT

# Memorandum

TO : MR. MOHR

DATE: May 28, 1965

FROM : N. P. CALLAHAN

SUBJECT: PRESIDENT'S AWARD FOR DISTINGUISHED  
FEDERAL CIVILIAN SERVICE FOR 1965

*Clyde A. TOLSON*

Attached is a letter from John W. Macy, Jr. Chairman, U. S. Civil Service Commission to Attorney General Katzenbach dated May 25, 1965, indicating that the Civil Service Commission will bill the Department approximately \$750 as its share of the costs incurred in connection with the granting of the above awards, one of which as you know has been designated for Mr. Tolson.

*It must be made of platinum!*  
Jack Adler called me this morning to advise of the receipt of this communication and upon inquiry advised that this was a new procedure the Civil Service Commission is adopting whereby the departments having recipients of such awards will in the future defray their pro rata share of the costs connected therewith.

The letter indicates that the Civil Service Commission will bill the Department on the basis of the actual cost incurred. Upon receipt of the bill in the Department it will be forwarded to the Bureau so that we can prepare a reimbursement voucher to the Commission.

The above is submitted for information.

NPC:mah:gt  
(4)

1 - Mr. C. R. Davidson  
1 - Mr. DeLoach

Enclosure

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Mohr \_\_\_\_\_  
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Holmes \_\_\_\_\_  
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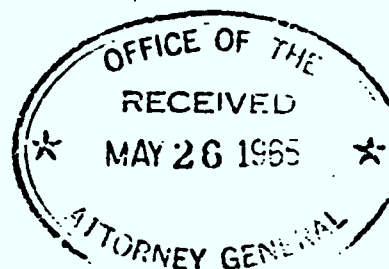




CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON, D. C. 20415

MAY 25 1965



Honorable Nicholas deB. Katzenbach  
Attorney General  
Washington, D. C.

Dear Nick:

I was most pleased to learn that Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has been selected to receive the President's Award for Distinguished Federal Civilian Service for 1965. The annual presentation of these awards at the White House is an event in which the career service takes great pride.

In connection with this felicitous occasion, there are several cost items which call for a sharing of responsibilities by those agencies whose officials will be honored by the President:

1. Engraving of gold medals. Your agency's share of this cost is estimated at \$25 for F.Y. 1965.
2. Printing of programs for the ceremony. Your agency's share of this cost is estimated at \$125 for F.Y. 1965.
3. Production of a movie short in color and with sound based on film coverage of the ceremony, which includes delivery of one print for your agency's use. Your agency's share of this cost is estimated at \$600 for F.Y. 1966.

As production of the above items is completed, the Civil Service Commission will bill your agency on the basis of the actual cost incurred.

My congratulations to you and the Department of Justice for having a Presidential Award recipient this year!

Sincerely yours,

*John W. Macy, Jr.*  
John W. Macy, Jr.  
Executive Secretary  
Distinguished Civilian  
Service Awards Board

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67-9524-429 RECEIVED

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June 2, 1965

PERS. REC. UNIT

The President  
The White House  
Washington, D. C.

My dear Mr. President:

I want you to know that I am humbly grateful for being designated to receive your 1965 Award for Distinguished Federal Civilian Service. This is indeed a signal honor and my only hope is that I shall continue to merit the faith and confidence which made this award possible. I can certainly assure you that I shall put forth my best efforts in the future to be deserving of this recognition.

It is difficult to adequately express my sincere appreciation for the kind words in your citation regarding my Federal service, but I do want you to know of my heartfelt thanks.

I also want you to know how deeply I regret that it was not possible for me to personally accept this award from you, as this would have made it even more meaningful to me.

In grateful appreciation, I am

Sincerely yours,

Clyde Tolson

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Belmont \_\_\_\_\_  
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Tolson

Rowlett

Grievess

Trezeise

Newell

### *President Honors Federal Officials*

President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank B. Rowlett, special assistant to the director of

the National Security Agency; Howard C. Grievess, assistant director of the Census Bureau; Philip H. Trezeise, deputy assistant secretary of state for economic affairs; and Homer E. Newell, associate administrator for space science and applications, NASA.

67-9524-423

247



**PROPOSED CITATION FOR SIGNATURE  
OF THE PRESIDENT**

**CLYDE A. TOLSON**

**As Associate Director of the Federal Bureau of Investigation, he has through superior ability, intense loyalty, and patriotic devotion to duty assisted Director J. Edgar Hoover in elevating his agency to its present position of high esteem and in enhancing the proficiency and status of all law enforcement.**

**His distinguished career, his firm command of tremendous resources, and his sense of justice personify the motto: "Fidelity, Bravery, Integrity."**



1965

PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Executive Order 10717, as amended by Executive Order 10979, establishes the President's Award for Distinguished Federal Civilian Service and provides that generally not more than 5 such awards shall be made in any one year. The Order also created the Distinguished Civilian Service Awards Board. The Board is directed to review recommendations for the Award and decide which of them warrant presentation to the President for his consideration.

