

March 2, 1971

Clyde Tolson

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

Dear Senator:

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

John F. X Shaw

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

REC-131 107-9504-457

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

- Tolson _____
- Sullivan _____
- Mohr _____
- Bishop _____
- Brennan, C.D. _____
- Callahan _____
- Casper _____
- Conrad _____
- Dalbey _____
- Felt _____

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

John F. X Shaw
MAR 17 1971

MAR 20 1971

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

TELETYPE UNIT *mailed by Mr. Tolson's office 3/2/71*

Senator George McGovern

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

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

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

Very truly yours,

**Clyde Tolson
Associate Director**

UNITED STATES GOVERNMENT

Memorandum

MR. TOLSON

DATE: 1/6/71

J. P. MOHR

SUBJECT:

Clyde A. Tolson *Back*

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

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

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

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

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

The foregoing is submitted for record purposes.

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

✓
Bm
REC-144

9524-456
1 JAN 7 1971 93

3 Jan

87
10 JAN 11 1971

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

Date October 16, 1970

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

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

READ
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Signature) Clyde A. Tolson

(Typed name) Clyde Tolson

3/10

140

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

Tolson	
Sullivan	
Mohr	
Bishop	
DeLoach	
Casper	
Callahan	
Conrad	
Felt	<i>2/1</i>
Gale	
Rosen	
Tavel	
Walters	
Young	
Tele. Room	
Holmes	
Gandy	

TO : MR. TOLSON *DATE* July 24, 1970

FROM : W. M. FELT

SUBJECT: PRESS RELEASE
FBI ACCOMPLISHMENTS
1970 FISCAL YEAR

ALL EXCISIONS B6

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

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

Informal Draft of DID

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

Final Form

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

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

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

WMF:wmj (6) 43
6 AUG 21 1970

CONTINUED - OVER

WM XEROX
AUG 18 1970

[Handwritten signature]

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

OBSERVATIONS:

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

RECOMMENDATIONS:

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

Leonscut
H

7
Letters
Pres 7-28-70

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

OK.
H

7
mm

UNITED STATES GOVERNMENT

Memorandum

C.H. Tolson

Joseph...

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

TO : Mr. Tolson

July 22, 1970

FROM : W. C. Sullivan

- 1 - Mr. Tolson
- 1 - Mr. Sullivan
- 1 - Mr. C.D. Brennan

SUBJECT: CONCERNING FALL ACTIVITY BEING PLANNED BY STUDENT GROUPS AS REPORTED IN FISCAL YEAR-END PRESS RELEASE

C.H. Tolson

ALL EXCERPTS BY

Reference memorandum 7-21-70 from Mr. M. A. Jones to Mr. Bishop captioned as above. There follows additional information concerning this matter which shows that student plans to engage in political activities this Fall has been widely reported in the news media.

"Life" magazine issue of 6-5-70 carried an article entitled "A Student Campaign to Get Peace Started." This article reported the founding in May, 1970, at Princeton University of a Movement for a New Congress; pointed out that the group already had chapters on more than 300 campuses; and noted that the Movement had requested colleges and universities to let students have two weeks off just before the November elections. The article reported that students connected with the group were working strenuously on behalf of Lew Kaden, who was campaigning on a strong antiwar platform in the Democratic primary for New Jersey's 15th District.

The 6-16-70 issue of "Look" magazine carried an article on student dissidence which reported that students from twenty-nine colleges and universities had joined with Princeton students to plan strategy for electing antiwar candidates to Congress this Fall. According to the article, the Movement for a New Congress would have its national headquarters at Princeton and set up at least eight regional centers on campuses throughout the country.

"Time" magazine 5-25-70 carried an article captioned "The New Student Crusade: Working in the System." This article reported on the Movement for a New Congress started at Princeton and identified four antiwar Congressional candidates chosen for support by the organization. The article noted that another group, the National Petition Committee, based at the University of Rochester, was seeking 20 million signatures on petitions against the Vietnam war in an effort to exert pressure on the existing Congress. Another student political-action group described was the so-called Continuing Presence in Washington which reportedly had established a research and information service

REC-145 9524-454

WVC RDC:lrs (4)
XEROX
43 AUG 14 1970
6 AUG 21 1970

memo Tolson 8-13-70
7/24/70
wmf/wmj

CONTINUED OVER 3/7
8 AUG 13 1970

Memo Sullivan to Tolson
RE: CONCERNING FALL ACTIVITY
BEING PLANNED BY STUDENT
GROUPS AS REPORTED IN FISCAL
YEAR-END PRESS RELEASE

in the Nation's capital. The article reported on various other student and/or faculty efforts to organize political pressure on behalf of the antiwar drive. It noted that Princeton University had decided to recess classes for two weeks before the November elections so that students could work in congressional campaigns and that dozens of other colleges were devising similar arrangements.

A typical propaganda release issued by the National Strike Information Center, a recently organized student antiwar group, attacks the Nixon Administration as follows: "For the first time a major breach has been made in the repressive wall of Nixon's southern strategy. For the first time this sinister administration has been forced on the defensive.....The calculated attempt of this administration to destroy civil liberties in this country is so obvious that it hardly needs belaboring.....The real historical importance of the student strike to date has been the fact that it has begun to smash through Nixon's repressive strategy and has begun to reverse the ominous drift toward the totalitarization of American Society." This release also noted that among various activities being promoted by the group was electoral campaigns.

It is clear from the foregoing that the statement in our year-end press release is fully justified: namely that student committees have been formed to plan activity for the coming Fall; that they will encourage support of candidates who are opposed to the war in Southeast Asia and to the Nixon Administration policies; and that they are demanding that schools be closed so that students will be free to take part in this activity.

ACTION:

For information.

JK
SFE ADDENDUM - - NEXT PAGE



Memo Sullivan to Tolson
RE: CONCERNING FALL ACTIVITY
BEING PLANNED BY STUDENT
GROUPS, AS REPORTED IN FISCAL
YEAR-END PRESS RELEASE

ADDENDUM (7/22/70), WCS/csh:

While this memorandum is factually correct, and while the facts to sustain the statement in the press release are accurate, nevertheless it is believed we could have conveyed the same message without reference to the administration and thus avoid any unjust implication of partisanship.

We know that all members of the New Left will scrutinize any statement made by the Director to see if they can distort, turn, or twist it to serve their own nefarious purposes. All divisions preparing this kind of material are being instructed to scrutinize with extreme care the precise wording of any proposed public statements of the Director in the future, in order to reduce to a minimum these irrational and invalid criticisms.

W. J. SULLIVAN

We made an error here

↑ 7/22

*We certainly did. It
was unfortunate
wording.*

FIRST NAME: [] MIDDLE NAME: [] SEX: []
 MONTH: 5 DAY: 22 YEAR: 1900
 AGENCY: [] PAY ROLL OFFICE: [] LOCATION: []

(RECORD EACH NAME CHANGE—STRIKE OUT PREVIOUSLY RECORDED NAME)
 SERVICE HISTORY
 1. []
 2. []
 3. []
 4. []

EFFECTIVE DATE	ACTION	BASE PAY	REMARKS	YEAR	CALENDAR YEAR SALARY DEDUCTIONS	AGGREGATIVE TOTAL SALARY DEDUCTIONS	DO NOT USE	REMARKS
10-22-51	Promotion	17,500	Associate Dir.	1951	769.30	9547.46		
7-1-56	Pay Adjustment	18,500	Associate Dir.	1952	1049.88	10557.34		
7-31-56	Public Law	20,000	Associate Dir.	1953	1090.26	11647.60		
EST (PL 88-46) approved 8/16/64		20,000	Associate Dir.	1954	1049.88	12797.48		
7-1-57	Salary Increase	22,500	Associate Dir.	1955	1049.88	13847.36		
7-1-57	Public Law	22,500	Associate Dir.	1956	1138.32	14985.68		
7-1-57	Salary Increase	24,000	Associate Dir.	1957	1300.00	16285.68		
7-1-57	Public Law	24,000	Associate Dir.	1958	1300.00	17585.68		
7-1-57	Public Law	24,000	Associate Dir.	1959	1300.00	18885.68		
7-1-57	Public Law	24,000	Associate Dir.	1960	1300.00	20185.68		
7-1-57	Public Law	24,000	Associate Dir.	1961	1300.00	21485.68		
7-1-57	Public Law	24,000	Associate Dir.	1962	1300.00	22785.68		
7-1-57	Public Law	24,000	Associate Dir.	1963	1300.00	24085.68		
7-1-57	Public Law	24,000	Associate Dir.	1964	1300.00	25385.68		
7-1-57	Public Law	24,000	Associate Dir.	1965	1300.00	26685.68		
7-1-57	Public Law	24,000	Associate Dir.	1966	1300.00	27985.68		
7-1-57	Public Law	24,000	Associate Dir.	1967	1300.00	29285.68		
7-1-57	Public Law	24,000	Associate Dir.	1968	1300.00	30585.68		
7-1-57	Public Law	24,000	Associate Dir.	1969	1300.00	31885.68		

EXECUTIVE ORDER 7/14/68 approved
 EXECUTIVE PAY RAISE \$10,000
 2-23-69
 1967 1,952.24
 1968 1,917.24
 1969 3,468.70
 3,933.43
 3,190.64
 33,107.91
 35,576.61

FISCAL RECORD
 NO. []
 AGENCY [] PAY ROLL OFFICE [] LOCATION []

No. 51-10-5

TOLSON CLYDE A.
 SURNAME FIRST NAME (SECOND NAME)

DATE OF BIRTH			LEGAL VOTING RESIDENCE		
MONTH	DAY	YEAR	STATE AND CONG. DISTRICT	COUNTY	CITY OF TOWN
5	22	1900	TOWA	5th	Lin
SEX	M	RACE	W	MILITARY SERVICE	YES
RETIREMENT AGE	67	MILITARY SERVICE	NO	MILITARY PENSION OR WAR RISK COMPENSATION	YES
			CITY OF TOWN		
			Uedar Kojles		

JOURNAL SHEET AND LINE	NATURE OF ACTION	POSITION AND GRADE	SALARY		EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE	
			PAY LESS ALLOWANCES	AGGREGATE PAY			MO. DAYS	YRS.
	Prob. aopt.	Clerk		\$1100	7-12-18	War Dept. Off. Chf. of Staff		
	Pro.	do		1200	10-12-18	do		
	Trans.	do		1200	4-9-19	Adjutant's Gen'l's Office		
	Trans. & Pro.	do		1400	11-10-20	Office Secty of War		
	Pro.	do		1800	6-18-21	do		
	Pro.	do		2000	1-6-23	do		
	Reclassified	do Caf. 5		2300	7-1-24	do		
	Relocated	do 7		2400	4-1-23	do		
	Resigned	do		2400	4-1-28	do		
	Apts.	Special Agent, Caf. 8		2700	4-2-28	Justice, Bur. of Inv.		
	Sal. fixed	do		2900	7-1-23	do		
	Trans.	Sr. Admr. Asst. Caf. 9		3200	10-16-23	do		
	Pro.	Spl. Agt. Caf. 10		3500	12-1-28	do		
	Trans.	Jr. Admr. Asst. Caf. 10		3500	2-1-29	do		
	Trans. & Pro.	Spl. Agt. Caf. 12		4600	8-1-23	do		
	Trans. & Pro.	Inspector Caf. 13		5500	12-13-29	do		
	Sal. Inc.	do		5800	2-16-30	do		
	Sal. Inc.	do		6000	3-14-30	do		
	Pro.	do		6400	7-1-30	do		
	Sal. Inc.	do Caf. 14		6500	8-16-30	do		
	Trans.	Asst. Director Caf. 14		6500	1-26-31	do		
	S. Ex. Or. 6166	"		6500	8-9-33	do		
	Reappt. Ex. Or. 6166	"		6500	2-10-33	do		
	Sal. Inc.	" 4-1394		7000	7-16-34	do		
	Sal. Inc.	"		7500	3-16-34	do		
	Trans.	Asst. To Director Caf. 15		8000	7-1-35	do		
	Sal. Inc.	"		8500	1-1-37	do		
	Sal. Inc.	"		9000	3-1-39	do		
	Salary Fixed	Ex Act Approved 6-30-45		9800	7-1-39	do		
		Associate Director		10,000	7-1-45			
				"	2-10-47			
				10,330	7-11-48			

EDUCATION: COMMON SCHOOL HIGH SCHOOL COLLEGE DEGREES, IF ANY

INDICATE NUMBER OF YEARS 1 2 3 4 5 6 7 8 1 2 3 4 1 2 3 4

SPECIAL QUALIFICATIONS

[Handwritten signature]

FY Ded. 1937 \$238.84

TOLSON CLYDE A.
 (SURNAMES) (FIRST NAME) (SECOND NAME)

MONTH 5 DAY 22 YEAR 1900
 SEX M RACE W
 RETIREMENT AGE 47

TOTAL CIVIL AND MILITARY SERVICE PRIOR TO AUGUST 1, 1920:

DATE	FISCAL YEAR DEDUCTIONS	MONTHLY DEDUCTIONS	NET DEDUCTIONS	DEPARTMENT ESTABLISHMENT (NOT USE THIS COLUMN)	BALANCE FORWARD	TOTAL DEDUCTIONS CREDITED TO EMPLOYEE	REMARKS
6/30-21	\$31.06						
6/30-22	45.00						
6/30-23	47.43						
6/30-24	50.00						
6/30-25	57.50						
6/30-26	57.50						
6/30-27	80.52						
6/30-28	83.99						
6/30-29	115.09						
6/30-30	130.46						
6/30-31	227.05	12.00	215.08		742.54	\$748.54	
6/30-32	227.52	12.00	215.52		963.62	963.62	
6/30-33	227.52	12.00	215.52		1,179.14	1,179.14	
6/30-34	227.53	12.00	215.53		1,394.66	1,394.66	
6/30-35	259.63	12.00	247.63		1,610.19	1,610.19	
6/30-36	262.56	12.00	250.56		1,857.82	1,857.82	
6/30-37	258.84	12.00	246.84		2,103.39	2,103.39	
6/30-38	297.60	12.00	285.60		2,385.22	2,385.22	
6/30-39	303.44	12.00	291.44		2,670.82	2,670.82	
6/30-40	315.12	12.00	303.12		2,962.26	2,962.26	
6/30-41	315.12	12.00	303.12		3,265.38	3,265.38	
1-23-42	177.69	7.00	170.69		1,857.82	2,108.38	
1942	137.43	5.00	132.43		3,556.50	3,556.50	
3 0 1943	447.50	12.00	435.50		3,871.62	3,871.62	
JUN 30 1944	450.00	12.00	438.00		4,307.12	4,307.12	
JUN 30 1945	500.50	12.00	488.50		4,745.12	4,745.12	
DEC 31 1945	225.10	6.00	220.10		5,233.62	5,233.62	
DEC 31 1946	494.78	12.00	482.78		5,453.72	5,453.72	
12-31-47	500.24	12.00	488.24		5,936.50	5,936.50	
	6634.74	210.00	6424.74		6634.74	6634.74	
							Tontine Added 12-31-47
							Gross Deductions 12-31-47

RETIREMENT RECORD CARD
 CIVIL SERVICE COMMISSION FORM 2806
 NOV. 1930

per # 2

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing or affirming to these appointment affidavits, you should read and understand the attached information for appointee

JUSTICE (Position to which appointed) **FBI** (Bureau or division) **WASHINGTON, D.C.** (Date of appointment) (Place of employment)

I, **Clyde A. Tolson**, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

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

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

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

Clyde A. Tolson
(Signature of appointee)

Subscribed and sworn (or affirmed) before me this 15th day of June, A.D. 1970,

at WASHINGTON, D.C. (City) (State)

REMOVED BY SRD
67-~~NOT~~ [SEAL] ~~ED~~
Commission expires 11-1-70
(If by a Notary Public, the date of expiration of his Commission should be shown)

James B. Adams
(Signature of officer)
Personnel officer
(Title)

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

NOTIFICATION OF PERSONNEL ACTION

(FOR AGENCY USE)

1. NAME (CAPS) LAST—FIRST—MIDDLE TOLSON, CLYDE A. (MR.)		MR.—MISS—MRS.	2. (FOR AGENCY USE)	3. BIRTH DATE (Mo., Day, Year) 5-22-1900	4. SOCIAL SECURITY NO. 577-60-2204
5. VETERAN PREFERENCE 1 1—NO 3—10 PT. DISAB. 5—10 PT. OTHER 2—5 PT. 4—10 PT. COMP.		6. TENURE GROUP		7. SERVICE COMP DATE 3/20/68	
9. FEGLI 1 1—COVERED (Regular only—declined Optional) 2—INELIGIBLE 3—WAIVED 4—COVERED (Reg & Opt)		10. RETIREMENT 1 1—CS 3—FS 5—OTHER 2—FICA 4—NONE		11 (FOR CSC USE)	
12. CODE NATURE OF ACTION EXCEPTED APPOINTMENT - INDEFINITE (REEMPLOYED ANNUITANT)		13. EFFECTIVE DATE (Mo., Day, Year) 6-1-70		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY EXCEPTED BY LAW	
15. FROM: POSITION TITLE AND NUMBER		16. PAY PLAN AND OCCUPATION CODE		17. (a) GRADE OR LEVEL (b) STEP OR RATE	
19. NAME AND LOCATION OF EMPLOYING OFFICE					

20. TO: POSITION TITLE AND NUMBER Associate Director		21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE OR LEVEL (b) STEP OR RATE III	23. SALARY \$40,000 pa
24. NAME AND LOCATION OF EMPLOYING OFFICE Associate Director's Office Washington, D. C.				

25. DUTY STATION (City—county—State)			26. LOCATION CODE	
27. APPROPRIATION S. & E. FBI		28. POSITION OCCUPIED 1—COMPETITIVE SERVICE 2 2—EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: TO: STATE 1—PROVED-1 2—WAIVED-2	

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

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

In accordance with § U.S.C. 3323 (b), you may be separated at the will of the appointing officer.
 Subject to C. S. Retirement Act, however, no deductions are to be made.
 Automatically retired 5-31-70, reported on notification dated 3-20-70.

REMOVED BY SRD
 NOT RECORDED
 JUN 11 1970

J. E. Hoover
 Director

31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)		34. SIGNATURE (Or other authentication) AND TITLE <i>John W. Hubbell</i> Attorney General	
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)		35. DATE 3-20-70	
33. CODE EMPLOYING DEPARTMENT OR AGENCY DJ 02 FEDERAL BUREAU OF INVESTIGATION WASHINGTON, D. C. 20535			

3/20/70

Part A.—IDENTIFYING DATA

1. NAME (LAST) (FIRST) (MIDDLE INITIAL) TOLSON, CLYDE A. 577-60-224-001	2. DATE OF BIRTH 5-22-00	3. CARRIER CONTROL NO. 3215388
4. ADDRESS (INCLUDING ZIP CODE) 4000 Massachusetts Avenue, Northwest Washington, D. C. 20016	5. PAYROLL OFFICE NO. 15-02-0001	6. ENROLLMENT CODE NO. 441
	7. DATE THIS ACTION BECOMES EFFECTIVE 5-31-70	

ONLY THE ITEM WHICH IS CHECKED BELOW AFFECTS YOUR ENROLLMENT. READ THAT ITEM CAREFULLY AND FOLLOW ANY PERTINENT INSTRUCTIONS. KEEP THIS FORM UNLESS YOUR ENROLLMENT IS TERMINATED AND YOU APPLY FOR CONVERSION.

Part B.—TERMINATION (DROP) (ADD)

YOUR ENROLLMENT TERMINATES ON THE DATE IN PART A, ITEM 7, ABOVE.

Part C.—CHANGE IN PLAN

YOUR ENROLLMENT SHOWN IN PART A, ITEM 6, ABOVE HAS BEEN TERMINATED BECAUSE OF YOUR ENROLLMENT IN ANOTHER PLAN.

Part D.—TRANSFER OUT

YOUR ENROLLMENT CONTINUES BUT IS TRANSFERRED TO YOUR NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM):

**CIVIL SERVICE RETIREMENT SYSTEM
Washington, D. C. 20415**

Part E.—TRANSFER IN

YOUR NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM) SHOWN IN PART K BELOW HAS ACCEPTED TRANSFER OF YOUR ENROLLMENT AND WILL CONTINUE IT.

Part F.—SUSPENSION

YOUR ENROLLMENT HAS BEEN SUSPENDED, EFFECTIVE ON THE DATE IN PART A, ITEM 7, ABOVE.

Part G.—REINSTATEMENT

YOUR ENROLLMENT HAS BEEN REINSTATED, EFFECTIVE ON THE DATE IN PART A, ITEM 7, ABOVE.

Part H.—CHANGE IN NAME OF ENROLLEE

THE NAME IN WHICH THIS ENROLLMENT IS CARRIED HAS BEEN CHANGED TO:

NAME	DATE OF BIRTH	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ADDRESS (INCLUDING ZIP CODE) IF DIFFERENT FROM PART A, ITEM 4, ABOVE		

Part I.—CHANGE IN ENROLLMENT — SURVIVOR ANNUITY

YOUR ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY. YOUR PLAN WILL SEND YOU A NEW IDENTIFICATION CARD.

YOUR NEW ENROLLMENT CODE NUMBER

(NOTE: THIS ITEM TO BE COMPLETED BY RETIREMENT SYSTEMS ONLY)

Original cannot be located and is not on record. When original is received in Records Branch it will be filed either with copy of may be given

5/16/72 JMK

Part J.—REMARKS

Part K.—DATE OF NOTICE

SIGNATURE OF AUTHORIZED AGENCY OFFICIAL James B. Adams	DATE 5-31-70	PAYROLL ACTION (INITIAL AND DATE)	SF 2811 REPORT NO. 70-228
NAME OF AGENCY FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE WASHINGTON, D. C. 20535		ADDRESS (INCLUDING ZIP CODE)	

NOT RECORDED

UNITED STATES GOVERNMENT

Memorandum

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

TO : Mr. Callahan

DATE: 4-17-70

FROM : J. B. Adams *JBA*

SUBJECT: MR. TOLSON
RETIREMENT

Clyde Tolson

J. B. Adams
Clark
3/17/70

The Bureau today received notification from the Civil Service Commission of the approval of Mr. Tolson's retirement.

The Commission instructs in this communication dated 4-14-70 (attached) that his retirement record card be forwarded to the Commission as soon as possible after the date of separation. This date will be May 31, 1970, and the reappointment of Mr. Tolson as Associate Director will be effective June 1, 1970.

RECOMMENDATION:

Immediately following May 31, in compliance with the Commission's instruction, Mr. Tolson's retirement record card will be forwarded to the Commission.

✓ *JBA* *AMC*
GK
#

*607 4762 dated
in JBA 4-21-70
JP*

REC-#0 67-9524-453
Searched _____
8 APR 21 1970 *A*

Enclosure

- WEC:klb *klb* (5)
- 1 - Mrs. Wood
- 1 - Miss Tibbetts
- 1 - Voucher-Statistical Section

REMOVED BY SRD

THREE

UNITED STATES GOVERNMENT

Memorandum

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

Handwritten initials

TO : Mr. Callahan

DATE: April 7, 1970

FROM : J. B. Adams *JBA*

CLYDE A.

SUBJECT: REAPPOINTMENT OF MR. TOLSON
DEPARTMENT APPROVAL

Handwritten signature

The Department has returned to me the executed "Notification of Personnel Action" reappointing Mr. Tolson as Associate Director effective 6/1/70, the date following his mandatory retirement. The personnel folder copy bears the signature of Attorney General Mitchell. Attached is a letter to the Civil Service Commission concerning Mr. Tolson's retirement and reappointment.

RECOMMENDATION:

It is recommended that the attached letter be approved.

