

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, Federal Bureau of Investigation

DATE: October 3, 1945

FROM : SAC, Los Angeles

SUBJECT: PERSONNEL STATUS REPORTS
LOS ANGELES FIELD DIVISION

There is enclosed herewith the Personnel Status Report for Special Agent W. CLEON SKOUSEN. This report was not included with the Personnel Status Reports submitted for the employees of this office on August 31st last inasmuch as Agent Skousen has been away from this office for two months.

RBH:DLP
Enc.

det.

RECORDED
7 OCT 18 1945

67-69602-166

60.
5 OCT 1945

3
[Signature]

W. Cleon Skousen - Former Special Agent

EOD: 6-17-40

Resigned: 10-5-51 to accept position as Administrative Assistant to the President, Brigham Young University, Provo, Utah
Services satisfactory

Mr. Tolson	✓
Mr. Nichols	✓
Mr. Boardman	✓
Mr. Belmont	✓
Mr. Mason	✓
Mr. Mohr	✓
Mr. Parsons	✓
Mr. Rosen	✓
Mr. Tamm	✓
Mr. Nease	✓
Mr. Winterrowd	✓
Tele. Room	✓
Mr. Holloman	✓
Miss Gandy	✓

Police Chief With a Big Opportunity

The appointment of W. Cleon Skousen as chief of police gives Salt Lake City a brighter opportunity of raising the standard of its police department to a higher professional level than it has had in many, many years.

Mr. Skousen is an eminently well-qualified man. He is trained in law. He served 16 years in the FBI, most of it in doing organizational and administrative work—which is what the local police department most urgently needs.

He reorganized or helped reorganize no less than 10 police departments on the Pacific coast. Many of them were reorganized to eliminate just such problems as Salt Lake City faces.

He is held in tremendous respect by the West Coast officers with whom he worked. One highly-placed Los Angeles police official, consulted on the Salt Lake situation said, in effect, "Why, don't you know you have the best organizational man in the country right there in Utah—Cleon Skousen."

So there's no doubt about his professional competence. Nor is there about his moral character. If ever a man entered a job of chief of police clothed in the armor of incorruptibility, it would seem to be Mr. Skousen.

All this gives the city a splendid opportunity. But it is only an opportunity, nothing more.

It will be an opportunity largely wasted unless the city commission and all others concerned do their parts.

And this means:

Give the chief enough professionally trained administrative assistants to let him do the job. Few, if any men, are big enough to do it alone when the department has fallen into such a state of internal jealousies and "politics."

Give the chief enough money and manpower to do the job. This means enough "breathing room" both in manpower and finances to let him conduct a really adequate training program.

Give the chief enough freedom to do the job. No man—and this has been proven again and again in Salt Lake City's history—can run that department with five or even one commissioner constantly juggling his elbow. The City Commission is charged with setting policies for the department. The chief is charged with administering those policies. For once, let us see if that distinction can't be honored.

Give the chief the public confidence to do the job. Confidence cannot be turned on and off like a light switch. It must be earned gradually, and it is lost only gradually. Still, Salt Lake citizens owe it to themselves as well as to Mr. Skousen to wipe the slate clean of old resentments and disrespect concerning the police department and, after a reasonable time for adjustment and training, judge him and his department by their current performance, not history.

Mr. Skousen is no stranger to this city or state. He needs no assurance of the basic goodness and friendliness of the people here. Nor does he need reminding that this city demands a higher standard of civic uprightness than is often expected elsewhere. Salt Lake City and most other Utah cities have avoided major corruption by not allowing the so-called "minor" rackets to get a good foothold here. The new chief understands that and can be expected to continue this vigilance.

The Deseret News pledges its support in every effort to keep this city scrupulously clean and wishes Mr. Skousen signal success in building the sort of police department we think our city deserves.

THE DESERET NEWS TELEGRAM
JUNE 9, 1956
SALT LAKE CITY, UTAH

EDITORIAL
MNG. EDITOR: THERON LIDDIE

36 JUN 21

78

Handwritten notes:
Personnel file
Wm
Osgood
1956

October 19, 1945

Mr. W. Cleon Skousen
Federal Bureau of Investigation
900 Security Building
Los Angeles 13, California

Dear Mr. Skousen:

October 21, 1945, marks your Tenth Anniversary with the Bureau, and I want to extend to you my sincere and heartfelt congratulations on this occasion. It is a real pleasure to present to you the enclosed Ten Year Service Award Key.

Through the years the Bureau has profited by the splendid manner in which you have performed your duties. During these years the organization has grown tremendously and the success that it has attained is directly attributable to the devotion of its faithful employees. I know full well that you have given much hard work and made many personal sacrifices during your years of service. I should like you to accept this Key as a symbol of how deeply I appreciate your continued loyalty and devotion to duty.

May we continue to be associated together in the work of the FBI for many years to come.

Sincerely,

4 OCT 21 1945

107-69602-167

COMMUNICATIONS SECTION
MAILED
★ OCT 17 1945
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

mw

[Handwritten signature]

100
OCT 20 1945
U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

W. Cleon Sproun

Mr.
Miss
Mrs.

See attached list

Date July 2, 1945

New appointment Transfer Promotion Separation

PRESENT STATUS

- 1. Title:
- 2. Grade:
- 3. Salary:
- 4. Seat of Government:
Field:
- 5. Division:
- 6. Appropriation:

PROPOSED ACTION

- 7. Title:
- 8. Grade:
- 9. Salary:
- 10. Seat of Government:
Field:*
- 11. Division:
- 12. Appropriation: "Salaries & Expenses
FBI" (Nat'l. Defense)
- 13. Effective: July 2, 1945
- 14. Position:
Additional:
Vice:
Identical:
- 15. Remarks:

See attached list of employees to be promoted under the Automatic Promotion Bill, Public Law #200 and #106.

Respectfully submitted,

Director, Federal Bureau of Investigation
(Title)

CC: CO-Selective Service

2.5.50 1.8.1945

85

NAME	TITLE	GRADE FROM AND TO
Raymond G. Renneberger <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective January 1, 1944.)		
John H. Reynolds <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective April 16, 1943.)		
Kenneth H. Ranton <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective April 16, 1943.)		
Charles B. Schildecker <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective April 16, 1943.)		
Frederick H. Schmidt <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective May 1, 1943.)		
Robert H. Schneider <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$4750, to CAF 12, \$5750, effective June 1, 1943.)		
W. Harold Skelly <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective February 16, 1943.)		
W. Glenn Skousen <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective February 1, 1943.)		
Francis J. Smith <i>lr</i>	Special Agent	CAF 12 \$5390 CAF 12 \$5600
(Promoted from \$4600 to \$4900 per annum in CAF 12, effective October 1, 1943.)		
C. Grant Stetter <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective February 1, 1943.)		
Lewis C. Taylor <i>lr</i>	Special Agent	CAF 12 \$5390 CAF 12 \$5600
(Promoted from \$4600 to \$4900 per annum in CAF 12, effective January 1, 1944.)		
Joseph A. Walter <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective April 1, 1943.)		
Wayne H. Webb <i>lr</i>	Special Agent	CAF 12 \$5180 CAF 12 \$5390
(Reallocated from CAF 11, \$3300, to CAF 12, \$4600, effective May 16, 1943.)		

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

Date: July 2, 1945

Name: MR. W. CLEON SKOUSEN

You are advised of the following action concerning your employment in the Department of Justice:

Nature of Action: PAY INCREASE (PERIODIC)

Effective: July 2, 1945

	FROM	TO
POSITION	Special Agent	
GRADE SALARY	CAF 12 \$5180	CAF 12 \$5390
BUREAU OR DIVISION		
HEADQUARTERS		
APPROPRIATION	S&E, FBI, (NAT. DEF.)	
DEPARTMENTAL OR FIELD	Field	

REMARKS:

Public Law 200, as amended 6-30-45.
 Reallocated from CAF 11, \$3800 to CAF 12, \$4600, eff.
 2-1-43.

3-File
8/1/45
 AUG 2 1945
 FEDERAL BUREAU OF INVESTIGATION
 U. S. DEPARTMENT OF JUSTICE
 [Signature]

By direction of the Attorney General

S. L. Benedict

New appointees must take oath of office, enter on duty and execute necessary appointment papers before any payment of salary can be made.

DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

31445-8

Date: July 9, 1949

Name: E. J. [unclear]

Nature of Action: [unclear]

Effective: July 9, 1949

No. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

	FROM	TO
POSITION	Special Agent	
GRADE SALARY	GS-10 \$5,100	GS-10 \$5,100
BUREAU OR DIVISION		
HEADQUARTERS		
APPROPRIATION	[unclear]	
DEPARTMENTAL OR FIELD	Field	

NATURE OF POSITION

(a) NEW

P. C. No.

(b) ADDTNL. IDENT.

P. C. No.

(c) VICE

P. C. No.

DATE OF OATH

REMARKS:

Revised from [unclear] on [unclear] 6-17-49.
Promoted from GS-11, \$4,200 to GS-10, \$5,100, eff. 7-9-49.

JEE:llw

October 25, 1945

Mr. W. Cleon Skousen
Federal Bureau of Investigation
900 Security Building
Los Angeles 13, California

Dear Mr. Skousen:

The fine work you recently performed in a survey of the Department of Justice has been brought to my attention.

It is indeed gratifying to learn of your untiring efforts and the splendid results accomplished and I do want to take this opportunity to personally commend you for your exemplary performance of duty.

Sincerely,

J. Edgar Hoover

69602-168
RECEIVED
S. DEPT. OF JUSTICE
OCT 26 5 33 PM '45

CC - SAC Los Angeles

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

COMMUNICATIONS SECTION
MAILED 3
OCT 30 1945 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

[Handwritten signatures and initials]

Office Memorandum • UNITED STATES GOVERNMENT

MEG:ELK

TO : MR. CLEGG *Dur*

FROM : M. E. GURNEA *WRT*

SUBJECT: SPECIAL AGENT W. C. SKOUSEN
LOS ANGELES FIELD DIVISION

DATE:

November 28, 1945

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Beahm _____
- Miss Gandy _____

Special Agent SKOUSEN assisted me during the recent inspection of the Portland Office. I was impressed with the manner in which he carried out the duties assigned to him. He readily grasps the purpose of each phase of the inspection and completed his work quickly and accurately. He has an excellent knowledge of the Bureau's rules and regulations and required a minimum amount of supervision after his assignments were made. He did not adopt a superior attitude and caused no friction or unnecessary confusion in the office.

I feel that SKOUSEN is fully qualified to assist during inspection work and rate him as being above the average of Agents who have been assigned to me so far.

DEC 28 1945

67-1169-169

Noted.....	Recorded.....
Searched.....	Indexed.....
8 DEC 5 1945	
INVESTIGATION	

WRT

WRT

SAG, Los Angeles

April 3, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

SPECIAL AGENT W. C. SKOUSEN

You are advised that Special Agent W. C. Skousen of your office recently completed a specialized course in juvenile control at the Seat of Government and is now qualified as an instructor in juvenile control. He is also qualified as a general police instructor.

GRADES: Teaching Demonstrations - Excellent
5 Minute Speech - Excellent
30 Minute Lecture - Excellent

LB/wl

W.C. SKOUSEN

67-69602-170

Searched _____
 Numbered *56*
 Filed *76*
 8 APR 9 1946
 FEDERAL BUREAU OF INVESTIGATION

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

[Handwritten signatures]

[Handwritten signature]

[Handwritten signature]

[Handwritten initials]

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR (X) SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of March 31, 1946 based on performance during period from April 1, 1945 to March 31, 1946

W. CLEON SKOUSEN
(Name of employee)

SPECIAL AGENT, CAF 12
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION, LOS ANGELES, CALIFORNIA
(Organization—Indicate bureau, division, section, unit, field station)

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

- | | |
|---|---|
| <p>___ (1) Maintenance of equipment, tools, instruments.</p> <p>___ (2) Mechanical skill.</p> <p><u>+</u> (3) Skill in the application of techniques and procedures.</p> <p>___ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p><u>+</u> (5) Attention to broad phases of assignments.</p> <p><u>+</u> (6) Attention to pertinent detail.</p> <p>___ (7) Accuracy of operations.</p> <p><u>+</u> (8) Accuracy of final results.</p> <p><u>+</u> (9) Accuracy of judgments or decisions.</p> <p><u>+</u> (10) Effectiveness in presenting ideas or facts.</p> <p><u>+</u> (11) Industry.</p> <p><u>+</u> (12) Rate of progress on or completion of assignments.</p> <p><u>+</u> (13) Amount of acceptable work produced. (Is mark based on production records? <u>100</u>)
(Yes or no)</p> <p><u>+</u> (14) Ability to organize his work.</p> <p><u>+</u> (15) Effectiveness in meeting and dealing with others.</p> <p><u>+</u> (16) Cooperativeness.</p> <p><u>+</u> (17) Initiative.</p> <p><u>+</u> (18) Resourcefulness.</p> <p><u>+</u> (19) Dependability.</p> <p><u>+</u> (20) Physical fitness for the work.</p> | <p>___ (21) <i>Effectiveness in planning broad programs.</i></p> <p>___ (22) <i>Effectiveness in adapting the work program to broader or related programs.</i></p> <p>___ (23) <i>Effectiveness in devising procedures.</i></p> <p>___ (24) <i>Effectiveness in laying out work and establishing standards of performance for subordinates.</i></p> <p>___ (25) <i>Effectiveness in directing, reviewing, and checking the work of subordinates.</i></p> <p>___ (26) <i>Effectiveness in instructing, training, and developing subordinates in the work.</i></p> <p>___ (27) <i>Effectiveness in promoting high working morale.</i></p> <p>___ (28) <i>Effectiveness in determining space, personnel, and equipment needs.</i></p> <p>___ (29) <i>Effectiveness in setting and obtaining adherence to time limits and deadlines.</i></p> <p>___ (30) <i>Ability to make decisions.</i></p> <p>___ (31) <i>Effectiveness in delegating clearly defined authority to act.</i></p> |
|---|---|

STATE ANY OTHER ELEMENTS CONSIDERED

✓ (A) Ability to direct and lead a group of agents on raids and dangerous assignments.

+ (B) Capability for additional responsibility.

___ (C) _____

<p>STANDARD Deviations must be explained on reverse side of this form</p>	<p>Adjective rating</p> <p>Excellent X</p> <p>Very good</p> <p>Good</p> <p>Fair</p> <p>Unsatisfactory</p>
<p>Plus marks on all underlined elements, and no minus marks _____</p> <p>Plus marks on at least half of the underlined elements, and no minus marks _____</p> <p>Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks _____</p> <p>Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks _____</p> <p>Minus marks on at least half of the underlined elements _____</p>	<p>Rating official: <u>3. W. Lee</u> Adjective rating: <u>Excellent 56's</u></p> <p>Reviewing official: _____</p>

Rated by [Signature] Special Agent in Charge March 31, 1946
(Signature of rating official) (Title) (Date)

Reviewed by [Signature] Assistant Director APR 30 1946
(Signature of reviewing official) (Title) (Date)

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

W. CLEON SKOUSEN

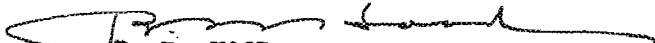
LOS ANGELES

MARCH 31, 1946

The following is the annual efficiency report submitted on the above agent. SKOUSEN makes a splendid personal appearance; he dresses in a neat and conservative manner; has a liable personality; and, gets along well with others. He is mature, intelligent and makes an excellent Bureau representative with public officials and law enforcement officers. He is cooperative, industrious and possessed of considerable initiative. He applies himself well and uses sufficient force and aggressiveness in the discharge of his responsibilities.

His dictation is rated as excellent. In Moot Court and in Federal Grand Jury proceedings his ability to testify has been rated as excellent. SKOUSEN has an above average knowledge of Bureau firearms and his capable of operating alone on dangerous assignments. He has not been used on physical or technical surveillances, but I feel he would perform satisfactorily on such assignments. He has a good knowledge of typing, but cannot take shorthand.

Agent drives a car in a satisfactory manner. Agent SKOUSEN organizes his work well, proceeds on his own responsibility, and by application of initiative and good judgment is successful in bringing cases to a logical conclusion. His reports are written well as to form and substance and reflect proper marshalling of facts prior to dictation. His work requires minimum supervision. SKOUSEN has been assigned to Selective Service matters, where he has performed an average volume of work. He has also worked on Black Market activities in this Field Division and did a commendable job. This Agent has made numerous speeches during his assignment here, for which he has received letters of commendation. SKOUSEN is above average in speaking ability. He is also a qualified firearms instructor. I have not used SKOUSEN in a supervisory or administrative capacity during the rating period, however, I believe he definitely possesses this ability. I regard him as an excellent agent.


R. B. HOOD
Special Agent in Charge

wcb
WFW:JCJ

Federal Bureau of Investigation
United States Department of Justice

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

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 28, 1946, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by ~~CHECK~~ - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

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

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

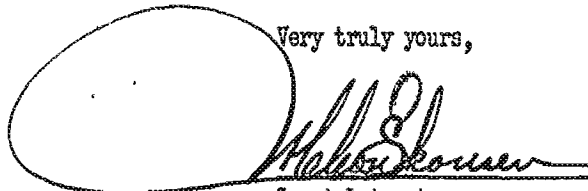
The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Mrs. Jewel Skousen Address 3509 Marquerite St.
Relationship Wife Dated 2-18-46

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

Name Same Address Same
Relationship Same Dated 2-18-46

Very truly yours,



Special Agent

60 FEB 28 1946
BY NOT RECORDED

file
Wing-ael

ack
2-27-46
jc

Los Angeles, California
January 14, 1946

Director, FBI

~~CONFIDENTIAL~~

Not Personnel

Dear Sir:

Reference is made to SAC Letter No. 303, Series 1945, instructing that the Bureau be furnished the names of Special Agents who it is believed may possess possible qualifications as Special Agents in Charge.