CRITERIA TO BE MET FOR NOMINATIONS

The award may be presented for the best achievements having current impact in improving government operations or serving the public interest. These achievements shall exemplify one or more of the following:

- (a) Imagination in developing creative solutions to problems in government; or
- (b) Courage in preserving against great odds and difficulties; or
- (c) High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or
- (d) Long and distinguished career service.

The importance of the achievements to the government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed.

Federal employees serving by presidential appointment in non-career positions are not eligible for the award.

WHO SHALL MAKE THE NOMINATIONS

Nominations are invited from the heads of the departments and agencies for exceptional achievements of employees of their own agency, or employees of other agencies when they have knowledge of such achievement.

WHEN SHALL NOMINATIONS BE MADE

By March 5, 1965

WHERE SHALL NOMINATIONS BE SENT

John W. Macy, Jr., Executive Secretary  
President's Distinguished Civilian Service Awards Board  
U. S. Civil Service Commission, Washington, D. C. 20415

-over-

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## PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies should give the widest possible publicity to the recipients.

### FORM AND CONTENT OF NOMINATIONS

1. Nominations shall be submitted in six copies so that each member of the Board may have a copy to review.
2. Each copy of each nomination shall be multilithed, xeroxed, mimeographed, or in original typing, single space on one side of 8"x10½" pages.
3. Each nomination shall contain the following information in the following order:
  - A. First page -- a brief <sup>(1)</sup>biographical sketch, in itemized format, containing date and place of birth, significant educational background, significant employment record, and a specific statement of the type of current appointment.
  - B. Second page -- a <sup>(2)</sup>proposed citation for the signature of the President. The proposed citation shall contain from 50 to 65 words in two-paragraph form, and shall highlight the significance of the individual's achievement.
  - C. Additional pages containing not more than 2500 words with topical headings as follows:
    - o <sup>(3)</sup>Summary of Achievement - not more than one page.
    - o Additional Details - in non-technical language and illustrating how nominee was personally responsible.
    - o Benefits - the specific benefits in improving government operations or serving the public interest. Describe separately the tangible and the intangible.
    - o <sup>(4)</sup>Personal Qualities - examples of personal qualities of the nominee which make his achievement possible.
  - D. A statement describing any other significant awards received by the nominee.
  - E. A <sup>(5)</sup>photograph.
4. Each copy of a nomination shall be enclosed in a 9½"x11½" folder (Beaverite Folder, Style D-102, Federal Stock #44-52, or equivalent).
5. If desired, supporting or technical material may also be submitted as a supplement to the nomination. There is no limitation on the amount of such material that may be submitted. However, any supporting material should be submitted separately in bound form, rather than included with the material in the Beaverite folder.

NOTE: Departments and agencies are in no way restrained from making awards themselves to any employees who are being nominated for the President's Award.



June 2, 1965

BY SPECIAL MESSENGER

Honorable Nicholas deB. Katzenbach  
The Attorney General  
U. S. Department of Justice  
Washington, D. C.

Dear Mr. Attorney General:

I want to express my thanks to you for  
your part in making it possible for me to receive the  
1965 President's Award for Distinguished Federal  
Civilian Service. While I wish I could personally have  
been present to receive this award from the President,  
I feel doubly honored in Mr. Hoover's accepting it in  
my behalf.

Sincerely yours,

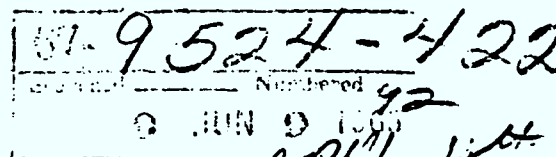
*Clyde*  
Clyde Tolson

1 - Mr. Tolson  
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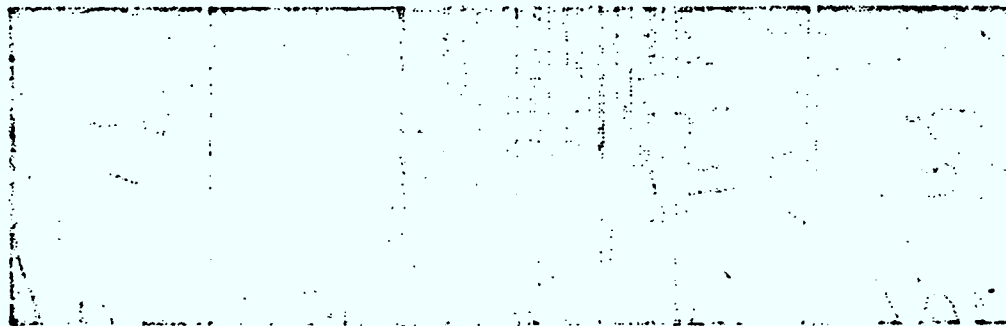


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### *President Honors Federal Officials*

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President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank B. Rowlett, special assistant to the director, of

the National Security Agency; Howard C. Grievs, assistant director of the Census Bureau; Philip H. Treize, deputy assistant secretary of state for economic affairs; and Homer E. Newell, associate administrator for space science and applications, NASA.