Handwritten initials and marks: JBA, JBA, OK, H, V

JBA:lks
(5)

Enclosures sent 4-8-70

- 1 - Mrs. Wood (Sent Direct)
- 1 - Miss Tibbets (Sent Direct)
- 1 - Voucher-Statistical Section (Sent Direct)

*Retirement + Appointment
SF 50 sent stat
Orig SF 56, SF 57, SF 58, SF 59
3 copies 2/10 sent stat
REMOVED BY SBDK 6 & orig of 2/10
copy 1 to 2-11/10
sh*

6 APR 22 1970

REC-149

95-9524-452
10 APR 22 1970¹⁰

Handwritten initials

AGENCY CERTIFICATION OF INSURANCE STATUS
Federal Employees Group Life Insurance Program

1. NAME (Last) (First) (Middle) TOLSON, CLYDE A.	2(a). DATE OF BIRTH (Month, Day, Year) 5-22-00	2(b). SOCIAL SECURITY NUMBER 577 60 2204
--	--	--

3. CHECK THE REASON FOR TERMINATING INSURANCE

(a) <input type="checkbox"/> SEPARATED	(c) <input type="checkbox"/> DIED	(d) <input type="checkbox"/> 12 MONTHS NON-PAY STATUS	(e) <input type="checkbox"/> OTHER (Specify)
(b) <input checked="" type="checkbox"/> RETIRED	HAD EMPLOYEE AT TIME OF DEATH APPLIED FOR CIVIL SERVICE ANNUITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		

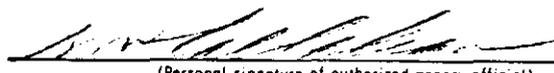
4. CHECK APPROPRIATE BOX CONCERNING SF 54, DESIGNATION OF BENEFICIARY

(a) <input type="checkbox"/> CURRENT SF 54 ATTACHED	(b) <input type="checkbox"/> A CURRENT SF 54 IS NOT ON FILE WITH THIS AGENCY	(c) <input type="checkbox"/> A CURRENT SF 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT)
---	--	---

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

5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR) 5-31-70	6. ANNUAL BASIC PAY RATE (NOT AMOUNT OF INSURANCE) ON DATE IN ITEM 5. CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE. \$40,000 PER ANNUM	7. DID EMPLOYEE HAVE OPTIONAL INSURANCE ON DATE IN ITEM 5? NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> IF YES, GIVE RECEIPT DATE OF ELECTION OF OPTIONAL INSURANCE (SF 176 or 176-T):	8. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)
---	--	--	--

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

 (Personal signature of authorized agency official)	5-31-70 (Date)
N. P. Callahan (Typed name of authorized agency official)	Assistant Director (Title)
Federal Bureau of Investigation (Name of agency)	Washington, D. C. 20535 (Mailing address, including ZIP Code of agency)

SEE OTHER SIDE
FOR
INSTRUCTIONS TO EMPLOYING AGENCY

Bring SF 56 to Dept Head's office to employee's file

REMOVED BY SRD

PART 3 - FILE COPY

MAY 22 1970

3/200

INSTRUCTIONS TO EMPLOYING AGENCY

COMPLETION OF CERTIFICATION

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

DISPOSITION OF CERTIFICATION

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

Illustrative Statement

"I want to continue my regular insurance after retirement but would like additional information on converting my optional insurance."

(Employee's signature)

(Address—print or type)

(Date)

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

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

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

PROMPT CERTIFICATION REQUIRED

The time in which an employee may convert his group life insurance to an individual policy is limited. This SF 56

April 8, 1970

Honorable Andrew E. Ruddock
Director
Bureau of Retirement, Insurance,
and Occupational Health
Civil Service Commission
Washington, D. C. 20415

Dear Mr. Ruddock:

Enclosed is an Application for Retirement executed by Mr. Clyde A. Tolson, the Associate Director of this Bureau. Mr. Tolson will attain age 70 on May 22, 1970, and is therefore subject to mandatory retirement. Also enclosed is a copy of his Individual Retirement Record.

Mr. Tolson entered on duty with this Bureau on April 2, 1928, and has been continuously employed since that time. His services with this Bureau have been entirely satisfactory.

Mr. Tolson will be reappointed to his same position the date following the effective date of his retirement. It is requested that this Bureau be furnished the amount of the annuity Mr. Tolson will receive in order that he may be advised of the salary to be paid by this Bureau.

Sincerely yours,

John Edgar Hoover
Director

- 1 - Mr. Row, 6221 IB
- 1 - Miss Tibbetts, 4746
- 1 - Mrs. Wood, 4513
- 1 - Mr. Jones, 4264
- 1 - Movement, 5524

Taken to CSC 11 a.m. 4-9-70 by st. h. hawk

[Handwritten signatures]

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

Enclosures (2)

JJP:nl
(8)

REMOVED BY SRD

MAIL ROOM TELETYPE UNIT

UNITED STATES GOVERNMENT

Memorandum

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

TO : The Director

DATE: April 1, 1970

FROM : J. P. Mohr

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

J. P. Mohr

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1969, to March 31, 1970, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. The original will be furnished to Mr. Tolson and the copy placed in his personnel file.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson.

JPM

*1 sec. +
d/nt 4/1/70*

REC-141

7-9554-450

SEARCHED _____ INDEXED _____

SERIALIZED _____ FILED _____

10 APR 6 1970

FBI

REC'D-CIVIL RIGHTS

Jma

Enclosures
LDH:jab
(2)

APR 9 1970

REC'D

APR 21 1970

3-*d/nt*

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1969 to MARCH 31, 1970

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: J. Edgar Hoover Director 4/1/70
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

REG-141
TYPE OF REPORT

- Official
- Annual

67-9584-444
SUB: Administrative 6 1970
 60-Day
 90-Day
 Transfer
 Separation from Service
 Special

APR 9 1970

XEROX
FEB 24 1970

TRE

UNITED STATES GOVERNMENT

Memorandum

Tolson	_____
Loach	_____
Malone	_____
Bishop	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Soyars	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

TO : Mr. Callahan

DATE: March 25, 1970

FROM : J. B. Adams *JBA*

SUBJECT: CLYDE A. TOLSON
RETIREMENT MATTER

W. Clark
Jan

J. Adams
H. [unclear]

As approved, the notification of Personnel Action Form to effect the reappointment of Mr. Tolson was furnished the Department for appropriate execution by the Deputy Attorney General.

Raymond Albrecht of the Department Personnel Office called me this morning to advise that the Department had typed the Deputy Attorney General's title on the notification of Personnel Action as he would be the official normally executing the Form; however; the Deputy Attorney General felt that the Attorney General himself would want to personally sign the Form authorizing the reappointment of Mr. Tolson and, accordingly, a new notification of Personnel Action Form was requested in order that the Department could then prepare it for the Attorney General's signature. A new Form was promptly furnished Mr. Albrecht.

RECOMMENDATION:

None. For information.

JBA ✓

6/27/70
100-448888-1000

REC-135

9524-448

10 MAR 30 1970

REC'D - CIVIL RIGHTS

REC'D - CIVIL RIGHTS

JBA:skj
(5)
1 - Mr. Clark
1 - Mr. Row
1 - Mr. [unclear]

RECEIVED BY SRD

XEROX
FEB 24 1978

33-264

100-448888-1000

✓
10
REC-141

March 20, 1970

PERSONAL

J. Edgar Hoover
Wood

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

Dear Clyde:

It pleased me greatly to learn of your desire to be reappointed immediately following your automatic retirement, which will become effective May 31, 1970. Necessary action is being taken to assure your immediate reappointment,

You have my deep appreciation for the many years of loyal and dedicated service to the Bureau and me and I am indeed grateful for your decision to continue in your present capacity. Your outstanding services continue to be needed during these most trying times affecting the welfare of our country.

Sincerely,

J. EDGAR HOOVER

SENT FROM D. O.
TIME 4:39 PM
DATE 3-20-70
BY *act*

- 1 - Mr. M. F. Row
- 1 - Mrs. Wood

JEM
[Signature]

NPC:pmd
(5)

NOTE: When Mr. Tolson is reappointed as an annuitant, he will be given an Excepted Appointment - Indefinite (Re-employed Annuitant) to the same position he occupies at the time of his retirement. His salary will be the salary he is earning at the time of his retirement. Necessary entry on duty forms will be executed and taken to Mr. Tolson for signature.

- Tolson ✓
- DeLoach ✓
- Mohr ✓
- Bishop ✓
- Casper ✓
- Callahan ✓
- Conrad ✓
- Felt ✓
- Gale ✓
- Rosen ✓
- Sullivan ✓

REMOVED BY SRD

475 38 10 58 71 116

XEROX
FEB 24 1978

98

MAIL ROOM TELETYPE UNIT

UNITED STATES GOVERNMENT

Memorandum

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

TO : Mr. Callahan

DATE: 3-17-70

FROM : J. B. Adams *JBA*

SUBJECT: **CLYDE A. TOLSON**
Associate Director
EOD 4-2-28
MANDATORY RETIREMENT;
REAPPOINTMENT

On May 22, 1970, Mr. Tolson will become eligible for mandatory retirement, which must be effective at the end of the month, May 31, 1970. Under Government regulations he must retire; however, he may be given an excepted indefinite appointment (reemployed annuitant) to the same position.

Mr. Tolson's annual annuity would be approximately \$27,336 (monthly--\$2,278) without voluntary contributions and \$29,676 (monthly--\$2,473) with voluntary contributions, an additional annual annuity of \$2,340.

The voluntary contributions consist of money taken from his salary for the Retirement Fund over and above what was necessary to provide the 80% maximum annuity. Mr. Tolson will have approximately \$23,467 in his voluntary contribution account through 5-31-70. Such contributions may be withdrawn effective 5-31-70, prior to the receipt of any additional annuity based on such contributions; or they may be left in the Retirement Fund and become the basis for the additional annual annuity of \$2,340 referred to in the second paragraph of this memorandum. The above monthly estimates are "single-life" figures, and consist of 80% of his high-three average salary plus additional service credit for 158 days and 1 hour of sick leave it is assumed will stand to his credit as of 5-31-70.

On reappointment, he would receive his retirement annuity from the Civil Service Retirement Fund and the Bureau would pay the difference between it and his regular salary (\$40,000). The annuity based on voluntary contributions, if he elected to leave same in the Retirement Fund, would not enter into this calculation.

Except as to persons in the position of Associate Director, Assistant to the Director, and Assistant Director, the Director is authorized to exercise the power and authority vested in the Attorney

Enclosure *1 to Mr. Tolson*
WEC:klb (6) *2 pd/re*
1 - Mr. Adams *NPC:mas*
1 - Mr. Hunsinger

REC-111 67-9524-247

XEROX
FEB 24 1970

(OVER)

90

Memorandum Adams to Callahan
Re: Clyde A. Tolson
Mandatory Retirement; Reappointment

General to take final action in personnel matters, including appointments. It is necessary for us to execute SF-50, Notification of Personnel Action, and take it to the Department for approval. The last such approval involving designation of L. M. Walters as Assistant Director was arranged by you with Deputy Assistant Attorney General John W. Adler, who obtained the signature of the Deputy Attorney General on the Notification of Personnel Action. The SF-50 in Mr. Tolson's case can be taken to Mr. Adler for the same type of handling.

The attached retirement application must, under Civil Service regulations, be forwarded to the Civil Service Commission by March 31, 1970.

RECOMMENDATIONS:

(1) That the attached application be made available to Mr. Tolson for execution in connection with the law requiring his retirement to be effective May 31, 1970.

(2) That Mr. Tolson's reappointment be formalized with the Department as above to be effective June 1, 1970.

✓ JAM
G.K.
R

ASSOCIATE DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
March 23, 1970

Clyde Tolson

Mr. Tolson	_____
Mr. DeLoach	_____
Mr. Mohr	_____
Mr. Bishop	_____
Mr. Casper	_____
Mr. Callahan	✓
Mr. Conrad	_____
Mr. Felt	_____
Mr. Gale	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Soyars	_____
Tele. Room	_____
Miss Holmes	_____
Miss Gandy	_____

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

J. Edgar Hoover

Dear Boss:

Thank you very much for your letter of March 20th advising that you are taking the necessary action to effect my reappointment immediately following my automatic retirement on May 31, 1970.

Due to my desire to remain with the FBI, I am grateful for your approval of my request. I am also most appreciative of your kind comments concerning my services in the Bureau, and you may be sure that I shall continue to strive to be of all possible assistance to you in carrying out your heavy responsibilities.

With best wishes,

Sincerely,

Clyde
REC-135
67-9524-446
8 MAR 24 1970

EX-101
FEB 24 1978

5 DEC 12 1975

82

J. Edgar Hoover

REMOVED BY SRD
MAR 24 1970

December 5, 1969

PERSONAL

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

Dear Clyde:

I am pleased to take this opportunity to commend you for your exceptionally valuable services in sparking the Bureau Clerical Applicant Recruitment Program.

I am most appreciative of your interest in this important aspect of the Bureau's work.

Sincerely,
J. Edgar Hoover

MAILED 20
DEC 5 - 1969
COMM-FBI

67-9524-445
7 JAN 7 1970 62

1 - Mrs. Randolph (Sent Direct)
JBA:jmp
(4)

Based on Callahan-Mohr memo 12/4/69 re Special Agent Recruitment Program, Incentive Award Matter.

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

JAN 13 1970

MAIL ROOM TELETYPE UNIT

XEROX
FEB 24 1978

49

165

F.B.I.'s No. 2 Man Invents

By STACY V. JONES C-3
Special to The New York Times

WASHINGTON, July 25—
The No. 2 man in the Federal Bureau of Investigation was awarded a patent this week for equipment to operate emergency windows and exits in aircraft and space vehicles. Clyde A. Tolson, associate director, devised the invention on his own time, but has given the Government a free license to use it in space and aeronautics.

In Patent 3,456,387, Mr. Tolson comments that space history "includes tragic situations where occupants perished because of inability to make emergency exits from the stricken spacecraft."

He adds that his invention would make it possible for emergency escape exits to be instantly opened without any action on the part of the occupants.

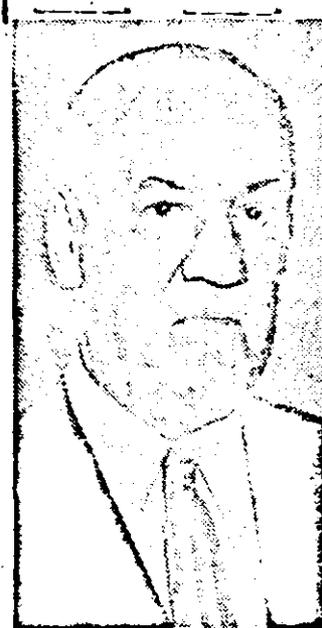
Mr. Tolson proposes sensors inside a spacecraft to detect such conditions as temperature, pressure and oxygen and carbon dioxide concentration, as well as others to report the situation outside. There is also a computer to weigh one set of considerations against another.

In an emergency, if going out would subject the astronauts to a fatal vacuum, radiation or water environment, the computer would decide to open doors into a fireproof internal compartment rather than to open windows.

Potential survivors in emergency aircraft landings, Mr. Tolson says, have been fatally trapped by an ensuing fire. The computer could be programed to open only those windows not totally blocked by flames.

Mr. Tolson does not know whether any Government use

Space-Emergency System



Clyde A. Tolson, who has received patent on emergency escape equipment.

of his equipment has been made or is planned. This week's patent adds the aircraft and spacecraft features to two earlier patents on remotely controlled closures, including casement sashes.

According to published reports, Mr. Tolson supplied the White House during the Johnson Administration with a window closer for bedside operation by pushbutton and time clock. The White House press office was unable this week to provide any information on the matter.

In 1960, Mr. Tolson patented a bottle cap that does not require an opener and can be resealed to keep the carbonation from escaping.

Since 1938, the inventor has been the righthand man to J. Edgar Hoover, the director of the F.B.I., and since 1947, has held the associate director title.

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

Clyde A. Tolson

- The Washington Post _____
- Times Herald _____
- The Washington Daily News _____
- The Evening Star (Washington) _____
- The Sunday Star (Washington) _____
- Daily News (New York) _____
- Sunday News (New York) _____
- New York Post _____
- The New York Times C-3
- The Sun (Baltimore) _____
- The Daily World _____
- The New Leader _____
- The Wall Street Journal _____
- The National Observer _____
- People's World _____
- Examiner (Washington) _____

Date JUL 26 1969

File ✓

EX-107
FEB 24 1978

10 AUG 12 1969
RECORDED

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1968 to MARCH 31, 1969

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: J. Edgar Hoover DIRECTOR 4/1/69
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

- Official
- Annual

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

REC-1351

67-9524-444
Searched _____ Numbered 29
6 APR 16 1969

FEB 3 1969

10 APR 21 1969

UNITED STATES GOVERNMENT

Memorandum

Tolson
 Tolson _____
 DeLoach _____
 Bishop _____
 Casper _____
 Callahan _____
 Conrad _____
 Felt _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

TO : The Director

DATE: April 1, 1969

FROM : J. P. Mohr

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

[Handwritten signature]

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1968, to March 31, 1969, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. The original will be furnished to Mr. Tolson and the copy placed in his personnel file.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson.

[Handwritten initials: GK, H, and a signature]

67-9524-443
Searched _____ Numbered _____
10 6 1969 24

REC-131

sent 4-2-69

[Handwritten initials]
 Enclosures
 LDH:jmp
 (2)
 APR 10 1969

XEROX
 FEB 24 1979
[Handwritten initials]

UNITED STATES GOVERNMENT

Memorandum

TO MR. MOHR

DATE: 2-14-69

FROM N. P. CALLAHAN

SUBJECT SALARIES OF FBI DIRECTOR AND
ASSOCIATE DIRECTOR

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

Handwritten signatures and initials:
 Tolson
 DeLoach
 Mohr
 Bishop
 Casper
 Callahan
 Conrad
 Felt
 Gale
 Rosen
 Sullivan
 Tavel
 Trotter
 Tele. Room
 Holmes
 Gandy

The primary legislation establishing the basis for fixing the salaries of the Director and Mr. Tolson is Public Law 88-426, approved 8-14-64, effective 7-5-64, known as the Federal Executive Salary Act of 1964. It established 5 salary levels with the Director being included in Level II, with salary at that time of \$30,000 per annum. The specific designation was, "Director of the Federal Bureau of Investigation, Department of Justice, so long as the position is held by the present incumbent: Provided, That thereafter the position shall be placed in level III." The position of Mr. Tolson was included in Level III at \$28,500 per annum, which designation was as follows: Associate Director of the Federal Bureau of Investigation, Department of Justice, so long as the position is held by the present incumbent: Provided, That thereafter the position shall be placed in level IV." Public Law 90-206, approved December 16, 1967, established a Commission to be known as the Commission on Executive, Legislative and Judicial Salaries and established a method of setting the rates of executive salaries. The Commission submits its recommendations to the President who, in turn, includes in his next budget message his recommendations as to the exact rates of pay he deems advisable. The President's recommendations become effective 30 days thereafter unless in that period either house of Congress specifically disapproves any or all of them, or a statute has been enacted into law establishing different rates of pay. As a result of this procedure revised rates for the 5 executive salary levels become effective the first pay period after February 14, 1969, which will be February 23, for the FBI. The new rate for Level II in which the Director's position is listed increases to \$42,500 and Level III in which Mr. Tolson's position is listed increases to \$40,000.

REC-150

67-561-367

The next incumbent of the Director's position would be compensated at the rate for Level III which will be \$40,000 per annum, and the next incumbent of Mr. Tolson's position would be compensated at the rate for Level IV which will be \$38,000 per annum.

JBA
 JBA:pmd (4)
 1 - Mr. Adams
 1 - Mr. Jackson
 3 Xerox

10 MAR 3 1969

MAR 3 1969

(OVER) 17 FEB 20 1969
 FEB 24 1978
 PERM. REC. UNIT

Memorandum to Mr. Mohr
Re: Salaries of FBI Director and Associate Director

With regard to the Director's salary being reflected as \$30,000 per annum in the appropriation phraseology for the FBI, this is secondary language to that contained in the primary authority of the Federal Executive Salary Act of 1964 and the statute establishing the Commission on executive salaries; thus, even if through error or other erroneous development, the amount shown in the appropriation language is not changed it would have no effect on the Director's salary in view of the overriding authority of the primary statutes.

Nonetheless, we are following closely with Jay Howe, Clerk of our Appropriation Subcommittee to insure that the new salary rate of \$42,500 will appear in the final committee print. The Director's salary check which will be dated 3-21-69, will be at the new salary rate of \$42,500.

ACTION:

None. Information only.

JM

*Official File
copy*

December 13, 1968

Mr. Tolson:

As a further formality in connection with patent protection of your invention, existing Government patent policy sets forth certain provisions for establishing title ownership of inventions made by Government employees. Title 37, Part 300, of the Code of Federal Regulations (based on Executive Order 10096 dated January 25, 1950) establishes Government policy as comprising a rebuttable presumption that the United States Government has either the entire or partial ownership of any patent obtained by a Government employee, the extent of such ownership being dependent upon factors such as the nature of the employee's duties and responsibilities in relation to the invention, and other contributions by the Government. This presumption of Governmental interest is rebuttable upon a showing that the invention is not related to the employee's duties and responsibilities and was carried out on a personal basis.

We have previously complied with the Departmental procedures for handling the determination of title ownership by making an FBI determination that the invention is not related to your duties and recommending that the Department concur in the finding that entire title to the invention should be left to you; the Department has concurred in this finding.

Title 37, Section 300.6 (c) of the Code of Federal Regulations provides that where the title to an invention will be left with an employee, the employee is to be so notified and thereafter the agency is to prepare and preserve in appropriate files a written, signed and dated statement concerning the invention. This statement is to include: (1) a detailed description of the invention, (2) the name of the employee and a statement of his official duties, and (3) a statement of agency determination as to title and reasons therefor. A copy of this statement is to be furnished to the Commissioner of Patents for his review and determination as to title ownership.

An appropriate statement complying with this requirement and a letter of transmittal have been prepared for your approval and subsequent signature by the Director. Subject to your approval, I will file this material after signature.

Respectfully,

I. W. Conrad
I. W. Conrad

File

12/13/68

ENCLOSURE

REC-104

67-9524-442	
Searched	Numl
10 DEC 16	

10 DEC 16 1968 / 10

Official FBI Copy

IN THE UNITED STATES PATENT OFFICE

In re application of

CLYDE A. TOLSON

Serial No. 651,558

Filed: July 6, 1967

For: REMOTELY CONTROLLED CLOSURES

The Commissioner of Patents
Washington, D. C. 20231

December 13, 1968

Dear Sir:

In accordance with Title 37, Section 300.6 (c) of the Code of Federal Regulations relating to patents made by Government employees, there is transmitted herewith a copy of the required statement concerning the invention disclosed in the above-captioned application and in related Letters Patent.

The original of this statement, appropriately dated and signed, is preserved in the files of the Federal Bureau of Investigation, as required.

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director
Federal Bureau of Investigation

*attached
12/13
JWS*
*original letter
mailed 12/13/68
Reg. Return receipt
JWS Reg # 716738*

IN THE UNITED STATES PATENT OFFICE

In re application of

CLYDE A. TOLSON

December 13, 1968

Serial No. 651, 558
Filed: July 6, 1967

For: REMOTELY CONTROLLED CLOSURES

STATEMENT UNDER TITLE 37, SECTION 300.6 (c)
OF THE CODE OF FEDERAL REGULATIONS

Mr. Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has invented a remotely controlled closure system. In essence, the system permits either manual or automatic operation of one or more closures, such as windows and the like, in a building, vehicle or other structure from a series of remote sensing elements responsive to selected environmental conditions and under the supervisory control of a programmer connected between the closures and the sensing elements.

As examples of specific application of the invention, in winter it may be desired to open and close a bedroom window by manual push buttons from a remote control position located at bedside, thus permitting operation of the window after retiring in the evening and before arising in the morning; or it may be desired to have a window opened, closed or adjusted automatically by a time sensing control, set to operate the window at a predetermined time before awakening time, thus permitting the bedroom to be brought to a comfortable temperature prior to arising. Alternatively, it may be desired to have a window, door, or other closure operate automatically upon the response of one or more suitable sensing detectors to the onset of rain, wind, temperature change, fire, smoke, collision impact, or any other selected condition which might logically require operation of such closures. As applied to aircraft or spacecraft, it may be desired to have escape closures operate automatically under a predetermined combination of internal and external environmental factors affecting the ability of the occupants to survive a hostile environment.

Mr. Tolson has sought patent protection for his invention. At the present time United States Letters Patent Number 3,235,247 dated February 15, 1966, and Number 3,337,992 dated August 29, 1967, have been issued covering certain aspects of the invention. In addition, still further aspects of the invention are covered in the above-captioned pending continuation-in-part application disclosing improvements permitting application of the invention to a greater variety of closures and permitting increased reliability of operation under extreme emergency environmental conditions such as might be encountered in aeronautical or space activities. The United States Patent Office has indicated that this pending application is allowable.