There are three Special Agents now assigned to this office who have not been here a sufficient length of time to enable me to form an opinion of their work or their qualifications; however, I wish to submit their names to the Bureau so that they will not be overlooked at this time. They are:

- RICHARD D. AUGSPACH
- THOMAS H. HENNING
- WILLIAM H. THYS

No. 1 - DONALD A. HADENBERGER.

This Agent was at one time Assistant Agent in Charge of the Portland Office and has been in Los Angeles for a period of more than two years and during that time has handled assignments of a general criminal nature. He has indicated ability to handle a large volume of work and to exercise very good judgment in the handling of his assignments. He is well liked by all employees and has sufficient personality and ability to become a Special Agent in Charge.

No. 2 - JOSEPH T. O'NEILL.

This Agent has just recently become a supervisor on general investigative work in this office and he has grasped the details of administration readily and has indicated ability to adapt himself to do any type of work. His investigative work was considerably above average. He is enthusiastic and has many ideas of his own and can be expected to develop quite rapidly from this point on.

No. 3 - GEORGE H. SCATTERDAY.

This Agent has been on Communist work in this office for some time and has acted as relief supervisor of it. He will be placed on this desk at the next change in supervisors. He makes a fine appearance, has good bearing, is intelligent and makes a most favorable impression upon all persons he contacts. He will continue to broaden and is one of the better possibilities as far as Agent in Charge material is concerned.

5 JAN 21 1946

ll

Director - Confidential
For Personnel

1-11-46

No. 4 - PHINEAS V. BOEL.

This Agent is presently the supervisor of Russian activities in this office. He exercises good judgment, accepts responsibility and handles his Agents well. His appearance is better than average and he is developing in his administrative ability. He should continue to progress in this regard.

No. 5 - WILLIAM D. BYRNE, Jr.

This Agent has not been in Los Angeles a great time but he has made a most favorable impression upon all with whom he has had contact. He is a hard worker and possesses good ideas about his investigations and he works on his own responsibility. He has a fine personality and makes a most favorable impression for the Bureau. While he has not had administrative experience in this office, he should be able to demonstrate it if afforded the opportunity.

No. 6 - W. CLARENCE STROUSE.

This Agent had been at the Bureau for a number of years and has not had recent field experience. He has adjusted himself to investigative work rapidly and has indicated general all-around qualifications, including personal appearance and personality which, in my opinion, might permit him to develop into an Agent in Charge.

No. 7 - WALTER P. WOODS.

This Agent is presently acting as supervisor of Selective Service work and he indicates good sound conservative judgment and ability to work on his own responsibility. He presents a considerably better than average appearance and has a good personality.

No. 8 - MAURICE D. COURSE.

This Agent has not had opportunity in this office to indicate his real possibilities as an Agent in Charge; however, from his performance to date, I believe that he may well possess such qualifications. He spends a great deal of time as a police instructor and in handling firearms training for this office and, consequently, it is difficult to expect too much in the way of accomplishments in his work. It is believed, however, that he possesses sufficient judgment and experience to enable him to be trained as an Agent in Charge. He has not had the administrative experience for this, but I believe that he should experience no difficulty in performing it.

No. 9 - LESLIE D. WARREN.

This Agent has developed exceptionally well within the past year. He is quiet and unless there is some reason for him to speak, he

Director - Confidential
Re: Personnel

1-11-46

(Leslie P. Warren, Cont'd)

does not say much; however, he is a good thinker and has demonstrated considerable aggressiveness in his investigations. He has handled many situations in his investigations that required extreme tact and ability and has performed them in an exceptional manner. He takes a fine appearance and I believe he has developed to the point where he can definitely be considered as one who possesses qualifications to enable him to become a Special Agent in Charge.

No. 10 - WILLIAM W. HAWKINS.

This Agent has developed exceptionally well in the last eight or ten months. He has shown considerably better-than-average ability as an investigator and has worked entirely on his own responsibility to obtain and develop investigative cases. He presents a better-than-average appearance and is in a position to develop further if he can have some administrative experience.

No. 11 - ROBERT E. HINDSON.

This Agent has been working on Russian matters and has not had an opportunity to demonstrate administrative ability other than insofar as his cases are concerned. He has done considerable contact work in the office very successfully. He presents a fine appearance, is aggressive, tactful and makes a most satisfactory Bureau representative.

No. 12 - MILTON E. HUNT.

This Agent has proven in his investigative work that he is well above average, that he is responsible and accepts responsibility. Aside from handling his own administrative work, he has had no additional experience in this office, but he possesses sufficient ability to handle such work without any difficulty. He is definitely of the rugged type and is a fine contact man with police officers.

No. 13 - W. HAROLD SMITH.

This Agent presents a very fine appearance. He has proven his ability to handle detailed paper work and it is felt he has the capacity for improving and developing. He is an approved speaker and has better than average all-around investigative ability.

No. 14 - DWIGHT J. VAN LAMM.

This Agent has developed well within the last year and is now to the point where he works on his own responsibility with enthusiasm. He exercises good judgment and with administrative training can be developed further.

~~Director - Confidential~~
~~Per Personnel~~

1-11-46

Special Agent William G. [REDACTED] has been engaged on technical surveillance work and on physical surveillance work since his assignment in this office and while I do not know sufficient about his all-around ability as an Agent to definitely recommend him, I wish to mention his name to the Bureau at this time so that he can be considered in the light of his past record.

Very truly yours,

WJH:AB
67-938
AIR MAIL

W. G. [REDACTED], SAC.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Los Angeles

SUBJECT: JUVENILE DELINQUENCY

DATE: August 8, 1946

[Handwritten signature: O. J. Edwards]

Recently Special Agent W. CLEON SKOUSEN had occasion to interview JOHN M. ZOOK, Los Angeles County Probation Officer. ZOOK has been with the department for twenty-five years and has worked his way through every position in it and now heads his department. During the conversation ZOOK expressed his admiration for the FBI but indicated there were certain policies which he could not understand, and he referred specifically to the Los Angeles conference on juvenile delinquency control sponsored by the FBI for law enforcement officials some months ago. ZOOK stated he was not invited to the conference and had made inquiries concerning his attendance and was informed that it was exclusively for law enforcement officials.

It was pointed out to Mr. ZOOK that there are many divergent views among police officials concerning the proper method of handling juveniles and this Bureau has undertaken a nation-wide program in connection with its police training schools to furnish a uniform and scientific approach to the handling of juvenile delinquents by police officers, and the conference to which he referred was designed to root out a number of general misconceptions concerning the problem and it was a meeting where officers could get together and speak frankly among themselves to lay the foundation for a practical, workable juvenile delinquency control program. He was reminded that in such conferences there were frequently controversial questions, and when asked directly if he did not agree that it was desirable and essential to have such conferences restricted to officers for whom the subject matter under discussion was specifically prepared, ZOOK immediately replied that he saw the Bureau's viewpoint on this matter.

ZOOK stated he would like to inquire about the Bureau's consistent emphasis of juvenile delinquency without giving comparable emphasis to adult delinquency. He expressed the opinion that the adults are ninety-nine per cent responsible for the crime among youth and he would like to see the blame placed where it belongs. He was asked what was the basis for his assumption, and he replied he had based his conclusion on the fact that the Bureau was more concerned with youthful delinquency than adult delinquency from frequent press releases by the Bureau. It was pointed out to him that had these releases been analyzed he would have noted that consistently the Director has emphasized that parents and adults generally are to blame for the rising delinquency rates among children. It was pointed out that juvenile delinquency has increased, and in this he agreed, and it was pointed out that from experience it has been found that many communities which are complacent toward the subject of adult delinquency frequently become aroused to take some action in this regard when

67-11102-179
 AUG 30 1946
 FEDERAL BUREAU OF INVESTIGATION

*He did find that
 because you will note it
 S.A. Jones*

*66 detached
 2-1-46
 Mr. 2*

*Letter
 immediate 8/27/46
 WA*

*2-up
 Jersh*

RECEIVED

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

PERSONAL AND CONFIDENTIAL

DATE: MAY 23, 1946

FROM : SAC, PORTLAND

SUBJECT: SPECIAL AGENT W. C. SKOUSEN

Handwritten signature and scribbles

Special Agent SKOUSEN handled the subjects of "Public Relations" and "Juvenile Delinquency" at the State-Wide School of Police Administration, held in Portland, May 6th to 9th. At the conclusion of Special Agent SKOUSEN's discussion, many of the officers present came up and commended him very highly, stating that his discussion of the topics assigned to him was one of the high-lights of the school program, and they thought the best presentation of Juvenile Delinquency they had ever heard.

I believe that you would like to hear the excellent manner in which Special Agent SKOUSEN handled this assignment, and I am therefore submitting this as part of his personnel record.

RECORDED

HIB:KB

cc-Los Angeles

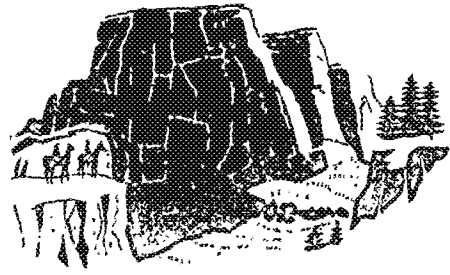
4 JUN 5 1946

67-69602-171	
Searched
Numbered
Filed
3 MAY 29 1946	
FEDERAL BUREAU OF INVESTIGATION	

THREE
Handwritten initials

94-8-4-149

PX



I have arranged with The Salt Lake Tribune to mail you a copy of this year's excellent Scenic Edition.

I am sure you will find it to be an interesting account of Intermountain Area's Scenic Highlights, and I hope you enjoy reading it.

Chief Clew Housen

W

149

69602-267 JUN 4 1959

CRIME/REC.

72

94-8-4-149

REC-4

June 2, 1959

9-1

Mr. W. Cleon Skousen
Chief of Police
Salt Lake City 11, Utah

My dear Chief:

The copy of the Scenic Edition for 1959 of "The Salt Lake City Tribune" which you so thoughtfully arranged to be forwarded to me was received on June 1, 1959.

It was indeed kind of you to remember me in this manner and I am very appreciative.

Sincerely yours,

J. Edgar Hoover

NOTE: Chief Skousen is a former SA having EOD 10-24-35 as a clerk and 6-17-40 as SA. He resigned 10-5-51 to accept another position. Services Satisfactory

FBI
TRAINING ROOM

PM 59

WHS:jc
66(8)23

MAILED 30
JUN 2 - 1959
COMM-FBI

FBI
REC-4

Mr. Tolson
Mr. Boardman
Mr. Nichols
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

detached
m

Handwritten signatures and initials, including a large 'G' and 'A'.

Director, FBI

August 8, 1946

Re: JUVENILE DELINQUENCY

the rising trends in juvenile crime are publicized. ZOOK replied that the placing of emphasis on the juvenile situation to correct adult delinquency had not occurred to him. At this time Mr. ZOOK stated that he really owed the Bureau an apology as he was actually in full harmony with the FBI program and that he had gained some misconceptions concerning it because he was not fully aware of it.

He advised he had recently returned from the Buffalo meeting of the National Association of Probation Officers and was surprised to learn the high regard eastern cities have for the California probation plan, where all officers are under Civil Service and there is but one probation officer for every county, with no duplication by cities or towns within the county. In this state all deputy probation officers must be college graduates. He advised he has recently obtained salary raises for his staff, which makes them the best paid probation staff in the country. A comprehensive training program is afforded members of his staff, as well as some inservice training.

ZOOK stated the best contribution his office has made in Los Angeles is in laying the foundation for a new division of delinquency prevention which is headed by STEPHEN J. KEATING with thirty-six officers assigned to it. He pointed out that the greatest success has been attained by establishing close contact with the leaders of juvenile gangs and preventing outbreaks similar to the "zoot-suit" riots of a few years ago by calling in the gang leaders and threatening to send them all to one of the county camps to live together for several months if they were not able to live together in their neighborhoods. He advised there have been no gang clashes recently, and the probation officers have the confidence of many youngsters who consider themselves as professional hoodlums.

Recently the probation office had 300 youngsters spend a day at one of the county camps on a picnic and it was very difficult to get them to participate in group activities, as they were inclined to play double solitaire or checkers and they did not know how to enjoy themselves in group games like average youngsters. Finally they succeeded in getting them into the spirit of games, and when it came time to go home, they were anxious to remain at the camp.

ZOOK advises that the National Probation Association has complimented Los Angeles as having been one of the pioneers in developing better probation techniques during the past few years. He is anxious to continue experimenting in order to find the most economical method of rehabilitating youth, and so far he has found that "less theory and more work" is the best formula for crime prevention.

Director, FBI

August 8, 1946

Re: JUVENILE DELINQUENCY

His department has recently prepared a pamphlet entitled "What Happens to Your Boy" which is for parents of youngsters taken to the county camps for violation of probation. This is to show the facilities of the camp and the type of training each boy receives and was designed to combat the whispering campaign among parents to the effect that their boys have their heads shaved, are whipped severely twice a day, associate with a lot of criminals, etc., at the camps. He said that the boys themselves tell many wild stories about the camps, and he is presently making up a short 16 mm colored motion picture film to be shown to each boy immediately after being placed on probation. This will explain the probation setup and will be an effort to impress the boy with the necessity of staying in line and working closely with the probation office.

Agent SKOUSEN spent over two hours with Mr. ZOOK, and I believe that he was most effective in presenting the Bureau's ideas and in winning over a good friend for this organization. It is suggested that a letter of commendation be directed to him for the manner in which this was handled. |||

RBH:MDL

August 28, 1946

Mr. W. Cleon Skousen
Federal Bureau of Investigation
900 Security Building
Los Angeles 2, California

Dear Mr. Skousen:

I have been advised of the excellent manner in which you conducted an interview with Mr. John M. Zook, Los Angeles County Probation Officer.

It is indeed gratifying to learn of your efforts and the splendid results accomplished and I wanted you to know of ^{my} sincere appreciation.

Sincerely,

SEP 3 1946 J. Edgar Hoover

RECEIVED-DIRECTOR
U.S. DEPT. OF JUSTICE
AUG 28 2 11 AM '46

67-	100-173
Search	_____
Number	27
Filed	3 AUG 28 1946
FEDERAL BUREAU OF INVESTIGATION U. S. DEPARTMENT OF JUSTICE	

[Handwritten signatures and initials]

cc: SAC, Los Angeles
JEE: lra
AUG 28 1946 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

all

December 23, 1945

Mr. D. Leon Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$6144.60 per annum to \$6384 per annum in Grade CAF 12, effective January 12, 1947.

Sincerely yours,

John Edgar Hoover
Director

9 DEC 31 1945

87-69602-174
Searched
Numbered <i>76</i>
Filed
1 DEC 24 1945
FEDERAL BUREAU OF INVESTIGATION

CC-SAC, Los Angeles
CCO-Selective Service
Movement Section
Mr. J. E. Edwards

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

SECTION
 ED 12
 DEC 23 1945 PM
 JW: id
 EXHIBITION

V. J.
[Signature]
 21

E

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
 WASHINGTON 25, D. C.

Prepared by: *eb*
 Checked by: *ak*
 Filed by:

~~MR. T. CLEON SKOUSEN~~
Mr. W. Cleon Skousen
~~PERIODIC PAY INCREASE~~

Date: **December 23, 1946**
 Personnel Action Number:
F.B.I. 17779 1779
 Legal Authority

Nature of Action

Effective: **January 12, 1947**

	FROM	TO
Position	SPECIAL AGENT	
Grade	CAF 12	CAF 12
Salary	\$6144.00	\$6384
Division and Section Headquarters		
Appropriations	S & E, F.B.I. (Natl. Det.)	S & E, F.B.I.
Departmental or Field	<input type="checkbox"/> Dept. <input checked="" type="checkbox"/> Field	<input type="checkbox"/> Dept. <input type="checkbox"/> Field

NATURE OF POSITION

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

REMARKS

From, under auto. prom. bill, Public Law 700 amended 6-30-45. From, under new bill from \$5180 to \$5350 eff. 7-2-45. ASI to AS2 \$6144.00 eff. 7-1-46.

