

Executive Registry  
63-734



UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON D C

CHAIRMAN

January 25, 1963

MEMORANDUM TO HEADS OF DEPARTMENTS AND AGENCIES

We wish to draw your personal attention to the subject of summer temporary employment in the Washington area.

Properly planned and carried out, a program for summer employment of high school and college students can be a source of effective manpower for the Federal Government as well as an opportunity to provide students with a valuable insight into the workings and problems of the Federal Government. If, on the other hand, the program is not well handled, it can result in inefficiency, poor use of public funds, and unrewarding experiences for these young people.

On the whole, we believe the advantages to the Government of continuing the program for summer employment outweigh criticisms which have at times been raised. It should be clear, however, that in every case summer employment has a purpose and reflects a need on the part of the employing agency. In general, the employment of students during the summer should follow the same critical standards of need, selection, and placement which apply to other hirings.

Particular care should be taken to assure that summer student employees are afforded genuine opportunities to observe the processes of government, that they derive the maximum benefit from their experience, and that they are given conscientious and interested supervision, to the end that even though they may not choose a government career they will carry over insights into the problems and operations of the Federal Government which will make them better citizens.

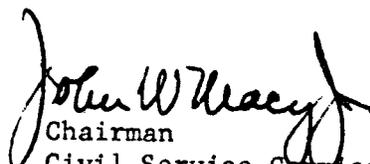
In order to accomplish these objectives, each agency should have a definite plan for summer employment in the Washington area, reflecting its needs, workloads, and staffing objectives. It should include provision for the orientation and supervision of student employees. It should ensure that each summer student employee will have a definite assignment which will occupy him fully and productively.

(EXECUTIVE REGISTRY FILE

*CLC*

You are requested to furnish the Civil Service Commission with a description of your plans for summer employment of students in the Washington area for 1963. The statement should reflect your policies on the use of summer help in terms of the guidelines herein expressed. It should include estimates of the number and kinds of students you anticipate hiring, respectively, for seasonal work, replacement of regular employees on leave, or in-service training. This statement should be supplied by February 15, 1963.

Sincerely yours,

  
Chairman  
Civil Service Commission

  
Director  
Bureau of the Budget

100-1-4-30-11-23

Executive Registry  
63-746



CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON, D. C.

January 14, 1963

Mr. Lyman B. Kirkpatrick  
Executive Director  
Central Intelligence Agency  
Washington 25, D. C.

Dear Lyman

It was very thoughtful of you to write as you did January 8. It would be exceedingly helpful to the Commissioners and to the Executive Director to have a session with you and to learn more about the functions and operations of your organization. I have felt that through lack of knowledge the Commission has not been able to assist the Agency as fully as possible or to represent it with respect to Government-wide personnel policies.

I have checked with Fred Lawton, Bob Hampton, and Warren Irons as to a mutually convenient date and we join in accepting your invitation for lunch and a visit and suggest as a possible time Tuesday, January 29. Please call me and let me know whether this is a time which is convenient for you.

Looking forward to further productive association with you,

Sincerely yours,

John W. Macy, Jr.  
Chairman

(EXECUTIVE REGISTRY FILE *John W. Macy, Jr.*)  
(*John W. Macy, Jr.*)

*Given by phone  
22 Jan*

17 January 1963

Mr. John W. Macy, Jr.  
Chairman  
U. S. Civil Service Commission  
Washington, D. C.

Dear John:

Thank you for your letter of 14 January concerning lunch. We will look forward to Tuesday, the 29th, and are delighted that you and Messrs. Lawton, Hampton and Irons will be joining us. I would suggest an early lunch at about 12:30 and will follow this with a briefing on the organization of the Agency and on our personnel management and career service program. We will make the briefing short and tailored primarily toward providing a base for questions to follow. Our time will be your time in this regard, and we will be delighted to spend as much time as you can spare on it, but we will generally tailor it for wind-up at about 2:00 and questions can go on indefinitely.

Looking forward to the 29th. With very best wishes as always.

Sincerely yours,

Lyman B. Kirkpatrick  
Executive Director

ExDir:LBK:dsm

Distribution:

~~Original - Addressee~~

1 - ~~O/DGI~~

1 - ~~O/DDCI~~

1 - ER; 1 - ExDir

Executive Registry  
63-191

8 January 1963

*✓ CMB*  
Mr. John W. Macy, Jr.  
Chairman, United States  
Civil Service Commission  
Washington 25, D. C.

Dear Mr. Macy:

It was a pleasure to see you at the meeting of the Executive Officers' group at the Airlie Foundation, and I wanted to let you know how much I enjoyed your comments that evening. It occurred to me that at an early date you, perhaps with the other commissioners and Warren Irons, might like to come out and get a glimpse of the Agency building for lunch and to renew acquaintances with some of our senior officers with whom the Commission has frequent dealings. It would give me real pleasure to give you a briefing on our organization and functions.

With very best wishes.

Sincerely yours,

*Lyman B. Kirkpatrick*  
*Commissioner*

(S)  
Lyman B. Kirkpatrick  
Executive Director

LBK:kg  
Distribution:  
Orig & 1 - Addressee  
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1 - Exec Director

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62-5954/a

23 AUG 1962

Mr. John W. Macy, Jr.  
Chairman, United States  
Civil Service Commission  
Washington 25, D. C.