As Associate Director of the Federal Bureau of Investigation, Mr. Tolson's duties and responsibilities are administrative in character. Neither the Federal Bureau of Investigation nor Mr. Tolson has any responsibility for developing automatic closure systems which constitute the subject matter of Mr. Tolson's invention. Accordingly, his invention is not related in any way to his duties, work assignments, or responsibilities as an official of the Federal Bureau of Investigation but rather was made on a solely personal basis; that is, the invention was not made during working hours, or with a contribution by the Government of facilities, equipment, materials, funds or information, or of time or services of other Government employees on official duty.

For these reasons, therefore, the Federal Bureau of Investigation has made a determination, concurred in by the Department of Justice, that pursuant to Title 37, section 300.6 (b) (4) of the Code of Federal Regulations, the entire right, title and interest in and to the invention should be left with the inventor, Mr. Clyde A. Tolson, subject to law. Mr. Tolson has been advised of this determination and acquiesces therein.

As a matter of information it is noted that inasmuch as the currently pending application discloses improvements which may have application to space activities of the United States Government, Mr. Tolson has advised that on his own initiative immediately after filing the currently pending application, he forwarded a copy of the application to

the National Aeronautics and Space Administration, and that subsequently, pursuant to a suggestion by the National Aeronautics and Space Administration, he similarly furnished a copy of this material to the Federal Aviation Administration. Mr. Tolson further has advised that, although there appears to be no indication in the replies which he has received from the National Aeronautics and Space Administration and from the Federal Aviation Administration of immediate significant utility of his invention in the conduct of aeronautical and space activities of those Administrations, nevertheless, as an official of the Federal Bureau of Investigation, Mr. Tolson desires, as a matter of possible future interest and utility, that the United States Government have full, royalty free use of his invention to the extent that the improvements disclosed in the pending application may apply to the field of United States aeronautical and space activities. To this end, Mr. Tolson has separately executed, and filed with the Commissioner of Patents, a license giving the United States such use of his invention. In addition, Mr. Tolson has separately executed and filed with the Commissioner of Patents a Statement under Section 305C of the National Aeronautics and Space Act of 1958.


John Edgar Hoover
Director
Federal Bureau of Investigation

UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF JUSTICE

Mr. Tolson	✓
Mr. DeLoach	_____
Mr. Mohr	_____
Mr. Bishop	_____
Mr. Casper	_____
Mr. Callahan	_____
Mr. Conrad	_____
Mr. Felt	_____
Mr. Gale	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Trotter	_____
Tele. Room	_____
Miss Holmes	_____
Miss Gandy	_____

TO : Mr. J. Edgar Hoover
Director, FBI

DATE: October 25, 1968

FROM : Warren Christopher *we*
Deputy Attorney General

SUBJECT: *O* CLYDE A. TOLSON
ASSOCIATE DIRECTOR, FBI
INVENTION

Responding to your memoranda, dated September 27 and October 17, 1968 concerning the patent rights to a remotely controlled closure system invented by Clyde A. Tolson of your office, we have no objection to the title of the invention being held by Mr. Tolson.

*For record
JWC*

EX-100 PROG.

OCT 29 1968

67-9524-441
SEARCHED _____ INDEXED _____
SERIALIZED _____ FILED _____
OCT 29 1968
FBI - NEW YORK

WAW

10

The Deputy Attorney General

October 17, 1968

Director, FBI

CLYDE A. TOLSON
ASSOCIATE DIRECTOR, FBI
INVENTION

Reference is made to your communication of October 4, 1968, in response to my earlier memorandum of September 27, 1968, concerning the patent rights to a remotely controlled closure system invented by Mr. Clyde A. Tolson of this Bureau.

As you have noted, my memorandum of September 27, 1968, contained the statement that the invention "was made on a solely personal basis." This statement was intended to cover fully the remaining points which you have mentioned concerning possible Government interest. However, for the completion of your file, it is further noted that being solely personal, of course, the invention was not made during working hours or with a contribution by the Government of facilities, equipment, materials, funds, or information, or of time or services of other Government employees on official duty.

DS [Signature]
WE:dmg

✓

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

MAILED 3
OCT 17 1968
COMM-FBI

12-120 25
MAIL ROOM TELETYPE UNIT

Memorandum

Mr. Tolson	<input checked="" type="checkbox"/>
Mr. DeLouch	<input type="checkbox"/>
Mr. Mohr	<input type="checkbox"/>
Mr. Bishop	<input type="checkbox"/>
Mr. Casper	<input type="checkbox"/>
Mr. Callahan	<input checked="" type="checkbox"/>
Mr. Conrad	<input checked="" type="checkbox"/>
Mr. Felt	<input type="checkbox"/>
Mr. Gale	<input type="checkbox"/>
Mr. Rosen	<input type="checkbox"/>
Mr. Sullivan	<input type="checkbox"/>
Mr. Tavel	<input type="checkbox"/>
Mr. Trotter	<input type="checkbox"/>
Tele. Room	<input type="checkbox"/>
Miss Holmes	<input type="checkbox"/>
Miss Gandy	<input type="checkbox"/>

TO : J. Edgar Hoover, Director
Federal Bureau of Investigation

DATE: Oct

FROM : Warren Christopher *WC*
Deputy Attorney General

SUBJECT: CLYDE A. *TOLSON*
ASSOCIATE DIRECTOR, FBI
INVENTION

This is in response to your memorandum of September 27, 1968, concerning the patent rights to a remotely controlled closure system invented by Mr. Clyde A. Tolson of your office.

Title 37, section 300.6(b)(1) of the Code of Federal Regulations provides in general that all rights in a Federal employee's invention shall be left to the employee unless he made it "(i) during working hours, or (ii) with a contribution by the Government of facilities, equipment, materials, funds or information, or of time or services of other Government employees on official duty, or (iii) which bears a direct relation to or is made in consequence of the official duties of the inventor."

Section 300.6(b)(2) provides that if the contribution by the Government, as measured by any of the criteria set forth above, is insufficient equitably for the Government to take title, or where the Government has insufficient interest in the invention to take title, it shall be left to the employee subject to a reservation of certain rights in the Government.

You have advised us that Mr. Tolson's invention is not related in any way to his duties or responsibilities as an official of the Federal Bureau of Investigation, but was made on a solely personal basis. If you also determine that Mr.

3/
an

Memo to The Deputy AG
10-17-68
WC

REC-149

67-9524-440
Searched _____ Indexed _____
10 OCT 18 1968

Tolson did not make the invention during working hours or with any contribution by the Government of facilities, equipment, etc., then there would be no objection to the invention being held by Mr. Tolson.

The Deputy Attorney General

September 27, 1968

Director, FBI

CLYDE A. POLSON
ASSOCIATE DIRECTOR, FBI
INVENTION

~~RECEIVED~~

Mr. Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has invented a remotely controlled closure system. In essence, the system permits either manual or automatic operation of one or more closures, such as windows and the like, in a building, vehicle or other structure from a series of remote sensing elements responsive to selected environmental conditions and under the supervisory control of a programmer connected between the closures and the sensing elements.

As examples of specific application of the invention, in winter it may be desired to open and close a bedroom window by manual push buttons from a remote control position located at bedside, thus permitting operation of the window after retiring in the evening and before arising in the morning; or it may be desired to have a window opened, closed or adjusted automatically by a time sensing control, set to operate the window at a predetermined time before awakening time, thus permitting the bedroom to be brought to a comfortable temperature prior to arising. Alternatively, it may be desired to have a window, door, or other closure operate automatically upon the response of one or more suitable sensing detectors to the onset of rain, wind, temperature change, fire, smoke, collision impact, or any other selected condition which might logically require operation of such closures. As applied to aircraft or spacecraft, it may be desired to have escape closures operate automatically under a predetermined combination of internal and external environmental factors affecting the ability of the occupants to survive a hostile environment.

Mr. Tolson has sought patent protection for his invention. At the present time United States Letters Patent Number 3,235,247 dated February 15, 1966, and Number 3,337,992 dated August 29, 1967, have been issued covering certain aspects of the invention. In addition, there is pending a continuation-in-part application covering still further aspects of the invention disclosing improvements

- Tolson ✓
- DeLoach ✓
- Mohr
- Bishop
- Casper
- Callahan
- Conrad
- Felt
- Gale
- Rosen
- Sullivan
- Tavel
- Trotter
- Tele. Room
- Holmes
- Gandy

JWC:dmg

MAILED 7
SEP 27 1968
COMM-FBI

~~4 SEP 30 1968~~

REC-136

9524-439

MAIL ROOM TELETYPE UNIT

SEP 27 1968

The Deputy Attorney General

permitting application to a greater variety of closures and permitting increased reliability of operation under extreme emergency environmental conditions. The United States Patent Office has indicated that this pending application is allowable. In view of Mr. Tolson's position as an official of the United States Government, the following information is furnished concerning the invention in order that a determination may be made under Executive Order 10096 concerning title to the invention. As Associate Director of the Federal Bureau of Investigation, Mr. Tolson's duties and responsibilities are administrative in character. Neither the Federal Bureau of Investigation nor Mr. Tolson has any responsibility for developing automatic closure systems which constitute the subject matter of Mr. Tolson's invention. Accordingly, his invention is not related in any way to his duties or responsibilities as an official of the Federal Bureau of Investigation, but rather was made on a solely personal basis. It is, therefore, our view that full right and title to the invention should be in Mr. Tolson without retention by the United States Government of any portion thereof.

As a matter of information it is noted that inasmuch as the currently pending application discloses improvements which may have application to space activities of the United States Government, Mr. Tolson has advised that on his own initiative immediately after filing the currently pending application, he forwarded a copy of the application to the National Aeronautics and Space Administration, and that subsequently, pursuant to a suggestion by the National Aeronautics and Space Administration, he similarly furnished a copy of this material to the Federal Aviation Administration. Mr. Tolson further has advised that, although there appears to be no indication in the replies which he has received from the National Aeronautics and Space Administration and from the Federal Aviation Administration of immediate significant utility of his invention in the conduct of aeronautical and space activities of those Administrations, nevertheless, as an official of the Federal Bureau of Investigation, Mr. Tolson desires, as a matter of possible future interest and utility, that the United States Government have full, royalty free use of his invention to the extent that the improvements disclosed in the pending application may apply to the field of United States aeronautical and space activities. To this end, Mr. Tolson has separately executed a license giving the United States such use of his invention.

It is requested that you advise whether you concur in the opinion that title to the invention described above should be held by Mr. Tolson, noting that Mr. Tolson has already executed a royalty free license for use of certain aspects of his invention which may have application to United States aeronautical and space activities. If you concur, Mr. Tolson will be advised accordingly and upon receipt of written acquiescence from Mr. Tolson we will send a copy of this memorandum to the Commissioner of Patents for his review of the determination.



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

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$20, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$20,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	5/9/68	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? Yes No If not, the entire following portion must be executed.

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

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

Clyde A. Tolson
Special Agent

Payment Received
Special Agents Insurance Fund

MAH

J. Edgar Hoover Director

67-170
JUN 5 1968
17

B-ecu

183

April 19, 1968

PERS/RED/UNIT

Honorable ~~Morris L. Simon~~
President and Publisher
The Tullahoma News and Guardian
Tullahoma, Tennessee 37388

Clyde Tolson

Dear Mr. Simon:

I have read the editorial, "Thank You, Mr. Tolson," which appeared in the April 12th issue of your newspaper.

It was very thoughtful of you to bring to the attention of your readers the occasion of my 40th Anniversary with the FBI. I assure you the kind remarks are appreciated.

With warmest regards,

Sincerely yours,

Clyde Tolson

9524-438-87

Red

NOTE: Mr. Simon is on the Special Correspondents List and is an SAC contact of the Knoxville Office.

FMG:cae (5)

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

Mailed by cae Mr. Tolson's office 4/19/68

TEB
Apr
11 APR 23 1968

MAIL ROOM TELETYPE UNIT

Mr. Tolson ✓
 Mr. DeLoach ✓
 Mr. Mohr ✓
 Mr. Bishop ✓
 Mr. Casper _____
 Mr. Callahan _____
 Mr. Conrad _____
 Mr. Felt _____
 Mr. Gale _____
 Mr. Rosen _____
 Mr. Sullivan _____
 Mr. Tavel _____
 Mr. Trotter _____
 Tele. Room _____
 Miss Holmes _____
 Miss Gandy ✓

(Mount Clipping in Space Below)

Thank You, Mr. Tolson

A civil servant in a relatively high Federal post the other day marked his 40th year in government service, but the anniversary went largely unnoticed. The individual concerned is generally unknown by name or face to most Americans.

He is Clyde A. Tolson, and his agency is the Federal Bureau of Investigation. For many years, he has been the right-hand man to J. Edgar Hoover, the bureau's director.

The fact that Mr. Tolson, despite his influential position, is so little known by the public is not due, of course, to any kind of secret policy like that under which some national security or intelligence agencies operate. Rather, it is in accordance with an FBI tradition that

emphasizes service ahead of personal acclaim.

Mr. Tolson's experience with the FBI dates back almost as far as does Mr. Hoover, who by necessity has been the major exception to the agency's policy of anonymity. Mr. Tolson joined the FBI in 1928, a few years after Mr. Hoover established the bureau as an effective law enforcement agency free from political control.

Mr. Hoover many times has praised the work of his subordinates for their unheralded job in making the FBI an effective unit in the service of the United States.

The 40th anniversary of Mr. Tolson's service to the FBI and his country well symbolizes what the director is talking about.

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

Editorial Page 2-B
 The Tullahoma News
 and Guardian,
 Tullahoma, Tenn.

nm

Date: 4/12/68
 Edition:
 Author: MORRIS L. SIMON,
 Editor: President & Publisher
 Title: lisher

Character:
 or
 Classification:
 Submitting Office:
 Being Investigated

*act on
 4-19-68
 FMG/cac*

SURE

17-9570-438

7

APR 11 1968

April 11, 1968

~~Mr. William T. Freehoff~~
WKPT-FM
Kingsport Broadcasting Company, Inc.
Post Office Box 569
Kingsport, Tennessee 37662

Dear Mr. Freehoff:

It was most thoughtful of you to send me the copy of your broadcast editorial for April 2nd entitled "Clyde Tolson--Public Servant." Mr. Tolson has been of invaluable assistance to me in the administration of this Bureau and I certainly appreciate this honor paid him for his many years of dedicated service to the FBI.

Sincerely yours,
J. Edgar Hoover

✓

MAILED 2
APR 11 1968
COMM-FBI

1 - Knoxville

NOTE: Mr. Freehoff is on the Special Correspondents List.

- ✓ Tolson
- ✓ DeLoach
- _____ Mohr
- _____ Bishop
- _____ Casper
- _____ Callahan
- _____ Conrad
- _____ Felt
- _____ Gale
- _____ Rosen
- _____ Sullivan
- _____ Tavel
- _____ Trotter
- _____ Tele. Room
- _____ Holmes
- _____ Gandy

JBT:dkw
(5)

REMOVED BY SP7

MAIL ROOM TELETYPE UNIT

TSE

Dem/G...

451

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

- MR. TOLSON ✓
- MR. DELOACH ✓
- MR. MOHR ✓
- MR. BISHOP ✓
- MR. CASPER ✓
- MR. CALLAHAN
- MR. CONRAD
- MR. FELT
- MR. GALE
- MR. ROSEN
- MR. SULLIVAN
- MR. TAVEL
- MR. TROTTER
- MR. JONES
- TELE. ROOM
- MISS HOLMES
- MRS. METCALF
- MISS GANDY

April 10, 1968

Clyde Tolson
The attached radio editorial regarding Mr. Tolson was sent to the Director from WKPT, Holston Valley Broadcasting Corp., Kingsport, Tennessee 37662.

*ack.
4-10*

nm

REC-141

67-9524-431	
Searched	Numbered
7 APR 16 1968	
68	

~~APR 12 1968~~

*Let to Fruchoff
and (sd)
4-11-68
JB T*

1 all

*Agan
MRS. METCALF ONLY*

[Handwritten signature]

WKPT-AM
1400 KC.

KINGSPO RT BROADCASTING CO., INC.

WKPT-FM
98.5 MC.

Post Office Box 569

KINGSPO RT, TENNESSEE

EDITORIAL OF THE AIR

BROADCAST DATE 4/2/68

WE DO NOT ASK THAT YOU AGREE WITH US . . . ONLY THAT YOU
THINK ABOUT IT!

|| CLYDE TOLSON---PUBLIC SERVANT
By Bill Freehoff

For 40 years, a hard-working, unobstrusive man has been doing his best to help make the United States safe from subversion and to help state and local communities fight crime.

For today marks the 4th decade of service with the FBI of Clyde A. Tolson--a man unknown to most of the public, but a man who is known and highly respected among law enforcement officials the world over.

Clyde Tolson is J. Edgar Hoover's right-hand man. He is the Number Two G-Man, the associate director of the FBI, the first man ever to hold that position.

He was chosen for the job by Hoover himself in recognition of his long years of service to the Bureau.

Tolston was born in Missouri, worked in the War Department during the first World War and--in 1928--became a special agent of the FBI.

He is a licensed attorney and has served in key posts in the FBI.

He has never sought publicity and has never been involved in public controversy.

But he has served his government with distinction in a key post.

He derserves, on this, his 40th anniversary of service to the FBI, public recognition and we salute him the the splendid organization for which he works.

THINK ABOUT IT!!

Let to Freehoff
4-11-68 (mildred)

88

10 2-2-11 407

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1967 to MARCH 31, 1968

ADJECTIVE RATING: OUTSTANDING
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

Rated by: J. Edgar Hoover DIRECTOR APRIL 1, 1968
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

- Official
- Annual

67-9524-436
Searched _____ Numbered _____
 Administrative 1968 46

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

45

3-11-68

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

The continued excellence of Mr. Tolson's performance merits the rating of Outstanding for the period April 1, 1967, to March 31, 1968.

Mr. Tolson's contributions to the Bureau during the past year have been extraordinary and of inestimable value in its smooth and efficient operation in all phases of our endeavors. As our responsibilities have increased due to the unrest throughout the country, so, too, have Mr. Tolson's responsibilities increased. Despite these added burdens, he has continued his superb direction and administration of all phases of our operations, displaying exceptional perception, judgment and understanding.

A tireless and dedicated individual, Mr. Tolson has constantly and successfully sought for ways to improve our investigative procedures and techniques. He has been insistent upon self-imposed economy of operations which is reflected in the Bureau's budget prepared under his direction and guidance.

A top-notch administrator, Mr. Tolson has unselfishly and unstintingly given of himself to further the best interests of the Bureau and has served it and his country with distinction and clearly merits the highest rating I may bestow - Outstanding.

27

April 1, 1968

PERSONAL

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

Dear Clyde:

It is a pleasure for me to advise you that your services for the period April 1, 1967, to March 31, 1968, have merited the rating of Outstanding. You may retain the attached copy of this rating.

As you have for many years, you have continued to give unselfishly and unstintingly of yourself to the Bureau's interests. Your contributions cannot be measured; however, it has been my pleasure to approve an incentive award for you in the amount of \$500.00, which is represented by the enclosed check. I deeply appreciate the invaluable assistance you have been to me.

Sincerely,
J. Edgar Hoover

MAILED 12
APR 1 1968
COMM-FBI

Enclosures (2)

1 - Miss Usilton (Sent Direct)
LRH:mmh
(4) *mmh*

Based on memo Mohr to The Director 3/28/68.

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

MAIL ROOM TELETYPE UNIT

mmh *JPH*

jsa

JSR

UNITED STATES GOVERNMENT

Memorandum

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

7/1/68

TO : The Director

DATE: 3-28-68

FROM : J. P. Mohr

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

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1967, to March 31, 1968, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. A copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and that he be approved for a cash award of \$500.

JPM

67-9524-455	
Searched _____	Numbered _____
7 APR 3 1968	

G.K.

#

Letter to Mr. Tolson

4/1/68

mm

Enclosures

LDH:pam

(2)

met.

J.P.M.

LDH

3-28-68

7

April 2, 1968

PERSONAL

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

Dear Clyde:

Today marks your Fortieth Anniversary of distinguished service in the Federal Bureau of Investigation. As mementos of this noteworthy accomplishment I am presenting a Forty-Year Service Award Key Cluster and fingerprint cuff links.

The FBI has benefited immeasurably from your enduring loyalty, outstanding leadership, and superior knowledge. No one knows better than I how invaluable you have been to our organization in the fulfillment of its obligations and in the maintenance of its ideals and standards. Your willingness not only to fight for but also to live up to the principles of the Bureau has served as an inspiration to all of us.

Our many associates join me in congratulating you on this occasion and I hope that this day will be one of the most memorable in your career.

With best wishes and kindest personal regards,

Sincerely,
J. EDGAR HOOVER

John - Miss Holmes (Sent Direct)
LDH:jab

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

(4)

Handwritten signatures and initials

SENT FROM D. O.
10 00 11/11
7-2-68
PRESENTED
BY THE DIRECTOR. b19

MAIL ROOM TELETYPE UNIT

UNITED STATES GOVERNMENT

Memorandum

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

ml

TO : Mr. Mohr

DATE: 3-11-68

FROM : Mr. Callahan *ml*

SUBJECT: CLYDE A. TOLSON
Associate Director
SERVICE AWARD LETTER
40th Anniversary 4-2-68

ml

Mr. Tolson will celebrate his 40th Anniversary of service with the Bureau on 4-2-68. A suggested letter is attached for the Director's signature and presentation.

ml

AM

yes.

VX

67-9524-434	
Searched	Numbered
7 APR 1968 28	

REC-144

Enclosure
1 - Miss Holmes (Sent Direct)
LDH:srg

LDH
RTA
2/27/68
(3)
srg
ma

3/19/68

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

- 1 FOLLOW THESE GENERAL INSTRUCTIONS:**
- Read the back of the "Duplicate" carefully before you fill in the form.
 - Fill in BOTH COPIES of the form. Type or use ink.
 - Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER		
Tolson,	Clyde	A.	May 22, 1900	577	60	2204
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)			
Federal Bureau of Investigation			Washington, D. C. 20535			

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here if you **WANT BOTH** optional and regular insurance (A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you **DO NOT WANT** OPTIONAL but do want regular insurance (B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE
I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you **WANT NEITHER** regular nor optional insurance (C)

WAIVER OF LIFE INSURANCE COVERAGE
I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)
Clyde A. Tolson

DATE
February 5, 1968 25

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

FEB 5 1968

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

INSTRUCTIONS TO EMPLOYING AGENCY

1. **Who must file.**—All employees not excluded by law or regulation from insurance coverage, including those who have previously waived coverage, are required to complete and file Standard Form 176-T. Employees who are in the service on February 14, 1968, as well as those who are appointed after that date but before April 14, 1968, must file the form.
2. **Automatic cancellation of previously filed waivers.**—All "Waivers of Life Insurance Coverage" (SF 53) on file are automatically canceled as of the first day of the first pay period beginning on or after February 14, 1968. Payroll offices are to begin regular insurance deductions on the automatic cancellation date for employees who do not file a new waiver, i.e., those who do not check box C of SF 176-T, on or before that date.
3. **Employees failing to file.**—If an employee does not return a completed SF 176-T, contact him and urge him to do so even if he does not want optional insurance (he will, of course, be automatically covered for regular insurance). If he still fails to file SF 176-T by April 14, 1968, or 31 days after appointment, whichever is later, file one for him as of that date: mark box B, and note in the space provided for his signature "employee contacted—failed to elect optional insurance." See note 2 below.
4. **Review of completed forms.**—(a) Review both copies of the SF 176-T for legibility, completeness, and consistency. Reconcile with the employee any obvious major

discrepancy such as a mark in more than one box.

(b) If the employee marked box A or box C, make sure the Statistical Stub is complete. Then detach and mail stubs, in a bundle, weekly to:

Office of Federal Employees' Group Life Insurance
(Statistical Study)
4 East 24th Street
New York, New York 10010

(c) If the employee marked box B, detach and destroy the stub.

5. **Date of receipt and effective date.**—(a) Stamp date of receipt by employing office in the space provided for this purpose on both the Original and the Duplicate.

(b) The effective date is determined from the table below.

6. **Disposition of forms.**—(a) File the Original SF 176-T in the official personnel folder in all cases.