B

[Handwritten signature]

eb/ak

<u>AGENT</u>	<u>RATING</u>	<u>AGENT</u>	<u>RATING</u>
PROVINSE, W. NATHAN	1.2	STEWART, ROMNEY	1.5
PTACEK, BERNARR M.	1.3	STUCKEY, GILBERT B.	1.5
RINK, MALCOLM M.	2	SULLIVAN, JOHN L.	2.5
ROBE, PENNEL V.	1	THOMSON, GEORGE D.	1.6
ROBERTS, ALBERT J., JR.	1.4	THORNTON, THOMAS H.	1.1
ROBERTS, T. WOODROW	2	TORN, ROLAND S.	2.3
ROBINSON, WILMER G.	1.5	TOWNSEND, FRANK H.	1.7
ROCHE, JOHN H.	1.6	TRAPP, HAROLD F., JR.	1.3
RODERICK, FREDERICK E.	1.3	VAN LOON, ERNEST J.	1
ROYCE, ARTHUR T.	1.5	VROOMAN, CARL W.	1.7
RUSSELL, JAMES W.	1	WARREN, LESLIE F.	1.8
RYDER, E. BRUCE	1.4	WEBB, W. YATES	2.1
SAWTELLE, GARY W.	1	WITTENBURG, ARTHUR C.	1.3
SCATTERDAY, GEORGE H.	1.1	WOLF, SIDNEY M.	2.0
SHEEHAN, WILLIAM P.	2.2.	WOOD, WILLIAM W.	1.6
SHEPPERD, IRVIN C.	1.3	WOODS, WALTER F.	1
<u>SKOUSEN, W. CLEON</u>	1.2	YOUTZ, EDWIN S.	1.5
SLAUGHTER, DAVID R.	2.4	ZELLERS, HOWARD E.	1.2
SMITH, ALLEN H.	2		
SMITH, ANDREW M., JR.	1.6		
SOROLA, MANUEL	Does not dictate		
SOUTH, WILLIAM E.	1		

Inspection Report
 Los Angeles Office
 SAC HOOD
 June 21, 1946

8
 9 AUG 28 1946

W. GLENN SKOUNEN

Special Agent

ENTERED ON DUTY:

June 17, 1940

SALARY:

\$5500

OFFICE PREFERENCE:

(1) Los Angeles

SAC HOOD:

Agent Skounen makes an excellent personal appearance. He dresses in a neat and conservative manner and has an affable personality. He has been assigned to the Selective Service Squad, where he has been performing an average volume of work. He also makes numerous speeches in behalf of the Bureau, for which he has received numerous letters of commendation. He makes an excellent Bureau representative.
Status: Excellent

Inspection Report
Los Angeles Office
SAC HOOD
July 16, 1946

RECORDED
66
4 JUL 25 1946

RRH:MDL

EMPLOYEES RECOMMENDED FOR ADDITIONAL RESPONSIBILITY

0

It is believed that the following employees possess possibilities for accepting additional responsibility:

Assistant Special Agent in Charge JAMES C. ELLSWORTH as a Special Agent in Charge.

It is believed that the following employees are capable of performing supervisory and administrative duties, and some of them should be capable of developing further with such training so that they will eventually become Assistant Special Agents in Charge or Special Agents in Charge:

RICHARD D. AUERBACH
ROBERT H. EGAN
ROBERT A. HARVEY
LESLIE E. HALL
JAMES H. HOODE, JR.
AMBROSE K. LAW
PAUL LUTHER
RILEY L. MILLARD
CHESTER C. ORFON
MERLE L. PARKER
MALCOLM M. RINK
GILMER C. SCHINSON
GEORGE H. SCATTERDAY
W. GLENN SKOWSEN
WILLIAM E. SOUTE
ERNEST J. VAN LOON
LESLIE F. WAGNER
ARTHUR C. WITTENBURG

Inspection Report
Los Angeles Office
SAC MDL
July 27, 1946

W. CLEON SKOUSEN

LOS ANGELES, CALIFORNIA

MARCH 31, 1947

This is the annual efficiency report on Agent SKOUSEN, who entered on duty as a Special Agent June 17, 1940.

Agent SKOUSEN is of medium height and build, carefully groomed, neat and conservative of dress. He possesses a quiet, self-assured and affable personality and is always courteous and gentlemanly in his conduct. He is mature and businesslike in his approach, very intelligent, possesses a wealth of good judgment and makes an excellent Bureau representative, both with public officials and law enforcement officers. He is extremely cooperative and industrious with his time, resourceful and forthright.

Agent SKOUSEN was assigned to the Selective Service Squad until September of 1946, when he was transferred to the General Criminal Squad. Since that date he has handled a number of varied types of investigations, but has for the most part been working on special assignments as an instructor in police training schools in this area. In this connection, I have been informed that he is an outstanding representative of the Bureau before law enforcement officers; has expended a great deal of his own personal time in research and the schools in which he has participated have been outstandingly successful. Agent SKOUSEN is an approved Bureau speaker and in my opinion outstanding in his qualifications along these lines and capable of representing the Bureau as a speaker before any type of group. I have had occasion to commend him on numerous occasions for speeches made before local groups, wherein the performance of this agent had been brought to my attention in highly congratulatory letters. SKOUSEN is, likewise, an approved general police instructor; administrative firearms instructor; inspector's aide; and, has been given advanced instruction on the subject of Juvenile Delinquency.

The stenographers of this office rate Agent SKOUSEN as an excellent dictator. He operates an automobile satisfactorily and although he has not testified recently, I am confident that he would make an excellent witness. He has a good knowledge of the techniques involved in physical and technical surveillances, and although he has no knowledge of shorthand, handles a typewriter adequately. His firearms ability is above average and I would not hesitate to use him on dangerous assignments.

Reports received from this Agent are carefully prepared, uniformly well written and reflect a sound and thorough knowledge of Bureau investigative techniques and procedure. This man is particularly adept in expressing himself and has quite a flare for writing, which he has demonstrated on a number of occasions in the preparation of speeches and interesting case memoranda. He has developed a large number of valuable sources of information and contacts and operates at all times on his own responsibility.

APR 2 1947

67-69802-175

1947

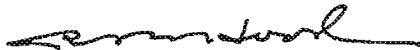
REGISTRATION

W. CLEON SKOUSEN

LOS ANGELES, CALIFORNIA

MARCH 31, 1947

Agent SKOUSEN in my opinion is a real credit and asset to the organization. He has an analytical mind; is qualified as an administrator even though he has not performed supervisory duties in this office during the past year. SKOUSEN is the type of man who goes out of his way to promote the interests of the Bureau and can be depended upon to exercise ingenuity and farsightedness in the promotion of the activities of the organization.


R. B. HOOD
Special Agent in Charge

RCG:JCJ

W.C.S.

ANNUAL REPORT OF EFFICIENCY RATING

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

As of March 31, 1947 based on performance during period from April 1, 1946 to March 31, 1947

W. CLEON SKOUSEN
(Name of employee)

SPECIAL AGENT, CAF 12
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION LOS ANGELES
(Organization—Indicate bureau, division, section, unit, field station)

<p>ON LINES BELOW MARK EMPLOYEE</p> <p>✓ if adequate</p> <p>- if weak</p> <p>+ if outstanding</p>	<p>1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.</p> <p>2. Underline the elements which are especially important in the position.</p> <p>3. Rate only on elements pertinent to the position.</p> <p style="margin-left: 20px;">a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.</p> <p style="margin-left: 20px;">b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i>.</p>	<p>CHECK ONE:</p> <p>Administrative, supervisory, or planning _____ <input type="checkbox"/></p> <p>All others _____ <input checked="" type="checkbox"/></p>
---	---	--

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

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

Rated by [Signature] Special Agent in Charge March 31, 1947
(Signature of rating official) (Title) (Date)

Reviewed by [Signature] Federal Bureau of Investigation APR 14 1947
(Signature of reviewing official) (Title) (Date)

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

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

Dept of Justice
(Dept. for Estab.)

Federal Bureau of Investigation
(Bureau or Office)

510 S. Spring Los Angeles California
(Place of Employment)

I, W. Cleon Skousen, do hereby swear (or affirm) that I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not while a Government employee become a member of such an organization.

W. Cleon Skousen
(Signature of employee or appointee)

Subscribed and sworn to before me this 15th day of July, 19 46
at Los Angeles, State of California.

Romer Eugene Young
(Signature of Officer)

NOTARY PUBLIC

In and for the County of Los Angeles State of California

(Title)

SEAL

(Not needed where none available)

My Commission Expires April 28, 1950

NOTE: Any officer or employee of a department or establishment who is designated in writing by the head thereof to administer oaths in connection with employment as required by law is authorized to administer the affidavit required incidental to the foregoing and such affidavit must be administered without charge or fee and has the same force and effect as affidavits administered by officers having seals.

STATUTORY PENALTY CLAUSE: "Any person who engages in a strike against the Government of the United States, or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States ***and accepts employment the salary or wages for which are paid from any appropriation contained in this Act shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both: Provided further, that the above penalty clause shall be in addition to, and not in substitution for, any other provision of existing law."

FILE

WRG

0 JAN 30 1947

FEB

33

DEPARTMENT OF JUSTICE

WASHINGTON 25, D. C.

July 2, 1946.

CIRCULAR NO. 3959

TO ALL EMPLOYEES:

Subject: Affidavit regarding membership in organizations which assert the right to strike against the Government.

Appropriation bills for the fiscal year 1947 provide that no part of the appropriation shall be used to pay the salary or wages of any person who engages in a strike against the Government of the United States or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States. It is provided that for the purpose of this legislation an affidavit shall be considered prima facie evidence that the person making the affidavit has not contrary to the provisions of this law engaged in a strike against the Government of the United States and is not a member of an organization of Government employees that asserts the right to strike against the Government of the United States.

All employees must execute the affidavit on the other side of this circular. When you have signed the affidavit it should be returned promptly to your immediate supervisor who will forward it through regular channels (for noting against payroll records) to the Administrative Assistant to the Attorney General.

Certifying Officers shall not release salary checks until this affidavit has been prepared and forwarded.



S. A. ANDRETTA
Administrative Assistant
to the Attorney General

April 21, 1947

Mr. O. C. Smith
Chief of Police
Whittier, California

W. CLEON SKOUSEN

My dear Chief:

Your letter dated April 7, 1947, has been received and I do want to thank you for your kind remarks relative to the training which representatives of this Bureau have been privileged to offer your department. It is most gratifying that their efforts were so well received, and you may be sure that we of the FBI consider it a privilege to contribute to raising the standards of our profession of law enforcement.

With best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover

CC: Los Angeles
CC: Training Division
Attention: Mr. Duke

WCH:amo;mra

39

69-176
APR 26 1947
1-111-1

copy
teh

CITY COUNCIL

J. M. KEMMERER, MAYOR
W. D. STOCKDALE, FINANCE
A. U. TOMLINSON, PARKS AND FIRE
FRANK B. CHANDLER, WATER
W. W. BRAUGHT, POLICE

O. C. Smith
Chief of Police

CITY OF WHITTIER
111 West Bailey Street
Whittier, California

April 7, 1947

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

Sir:

On March 26, 1947, through the courtesy of yourself and your Bureau, the officers of this department were privileged to complete a course which included training in gunnery and various phases of police investigation. For this, I wish to extend to you my sincere thanks and those of each officer who attended the school.

In a small department such as this, as you no doubt realize, there are no facilities for training of officers. It is, therefore, impossible to over-rate the advantages to us in the training we received from your agents: W. Cleon Skousen, John L. Sullivan, John J. Canny, Malcolm M. Rink, Earl W. Burke, and Peter J. Pitchess.

I wish to commend to you these agents, each of whom so courteously and unstintingly gave us of his time and attention. Our association with them has given all of us a great deal of pleasure and has been a great incentive to us to become better officers.

Again I thank you for making this school possible to us, and assure you that I shall always be glad of an opportunity to serve your Bureau in any way.

Sincerely,

/s/ O. C. SMITH

/t/ O. C. SMITH

Chief of Police

69603-176

OCS:lm
CC: R. B. HOOD
Special Agent in Charge
Los Angeles Office

ADDRESS ALL COMMUNICATIONS TO O. C. SMITH CHIEF OF POLICE

[Handwritten signatures and initials]

W. CLEON SKOUSEN

SPECIAL AGENT

ENTERED ON DUTY:

June 17, 1940

SALARY:

\$6384.00 in CAF-12

OFFICE OF PREFERENCE:

LOS ANGELES

EXAMINATION:

95

SAC Hood:

Agent SKOUSEN makes an excellent personal appearance. He dresses in a neat and conservative manner and has a pleasant personality. He has been assigned to the Selective Service Squad where he has handled an average volume of work with a minimum amount of supervision. He makes numerous speeches in behalf of the Bureau for which he has received numerous letters of commendation. He makes an excellent Bureau representative.

Status - EXCELLENT

Inspector Gurnea:

SKOUSEN has been assigned to the Los Angeles Office for nearly two years and is presently attached to the general criminal squad. In addition, he assists in police school work. This Agent presents a neat, conservative appearance, is affable, a capable speaker, and appears to be an above average Bureau representative. He states that he came to Los Angeles in poor health, having had stomach ulcers, but is greatly improved and is participating fully in all assignments and phases of the Bureau's work. He expressed sincere appreciation for the Bureau's consideration in sending him to this office. He states he is settled, happy, owns his own home, is near his and his wife's parents and is well pleased with his office assignment. He has three children and Mrs. SKOUSEN is presently expecting another child. This man appears to be well grounded in the Bureau's work and is believed to be a conscientious loyal employee.

Inspection Report
Los Angeles Office
Inspector Gurnea
Interviewed by Special Agent Sherman
February 4, 1947

C. M. Gurnea

399 APR 21 1947
37-107 RECORDED 2

April 26, 1947

~~PERSONAL AND CONFIDENTIAL~~

Mr. Willard C. Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Long Beach, California, on February 27, 1947.

This report reflects that you have compound myopic astigmatism, corrected with glasses.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

DECLASSIFIED BY UC 60322 LP/STP/SZ
ON 04-09-2009

John Edgar Hoover
Director

CC: SAC-Los Angeles

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

COMMUNICATIONS SECTION

MAILED 12

★ APR 26 1947 P.M.

HLE: [initials]

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

APR 29 1947

[Handwritten signature]

[Handwritten initials]

[Handwritten initials]

THORAX (size, shape, movement rib cage, mediastinum) Normal
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. Normal
Chest x-ray #1961: negative.

CARDIO-VASCULAR SYSTEM Normal
HEART (note all signs of cardiac involvement) Normal

PULSE: BEFORE EXERCISE 68 BLOOD PRESSURE: SYSTOLIC 116
AFTER EXERCISE 84 DIASTOLIC 66
THREE MINUTES AFTER 70
CONDITION OF ARTERIES normal CHARACTER OF PULSE full
CONDITION OF VEINS normal HEMORRHOIDS none

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) Normal

GENITO-URINARY SYSTEM Normal
URINALYSIS: SP. GR. 1.016 ALB. neg. SUGAR neg. MICROSCOPICAL neg.
VENEREAL DISEASE no evidence.

NERVOUS SYSTEM Normal
(organic or functional disorders)
ROMBERG Negative INCOORDINATION (gait, speech) None
REFLEXES, SUPERFICIAL Normal DEEP (knee, ankle, elbow) Normal TREMORS None
SEROLOGICAL TESTS Blood Kahn: negative BLOOD TYPE O Rh positive.
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) None apparent.

SMALLPOX VACCINATION: DATE OF LAST VACCINATION September 1930
TYPHOID PROPHYLAXIS: NUMBER OF COURSES Three
DATE OF LAST COURSE September 1930
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE None

SUMMARY OF DEFECTS OD: Compound myopic astigmatism; early alopecia. Not considered disqualifying.

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) Physically qualified to perform all his duties as a Special Agent of the Federal Bureau of Investigation.

L. E. BACH, CAPT, MC, USN *L. E. Bach*
J. E. EPPLEY, CDR, MC, USN *J. E. Eppley*
D. B. HULL, LT, MC, USN *D. B. Hull*
T. J. TINSLEY, LTJG, MC, USNR *T. J. Tinsley*

DATE OF EXAMINATION 27 February 1947.

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS,
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME SKOUSEN, Willard Cleon AGE 34 YEARS, 1 MONTHS
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: Married NUMBER OF CHILDREN 3
FAMILY HISTORY Essentially negative.

HISTORY OF ILLNESS OR INJURY Usual childhood diseases. Otherwise negative.

HEAD AND FACE Normal

EYES: PUPILS (size, shape, reaction to light and distance, etc.) Pupils equal-React to L&A-

DISTANT VISION RT. 20/40, corrected to 20/20 by -0.50S ^{Normal} -0.75 C x 180

LT. 20/20, corrected to 20/

COLOR PERCEPTION: Normal AO 1940 Revised.

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS OD: Compound myopic astigmatism.

EARS: HEARING RT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 15 /15'

LT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 15 /15'

DISEASE OR DEFECTS None

NOSE Normal

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES Normal

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS Normal

TEETH AND GUMS (disease or anatomical defect): as charted.

MISSING TEETH #18

NONVITAL TEETH none

PERIAPICAL DISEASE none

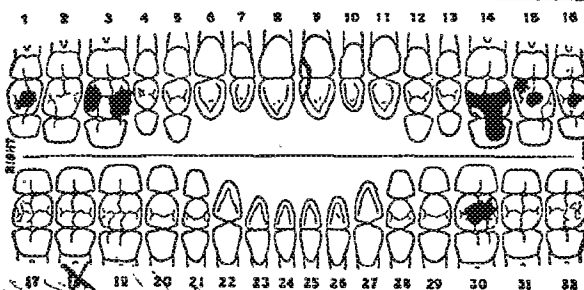
MARKED MALOCCLUSION no

PYORRHEA ALVEOLARIS none

TEETH REPLACED BY BRIDGES none

DENTURES none

REMARKS Meets requirements.



R. J. KEGLE, JR., LTJG, DC, USNR

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Medium erect.

TEMPERATURE 98.6 CHEST AT EXPIRATION 34-3/4"

HEIGHT 5'9 1/2" CHEST AT INSPIRATION 37 1/2"

WEIGHT 158 lbs. CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 33 1/2"

RECENT GAIN OR LOSS, AMOUNT AND CAUSE None

SKIN, HAIR, AND GLANDS Early alopecia- otherwise negative.

NECK (abnormalities, thyroid gland, trachea, larynx) normal

SPINE AND EXTREMITIES (bones, joints, muscles, feet) normal

Prepared: *ml*
Checked: *ml*
Filed by:

11 JUN 11 1947
67-64602-178

June 4, 1947

Mr. W. Cleon Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

In accordance with your request dated May 28, 1947, there is enclosed a letter directed to Honorable Lewis W. Douglas, American Ambassador, London, England, regarding your employment in this Bureau.

