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Civil Service

THE WHITE HOUSE
WASHINGTON

January 4, 1975

MEMORANDUM FOR: Phil Buchen

FROM: Bill Casselman *W.C.*

The attached is self-explanatory. Neither Ken Lazarus nor I feel that we can devote a full day to this meeting. If you have no objection, we will have Barry Roth attend on behalf of the office.

Enclosure

Approve *T.W.B.*

Disapprove _____

See me _____





UNITED STATES CIVIL SERVICE COMMISSION

OFFICE OF THE GENERAL COUNSEL

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

YOUR REFERENCE

DEC 23 1974

Mr. Barry Roth
Office of the General Counsel
Room 106
Old Executive Office Building
Washington, D.C. 20500

Dear Mr. Roth:

As ethics counselor for the Executive Office of the President, your attendance is requested at an all-day meeting sponsored by the Civil Service Commission to be held at its central office on January 24, 1975, from 9:00 a.m. - 4:00 p.m.

Pursuant to the Commission's responsibility under Executive Order 11222 of May 8, 1965, and 5 CFR Part 735, our office has been conducting a comprehensive review of the Government-wide ethical conduct program.

We have scheduled this meeting to discuss problem areas identified in our recent agency survey and to provide additional guidelines and clarification to existing regulations. By meeting as a group, the meeting will afford ethics counselors an opportunity for mutual exchange of common problems. It will also enable the agencies and the Commission to cooperatively explore ways to improve the effectiveness of the program.

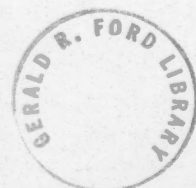
We would appreciate your cooperation and participation at the meeting. Unfortunately, space limitations prevent us from accommodating more than one representative from each agency.

If you are unable to attend, please advise Mrs. Rhoda Lawrence of this office, Code 101, Extension 27600.

Sincerely yours,

Anthony L. Mondello

Anthony L. Mondello
General Counsel



CSC - AGENCY ETHICS COUNSELOR MEETINGS
TIME SCHEDULE
FRIDAY JANUARY 24, 1975
COMMISSIONERS CONFERENCE ROOM
ROOM 5H09
OPEN MEETING

9:00 - 10:00 A.M.

ADDRESS BY BERNARD ROSEN
Civil Service Commission
Executive Director

ADDRESS BY CARL F. GOODMAN
Civil Service Commission
Deputy General Counsel

ADDRESS BY G. ALLEN CARVER, JR.
Trial Attorney, Department of Justice
Criminal Division

GENERAL INSTRUCTIONS
AGENCY GROUP AND ROOM ASSIGNMENTS

10:00 - 12:00 P.M.

SMALL GROUP DISCUSSIONS

Agenda Items

1. Blind & no-control trusts
2. Remote or inconsequential financial interests
3. Honorariums
4. Travel reimbursement
5. Outside employment
6. Other problem areas

12:00 - 1:00 P.M.

LUNCH

1:00 - 2:30 P.M.

SMALL GROUP DISCUSSIONS (CONTINUED)
Prepare Summaries

2:30 - 4:00 P.M.

RECONVENE AS ONE GROUP
Commissioners Conference Room

EXCHANGE SMALL GROUP SUMMARIES
and RECOMMENDATIONS
(15 minutes each group)

FINAL COMMENTS (30 minutes)

CLOSE MEETING



SUBGROUPS - JANUARY 24, 1975

E
COMMISSIONERS
CONFERENCE ROOM

- 1) General Services Administration
- 2) Atomic Energy Commission
- 3) Civil Aeronautics Board
- 4) Office of Economic Opportunity
- 5) National Gallery of Art
- 6) National Science Foundation
- 7) National Capital Housing Authority
- 8) National Capital Park & Planning Commission
- 9) Smithsonian Institute
- 10) Tennessee Valley Authority

CSC REPRESENTATIVE: Harry Gastley
RECORDER: To be designated by group

G
ROOM 6477

- 1) Department of Transportation
- 2) Small Business Administration
- 3) Consumer Products Safety Comm.
- 4) Federal Highway Administration
- 5) Upper Great Lakes Regional Comm.
- 6) Railroad Retirement Board
- 7) Federal Aviation Administration
- 8) Federal Communications Commission
- 9) National Aeronautics & Space Administration
- 10) U.S. Tariff Commission

CSC REPRESENTATIVE: Lew Fischer
RECORDER: To be designated by group

F
ROOM 5323

- 1) Department of Labor
- 2) National Labor Relations Board
- 3) Executive Office of the President
- 4) Federal Labor Relations Board
- 5) National Mediation Board
- 6) Postal Rate Commission
- 7) U.S. Information Agency
- 8) Central Intelligence Agency
- 9) Office of Management & Budget
- 10) Federal Mediation & Conciliation Service

CSC REPRESENTATIVE: Eugene Scallan
RECORDER: To be designated by group

H
ROOM 1453

- 1) Department of the Treasury
- 2) Federal Energy Administration
- 3) Veterans Administration
- 4) Selective Service System
- 5) U.S. Soldiers' & Airmen's Home
- 6) Bureau of Customs
- 7) Internal Revenue Service
- 8) Federal Reserve System
- 9) National Credit Union Admin.
- 10) Comptroller of the Currency

CSC REPRESENTATIVE: Rhoda Lawrence
RECORDER: To be designated by group



THE WHITE HOUSE
WASHINGTON

Barry
1/24/75

January 4, 1975

MEMORANDUM FOR:

Phil Buchen

FROM:

Bill Casselman *BC*

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Sincerely yours,

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Anthony L. Mondello
General Counsel



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CSC REPRESENTATIVE: Harry Gastley
RECORDER: To be designated by group

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ROOM 6477

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CSC REPRESENTATIVE: Eugene Scallan
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- 9) National Credit Union Admin.
- 10) Comptroller of the Currency

CSC REPRESENTATIVE: Rhoda Lawrence
RECORDER: To be designated by group



Monday 1/13/75

3:05 Lynn May's office called to ask if you had a chance to comment on the draft Civil Service memo on Regional Directors?????



THE WHITE HOUSE

WASHINGTON

January 9, 1975

MEMORANDUM FOR PHIL BUCHEN

SUBJECT: Decision Memo

I would appreciate it if your office would examine the attached decision memo for the President and make a recommendation. On the surface, its content--the civil service classification of Regional Directors--may appear insignificant but it has an impact on the "New Federalism" concept. Thank you for your help.

