

Executive Registry  
63-2216

THE WHITE HOUSE  
WASHINGTON

DD/S 63-1094  
Cy of O 63-1404/a  
Att:

March 14, 1963

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES

Subject: Policy on Utilizing Older Workers in the Federal Service

In the message to the Congress transmitting my recommendations relating to a program for our older citizens, I pointed out that it is the policy of the Federal Government as an employer to evaluate each job applicant on the basis of ability, not age. This policy is intended to assure that the Government obtains the best possible talent from the widest range of choice.

The Federal Government has been an exemplary employer in this regard. There is no age restriction on appointments to competitive positions. However, with older persons constituting an ever increasing proportion of the Nation's work force and with growing evidence that older persons are capable of the highest quality work, Federal appointing officers shall take positive steps to insure that current practice carries out this policy. Older persons must receive fair and full consideration for employment and advancement in the competitive service. Personnel actions should be based, in accordance with merit principles, solely on the ability of candidates to meet qualification requirements and physical standards of the position to be filled.

With respect to Federal personnel systems outside the competitive service, these same principles are to be followed. All departments and agencies are requested to review their policies and practices regarding maximum age limits in other than the competitive service, and to take steps to insure that such limits are established only when absolutely necessary.

EXECUTIVE REGISTRY FILE White House

DD/S 63-1167  
Executive Registry  
63-1404/0

C O P Y

18 February 1963

Mr. Philip S. Hughes  
Assistant Director of Legislative Reference  
Bureau of the Budget  
Washington 25, D. C.

Attention: Mr. William B. Cannon

Dear Mr. Hughes:

As requested in your memorandum of 15 February, we have reviewed the proposed policy statement concerning the utilization of older workers in the federal service.

This statement of policy is not inconsistent with our present practices in recruitment and in-service actions and we see no need to propose modifications to accommodate any special requirements of our service. As you may know, we have found it necessary because of the extraordinary demands placed on our employees to encourage their retirement as a general rule as soon as they attain eligibility to retire under the optional provisions of the Civil Service retirement system. We are also now seeking legislative authority to provide a retirement system comparable to that of the Foreign Service for those of our employees who serve under comparable conditions.

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It perhaps should be noted that the major part of our recruitment activity is focused on younger age groups. This reflects our efforts to recruit new personnel on a career basis rather than to serve in any specific position; such career employment contemplates the training and development over a relatively long period of time and competitive advancement within the career group. However, we have also provided for non-career appointments to permit us to take advantage of the talents and abilities of specially qualified individuals for whom career employment would be infeasible because of age or other considerations.

Within this framework, we concur in and endorse the proposed policy statement which would insure the consideration of older workers on the basis of their qualifications alone.

Very truly yours,

/s/  
John S. Warner  
Legislative Counsel

Originator: /s/ Emmett D. Echols  
Director of Personnel

Distribution:

- O&I - Addressee
- 1 - Leg Counsel
- 1 - Executive Director
- 1 - Executive Registry
- 1 - DD/S
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ACTION

18 March 1963

Sent to DD/S:

You should come up with a statement on how this affects our present hiring and retirement policies with recommendations for any modifications required.

LBKirkpatrick

(O/Exec Director will follow up)

ER

(EXECUTIVE REGISTRY FILE White House)

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<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP						
TO	NAME AND ADDRESS	DATE	INITIALS			
1	Acting Deputy Director (Support)	25 Feb	JSL			
2	Executive Director		LBR			
3	ER (Circulate + file)					
4						
5						
6						
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>		PREPARE REPLY
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<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>		SIGNATURE

Remarks:

We are attaching a copy of the Agency's comment on the President's memorandum on utilizing older workers. In view of this, and particularly the last paragraph of the 18 February letter, we believe that no modifications of Agency recruitment and retirement policies is required.

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
Director of Personnel 5E56 <input type="checkbox"/>	21 Feb 63