Sincerely yours,

J. Edgar Hoover
John Edgar Hoover
Director

Enclosure

Handwritten signatures and initials
RECEIVED READING ROOM
JUN 4 4 05 PM '47
N2

COMMUNICATIONS SECTION
MIA HV 201 S
JUN 5 1947 PM
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

W. CLEON SKOUSEN
3509 MARGUERITE STREET
LOS ANGELES 41, CALIFORNIA
TELEPHONE CLEVELAND 6-5221

May 26, 1947

H. I. Edwards
W. J. [unclear]

Director
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

In 1930-31, while living in England, I stayed with a Mr. and Mrs. Herbert Mottishaw, 37 Grosvenor Road, Woodlands, Doncaster, England. I became well acquainted with them and have corresponded with them during the past several years.

These people are now immigrating to the United States for the purpose of becoming citizens and I am serving as one of their sponsors for the purpose of satisfying the formalities of the immigration requirements. To do this it is necessary to have an employment statement indicating my date of entry into the service, present position and salary.

In the past I have declined to serve as sponsor for a number of other persons but in this instance I would like to be of assistance to this family if the Bureau has no objection. A statement of employment should be addressed to the United States Ambassador, London, England, and returned to the writer for transmission with other papers.

67-69602-178
SEARCHED
Numbered
Filed
JUL 11 1947
FEDERAL BUREAU OF INVESTIGATION
consideration of this request.

I shall appreciate the Bureau's

Sincerely yours,

W. Cleon Skousen
W. Cleon Skousen

OK
Present Ambassador to Legation W. Douglas
per State Dept.
6/3/47

Ref. to SA Skousen
Ref. to Douglas
copy [unclear]
6/4/47
original

[Handwritten signature]

Checked by: *[Signature]*
Filed by:

June 4, 1947

Honorable Lewis W. Douglas
American Ambassador
London, England

My dear Mr. Ambassador:

This office has been requested by Mr. W. Cleon Skousen to furnish you with an affidavit concerning his employment in this Bureau.

In this connection you are advised that Mr. Skousen entered on duty in a clerical capacity in the Federal Bureau of Investigation on October 24, 1935 and was transferred to the position of Special Agent on June 17, 1940. He is presently employed in this capacity and is receiving salary at the rate of \$6884.00 per annum.

Sincerely yours,

11 JUN 11 1947

67-69602-179

Searched	_____
Numbered	_____
Filed	_____
4 JUN 11 1947	
FEDERAL BUREAU OF INVESTIGATION	

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

COMMUNICATIONS SECTION
MAILED 3
JUN 5 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

AGENCY DIRECTOR
JUN 5 10 24 AM '47
U.S. DEPT. OF JUSTICE

TELETYPE UNIT
JUN 11 1947
4:05 PM '47

[Handwritten Signature]

Federal Bureau of Investigation
United States Department of Justice

Los Angeles, California
September 9, 1947

J. Edgar Hoover

Director, FBI

Re: ⁰ W. CLEON SKOUSEN
Special Agent

Dear Sir:

For the Bureau's records, a daughter
was born to Special Agent and Mrs. Skousen on
[redacted] and has been named [redacted]

b6
b7c

Very truly yours,

RBH:AB

[Signature]
R. B. HOOD, SAC.

6 SEP 23 1947

*Jules
Lustig
Lustig conf
9-16-47*

67-69698-180

Searched
Numbered	30
Filed	54
5 SEP 11 1947	
FEDERAL BUREAU OF INVESTIGATION	

THREE
W. J. [Signature]



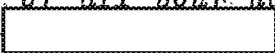
September 16, 1947

Mr. W. Cleon Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

I have just received the good news of the arrival of the new member of the Skousen family and I want to express my heartiest congratulations to Mrs. Skousen and to you.

It is my sincere wish that the future will bring the fulfilment of all your hopes and plans for



Sincerely,

J. Edgar Hoover

SEP 28 1947

NOT RECORDED

SEP 17 10 00 AM '47

U.S. DEPT. OF JUSTICE

15051

RECEIVED HEADINGS

SEP 16 5 29 PM '47

Handwritten signature and initials

cc-SAC, Los Angeles
67-69602-180

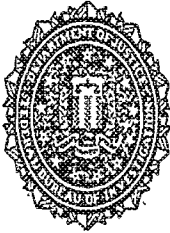
Handwritten initials

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

COMMUNICATIONS SECTION
 MAILED 5
 ★ SEP 17 1947 P.M.
 FEDERAL BUREAU OF INVESTIGATION
 U. S. DEPARTMENT OF JUSTICE

b6
b7c

59



United States Department of Justice
Federal Bureau of Investigation



IN REPLY, PLEASE REFER TO

FILE No. _____

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

Dear Sir:

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

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

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

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

Name Jewel Skousen Address 3509 Marquerite St. Los Angeles
Relationship Wife Dated 6-17-47 *Call Service*

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

Name Same as above Address Same as above
Relationship Wife Dated 6-17-47

Very truly yours,

*ack
7/15/47
bmi*

7-21-47 RECORDED & INDEXED
JUL 17 1947

Jewel Skousen
Special Agent

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAY

No. _____

M. W. Cleon Skousen

Date

June 18, 1947

Title

Grade and Salary

Division or Bureau

FBI

Department

Appropriation

Field Agent

Beginning

Terminating C. O. B.

Indefinite []*

Remarks

Deduct 8 hours on June 14, 1947.

J. Edgar Hoover

IMPORTANT:

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

9 JUN 21 1947

67-NOT RECORDED

[Handwritten signature]

8. (Bureau)

[Handwritten signature]

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAY

No. _____

M. W. Cleon Skousen

Date June 12, 1947

Title

Grade and Salary

Division or Bureau FBI

Department

Appropriation

Field Agent

Beginning

Terminating C. O. B.

Indefinite []*

Remarks

Deduct 8 hours on June 7, 1947.

J. Edgar Hoover

IMPORTANT:

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

11 JUN 14 1947

67-NOT RECORDED

[Handwritten signature]

[Handwritten initials]

MEG:DLP

AGENTS' ABILITY TO DICTATE

Inspector Gurnea:

W. Cleon Skousen

During the Inspection the stenographers of the office were requested to rate the Agents on their ability to dictate as follows; the stenographers gave each Agent who had given them dictation a numerical rating, using "1" for Excellent, "2" for Very Good, etc. They were also requested to make constructive comments and criticisms on the Agents' ability to dictate. The composite results of the stenographers' analyses of the Agents' ability to dictate are as follows:

<u>Agent's Name</u>	<u>Composite Numerical Rating</u>	<u>Composite of Stenographers' Comments</u>
ABBOTT, EDWARD E.	2.1	Poor enunciation; poor sentence construction; Facts not well marshalled; uneven speed; Dictates too slowly; but dictates too fast on names and numbers; too many corrections and insertions needed; should pay more attention to administrative details.
ADAMS, MERLE R.	1.0	
ALDRICH, M. DONALD	1.5	Dictates too slowly.
ANDERSON, LORENZO W., JR.	1.2	Facts not well marshalled; too verbose.
ANGELL, KEITH E.	1.0	
AUERBACH, RICHARD D.	1.5	Too many corrections; poor sentence construction.
AUGUSTSON, LEONARD	2.2	Poor enunciation; uneven speed; too many corrections and insertions; should pay more attention to administrative details; poor sentence construction.
BACKUS, JOSEPH B.	3.0	Poor diction; uneven speed; should pay more attention to administrative details; facts not well marshalled; too many insertions and corrections.
BATES, J. MARSHALL	1.0	
BECKSTEAD, LEE A. (A)	1.3	Uneven speed; dictates names too fast; Facts not well marshalled.
BERKEY, HARVEY G.	1.0	
BICKLEY, GEORGE F.	2.0	Dictates too slowly

Inspection Report
Los Angeles Office
Inspector Gurnea
February 6, 1947

3
MAY 3 1947

<u>Agent's Name</u>	<u>Composite Numerical Rating</u>	<u>Composite of Stenographers' Comments</u>
BIELER, JOHN W. (A)	1.4	Facts not well marshalled; neglects to spell proper names; on dictaphone cylinders should indicate copies clearly.
BOTT, WALTER M.	1.0	
BRADLEY, JOHN J.	1.5	Uneven speed; spells names too rapidly; too many corrections and insertions.
BRAUN, WALTER W.	1.4	Facts not well marshalled; dictates too slowly and at uneven rate of speed; should pay more attention to administrative details.
BRIGHT, MARCUS M.	1.0	
BROWN, FLOYD W.	1.5	Facts not well marshalled
BROWN, J. WRIGHT	1.0	
BRYANT, THOMAS E.	2.0	Dictates too slowly.
BURKE, EARLE W.	1.1	Poor sentence construction.
BUXTON, RICHARD J. (A)	2.2	Dictates too slowly; uneven speed; facts not well marshalled; should pay more attention to administrative details; Poor sentence construction.
BUYS, WILLIAM H.	1.2	Uneven speed; too many insertions.
BYRNE, WILLIAM J., JR.	1.0	
BYRNES, ROBERT C.	1.0	
CANNY, JOHN J.	1.2	Speaks too softly.
CARLSEN, MARTIN	1.0	
CASHEL, JOHN M.	1.0	
COLBY, WILLIAM W. (A)	1.0	
COOLEY, FRANCIS D. (A)	1.1	Too many insertions.
CORCORAN, JAMES W. (A)	1.0	
CRISMAN, CHESTER C.	1.2	Dictates too slowly, but spells names too rapidly; poor enunciation.
DALEY, JAMES E. (A)	1.3	Too many insertions required.
DALNESS, EARL M.	1.4	Facts not well marshalled; should pay more attention to administrative details of reports
DAVIS, HOWARD H.	1.1	Poor enunciation;
DAY, GRAHAM A.	1.0	
DODGE, HAROLD F.	1.0	
DUNN, LUTHER V.	1.5	Dictates too slowly.
DUPUIS, FREDERICK G.	1.0	
EARL, GRANT C. (A)	2.0	Dictation too slow; insertions necessary.
EGAN, ROBERT H.	1.0	
EICHERLY, LESTER H.	1.0	
ELLIS, H. REX	1.0	
ELLSWORTH, JAMES C.	1.0	
EMONTS, ROBERT J. (A)	2.0	Agent has dictated only once, consisting of one short report.

<u>Agent's Name</u>	<u>Composite Numerical Rating</u>	<u>Composite of Stenographers' Comments</u>
FAZIOLA, JAMES D.	1.6	Uneven speed; facts not well marshalled; Dictates too fast on names and numbers; Poor sentence construction; Poor enunciation.
FERRIS, EDWARD P.	1.5	Uneven speed.
FINDLAY, JAMES G.	1.2	Dictates too slowly
FINDLING, C. EARL	1.0	
FURBUSH, EDWARD A.	1.7	Facts not well marshalled; uneven speed; Poor enunciation; should pay more attention to administrative details.
GIBBS, DONALD V.	1.2	Too many corrections.
GIBBS, PAUL W.	1.1	Should be more familiar with administrative details.
GIBSON, GEORGE M.	1.3	Too many corrections.
GODFREY, RICHARD C.	1.0	
GOODENOW, BERYL M.	1.2	Poor enunciation; fails to spell all proper names.
GORDON, HUBERT F. (A)	1.0	
GOUDGE, MAURICE E.	1.0	
GRACE, RICHARD K.	1.0	
GRAPP, WESLEY G.		Has been in office less than a month
GUNN, ALFRED G. (A)	1.3	Facts not well marshalled; poor enunciation; Too many insertions.
HAIR, ERWIN P. (A)	1.3	Dictation too long, drawn out.
HALL, LESLIE R.	1.2	Dictates too slowly; too spasmodic.
HANSEN, GEORGE K. (A)	1.0	
HARRISON, GERALD D. (A)	1.2	Uneven speed.
HENRY, JOHN J.	1.4	Uneven speed; dictates too slowly.
HOLLMAN, ROBERT W.	1.4	Poor enunciation.
HOOSE, JAMES H., JR.	1.0	
HORGAN, JOHN J.	1.3	Frequent corrections and insertions; (however, all work has been on police surveys.)
HORNER, ROBERT M.		During major portion of time worked on plant on technical surveillance; dictated only briefly before transfer; insufficient to warrant dictation rating
HUTCHESON, WILLIAM T.	1.8	Dictates too slowly; facts not well marshalled; poor enunciation; uneven speed.
HYNES, JAMES F. (A)	1.0	
IRWIN, CURTIS P., JR.	1.3	Dictates too slowly
ITEN, LAWRENCE M.	1.0	
JACKSON, JOHN A.	1.8	Poor sentence construction; fails to spell proper names; too many insertions, resulting in frequent retyping; facts not well marshalled; too many interruptions during dictation, especially telephone calls

<u>Agents Name</u>	<u>Composite Numerical Rating</u>	<u>Composite of Stenographers' Comments</u>
JENSEN, VERNON D.	1.0	
JOHNSON, MARLIN W.	1.0	
JONES, JOHN R.	1.3	Uneven speed; fails to spell proper names; Too many corrections, necessitating retyping. Dictates too slowly.
JONES, WILLIAM P.	1.3	
KEANE, JOHN E.	1.0	
KEEPER, GEORGE	1.0	
KELLOGG, IRA J.	1.0	Dictates very little; works mostly on police schools
KEMPTON, JACK S.	1.0	
KEYSER, LEYD E.	1.1	Dictates names too fast.
KIMBALL, NED A.	1.2	Retyping often necessary.
KIRK, GEORGE M., JR. (A)	1.6	Dictates too slowly; uneven speed.
KLOSTER, ERLING H.	1.2	Should be more careful, about administrative details, such as indication of copies
LAMB, ROBERT G.	1.9	Uneven speed; facts not well marshalled; dictates too slowly; too many corrections.
LARSON, ROLF L.	2.0	Not too familiar yet with field office procedure.
LAW, AMBROSE K.	1.1	Poor enunciation; dictates a little slow.
LEARN, ELWOOD D.	1.1	Dictates too slowly.
LOFGREN, KENNETH A.	1.1	Poor sentence structure.
LUTHER, PAUL	1.0	
MAGEE, DAVID W.	1.7	Facts not well marshalled; uneven speed; Too many corrections and insertions; does not make the best use of time allotted for dictation.
MANN, ISADORE HENRY (A)	1.4	Dictates too slowly.
McCLOUD, WILLIAM H.	1.0	
McGAUGHEY, EMMETT C.	1.0	
McKEIGHAN, THOMAS F., JR.	1.2	Dictates too slowly; should speak louder; On dictaphone cylinders should watch administrative details, such as designation of extra copies of letters
MILLARD, RILEY L.	1.5	Dictates too slowly; numerous corrections and insertions made.
MILLS, RALPH W.	1.0	
MOLLOY, PAUL J.	1.2	Dictates too slowly; should speak a little louder.
MORGAN, JACK D.	1.6	Poor sentence structure; facts not well marshalled; dictates too slowly; should watch administrative details more carefully; makes too many changes in sentences.

<u>Agent's Name</u>	<u>Composite Numerical Rating</u>	<u>Composite of Stenographers' Comments</u>
MULHERN, THOMAS H. (A)	1.0	
MYERSON, MURRAY B. (A)	1.0	
NAGEL, GORGE-JOHN	2.0	Dictates too slowly; too many corrections.
NALLS, STUART C.	1.0	
NIELSEN, E. JOHN	1.0	
NOLAN, WILLIAM B., JR.	1.3	Should pay more attention to administrative details; poor enunciation.
O'CONNELL, JAMES J.	1.1	Too many insertions.
O'DRISCOLL, JEFOME J.	1.3	Leaves too much to stenographer's judgment; Dictates too slowly.
ODUM, BARDWELL D.	1.3	Facts not well marshalled.
OLSEN, KENNETH D.	1.1	Uneven speed.
ORION, CHESTER C.	1.1	Uneven speed; does not always spell proper names or allow sufficient time to write them out
PARKER, MERLE L.	1.7	Does not allow sufficient time to write proper names; poor enunciation; does not spell proper names.
PARRISH, FINIS I.	1.6	Uneven speed; poor enunciation; poor sentence construction; dictates too slowly; too many insertions.
PARKY, VAUGHN I.	1.0	
PETERS, ROY A.	1.4	Poor enunciation; Southern accent makes him difficult to understand.
PITCHESS, PETER J.	1.3	Facts not well marshalled.
POND, WAYNE Y.	1.1	Should pay more attention to administrative details.
PTACEK, BERNARR M.	1.2	Facts not well marshalled.
RANEY, DON EDWIN	1.0	
RATCLIFF, JOHN D.	2.0	Lacks confidence in his dictation.
REILLY, PHILIP J.	1.3	Should pay more attention to administrative details.
RINK, MALCOLM M.	1.0	
ROBE, PENNEL V.	1.0	
ROBERTS, ALBERT J. JR., (A)	1.5	Dictates too slowly; uneven speed.
ROBERTS, T. WOODROW (A)	1.5	Poor diction.
ROBINSON, GILMER G.	1.0	
ROCHE, JOHN H. (A)	2.5	Uneven speed; too many insertions and corrections; retyping often necessary; facts not well marshalled; poor sentence construction; dictates too slowly.
RODRICK, FREDERICK E.	1.0	
ROYCE, ARTHUR T.	1.2	Uneven speed; poor sentence structure.
RYDER, E. BROUCE	1.0	
SAWTELLE, GARY W.	1.0	Has "annoying" habit of reading stenographers' shorthand notes as they write.