F. Lynn May

F. Lynn May

Attachment

*Called F. M. 1/14
to concur in Option 2.
Raised point that Option 3
is illusory.
P.*



MEMORANDUM FOR THE PRESIDENT

FROM: KEN COLE

SUBJECT: CSC Action to Terminate Non-Career Appointments for
Regional Directors

BACKGROUND

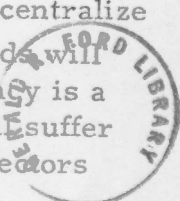
Bob Hampton, Chairman of the Civil Service Commission (CSC), has forwarded a memo to you outlining CSC's plans to convert Federal regional directors positions from non-career to career status based on a recent CSC study. Your consideration of this matter is important because it involves a fundamental shift in your Administration's management policy.

In 1969, the regional director's positions were classified as non-career to enable cabinet officers and agency heads to appoint their representatives as regional directors and members on the Federal Regional Councils. This action was undertaken to facilitate the "New Federalism" and break bureaucratic isolation and intransigence with respect to Presidential policy and the public's needs. Because of the limited time duration of the original non-career appointments, many will revert to career status automatically within the year if they are not permanently designated as non-career.

DISCUSSION

CSC's analysis concludes that the basic functions of these positions fall under the career category. Several agencies concur but they are generally agencies that have not decentralized. Critics of the last Administration alleged that the career civil service was being politicized. Your recent statements supporting the career service have deflected similar criticism, but action that would permanently render the regional director positions non-career may incite new censure.

Many agencies desire non-career regional directors. The effort to decentralize the government and make it more responsive to regional and local needs will be impaired if the regional spokesman and administration of each agency is a career bureaucrat. The viability of the Federal Regional Councils will suffer and the impact of Presidential policies will also decline if regional directors are not responsive or opposed to such policies.



OPTIONS

You have the following options:

- (1) Allow CSC to determine the proper course of action.
- (2) Issue an Executive Order establishing permanent non-career status for regional directors.
- (3) Direct CSC to re-examine the problem. If the results warrant, permit CSC to grant each agency its choice in the classification of its regional directors.

STAFF AND AGENCY RECOMMENDATIONS

The following recommend Option 1

CSC
Department of Transportation
Department of Interior
General Services Administration

The following recommend Option 2

Department of Labor
Department of Housing and Urban Development
Department of Agriculture
Environmental Protection Agency

The following recommend Option 3

OMB

Attachments: Ash's Memo - TAB A
Hampton's Memo - TAB B





JAN 8 1975
mem

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

DEC 10 1974

MEMORANDUM FOR THE PRESIDENT

FROM: ~~Roy L.~~ Ash

SUBJECT: CSC Action to Terminate Non-Career Appointments
for Regional Directors

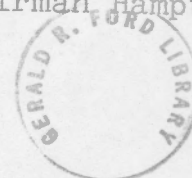
I. Background

Chairman Hampton recently sent you a memo explaining that the Civil Service Commission plans to convert 80 regional director positions from non-career to career status following a recent review of these jobs in terms of the provisions of Executive Order 11315. Copies of the memo and the Executive Order are attached.

The regional director positions involve ten domestic assistance agencies and were designated as Limited Executive Assignments (LEA) in 1969. CSC concluded that the positions lack sufficient policymaking and advocacy responsibilities, should revert to career status, and be open for full competitive selection. LEA appointments are limited to a maximum of five years and cannot be extended under the current provisions of Executive Order 11315 which also delegates to CSC the responsibility for reviewing such positions and making determinations on appropriate classification.

In 1969, the limited executive assignment authority was used in lieu of permanent non-career status since most domestic assistance agencies were just beginning to delegate more responsibility to regional directors under the decentralization concepts of New Federalism. The intent was to give regional directors a much stronger policymaking and advocacy role with governors, mayors, and the general public within each region, and to make newly established Federal Regional Councils more effective. Notwithstanding CSC's conclusions, we continue to feel that the concept is valid and regional directors in a number of agencies are performing this role in a highly satisfactory manner.

CSC discussed their findings individually with the affected agencies (HUD, DOL, DOT, EPA, GSA, HEW, Interior, USDA, SBA, and the Defense Civil Preparedness Agency (DCPA) of DOD) and with the Under Secretaries Group as a whole. Chairman Hampton



has now forwarded CSC's findings to the heads of the ten agencies asking for their formal comments within the next week. It is our understanding that DOT, GSA, and Interior generally agree with CSC's findings while EPA, DOL, HUD, and USDA expressed a strong preference for retaining non-career status for their regional directors.

The major arguments cited for retaining non-career status were: The agency head's ability to hire and remove regional directors is far less flexible and slower under the career system; career executives with long tenure in a region and insulated geographically from Washington often develop a high degree of independence; and the danger of compromising the objectivity of the career service by continuing to require at least some policy advocacy responsibilities on the part of regional directors. In addition, we feel that CSC has overlooked the slow but measurable progress toward greater decentralization over the past five years including a far more significant role for regional directors in shaping and defending Administration policies.

At the end of five years under the current provisions of Executive Order 11315 governing LEA assignments, the affected regional directors must either: Compete to retain their jobs as career executive assignments as CSC proposes; be converted to non-career executive assignments which CSC finds inappropriate for regional director positions; be demoted from their supergrade LEA positions to career positions at the GS-15 level; or separated from the agency rolls. Almost half of the 80 incumbents will face this situation in the next eight months.

II. Options for Consideration

Based on our review of the situation, there are three basic courses of action you might take if you agree that these regional directors should be retained in a non-career status:

1. Point out the Administration's strong preference for retaining non-career regional directors but allow CSC to determine the appropriate course of action.

CSC would likely proceed in accordance with the terms of the Executive Order and the conclusions of their study and convert most if not all the positions to career status.



Pros

- Avoids the strong possibility of adverse publicity in running counter to the CSC Commissioners and staff recommendation for career positions.

Cons

- Cancels out considerable progress since 1969 in placing more politically responsive officials in regional director positions.
 - Limits degree of support among some agency heads for strengthening the role of regional directors through further decentralization.
 - Causes serious regional leadership problems in many agencies as a result of the extensive reclassification and competitive selection procedures required in making regional director positions career executive assignments.
2. Assume direct Presidential responsibility in lieu of CSC action and issue new or amended Executive Order to establish basis for non-career regional directors.