(b) Any necessary payroll change, with effective date, may be posted in the space reserved on the Duplicate for employing office.

(c) The Duplicate may be destroyed, if no payroll action is required, or after the requirements of the agency's payroll system have been met.

7. **Use of SF 176-T.**—SF 176-T "Election, Declination, or Waiver of Life Insurance Coverage" should not be used after the initial filing period (after April 14, 1968). A revised edition will be available for use after that date.

TABLE OF EFFECTIVE DATES

DATE SF 176-T RECEIVED BY EMPLOYING OFFICE	EMPLOYEE'S DECISION	EFFECTIVE DATE (IF NO WAIVER, SF 53, IN EFFECT)	
		OF DECISION	OF DEDUCTIONS
On or before February 14, 1968.	Elects optional (in addition to regular) (box A).	Coverage effective February 14, 1968.	Deductions begin 1st day of 1st pay period beginning on or after February 14, 1968.
	Declines optional (but not regular) (box B).	Declination effective February 14, 1968.	
	Waives regular (so ineligible for optional) (box C).	Waiver effective last day of pay period in which February 14, 1968 falls.	Deductions stop last day of pay period in which February 14, 1968 falls.
After February 14 but not later than April 14, 1968.	Elects optional (in addition to regular) (box A).	Coverage effective on date of receipt.	Deductions begin 1st day of 1st pay period beginning on or after date of receipt.
	Declines optional (but not regular) (box B).	Declination effective on date of receipt, but employee loses automatic optional protection on February 14, 1968.	
	Cancels previously elected optional (but not regular) (box B).	Cancellation effective last day of pay period in which received.	Deductions for optional stop last day of pay period in which received.
	Waives regular (so ineligible for optional) (box C).	Waiver effective last day of pay period in which received.	Deductions stop last day of pay period in which received.

- NOTES:**
1. Because regular insurance coverage and deductions are automatic unless waived (by checking box C) A and B elections do not affect regular insurance effective dates.
 2. An employee for whom the agency files SF 176-T because he failed to file is deemed to have declined optional, but not regular, insurance.
 3. An employee with an uncanceled waiver (SF 53) on file cannot be insured any earlier than the first day he is in duty and pay status in a pay period beginning on or after February 14, 1968; filing of an SF 176-T before that date will not cancel an SF 53 any earlier. Deductions begin the day he becomes insured.
 4. The effective date of regular (and optional) insurance coverage for an employee who has been on leave without pay for more than 1 year is the first day he is in pay and duty status. Deductions are effective the same day.

UNITED STATES GOVERNMENT

Memorandum

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

TO : The Director

DATE: 1-24-68

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
SERVICE AWARD
40th Anniversary 4-2-68

J. P. Mohr
Trotter
Stallings

Mr. Tolson will complete 40 years of Bureau service on 4-2-68, having entered on duty with the Bureau on 4-2-28.

RECOMMENDATION:

It is recommended that a Service Award Key Cluster, similar to the ones prepared for other anniversaries commemorating 40 years of Bureau service, be prepared by the Exhibits Section for Mr. Tolson's 40th Anniversary on 4-2-68. This should be engraved as follows: CLYDE A. TOLSON, IN RECOGNITION OF FORTY YEARS OF LOYAL AND DEVOTED SERVICE TO THE FBI, 1928 - 1968. It is also recommended that a pair of ceramic fingerprint cuff links in a 14 karat gold setting be purchased from FBIRA funds and be engraved "C. T., 1928 - 1968, FBI" for Mr. Tolson's 40th Anniversary.

- 1 - Mr. Dunphy (Sent Direct)
- 1 - Mr. Rogers (Sent Direct)

LDH:jhb
(4)
LDH
RTK
mal

AM
OK
JD

67-1524-433	
Searched	Numbered
8 JAN 30 1968	

7 APR 3 1968

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3/10
PHOTO COPY



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

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$20, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$20,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	6/29/67	ASSOCIATE DIRECTOR

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? Yes No If not, the entire following portion must be executed.

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

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Very truly yours,

**Payment Received
Special Agents Insurance Fund**

JUN 29 1967

J. Edgar Hoover, Director

Clyde A. Tolson

Special Agent

32

3-ecf



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

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

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The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$20,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	5/19/67	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? Yes No If not, the entire following portion must be executed.

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

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Very truly yours,

Payment Received
Special Agents Insurance Fund
MAY 22 1967

J. Edgar Hoover, Director

Clyde A. Tolson
Special Agent

UNITED STATES GOVERNMENT

Memorandum

Tolson	_____
DeLoach	_____
Mohr	_____
Wick	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

TO : Mr. Callahan

DATE: 5-17-67

FROM : J. B. Adams *JBA*

SUBJECT: AWARDS AND DECORATIONS TO BUREAU EMPLOYEES

Ray Albrecht

Purpose of this memorandum is to consider request of Mr. Ray Albrecht of the Department for certain information regarding awards and decorations to Bureau employees held in storage in the Department of State.

Enclosed copy of a letter to the Department from Norman Armour, Jr., Assistant Chief of Protocol, State Department, indicates that in accordance with Public Law 89-673, approved 10-66, all awards and decorations were being released. The letter attached a list indicating employees of the Department of Justice (which includes Bureau employees) for whom awards and decorations were being held. It was requested that a memorandum be submitted by the Department to the State Department requesting release of the decorations.

Clyde J

The Bureau employees involved are Mr. Tolson who on 8-11-38 was awarded the "Order of the Star of Rumania" - Degree of Officer - Medal; and SAC Clark D. Anderson, San Juan, who on 8-7-50 was awarded the medal and citation "Orden Del Merito Policiaco" apparently in connection with a police school he conducted in Cuba.

Retired employees were listed as Joseph B. Garcia who was awarded a citation similar to that awarded SAC Anderson; Howard P. Winter who on 9-5-44 was awarded the "National Order of Honor and Merit" - Rank of Officer - by the Government of Haiti; and Henry C. Johnson whose award is still packaged, from the Government of Columbia and is believed to be a medal.

2-2119

Public Law 89-673 gives Congressional approval for release to the donee or legal representative any gift or decoration on deposit with the State Department on date of enactment of the Act with approval by the Secretary of State and the appropriate Department. Such donee may, if authorized, be entitled to wear any decoration so approved. Gifts or decorations not approved for release are to be deemed a gift to the United States.

Enclosure
LDH:jap (3)
1 - Mr. Adams

W. J. ...
KEROX
MAY 22 1967
JUN 2 1967

34
MAY 22 1967
3-100

Memorandum to Mr. Callahan
Re: Awards and Decorations
To Bureau Employees

RECOMMENDATIONS:

(1) That we orally furnish Mr. Albrecht the forwarding addresses of the former employees whose gifts or decorations are on deposit with the State Department and request him to have the awards for Mr. Tolson and SAC Anderson forwarded to the Bureau.

(2) If approved, that this memorandum be returned to the Personnel Section.

To Mr. Albrecht
personally. 7/18/67
JH

[Handwritten mark]

[Handwritten initials]

[Handwritten signature]

[Handwritten initials]

GK.
[Handwritten initials]

✓

[Handwritten initials]

✓
5

April 10, 1967

PERSONAL

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

Dear Clyde:

I am especially pleased to advise you that your services for the period April 1, 1966, to March 31, 1967, have merited the rating of Outstanding. This rating has been approved by the Departmental Committee on Incentive Awards and you may retain the attached copy.

The service that you have rendered the Bureau and your Country and the assistance you have given me cannot be measured; however, as a token of my deep appreciation, I have approved an incentive award for you in the amount of \$500.00, which is represented by the enclosed check. I do not want the occasion to pass without thanking you for your continued, dedicated performance.

Sincerely,

J. Edgar Hoover

Enclosures (2)

1 - Miss Usilton (Sent Direct)

SENT FROM D. O.
TIME 4:51 PM
DATE 4-10-67
BY *edh*

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

LRH:dkj
(4)

Award #727-67

Based on memo Mr. Mohr-Director 3/27/67.

54

JAH
gma
ms

MAIL ROOM TELETYPE UNIT

0/578

UNITED STATES GOVERNMENT

Memorandum

Tolson	_____
DeLoach	_____
Mohr	_____
Wick	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

JPM
ml
John J. Mohr

TO : The Director

DATE: 3-27-67

FROM : J. P. Mohr

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

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1966, to March 31, 1967, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. After April 1, 1967, it will be forwarded to the Deputy Attorney General, Chairman of the Departmental Committee on Incentive Awards, of which Committee you are a member, for approval in accordance with the Performance Rating programs of the Department and the Bureau. When the rating has been approved by the Committee and returned to the Bureau, a copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and upon approval of the rating by the Departmental Committee on Incentive Awards he be approved for a cash award of \$500.

JPM

JPM
Enclosures
LDH:jap
(2)
Rec'd 4/3/67
Approved by [unclear] 4/10/67
Letter 4/10/67

OK
J. P. Mohr
REC-134

67-9524-432
Searched _____
Numbered _____
APR 27 1967

21
JPM

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1966 to MARCH 31, 1967

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: J. Edgar Hoover DIRECTOR APRIL 3, 1967
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

- Official
- Annual

REC-144

9524-431
 Administrative
 60-Day
 90-Day
 Transfer
 Separation from Service
 Special
21

49
APR 13 1967

3-11-67

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

For the period April 1, 1966, to March 31, 1967, Mr. Tolson has discharged his many and heavy responsibilities in such an exceptional manner that the rating of Outstanding is definitely merited.

Possessing all the highest attributes necessary to the fulfillment of his position as Associate Director, Mr. Tolson has willingly assumed a major share of the Bureau's increased responsibilities and obligations. In a period when the country has been beset with many problems of world-wide and internal significance, Mr. Tolson has been most astute and farsighted in charting the Bureau's course of action. His assistance to me as Associate Director and the final point of top-level decision and control for numerous policies, investigative and administrative aspects is immeasurable.

Mr. Tolson is a man of broad vision, keen perception, extraordinary judgment, and ability. He has provided vigorous leadership in all areas of our endeavors and is the architect and guardian of the Bureau's budget. In this respect, he has insisted upon a self-imposed economy of operations and restraint which has continued and enhanced the Bureau's reputation as an agency which returns maximum benefits to the taxpayer.

Dedicated to the FBI and to the service of his country, Mr. Tolson's contributions have been of inestimable value and certainly merit the rating of Outstanding.



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

**In Reply, Please Refer to
File No.**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

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

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Clyde A. Tolson	2/17/67	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	
Address	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? Yes No If not, the entire following portion must be executed.

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

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	
Address	

Payment Received
Special Agents Insurance Fund

FEB 17 1967

J. Edgar Hoover, Director

Very truly yours,

Clyde A. Tolson
Special Agent

February 20, 1967

BY LIAISON

Honorable Hubert H. Humphrey
The Vice President
Washington, D. C. 20501

My dear Mr. Vice President:

My sincere thanks for the pass to The Vice President's Gallery and particularly for the personal message which it carries. I shall always cherish this pass, and I hope to be able to make use of it by attending some of the Senate sessions. Your thoughtfulness in sending me the pass will always be remembered.

With warm personal regards,

Sincerely yours,

REC-140
/s/ Clyde Tolson

Clyde Tolson

9524-430
32

MAILED 6
FEB 20 1967
COMM-FBI

NOTE: Julius Cahn of the Vice President's Office furnished the pass for Mr. Tolson to SA Bowers. The pass bore the inscription "With my Warm regards and Respect."

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

DWB:jmh (4)

MAIL ROOM TELETYPE UNIT

Handwritten initials: *JK*
DWB
18 FEB 21 1967
PREP. 204/3 INT



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

**In Reply, Please Refer to
File No.**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

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

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	9/29/66	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? Yes No If not, the entire following portion must be executed.

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

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Very truly yours,

Clyde A. Tolson
Special Agent

146

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1965 to MARCH 31, 1966

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: J. Edgar Hoover DIRECTOR APRIL 1, 1966
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

- Official
- Annual

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

9 APR 13 1966 MG REC-13Z

67-9524-429
APR 11 1966
92

429
3/11/66

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

Mr. Tolson's continued excellence of performance and his many extraordinary contributions to the Bureau clearly merit the rating of Outstanding for the period April 1, 1965, to March 31, 1966.

The responsibilities of the Bureau have continued to increase during the past year, resulting in the assumption of even greater burdens by Mr. Tolson. In his inimitable fashion, he has quietly accepted these additional responsibilities, continuing his superb direction and administration of all phases of our operations. As Associate Director and the final point of top-level decision and control for numerous policies, investigative and administrative aspects, he has been of inestimable assistance to me in his exceptional handling of these matters.

Mr. Tolson possesses a remarkable insight into all administrative and investigative operations of the FBI which enables him to quickly and incisively analyze problems in any field of our endeavor. An administrator of the highest caliber, his leadership and inspiring example to us all have been motivating factors in the successes we have achieved and the accomplishments obtained.

A true and dedicated public servant, Mr. Tolson has served the FBI, his Government and his Country with distinction and certainly merits the highest rating I may give - that of Outstanding.

REC-146

April 7, 1966

PERSONAL

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

Dear Clyde:

It gives me much pleasure to advise you that you have merited the rating of Outstanding for the period April 1, 1965, to March 31, 1966. This rating has been approved by the Departmental Committee on Incentive Awards and you may retain the enclosed copy.

As in the past, you have continued to give yourself wholeheartedly to the Bureau's interests and your assistance to me personally has been invaluable. I have been privileged to approve an incentive award for you in the amount of \$500.00 which is represented by the enclosed check.

Sincerely,

J. Edgar Hoover

MAILED 2
APR 7 1966
COMM-FBI

Enclosures (2)

1 - Miss Usilton (Sent Direct)

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

LRH:ers
(4)

Award #665-66

Based on memo Mr. Mohr to the Director, 3/28/66.

MAIL ROOM TELETYPE UNIT

2/07

UNITED STATES GOVERNMENT

Memorandum

JPM

Tolson	_____
DeLoach	_____
Mohr	_____
Wick	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

TO : The Director

DATE: 3-28-66

FROM : Mr. Mohr

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

Signature
R.D. Mohr

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1965, to March 31, 1966, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. After April 1, 1966, it will be forwarded to the Deputy Attorney General, Chairman of the Departmental Committee on Incentive Awards, of which Committee you are a member, for approval in accordance with the Performance Rating programs of the Department and the Bureau. When the rating has been approved by the Committee and returned to the Bureau, a copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and upon approval of the rating by the Departmental Committee on Incentive Awards he be approved for a cash award of \$500.

JPM

REC-111

9524-428
92

LDH
LDH:jap
(2)

LDH
4/1/66

26 all set.
4/1/66

OK.

Letter dated 4/7/66

approved by me
recpt 4/1/66

3-11

January 31, 1966

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

Dear Clyde:

It is a pleasure to commend you for the outstanding attitude you exhibited in reporting for duty today despite extremely hazardous travel conditions.

You demonstrated a sincere devotion to duty in considering your services so essential that in spite of an announcement that all Federal Government agencies would be closed you reported for duty. I do not want the opportunity to pass without advising you of my appreciation and that I have instructed that a copy of this letter be placed in your personnel file.

Sincerely yours,

J. Edgar Hoover

61

67-



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

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

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

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EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	12/6/65	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? Yes No If not, the entire following portion must be executed.

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

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired use given first name if female)	Relationship

Address

Very truly yours,

Clyde A. Tolson
Special Agent

UNITED STATES GOVERNMENT

Memorandum

TO: *W. A. Tavel*

DATE: OCT 25 1965

FROM: *L. E. Short*

SUBJECT:

Tolson, Clyde A.

The attached _____ has been received in the Records Branch, appropriately initialed, and indicated for file. By use of instant transmittal memorandum, all necessary recording and indexing will be accomplished. It is to be noted this form is for internal use only within the Records Branch, principally by the Routing Unit where bulky material not accompanied by memorandum is usually received.

The enclosure, if bulky and not usually filed with other papers in file, may be detached but this action should be clearly noted under the word "Enclosure."

Enc.

att
ENCLOSURE

NOT RECORDED
25 OCT 25 1965

THREE
PEPS. REC. UNIT

FEDERAL BUREAU OF INVESTIGATION

Room 5744 106, 1965

TO:

- Director
- Mr. Belmont
- Mr. Mohr
- Mr. DeLoach
- Mr. Gale
- Mr. Rosen
- Mr. Callahan
- Mr. Casper
- Mr. Conrad
- Mr. Felt
- Mr. Sullivan
- Mr. Tavel
- Mr. Trotter
- Mr. Clayton
- Miss Gandy
- Miss Holmes
- Personnel Files Section
- Records Branch
- Mrs. Skillman
- Mrs. Brown
- John Quander

- Mr. Tolson
- Mr. Belmont
- Mr. Mohr
- Mr. DeLoach
- Mr. Callahan
- Mr. Conrad
- Mr. Felt
- Mr. Rosen
- Mr. Sullivan
- Mr. Tavel
- Mr. Trotter
- Tele. Room
- Miss Holmes
- Miss Gandy

See Me For appropriate action
 Send File Note and Return
 Please Call Me

P 24-227

FILE

Clyde Tolson

Sw Wood
4513

Civil Service Journal



Vol. 6 No. 1

July-September 1965



EMPHASIS ON
INDIVIDUAL EXCELLENCE

Story on page 24

UNITED STATES CIVIL SERVICE COMMISSION

CONTENTS

Special Features	Pages
The President's Awards	34
Articles	
The Presidency and the Career Service	1
By John W. Macy, Jr.	
Federal Agencies and the New Work-Study Program	5
By Nicholas J. Oganovic	
Personnel—Our Most Important Resource	9
By Orville L. Zimmerman	
A Positive Approach to Payroll Management	12
By Robert M. Carr	
Departments	
ADP Billboard	11
Training Digest	18
Legal Decisions	20
Employment Focus	20
Questions	21
COC Checklist	23

J.S. Civil Service Commission
JOHN W. MACY, Jr...... Chairman
L. J. ANDOLSKER..... Commissioner
ROBERT E. HAMPTON..... Commissioner
NICHOLAS J. OGANOVIC..... Executive Director

The Civil Service Journal is published monthly by the U.S. Civil Service Commission, Executive Building, Room 3400, 1400 L Street, N.W., Washington, D.C. 20013. Telephone: 454-7292 or 454-1313. Postmaster: Please send address changes to the Civil Service Commission, Executive Building, Room 3400, 1400 L Street, N.W., Washington, D.C. 20013. Second-class postage paid at Washington, D.C. and at additional mailing offices. Postage paid at Washington, D.C. (454-7292). 31 years of service to the public. 31 years of service to the public. 31 years of service to the public.

GOOD HEALTH AND GOOD WORK go together, President Johnson told his Cabinet as he announced his approval of a program to expand occupational health service facilities for Federal employees. Ground rules are outlined in Bureau of the Budget Circular A-72, published June 18.

The President said the Chairman of the Civil Service Commission will take leadership in developing and improving the program, in cooperation with the Secretary of Health, Education, and Welfare and the Secretary of Labor.

"We must be prepared—to the best of our ability—to assure our employees of prompt attention to on-the-job illness and injury; correction of working conditions that may be detrimental to employees' health; education in health maintenance; health examinations, including in-service examinations as needed; and disease screening examinations and immunizations," the President said.

NICHOLAS J. OGANOVIC has been appointed Executive Director of the Civil Service Commission, succeeding Warren B. Irons who retired June 11.

Bernard Rosen, Counselor of Embassy for Administrative Affairs, Department of State, in Athens, Greece, was selected to fill the Deputy Executive Director's position vacated by Mr. Oganovic.

Mr. Irons is heading a team in the Ford Foundation's East Africa headquarters, advising the new government of Kenya.

RESULTS OF THE Health Benefits "open season" conducted in February indicate that:

- Practically all eligible employees are enrolled in the program (3,190,000 employees and dependents, plus 4.6 million family members).
- The majority of employees and dependents were enrolled in a plan and option with which they were satisfied (fewer than 120,000 made changes).
- Major enrollees desire the greater benefits offered by the more expensive high options.
- Benefits provided by the program are currently amounting at about \$35 million per month. Total benefits paid out since the program began 3 years ago have been approximately \$1.3 billion.

HONORS RECENTLY CAME in a cluster to members of the Civil Service Commission staff. Stockburger Award of the Society for Personnel Administration to former Executive Director Warren B. Irons; Commissioners' Award of the Civil Service Commission to Lawrence V. Mader, General Counsel; Distinguished Service Award of the Training Officers' Conference to Seymour S. Berlin, Director, Bureau of Inspection; Charles H. Cushman Award of the Public Personnel Association to Dr. Albert P. Maslow, Chief of the Personnel Measurement Research and Development Center; and Citations for Professional Accomplishment from the American Society for Training and Development to Ross Pollock and Wilson H. Dickerson of the Office of Career Development.

—Joseph E. Ogilvy



The Presidency and the Career Service



By **JOHN W. MACY, Jr.**, Chairman
 U.S. Civil Service Commission

IN A DECADE OF GREAT and varied changes in Federal personnel management, one of the most significant developments has been the evolution of a new relationship of the Presidency to the career service. The evolution, quickened in recent years, has served not only to strengthen the Chief Executive's control of the executive branch but also to clarify identifiably the President in the role of leader and top manager of the Federal workforce.

Professional and supervisory personnel should be aware of and appreciate the importance of this new relationship between the Presidency and the career service. They should capitalize on it in the motivation of employees to accomplish their missions. And they should take pride and satisfaction in President Johnson's demonstrated desire to identify with them, his publicly expressed prejudice in favor of able career men and women, and his evident eagerness to recognize and reward excellence in their ranks.

It is more than coincidental that the period in which this new relationship has evolved has seen greater advances in civil service and personnel management than in all the earlier years since the merit system was established by the historic Act of 1883. The same span of years marks the rise of the career civil service from one of its lowest points of public prestige to the enjoyment of increasingly high esteem.

Many career people continue to carry bruises from the campaign of 1952—significantly, the last national election in which the civil service was an issue of controversy. The line of the career service from the low-water mark of that campaign was neither sudden nor dramatic, but the dedication and demonstration of professional competence of career men and women soon

July-September 1965

began to influence the opinion of new national leaders. The new executives had come to Washington expecting anything but competence and responsiveness from the questioned career corps. Early in the Eisenhower years, key Cabinet officers and agency heads began to praise their career associates for being at least as able, dedicated, and hardworking as the staffs they supervised in industry.

Meanwhile, the Civil Service Commission had begun to stir, assumed a new and more dynamic role. It developed a fresh outlook on its management of the merit system. During these days of reevaluating and revitalization at the Commission, I had the privilege of serving as Executive Director under the strong leadership of Chairman Philip Young. It was a time of excitement and innovation that I recall with decided satisfaction.

Synkronically, President Eisenhower designated the Commission Chairman as his adviser on personnel management matters—setting the stage for the new relationship of the Presidency and the career service that has since evolved. Up to that time, the Commission had been, by tradition and practice, regarded by many more as a creature of the Congress than the strong staff arm of the Executive it was to become.

I view those years as a time of surveying and testing, of clearing and preparing fields for seed planting, of developing the groundwork for the future harvest. First fruits in landmark legislation and administrative accomplishments began to be garnered by the mid-1950s. They came in such forms as the new career-conditional

appointment system, the Government-wide Incentive Awards Act, modernization and liberalization of the retirement system, contributory group life insurance and health benefits coverage, unemployment compensation, the Training Act, improved pay scales, the worldwide extension of the merit system, simplified and reevaluated recruitment programs, the Government-wide merit promotion program, Federal and non-Federal programs for public recognition of outstanding achievements of career men and women, and improved communication on Federal personnel management matters within Government and with key special publics.

Perhaps the pivotal point in the developing relation-ship—certainly a most memorable one for career men and women—was the start of President Kennedy's administration, signified by his unprecedented remarks in the State of the Union Message addressed to the Federal work force. "Let the public service be a proud and 'very career' be declared. "And let every man and woman who works in any area of our National Government, in my branch, at any level, be able to say with pride and honor in future years: 'I served the United States Government in that hour of our Nation's need.'"

A seemingly small thing—a few words in a Presidential address. Yet those words—because of their timing and setting—ignited the imagination of career men and women. They set the stage for future clear ties and strong identification between the Presidency and the civil service.