<u>Agent's Name</u>	<u>Composite Numerical Rating</u>	<u>Composite of Stenographers' Comments</u>
SCATTERDAY, GEORGE H.	1.0	
SCHMITZ, JOHN J.	1.5	Poor enunciation.
SHEEHAN, WILLIAM P.	1.4	Too many corrections and insertions; Uneven speed; unnecessarily spells out even most common names, such as Jones, Brown, etc.
SHELTON, GAYLE C., JR.	1.0	
SHEPPERD, IRVIN G.	1.1	Over estimates his work for the time requested for dictation.
SLATINSHEK, FRANK M.	1.0	New to this office; has not yet dictated.
SKOUSEN, W. CLEON	1.0	
SLAUGHTER, DAVID R.	2.1	Uneven speed; too rapid on spelling of names; poor enunciation; poor sentence construction; too many corrections and insertions; appears to be quite nervous.
SMITH, ALLEN H.	1.2	Dictates too slowly; poor sentence construction.
SOHOLA, MANUEL		Does not dictate; liaison agent with police department.
SOUTH, WILLIAM E.	1.0	
STEWART, HOMNEY	1.0	
STUCKEY, GILBERT B.	1.7	Too many corrections; poor sentence structure; poor enunciation; uneven speed.
SULLIVAN, JOHN E., JR.	2.0	Should pay more attention to administrative details to avoid retyping reports; Poor diction.
SULLIVAN, JOHN L.	1.8	Poor enunciation; uneven speed.
SULLIVAN, J. ROBERT		New in office; dictation on applicant matters insufficient to warrant dictation ratings
THOMSON, GEORGE D.	1.0	
THORNTON, THOMAS H.	1.0	Should speak a little louder.
TILLMAN, FREDERICK G.	2.4	Poor diction; uneven speed; too many insertions and corrections; facts not well marshalled; should pay more attention to administrative details; should speak louder and not dictate with pipe in his mouth; fails to spell proper names; leaves too much to stenographer's judgment; will not accept helpful suggestions; poor sentence construction.
TOWNSEND, FRANK H.	1.0	
VAN LOON, ERNEST J.	1.0	

<u>Agent's Name</u>	<u>Composite Numerical Rating</u>	<u>Composite of Stenographers' Comments</u>
VROOMAN, CAROL W. (A)	1.6	Dictates too slowly; facts not well marshalled; should speak a little louder.
WARREN, LESLIE F.	1.6	Dictates too slowly, apparently not sure of his sentence construction; uneven speed; makes many corrections.
WEBB, W. YATES	1.5	Dictates too slowly.
WHITMARSH, ROBERT L. (A)	1.5	Poor enunciation; dictates a little slow; Poor sentence construction.
WITTENBURG, ARTHUR C.	1.0	
WOLF, SILNEY M.	1.3	Too many changes after dictation has been given.
WOOD, WILLIAM W.	1.0	
WOODS, WALTER F.	1.0	
YOUTZ, EDWIN S.	1.0	
ZELLERS, HOWARD E.	1.0	

The above comments of the stenographers should be called to the attention of the Agents to enable them to improve their dictation.

SAC Hood:

The comments noted will be furnished to each Agent concerned and every effort will be made to improve their dictation.

W. C. Sullivan
W. C. Sullivan
W. C. Sullivan
W. C. Sullivan

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

El Paso, Texas
 January 29, 1948

MEMORANDUM TO THE DIRECTOR:

RE: SA W. CLEON SKOUSEN

Mr. Skousen assisted me during the inspection of the Phoenix Office. This Agent is particularly familiar with office administrative devices when compared with other Agents. He is alert and quickly understood the details of each assignment given him. He completed his assignments thoroughly with a minimum of supervision. This Agent is considerably above average when compared with other inspectors' aides.

M. E. Gurnea
 M. E. GURNEA
 Inspector

5 FEB 19 1948

MEG:ACO

RECORDED

67-69602-181

Searched.....

Numbered..... 75

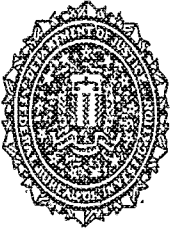
File..... 49

3 FEB 18 1948

FEDERAL BUREAU OF INVESTIGATION

3 Jua

438



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



IN REPLY, PLEASE REFER TO

FILE No. _____
Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

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

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

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

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

Name Mrs Jewel Skousen Address 3509 Marquette St. Los Angeles 41 Calif.
Relationship wife Dated 1-16-48

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

Name Same Address Same
Relationship Same Dated 1-16-48 67-NOT RECORDED 4

Handwritten initials and date:
2/9/48
C.S.

FEB 12 1948
Handwritten signature:
J. Edgar Hoover

Very truly yours,
Handwritten signature:
Jewel Skousen
Special Agent

LMI:CFJ

W. CLEON SKOUSEN

Special Agent

ENTERED ON DUTY:

July 17, 1940

SALARY:

\$6384.00

OFFICES OF PREFERENCE:

1. Los Angeles

SAC HOOD:

Agent SKOUSEN is an excellent representative of the Bureau. He is conservative, diligent, industrious and very interested in doing an outstanding job for the Bureau. He is approved Bureau speaker and also outstanding Police Instructor. I believe he is an outstanding asset to the Bureau and Los Angeles office. Firearms - good.

Rating: EXCELLENT

3 NOV 2 1947
67-NOT RECORDED 56

SELF-INSPECTION REPORT
LOS ANGELES OFFICE
SAC HOOD
SEPTEMBER 11, 1947

W. CLEON SKOUSEN

Los Angeles

March 31, 1948

This is the annual efficiency report on SA W. CLEON SKOUSEN, who entered the Bureau's service as a Special Agent on June 17, 1940.

SA SKOUSEN is in good health, is married and has four children. He is above average in height, medium build, well groomed, and neatly and conservatively dressed. He has a self-assured manner, is affable, and has a lasting personality. He is very courteous and gentlemanly and business-like in his approach. He has good sound judgment and has an excellent cooperative attitude towards fellow agents, employees, and his assignments. He is exceptionally interested in the Bureau's work and religiously loyal to the organization. He performs a large amount of overtime and does not request compensatory leave.

Mr. SKOUSEN is assigned to the general criminal investigative squad and has the responsibility of writing the Crime Survey and also Interesting Case Write-ups. During this period the majority of his time has been used as a police instructor. He also is used as an Inspector's Aide and gives numerous Bureau speeches. I have received numerous letters and personal comments concerning SKOUSEN's outstanding ability as a Bureau speaker. This agent has excellent command of the English language and is a polished speaker. I have also received numerous personal comments and also letters of commendation concerning his excellent work as a police instructor.

He has developed many contacts and friends for the Bureau through his talks and police instruction.

This agent is outstanding in research matters. He spends considerable time doing research on police administration and supervision, juvenile matters, crime conditions and allied matters.

I have commended this agent also for his fine work in connection with the submission of the last Crime Survey report. This agent has good imagination and is very resourceful and will assume all responsibilities in connection with his assignments. He has excellent ideas and makes good use of these in connection with Crime Survey and Interesting Case Write-ups, and the like.

67-69602-182

SEARCHED _____

Numbered 12

Filed 60

APR 14 1948

FEDERAL BUREAU OF INVESTIGATION

J. J. Jones

Amal

scj

W. CLEON SKOUSEN (Continued)

In addition to the above assignments, this agent also handles an occasional Extortion case or a White Slave Traffic Act case. SA SKOUSEN is extremely cooperative and is a leader on this squad. He has a very excellent cooperative attitude and spirit, exercising a good influence on other agents. He has very good technique on investigations and has excellent knowledge of subject matters. He is an extremely capable agent and can be used on practically any assignment. SKOUSEN's reports are excellently written, requiring no correction. His investigations require little or no supervision.

SKOUSEN definitely possesses executive and administrative ability, and in that respect can take charge of a group of agents and excellently organize and lead them in their assignments. This agent, however, has expressly desired the investigative phase of the Bureau's work and other assignments which he is presently performing. This agent is very capable of handling confidential informants and has contributed an above average number of sources of information.

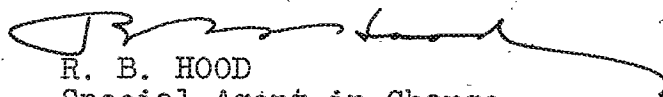
This agent is entirely capable of testifying in an excellent manner before Federal Grand Juries or Federal Courts.

This agent is also an Inspector's Aide and in that capacity is called upon occasionally to assist in the inspection of other Field Offices.

His firearms scores are consistently in the high 90's. He definitely can be used on dangerous assignments in view of his sound judgment and firearms ability. This agent is a Bureau firearms instructor.

The stenographers in this office have rated this agent as excellent in his dictation.

I rate this agent as EXCELLENT in Grade CAF 12.


R. B. HOOD
Special Agent in Charge

LMI:BMc

W.C.S.

ANNUAL REPORT OF EFFICIENCY RATING

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

As of March 31, 1948 based on performance during period from 4-1-47 to 3-31-48

W. CLEON SKOUSEN
(Name of employee)

Special Agent, CAF 12
(Title of position, service, and grade)

Federal Bureau of Investigation, Los Angeles
(Organization—Indicate bureau, division, section, unit, field station)

<p>ON LINES BELOW MARK EMPLOYEE</p> <p>✓ if adequate</p> <p>- if weak</p> <p>+ if outstanding</p>	<p>1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.</p> <p>2. Underline the elements which are especially important in the position.</p> <p>3. Rate only on elements pertinent to the position.</p> <p style="margin-left: 20px;">a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.</p> <p style="margin-left: 20px;">b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i>.</p>	<p>CHECK ONE:</p> <p>Administrative, supervisory, or planning _____ <input type="checkbox"/></p> <p>All others..... <input checked="" type="checkbox"/></p>
---	---	---

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

STATE ANY OTHER ELEMENTS CONSIDERED

+(A) Ability to direct and lead a group of agents on raids and dangerous assignments.

+(B) Capability for additional responsibilities.

_____ (C) _____

<p>STANDARD</p> <p>Deviations must be explained on reverse side of this form</p>	<p>Adjective Rating <u>W.B.S.</u></p>												
<p>Plus marks on all underlined elements, and check marks or better on all other elements rated.....</p> <p>Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....</p> <p>Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....</p> <p>Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....</p> <p>Minus marks on at least half of the underlined elements.....</p>	<table style="width: 100%;"> <tr> <td style="text-align: center;">Adjective Rating</td> <td style="text-align: right;">Rating official: EXCELLENT</td> </tr> <tr> <td style="text-align: center;">Excellent</td> <td></td> </tr> <tr> <td style="text-align: center;">Very Good</td> <td></td> </tr> <tr> <td style="text-align: center;">Good</td> <td style="text-align: right;">Reviewing official: _____</td> </tr> <tr> <td style="text-align: center;">Fair</td> <td></td> </tr> <tr> <td style="text-align: center;">Unsatisfactory</td> <td></td> </tr> </table>	Adjective Rating	Rating official: EXCELLENT	Excellent		Very Good		Good	Reviewing official: _____	Fair		Unsatisfactory	
Adjective Rating	Rating official: EXCELLENT												
Excellent													
Very Good													
Good	Reviewing official: _____												
Fair													
Unsatisfactory													

Rated by [Signature] Special Agent in Charge March 31, 1948
(Signature of rating official) (Title) (Date)

Reviewed by [Signature] Assistant Director, Federal Bureau of Investigation 4-27-48
(Signature of reviewing official) (Title) (Date)

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

May 18, 1948

Mr. W. Cleon Skousen
Federal Bureau of Investigation
United States Department of Justice
Los Angeles, California

Dear Mr. Skousen:

The fine work performed by you in connection with the preparation of the Los Angeles Crime Survey Report has been brought to my attention.

The compilation of data and the preparation of this report necessitated considerable effort and ingenuity and the results attained were due in no small measure to the part you played and I want you to know of my sincere appreciation.

Sincerely,

J. Edgar Hoover

RECORDED
MAY 24 1948
COMMUNICATIONS SECTION

cc: SAC, Los Angeles (P & C)
CRD:lrh

69602-183

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

COMMUNICATIONS SECTION
 MAILED 12
 MAY 19 1948 P.M.
 FEDERAL BUREAU OF INVESTIGATION
 U. S. DEPARTMENT OF JUSTICE

RECEIVED READING ROOM
 MAY 18 4 25 PM '48
 [Handwritten signature]

Federal Bureau of Investigation
United States Department of Justice

Los Angeles, California
May 3, 1948

Handwritten signature: P. L. ...
Handwritten signature: H. ...

Director, FBI

Re: CRIME SURVEY
LOS ANGELES FIELD DIVISION

Dear Sir:

In connection with the recent Crime Survey, I believe that the following Agents have made a most valuable contribution and, in addition, they were responsible for the organization of the material and the actual preparation of the report. These Agents are performing outstanding work on the general criminal squad and are not exclusively assigned to the Crime Survey Program but have many other important assignments and they unhesitatingly continue to perform a large amount of overtime for the benefit of the Crime Survey Program.

These Agents are:

- W. C. SKOUSEN
- LOGAN J. ~~LANE~~
- FREDERICK E. ~~RODERICK~~
- JOHN L. ~~SULLIVAN~~
- LAWRENCE M. ~~MITEN~~ (Supervisor)

It is recommended that letters of commendation be directed to them.

Very truly yours,

H. B. HOOD, SAC

RECORDED
MAY 27 1948

67-602-184

RECEIVED
ROSEN

MAY 8 5 23 PM '48

FBI

DEB

REH:AB
94-250

DEB
MAY 6 1948
FEDERAL BUREAU OF INVESTIGATION

ROSEN
RECEIVED



Large handwritten note: Agree that letters of commendation should be given
Handwritten initials: J.S. / one 5/11/48
Handwritten initials: J.S. / one 5/11/48
Handwritten initials: J.S. / one 5/11/48

17

Director, FBI

June 30, 1948

SAC, Salt Lake City

THIRTY-THIRD ANNUAL CONVENTION, CALIFORNIA DIVISION,
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION,
RENO, NEVADA, JUNE 16-19, 1948

Re: airtel 5/11/48.

The above convention was held in Reno on the indicated dates. The address given by Special Agent W. C. SKOUSEN was very well received, and the Resident Agents at Reno have heard many very complimentary remarks concerning it.

RICHARD HEAP, Superintendent of the Bureau of Identification of the Reno Police Department, was elected President for the coming year.

Inasmuch as SA LLOYD KEYSER of the Los Angeles Office, a member of the Association, was in attendance at the convention, it is my understanding that he will submit a detailed report thereof, and accordingly same will not be submitted by this office. However, a copy of the program is enclosed.

Encl. (1)
LJM:FR
94-185

cc: Los Angeles

6 JUL 19 1948

RECORDED

ORIGINAL FILE IN 94-1112-2048

67-69602-185	
Searched
Numbered	99
Filed
JUL 13 1948	
FEDERAL BUREAU OF INVESTIGATION	

copy am

File 1012

W. E. FREDRICK
 LAWRENCE H. ITEN
 JOHN E. SULLIVAN
 JUDAN J. LAHE
 W. CLYDE SKOUSEN

May 10, 1948

MEMORANDUM FOR MR. E. A. TAMM

RE: CRIME SURVEY
LOS ANGELES FIELD DIVISION

The current Los Angeles Crime Survey Report for the period October 15, 1947, to April 15, 1948, has been reviewed and it is noted this report reflects notably through organization and unusually effective presentation of material. The entire report is conveniently set up with appropriately labeled tabs to indicate the various topics and headings into which the report is divided. Since it is quite bulky, this greatly facilitates ready reference to any part of the report. On pages 1, 2, 3, and the reverse of 23 and pages 107a and b, are maps and sketches depicting the city of Los Angeles, the counties covered by that office, the headquarters of Mickey Choan, one of the principal criminal figures in the Los Angeles area and a diagram showing the setup and operation of the racing wire service in Los Angeles.

Numerous excellent photographs of prominent criminals, public officials, gangland figures, prostitutes and notorious establishments are placed throughout the report to high light and supplement the written material.

The body of the report contains information that appears to be comprehensive and well organized. The method of presentation is clear, logical and extremely readable. The entire report is outstanding and evidences the expenditure of considerable effort and ingenuity.

I thought for these reasons you might, as a matter of interest, like to scan this report, a copy of which is attached.

SAC Hood of the Los Angeles Field Division has suggested by letter of May 3, 1948, that a letter of commendation be directed to the four Agents and the Supervisor who have been mainly responsible for the writing and preparation of the attached report. These Agents while carrying on their regular duties have performed a large amount of overtime for the benefit of the Crime Survey Program in Los Angeles.

Respectfully,

/s/ A. Rosen

A. Rosen

Attachment

JGL:gjb

JUN 29 1948

78

ORIGINAL FILE IN 67-15417-26-248

Prepared by: *hel*
Checked by: *me*
Filed by:

July 14, 1948

Mr. W. Cleon Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$6714 per annum to \$6953.40 per annum in Grade CAF 12, effective July 25, 1948.

Sincerely yours,

John Edgar Hoover
Director

15 JUL 20 1948

RECORDED

69602-186

99

JUL 16 1948

RECEIVED RICHARDSON
F. B. I.
JUL 14 6 07 PM '48
U. S. DEPT. OF JUSTICE

CC: SAC, Los Angeles
Movement
Mr. J. M. Edwards

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

hel
JW/HCL

COMMUNICATIONS SECTION
MAILED 8
★ JUL 15 1948 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

[Handwritten signatures and initials]

m

FEDERAL BUREAU OF INVESTIGATION

Prepared by *Em*
Checked by *me*
Filed by *me*

IP. D. *George* WASHINGTON 25, D. C.