This would require informing CSC that the Administration remains committed to the overall goal of decentralization, non-career status for selected agency regional directors, and a stronger role for them in Administration policymaking and advocacy in the future. On this basis, CSC would be directed to prepare and submit either: an amendment to the current provisions of E.O. 11315 to provide an explicit basis for non-career assignments for regional directors, or establish a separate authority to place these positions in the excepted service under a new Executive Order. As a purely interim measure, an amendment to E.O. 11315 to extend the duration of LEA assignments from 5 to 6 or 7 years would permit the retention of the incumbents through 1976.

Pros

- Establishes a permanent basis for retaining the non-career status of many current regional directors of domestic assistance agencies and converting the rest to similar status.



- Reinforces the importance of further decentralization of policy and management functions to regional directors by domestic assistance agency heads.

Cons

- Will likely precipitate a heated public debate on the political motives for such a decision, particularly in view of the certain opposition from Commissioner Andolsek and the CSC staff, and some elements of the Congress.
 - Would require DOT, Interior, GSA, and possibly other agency heads to reverse their earlier agreement with CSC's position.
3. Direct CSC to restudy their conclusions in light of additional factors for consideration and agree to authorize non-career status where appropriate.

In this case, CSC would be directed to review their conclusions based on a renewed Presidential commitment to achieve further decentralization of Federal management including an even stronger role for regional directors in policy-making and advocacy. In addition, other basic deficiencies in the basis for CSC's original recommendation would be noted. These include their failure to interview State and local government officials who constitute a major clientele group; too rigid an interpretation of the criteria for non-career positions in E.O. 11315; and the lack of sufficient attention to the role of regional directors as members of Federal Regional Councils and similar bodies in which they participate in Administration policy formulation and advocacy as Federal rather than agency officials.

Upon completion of such a reassessment based on a more flexible interpretation of the criteria for non-career assignments, CSC should come out with a more selective approach to the question of the appropriate classification for regional directors. For example HEW, DOL, HUD, and EPA regional directors could be approved as non-career positions while GSA, DCPA, SBA, and others may still be found more appropriately classified as career positions. CSC should also be directed to give first priority to current limited executive assignments which are about to expire in conducting their review.



Pros

- Does not disrupt the normal delegation of Presidential authority to CSC and reduces the potential for adverse publicity.
- Represents a more realistic approach to classifying regional director positions which vary significantly among agencies on the scope and degree of their policy-making involvement.
- Establishes the principle with CSC of case by case rather than blanket determinations on classification of regional directors.
- Would retain some but not all current non-career regional directors.

Cons

- Provides no absolute assurance that CSC might not come to the same conclusions after a reassessment.
- Some potential for adverse publicity still would be present.

III. Recommendation

Recognizing the necessity of a forceful approach with CSC on one hand and the real potential for heated and acrimonious public debate on the other, I recommend Option 3 as the best course of action. If you agree, I recommend you call Chairman Hampton or meet with him as soon as possible to review the issue, inform him of your concerns with CSC's findings, and your desire to continue and expand the role of non-career regional directors in Administration policy-making and decentralization initiatives.

APPROVE _____

DISAPPROVE _____

Attachments



AMENDING THE CIVIL SERVICE RULES TO AUTHORIZE AN EXECUTIVE ASSIGNMENT SYSTEM FOR POSITIONS IN GRADES 16, 17, AND 18 OF THE GENERAL SCHEDULE

WHEREAS, the increasing complexities of Government require personnel of the highest attainable qualifications who are capable of assuming and discharging efficiently major and varied duties and responsibilities in the Executive Branch in response to present and future needs; and

WHEREAS, this need for high quality can best be met by the establishment of an executive assignment system for the top three grades of the General Schedule, extend-

MONDAY, NOVEMBER 21, 1966

1703

ing and adapting merit principles in recruitment, selection, and development, combined with improvements in the identification, assignment and utilization of key personnel:

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution of the United States, by 5 U.S.C. 3301 and 3302, and as President of the United States, it is ordered as follows:

PART I. CIVIL SERVICE RULES

Section 1. The Civil Service Rules are amended by the addition of Civil Service Rule IX reading as follows:

RULE IX. EXECUTIVE ASSIGNMENT SYSTEM FOR POSITIONS IN GRADES GS-16, 17, AND 18 OF THE GENERAL SCHEDULE.

In General

Section 9.1 Coverage. Except as otherwise provided by law, this Rule applies to:

(a) positions in grades 16, 17, and 18 of the General Schedule that are in the Executive Branch, except positions excluded from the coverage of 5 U.S.C. 3324(a) by paragraphs (1), (2), and (4) thereof and any position now or hereafter excepted under Civil Service Rule VI so long as that exception remains in effect; and

(b) persons who are given executive assignments to these positions.

Section 9.2 Filling positions covered by this Rule. An appointing officer shall fill a position covered by this Rule by Career Executive Assignment, unless the Commission authorizes a Limited Executive Assignment under section 9.6 of this Rule or a Noncareer Executive Assignment under section 9.20 of this Rule.

Career Executive Assignments

Section 9.3 Qualifications required for a Career Executive Assignment. After appropriate consultation with the agency concerned the Commission shall establish specific qualification standards for assignment to a Career Executive Assignment.

Section 9.4 Recruitment for Career Executive Assignments. (a) Before selecting any person for a Career Executive Assignment the appointing officer shall first consider fully employees under his agency's merit promotion program and available employees of other Federal agencies qualified pursuant to paragraph (b) of this section. Only after this consideration may the appointing officer elect to recruit applicants from outside the Federal service pursuant to paragraph (b) of this section.

(b) The Commission shall be responsible for the establishment of special facilities, including special boards and panels, to recruit well-qualified persons for Career Executive Assignments in the Federal service from among employees holding Career Executive Assignments, other eligible employees, and persons outside the Federal service. The appointing officer shall use these special facilities,

including special boards and panels, to recruit applicants from outside the Federal service.

(c) The procedures in this section do not apply when the Commission authorizes the movement of an incumbent Career Executive to a Career Executive Assignment at the same or lower grade.

Section 9.5 Career Executive Assignments; selection and assignment. (a) An appointing officer shall select a person for a Career Executive Assignment solely on the basis of merit and fitness. He shall not permit or consider any political test, qualification, clearance, or recommendation, and shall not discriminate on the basis of race, religion, national origin, sex, age, or physical disability.

(b) The appointing officer may make a Career Executive Assignment only after the Commission has finally approved the qualifications and suitability of the person selected.