The next Thousand Days saw President Kennedy frequently take occasion to address, applaud, extol, and recognize the people in the public service. (See "Legacy of Progress," *Civil Service Journal*, January-March 1964.) And his words were matched by deeds demonstrating the importance the President attached to the role of the career service in accomplishing important national goals.

Actions to strengthen, improve, and elevate the career service during those days included establishment of the historic employee-management cooperation program, the quest for quality, a meaningful equal opportunity program, anti-agency appraisal programs and equalization of appeal rights for advancement, broadened and improved emergency training programs, and the Salary Reform Act of 1962 that made comparability a matter of stated national policy.

If anyone feared that the gains of the new partnership of the Presidency and the career service would pass with President Kennedy, he failed to appreciate the back-ground, character, and capability of his successor. When President Johnson said, "Let us continue," he clearly included forging strong ties between his great office and the Federal career service.

In the first days of his administration, President Johnson declared his determination to extend and enhance

the relationship President Kennedy had nurtured, pledging to "do my utmost to maintain the high quality and character of the career service in the Government and to advance its welfare through improvement."

ADDED EMPHASIS AND NEW ACTIONS

Lyndon Baines Johnson is a career public servant in every sense of the word. He has spent his adult life in Government service. He sees himself as a product of the public service. He has progressed from the ranks to the very top position. He is proud of his background as a career public servant. He wants the world to know it. And he especially wants the Government's career men and women to be aware of it and of his intense feeling for and identification with the Federal service.

"For 33 years I have been in Government service," he declared in his Budget Message to the Congress in January 1964. "I have known all challenge, its rewards, and its opportunities. But all these will multiply in the years to come. The time is at hand to develop the Federal service into the finest instrument of public good that our will and ingenuity can forge."

President Johnson's first job after graduating from college was as a school teacher in a little Texas town, where he taught impoverished Mexican-American children. Later he served as secretary to Representative Richard Kleberg and as state director of the National Youth Administration in his home State before he successfully ran for Congress in 1937. After five terms in the House, he was elected to the Senate in 1948 and became Majority Leader in 1952.

This experience and his service as Vice President enabled him to bring to the Presidency an invaluable background providing insights and perspectives probably unparalleled on previous Chief Executives. He knew the workings and interrelationships of the several branches of Government. He had watched and worked with career men and women for many years. He had learned the strengths and limitations of the career service. He had a keen appreciation of its potential for even greater contribution to good Government. He has put his abilities in administration and communications to work to help raise the entire Federal service to new peaks of performance and prestige.

President Johnson's interest in and impact on Federal personnel management has been profound and pervasive. Not only has he continued the personnel management programs started or advanced by President Kennedy—he has given them added emphasis and impetus, and he has initiated action in new areas as well.

His personal participation in achieving salary reform and advancing equal employment opportunity are two outstanding examples of how he has given continuity and added emphasis to programs of his predecessor.

President Johnson's role in pressing for passage of the Salary Reform Act of 1964 is well known to career men and women. Without his high interest and personal persuasion, I doubt that the measure would have been enacted, and the cause of comparability would have suffered a severe—if not fatal—setback.

Federal managers know the impact of his intense interest in improving and extending equal employment opportunity for racial minorities, women, and the handicapped. Programs to open doors and assure opportunity for each of these groups have had the benefit of President Johnson's strong interest and guiding hand, and they have achieved impressive results.

He has extended the privilege of the Presidency in support of the quest for quality, employee-management relations, career development and training, Federal Executive Board activities, manpower utilization and productivity, and public recognition of Federal employees. Programs initiated in his administration have been manifold and far-reaching. They include:

- his underwriting *War on Waste*,
- the overly lauded *War on Coddlebug*,
- Mission Salary 70—to reduce work injuries by 50 percent,
- authorization of an occupational health service program,
- testing and approval of the Combined Career Campaign, authorizing voluntary payroll deductions of 10 percent,
- consolidation, clarification, and strengthening of Standards of Conduct and Ethics in a new Executive order,
- a new, stronger policy and program for employment of the handicapped, and authorization for employment of the mentally retarded and mentally retarded,
- the Youth Opportunity Campaign,
- overhauling and modernizing antiquated dual-careerization and dual work statuses,
- personal support of incentive programs, including authorization of Presidential Certificates for noteworthy achievement,
- revival of civilian-military retirement programs by a Cabinet committee,
- proposals for severance pay and reeducation allowances legislation,
- action and legislative proposal for personnel reform in foreign affairs agencies.

July-September 1965

In recent months I have endeavored to assure the President in his search for exceptionally well-qualified people for Presidential appointments. I have been impressed by the extent to which he has picked people from the career service for these important positions. Nearly half of those appointed have been promoted from the career service or have had prior Government experience. Merit and fitness for the work—the comparative civil service criteria for selection—have been the basis for these appointments.

Judging from the rank of recent articles in newspapers and magazines, I sense a general interest in my " talent pool" and "head hunting" activity. Since I suspect this inquisitiveness is especially high among readers of the *Civil Service Journal*, I assume that a fair sized account of my efforts to assist the President in finding the men and women is in order.

IMMEDIATELY AFTER his election, President-elect Johnson told the Cabinet: "I am sure each of you shares my conviction that the character and effectiveness of our Administration will be largely determined by the quality of men and women appointed to leadership positions. This means our Presidential appointees must be men and women of character, ability, and devotion. I want to conduct a continuing talent search, in all professions and in all parts of the country, to discover these people. . . . At that meeting, the President announced that he had asked me to assist him in his talent search.

Stories about my assignments have tended to highlight the part the computer plays in finding the right people for these positions. One article was even titled, "Careers via Computer." I want to make clear that the operation is not nearly so mechanical as such stories may make it seem. We do use a computer. Its role is important in enabling quick identification and retrieval of information concerning qualified candidates for positions with certain specific characteristics. But the human hand and mind play a much more important role both prior to computer input and after its output.

We have assembled information on more than 20,000 potential appointees. Our file has been developed from recommendations drawn from such sources as business, labor, education, government, minority groups, and various organizations and individuals. We have included men and women who are well known as leaders in their fields and those who have earned high honors such as the President's Award for Distinguished Federal Civilian Service and certain non-Federal awards. Recently I requested each department and agency head to provide me with the names and biographies of the five most promising candidates in their organizations. About half of the people in our file are now in Government but have the potential for positions of greater importance than the ones they now hold. (over)

When a recommendation is received, we screen the person's qualifications and characteristics and make certain inquiries to decide whether he is of the caliber to be considered a candidate for a Presidential appointment. If he passes muster, certain biographical information relating to qualifications is crunched into the computer. When a vacancy occurs or a new position is created, we begin a search of the special qualifications requirements. Frequently the President specifies certain criteria, such as a special capability, background, or characteristic.

Then the computer comes into play. We feed in the essential qualifications information. The computer identifies all who meet the basic requirements. This enables us to locate the names and folders for all potential candidates. We screen these to narrow the choice to those who seem best qualified for the particular position. In reviewing the folders to refine the list, we often talk to people who are acquainted with the candidates and their abilities. Before any appointment decision is made, a full field investigation is run. Candidates beyond the capacity of the file are sought concurrently through special recruiting efforts.

When we have a satisfactory "candidate" of names for the President's consideration, I make a brief written appraisal of each candidate and usually recommend the one I consider best qualified. But the decision is made by the President.

My role is to assemble information on possible appointees to give the President as many qualified people as possible and to organize the information in a form that will aid the President in reaching his decision. Sometimes the President is not satisfied with any of those offered for his consideration—and we have to start over.

PRESIDENT JOHNSON PLACES GREAT STAKE IN INTELLIGENCE, demonstrated intellectual capacity, and academic achievement. He is interested in knowing if a candidate is a Phi Beta Kappa, if he graduated with high honors, how he stood in his class, if he holds advanced degrees and how long it took to get his degree, whether he was a Rhodes, or Wilson, or Marshall Scholar. He usually prefers relatively young people, 35 to 50 years old, who are on the way up in their organizations—those managers has identified in common. He wants to see evidence of analytical and administrative ability and of social standing curiosity—people who have varied interests and do not have a narrow, parochial point of view. And, of course, he is looking for people who feel a commitment to administration programs.

The President is proud of the caliber of people he has appointed, and especially proud of the record of career men and women he has selected. This has been highlighted in a number of Presidential statements and in his practice of personally introducing new appointees.

wherever possible, in announcing their selection at his own conference.

I had the pleasure of being present at the LBJ Ranch in Marsh when the President presented seven new appointees—two of them from the executive career service and one from the legislative branch. They were: John G. Adams, appointed a Member of the Civil Aeronautics Board after 16 years of service as career physician in several agencies and heading three operating bureaus of CAB; John L. Swensky, promoted to Co-Chairman of the Appalachian Regional Commission after helping to draw up the program as an assistant to the Under Secretary of Commerce; and Sam Ziegler, former Washington secretary, Nieman fellow, and administrative assistant to Senator Case since 1953, named a Member of the National Labor Relations Board.

At the time, the President told reporters the new appointees brought his major appointments total to 163. Of the 135 nonjudicial appointments almost exactly half, 49 percent, have been purely merit appointments from the career service of the Government or other Government background," he said. "Fourteen percent additionally have come from universities, 16 percent from business and labor, 19 percent from the legal profession. And I would like to add they have included both Republican and Democrat." The latest tally shows that 34 percent of President Johnson's nonjudicial appointments have been careerists or have had prior experience in Federal, State, or local government.

A fact that has not received wide notice is that all nine of the Under Secretaries of Departments appointed

IN CONGRATULATING the 18 winners of the National Civil Service League's Career Service Awards on May 18, 1965, President Johnson said:

"We need more, and better, and experienced, and qualified people for the Federal Government in the days ahead, and we are going to the career service to get them."



by President Johnson were promoted to their present posts from within their departments and are either careerists or have had long public service. For example, the recently named Under Secretary of Health, Education, and Welfare, Wilbur J. Cohen, has over 30 years of Federal service—26 years as a full-time civil servant and 3 as a consultant. He served Government in 1934 as assistant to the executive director of the Cabinet Committee on Economic Security which drafted the original Social Security Act. From 1935 until 1937 he was technical adviser to the Commissioner for Social Security, and from 1935 until 1936 he headed the Division of Research and Statistics. He became professor of public welfare administration at the University of Michigan in 1936 and served as consultant to a number of agencies before becoming Assistant Secretary of Health, Education, and Welfare in 1961.

Similarly, career men have been selected to head important independent agencies. William J. Driver, a career employee with the Veterans Administration for 16 years—the last four as Deputy Administrator—became the first careerist to head the Veterans Administration. Lawson B. Knott, who began his Federal career as a mail clerk in 1935 and held progressively responsible positions in the Departments of Army and Agriculture, Public Buildings Service, and General Services Administration recently was promoted from Deputy Administrator to Administrator of GSA. And A. Ross Eckler, who has been with the Census Bureau since 1939 and its Deputy Director since 1949, was promoted to head the agency. Driver and Eckler were recipients of the National Civil Service League's Career Service Award.

Recent Presidential appointments have also included promotions of career men to the No. 2 post in their agencies: Richard M. Helms, who has served in the Central Intelligence Agency and other intelligence agencies since World War II, became Deputy Director of CIA; Warren W. Wiggins, who had worked in the Marshall Plan and the Agency for International Development before helping to set up the Peace Corps, was named

Deputy Director of the Peace Corps; and David D. Thomson, who began his career as an air traffic controller with the Civil Aeronautics Administration in 1938, was promoted from Associate Administrator to Deputy Administrator of the Federal Aviation Agency. Wiggins won the Fleming Award in 1962, Helms the Civil Service League Award in 1963, and Thomson the President's Award in 1965.

President Johnson's record of reliance on the career service in seeking top talents and in bringing their ideas to bear on programs and problems of his Administration is unparalleled in our history.

In this high-level appointment process the reasons are never complex. The talent search must continue. It must find men and women to fill current vacancies and to build a ready source for future use. And the career service promises to be a prime reservoir in meeting these needs.

WHAT IS THE MORAL in this for the career service—particularly for professionals with management responsibility? It is simple: that a firm foundation has been laid for creating an enduring partnership between the Presidency and the Federal work force. Since the founding of this Nation, innovation and experimentation have been the rule in reconstituting Government programs, agencies, and relationships. Those that have proved their value through time and testing have endured; others have been tried, found wanting, and discarded. In my opinion, the emerging new relationship of the Presidency and the career service has great promise and potential for contributing to more effective and economical government and service to the American people. And it can bring great benefits and prestige to the Federal career service. It remains only for career men and women to work as diligently as the President to perfect the partnership and ensure it long life and good health in the Nation's service.

MAJOR PRESIDENTIAL APPOINTMENTS

(As of August 7, 1965)

	TOTAL	NONJUDICIAL	MEMBER FROM	MEMBER FROM
Government service.....	169	46	168	34
Law.....	91	23	38	13
Labor and industry.....	11	14	31	16
University.....	41	12	41	14
Not classified.....	9	3	9	3
TOTAL.....	360	100	307	100
Full-time.....	296		243	
Part-time.....	64		64	

Federal Agencies and the New Work-Study Program

by NICHOLAS J. OGANOVIC, Executive Director
U.S. Civil Service Commission

FEDERAL MANAGERS AND FIRST-LINE SUPERVISORS will soon be hearing about student work-study programs now becoming operational under the Vocational Education Act of 1963.

They will be encouraged to participate—and they should take the matter seriously. For, not only will they be assisting our youth to stay in school and get the best possible vocational training, but they will gain immediate benefits to their own Federal programs.

Under the work-study program, Federal agencies and their field facilities can avail themselves of the part-time services of vocational education students whose work experience is being financed by a special appropriation under the act.

The Vocational Education Act of 1963 provides grants to States to enable local educational agencies to provide work assistance to full-time vocational students. The students who need and get this work assistance may work in the local educational agency or for "some other public agency or institution." In any case, their wages will be paid by the local educational agency from the Federal grant.

The Comptroller General has ruled that Federal agencies are included in the definition of "some other public agency or institution."

THE PROGRAM

The work-study program is designed to help full-time vocational students stay in school by providing them part-time job opportunities. The program can operate only where the U.S. Commissioner of Education has approved plans submitted by State boards for vocational education. All States now have approved plans which enable them to Federal assistance. In addition, it is expected that the jurisdictions of the District of Columbia, Puerto Rico, the Virgin Islands, Guam, and American Samoa will participate.

State boards are responsible for the overall administration of work-study programs in their areas. They

administer the program in schools or classes under their direct control—and are responsible for approving and supervising the program of participating local educational agencies. The boards must make sure that no part-time employment is offered to students that will cause the elimination or replacement of any other employee.

During this fiscal year, \$13 million of Federal funds are available for the work-study program, practically all for student compensation. Allowances to the estimated 55 participating jurisdictions will be in proportion to their youth population between the ages of 15 and 21.

THE STUDENTS

It is anticipated that from 60,000 to 100,000 young people will be employed under the program this fiscal year. The number will depend, among other things, on how the States decide to distribute available funds and the pay levels they establish. Students generally will be paid at the current local level—and occasionally the Federal minimum wage.

All students will be enrolled full time in vocational education programs designed to fit them for gainful employment as skilled or semiskilled workers or technicians. They must be at least 15 years old but less than 21 at the beginning of employment under the program, and must be in need of earnings to start or continue their vocational education. They will also, in the opinion of school authorities, be capable of maintaining good standing in school while employed.

THEIR JOBS

A student may not work more than 15 hours a week while attending classes. The local educational agency cannot pay a student more than \$45 a month or \$150 an academic year—except for higher maintenance for students living beyond a reasonable commuting distance

from their schools. During the summer vacation period, students may work full time. Their summer earnings do not count against the dollar limitations.

Where possible, work should relate to the student's educational program and should provide maximum utilization of his vocational competencies and interests. In this connection, however, the Office of Education stresses that this is a work-study, not a work-earning, program and that it is not intended that work be in the occupation for which the student is training.

Work will typically be at the aid or assistant level. Under appropriate supervision, students may perform many portions of a job that do not require full job competency. Some job areas suggested by the Office of Education are:

- account's aid
- teacher's aid
- typist
- secretary
- usher
- occupational
- catering worker
- coach or sports aid
- recreation worker
- operator
- office machine operator
- grounds and building maintenance worker
- laboratory assistant
- audio-visual equipment operator
- supply assistant
- clerk

The Office of Education points out that the above jobs are merely illustrative of possible assignments. There are many areas of vocational education, including such diverse fields as business and office work, distribution and marketing, home economics, agriculture, trades, industries, health laboratory work, and data processing—to name some of them. In many cases, students will be far along in their vocational training.

ARRANGEMENTS WITH FEDERAL AGENCIES

The Civil Service Commission and the Office of Education strongly encourage Federal agencies to review the possibilities offered them for participation in work-study programs which can be justified in terms of agency resources and manpower requirements.

The unique opportunity immediately offered is that of securing the part-time services of young people who might not otherwise be available because of personnel ceilings or the budget situation. Work-study arrangements should serve as a prime method to equate needs with Federal career opportunities. They can also serve as a productive source of personnel for handling peak workloads. For students, such arrangements provide needed income and motivation to stay in school.

Agency participation in the program is made simpler administratively by the act itself, which states that work-study students shall not be deemed to be employees, nor shall they be deemed Federal servants for any purpose. They are therefore not entitled to any Federal benefits such as insurance or retirement.

Briefly, operating arrangements will be:

- In each State, the program will be under the direction of a State board for vocational education.
- In practically all States, work-study arrangements will be between a Federal agency or institution and a local board of education or other authority responsible for public schools in a locality.
- Work will be performed in accordance with a written agreement between the local educational agency and the Federal agency or institution.
- Participating Federal agencies will be expected to assure responsible supervision of students they use. In this connection, agencies will generally have available the advice and assistance of school work-study supervisors.
- The local educational agency will ordinarily arrange for any work permits that may be required under local or State law.
- Federal agencies will be asked to provide information on the number of hours students work for them. They may also be asked to provide some evaluation of job performance and work attitude.
- Students need be retained by Federal agencies only as long as they continue to be acceptable. However, agencies will be expected to first consult the work-study supervisor before discontinuing the services of any unsatisfactory student worker.

Departments and agencies seeking information or assistance regarding actual participation should contact the Bureau of Adult and Vocational Education, Office of Education, Department of Health, Education, and Welfare, Washington, D.C. In the field, institutions can communicate directly with State directors of vocational education or local school boards or superintendents of schools.

For Federal managers the question becomes: Why pass up such a good opportunity to help worthy youngsters—as well as your own program?



PERSONNEL— Our Most Important Resource

by ORVILLE L. FREEMAN
Secretary of Agriculture

I HAVE BEEN a successful Secretary of Agriculture, my success has been due, in no small measure, to you—the personnel officers of the Department—and to the fine work you have done to improve our manpower use during the last 4 1/2 years.

I have not met with you as a group since early in my administration. And I think this is an indication in itself that you people have been doing a good job without any prodding from me.

But although I have not met with you as a group very often, I have been aware of your good work and your efforts to improve the Department and our services to the public.

Joe Robertson, Carl Barnes, and your administrators have kept me well informed of your achievements. And I want to congratulate you and to thank you for the help you have been to me collectively and individually.

We all have plenty of room for improvement, we all need to do better, and I am sure we will. But I do want to commend you especially for your efforts and your progress in several specific areas.

For instance, I want to congratulate all concerned on the automation of our personnel records. You have been part of a pioneering program which is being eyed by other agencies of the Government. I know what it has taken to do this job. It has been tough. And until we get all of the skills data and other vital statistics on our employees into the system, it will continue to be tough.

Up to now, you all have been paying a lot of time and a lot of hard work into the automation system and—except for the payroll part of the system—you have been getting little out of it in return.

But now this work is beginning to pay off. It's beginning to produce results for you in the form of data you can use to make better personnel decisions. Certainly the personnel folders I've seen are just about useless in indicating what kind of person the individual

—from remarks at USDA Personnel Officers Luncheon, June 2, 1965.

involved really is. My experience is that they are filled up with "paper records" that contain no really useful information about the real strengths and weaknesses of employees for the *specific* personnel decisions as to placement, promotion, reassignment, reward, etc.

This may indicate that you have been emphasizing job description to the virtual exclusion of anything that could be termed an effective performance rating system. Usual this is done, how can we talk about a "merit system" in a really meaningful manner?

As to ADAM—the personnel statistical reporting system—I am most pleased to note that most of the right reports and indices are now in production.

These are reports required by the Civil Service Commission, the Budget Bureau, and the Congress. They reflect a statistical profile of almost every aspect of your job structure.

For example, if I need a chart showing precisely the people, the job titles, grades, etc., for each organizational unit in the Department, ADAM will quickly make it available. This is done literally by pressing the right button in our computer in New Orleans.

Not long ago—through the use of ADAM—we were able within 3 days to give the Defense Department a list of all our employees who are military reservists and their reserve status.

We were the only Federal agency able to give the Defense Department this type of information so fast and so accurately. We were able to do something no other department of the Federal Government could do.

So, for the first time in the history of the Department of Agriculture we now have the capability of the data we need—the data such as our "Manpower Outlook," profiles, and our "Survey of Labor Use and Carriers."

I think it is clear that, as this sort of information is developed and made available to you, it should be used. You need to do more than just read the report and say, "Well, how about that!"

You need to take the report and run with it—move it into your agency data and give it the depth analysis needed. Then give it the action that is called for. Use

CIVIL SERVICE JOURNAL

the information with imagination. If your management tool.

I AM PLEASED TO SEE the progress we have made during the last 4 years with our "department-centered" training programs—such as the one for Laboratory Management Development. I am personally interested in stepping up the tempo of our training of upper and middle managers in USDA through such high quality emergency efforts as the USDA Seminars in Executive Development and Seminars in Middle Management.

I am proud of the Seminars in Executive Development that originated 3 or more years ago with several of you present during a number of sessions. Here is a positive program to provide USDA executives with a broader orientation to the department, the Federal and State governments, the Nation, and the world.

In this program more than 360 USDA top managers have spent a week exchanging ideas in depth during the past 3 years with people like Patricia Harris of Harvard University, newly appointed Ambassador to Luxembourg, and John Lowell, Institute professor at Harvard. They were teamed with people like our own Harry Trelojan and the late John Brewer and many other talented key resource people.

This is developing our key USDA management team in depth and across agency lines and broadening our horizons.

An editorial writer of the Los Angeles Times said, in part, about this USDA training program that "the breadth of the discussion was astounding. . . . It stirred into my idea of what serious governmental officials need to keep in mind to maintain a wide horizon."

I am also pleased with the progress we have made with our Seminars in Middle Management, again crossing agency lines. I am with special interest that nearly 500 USDA middle managers have participated in this during the last 2 1/2 years, with agency requests already exceeding the 350 mark for fiscal year 1966.

I have been especially impressed with the possible cost reduction proposals coming from these middle management sessions held across agency lines. Twenty-nine such proposals have been made that could possibly save over \$7 million. They may not all be practical, but this is the kind of constructive thinking we need to encourage.

NOW, LET'S TALK ABOUT cost reduction. Obviously, I don't have to tell you people about the President's interest in reducing the costs of Government, nor about my own personal interest in cost reduction here in the department. And this interest and concern isn't wakening. For example, President Johnson stated these objectives in his recent budget message: "Where

there is waste, to end it; where there are needs, to meet them; and where things are just begun, to move toward their fulfillment."

I am very proud that during the last 4 years we have been able in the Department of Agriculture to save the taxpayers of the United States more than \$375 million in reduced costs and increased productivity.

The spectacular results of this program not only have saved the taxpayer more than \$375 million in cost reduction and avoidance of cost increases, but last October gave USDA top ranking among all the nondefense civilian-level departments of Government in terms of dollar savings realized.

This has been accomplished in the face of a sharp increase in the workload of the department. For instance, since 1960 there has been a 47-percent increase in action items to the National Forests, an 18.4-percent increase in the pounds of meat and poultry inspected, and a 23-percent increase in the number of children fed under the School Lunch Program. There has been a 140-percent increase in Farmers Home Administration loans and grants to farmers and other rural people. There has been a 94-percent rise in watershed projects under construction.

And despite this increase in the workload, USDA employment actually declined by 4 percent in the last fiscal year, meaning a long-time trend of rising employment.

This cost-reduction effort was most pleasing to the President, and highly gratifying to me. But we must keep enthusiastically at it!

Of all the people in our department, it is most imperative that you, the personnel officers, closely identify yourselves with the cost-reduction objectives of the President and the Office of the Secretary.