MR. W. CLEON SKOUSEN
Special Agent in Charge

Date *July 30, 1948*

Personnel Action Number
F. B. I. - *17302* 19362
Legal Authority

Nature of Action

Effective

July 19, 1948

Position

FROM

TO

Special Agent

Grade

GS-10
GS-14

GS-10
GS-14

Salary

Division

and

Section

Headquarters

Appropriations

S & E, F.B.I.

S & E, F.B.I.

Departmental or Field

Dept.

Field

Dept.

Field

NATURE OF POSITION

a. VICE

b. ADDITIONAL IDENTICAL

c. NEW

P. C. NO.

P. C. NO.

P. C. NO.

Date of Birth

Date of Oath

REMARKS

From under the 27 Act, from GS-11, Public Law 850 as amended 6-30-47. From under the 27 Act only Bill from GS-11, GS to GS-10 in CAP in 4-1-47. Bill of GS-11 CAP in 4-11-47. From GS-11 only - 7-11-47.

Em

64 JUL 30 1948

67-NOT RECORDED-4

Em

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : Inspector M. E. Gurnea

SUBJECT: SPECIAL AGENT W. C. SKOUSEN

DATE: 12-21-48

Wm

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

Special Agent Skousen assisted me during the Butte and Salt Lake City Offices. Skousen's intelligence is above average. He is analytical, industrious and thoroughly dependable. This Agent received his assignments with a minimum of detailed instructions, completed them quickly, thoroughly and accurately. Skousen is above average.

MEG:DMG

1 2 JAN 7 1949

RECORDED

67-69602-187

Searched _____

Numbered _____

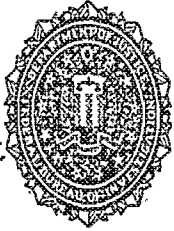
Filed 34

3 JAN 4 1949

FEDERAL BUREAU OF INVESTIGATION

3 [Signature]

[Handwritten mark]



United States Department of Justice
Federal Bureau of Investigation



Los Angeles Calif
11-26-48

IN REPLY, PLEASE REFER TO

FILE No. _____

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

Dear Sir:

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

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

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

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

Name Jewel Skousen Address 3509 Marquette St. Los Angeles Calif.
Relationship Wife Dated 11-26-48

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

Name Jewel Skousen Address 3509 Marquette St. Los Angeles Calif.
Relationship wife Dated 11-26-48

RECORDED & INDEXED

Very truly yours,

[Signature]
Special Agent

sch
12/12/48
ag

[Handwritten initials]

August 25, 1948

SAC, Portland

RE: LEROY B. SKOUSEN
SPECIAL AGENT
General In-Service Course 8/9/48 to 8/20/48

Dear Sir:

The above named Special Agent attended the above General In-Service training course at the Seat of Government and attained the following grades:

Notebook	Excellent
Examination	98
Hip Shooting (Double Action)	86
Practical Pistol Course	97
Shotgun (Skeet)	16/25
.30 Rifle	70
Machine Gun	100
2 days Specialized Training in:	Photography

The firearms grades with the exception of the Shotgun Skeet Course should be entered on the individual field firearms training record card.

Very truly yours,

J. E. Hoover
John Edgar Hoover
Director

cc: SA Leroy B. Skousen
Portland

1948 P.M.

COMMUNICATIONS SECTION
MAILED 11

FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

HLS:dcg

12 AUG 27 1948

[Handwritten initials and signatures]

Los Angeles, 13, California

February 10th, 1949

Director, FBI

Re: Inspection of the
Butte Division

Dear Sir:

In accordance with the telephone call from
Mr. Edward J. McCabe at the Bureau on February 8th, 1949,
there is submitted herewith a memorandum by Special Agent
W. Cleon Skousen covering the inspection of the Billings
Resident Agency.

Very truly yours,

R. B. HOOD,
SAC

2 MAR 2 1949

RBH:vcd

Airmail

1 Encl

67-109602-188	
Searched
Numbered
FEB 23 1949	
FEDERAL BUREAU OF INVESTIGATION	

87-1-11-1-48
orig in 67-11-1-19 in file

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC

DATE: February 8, 1949

FROM : SA W. Cleon Skousen

SUBJECT: Inspection of the Butte Division

Reference is made to the telephone call from Mr. McCabe at the Bureau on February 8th, 1949, concerning the inspection of the resident agency at Billings, Montana, and the questions which have been raised in connection with delinquencies found there.

Concerning the inspection of the Identification Orders at Billings, I specifically recall inspecting these and examining them closely because they were unusually voluminous. They were bound together with an Acco fastener and were located with a number of other items, including the file of Wanted Flyers, in the second or third drawer of the cabinet assigned to Agent Vincent Garvey. I inquired of Agent Garvey why he had retained many obsolete and cancelled IO's and he went into some detail to explain that a number of the officers in that territory have taken considerable interest in certain IO subjects and that when they have inquired from time to time concerning their status, he liked to be able to advise them specifically of the date of cancellation without having to inquire of the headquarters office in Butte. Agent Garvey pointed out that it was his opinion that it was advantageous to retain these cancelled IO's in order to be able to intelligently answer inquiries and not merely assume they were cancelled just because he didn't have a copy on file. This discussion extended over several minutes and the writer is of the opinion that Agent Garvey will recall this conversation which resulted from the examination of the IO file. The writer specifically recalls advising Agent Garvey that the retention of obsolete and cancelled IO's is contrary to established Bureau procedure.

Concerning the number of dictaphone records on hand at the time of the inspection, I wish to state that the tabulation of these records was made jointly by Agent Garvey and the writer and that when the total number had been ascertained, the writer asked Agent Garvey why this large number was maintained in this residency. Agent Garvey stated that they had accumulated over a considerable period of time and that they were far in excess of their current needs. The writer asked Agent Garvey how many records he estimated were necessary and he advised that approximately sixty percent of those on hand could be sent back to Butte. No question arose as to the total number then on hand since this figure had been determined and accepted by both Agent Garvey and the writer during the tabulation process. The writer did not make any specific recommendation as to the number of records to be sent back but merely pointed out in the inspection report that an excessive number of unused dictaphone records were maintained at this residency.

WCS:vcd

Memorandum to the SAC re
Inspection of the Butte Division

February 8th, 1949

Throughout the inspection of this resident agency each delinquency was discussed with Agent Garvey as it was discovered and opportunity afforded him to explain any special or unusual local condition which might account for circumstances found to exist in that office. Both of the above mentioned matters were subjects of considerable discussion and the writer is therefore at a loss to understand why any misunderstanding concerning these delinquencies should have arisen since that time.

SKOUSEN, W. CLEON

Special Agent

E.O.D.: 6-17-40

C.A.F.: 12 - \$6953.40

Offices of Preference: (1) Los Angeles

Agents' Examination: 92.25

S.A.C. Hood:

(A.K. Law)

Agent Skousen is neat and well groomed in appearance and has a sincere, self-assured manner. Skousen is a thorough, experienced Agent and is capable of handling any type of investigation with resourcefulness and good judgment. He has done exceptional work assisting in the preparation of the Crime Survey, as a police instructor, Bureau speaker, and the preparation of interesting case write-ups. He is an excellent man on research, on juvenile delinquency, and on police administration. He is a qualified firearms instructor and has been used as an Inspector's Aide. He is a conscientious, loyal Agent who requires a minimum of supervision. EXCELLENT.

Inspector Gurnea:

Skousen presents a good appearance and has a very warm and friendly personality. This Agent is loyal and thoroughly dependable. He is an approved Bureau speaker and spends a considerable amount of his time teaching police schools. I believe he is an above average Agent.

Inspection Report
Los Angeles Office
Inspector Gurnea
Date: 10-22-48
Interviewed by: Insp. Gurnea

14 JAN 24 1949

87-NOT RECORDED 3

17

ANNUAL
**REPORT OF
EFFICIENCY RATING**

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

As of March 31, 1949 based on performance during period from April 1, 1948 to March 31, 1949

W. CLEON SKOUSEN
(Name of employee)

Special Agent, CAF-12
(Title of position, service, and grade)

Federal Bureau of Investigation, Los Angeles
(Organization—Indicate bureau, division, section, unit, field station)

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

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

15 MAY 1949

STATE ANY OTHER ELEMENTS CONSIDERED
Ability to direct and lead a group of agents on raids and dangerous assignments.
± (A)
± (B) Capability for additional responsibilities.
(C)

STANDARD Deviations must be explained on reverse side of this form		FEDERAL BUREAU OF INVESTIGATION Rating <u>WES</u>
<p>Plus marks on all underlined elements, and check marks or better on all other elements rated.</p> <p>Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.</p> <p>Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.</p> <p>Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.</p> <p>Minus marks on at least half of the underlined elements.</p>	<p>Adjective Rating</p> <p>Excellent</p> <p>Very Good</p> <p>Good</p> <p>Fair</p> <p>Unsatisfactory</p>	<p>Rating official <u>EXCELLENT</u></p> <p>Reviewing official _____</p>
Rated by <u>[Signature]</u> Special Agent in Charge <u>March 31, 1949</u> (Signature of rating official) Assistant (Title) (Date)	Reviewed by _____ Federal Bureau of Investigation _____ (Signature of reviewing official) (Title) (Date)	<u>5-3-49</u> (Date)
Rating approved by efficiency rating committee _____ (Date)	Report to employee _____ (Adjective rating)	

W. CLEON SKOUSEN

LOS ANGELES

MARCH 31, 1949

This is the annual efficiency report on SA W. CLEON SKOUSEN who entered on duty as a Special Agent with the Bureau on June 17, 1940. He is an agent of medium height and slender build. He is neat and conservative in his dress and presents an excellent personal appearance. His personality is mature, friendly, sincere and challenging to those with whom he comes in contact. He is well liked by fellow employees and all others with whom he associates. SKOUSEN is an extremely alert, experienced, capable agent who uses his keen intelligence to the Bureau's best interests at all times. He is tactful, diplomatic and persuasive and still able to be sufficiently forceful and aggressive to meet and dominate any situation which arises. He appears to be in excellent physical condition.

SKOUSEN is vitally interested in all phases of the Bureau's work. He is extremely energetic, dependable, cooperative and conscientious in handling any type of assignment. He is industrious to an excellent degree and works many hours of voluntary overtime for which he makes no claim for compensatory leave. He possesses and uses an extremely intelligent and active mentality and is logical and analytical in his approach to each and every problem that arises.

During this period SKOUSEN has been assigned to the General Criminal Investigative Squad. He has been used however, for the most part, as an instructor in police schools and in handling the preparation of the Crime Survey. On both of these assignments he has done an outstanding and superior job. He works with no supervision and is fully competent to plan, organize and follow through any such assignment without supervision. He is also a qualified firearms instructor and Bureau speaker and has contributed to the program of this office in both phases of this activity extensively during this period. SKOUSEN is an outstanding public speaker and his talents and abilities are used to the Bureau's advantage on many occasions. He willingly accepts and discharges all of his responsibilities and all of his work reflects the application of careful thought, excellent judgment and extreme thoroughness. He has handled several criminal investigations in addition to his other assignments and has done an excellent job on each. His criminal investigations reflect resourcefulness and careful planning in all instances.

SKOUSEN'S reports and paper work, although few during this period, are excellent and require an absolute minimum of supervision. Stenographers rate his dictation as excellent. He handles all Bureau equipment in excellent fashion and his firearms scores are far above average and admirably suit him for use on any dangerous assignment as a leader of a group of agents in the planning and execution of such assignment, or as a participant. Although

J. M. Conroy
he has not testified during this period, his abilities and past experience qualify him as an excellent witness. In addition to his other abilities, SKOUSEN is an inspector's aide and as such has assisted in the inspection of several offices.

During this period this agent has been commended by the Director and myself for his work in connection with the Crime Survey program. I have received numerous letters of commendation for his work as a police instructor and he has made many friends for the Bureau as a result of this contact work. He has also done outstanding work in connection with research matters, particularly on the subject of juvenile delinquency, concerning which he has received specialized training.

SKOUSEN possesses administrative, supervisory and executive ability and is capable of handling any such assignment as the needs of the Bureau would indicate. Though he is well satisfied with his present assignment, he has advised me he is available for transfer.



R. B. HOOD
Special Agent in Charge

AKL:BAJ

WBS

CARBON COPY

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

Tom McCabe

FEB 9 - 1949

TELETYPE

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

WASH 1 FROM LOSANGELES 9 11-00 PM

DIRECTOR URGENT
ATTN: TRAINING DIVISION

RE: INSPECTION OF BUTTE FIELD ~~OFFICE~~ DIVISION AND TELEPHONE CALL FROM MR. MCCABE FEB. EIGHT, FORTYNINE CONCERNING INSPECTION OF RESIDENT AGENCY AT BILLINGS. SA W. C. SKOUSEN WHO MADE INSPECTION STATES SPECIFICALLY RECALLS INSPECTION IO FILE AND DISCUSSING WITH AGENT ~~W. C. SKOUSEN~~ VINCENT GARVEY OVER PERIOD SEVERAL ~~MINUTES~~ MINUTES HIS REASON FOR RETAINING CANCELLED IO- S . GARVEY GAVE AS REASON THE FACT OFFICERS OCCASIONALLY INQUIRED CONCERNING STATUS OF OLD ~~IO- S~~ IO-S AND HE DESIRED TO INDICATE DATE OF CANCELLATION. SKOUSEN STATES HE RECALLS SPECIFICALLY ADVISING GARVEY THIS PROCEDURE CONTRARY TO BUREAU REGULATION. SKOUSSN STATES FILE OF IDENTIFICATION ~~ORDERS~~ ORDERS FOUND IN USUAL ~~MANNER~~ MANNER WITH ACCO FASTENER AND RETAINED WITH FILE OF WANTED FLYERS IN SECOND OR THIRD DRAWER OF CABINET ASSIGNED AGENT GARVEY. CONCERNING NUMBER OF DICTAPHONE RECORDS IN THIS ~~OFFICE~~ OFFICE SKOUSEN STATES TABULATION WAS MADE BY HIMSELF AND GARVEY ONLY AND THAT THE TOTAL NUMBER WAS DISCUSSED WITH GARVEY WHO ADMITTED THE TOTAL NUMBER TO BE SIXTY PERCENT IN EXCESS OF THE ACTUAL NEEDS OF THIS RESIDENCY. AGENT SKOUSSN IS SUBMITTING MEMORANDUM FURNISHING FURTHER DETAILS AMSD.

MAR 3 1949

HOOD

END ACK PLS

Dir. Director

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME SKOUSEY, Glenn AGE 36 YEARS, 3 MONTHS
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: Married NUMBER OF CHILDREN 4
FAMILY HISTORY Mother, Father and 7 siblings living and well.
(No Known Familial Diseases)

HISTORY OF ILLNESS OR INJURY Usual Childhood Diseases, Tonsillectomy 1918

HEAD AND FACE Normal

EYES: PUPILS (size, shape, reaction to light and distance, etc.) Round, Equal, React to L. & A.

DISTANT VISION RT. 20/40, corrected to 20/20 -1.50 + 1.25 X 90

LT. 20/, corrected to 20/20 Plano - 1.25 X 20

COLOR PERCEPTION Normal AmOnCo 1940 revised

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS None

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS None

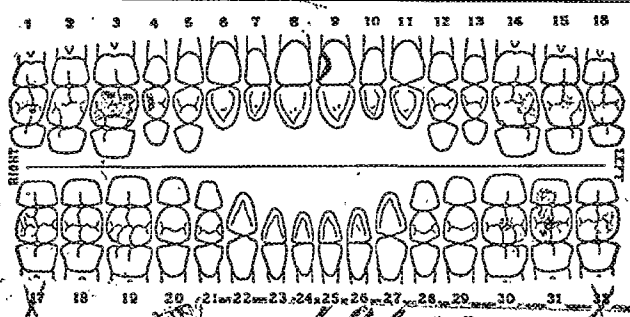
NOSE Left septal spur, 40% obstruction NCD
(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES Normal

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS Normal

TEETH AND GUMS (disease or anatomical defect): As Noted

MISSING TEETH 15, 17,
NONVITAL TEETH None
PERIAPICAL DISEASE None
MARKED MALOCCLUSION No
PYORRHEA ALVEOLARIS None
TEETH REPLACED BY BRIDGES None
DENTURES None
REMARKS None



8 MAY 20 1948
67-69602-190
(Signature of Dental Officer.)

GENERAL BUILD AND APPEARANCE Medium-erect Numbered 17

TEMPERATURE 98.6 CHEST AT EXPIRATION 35 36

HEIGHT 68 1/2 CHEST AT INSPIRATION 38

WEIGHT 166 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 36

RECENT GAIN OR LOSS, AMOUNT AND CAUSE None FEDERAL BUREAU OF INVESTIGATION

SKIN, HAIR, AND GLANDS Normal

NECK (abnormalities, thyroid gland, trachea, larynx) Normal

SPINE AND EXTREMITIES (bones, joints, muscles, feet) Normal

wes

ENTRIES ON CARD
5/4/48
[Signature]

[Handwritten initials/signature]

THORAX (size, shape, movement, rib cage, mediastinum) Normal
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. Normal

~~Chest X-Ray negative of 3-31-49 # 2740~~

CARDIO-VASCULAR SYSTEM Normal
HEART (note all signs of cardiac involvement) Normal

PULSE: BEFORE EXERCISE 76 BLOOD PRESSURE: SYSTOLIC 108
AFTER EXERCISE 99 DIASTOLIC 64
THREE MINUTES AFTER 74
CONDITION OF ARTERIES Normal CHARACTER OF PULSE Full Regular
CONDITION OF VEINS Normal HEMORRHOIDS None

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) Normal

GENITO-URINARY SYSTEM Normal
URINALYSIS: SP. GR. 1.012 ALB Negative SUGAR Negative MICROSCOPICAL Neg.
VENEREAL DISEASE Dentes-non-apparent

NERVOUS SYSTEM Normal
(organic or functional disorders)
ROMBERG Negative INCOORDINATION (gait, speech) None
REFLEXES, SUPERFICIAL Normal DEEP (knee, ankle, elbow) Normal TREMORS None
SEROLOGICAL TESTS Blood Kahn negative BLOOD TYPE B
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) None

SMALLPOX VACCINATION: DATE OF LAST VACCINATION No record
TYPHOID PROPHYLAXIS: NUMBER OF COURSES No record
DATE OF LAST COURSE No record
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE None

SUMMARY OF DEFECTS Left septal spur, 40% obstruction EGD.