Section 9.6 Authorization of Limited Executive Assignments. (a) The Commission may authorize agencies to fill a position covered by this Rule by a Limited Executive Assignment when:

(1) the position is expected to be of limited duration; or

(2) the agency concerned establishes an unusual need for urgent staffing that cannot adequately be met under the procedures required for Career Executive Assignments.

(b) The Commission shall specify a time limit within which an agency may use this authority and may revoke this authority at any time.

Section 9.7 Qualifications required for a Limited Executive Assignment. After appropriate consultation with the agency concerned the Commission shall establish specific qualification standards for assignment to a Limited Executive Assignment.

Section 9.8 Limited Executive Assignment; selection and assignment. An appointing officer may make a Limited Executive Assignment only after the Commission has finally approved the qualifications of the person selected.

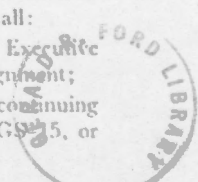
Section 9.9 Removal from a Limited Executive Assignment. An appointing officer may remove a person from a Limited Executive Assignment when, in his judgment, the purpose of the assignment has been served or conditions warrant discontinuance of the assignment.

Section 9.10 Limited Executive Assignment; change to other type of appointment. If a person completes five years of continuous service in an agency in a Limited Executive Assignment the appointing officer shall:

(a) convert his assignment to a Career Executive Assignment, or to a Noncareer Executive Assignment;

(b) give him a career appointment to a continuing position in the competitive service in grade GS-5, or below; or

(c) separate him from the service.



Noncareer Executive Assignments

Section 9.20 *Exception of positions to be filled by Noncareer Executive Assignments.* (a) After consulting the agency concerned, the Commission may except a position from the procedures required for making Career Executive Assignments and authorize an agency to fill the position by a Noncareer Executive Assignment when it determines that there is a need for filling the position by a person who will:

(1) be deeply involved in the advocacy of Administration programs and support of their controversial aspects;

(2) participate significantly in the determination of major political policies of the Administration; or

(3) serve principally as personal assistant to or adviser of a Presidential appointee or other key political figure.

(b) In determining the positions to be excepted under paragraph (a) of this section the Commission shall:

(1) limit the number of positions excepted to a relatively small proportion of the positions in the agency in grades 16, 17, and 18, taking into consideration the size of the agency and the nature of its program; and

(2) define the area of the agency's activity in which Noncareer Executive Assignments would be appropriate and specify organizational levels, as distinguished from grade levels, below which Noncareer Executive Assignments would be inappropriate.

(c) The Commission shall not except a position which has as its principal responsibility the internal management of an agency, or a position involving long-standing recognized professional duties and responsibilities resting on a body of knowledge essentially politically neutral in nature. However, a position concerned with the direction of a scientific program could be appropriately excepted when it meets the criteria set forth in paragraph (a) (1), (2), or (3) of this section.

(d) The Commission shall review periodically the exceptions made under this section and after consulting the agency concerned, shall revoke an exception when the position no longer meets the criteria for exception. Civil Service Rule III, providing for the noncompetitive acquisition of competitive status, shall not apply in such a case.

(e) Notice of the Commission's decision to grant or revoke authority to make Noncareer Executive Assignments shall be published in the Federal Register.

Section 9.21 *Qualifications required for a Noncareer Executive Assignment.* After appropriate consultation with the agency concerned the Commission shall establish specific qualification standards for assignment to a Noncareer Executive Assignment. In addition, as a qualification for continuance in a Noncareer Executive Assignment, the incumbent must continue to maintain the qualifications and relationships that are required for the particular Noncareer Executive Assignment.

Section 9.22 *Noncareer Executive Assignment; selection and assignment.* An appointing officer may make a

Noncareer Executive Assignment only after the Commission has finally approved the qualifications of the person selected. He shall inform each person selected of the qualifications required under section 9.21 of this Rule for assignment to and continuance in a Noncareer Executive Assignment.

Section 9.23 *Removal from a Noncareer Executive Assignment.* An appointing officer shall remove a person from a Noncareer Executive Assignment when the person's qualifications or relationships required for the assignment change or cease to exist.

Civil Service Rule VI

Section 2. Civil Service Rule VI is amended in pertinent part as follows:

(a) Section 6.1(a) is amended to read as follows:

"(a) The Commission may except positions from the competitive service when it determines that appointments thereto through competitive examination are not practicable. These positions shall be listed in the Commission's annual report for the fiscal year in which the exceptions are made. The exception from the competitive service is effective on publication in the Federal Register."

(b) Section 6.6 is amended to read as follows:

"Section 6.6 *Revocation of exceptions.* The Commission may remove any position from or may revoke in whole or in part any provision of Schedule A, B, or C. These changes are effective on publication in the Federal Register."

PART II. SPECIAL PROVISIONS FOR TRANSITION TO THE FULL ESTABLISHMENT OF EXECUTIVE ASSIGNMENTS UNDER RULE IX

Section 3. *Effective dates.* This order, except section 1, is effective upon filing for publication in the Federal Register. Section 1 of this order is effective not later than one year from the date of this order, or at such earlier dates as the Civil Service Commission may specify for individual agencies or positions.

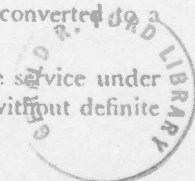
Section 4. *Interim appointments.* After the date of this order and before Civil Service Rule IX has become effective as to a position, an appointing officer may fill the position in accordance with the appointment system in effect on the day of the appointment.

Section 5. *Conversion of incumbents.* On the day Civil Service Rule IX becomes effective as to a position, the appointment of the incumbent of that position shall be changed as follows:

(a) If he is serving under a career or career-conditional appointment in the competitive service, he shall be converted to a Career Executive Assignment;

(b) If he is serving in the excepted service under a nontemporary appointment, he shall be converted to a Noncareer Executive Assignment;

(c) If he is serving in the competitive service under an indefinite or temporary appointment without definite time limit and:



(1) if he has served under this type of appointment for at least five years, he shall be:

(i) converted to a Career Executive Assignment, or appointed to a continuing position in the competitive service in grade GS-15, or below;

(ii) converted to a Noncareer Executive Assignment;

or
(iii) separated from the service; or

(2) if he has served under this type of appointment for less than five years, he shall be:

(i) converted to a Noncareer Executive Assignment;

(ii) separated from the service; or

(iii) allowed to continue to serve until he has served five years, at which time the appointing officer shall take one of the actions provided for in subparagraph (1) of this paragraph.