You can do this at the agency level, just as our department-wide cost-reduction program has been carried out under the leadership of the Office of Personnel.

NOTE THAT the organization plans of most of our agencies are developed in agency personnel offices. This is a little different place for their function than is customary, I believe. This means that you must do a real hard-nosed, professional job to see that our organizations are as lean and as effective as absolutely possible. We must trim away the fat and keep it trimmed away. And since you play a vital role in this business of organization, I am looking to you to put some real thought and ingenuity into it.

Are you doing that? Or are you simply drawing boxes and lines on organization charts? Are you really analyzing the job needs of your agencies and eliminating unnecessary positions?

We have examples now of Budget Bureau and Civil Service Commission organization reviews which indicate

9

July-September 1965

77-9701 O-43-1

that tightening up can be done in certain agencies. I am not expecting us to wait for that to be done by outside groups. We are to take the lead in cleaning up our own house. And, to use an old Marine term, you are in the "attack wave" in that operation.

One of the weapons you have—one of the new tools you have to work with—is your "personnel management" or job control program, one of your most important new personnel concepts.

This involves periodic job reviews. It also involves taking a hard look at every work position in your agency. Are there any that are unnecessary? Are there any that can be eliminated? Can the work be assigned elsewhere to get the job done better?

The President's interest in all of this must be clear to you now. We are all on his side in this matter.

I understand you are under instructions from the Office of Personnel to prepare and submit plans in writing on an management program which will meet certain criteria laid down by the Bureau of the Budget and the Civil Service Commission.

Have you reacted positively to these requirements? Are you taking seriously the responsibility for periodic job reviews? Are you determining whether all the jobs established in your agency are really necessary? Are you identifying those that can be merged with other jobs and showing, as expected and appropriate, the reduction of total man hours or man years required to do the work? Are you looking at the number of assistant or deputy positions that exist in your agency and determining what the incumbents of those positions really do? Are assistant and deputy positions really necessary in many cases? Are you reporting savings under this program in the cost-reduction program?

Now I have been very much impressed with the job Agricultural Stabilization and Conservation Service is doing in its job review program. It would be well for all of you to take a look at it.

ASCS requires an annual review of every position in the Washington office. Personnel officers and position classifiers assist top management in the review and determine whether each position should be continued.

This requires a review of the work performed—whether the position is necessary in the first place? Can it be assigned elsewhere and be done equally as well? Is the matter laid in the matter list of positions slated for elimination.

name of the person occupying the position is included on the matter list. The personnel officer uses the list to maintain a strict control so that any position to be filled anywhere in the agency in Washington must involve a consideration of the names on the matter list of the positions that are to be abolished.

If a reassignment can be made from the list, or a reassignment occurs, the position is then abolished. The matter

list is updated every month and brought to the attention of the Deputy Administrators and the Administrator.

The updated list includes a progress report.

Thus far, ASCS has abolished 93 positions through May 7 by the use of this technique. Grades of positions abolished ranged from GS-3 to GS-16. Eighteen percent of those abolished were in grades 14 through 16. Thirty-nine percent of those abolished were in grades GS-11 and above.

Dollar savings resulting from the eliminated positions are included in ASCS's reports to the Office of Personnel under the Cost Reduction Program. Thus far, the 93 positions said up to roughly \$440,000. This means that had these positions been filled when vacated, ASCS costs for salaries would have been \$440,000 a year more than it is. And this does not include savings for office space, office equipment, and related items.

I would like to ask each of you to ask yourselves whether this is done in your agency. If not, why not? And this I am asking the agency head as well as the personnel officer.

ANOTHER QUESTION: Do you have a work measurement system to precisely identify what the products of personnel, manpower, and money inputs are? Can you show whether productivity is increasing or decreasing?

ASCS has such a system, and so does the Office of Management Services. Production in ASCS has climbed sharply in recent years and was 26 percent higher in 1964 than in 1960. This represents a saving in manpower of more than 6,000 man-years.

Although work measurement does not, by itself, increase production, it does provide management with the information it needs to use its manpower in the most effective manner.

Manpower development is another highly important program that can greatly improve our operations. Are you doing a top-flight job here?

To what extent have you developed a system for identifying promising young talent in your agency? Do you have a system for determining employee characteristics that management needs to know about in job placement, promotion, or reassignment?

Do you have a job training program to sharpen employees' potentials? Do you have a career system to show young people the alternate paths they might choose to reach the top of their particular profession?

We need programs like this to recruit, train, and expose people to challenging opportunities that will give them the type of experience that will make them broader-based, more sensitive, better administrators.

Does your agency have a system for planned rotation of your employees with potential for leadership roles? If so, how has an advocate of rotating people through a variety of assignments. This not only serves to broaden

the younger employee, it helps to stimulate the employee to the higher reaches of the organization.

This brings up another question of how many personnel officers have been used by the agency heads in assignments other than personnel administration. You note that President Johnson is using Chairman John Macy of the Civil Service Commission for other assignments. The newspaper frequently mentions the "Macy hat" that Macy wears these days.

We have used Carl Barnes in much the same manner to direct our departmentwide cost-reduction effort. There is no reason why agency personnel officers cannot also be used in other assignments to improve our operations.

Our agencies would do well, I think, to accept a program of moving top-level talent from one agency to another.

Recently I proposed that such a system for rotational assignments between as well as within your agencies be studied and submitted to me for consideration.

This sort of job-rotation system, I think, will not only be good for the Government, it will be good for the employee.

You'll be asked to help on this at some point, and I want you to really put your backs into it.

YOU ALL ARE FAMILIAR with the subject of equal employment opportunity in Government. Much has been said and written on this subject lately, and a great deal is being done about it right here in our department and throughout Government.

You know how the President feels about this, and you know how I feel.

Although our employment of minority groups is increasing, there has been a tendency on the part of some personnel officers to generally approach this as simply a "normal" type of activity. But it is more than that. We need to realize the affirmative action expected and demanded by the President. And we need to increase our efforts.

We must not be negative or complacent about this. If we find that there are not enough qualified applicants for some job among minority groups, we need to ask ourselves why, and what can be done about it.

Personnel people should be particularly expert in this area. I expect you constantly to be engaged in a renewed campaign to solve this problem. I have asked for monthly reports—not only on your effort but especially on your results.

THERE IS ANOTHER TOPIC I want to mention to you today, and that is the subject of safety. Frankly, I was curious as to what would happen when we established almost a full-time Safety Officer position for the department in the fall of 1961.

I am glad we took that action. I am proud of the job that Henry Shepherd has done. I am proud with the results.

I featured safety as one of our important cost-reduction programs when we had the Vice President here in the department last month. I used it again in a Cabinet meeting a couple of weeks ago. I did this with pride. The USA personnel officers can also be proud of what they have helped accomplish here.

We were nominated for the President's Safety Award based on our 1963 record. We didn't win, but were a runner-up. We have now been selected as a winner of the President's Safety Award for 1964.

The satisfaction of winning is great. The satisfaction of knowing we have saved lives and avoided human suffering is even more gratifying. The fact that we have saved the taxpayers over a million dollars since 1961, based on direct injury costs for the department that year, is highly commendable.

I was proud to present four Special Merit Awards for safety at our Annual Honor Awards Ceremony May 18. The recipients of the Department Safety Officer and the Safety Officers of Forest Service, Soil Conservation Service, and Agricultural Research Service, were based on the substantive accomplishments that enabled the department to win the President's Award.

While our program is good, our record must be improved to meet the President's goal for Mission Safety—70. A 30-percent reduction in injuries is called for. Every agency must establish goals in line with Mission Safety—70.

I stand squarely with President Johnson on the need for an aggressive safety program that will save lives, reduce suffering, and avoid the terrible cost of accidents.

We've won the President's Safety Award again.

I ask each of you to share in the safety program to the best of your ability. You have my backing for an all-out safety program.

Frankly, I want to thank you again for the help you have given me.

Together let us move on to even greater efficiency and service to the people of America, always keeping in mind Sir Francis Bacon's warning that, "He that will not apply new remedies must expect new evils, for time is the great innovator."

And although you have done a good job, let us heed the advice of Sir William Churchill in one of his famous wartime memos where he wrote, "Pray do not let it be thought that you are satisfied with such a result. If you simply take up the attitude of defending it, there will be no hope for improvement."

A frank discussion on learning
down old fences between men . . .

by ROBERT M. CURTIS, Assistant District Director
Internal Revenue Service
Wichita, Kansas

A POSITIVE APPROACH TO EQUALITY

NOT LONG AGO I attended an Equal Employment Opportunity Seminar in St. Louis, jointly sponsored by the St. Louis Federal Executive Board and the Civil Service Commission.

This seminar opened my eyes and jettisoned me into the realization that here in mid-America there has not been equal employment opportunity for minority groups—particularly for Negroes—and that agency heads had better do something about it.

What made the St. Louis seminar so successful was the atmosphere of open, candid exchanges of viewpoints. Prior to this conference the Federal Executive Board had convened their agencies and found Negro employees in responsible positions who were overlooked in participating in the equal employment opportunity program. Most of these Negroes were grade GS-11 or above. They were not speakers on the agenda, but like all of us attending the seminar, they were urged to take an active part in asking questions or commenting on the speaker's presentation. They were encouraged to honestly speak their minds. The resulting dialogue was extremely enlightening. Examples of prejudice and discrimination were exposed; candid, long viewpoints were tossed out on the table and discussed.

—from a speech to the Wichita Federal Business Association, April 13, 1963. Reprinted from the *Wichita Business Appeal*, November, St. Louis Civil Service Region.

12

CIVIL SERVICE JOURNAL

had achieved a relatively high position as a personnel officer. He originally had wanted in another city for the agency which the speaker represented, but had to leave it in order to get out of a marital position.

Now let me again state that the Negroes purposefully provided in the audience to participate this kind of discussion are responsible, relatively high-graded employees

They could be that invaluable link in communications and understanding for us. Unfortunately, I do not think we can do it. Why? Because from what I can determine our Government agencies here in Wichita do not have enough Negro employees in responsible positions. Why not? Could there have been some past discrimination in the Wichita Federal community? At

Let me give you an example: The assistant head of a large agency which employed many Negroes in lower assignment and promotion. He said there was no discrimination in his agency. He knew this because there had been no cases referred to their Deputy Employment Policy Office. Everyone was convinced of his sincerity. At the conclusion of this presentation a Negro participated from another agency proceeded to enlighten us all. We were told just how much prejudice did exist at the lower levels of supervisors that the agency executives were apparently unaware of. The Negro had many contacts with the Negroes in the agency and could cite facts and figures to support his allegations.

Why didn't the agency assistant chief know about it? Fear. It was the Negro employee's fear of being tagged as a troublemaker; fear of losing the security of his Federal position; fear of losing some small chance of advancement. An atmosphere of prejudice had created a long, long time. Fortunately, there was indication that this climate was changing and that the official policy of the Government was sitting down to affect this change, but subtle discrimination had gone on for years and years. The Negro who made these charges said that a year ago he would not have dared to stand up to a meeting and so candidly express himself. His comments were then corroborated by another Negro, a Negro who

with good employer relationships. They are not trouble-makers. But, in the minds of many white Americans they would have been unjustly branded as being unproductive. If a Caucasian demonstrates persistence to overcome an injustice or to gain what is rightfully his, he is generally recognized as having a lot of guts and is often easily admired. If a Negro does the same, he is often automatically "a troublemaker," "pushy," or "too big for his britches." He is accused of trying to move too fast. Think about the kind of a Negro who is most often commended in our work and associations. It is the Negro who never "gives us any trouble." Is reacting, finally does a good job, and does not bother anyone. This is the type which we would all be happy, especially these days, to have in our organizations. A aggressiveness, ambition, and aggressiveness are characteristics readily acceptable in white persons, but not in a minority race. A Negro must "know his place." This subtle type of prejudice seems to persist more than any other.

The St. Louis Federal Executive Board equal opportunity program achieved its success by establishing this honest opinion communication between employees and agency officials by involving these outstanding, responsible, higher-graded Negro employees. Naturally, when I was asked to be Chairman of the Equal Employment Opportunity Program Committee, one of my first thoughts was to do the same here. I felt we could involve Wichita Negroes, grade GS-11 and above, in our program.

July-September 1965

13

how, did not the Negro think these were, and these producers the same conditions?

Now I expect we can all take comfort in our own minds with the thought so often expressed, "We tend to hire Negroes for better jobs, but we could not get anyone qualified." How often have you heard, "It's up to them to do something for themselves?" Furthermore, we've heard out the fact that few Negroes in Wichita are qualified for more responsible Federal jobs. It is admitted that there is spotty and not enough effort being made to prepare themselves for better positions. The big question, however, is why? What is the cause of this spotty?

TODAY, MOST OF US in Federal management would not think of practicing discrimination. Even if we don't believe in the equal employment opportunity program we had better comply with it or we would be in trouble with our agency, the Civil Service Commission, and the President of the United States.

For the past several years, under administration of both political parties, many antidiscrimination problems have been promulgated. But when Government representatives go into Negro communities and say there is no discrimination in Federal employment, the Negroes do not believe it. They still believe there is discrimination and they still feel that it is fruitless to work hard

and prepare themselves with skills and knowledge they can never use. Why do they have this feeling of futility? I am sure that most of us as individuals talking to responsible Negroes would be considered honest men. They would believe in the sincerity, if not the enthusiasm, of our words. But Negroes, too, can be prejudiced. Prejudice is defined in preconceived judgment or opinion. Negroes for generations have seen discrimination practiced. They have not seen *equal* employment opportunities to believe that the effort to qualify themselves would be a worthwhile task. For the most part, this feeling is not caused by the practices of the agency heads today, but it stems from the practices of our predecessors. It may not have been your immediate predecessor or the one before him, but someone back in the recent history of your agency it did exist. It stems also from other communities from which the Negro has migrated. It stems from the attitude that his father and grandfather had, and had with reason, and it has an effect on the thinking of the present generation.

Thus, we are faced today with a condition which we personally had no part in creating. The Negro in Wichita is not qualified. He is skeptical. He won't make the effort to get qualified because of preconceived opinions that he doesn't think this will do him any good. It is a vicious circle. The positive action required of all of us here as Federal officials can best be directed to the task of ending that vicious circle. We must do our utmost to ensure the Negro that if he gets himself qualified there is a job for him in the Federal Government without discrimination. We must have a legacy for our successors quite different from the one which we inherited. There must be equal employment opportunities for all races, creeds, and religions, and both sexes, within the Federal Government.

Now, this will be no easy task. It is not just a matter of going into a Negro community and saying that there is no discrimination in Federal employment, that there is equal opportunity for all. Remember, we have to overcome a skepticism that has been built up for generations, a skepticism that was based on fact. Here in Wichita we cannot point to a number of really successful Negro Federal employees and say, "Here, this proves it, seeing is believing." We cannot produce Negro men and women and say to the youth, "These people stayed in school and got good grades and see how successful they are."

Another obstacle in our path is the present lack of vacancies. Many agencies are tightening up, eliminating jobs, or filling jobs with displaced personnel from other installations. Many agencies are in no position to offer any specific employment to anyone.

What can we do? Well, first of all, we can start with the youth. Convince them that they can break the pattern of this vicious circle that their parents and grandparents were in. Convince them that when we are in a

position to do active recruiting they will be hired without discrimination if they qualify. Convince them that they must continue their education so that they can qualify. Convince them that once they are hired they will be treated equally with other employees.

The concentration on youth is one of the main thrusts of the developing program proposed by your Equal Employment Opportunity Committee. I think it is important for me to go into a little depth regarding some of the things the committee is doing besides this emphasis on youth. But first, I want to re-emphasize the support, interest and scope of the whole equal employment opportunity program to the Federal community in Wichita. I will try to avoid any moral or sociological considerations or private feelings, either pro or con.

We have no choice—we are required to pursue this program. Everyone here is a part of the executive arm of Government. Executive Order 10925 made it quite clear that managers of executive agencies must take positive affirmative action to end all discriminatory actions within the Federal Government. Subsequent words and actions by the President, the Civil Service Commission, and the President's Committee on Equal Employment Opportunity clearly indicate that positive action means going out and doing something to correct past wrongs and does not just mean that agencies can passively wait for some accident to demonstrate their nondiscriminatory policies. You might also think that it is up to the agency headquarters in Washington, or perhaps your regional office in Kansas City or Chicago, or wherever it may be, to set the pace for the program and initiate this positive action. That is not the way that progress is being measured. We are being evaluated as a community. Civil Service Commission and agency surveys and reports are being made on a local basis. The local agency head will be the one that sooner or later will be asked the question, "What positive affirmative actions have you taken in the equal opportunity program?" Now, this is a responsibility all individual agencies have, but, because it is a program that embraces all Federal agencies, it is the kind of thing that can best be carried out by a joint effort.

The principal reason the FBA was formed was to carry out just such programs. That is why I am speaking to you today rather than there being a program that would be less serious and certainly more contracting. I am sure most of us would prefer to work together on this rather than embark on an individual program. This is why the Equal Employment Opportunity Committee was set up in the FBA.

The committee has three members, but this is only for the sake of having a workable size and not to exclude anyone or any agency. You will note from the membership, for example, that several of the largest agencies in Wichita are not represented. Anyone is welcome to pitch in at any time, however, and we are always open to suggestions

and advice. As we see it, in fact, we will probably have to set up some working subcommittees to the EEO Committee so we get more active in our program.

So far, what is our program? The successful programs of other cities were examined and we selected those things that would accomplish most in Wichita. Four main objectives were essential. First, to establish communication between the Federal Business Association, as representing the Federal community as a whole, and leaders of minority groups. Second, to achieve liaison with the other Federal, State, and local governmental bodies with responsibilities in the equal employment

—What can we do?
Well, first of all, we can start with the youth . . .



opportunity field. Third, to promote and develop favorable attitudes on the part of supervisors toward the practice of equal opportunity in all phases of the employment relationship. Fourth, to present an active program to the youth of the minority groups to encourage them to remain in school and study so that they will be able to qualify for responsible Federal positions.

So far, what have we done toward accomplishing these objectives? On the first objective, we have visited with the leaders of the NAACP and the Urban League. We had met with these same leaders last year. On this second visit, however, I believe they were more convinced of our sincerity. It may take many more visits to fully convince them that we are not just some other group with a passing or obligatory interest in a currently popular cause. They are now at least aware of our existence and what we hope to accomplish. We have offered our help and asked for their suggestions. The Urban League has recommended that we participate in its career counseling program through the community council which they are establishing. We have agreed to do so.

On the second objective, we have made contacts with the State Commission on Civil Rights and with the Wichita Human Relations Commission. We have no specific joint program with the State group, but they

will contact us at any time they think we can help. We will be working with the Employment Section of the Wichita Human Relations Commission.

On the third objective, we feel that successful implementation is the prime responsibility of each local agency head. He must, by word, action, attitude, and behavior, convince all of his subordinate supervisors that they must have favorable attitudes toward all phases of the equal employment opportunity program.

On the fourth objective, we are just developing our program with the youth. The committee has a number of good ideas in this area. This is the part of the program in which we need your active participation. The committee will make contacts with schools, church groups, and other interested minority organizations and arrange to talk with the parents and young people about the necessity of continuing schooling and general opportunities in Federal employment for qualified people. The committee can make the arrangements, we can prepare notes and assemble handout material, but we cannot carry the whole burden of meeting with the groups. Agency heads will be asked to assist us by furnishing speakers. The higher the position of the speaker the better the effect, so we hope many agency heads will participate personally.

We want to make it clear that this is your program. We want your ideas, suggestions and criticisms concerning our proposals. If you can offer personal services, handouts, films, literature, speakers, etc., so much the better. You may feel that what you have to offer is not new and therefore may be a duplication of what someone else has already done or said. Please do not let this deter you from making suggestions. If there is a duplication of ideas, this will mean to the committee only that there is more feeling about a particular proposal.

If you are not in a position to become actively involved, you can still help. I fully realize that many of you honestly do not think that is your problem. I have found that a good number of generally fair-minded people think that the Negro is now in too much of a hurry and that he is turning former sympathizers against him. We are all unbalanced by our past and present environment—by our prejudices, if you will. A lot of people are influenced by the thinking of their work or social groups, and tend to agree with the opinion of the majority. However, most people like to think that they are approaching this and every controversial problem with an open mind. That is good. What should be avoided is approaching the problem with an open mouth. On this subject, more than any other, I have heard more usually intelligent people express themselves who obviously did not know what they were talking about or who had made no attempt to understand the other side. If you want to put something into that open area it should be done intelligently. It takes a little effort. There is plenty of reading material available. Try to under-

stand why the Negro is acting in a manner that at times appears harmful to his own cause. He sure does not want to spoil his opportunity. It is much easier to listen to the misrepresentation and distortion than to have to make the effort of understanding, but at least do not be guilty of calculating someone else's distasteful opinions.

I have concentrated most of my remarks on the Negro minority. This is where our greatest problem is in Wichita. Consequently, the committee will initially emphasize work among this group. We will also include Mexican-Americans in our effort. Agency officials, however, should remember that the responsibility for positive action is the equal employment opportunity program extends also to the handicapped and to women.

Of the two most restricting programs I have attended at these FBA meetings in the last year, one was presented by a coach, Gary Thompson, and the other by a priest, Father Robert. Although this may sound much like a sermon, I am obviously neither a priest nor a coach. Nor am I here to entertain you. But if we could gain the Christian spirit and moral standards of the priest and combine them with the team effort and discipline taught by the coach, we could make the Federal community a dynamic leader in the field of human rights in Wichita.

Exactly 100 years ago today, April 15, 1865, Abraham Lincoln died. When we think of the tremendous advances made by mankind in that hundred years in almost every other field and contrast it with the tortuous slow progress of the American Negro toward complete human rights, it is amazing enough to those who witness a glow of hope.

On this one hundredth anniversary of Lincoln's death, I think it is fitting to quote from a speech he gave at Chicago on July 10, 1858:

"Those arguments that are made, that the inferior race are to be treated with as much allowance as they are capable of enjoying, that as much is to be done for them as their condition will allow—that are these arguments? They are the arguments that lumps have made for allowing the people in all ages of the world. You will find that all the arguments in favor of humanity were of this class, they always betwixt the necks of the people, not that they wanted to do it, but because the people were better off for being ridden. That is their argument. . . . Turn it whatever way you will—whether it come from the mouth of a king as an excuse for crushing the people of his country, or from the mouth of men of our race as a reason for enslaving the men of another race, it is all the same old script, and I hold it that course of argumentation that is made for the purpose of convincing the public mind that we should not care about them, should be granted, it does not stop with the Negro. I should like to know, if taking this old Declaration of Independence, which declares that all men are equal upon

principle and making exceptions to it, where will it stop? If one man says it does not mean a Negro, why not another say it does not mean some other man? If that Declaration is not the truth, let us get the statute book in which we find it, and let it out. (Cries of No, No.) Let us stick to it then, let us stand firmly by it, then! . . . Let us discard all this quibbling about this man or the other man, this race and that race, and the other race being inferior and therefore they must be placed in an inferior position—discarding our standard that we have left us! Let us discard all these things and unite as one people throughout this land until we shall once more stand up declaring that all men are created equal. . . . I have you hoping that the lamp of liberty will burn in your bosoms until there shall be no longer a double that all men are created equal."



A SOLEMN TRUST

THE FEDERAL SERVICE has now in effect the same program as that of the Civil Service Commission. Federal employees, both permanent and temporary, are to be treated as public employees. . . . PUBLIC SERVICE is a public trust. I would not wish every Federal worker to understand that he has a high and noble mission which is to be a public servant. . . .

W. J. [Signature]

NEW POSTER—In speaking to the Cabinet on March 23, President Johnson urged the abolition of Federal employment under the Commission, and directed that they be transferred to all Government workers. To help carry this out, the Civil Service Commission developed and has made available to all Federal Government departments a poster which contains the above. Periodical publications, an employee status form, and the other appropriate literature are being distributed to all Federal offices and installations. Distribution was made by the Government Printing Office in mid-August.