Dear Mr. Macy:

In Mr. McCone's absence from Washington, I am writing to  
thank you for [redacted] of August 13, 1962, extending an invitation  
to [redacted] to participate in the Financial Management  
Conference scheduled for September 23-27, 1962.

Under ordinary circumstances, I should be only too glad to  
make [redacted] available for this conference which I know that he  
personally would be very glad to attend. Unfortunately, the confer-  
ence coincides with what will be a period of rather intense budgetary  
activity for this Agency. The formulation of our budget, which is in  
any event a complex process, will be further complicated this year  
as a result of a number of changes in the Agency's organization and  
management. It would, therefore, be very difficult for us at this  
particular time to deprive ourselves of [redacted] services, even  
to participate in this very important conference.

It is a source of sincere regret both to me and to [redacted]  
personally that he will not be able to attend the meeting. Both he and  
the Agency sincerely appreciate your invitation and hope that Mr.  
[redacted] participation in similar meetings can be arranged in the future.

Sincerely yours,

(signed) Lyman B. Kirkpatrick  
Lyman B. Kirkpatrick  
Executive Director

COMPT:JAB/ert  
Rwta:LBK/rkg(23 aug 62)  
Distribution:

- O&I - Addressee
- 1 - Executive Director
- 1 - ER w/basic
- 1 - Comptroller w/cy basic

*Lyman B. Kirkpatrick*  
*Chairman*

430167

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Executive Registry  
62-5954



UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON 25, D.C.

IN REPLY PLEASE REFER TO

August 13, 1962

YOUR REFERENCE

Honorable John A. McCone  
Director  
Central Intelligence Agency  
Washington 25, D.C.

Dear Mr. McCone:

I am pleased to invite [redacted] of your office to participate with me in the second Financial Management Conference, scheduled for September 23-27, 1962. This conference, instituted by the Civil Service Commission last September, has proved to be a valuable opportunity for Federal agency controllers and other high financial officials to explore the developments in their field.

The program was designed in cooperation with a distinguished advisory committee and representatives of the conferee group. Its major emphasis will be on managerial foresight, including the process of forecasting and planning for future conditions and program needs, anticipation of emerging financial management problems, and ways of meeting the increasing demands on organizations and the people in them. Mr. David E. Bell will be among the eminent discussion leaders who will deal with these topics.

The conference sessions will be held from Sunday evening, September 23, through 2 p.m. on Thursday, September 27, at the U.S. Naval Academy, Annapolis, Maryland. Residential arrangements at the Carvel Hall, adjacent to the Academy gate, will assure a maximum opportunity for interchange among conferees and freedom from distractions. Participating agencies will be asked to share the administrative expenses of the conference, estimated at \$125 for each of the 25 participants, along with normal residential costs.

Would you let me know before August 27 whether [redacted] can attend? Additional information about the conference may be obtained from the Director of Management Institutes in the Office of Career Development (Code 129, extension 3255).

Sincerely yours,

*John W. Macy, Jr.*  
John W. Macy, Jr.  
Chairman

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Approved For Release 2002/07/29 : CIA-RDP80B01676R002800110004-8

Approved For Release 2002/07/29 : CIA-RDP80B01676R002800110004-8



Executive Registry

62-4946/A

13 July 1962

United States Civil Service Commission  
Bureau of Recruiting and Examining  
Washington 25, D. C.

Dear Sir:

With reference to Qualifications Inquiry on [redacted] (copy attached), I regret that I am not sufficiently informed on the applicant to render a substantive report. I have referred the Qualifications Inquiry to the Assistant Commandant, U. S. Army Air Defense School, Fort Bliss, Texas, who would be knowledgeable of Colonel [redacted] qualifications during the period he served under my overall command.

Faithfully yours,

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

MSC:bec  
Orig & 1 - Addressee  
1 - DDCI  
1 - ER

U.S. Civil Service  
[Handwritten signature]

Executive Registry  
62-4946/B

13 July 1962

Assistant Commandant  
Army Air Defense School  
Fort Bliss, Texas

Dear Sir:

The attached Qualifications Inquiry on Lt. [redacted] has been received by Lt. General Marshall S. Carter. He does not recall [redacted] well enough to fill in the form, but, in all justice to [redacted], feels that the Assistant Commandant, or a member of his staff, might be in position to fill in the report.

The Civil Service Commission has been informed of this referral.

Sincerely,

[redacted signature box]

Executive Assistant

MSC:bec  
Orig&lAdse  
1 - DDCI  
~~1~~ - ER

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Approved For Release 2002/07/29 : CIA-RDP80B01676R002800110004-8

Approved For Release 2002/07/29 : CIA-RDP80B01676R002800110004-8

Executive Registry  
62-4946

Form Approved  
Budget Number No. 50-237-1

UNITED STATES CIVIL SERVICE COMMISSION  
BUREAU OF RECRUITING AND EXAMINING  
WASHINGTON 25, D. C.