An incumbent who is serving under any other type of appointment shall continue under that appointment until it is terminated.

PART III. ADMINISTRATION

Section 6. *Commission responsibilities.* The Civil Service Commission is responsible to the President for the effective implementation and administration of the executive assignment system established by this Order. The Commission shall continuously review operations under this system, shall recommend promptly to the President any changes that are necessary to improve this system, and shall report periodically to the President any significant developments in the operation of the system. The Commission shall recommend to the President a program of special honors and awards for the recognition of persons assigned to Career Executive Assignments and a program for the development and training of persons assigned to Career Executive Assignments. The training program shall include the establishment of special training and educational facilities, and provide for the relevant use of outside training facilities.

Section 7. *Responsibilities of the agencies.* The head of each agency in which there are positions covered by Civil Service Rule IX shall periodically review with the Civil Service Commission his plans for staffing. The head of a newly established agency shall initially review with the Commission his plans for staffing as soon as practicable after the establishment of the agency. The head of each agency shall cooperate fully with the Commission in the establishment of special facilities and special boards and panels that are required under Civil Service Rule IX as a means of recruiting persons of the highest quality.

Section 8. *Regulations.* The Civil Service Commission shall prescribe such regulations as may be necessary to carry out the purpose and intent of this Order.

LYNDON B. JOHNSON

THE WHITE HOUSE
November 17, 1966

[Filed with the Office of the Federal Register, 10:23 a.m.,
November 18, 1966]

NOTE: Executive Order 11315 was not made public in the form of a White House press release.



TAB B



CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C. 20415

November 21, 1974

MEMORANDUM FOR THE PRESIDENT

The Civil Service Commission has completed a study of the Regional Director-type positions in HEW, HUD, SBA, GSA, DCPA, EPA, DOT, Labor, Agriculture and Interior to determine whether the positions are career or noncareer in light of the criteria contained in Executive Order 11315.

I would not bring to your attention a matter that concerns the designation of about 80 positions as career or noncareer if there were not broader implications to our actions.

These positions were designated by the Civil Service Commission as Limited Executive Assignment (LEA) positions in 1969. This was a temporary measure to permit the new Administration great freedom in making appointments to these positions because it was expected that new performance requirements would cause these positions to develop along noncareer lines. In taking this action the Commission assumed the obligation to make a definitive finding before the incumbents completed 5 years service for at that point they automatically become career employees, unless the CSC rules that the positions are noncareer or the agency removes them from the positions.

Our study (five years later) concludes that the positions are still properly career. I have been advised that this conclusion presents a problem to the Administration at this time and that it is desired that the Civil Service Commission take no action to change the status quo. My fellow Commissioners and I wish to be as responsive as we can within the constraints imposed by the Executive Order.

If the Commission were to take no action soon, it would be impossible to maintain the status quo. According to the Executive Order, if a person remains in a Limited Executive Assignment for five years, he will automatically be converted to career status -- unless the agency removes him from the position. Thus, as time passes, more and more of these

positions and the incumbents would become career by default; in fact, almost half of the incumbents could be converted to career status in the next 8 months if we take no action. It is possible, of course, to amend the Executive Order to insure that these positions be designated as noncareer. However, this would require a significant change in the concept for noncareer positions that was first layed down under the title of Schedule C in the early years of the Eisenhower Administration. We believe that such a change in the Executive Order would produce more liabilities than benefits.

During the Nixon Administration there were attacks in Congress, academia, the press and certain organizations - including the National Civil Service League - alleging that the career service is being politicized -- that important career positions are being designated as noncareer and that one's political affiliation is considered prior to appointment to such career positions. The LEA appointments of Regional Directors have been a particular target.

Your recent strong statements and actions in support of the career service have done much to turn around many critics. A change in the Executive Order criteria in order to make the Regional Director positions noncareer would probably reverse this favorable trend.

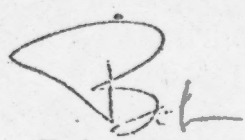
The Civil Service Commissioners must rule quickly on the proper designation of the GSA positions or the decision will be made by default. The reason is that GSA has two Regional Directors whose five-year LEA appointments expire in January. If no action is taken by the CSC, these two individuals and their positions will be converted to career status automatically, as explained above.

My colleagues and I believe, based on our comprehensive study, that the GSA positions are career and that their incumbents should be appointed through a merit competition. A merit competition involves the risk that some of the present incumbents may not turn out to be the best qualified candidates for the positions. However, the present incumbents were appointed with the understanding that their appointments were tenuous and not career. Also, if better candidates are available -- so much the better for GSA and the Government. This has been discussed with Administrator Sampson of GSA and he has not objected. However, in order for him to respond in writing before the Commission makes a final decision, we have given him a copy of the report, and we expect written comments by November 25, 1974.

Under the terms of the current Executive Order, we will need to proceed as follows:

- 1. On the GSA positions, make a ruling by November 26 in order to provide required Veterans' Preference Act notice, if it is determined that these are career positions, to one incumbent who will complete 5 years on January 2, 1975.
- 2. For each of the other agencies involved, follow the procedure of obtaining their written comments to our staff proposals in sufficient time to permit a merit competition in the event that the positions are determined to be career.

I will keep you informed of significant developments as they occur.



Robert E. Hampton
Chairman



THE WHITE HOUSE

WASHINGTON

January 18, 1975

MEMORANDUM FOR:

Philip Buchen

FROM:

Barry Roth *BR*

SUBJECT:

Anti-Strike Affidavit

I spoke with the Civil Service Commission and OLC regarding the constitutionality of the anti-strike affidavit required by statute (5 U.S.C. 3333 and 7311) of Federal employees. They both indicated that the employee affidavit (attached) currently in use is constitutional. In United Federation of Postal Clerks v. Blount, D.D.C. 1971, 325 F Supp. 879, aff'd. 404 U.S. 802, the constitutionality of this affidavit was specifically upheld on the basis that absent a statute, federal employees do not possess the right to strike. The three Judge panel deciding the case also held that the Government construction of the oath was neither impermissibly vague nor overbroad.

The Commission is not aware of any outstanding challenges to this provision, and, therefore, has no plans to change the existing form.