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252



The Attorney General

May 24, 1965

Director, FBI

**CLYDE A. TOLSON**  
**DISTINGUISHED FEDERAL CIVILIAN**  
**SERVICE AWARD**

Reference is made to your memorandum concerning Mr. Tolson's receipt of the captioned award, and I want to thank you for your interest in this matter.

While we deeply appreciate your suggestion, under the circumstances, it is felt that you should, as head of the Department of Justice, introduce Mr. Tolson to the President.

I am advising Mr. Macy that Assistant to the Director John F. Mohr, Assistant Director Cartha D. DeLoach and I intend to be present during the presentation, in accordance with Mr. Tolson's wishes.

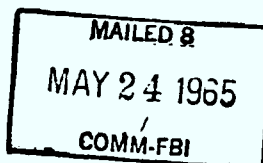
1 - The Deputy Attorney General

- 1 - Mr. Belmont
- 1 - Mr. Rosen
- 1 - Mr. Gale

9524-421  
92  
JUN 2 1965

Re: DTP:kcf (9)

|            |       |
|------------|-------|
| Tolson     | _____ |
| Belmont    | _____ |
| Mohr       | _____ |
| DeLoach    | _____ |
| Casper     | _____ |
| Callahan   | _____ |
| Conrad     | _____ |
| Felt       | _____ |
| Gale       | _____ |
| Rosen      | _____ |
| Sullivan   | _____ |
| Tavel      | _____ |
| Trotter    | _____ |
| Tele. Room | _____ |
| Holmes     | _____ |
| Gandy      | _____ |



19 JUN 7 1965

PERS. REC. UNIT

MAIL ROOM ☐ TELETYPE UNIT ☐

253



PERS. REC. 6

June 2, 1965

Honorable John W. Macy, Jr.  
Chairman  
Civil Service Commission  
1900 E Street, N. W.  
Washington, D. C.

Dear John:

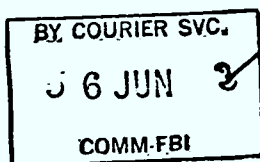
I want to thank you sincerely for the  
part you played in my receiving the President's  
Award for Distinguished Federal Civilian  
Service.

I regret that I was unable to attend  
the presentation but you can be assured that I  
am deeply touched by this most coveted honor.

Thank you, too, for your kind letter.

Sincerely,

*Clyde*  
REC-140  
Clyde Tolson



9524-420  
JUN 7 1965

CT:DSS  
1 - Mr. Morrell (re-Write)

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

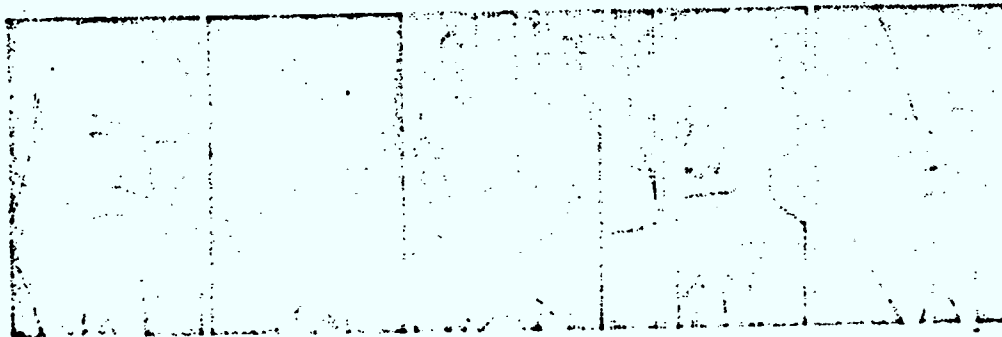
ENCLOSURE

MAIL ROOM ☐ TELETYPE UNIT ☐

JUN 4 1965

254





Tolson

Rowlett

Grievess

Trezise

Newell

### *President Honors Federal Officials*

President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank B. Rowlett, special assistant to the director of

the National Security Agency; Howard C. Grievess, assistant director of the Census Bureau; Philip H. Trezise, deputy assistant secretary of state for economic affairs; and Homer E. Newell, associate administrator for space science and applications, NASA.