CAPABLE OF PERFORMING DUTIES INVOLVING Arduous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS Yes (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) PHYSICALLY QUALIFIED

R. G. BOGAR, LCDR MC USN

D. A. KILPATRICK, LCDR MC USN

R. L. HILL, LCDR MC USN

DATE OF EXAMINATION 3-31-49

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 1-17-50

FROM : H. H. CLEGG

SUBJECT: SA W. CLEON SKOUSEN; LOS ANGELES
AIDE TO INSPECTOR

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

The above-named Agent assisted Mr. Naughten during the recent inspection in San Francisco.

RECORDED

67-69602-191

Skousen has had extended experience on inspections and proved himself to be extremely capable and valuable as an Aide. He has more than average intelligence and an unusual ability to take an assignment and follow through with practically no supervision, producing accurate, objective, and fine results all around. He is regarded as EXCELLENT.

26

JAN 19 1950

FEDERAL BUREAU OF INVESTIGATION

TEN:jec

Handwritten notes:
1-18-50

Handwritten signature: [Signature]

September 9, 1949

SAC, Los Angeles

RE: **W. CLEON SKOUSEN**
SPECIAL AGENT
General In-Service Course 8/22 to 9/2/49

Dear Sir:

The above-named Special Agent attended the above General In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	Excellent
Examination	97 1/2
Double Action Course	89
Practical Pistol Course	92
Shotgun (Skeet)	15/25
.30 Rifle	85
Machine Gun	95
1 day Specialized Training in:	Police Training

The firearms grades with the exception of the Shotgun Skeet Course should be entered on the individual field firearms training record.

Very truly yours,

J. E. Hoover
John Edgar Hoover
Director

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

SA **W. Cleon Skousen**
COMMUNICATIONS SECTION
MAILED 15
SEP 9 1949 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

SEP 16 1949
RECORDED
INDEXED
W. M. ...



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

IN REPLY, PLEASE REFER TO

FILE No. _____

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

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 31, 1949, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~NOT RECORDED~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

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

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

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

Name Jewel P. Skousen Address 3509 Marquette St. Los Angeles 41 Calif.
Relationship Wife Dated 10-27-49

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

Name Jewel P. Skousen Address 3509 Marquette St. Los Angeles 41 Calif.
Relationship Wife Dated 6-27-49



Very truly yours,
[Signature]
Special Agent

26
-1949
NOT RECORDED
OCT 15 1949

Prepared by: *hgb*
Checked by: *ML*
Filed by:

January 19, 1950

0
Mr. T. Cleon Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$7000 per annum to \$7200 per annum in Grade GS 12, effective January 22, 1950.

Sincerely yours,

John Edgar Hoover
Director

CC: SAC, Los Angeles
Mr. J. E. Edwards
Movement Section

PERSONAL ATTENTION

69602-192

JAN 20 1950

9

26

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Kohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

JW:hgb *hgb*

MAILED 7
JAN 19 1950
COMM - FBI

V-10

SW
Paul

February 27, 1950

0
Mr. W. Cleon Skouson
Federal Bureau of Investigation
900 Security Building
Los Angeles 13, California

Dear Mr. Skouson:

The Bureau has completed its review of the manuscripts submitted by you on "Psychology of the Juvenile," "Growing-Up Problems of the Normal Juvenile," and "Factors Contributing to the Delinquency of Girls" in response to the Bureau's request for a revitalization of police training material. These manuscripts give evidence of considerable effort on your part in the amount of research involved, the organization of the subject matter, and the inclusion of illustrations to add interest to your subjects.

14 MAR 9 1950 67-69602-193

I am pleased at the interest shown by you in the constant improvement of the caliber of police training given by Bureau Agents, as indicated not only by the above-listed manuscripts but also the others forwarded by you through the Los Angeles Office in recent months.

Sincerely yours,

J. Edgar Hoover

cc - SAC, Los Angeles

TJF:MES

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

MAR 1 - 1950
COMM - ndl

RECEIVED - DIRECTOR
F B I
DEPT. OF JUSTICE
FEB 20 9 43 AM '50
U.S. DEPT. OF JUSTICE
RECEIVED - RECORDS ROOM
MAR 7 1950
MAR 1 1950
MAR 3 08 54 '50
MAR 20 1950

March 10, 1950

Mr. W. Cleon Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

May I take this opportunity to extend to Mrs. Skousen and to you my hearty congratulations on the birth of your son,



I know that you are looking forward to all the joy and happiness he will bring to you.

Sincerely,

J. Edgar Hoover

CC - SAC, Los Angeles (P&C)

67-69602

U.S. DEPT. OF JUSTICE
MAR 10 1950

MAILED 2
MAR 10 1950
COMM - FBI

RECEIVED - DIRECTOR
U.S. DEPT. OF JUSTICE
MAR 10 2 05 PM '50

RECEIVED READING ROOM
U.S. DEPT. OF JUSTICE
MAR 10 12 55 PM '50
MAR 16 1950

Handwritten signatures and initials

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Kohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

b6
b7C

copy am

CITY OF RIVERSIDE

CALIFORNIA

February 7, 1950

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

Dear Sir:

Last month your organization, in cooperation with the Riverside County Sheriff's Office, conducted a school at the latter's training center for Deputy Sheriffs holding supervisory positions in the Sheriff's Office.

Being highly desirous of obtaining this kind of instruction for the supervisory officers on this department, we sent every officer from the grade of sergeant upwards, to attend. Sheriff Rayburn and the writer have been interested in having this type of training for supervisory officers for some little time, and through the cooperation of Chief Special Agents Fred McIntire and Richard B. Hood, we were able to get the school organized and have assigned to it as instructors, Special Agents John L. Sullivan and William C. Skousen.

My reason for writing you is to personally thank you on behalf of the men of our department, and to advise you that I do not believe that we could have had better instructors than those I have just mentioned. Being exact opposites in their manner of teaching, each complimented the other and they were thereby enabled to continuously hold the interest of those in the class. I am also pleased to advise you that they handled their subject matter in an excellent manner, the results of their instruction being already evident on this department.

I am pleased, therefore, to give you this commendation of their fine work.

Cordially and sincerely,

/s/ J. A. Bennett

J. A. BENNETT
Chief of Police

JAB:RFK
cc to Agents
McIntire & R.B. Hood

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

FORWARDED BY
FILED BY

Nature of Action

MR. W. CLEON SKOUSEN
PERIODIC PAY INCREASE

Date: January 10, 1950

Personnel Action Number: F.B.I. 8963

Legal Authority

Effective: January 22, 1950

Position	FROM	TO
Grade		
Salary		
Division and Section		
Headquarters		
Appropriations	S & E, F. B. I.	S & E, F. B. I.
Departmental or Field	<input type="checkbox"/> Dept.	<input checked="" type="checkbox"/> Field

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

REMARKS

Prom. under the Auto. Prom. Bill, Public Law 760 on amended 6-22-49. Prom. under the same bill 10/14 to 10/21/49 in pay in eff. 7-25-49. Last official rating - ASSISTANT - approved Rating Committee 2-3-49.

[Handwritten signature]

27 JAN 30 1949

67-100-10000-5
[Large handwritten signature]



United States Department of Justice
Federal Bureau of Investigation

Los Angeles, California
March 1, 1950

*Very true
file w/12*

Director, FBI

RE: Special Agent
W. CLEON SKOUSEN

Dear Sir:

For the Bureau's records, a son was
born to Special Agent and Mrs. Skousen on [redacted]
[redacted] and has been named [redacted]

b6
b7c

Very truly yours,

AB

R. B. Hood
R. B. HOOD, SAC.

13 MAR 21 1950

69602-194
13
60
MAR 3 1950
FEDERAL BUREAU OF INVESTIGATION

Let's get back to work

file 12 w/12

U.S. DEPT. OF JUSTICE
MAR 1 10 11 AM '50
RECORDED
MAR 13 3 08 PM '50
U.S. DEPT. OF JUSTICE
MAR 13 1950

U.S. DEPT. OF JUSTICE
MAR 13 1950

March 7, 1950

Mr. W. Cleon Skousen
Federal Bureau of Investigation
United States Department of Justice
Los Angeles, California

Dear Mr. Skousen:

I was most pleased to learn of the favorable comments received concerning your splendid participation in the recent school held for the Riverside County Sheriff's Office.

The very fine manner in which these classes were received definitely attests to the considerable amount of thought and effort which was given to their preparation and presentation. I want you to know of my sincere appreciation and commendation for the interest and enthusiasm so clearly manifested by you.

14 MAR 16 1950 Sincerely,

J. Edgar Hoover

cc: SAC, Los Angeles (P & C)

CRD:lrh

6960-195

MAR 7 12:55 PM '50
RECEIVED READING ROOM
DEPT. OF JUSTICE

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

MAILED 2
MAR 7 1950
COMM - FBI

RECEIVED - DIRECTOR
F B I
U.S. DEPT. OF JUSTICE
MAR 7 1 28 PM '50

[Handwritten signatures and initials]

Jones, *[Handwritten]*

ANNUAL
**REPORT OF
EFFICIENCY RATING**

Form approved,
Budget Bureau No. 50-R0123.

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

As of MARCH 31, 1950 based on performance during period from APRIL 1, 1949 to MARCH 31, 1950

W. CLEON SKOUSEN
(Name of employee)

SPECIAL AGENT GS-12
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION

LOS ANGELES

(Organization—Indicate bureau, division, section, unit, field station)

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

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

67-69602-196

STATE ANY OTHER ELEMENTS CONSIDERED

Ability to lead and direct a group of Agents on raids and dangerous assignments.

Capability for additional responsibilities.

APR 27 1950

<p style="text-align: center;">STANDARD</p> <p style="text-align: center;">Deviations must be explained on reverse side of this form</p> <p>Plus marks on all underlined elements, and check marks or better on all other elements rated.</p> <p>Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.</p> <p>Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.</p> <p>Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.</p> <p>Minus marks on at least half of the underlined elements.</p>	<p style="text-align: right;">Adjective Rating</p> <p style="text-align: right;">Rating official: <u>EXCELLENT</u></p> <p style="text-align: right;">Reviewing official: _____</p>
--	--

Rated by R. B. HOOD Special Agent in Charge March 31, 1950
(Signature of rating official) (Title) (Date)

Reviewed by _____ 4/17/50
(Signature of reviewing official) (Date)

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

From letter - not of date 1, 3, 4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31

W. CLEON SKOUSEN

LOS ANGELES

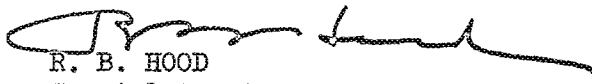
MARCH 31, 1950

SKOUSEN entered the Bureau's Service as an Agent on June 17, 1940, and is presently in Grade GS-12. He is married and has five children. He owns his own home in Los Angeles. While he prefers to remain here for family and personal reasons, he is available if the needs of the Bureau's Service require his presence elsewhere on special or general assignment.

SKOUSEN is a very versatile Agent who excels in most of the fields in which he works. He is a most capable Bureau speaker and his services are in constant demand but are necessarily limited in view of the nature of police school assignments. He is an administrative firearms instructor and also an inspector's aide. He has been used by the Bureau in this capacity during the past year and he has also assisted me in a self-inspection and his services were highly satisfactory.

As a police instructor he is unequalled for he has a capacity for research to develop his material, and he has the ability to present his material to police officers in a most interesting fashion. He has done much to make a success of the police training program in this territory. I am confident there is no other police instructor in any institution of learning or other law enforcement agency who can compete with him.

SKOUSEN is calm by nature but he is aggressive and has tremendous drive to accomplish a great deal with a minimum of effort. He presents a very satisfactory personal appearance and has a good personality. He is entirely devoted to the Bureau's Service and gives freely of his own personal time to further the Bureau's work. He undoubtedly possesses administrative ability, but his services are much more valuable to the Bureau in the field in which he now operates.


R. B. HOOD
Special Agent in Charge

RBH:gmw

W.C.S.

April 26, 1950

Mr. W. Cleon Skousen
Federal Bureau of Investigation
United States Department of Justice
Los Angeles, California

Dear Mr. Skousen:

I have received some very fine comments relative to the excellent manner in which you participated in two state-wide juvenile schools which were conducted recently at the Phoenix Police Academy.

The successful results accomplished in this most important phase of the Bureau's work is attributable in no small measure to your outstanding contributions and I want to commend you for your services in this instance.

67-69602-197
Sincerely,

J. Edgar Hoover

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

MAILED 10
APR 27 1950
COMM - FBI

APR 26 8 18 PM '50

cc: SAC, Los Angeles

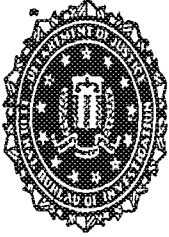
RECEIVED - DIRECTOR

CLT:gcm

[Handwritten initials]

[Handwritten signatures and initials: gch, m, yb, etc.]

U.S. DEPT. OF JUSTICE



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



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

RECEIVED
 APR 17 1950
 FEDERAL BUREAU OF INVESTIGATION
 U.S. DEPARTMENT OF JUSTICE

Dear Sir:

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

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

Name Newel P. Skousen Relationship Wife Date 3-18-50
 Address 3509 Marguerite St. Los Angeles 65 Calif

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

Name Same as above Relationship Wife Date 3-18-50
 Address Same as above

ack
 APR 17 1950
 del

RECORDED-8
 5/weg

Very truly yours,

 Special Agent

APR 17 1950

Los Angeles.

Mr. W. Cleon Skousen,
Federal Bureau of Investigation,
U. S. Department of Justice.

Director, FBI

4/17/50

SAC, Phoenix

POLICE TRAINING SCHOOL
STATE-WIDE JUVENILE SCHOOL
PHOENIX, ARIZONA 4-3/7-50

Publicity concerning this school was forwarded to Bureau by memorandum 4/12/50. There is enclosed herewith a program of the school, which includes an unusual feature in that it has space for recording notes which idea was very warmly received by students in attendance.

By letter dated 4/13/50, Mr. JOHN WALKER, Chief Juvenile Officer, Maricopa County Juvenile Court, advised, as follows:

"Thanks a lot for the cooperation, advice and assistance you gave us in the State-Wide Juvenile School. I hardly know what Peace Officers would do without the F.B.I., and now I wonder why the Juvenile Court lingered so long in securing aid from your organization in the matter of education and procedure.

"I think Cleon Skousen is probably one of the greatest lecturers ever to participate in any event in Arizona, and I think we are fortunate in being able to offer the school that we do each year. I know it is possible only through the cooperation of your organization.

"Thanks again for your help, and please bear with us in future requests because in our work we feel the F.B.I. is indispensable as an advisor as well as enforcement agency."

It is recommended that a letter of acknowledgment be directed to Mr. Walker by the Bureau, in addition to the one being directed by this office. Mr. Walker, himself, has been most cooperative and has been a vital factor in the success of the two state-wide juvenile schools which have been held at the Phoenix Police Academy. I attended two sessions of the juvenile school and found an eager and interested group in attendance.

Agent Skousen's presentations were outstanding in every respect and he has done much to further the prestige of the Bureau throughout Arizona on this most important phase of law enforcement. The Phoenix office is deeply appreciative of the Bureau's making Agent Skousen available for these schools.

Judge Philip P. Gilliam of Denver, Chief Earl O'Clair and Sheriff Cal Boies and others were generous in their comments concerning Agent Skousen's contribution to the school.

Enc
WAM-kb

1-82

cc-Los Angeles

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 8, 1950

FROM : SAC, Los Angeles

SUBJECT: SA W. CLEON SKOUSEN

~~CONFIDENTIAL~~

ReBulet 4-21-50 (3-52).

This Agent has exceptional ability as a dictator and his letters and memoranda have been highly satisfactory. While he has not prepared any reports, he has assisted in the preparation of the Crime Survey Report and his ability in this regard is excellent.

He can organize and initiate investigations on his own initiative and responsibility and does not require supervision.

During this time, he has not testified in court because he has been engaged full time in police school assignments. He is regarded as an outstanding lecturer and has presented many classes on the subject of Testifying in Court and has assisted in the Moot Court sessions for employees of this office. He has had prior experience in testifying and is regarded by me as EXCELLENT in such a capacity.

As indicated in the body of his report, the assignments of this Agent are such that he has not had an opportunity to engage on physical surveillance work during the period of the report. He has had such experience in the past however and has operated most satisfactorily.