Enclosure

cc: Bill Casselman



APPOINTMENT AFFIDAVITS

(Position to which appointed)	(Date of appointment)	
(Department or agency)	(Bureau or division)	(Place of employment)

I, _____, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

B. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

C. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

(Signature of appointee)

Subscribed and sworn (or affirmed) before me this _____ day of _____ A.D. 19____,

at _____ (City) _____ (State)

[SEAL] _____ (Signature of officer)

Commission expires _____ (Title)
(If by a Notary Public, the date of expiration of his Commission should be shown)

NOTE.—The oath of office must be administered by a person specified in 5 U.S.C. 2903. The words "So help me God" in the oath and the word "swear" wherever it appears above should be stricken out when the appointee elects to affirm rather than swear to the affidavits; only these words may be stricken and only when the appointee elects to affirm the affidavits.



§ 3332. Officer affidavit; no consideration paid for appointment

An officer, within 30 days after the effective date of his appointment, shall file with the oath of office required by section 3331 of this title an affidavit that neither he nor anyone acting in his behalf has given, transferred, promised, or paid any consideration for or in the expectation or hope of receiving assistance in securing the appointment. Pub.L. 89-554, Sept. 6, 1966, 80 Stat. 424.

Historical and Revision Notes

Reviser's Notes

Derivation:	United States Code 5 U.S.C. 21a	Revised Statutes and Statutes at Large Dec. 11, 1926, ch. 4, § 1, 44 Stat. 913. Mar. 2, 1927, ch. 284, 44 Stat. 1346. Sept. 23, 1950, ch. 1010, § 10, 64 Stat. 937.
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Explanatory Notes.

The section is restated for clarity and conciseness. The term "officer" is co-extensive with and substituted for "Each individual appointed hereafter as a civil officer of the United States by the President, by and with the advice and consent of the Senate, or by the President alone,

or by a court of law, or by the head of a department" in view of the definition of "officer" in section 2104.

Standard changes are made to conform with the definitions applicable and the style of this title as outlined in the preface to the report.

Cross References

Withholding of pay from officer until affidavit required under this section is filed, see section 5507 of this title.

Notes of Decisions

1. Generally

Affidavit required by this section must be executed by the officer or employee himself and no one else can execute it in his behalf. 1943, 23 Comp.Gen. 391.

§ 3333. Employee affidavit; loyalty and striking against the Government

(a) Except as provided by subsection (b) of this section, an individual who accepts office or employment in the Government of the United States or in the government of the District of Columbia shall execute an affidavit within 60 days after accepting the office or employment that his acceptance and holding of the office or employment does not or will not violate section 7311 of this title. The affidavit is prima facie evidence that the acceptance and holding of office or employment by the affiant does not or will not violate section 7311 of this title.

(b) An affidavit is not required from an individual employed by the Government of the United States or the government of the District of Columbia for less than 60 days for sudden emergency work involving the loss of human life or the destruction of property. This subsection does not relieve an individual from liability for violation of section 7311 of this title. Pub.L. 89-554, Sept. 6, 1966, 80 Stat. 424.



ing Code of Ethics should be adhered to by all Government employees, including officeholders:

"CODE OF ETHICS FOR GOVERNMENT SERVICE

"Any person in Government service should:

"1. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

"2. Uphold the Constitution, laws, and legal regulations of the United States and of all governments therein and never be a party to their evasion.

"3. Give a full day's labor for a full day's pay: giving to the performance of his duties his earnest effort and best thought.

"4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.

"5. Never discriminate unfairly by the dispensing of special favors or privileges

to anyone, whether for remuneration or not: and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.

"6. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.

"7. Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.

"8. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.

"9. Expose corruption wherever discovered.

"10. Uphold these principles, ever conscious that public office is a public trust."

Notes of Decisions

Library references

United States § 41.
C.J.S. United States § 41.

1. Generally

Congress must clearly manifest an intention to regulate for itself activities of its employees, which are apart from their governmental duties, before the po-

lice power of the state is powerless. *Railway Mail Ass'n v. Corsi*, N.Y. 1945, 65 S.Ct. 1483, 326 U.S. 88, 89 L.Ed. 2072.

The Federal Government has power to control objectionable official conduct by its employees and officers. *State of Ohio v. U. S. Civil Service Commission*, D. C. Ohio 1946, 65 F.Supp. 776.

SUBCHAPTER II—LOYALTY, SECURITY, AND STRIKING

§ 7311. Loyalty and striking

An individual may not accept or hold a position in the Government of the United States or the government of the District of Columbia if he—

(1) advocates the overthrow of our constitutional form of government;

(2) is a member of an organization that he knows advocates the overthrow of our constitutional form of government;

(3) participates in a strike, or asserts the right to strike, against the Government of the United States or the government of the District of Columbia; or

(4) is a member of an organization of employees of the Government of the United States or of individuals employed by the government of the District of Columbia that he knows asserts



the right to strike against the Government of the United States or the government of the District of Columbia.
Pub.L. 89-554, Sept. 6, 1966, 80 Stat. 524.

Historical and Revision Notes

Reviser's Notes

<p>Derivation: United States Code 5 U.S.C. 118p [Uncodified]</p>	<p>Revised Statutes and Statutes at Large Aug. 9, 1955, ch. 690, § 1, 69 Stat. 624. June 29, 1956, ch. 479, § 3, (as applicable to the Act of Aug. 9, 1955, ch. 690, § 1, 69 Stat. 624), 70 Stat. 453.</p>
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Explanatory Notes.

The word "position" is coextensive with and is substituted for "office or employment".

In paragraphs (1) and (2), the words "in the United States" in former section 118p(1), (2) are omitted as unnecessary in view of the reference to "our constitutional form of government".

In paragraphs (3) and (4), the reference to the "government of the District of Columbia" is added on authority of

the Act of June 29, 1956, in order to make these paragraphs meaningful with respect to individuals employed by the government of the District of Columbia. The words "From and after July 1, 1956", appearing in the Act of June 29, 1956, are omitted as executed.

Standard changes are made to conform with the definitions applicable and the style of this title as outlined in the preface to the report.

Cross References

Affidavit that acceptance of office will not violate this section, see section 3333 of this title.

Disloyalty and asserting the right to strike against the Government, public officers and employees, see section 1918 of Title 18, Crimes and Criminal Procedure.

EXECUTIVE ORDER NO. 10450

Apr. 27, 1953, 18 F.R. 2439, as amended by Ex.Ord.No. 10491, Oct. 15, 1953, 18 F.R. 6583; Ex.Ord.No. 10531, May 27, 1954, 19 F.R. 3069; Ex.Ord.No. 10548, Aug. 3, 1954, 19 F.R. 4371; Ex.Ord.No. 10530, Aug. 6, 1954, 19 F.R. 4081.