SW: GEL: mab

JUL 12 1962

JUL 12 1962

QUALIFICATIONS INQUIRY:

Administrative and Management  
Positions

STATOTHR

Lt. Gen Marshall S. Carter  
Deputy Director  
Central Intelligence Agency  
Washington 25, D. C.

Name of Applicant:

[Redacted box]

Dear Sir:

The applicant named above has applied for administrative and management positions in the Federal service. These positions are in various Federal agencies and involve responsibility for the planning and administration of major segments of Federal programs. Since these positions are important to the efficient operation of the Government, it is essential that we have information about the qualifications of those being considered. As one who is familiar with the applicant, we earnestly request your frank and objective evaluation of his qualifications. The information you furnish will be kept in confidence and will be made available only to civil service examiners and agency appointing officers.

If you are unable to give the information requested, please so indicate and return this questionnaire. If possible, please provide the names and current addresses of others who are in a position to evaluate the applicant's qualifications.

A return addressed envelope, which requires no stamp, is enclosed for your convenience. A prompt reply, within two weeks, will be appreciated.

Enclosure

5010-108-01  
GPO: 1962 O-557-100

**1. a. How and when did you know this applicant?**

- As his employer or supervisor . . . . . from \_\_\_\_\_ to \_\_\_\_\_
- As his fellow-worker . . . . . from \_\_\_\_\_ to \_\_\_\_\_
- As his subordinate . . . . . from \_\_\_\_\_ to \_\_\_\_\_
- Other (Specify) . . . . . from \_\_\_\_\_ to \_\_\_\_\_

**b. Name and address of business or organization in which you were associated with the applicant.**

**c. Kind of business or organization.**

**d. Applicant's official title and position in the organization.**

**e. Grade (if Federal)**

**f. Salary**

**2. a. What were his primary functions? (e.g., budget management, personnel administration, procedures analysis, public relations, purchasing, financial analysis, production management, accounting.)**

**b. What, in brief, were his duties?**

**3. Describe typical projects or assignments he performed and indicate extent of his responsibility or authority for independent action.**

4. Please indicate by checking the appropriate column your evaluation of the applicant's ability. (Compare him with all other people you have known who have had the same or relatively the same amount of training and experience.)

	Don't know	Weak	OK	Good	Excellent
A. Ability to plan and organize (e.g., does he produce original ideas; can he discriminate between important matters and minor details; does he consider and weigh alternatives; do his plans and ideas prove successful; does he foresee the implications of a course of action.)					
B. Ability to direct and coordinate (e.g., can he make decisions; can he apply his knowledge to the solution of actual operating problems; can he control a complex organization dealing with several functions.)					
C. Ability to cooperate with and obtain the cooperation of others (e.g., is there good morale in his organization; do his subordinates respect his leadership; do his superiors display confidence in his leadership; does he maintain effective relationships with others outside his organization.)					
D. Ability to supervise and develop a staff (e.g., are programs he supervises productive; is he able to put a work group into production in a short time; has the competence of a group increased appreciably under his supervision; does he recognize and provide for the training needed by his employees.)					
E. Ability to operate through effective delegation of authority (e.g., does he delegate authority and maintain control; do his subordinates understand what they should do; does he know what goes on in his organization.)					
F. Ability to express himself orally (e.g., can he express his ideas orally in a clear and concise manner; appropriateness of language; delivery.)					
G. Ability to express himself in writing (e.g., is his writing concise and to the point; is he grammatical; is his vocabulary adequate and is his choice of words appropriate.)					
H. Ability to deal with groups (e.g., can he deliver a good speech; can he lead conferences; can he handle a controversial subject before a group with divided opinions.)					

5. a. In a brief statement summarize your opinion as to the applicant's general ability, personality, temperament, objectivity, intellectual integrity, and overall fitness.

b. Would you employ him in a high level administrative position in your own organization?

6. (A) Do you have any reason to question this person's loyalty to the United States?  Yes  No

(B) Do you have any reason to believe this person belongs, or has belonged, to any communist or fascist organization, or to any organization which advocates overthrowing or altering our Constitutional Form of Government by force or other illegal means?  Yes  No

(C) To your knowledge does this person associate, or has he associated, with any person whose loyalty to the United States is questionable or who belongs to any of the types of organization described in (B) above?  Yes  No

(D) Do you have knowledge of any behavior, activities, or associations which tend to show that this person is not reliable, honest, trustworthy, and of good conduct and character?  Yes  No

If your answer to any of these questions is "Yes," please give full details under item 9 below.

7. To your knowledge has he ever been discharged or has he resigned from any employment after being told his conduct or work was not satisfactory?  Yes  No

If your answer is: "Yes," please give:

a. Name and address of employer:

b. Reason for discharge or resignation:

8. Are there any areas of uncertainty in your mind with respect to any of the questions you answered above, which you think the Civil Service Commission should look into?

9. Please use this space and additional sheets necessary for listing the names and addresses of others who can evaluate the applicant's qualifications, additional pertinent information, and any further explanation you may wish to make in connection with your answers to the above questions.

PLEASE SIGN YOUR NAME BELOW

(Date)

(Signature)

(Position or title)