CIVIL SERVICE JOURNAL

ADP Billboards:

COMPUTERS AID JOB HUNT IN DEFENSE DEPARTMENT

By WILLIAM C. VALDES, Deputy Director
Civilian Personnel Policy Office
Assistant Secretary of Defense (Manpower)

FOR DEFENSE DEPARTMENT EMPLOYEES who are being displaced by base change and other staff reductions, the Department is stepping up its efforts to find them other jobs. The base change and reductions already announced by the Secretary of Defense will affect over 131,000 civilian jobs; 62,000 are being abolished and some 69,000 will be transferred to new locations.

While these job changes must be made in order to respond to changes in technology and military planning, Secretary McNamara has said:

" . . . the major burden of adjusting to these changes must not fall on the individual employee. The Federal Government can and will assume that burden as a necessary cost of keeping up to date in a rapidly changing world."

Among the measures that have been initiated to ease the burden of these changes on Defense employees are longer advance notice to employees of plans for change; phasing out of bases over periods as long as 3 to 4 years; payment of the employee's moving expenses in order to relocate in the Department of Defense; saved pay for both Classification Act and wage board employees who accept positions at lower grades; retraining jobs for career employees in discontinued appointments (or hiring only temporary personnel) in position categories in which large surpluses of career employees are anticipated; retraining displaced employees for other positions; close collaboration with the Civil Service Commission in finding positions for DOD employees in other Federal agencies and in developing special authorities to facilitate the phasing out of activities and the reassignment of employees; close cooperation with the Department of Labor in counseling, testing, and referring employees interested in positions in private industry; and establishment of a Department of Defense nationwide priority referral system to capture the vast placement potential represented by normal attrition within the Department of Defense.

THE DOD NATIONWIDE priority referral system, therefore, is but one link in a long chain of measures estab-

lished to assist career employees affected by base closures and other reductions in securing productive employment. It is, however, an extremely important link in the total effort and one that has many unique features.

The system initially was established by the Secretary of Defense on a regional, nonautomated basis. While this system worked reasonably well to speed up and centralize processing of referrals, it was decided to adapt the system to automatic data processing and to test the automated system in one region. On the basis of this test, the system was rolled out on March 1, 1965, was established on a nationwide basis. The Defense Electronics Supply Center, Defense Supply Agency, Dayton, Ohio, was selected to program the system for automatic data processing, under the policy direction of the Assistant Secretary of Defense for Manpower, to conduct the pilot test, and to serve as the Centralized Referral Activity for the nationwide system.

IN CAPSULE FORM, here is how the automated system, in which over 7,000 displaced employees already are registered, works:

(1) Defense installations with surplus employees needing placement assistance register them in the system using a single registration form which represents eleven 80-space ADP cards. Employees are registered for up to five skills for which they are qualified. Employees designate the specific DOD installations and grade levels they are willing to accept (a cardinal limit of the system is that employees are registered only for locations and jobs they are willing to accept if offered). Employees, however, can change their registration at any time. The registration form, which contains most of the essential data contained on the Application for Federal Employment, except the narrative portions, is forwarded to the CMA. At the CMA all information is stored and transferred as binary coded decimals on magnetic tape. All input forms are validated by a computer program. A manual audit list consisting of a computer print-out of registration information is forwarded to registering

TRAINING DIGEST

CSC DEVELOPS NEW COURSE

A new course for managers at the operating rather than policy level was first offered by the Commission in May of this year. Entitled "Management and Group Performance," it will now be available monthly in Washington. Plans to make it available through Commission regional offices are being reviewed.

The course is designed specifically for persons above the first level of supervision. Topics covered include: analysis of the managerial job; differences between managerial and supervisory jobs; how managers manage; why they manage as they do; monitoring the work and employees; negotiations with staff and line; leading other leaders; conflict and cooperation.

The Commission staff is now developing a manual for training in the techniques of instructing this course. It will be made available to agency trainers who successfully complete an instructor's module.

CONFLICT OF INTEREST

Employees shall not "engage in any outside employment, including teaching, lecturing, or writing, which might result in a conflict, or an apparent conflict, between the private interest of the employee and his official Government duties and responsibilities," states Executive Order 11222, issued May 10. The order, however, goes on to encourage teaching, lecturing, and writing to be of a non-conflicting nature.

Employee development officers responsible for training contracts should be familiar with two other sections. One section forbids employees to accept, directly or indirectly, anything of monetary value from "any person, corporation, or group" which has sought, or is seeking, to obtain a Government contract. The other directs employees to avoid any action which gives "preferential treatment to any organization or person" or which might cause them to lose "complete independence or impartiality of action."

TRAINING NATIONALS FROM OVERSEAS

The cost of training some non-citizens may be covered by the State Department reports. The steps are: (1) a notification has to be filed with the State Department; (2) a request that the request be approved by the Bureau of Educational and Cultural Affairs, U.S. Department of State; a request that be approved by a specifically named Federal training program; (2) the provision of a check or money order to accompany the request or his

government states its willingness to pay the fee. (3) the State Department and the supplier of the training improve the request. (4) the State Department deposits the check in a special account in the Department of the Treasury, and (5) on completion of the training, the Federal department draws upon the Treasury for reimbursement. The authority for this procedure is derived from section 402, U.S. Information and Educational Exchange Act of 1948.

This expands the authority to train non-Federal employees. In the October-December 1963 issue of the *Federal*, Federal officials were informed that they could charge for training citizens who were not Federal employees. However, the money collected would be deposited in Treasury and would not be available for reimbursement of the training agency's expense.

TO MEET WITH THE PRESIDENT

Twenty-seven former participants in the "Partnership in Congressional Operations" are scheduled to meet with President Johnson at the White House in mid-September. The fellowship program, in operation since 1961, is coordinated jointly by the American Political Science Association and the Civil Service Commission. GS-17's through GS-16's are eligible to participate in the 10-month program which is designed to give executive branch employees knowledge and understanding of Congressional operations.

INTERAGENCY TRAINING

A more complete statement on interagency training policies was recently issued by the Commission (see Subchapter 4 of FPM Chapter 410, issued by Installment No. 40). In it, the Commission urges the use of interagency training to supplement departmental programs to promote economy, widen the range of training, and improve the quality of training.

The Commission's role in interagency training is described in the new subchapter to include: (1) promoting and coordinating interagency training activities; (2) conducting interagency training; (3) encouraging departmental training; (4) sending to facilitate use of interagency training resources for most urgent training needs; and (5) preventing undesirable duplication of interagency training effort. The regulations of the Commission were recently amended (FPM Supplement 990-1, Installment No. 24) to clarify the Commission's responsibility on this last point.

The new subchapter also sets forth criteria for reimbursable and cost-shared training.

TRAINING NOTES

For the EDO calendar: The Commission will offer three courses in Washington, D.C., of special interest

to employee development officers: in September, *Integrator Training*; in January, *Employee Motivation and a Report of Instructor Training*; *Extending the unemployed or under-employed potential savings for an excess of program costs*, report Dr. David A. Pyle after a study of nearly 1,000 cases in Massachusetts (*Public Policy*, v. 13, 1964).

College graduate sentencing in 1964 was considerably below 1963 levels, according to *Current Workforce Data*, a new CSC publication. The greatest impact was felt in "new graduate" hires for high-graduate occupations, where the decline ranged from 79 percent in professional occupations to 69 percent in occupations found only in Government. Such reductions, the report points out, "can present significant problems to training directors."

Cooperative work-study programs may be used to recruit student trainees for career appointments under a new Executive Order, 11202. Students will be initially appointed under Schedule B noncompetitively but subject to prescribed quality standards and subsequently converted to career or career-conditional appointments. (See FPM Letter No. 312-1.) The authority is limited to positions leading to professional work or shortage occupations.

Personal staff training should be supported and encouraged by both agencies and the Commission, said a group of persuaded directors who were recently consulted by the Commission. A program to improve career development programs for personnel staff will be studied and action recommended in the near future.

Student assistant authority in Schedule A was substantially modified recently. The limitation on their employment was changed from 120 workdays a year to 1,040 working hours a year. Congressional limitations were dropped. Organized cooperative work-study programs were exempted from the time limitations. (See FPM Letter No. 212-1.)

An Interagency Training Institute was jointly conducted recently by the Federal Government, the States of New York and New Jersey, and the city of New York for 250 training officers.

Qualitative standards should replace many of the quantitative standards now used in the accreditation of teacher education, said the American Council on Education in its recent report, "Accreditation in Teacher Education." Counts of the number of faculty members with Ph.D. degrees, for example, would be replaced by scores of graduates in national tests, measures of success in student training, and ratings of teacher education programs by school administrators.

—Burt Pickett



LEGAL DECISIONS

APPEALS

Casey v. United States, Court of Claims, May 14, 1965. Plaintiff, a nonveteran, was removed on charges. He appealed through his agency's grievance procedure. The Grievance Committee recommended that the removal be changed to a 10-day suspension. The depro commander upheld the removal. Before doing so, he asked his General Counsel for an opinion. Plaintiff alleged that the attorney who represented the agency before the Grievance Committee either prepared or participated in the preparation of the General Counsel's opinion. The court pointed out examples of the agency's regulations governing the adjudication of grievances that "envisioned a certain degree of separation of functions." The court thought that it was conceivable that plaintiff's dismissal would be invalidated by the action of an attorney participating in both the "prosecution" and the adjudication and sent the case to a Commissioner for a hearing on the sole issue of the participation of the attorney in the adjudication.

BACKPAY

Comptroller General's Decision B-156337, April 20, 1965. A veteran was removed on charges. On appeal through his agency's appellate system, it was decided that the proper penalty was demotion. The Comptroller General ruled that action changing the removal to demotion could be made retroactively effective and the employee could be paid backpay at the lower salary rate for the period for which he received no pay.

REDUCTION IN FORCE

Rogers v. United States, Court of Claims, April 14, 1965. A decision of the Civil Service Commission reversing reduction-in-force decisions of a regional office and the Board of Appeal and Review is not required to contain findings of fact, either under the statute or under the regulations.

REMOVAL—VETERANS

Godwin v. Barron, District Court, Pennsylvania (E.D.), March 11, 1965. Plaintiff, a veteran, was removed from his position on charges. His principal contention is his suit for reinstatement and back pay was that the two persons who offered evidence against him were such unimpaired people that no weight should have been given to their affidavits. The court said that "the weight to be given any piece of evidence is for the administrative agency and, on review, this court is restricted to a determination of whether or not the plaintiff was

afforded his statutory and procedural rights and not to pass on the merits of his case." In concluding that plaintiff's suit, filed 26 months after the Commission's Board of Appeal and Review had issued a decision in his case, was barred by laches, the court also ruled that a letter written by the Chairman of the Commission to a Member of Congress stating that consideration would be given to reopening the plaintiff's case did not constitute acceptance of an appeal.

CASES PREVIOUSLY NOTED

McEldowney v. Merz, Court of Appeals, Fourth Circuit, February 19, 1965. The court affirmed the district court's ruling (*Journal*, Vol. 3, No. 2) that failure to pay his debts was good cause for the removal of a hearing examiner.

Arizono v. Allen, Court of Appeals, Second Circuit, April 19, 1965. The court affirmed the district court's ruling (*Journal*, Vol. 3, No. 4) that civilian caretakers, employed by the New York National Guard, do not come under the appointment and discharge provisions of the Federal civil service laws.

Harrison v. McNamee, Supreme Court, March 13, 1965. The court affirmed, without opinion, the ruling of a three-judge district court in Connecticut (*Journal*, Vol. 3, No. 1) that a temporary employee who is removed is not entitled to a hearing under the security statute and that denial of the hearing did not violate his rights under the Fifth Amendment. —John J. McCarty



LATEST GEOGRAPHIC SURVEY

The results of the latest geographic survey of Federal civilian employment (December 1964) show that some States showed decreases of more than a thousand employees since the December 1963 survey. Two showed increases of more than a thousand.

States

New York was lower by 3,600 as the Department of Defense cut back civilian employment of the three military departments there. The Navy Department had the biggest reduction. Pennsylvania had 2,900 fewer Federal employees; most of the reduction was in the Department of Defense. An increase in the Defense Supply Agency partially offset decreases in the Army, Navy, and Air Force civilian employment totals. California dropped by 2,700 employees, Massachusetts by almost 2,500, Ohio by 1,700, Maine by almost 1,500, and Virginia by 1,100. In each

of these States, reductions in the Department of Defense were the controlling factor. Among all the States, 37 showed decreases and 23 showed increases.

For all employees in the United States and its territories, the decline was 6,666 or about 0.4 percent.

Metropolitan Areas

At the end of 1964 a total of 1,799,356 persons were employed in the 220 Standard Metropolitan Statistical Areas. There are cities with 50,000 or more inhabitants and their contiguous counties which meet certain criteria of economic integration and metropolitan characteristics. Three out of four Federal employees work in these cities. Changes of 1,000 employees or more were reported in 13 cities. The largest change occurred in the Washington, D.C., metropolitan area where employment was almost 2 percent above the level in 1963. Other large increases occurred in San Francisco, St. Louis, Minneapolis, and Houston.

Philadelphia had 2,700 and New York City 2,400 fewer Federal employees in 1964. Other large decreases were reported for Boston, Chicago, Columbus (Ohio), Dallas, San Diego, and Norfolk.

Changes in 13 cities ranged between 500 and 1,000 employees. Increases occurred in Fort Worth, Atlanta, Knoxville, and Baltimore, and decreases in York (Pa.), Los Angeles, Urick-Loomis, Mobile, San Jose, Miami, Sacramento, and Denver. In all the other cities the changes were smaller.

Wide-Collar Trend Continues

The trend to more employees in white-collar work continued. There were 1 percent more employees paid at rates of the Classification Act in 1964 than in 1963. Postal employees increased 0.3 percent and wide-based employment dropped more than 4 percent in the Standard Metropolitan Statistical Areas. —Elias M. Nadelman

FEDERAL EMPLOYMENT IN METROPOLITAN AREAS—DEC. 31, 1964

(Showing Standard Metropolitan Statistical Areas that employ more than 1,000 Federal workers)

Albany-Schenectady-Troy, N.Y.	5,392	8,674
Albuquerque, N. Mex.	8,466	14,947
Alton, Ill.	21,366	34,716
Baltimore, Md.	29,612	42,875
Birmingham, Ala.	3,364	128,371
Boston, Mass.	42,305	148,825
Buffalo, N.Y.	8,577	15,467
Chattanooga, Tenn.	11,717	29,641
Chicago, Ill.	64,345	27,425
Cincinnati, Ohio-Ky.-Ind.	12,102	7,201
Cleveland, Ohio	29,361	4,654
Colorado Springs, Colo.	3,197	7,851
Columbus, Ohio	5,721	8,041
Dallas, Tex.	14,875	17,048
Dayton, Ohio	7,784	12,458
Dayton, Ohio	24,181	12,217
Denver, Colo.	11,854	7,496
Des Moines, Ia.	21,732	21,114
El Paso, Tex.	5,425	16,465
Fort Worth, Tex.	8,107	14,446
Harrisburg, Pa.	19,047	18,296
Honolulu, Hawaii	11,941	11,827
Houston, Tex.	12,786	18,296
Huntsville, Ala.	18,191	18,296
Indianapolis, Ind.	15,359	7,316
Jacksonville, Fla.	9,392	5,197
Kansas City, Mo.-Kan.	17,732	14,572
Knoxville, Tenn.	6,624	4,915
Los Angeles, Calif.	5,102	5,888
Little Rock-North Little Rock, Ark.	3,222	3,289
Los Angeles-Long Beach, Calif.	54,990	5,182
Louisville, Ky.-Ind.	8,365	7,827
Memphis, Tenn.-Ark.	14,132	12,940
Memphis, Tenn.	10,144	24,145
Minneapolis, Minn.	8,385	8,674
Mobile, Ala.	5,356	14,716
Nashville, Tenn.	12,875	12,875
New Orleans, La.	10,851	10,851
New York, N.Y.	128,371	148,825
New York, N.Y.	148,825	15,467
Newport News-Hampton, Va.	29,641	27,425
Norfolk-Hampton, Va.	29,641	27,425
Oakland, Calif.	7,201	7,201
Oakland, Calif.	7,201	7,201
Philadelphia, Pa.-N.J.	74,851	74,851
Phoenix, Ariz.	8,041	17,048
Pittsburgh, Pa.	17,048	12,458
Portland, Ore.-Wash.	12,458	12,458
Portland-Prentiss-Warrenton, Ill.-Iowa	12,458	12,458
Richmond, Va.	7,496	7,496
San Antonio, Tex.	21,114	21,114
San Diego, Calif.	16,465	16,465
San Francisco-Oakland, Calif.	14,446	14,446
San Francisco-Oakland, Calif.	14,446	14,446
San Jose, Calif.	7,316	7,316
San Jose, Calif.	7,316	7,316
Seattle-Tacoma, Wash.	14,572	14,572
Springfield-Clayton-Doylestown, Mass.-Conn.	4,915	4,915
Tampa-St. Petersburg, Fla.	5,888	5,888
Trenton, N.J.	3,289	3,289
Urick-Loomis, N.Y.	5,182	5,182
Urick-Loomis, N.Y.	5,182	5,182
Waltham-Watson, D.C.-Md.-Va.	12,940	12,940
Washington, D.C.-Md.-Va.	24,145	24,145

QUOTABLE:

THE WAR ON GOBBLEDEYCOOK

—excerpt from CSC Chairman John W. Macy's address at the Government Public Information Conference, June 18, 1965, Washington, D.C.

Now, the "war on gobbledeycook." It is a war that we are going to continue from now on under different banners and under different points of emphasis. But we have a new charge, all of us, to see that we can do to communicate more clearly, more exactly, more accurately to the American public. The scope of the Government's services to the American people is now so great and so diversified that this has a higher priority and a higher need than ever before, and it is possible for us to improve our writing and our speaking so that we can be direct and forthright and say what we mean. Certainly, at times there has to be a diplomatic cloaking of language in order to meet the needs of sensitive organizations, but as far as the American public is concerned, we ought to say what we mean—factually based and expressed in terms that are understandable. We ought to show progress where progress is being made. We ought not to be afraid of confessing to errors or misjudgments if they come along.

This particular war was initiated at a Cabinet meeting on February 23, when the President expressed concern about employee responsiveness to public inquiries and requests for service. He asked me to survey agency policies and practices in their relationships with the public by mail, by telephone, and by visit to Federal establishments, and to report findings and recommendations.

We have surveyed the practices of Federal agencies and had some message. A quick survey conducted through the Interagency Advisory Group of personnel officers showed that agencies generally have given attention to these matters, but their attention tends to be a "spot-and-fix" thing. It's turned on and off, depending upon the amount of emphasis that comes from an high. Our survey showed that much more needs to be done to achieve the high standard of communication that the President has set for all of us. He wants the communications of the executive branch to be clear, responsive, and prompt, and for employees to treat the public courteously, respectfully, and helpfully. He wants us, as the servants of the people, to respond with the answers that are called for.

We have held meetings with top representatives of agency headquarters and field offices. I've reviewed the survey findings with them, and received a number of good suggestions from them.

This is a sort of victory. Use out of the air battle. These findings and suggestions have been reported to the President. He suggested them. You've probably seen them in simplified form. But let me review these suggestions with you because again it seems to me that this is directly relevant to your primary concern within the departments and agencies.

THE FIRST SUGGESTION was that one top-level person in each agency be assigned the job of improving that agency's communications with the public; that this person have this overall review of communication, and that he be familiar with the content and purpose of the agency's program and in a position to work with the field or headquarters.

SECOND, IT WAS SUGGESTED that, in large metropolitan areas, information centers be established where citizens may find out what agency can provide the service or assistance needed. This is particularly important. Somebody with a housing problem comes into a Federal building in a city, and he looks in a room board next to the elevator—unless he's taken an advanced degree in political science he has no idea which of the offices with those names he ought to see about his particular problem. Offices are set up unless there is some great urgency about his business. Why isn't it possible for us to have in the lobby of a building, which is predominantly tenanted with Federal people, an information clerk—I'd even say an attractive as well as an informed one—who could answer certain questions right there, or at least provide adequate direction to the proper point?

Another field of mine (to which I find very little response) is that I feel the office hours we keep for the public are for our convenience rather than the public's convenience. Why shouldn't we have offices of the Federal Government that deal with the public open from 9 o'clock to 10 o'clock at night, so that those who work—and most Americans do work these days, I'm thankful to say—could have an opportunity to do business with us without leaving their own business or their own employ? And why is all the Federal Government locked up on Saturday? Now you get a day officer who isn't necessarily responsive about the agency's total business—if you can get him at all through a closed switchboard. Why can't we redesign our working hours so that we can be responsive to the public? How many times have you found at the tax manure that you needed to have your car inspected by some other level of government and found that the only time it's open is when you're in the middle of your own work and you have to take a half day off to get it inspected? You really aren't very

"impatient" with that level of government as a result of that particular operation, and I would guess that there are taxpayers or postal users or social security claimants or others who perhaps have somewhat the same reaction to us because they find our doors locked when they're available.

THIRD POINT: One-stop service should be developed for people doing business with the Government—a place where all their needs can be met and all necessary information provided more efficiently and satisfactorily. This again is a carrying forward of the previous point. It may be that this is not feasible, but I think we ought to experiment with it. A good suggestion.

THE FOURTH SUGGESTION is that a system be developed for interchange of ideas among agencies on improving communications with the public. In other words, if somebody has a good idea, has tried it out and proved it successful, how do we get that idea through the vast network of the Federal Government? Isn't there some way that these ideas can be standardized and put to work on a multiple basis as quickly as possible?

FIFTH, THAT AN AWARD be established for Federal employees for excellence in improving communications and contacts. Are we giving recognition to those who possess communications skills? Those who write the most interesting and responsive letters? Those who are most effective in answering questions over the counter or over the telephone?

SIXTH, THAT IT BE THE PRACTICE to select for public contact positions and for positions involving correspondence only those persons who have demonstrated ability for such work. I get the feeling sometimes that those who are put on the telephone or put on the counter are the sort of people who don't have any particular demonstrated skill. It seems to me here that we should exercise great care in selection and make sure that there is a demonstration of ability.

SEVENTH, THAT ADDITIONAL TRAINING opportunities be provided in written and oral communication and that employees be encouraged to take this instruction.

We are now in the process of evaluating these and other ideas that have come in, and it is encouraging to see the degree of self-appraisal that is taking place and the suggestions that are being generated. I have been gratified by the high interest that has been expressed by a number of agency people with respect to this program and by some of the action being taken.



A selection from recent CSC issuances that may be of special interest to agency management:

- Bulletin 300-4, Work-Study Programs Under the Vocational Education Act of 1965
- encourages Federal agencies to review the possibilities offered them for participation in work-study programs which can be justified in terms of agency resources and manpower requirements. Describes purpose of the program, benefits to agencies and to the students, and operating arrangements.
- PPM Letter 313-1, Appointment of Student Trainees in Cooperative Work-Study Programs
- establishes a new Schedule B authority permitting student trainees who meet prescribed quality requirements to be appointed to competitive work-study positions which eventually would lead to professional work in shortage occupations.
- Bulletin 339-1, Extension of Schedule A Authority for the Employment of the Meritally Selected
- provides a 3 year extension of the authority (until September 30, 1968) in recognition of the success of the program.
- PPM Letter 339-6, Extension of Schedule A Authority Providing for the Employment of Meritally Selected Persons
- extends authority until June 30, 1968.
- PPM Letter 339-7, Employment of the Meritally Selected in Custodial Positions
- authorizes the employment of nonpreference meritally selected persons who meet requirements for appointment under Schedule A to custodial positions, unless there are more preference eligibles available.
- PPM Letter 630-9, Sick Leave and Outside Employment
- emphasizes need for agencies to prevent misuse of sick leave by employees with outside jobs.

—Mary-Helen Bassett

The Award Here: 1965—PRESIDENT'S AWARDS for Distinguished Federal Civilian Service



PRESIDENT JOHNSON presented the 1965 Presidential Award for Distinguished Federal Civilian Service to five outstanding career employees at a White House ceremony on June 2. Winners are shown above with the President.

"Government programs are advanced as much through people and their efforts as through the language of laws and Federal regulations.

"I call on you to join in honoring these individuals who receive the highest Federal Award and to extend other appropriate recognition within your agency to employees, in positions both high and low, whose achievements merit special distinction.

"In this largest organization of its kind . . . the emphasis is no longer on the faceless mass, but the emphasis is on individual excellence."