SECURITY REQUIREMENTS FOR GOVERNMENT EMPLOYEES

Whereas the interests of the national security require that all persons privileged to be employed in the departments and agencies of the Government shall be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States; and

Whereas the American tradition that all persons should receive fair, impartial, and equitable treatment at the hands of the Government requires that all persons seeking the privilege of employment or privileged to be employed in the departments and agencies of the Government be adjudged by mutually consistent and no less than minimum standards and procedures among the departments and agencies governing the employment and retention in employment of persons in the Federal service:

Now, Therefore, by virtue of the authority vested in me by the Constitution

and statutes of the United States, including section 1753 of the Revised Statutes of the United States (5 U.S.C. 631) [now sections 3301 and 7301 of this title]; the Civil Service Act of 1883 (22 Stat. 403; 5 U.S.C. 632, et seq.) [now section 1101 et seq. of this title]; section 9A of the act of August 2, 1939, 53 Stat. 1148 (5 U.S.C. 118j) [now sections 3333 and 7311 of this title]; and the act of August 26, 1950, 64 Stat. 476 (5 U.S.C. 22-1, et seq.) [now section 7301 et seq. of this title], and as President of the United States, and deeming such action necessary in the best interests of the national security it is hereby ordered as follows:

Section 1. In addition to the departments and agencies specified in the said act of August 26, 1950, and Executive Order No. 10237 of April 26, 1951 the provisions of that act shall apply to all other departments and agencies of the Government.



February 25, 1975

Civil Service

Dear Tony:

In accordance with our telephone conversation, I have enclosed copies of the allegations against Census Bureau Director Vincent Barabba along with Mr. Barabba's point-by-point refutation of these allegations. As I indicated during our conversation, I have no independent knowledge of these allegations which are referred to your office for a preliminary review and recommendation for any additional action that might be warranted.

Your cooperation is appreciated.

Sincerely,

Kenneth A. Lazarus
Associate Counsel
to the President

Mr. Anthony L. Mondello
General Counsel
Civil Service Commission
1900 E Street, N. W.
Washington, D. C. 20415

Enclosures

bcc: Philip W. Buchen ✓



MARCH 6, 1975

Office of the White House Press Secretary

THE WHITE HOUSEMEMORANDUM FOR: HEADS OF DEPARTMENTS
AND AGENCIES

Chairman Hampton of the Civil Service Commission recently reported to me on progress to assure equal opportunity in Federal employment. I have also reviewed the most recent statistics on the employment of minorities and women in the Federal Government.

Minorities and women have demonstrated their ability to compete successfully under merit principles. Over one-fifth of the jobs in Government agencies are held by Blacks, Spanish-speaking Americans, American Indians and Asian Americans. Nearly one-third of all Federal employees are women.

While I am encouraged by these figures, our efforts must continue. For example, within the general schedule and similar grade groupings, minorities represent only 5.2% and women only 4.5% of Federal employees at GS 13 and above. I therefore want you to know how I view equal employment opportunity. I urge you to provide strong leadership in your own organization.

Our Nation's strength is based upon the concept of equal opportunity for all our citizens. Decisions motivated by factors not related to the requirements of a job have no place in the employment system of any employer and particularly the Federal Government.

But more is required than non-discrimination and prohibition of discriminatory practices. What is needed are strong affirmative actions to assure that all persons have an opportunity to compete on a fair and equal basis for employment and advancement in the Federal Government. Affirmative action includes recruitment activities designed to reach all segments of our society, fair selection procedures, and effective programs of upward mobility so that all employees have the opportunity to gain skills to enable them to compete for higher level positions. Such actions are under way in the Federal Government. They must be continued and expanded.

Although the Federal Government has employed large numbers of minorities and women, vigorous efforts to assure equal employment opportunity must continue, particularly in those geographical areas and agencies and installations where more progress is needed. There are program areas where special emphasis is needed. There is reason to believe, for example, that the skills of the Spanish-speaking as a group have not yet been fully tapped. Also, a much wider range of employment opportunities for women can be opened. We cannot and must not permit persons to be locked into jobs not commensurate with their potential. I am looking to you and to every manager in the Federal Government to assure that employees, without regard to their race, national origin or sex, have an opportunity for advancement in accordance with individual abilities.

Moreover, men and women of all racial and ethnic backgrounds must be assured a fair opportunity to serve in positions where they can make a maximum contribution and participate in the decision-making process.

(MORE)



Equal employment opportunity doesn't just happen; it comes about because managers make it happen. I want equal opportunity to be reflected in every aspect of Federal employment. I have called on Chairman Hampton of the Civil Service Commission to keep me fully informed on an annual basis of the progress each Federal department and agency is making in this regard. Increased accountability on the part of Federal managers will help to promptly identify deficiencies and strengthen our EEO program at all levels.

Just as we will not condone preferences in employment decisions because of a person's race, ethnic origin or sex, we will not tolerate failure to vigorously carry out affirmative actions in support of equal employment opportunity. I am asking for your personal commitment and active cooperation in assuring that the American ideal of true equal employment opportunity is a reality in the Federal Government.

Please make my views known to all employees and managers in your organization. Their understanding of my objective is essential. Their support is required.

GERALD R. FORD

THE WHITE HOUSE
MARCH 6, 1975

#



MEMORANDUM

CSC

THE WHITE HOUSE
WASHINGTON

March 14, 1975

TO: PHILIP W. BUCHEN

FROM: JAY T. FRENCH *JT*

Attached, in Tab A, is an anonymous letter from an employee at the Department of Agriculture alleging violations of civil service laws and regulations. He also suggests that an investigation would be appropriate but points out that Agriculture's Office of Investigation had reason to be biased.

I recommend you sign the following memo to Chairman Hampton of the Civil Service Commission which is set forth in Tab B.



THE WHITE HOUSE

WASHINGTON

March 14, 1975

MEMORANDUM TO: ROBERT E. HAMPTON
CHAIRMAN
CIVIL SERVICE COMMISSION

FROM: PHILIP W. BUCHEN *P.W.B.*

SUBJECT: Alleged Violations of Civil Service
Laws and Regulations at the
Department of Agriculture

The attached anonymous correspondence is referred to you for appropriate handling. Would you please keep me informed of any action you take.

I call your attention to the writer's contention that the Office of Investigation at the Department of Agriculture is prejudiced in this matter.