RBH:AB

WCS

REC'D 1950
MAY 2 1950

67-69602-199	
Classified	_____
Numbered	_____ 30
Filed	_____ 48
MAY 16 1950	
FEDERAL BUREAU OF INVESTIGATION	

[Handwritten signature]

Copy-FHE

OFFICE MEMORANDUM . UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 4-24-50

FROM : SAC, Phoenix

SUBJECT : Police Executive School,
Phoenix Police Department,
Phoenix, Arizona, April 10 thru 14, 1950
POLICE TRAINING

In connection with the above training school, I thought it would be interesting to point out the eighteen students who attended the above school represented all of the captains and sergeants of the Phoenix Police Department and all of those students were in attendance at every session.

Chief of Police EARL O'CLAIR also attended all sessions of the above school. Each captain and sergeant, in addition to the chief, have individually expressed the opinion that the high success of this school was due solely to the outstanding teaching abilities of SA's JOHN L. SULLIVAN and W. CLEON SKOUSEN.

The captains and sergeants, in addition to the chief, were highly appreciative of the opportunity afforded them to be taught by these agents and stated they desire to have another school after a six-month period has elapsed.

JBD:alb
1-82

2 cc's: Los Angeles

1-1172-88-1111-1

PX

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 22, 1950

FROM : SAC, Los Angeles

SUBJECT: Special Agent 0
-WILLIAM C. SKOUSEN
wilens

*No 20 memo Skousen
in K...
w/...
...
...*

This is to advise that the father of this Agent passed away suddenly following a stroke on May 21, 1950. Accordingly, the talk scheduled for this Agent before the Annual Conference of INTERNATIONAL ASSOCIATION DR IDENTIFICATION, California Division at Redding, California, on May 24th is being canceled.

It is recommended that a letter of condolence be directed to Agent Skousen.

RBH:AB
AIR MAIL

2 JUN 9 1950

RECORDED

67-69602-200	
Controlled	<u>1</u>
Numbered	<u>13</u>
Filed	<u>52</u>
MAY 25 1950	
FEDERAL BUREAU OF INVESTIGATION	

*3/1/50
R...
m...c*

*Rev. note let to employee
5/29/50
R.../m...c*

SAC, Los Angeles

June 30, 1950

Director, FBI

~~CONFIDENTIAL~~

W. GLEON SKOUSEN
Special Agent
Los Angeles Office

A review of the captioned Agent's file reflects that he has served ten years in the Bureau as a Special Agent and is therefore eligible for consideration for reallocation to Grade GS-13.

The Bureau desires that you carefully review the work of Agent Skousen and that you submit a special efficiency report. You are also instructed to comment specifically on each item as reflected in SAC Letter Number 146, dated November 18, 1947, and as amended in SAC Letter Number 101 (H), dated November 3, 1949.

In the event he does not meet the qualifications for Grade GS-13, he should be so advised in accordance with SAC Letter Number 162, dated December 13, 1947, and the Bureau promptly notified.

WJE
JEE:rvd

DECLASSIFIED BY UC 60322 LP/STP/SZ
ON 04-09-2009

67-69602-201

Searched _____
 Numbered _____
 Filed _____

JUL 3 1950

FEDERAL BUREAU OF INVESTIGATION

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____
- Nespe _____
- Gandy _____

MAILED 17
 JUN 30 1950
 COMM - FBI

WJE
rvd

May 29, 1950

Mr. W. Clabn Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

I have been informed of the passing of your father, and I would like to take this means to send a word of comfort and understanding in your bereavement.

I realize that mere words have little solace at a time such as this, but I do want you to know that I sympathize with you deeply.

Sincerely,

J. Edgar Hoover

cc: SAC, Los Angeles (P&C)

RKW:mac
67-69602

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

MAILED
MAY 27 1950
COMM. FBI

U.S. DEPT. OF JUSTICE
RECEIVED READING ROOM
MAY 29 7 18 PM '50

RECEIVED - DIRECTOR
F. B. I.
U. S. DEPT. OF JUSTICE
MAY 31 10 25 AM '50

[Handwritten signature]

Director, FBI

5-3-50

SAC, San Diego

~~CONFIDENTIAL~~

SA WILLIAM G. SKOUSEN
LOS ANGELES DIVISION

DECLASSIFIED BY UC 60322 LP/STP/SZ
ON 04-09-2009

SA SKOUSEN was primarily responsible for the organization and handling of a Juvenile Crime Control School at San Diego, California, April 25 through 27, 1950.

I was present at the opening of the school and listened to one hour of lecturing by Agent SKOUSEN. I also received comments from the head of the Training School of the San Diego Police Department and others of the 72 officers in attendance, and without exception the officers spoke in complimentary terms of the excellent performance of this Agent. From hearing him, I personally feel that he is outstanding among the Bureau representatives that I have heard lecture on police subjects. Aside from his ability, I noted that he exhibited real enthusiasm for his assignment.

I feel that this performance and devotion to duty are worthy of commendation and suggest that a brief letter be written this Agent in connection with his work in this division.

ECR:jec

1-94

cc - Los Angeles (~~CONFIDENTIAL~~)

RECORDED

69602-202

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

Los Angeles, California
July 11, 1950

Director, FBI

~~CONFIDENTIAL~~

RE: ⁰ W. CLEON SKOUSEN
Special Agent
Los Angeles Office

Dear Sir:

ReBulet June 30, 1950.

It is recommended that this employee be reallocated to Grade GS 13, in view of his having completed ten years in the Bureau's service, and the high quality of work that he has performed. He has been most outstanding as a police instructor in this office during the past year, having devoted considerable personal time to the preparation of material for his lectures, and his method of presentation has been the comment of the most favorable reaction I have ever received on any Bureau instructor.

This Agent meets the requirements of the Bureau as set out in SAC Letter No. 146, dated November 18, 1947, and SAC Letter No. 101 (H), dated November 3, 1949, namely:

1. He has ten years of service, having entered on duty 6-17-40;
2. He is able to handle any type of investigation;
3. He is in excellent physical condition;
4. He is qualified to supervise or handle any type of case;
5. He is available for special or routine assignment as the Bureau may direct.

Very truly yours,

R. B. HOOD, SAC.

RBH:AB
Air Mail

67-69602-203

SEARCHED INDEXED SERIALIZED FILED

JUL 14 1950

FBI - LOS ANGELES

[Handwritten signature]



[Handwritten notes and stamps]

1 AUG 1 1950

RECEIVED

10 3 11 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : H. L. Edwards

SUBJECT: WILLARD CLEON SKOUSEN
Special Agent
Los Angeles Office

DATE: 9-5-50

[Handwritten signatures and initials]

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

[Handwritten signature]

RE: REALLOCATION

This employee entered on duty 10-24-35 as a Messenger and on 6-17-40 he was appointed a Special Agent in Grade CAF-9, \$3200 per annum. On 2-1-43 he was reallocated to CAF-12, \$4600 per annum, and as a result of four uniform promotions and four basic salary increases, his salary was increased to GS-12, \$7200 per annum. He is now being considered for reallocation to GS-13, \$7600 per annum.

On 4-4-41 he was assigned to the Chief Clerk's Office as a supervisor and on 6-25-41 he was placed in charge of the Communications Section. By letter dated 10-14-41 the Director advised him he was pleased to note the fine compliment which had been paid to this Agent as a Bureau representative when he addressed the Missouri Press Association. By memorandum dated 11-28-41 Mr. Nichols expressed his dissatisfaction with the manner in which this Agent handled a telephone call with Howard Hiatt. As a result of the mishandling of two radiograms, he was censured by letter dated 1-20-42 for not properly instructing all employees in the Communication Section. On 6-7-43 he was designated Personnel Assistant of the Communications and Records Section.

RECORDED
67-69602-204
75
SEP 18 1950
FEDERAL BUREAU OF INVESTIGATION

In a memorandum dated 9-2-43, to the Director, Mr. Laughlin said he was made available to the Staff of the House Appropriations Committee to conduct a survey and inquiry into the Central switchboard and teletype facilities operated by the Central Administrative Services of the Office for Emergency Management for the use of the various war agencies; that he made a very complete survey of those facilities and by reason of his experience in such matters in connection with his regular Bureau assignment, he was able to be of very definite assistance to the Committee; that his findings had been set out in a concise report and his services in that connection could be considered entirely satisfactory. Mr. Laughlin further stated that in the course of the inquiry it was felt the information received by this Agent through observation and otherwise might be of very definite assistance to him in his supervision of like facilities in the Bureau.

12 SEP 22 1950

By letter dated 3-31-44 he was advised the failure of one of the employees of the Mail Review and Dispatch Unit to carry out specific instructions in connection with the mailing of a letter which was to receive special handling in the Washington Field Office reflected upon the administration of his office.

[Handwritten signature]
3 file

On 6-22-44 SAC Abbaticchio commended the talk that Agent Skousen gave at the Rotary Club at Birmingham, Alabama on 6-21-44. By letter dated 3-3-45 he was commended for the fine comments received concerning his address at a Parent Teachers Association Meeting. On 4-16-45 Mr. A. C. Barnett, Membership Secretary, YMCA, Washington, D. C. commended the talk given by Agent Skousen before the staff conference. By letter dated 10-19-45 he was awarded his Ten Year Service Award Key. By letter dated 10-25-45 he was commended for the fine work he performed in a survey of the Department of Justice. In January, 1946 he was recommended for possible development as an SAC. On 5-23-46 the SAC of the Portland Office advised that Skousen handled the subjects of "Public Relations" and Juvenile Delinquency" at the state-wide school of Police Administration, held in Portland May 6th to 9th and at the conclusion of his discussion, many of the officers present commended him very highly. On 7-17-46 he was one of the Agents recommended by his SAC as capable of performing supervisory and administrative duties and possibly capable of developing further with such training to eventually become an ASAC or SAC. By Letter dated 8-28-46 he was commended for the excellent manner in which he conducted an interview with Mr. John M. Zook, Los Angeles County Probation Officer.

On 3-31-48 he was rated EXCELLENT. By letter dated 5-18-48 he was commended for the fine work performed by him in connection with the preparation of the Los Angeles Crime Survey Report. On 6-30-48 the SAC of the Salt Lake City Office advised that the Thirty-third Annual Convention, California Division, International Association for Identification, Reno, Nevada, was held on June 16-19, 1948 and the address given by Agent Skousen was very well received and the Resident Agents at Reno had heard many very complimentary remarks concerning it. On 12-21-48 Inspector Gurnea advised he assisted him during the Butte and Salt Lake City inspections and he was above average in intelligence, he was analytical, industrious and thoroughly dependable. He received his assignments with a minimum of detailed instructions, completed them quickly, thoroughly and accurately. He was above average.

On 3-31-49 he was rated EXCELLENT.

By letter dated 3-7-50 he was commended by the Director in view of the favorable comments received concerning his splendid participation in the school held for the Riverside, California County Sheriff's Office. On 3-31-50 he was rated EXCELLENT by SAC Hood who stated he was a very versatile Agent who excelled in most of the fields in which he works. His SAC was confident that there was no other police instructor in any institution of learning or other law enforcement agency who could compete with him. He was calm by nature but he was aggressive and had tremendous drive to accomplish a great deal with a minimum of effort. He presented a very satisfactory personal appearance and had a good personality. He was entirely devoted to the Bureau's service and gave freely of

his own personal time to further the Bureau's work. He undoubtedly possessed administrative ability but his services were much more valuable to the Bureau in the field in which he now operated.

By letter dated 4-28-50 he was advised by the Director that he had received some very fine comments relative to the excellent manner in which he participated in two state-wide juvenile schools which were conducted at the Phoenix Police Academy.

On 5-3-50 the SAC of the San Diego Office stated that Agent Skousen was primarily responsible for the organization and handling of a Juvenile Crime Control School at San Diego, California, April 25th through the 27th, 1950. The SAC stated he was present at the opening of the school and listened to one hour of lecturing by Agent Skousen and said he received comments from the head of the Training School of the San Diego Police Department and others of the 72 officers in attendance, and without exception the officers spoke in complimentary terms of the excellent performance of this Agent.

On 7-11-50 SAC Hood recommended that he be reallocated to GS-13 and stated he had completed ten years in the Bureau's service and his work had been of a high quality. He had been most outstanding as a police instructor during the past year in the office, having devoted considerable personal time to the preparation of material for his lectures, and his method of presentation had been the comment of the most favorable reaction his SAC had received on any Bureau instructor. His SAC advised he met the requirements of the Bureau inasmuch as he had had ten years of service; he was able to handle any type of investigation; he was in excellent physical condition; he was qualified to supervise or handle any type of case; and he was available for special or routine assignment as the Bureau might direct,

A review of his file reflects, he has been an Agent in the Bureau for ten years; he is qualified to handle the most complicated investigative matters referred to the Bureau for attention; he is in excellent physical condition; he is qualified to supervise or handle any type of case; he is available for special or routine assignment as the Bureau might direct; he has had three years of Excellent efficiency ratings; he has been in Grade GS-12 since 2-1-43.

RECOMMENDATION: Inasmuch as he meets all of the requirements for reallocation to GS-13, it is recommended he be reallocated to GS-13, \$7600 per annum.

JEE/mfp
PERMANENT BRIEF IS ATTACHED.

HJ Edwards

Lester emp 9-14-50
9/14/50
9/14/50

I agree
9/16
9/16

OK
OK

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON 25, D. C.

STANDARD FORM 50
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED
BUDGET BUREAU NO. 50-R064

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) <i>MR. W. CLEON SKOUSEN</i>	2. DATE OF BIRTH <i>1903</i>	3. JOURNAL OR ACTION NO. <i>F. B. I. 3603</i>	4. DATE <i>10-6-50</i>
--	---------------------------------	--	---------------------------

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <i>Transfer</i>	6. EFFECTIVE DATE <i>10-6-50</i>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
---	-------------------------------------	---

FROM		TO	
8. POSITION TITLE <i>Special Agent</i>	9. SERVICE, GRADE, SALARY <i>GS 12</i>	10. ORGANIZATIONAL DESIGNATIONS	11. HEADQUARTERS
<input checked="" type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL
12. FIELD OR DEPT'L		12. FIELD OR DEPT'L	

13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT		NEW	VICE	I. A.	REAL
		DISAB.	WIFE				
		WIDOW					

15. SEX	16. RACE	17. APPROPRIATION S. & E., FBI FROM: TO:	18. SUBJECT TO C. S. RETIREMENT ACT. (YES-NO)	19. DATE OF OATH (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
---------	----------	--	---	------------------------------------	---------------------

REMARKS

67 OCT 6 1950

67-NOT RECORDED-4

[Signature]

SIGNATURE OR OTHER AUTHENTICATION

4578
SEP 15 1950

September 14, 1950

Mr. W. Cleon Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Mr. Skousen:

I am indeed pleased to advise you that you have been recommended for promotion from the position of Special Agent, \$7200 per annum in Grade GS 12, to the position of Special Agent, \$7600 per annum in Grade GS 13, effective September 17, 1950.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

MAILED 10
SEP 15 1950
COMM - FBI

RECORDED

12 SEP 00 1950

69602-205

75

CC: SAC, Los Angeles PERSONAL ATTENTION
Mr. J. E. Edwards
Movement Section

JW:ybs
67-69602

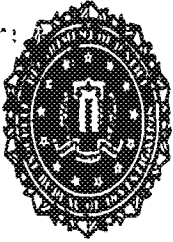
- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Gandy

SEP 15 9 54 AM '50

RECEIVED - DIRECTOR
F B I
U. S. DEPT. OF JUSTICE

SEP 14 4 28 PM '50
RECEIVED READING ROOM
F B I
U. S. DEPT. OF JUSTICE

[Handwritten signatures and initials]



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



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

Dear Sir:

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

20 FEB 20 1951
 (V) 72

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

Name Jewel Pitcher Skousen Relationship wife Date 1-18-51
 Address 3509 Marquette St. Los Angeles 65, California

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

Name Jewel Pitcher Skousen Relationship wife Date 1-18-51
 Address 3509 Marquette St. Los Angeles 65, California

Very truly yours,

[Signature]
 Special Agent

ack
 FEB 23 1951
 JDE

NOTIFICATION OF PERSONNEL ACTION

Proposed by: *abk*
Approved by: *abk*
Filed: 1-3-51

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) MR. W. CLEON SKOUSEN <i>W. C. Skousen</i>		2. DATE OF BIRTH 1-20-13	3. JOURNAL OR ACTION NO. F. B. I. 9173 <i>5373</i>	4. DATE 9-15-50						
This is to notify you of the following action affecting your employment:										
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) TRANSITION (CANCELLATION)		6. EFFECTIVE DATE 9-27-50	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY							
FROM		TO								
Special Agent GS 12 \$7200 per annum		8. POSITION TITLE Special Agent	GS 13 \$7600 per annum							
9. SERVICE, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS								
11. HEADQUARTERS		12. FIELD OR DEPT'L								
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL								
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION								
NONE	5 PT.	10 POINT		WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
<input checked="" type="checkbox"/>		DISAB.	WIFE	WIDOW					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15. SEX	16. RACE	17. APPROPRIATION S. & E., FBI		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		19. DATE OF OATH (ACCESSIONS ONLY)		20. LEGAL RESIDENCE		
		FROM:	TO:		Yes	Yes		Calif.		
REMARKS										
<p>24 JAN 3 1951</p> <p><i>Joe/abk</i></p> <p><i>This is</i></p> <p>2. Corrects notification #1309 to indicate transition as temporary in accordance with Public Law 483, approved 9-27-50.</p> <p>The provisions of the Veterans' Preference Act of 1946 and/or the Selective Service Extension Act of 1950 have been complied with.</p> <p><i>Joe</i></p>										
SIGNATURE OR OTHER AUTHENTICATION										