*let to Macy  
6/2/65  
RWE: cnc*

ENCLOSURE:

67-95211-120

253



✓  
May 24, 1965

PERS. REC. UNIT

Honorable John W. Macy, Jr.  
Executive Secretary  
Distinguished Civilian Service  
Awards Board  
1900 E Street, N. W.  
Washington, D. C. 20415

Dear Mr. Macy:

In a communication dated May 24, 1965,  
Attorney General Nicholas deB. Katzenbach asked me to  
advise you directly concerning the persons who intend to  
be present during the presentation of the Distinguished  
Federal Civilian Service Award to Associate Director  
Clyde A. Tolson.

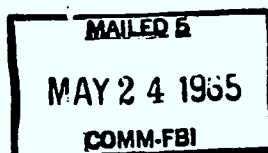
For your information, Assistant to the Director  
John P. Mohr, Assistant Director Cartha D. DeLoach and I  
intend to accompany Mr. Tolson.

Sincerely yours,

J. Edgar Hoover

DTP:cal  
(3)

Re: 13  
Tolson ✓  
Belmont ✓  
Mohr ✓  
DeLoach ✓  
Casper ✓  
Callahan ✓  
Conrad ✓  
Felt ✓  
Gale ✓  
Rosen ✓  
Sullivan ✓  
Tavel ✓  
Trotter ✓  
Tele. Room ✓  
Holmes ✓  
Gandy ✓



MAIL ROOM ☐ TELETYPE UNIT ☐

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256



UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

FROM : *H4B* Attorney General

SUBJECT: Clyde A. Tolson - Distinguished Federal Civilian Service Award

DEPARTMENT OF JUSTICE

DATE: May

|              |   |
|--------------|---|
| Mr. Tolson   | ✓ |
| Mr. Belmont  | ✓ |
| Mr. Mohr     | ✓ |
| Mr. DeLoach  | ✓ |
| Mr. Casper   | ✓ |
| Mr. Callahan | ✓ |
| Mr. Conrad   | ✓ |
| Mr. Felt     | ✓ |
| Mr. Gale     | ✓ |
| Mr. Rosen    | ✓ |
| Mr. Sullivan | ✓ |
| Mr. Tavel    | ✓ |
| Mr. Trotter  | ✓ |
| Tele. Room   | ✓ |
| Miss Holmes  | ✓ |
| Miss Gandy   | ✓ |

As you are already aware, Mr. Tolson has won this award. I am pleased to transmit a letter to me from Jack Valenti, Special Assistant to the President, concerning the award ceremony. While I, of course, plan to attend the ceremony and would be happy to present Mr. Tolson, I think it would be more appropriate for you to present him and make the presentation remarks.

I should also appreciate it if the Bureau would prepare the list of persons to be present and transmit it directly to Mr. Macy.

Attachment.

*I think A.G. should  
present Mr. Tolson to  
the President.*

67- 9524-419  
Searched \_\_\_\_\_ Indexed \_\_\_\_\_  
7 JUN 7 1965

REC-141

ENCLOSURE *att*

21 JUN 7 1965

EXP. PROC.

MAY 24 1965 30

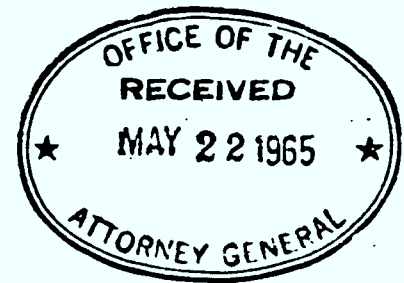
*ack let to Macy  
5/24/65  
DTP/cal*

PERS. REC. UNIT

*8 LTP*



THE WHITE HOUSE  
WASHINGTON



May 21, 1965

Dear Mr. Attorney General:

It is a pleasure to inform you that Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, whom you nominated for the President's Award for Distinguished Federal Civilian Service, has been selected by the President to receive the award. A public announcement to this effect will be made soon after your receipt of this letter.

The award will be granted by the President in a ceremony scheduled to take place at the White House on June 2 at 11:30 a.m.. Will you please make arrangements for Mr. Tolson to be present? His family and close friends, up to a total of twelve persons, are cordially invited to attend the ceremony.

Our plans provide for you to accompany Mr. Tolson and present him at the ceremony. Since a citation will be read concerning his achievements, I believe it would be best if your presentation remarks were confined to a few sentences which highlight personal background that you believe would be of special interest to the President. Appropriate officials of your agency, up to seven, are also invited to attend the ceremony.

A list of persons who will attend the ceremony and their relationship to the award winner should be sent to Mr. John W. Macy, Jr., Executive Secretary, Distinguished Civilian Service Awards Board, by May 26.

Mr. Macy will be in touch with you concerning the sharing of responsibilities relating to the ceremony.

Sincerely yours,

Jack Valenti  
Special Assistant to the President

Honorable Nicholas deB. Katzenbach  
Attorney General  
Washington, D. C.

ENCLOSURE

67-9524-419

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