Attachment



*Civil Service
Commission
Fed. Incentive
Awards Prog.*

THE WHITE HOUSE
WASHINGTON

March 25, 1975

MEMORANDUM FOR:

LYNN MAY

FROM:

PHILIP BUCHEN *P.W.B.*

SUBJECT:

Federal Incentive Awards Program

The proposed letters would be more effective if they mentioned that the personal letters to be sent by the President are in addition to substantial cash awards that have been paid in the past. The cash amount paid in 1974 might be included.

Also, I assume someone has computed the cost of sending some 4.5 million individual letters to announce the program and determined it to be worthwhile.



THE WHITE HOUSE
WASHINGTON

March 25, 1975

MEMORANDUM FOR: PHIL BUCHEN
FROM: ROD HILLS R.H.
SUBJECT: Federal Incentive
Awards Program

The proposed letters would be more effective if they mentioned that the personal letters to be sent by the President are in addition to substantial cash awards that have been paid in the past. The cash amount paid in 1974 might be included.



3/17

Logan

THE WHITE HOUSE

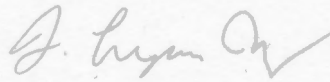
WASHINGTON

March 17, 1975

MEMORANDUM FOR PHIL BUCHEN
JOHN MARSH
BILL SEIDMAN

SUBJECT: Federal Incentive Awards Program

The Civil Service Commission has proposed augmenting the Federal Incentive Awards with a Presidential letter of congratulations. I have staffed this through Wally Scott and Paul Theis for their input. I would appreciate your comments.



F. Lynn May

Attachments





CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C. 20415

FEB 10 1975

MEMORANDUM FOR THE PRESIDENT

RL
One of the initiatives we propose to reduce costs in Government through effective personnel management is to stimulate costs savings through employee ideas and superior performance which exceeds job requirements.

and
Briefly, it is recommended that during the remainder of Calendar Year 1975 a campaign for economy be initiated within the framework of the Federal Incentive Awards Program that would build on the \$267 million saved through the contributions of civilian and military personnel during Fiscal Year 1974. This campaign would seek to involve Federal employees at all levels in reducing costs of Government operations.

It is proposed that civilian and military personnel whose adopted suggestions or significant achievements result in first-year measurable benefits to the government of \$5000 or more be given special recognition in the form of a pre-signed letter from you. This would be in addition to any monetary or honorary award granted under existing awards authority and would be presented at the employee's worksite. Plans for this cost reduction campaign are contained in Attachment 1. Also attached are proposed messages to agency heads and civilian and military personnel, announcing the cost reduction campaign, and urging their support. The memorandum to agency heads requests that existing agency communications media be used to convey your message to their employees.

The Civil Service Commission will cooperate fully in the planning and publicity, as well as the preparation and mailing of letters of recognition as outlined in Attachment 1. We will be pleased to work with members of the White House staff on the administrative and other details needed to successfully conduct this campaign.

A program of this nature, I feel, will help support your call for reductions in Government spending and, by example, will encourage organizations in private industry to involve their employees in the National effort to fight inflation.

Robert E. Hampton
Chairman



Attachments

DRAFT
3/17/75

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

Success in the critical fight against inflation requires the commitment and cooperation of all the people of our Nation. The 4.6 million Federal civilian and military personnel can play a major role in this effort by using their creative talents and skills to provide vitally needed Government services and programs as economically as possible.

During the past fiscal year, over 297,000 civilian and military personnel in Government were recognized under the Federal Incentive Awards Program for saving \$267 million through their constructive ideas and other achievements beyond job requirements. To emphasize the need for cost saving suggestions and improved productivity a special cost reduction campaign will be conducted during the remainder of Calendar Year 1975. During the campaign I ask that you bring to my attention the contributions of civilian and military personnel which result in first year measurable benefits of \$5000 or more so that I may extend my congratulations to them by personal letter.

I urge that existing agency communications media be used to convey the attached message to members of your organization and that each of you find special ways to encourage and recognize those whose efforts result in significant cost savings. By enlisting the full support and creative talents of the Federal workforce, I am confident that we can achieve needed economies within the Government.

GERALD R. FORD

Attachment



MESSAGE TO ALL FEDERAL CIVILIAN AND MILITARY PERSONNEL

A victorious campaign against the problems of recession and inflation requires individual discipline and ingenuity as well as the total mobilization of America's greatest resources -- the brains, the skills, and the will power of our people. In this fight, it is vital that all Federal civilian and military personnel become actively involved in cost reduction and energy conservation efforts.

Each of you can make a personal contribution by submitting constructive ideas and working cooperatively to eliminate waste, improve equipment, streamline operations, or make more productive use of time, facilities and energy resources. I have established a special cost reduction campaign within the framework of the Federal Incentive Awards Program to encourage cost saving suggestions.

During the remainder of Calendar Year 1975, I will take special note of outstanding contributions of civilian and military personnel. I have asked to be informed of all suggestions, inventions and scientific and other contributions which result in first year measurable benefits to the Government of \$5000 or more so that I may add my personal thanks and congratulations.

I strongly urge each of you to seek economies and other improvements within the Government while providing high quality services to the public. By working together, I am confident that Federal spending can be reduced, products and services improved, and our way of life enriched.

GERALD R. FORD



DRAFT

Dear

I am very pleased to congratulate you for your efforts to reduce the costs of government and conserving resources.

As we wage this critical fight to control recession and inflation, it is gratifying to learn of contributions such as yours which are of vital importance to the country. The \$ saved through your contribution will not only help solve our economic difficulties, but will assist us in providing more economically and efficiently the many important services of Government which affect the lives of all Americans.

I commend you for your efforts in improving Government operations. You have set an outstanding example for all employees. I urge you to continue to apply your talents and abilities to the tasks ahead.

Sincerely,





UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

Civil Service

IN REPLY PLEASE REFER TO

(Backing in Agriculture)
YOUR REFERENCE

MAR 28 1975

MEMORANDUM FOR: Honorable Philip W. Buchen
Counsel to the President
The White House
Washington, D. C. 20500

This is to acknowledge your memorandum of March 14, 1975, concerning allegations of improper personnel practices at the Department of Agriculture.

We will look into the allegations through personnel channels, and if we obtain factual evidence of improprieties which are within the authority of the Civil Service Commission to review, we will take action accordingly. We will keep you advised of our actions and findings in this matter.

Robert E. Hampton
Chairman



1883-1973

MERIT PRINCIPLES ASSURE QUALITY AND EQUAL OPPORTUNITY