—PRESIDENT LYNDON B. JOHNSON



SHOWN RECEIVING the President's Award are: (left) Homer E. Newell, National Administrator and Special Assistant, Federal Reserve System; (second from left) Frank B. Bowlett, Department of Defense; (bottom row, left to right) Howard C. Greiner, Department of Commerce; J. Edgar Hoover, Department of Justice; and Philip H. Traub, Department of State.



CIVIL SERVICE JOURNAL

U.S. GOVERNMENT PRINTING OFFICE: 1965 O-114-000



CYDIE A. TOLSON

Assistant Director of the Federal Bureau of Investigation, Director of Federal Prisons, who has been a vital force in raising the productivity of law enforcement in all levels and in guiding the Federal Bureau of Investigation to new heights of accomplishment through periods of great national challenge. Mr. Tolson, 64, began his continuous Federal service in 1918 with the War Department as a confidential secretary to the Director of War. After joining the FBI as a special agent in 1925, he rose rapidly through the ranks to become, in 1947, second in command and assistant to Director J. Edgar Hoover. He has played a major role in successfully guiding the Bureau through such critical periods as the passage of the 1956 War of World War II, the Korean conflict, and the Cuban crisis. He is now giving his entire outstanding leadership to such current problems as criminal and subversive activities. Under his management, the FBI achieved new highs during fiscal year 1964 in the number of convictions, in the number of fugitives located, and in the value of property recovered and funds seized.



FRANK B. BOWLETT

Special Assistant to the Director, National Security Agency, Department of Defense, who by his extensive genius and managerial skill has contributed profoundly to the security of the Nation. Mr. Bowlett, 51, has served the Federal Government for 33 years. From 1930 to 1942, he was a cryptanalyst in the Signal Corps. Following service as an Army officer during World War II, he was in charge of technical operations for the Army Security Agency and the Armed Forces Security Agency. He transferred to the Central Intelligence Agency in 1951 where he served as Senior Staff Officer. In 1958 he returned to the National Security Agency as Special Assistant to the Director. He has made some of the most significant contributions in the field of cryptology in the Twentieth Century, including service in the cryptologic unit of the Twentieth Century, including service in U.S. communication, the direction of successful codebreaking activities during World War II, and the pioneering application of computers to cryptology.

HOMER E. NEWELL



Assistant Administrator for Special Services and Administration, Federal Reserve System, who has been specifically responsible for the National Service in the monetary, budgetary and special programs. Mr. Newell, 56, began his Federal service in 1944 with the Federal Reserve Bank of New York. He served as Assistant Secretary of the Federal Reserve System in 1958 and as Director of the Federal Reserve Bank of New York in 1961. He has been in his present position since 1963. From 1958 to 1961, he was in charge of the Federal Reserve's program in establishing the new reserve position, including the special programs of the Federal Reserve Bank of New York. He also served as Director of the Federal Reserve Bank of New York, and as Director of the Federal Reserve Bank of New York, and as Director of the Federal Reserve Bank of New York.



HOWARD C. GREINER

Assistant Director of the Bureau of Census, Department of Commerce, who has contributed importantly to the effective functioning of the national economy by vastly improving the speed and reliability of the statistical program of the Bureau of Census. Mr. Greiner, 34, entered the Federal service in 1944 as a statistician for the Federal Emergency Relief Administration. Since that time he has held progressively more responsible positions in the Bureau of Census and the War Relocation Authority. He was appointed to his present position in 1957. The statistical measures developed under his leadership provide the basis of the information necessary for planning and policy formulation in both the public and private sectors of the economy. As a result of his technical precision and management skills which he has produced, special costs during the past three seasons were reduced by \$20 million.



PHILIP H. TRAUB

Deputy Assistant Secretary for Economic Affairs, Department of State, who has developed imaginative solutions to vital and complex economic problems arising in United States relations with foreign countries. Mr. Traub, 52, began his Government career in 1942 as an analyst in the Office of Defense Trade Administration. From 1945 to 1946 he served with the Office of Strategic Services while in the U.S. Navy. He was appointed to the State Department in 1946 and has since held a number of increasingly important posts in that country and abroad, assuming his present position in 1961. He played a key role in the successful negotiation of the U.S.-Canadian automotive products agreement in 1963. He also carried major responsibility for the agreement with Romania in 1964, a pivotal undertaking that contributes to constructive development in our Eastern bloc relations.

July-September 1965

UNITED STATES
GOVERNMENT PRINTING OFFICE
DIVISION OF PUBLIC DOCUMENTS
WASHINGTON, D.C. 20402

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300
(59FO)

OFFICIAL BUSINESS



PX

UNITED STATES GOVERNMENT

Memorandum

To	_____
Bo	_____
Mohr	_____
DeLoach	_____
Walters	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

TO : Mr. DeLoach

DATE: 8-23-65

FROM : M. A. Jones

SUBJECT: MOTION PICTURE FILM OF
 WHITE HOUSE CEREMONY
 DISTINGUISHED FEDERAL CIVILIAN SERVICE
 AWARD PRESENTATION TO ASSOCIATE
 DIRECTOR CLYDE A. TOLSON

By letter to the Director dated 8-17-65, the Attorney General forwarded a copy of the motion picture film made at the White House Ceremony at which Mr. Tolson was named as a recipient of the Distinguished Federal Civilian Service Award. Mr. Katzenbach asked Mr. Hoover to again extend his congratulations to Mr. Tolson for his service to the Department.

The film is approximately 10 minutes in length, carries a sound track of the ceremony and is in color. The film shows the entire ceremony including the brief address by President Johnson and the citations of the five recipients of the above-mentioned Award. Attorney General Katzenbach reads the citation of Mr. Tolson, and the film includes the presentation of the medal to Mr. Hoover in Mr. Tolson's absence. Various scenes are included showing the people who are in attendance at the ceremony.

It is noted that the film can be set up in the Director's or Mr. Tolson's Office should they desire to view it. The film is presently being retained in the Crime Research Section, Room 4258.

RECOMMENDATION:

That the attached letters acknowledging receipt of the film over the Director's and Mr. Tolson's signatures be approved.

Enclosures (2) sent 8-23/65

- 1 - Mr. Tolson - Enclosures (2)
- 1 - Mr. DeLoach - Enclosures (2)
- 1 - Mr. Callahan - Enclosures (2)
- 1 - Miss Holmes - Enclosures (2)

RLR:eab (6)

REC-56

15 AUG 25 1965

EX 105

CRIME RESEARCH

XEROX

SEP 2 1965

PERS. REC. UNIT

W

August 23, 1965

Honorable Nicholas deB. Katzenbach
The Attorney General
U. S. Department of Justice
Washington, D. C.

Dear Mr. Attorney General:

I deeply appreciate the motion picture film of the White House Ceremony where I had the honor of being designated as a recipient of the Distinguished Federal Civilian Service Award. I shall always cherish this Award as the milestone of my career, and this film will keep this memorable event vividly etched in my mind for many years to come.

Please accept my sincere thanks for your thoughtfulness and kind sentiments.

Sincerely yours,

Clyde Tolson

Clyde Tolson

REC-132

MAILED 30
AUG 23 1965
COMM-FBI

67-9524-427
Searched _____ Numbered 31
4 AUG 25 1965

- 1 - Mr. Tolson (sent with cover memo)
- 1 - Mr. DeLoach (sent with cover memo)
- 1 - Mr. Callahan (sent with cover memo)
- 1 - Miss Holmes (sent with cover memo)

LeP

TW

- Tolson _____
- Belmont _____
- Mohr _____
- DeLoach _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

NOTE: See M. A. Jones to DeLoach memo dated 8-23-65, captioned "Motion Picture Film of White House Ceremony, Distinguished Federal Civilian Service Award Presentation to Associate Director Clyde A. Tolson."

RLR:eab
(7)

45 MAIL ROOM TELETYPE UNIT

19 AUG 24 1965
25
R-11

UNITED STATES GOVERNMENT

Memorandum

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Casper	_____
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Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

TO : Mr. Callahan

DATE: 7-26-65

FROM : C. R. Davidson

copy of J. Edgar Hoover

SUBJECT: REQUEST FOR EXECUTION OF FORM SHOWING PERSONAL HISTORY INFORMATION REGARDING THE DIRECTOR, MR. TOLSON, MR. MOHR AND MR. BELMONT.

On the morning of 7-26-65, Jack Adler, First Assistant in the Administrative Division of the Department, called Inspector E. W. Walsh of your office stating that John Macy, advisor to the President on personnel matters, had requested forms showing personal history-type information be executed on certain officials in the Department including the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. The form is captioned "Fact Sheet on Non-Presidential-Appointive Policy and Supporting Positions." Form also calls for information on each position. According to the Department, the request was made in a letter from Macy to The Attorney General of 7-22-65 in which Macy stated the President had asked him to make a study on the staffing structure and policy in the Executive Branch including information on the background and qualification of the incumbents. According to the Department this appears to tie in with the President's general desire to insure that top positions are staffed with the best available talent which has been receiving recent publicity.

A general review of the form shows that it calls only for rather basic information including date appointed to present position, years' Federal service, education (degrees held and major field), principal positions held and intentions as to duration of employment if known. With respect to information on each position, the form calls for such as title, grade and salary, type of appointment, and a brief description of position. Adler initially mentioned that he thought the Department had enough information to execute a form for the Director and that the Bureau need only execute forms for Messrs. Tolson, Mohr and Belmont. Adler was advised that the Bureau felt it more appropriate to execute a form for the Director also, with which Adler agreed.

RECOMMENDATION:

That we proceed to gather information necessary to execute forms applicable to the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. The executed forms will be sent through for approval before dispatch to the Department.

- 1 - Mr. Mohr
- 1 - Mr. Belmont
- 1 - Mr. E. W. Walsh

RGH:jml
(5)

Enclosure

1 att.
same comments to
Director, 7-28-65
let to Dir 7-20-65, P. 64
10/13/65 3-3

7-561-359
REC-147
AUG 11 1965

W. J. 7/26

P.A.
Prepare forms &
clear Director Div
7/26
3-224

Mr. John W. Edgar
First Assistant, Administrative Division
Director, FBI

July 30, 1965

J. Edgar Hoover

**FACT SHEET ON NON-PROFESSIONAL-
APPROVED POLICE AND FIREARMS POSITIONS**

Reference is made to your teletype and mail to Inspector
E. W. Watch of this Bureau on July 21, 1965, by which you requested
that a form captioned as above be furnished in triplicate concerning
the positions of Director of the FBI, Associate Director of the FBI, and
the two Assistants to the Director of the FBI, and the incumbents thereof.

Enclosed are the forms requested in triplicate. Since the
information was requested of the Department and since the forms will
be furnished by the Department, Item 23 calling for signature of sub-
mitting official has been left blank.

Enclosures - 12

X C.A. Tolson
X H.H. Belmont
X J.E. Casper

JUL 30 2 44 PM '65
FBI READING ROOM

- 1 - Mr. Mohr (Sent Direct)
- 1 - Mr. Belmont (Sent Direct)
- 1 - Mr. E. W. Watch (Sent Direct)
- 1 - Mr. W. C. Johnson (Sent Direct)

67-9584-425
Searched _____ Indexed _____
9 AUG 11 1965

RGH:mfs/jml
(3)

MAILED 5
AUG 2 - 1965
COMM-FBI
REC-147

Based on memo Davidson to Callahan, RGH:mfs/jml, 7-23-65

MAIL ROOM TELETYPE UNIT

REC'D
FEB 24 1978

ORIGINAL FILED IN J. E. Hoover

FA SHEET ON NON-PRESIDENTIAL APPOINTIVE
POLICY AND SUPPORTING POSITIVE

Part I: Position Information				
1. Title of position Associate Director of the FBI				
2. Grade/Level Level III	3. Series (if applicable)	4. Salary \$28,500	5. Type of appointment and excepting authority Excepted - Public Law 88-527	
6. Agency U. S. Department of Justice		7. First organizational sub-division FBI		
8. Second organizational sub-division		9. Geographic location (State, territory, etc., and city) Washington, D. C.		
10. Brief description of position (principal duties, experience/training required) The Associate Director is the final point of top-level decision and control for numerous policy, investigative, administrative and security aspects of operations of the FBI with directional authority extending to all headquarters functions to all field offices, domestic and territorial, and to certain limited foreign operations, and serves as the channel through which all top-level decisions and instructions come from the Director for implementation and execution. The Associate Director is the Director's chief assistant and alternate, exercising complete policy and operational (See Supplemental Sheet, page 2.)				

Part II: Incumbent Information				
11. Name (Last, First, Middle) Tolson, Clyde Anderson		12. Sex Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	13. Date of birth May 22, 1900	
14. Legal residence (State) District of Columbia	15. Date appointed to present position February 10, 1947	16. Years Federal service 47	17. Years State/local public service 0	
18. Years served in elective office 0	19. Years military service and highest rank held 0	20. Veteran preference Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	21. Status in position Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
22. Education (show degree(s) held and major field. Do not include honorary degrees) Bachelor of Arts and Bachelor of Laws degrees				
23. Principal positions held (include employing organizations, dates, and locations) After serving in the War Department beginning in July, 1918, including assignment as Confidential Clerk in the office of three Secretaries of War beginning in 1920, Mr. Tolson was appointed as a Special Agent in the FBI on April 2, 1928. He was named Assistant Director in 1931 and Assistant to the Director in 1936.				
24. Intentions as to duration of employment (if known)				
25. Signature of submitting official				

Date **July 1965**

TOLSON 67-4521-1144

**Fact Sheet on Non-Presidential-Appointive
Policy and Supporting Positions**

Supplemental Sheet, Part I, Item 10. (Continued)

control over the FBI except in those matters he considers important enough to warrant the Director's prior concurrence or personal decision or which the Director has reserved to himself. He recommends action to the Director on major cases requiring the Director's personal decision, presides at the Executives Conference which is the FBI's top-level group for all determinations, affords through an Assistant Director over-all direction to the FBI's inspection service and generally represents or relieves the Director wherever possible.

For years the FBI has had a comprehensive, competitive, long-range executive development program to provide the FBI with executives. Its primary theme is that every executive must work his way up through the ranks of the FBI. This policy has been found to be both logical and necessary in view of the involved and widespread yet highly centralized coordination of operations of the FBI which constantly require immediate, far-reaching decisions and direction on the basis of experience in the FBI. Accordingly, experience in depth in the FBI from the ground up is required.

UNITED STATES GOVERNMENT

Memorandum

W. J. ...
 Tolson _____
 Belmont _____
 Mohr _____
 DeLoach _____
 Casper _____
 Callahan _____
 Conrad _____
 Felt _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____
W. J. ...

TO : MR. CALLAHAN

DATE: July 28, 1965

FROM : C. R. DAVIDSON *CRD*

Edgar Hoover
W. J. ...

SUBJECT: REQUEST FOR EXECUTION OF FORM SHOWING PERSONAL HISTORY INFORMATION REGARDING THE DIRECTOR, MR. TOLSON, MR. MOHR AND MR. BELMONT.

My memorandum of 7-26-65 noted that on the morning of that day, Jack Adler, First Assistant in the Administrative Division in the Department, called Inspector E. W. Walsh of your office stating that John Macy, advisor to the President on personnel matters had requested execution of forms showing personal-history type information on certain officials in the Department including the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont as well as information on each of their positions. The form is captioned "Fact Sheet on Non-Presidential-Appointive Policy and Supporting Positions." According to the Department, the request was made in a letter from Macy to the Attorney General of 7-22-65 in which Macy stated the President had asked him to make a study on the staffing structure and policy in the Executive Branch including information on the background and qualifications of the incumbents. According to the Department, this appears to tie in with the President's general desire to insure top positions are staffed with the best available talent which has been receiving some publicity. It was approved that we gather information necessary to execute the forms and that the executed forms be sent through for approval before dispatch to the Department.

Enclosed is a proposed letter to Adler in the Department transmitting forms in triplicate, as requested, applicable to the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. Part I of the form shows position information and part II shows incumbent information (personal history type). It is noted that item 10 of part I calls for a brief description of the duties of each position and also calls for experience and training requirements. It is believed desirable to make the point here that for years the FBI has had a comprehensive, competitive, long-range executive development program to provide the FBI with executives, its primary theme being that every executive must work his way up through the ranks of the FBI and that this policy has been found to be both logical and necessary. Accordingly, the reports concerning positions occupied by Mr. Tolson, Mr. Mohr and Mr. Belmont contain information on this point. It is not believed appropriate to include such information in the form pertaining to the Director's position since the Director is the incumbent.

REC XEROX
 AUG 13 1965
 REC-147
 561-358
 AUG 11 1965

- 64
 ARGH:mfs/jml (6) Enclosure
 1 - Mr. Mohr
 1 - Mr. Belmont
 1 - Mr. E. W. Walsh
 1 - Mr. W. C. Jackson

SENT DIRECTOR
 FOR APPROVAL
 7-30-65

3-200
 (OVER)

1 AUG 13 1965

Memorandum Davidson to Callahan

Re: Request for Execution of Form Showing
Personal History Information Regarding
The Director, Mr. Tolson, Mr. Mohr and Mr. Belmont.

Item 15, part II, calls for showing date appointed to present position, for example, 5-10-24 in the Director's case. Then item 23, part II, calls for principal offices held prior to present position. Forms have been executed accordingly.

Item 24, part II, calls for showing intentions as to duration of employment (if known). Instructions forwarded to us by the Department for executing the forms state that item 24 is to be filled in if plans for the near future will result in the positions becoming vacant. Accordingly, this item is not filled in on any of our completed forms. Item 25, part II, calls for signature of submitting official. Instructions state signature is to be by the agency official responsible for the information submitted. Since the information was requested by Macy of the Department and will be forwarded to him by the Department, this is being left blank for signature by the Department.

RECOMMENDATION:

That enclosed proposed letter be approved forwarding to Adler in the Department forms executed in triplicate on the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont.

mcc
7/29
AM
J
Macy

4
✓
REC-100

July 19, 1965

File ✓

Honorable Buford Boone
Publisher
The Tuscaloosa News
Tuscaloosa, Alabama

Dear Mr. Boone:

Thank you very much for your letter of July 17th extending your congratulations on my receipt of the President's Award for Distinguished Federal Civilian Service. You may be sure I was pleased to receive this recognition of my efforts.

It was indeed kind of you to write me and I am most appreciative of your thoughtfulness and your generous comments concerning my work in the FBI. I am also grateful for the sentiments expressed by you in your article in the July 17th issue of your newspaper.

With best wishes and kind regards,

Sincerely,


Clyde Tolson

- Mr. Tolson _____
- Mr. Belmont _____
- Mr. Mohr _____
- Mr. DeLoach _____
- Mr. Casper _____
- Mr. Callahan _____
- Mr. Conrad _____
- Mr. Felt _____
- Mr. Gale _____
- Mr. Rosen _____
- Mr. Sullivan _____
- Mr. Tavel _____
- Mr. Trotter _____
- Tele. Room _____
- Miss Holmes _____
- Miss Gandy _____

CT:DSS

12

The Tuscaloosa News

Tuscaloosa, Alabama

BUFORD BOONE
PUBLISHER

July 17, 1965

V.

Mr. Clyde A. Tolson, Associate Director
Federal Bureau of Investigation
United States Department of Justice
Justice Building
Washington, D.C.

Dear Mr. Tolson:

It was a distinct pleasure to learn that you had been presented the President's Award for Distinguished Federal Civilian Service.

Never has this award been more deserved. You have done so much so long and so well in public service, and I am delighted to see official recognition of your outstanding contributions.

Of many fine people with whom I have been associated, none ever has topped your level of achievement in devotion to duty, in efficiency and in volume of work handled.

My appreciation for outstanding contributions to our nation's welfare is extended, along with hearty congratulations.

Sincerely,

Buford Boone

7-9-524-425
4 JUL 20 1965

Jul

ENCLOSURE/att

ack. DSS
AT: 7/19

The Tuscaloosa News

Tuscaloosa, Alabama

BUFORD BOONE
PUBLISHER

Issue of Saturday, July 17, 1965

A Merited Honor To Tolson

The value of civil servants is underrated. One reason is because some work less efficiently than others. And we are prone to give more attention to the mediocre than recognition to the efficient.

But there are many outstanding men and women in government in all levels. Many of them work with a considerable degree of anonymity. But they keep the processes of government going.

Each year an award is made to men and women in United States government service for special efforts significantly above and beyond the requirements of their position. The award consists of a citation from the President, along with a gold medal and a lapel rosette. Generally, not more than five awards are made in any one year.

Such an award was made recently to Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation. The citation read:

"A dedicated guardian of the public good, he has been a vi-

tal force in raising the proficiency of law enforcement at all levels and in guiding the Federal Bureau of Investigation to new heights of accomplishment through periods of great national change.

"Through uncompromising insistence upon facts rather than rumor, science rather than brawn, and respect rather than fear, he has helped immeasurably to elevate his agency to its present position of high public esteem."

These laudatory words, as so often is the case, cannot tell the whole story of Mr. Tolson's loyalty to duty, of his efficiency, and of his devotion to his job through many years.

His is a key job in a most important government bureau whose level of efficiency stands above all others. The nation is indeed indebted to Clyde Tolson, and we are glad to see official recognition of it.

67-9-524-425



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

*In Reply, Please Refer to
File No.*

May 17, 1965

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

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

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	5/17/65	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	
Address	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? Yes No If not, the entire following portion must be executed.

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

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	
Address	

Very truly yours,

Payment Received
Special Agents Insurance Fund
MAY 18 1965 43

Clyde A. Tolson

Special Agent

J. Edgar Hoover, Director

UNITED STATES GOVERNMENT

Memorandum

ms

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

TO : MR. MOHR

DATE: May 28, 1965

FROM : N. P. CALLAHAN *ms*

SUBJECT: PRESIDENT'S AWARD FOR DISTINGUISHED
FEDERAL CIVILIAN SERVICE FOR 1965

Clyde A. Tolson

W. J. ...
Davidson
...
...

Attached is a letter from John W. Macy, Jr. Chairman, U. S. Civil Service Commission to Attorney General Katzenbach dated May 25, 1965, indicating that the Civil Service Commission will bill the Department approximately \$750 as its share of the costs incurred in connection with the granting of the above awards, one of which as you know has been designated for Mr. Tolson.

It must be made of platinum!

Jack Adler called me this morning to advise of the receipt of this communication and upon inquiry advised that this was a new procedure the Civil Service Commission is adopting whereby the departments having recipients of such awards will in the future defray their pro rata share of the costs connected therewith.

The letter indicates that the Civil Service Commission will bill the Department on the basis of the actual cost incurred. Upon receipt of the bill in the Department it will be forwarded to the Bureau so that we can prepare a reimbursement voucher to the Commission.

The above is submitted for information.

NPC:mah:gt
(4)

- 1 - Mr. C. R. Davidsor
- 1 - Mr. DeLoach

ms *...*

Enclosure

att

REC-143

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2 JUN 17 1965

2

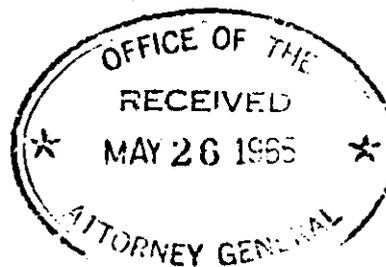
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CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C. 20415

MAY 25 1965



Honorable Nicholas deB. Katzenbach
Attorney General
Washington, D. C.

Dear Nick:

I was most pleased to learn that Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has been selected to receive the President's Award for Distinguished Federal Civilian Service for 1965. The annual presentation of these awards at the White House is an event in which the career service takes great pride.

In connection with this felicitous occasion, there are several cost items which call for a sharing of responsibilities by those agencies whose officials will be honored by the President:

1. Engraving of gold medals. Your agency's share of this cost is estimated at \$25 for F.Y. 1965.
2. Printing of programs for the ceremony. Your agency's share of this cost is estimated at \$125 for F.Y. 1965.
3. Production of a movie short in color and with sound based on film coverage of the ceremony, which includes delivery of one print for your agency's use. Your agency's share of this cost is estimated at \$600 for F.Y. 1966.

As production of the above items is completed, the Civil Service Commission will bill your agency on the basis of the actual cost incurred.

My congratulations to you and the Department of Justice for having a Presidential Award recipient this year!

Sincerely yours,

John W. Macy, Jr.
 John W. Macy, Jr.
 Executive Secretary
 Distinguished Civilian
 Service Awards Board

MAY 31 2 01 PM '65

67-9524-407 RECEIVED

June 2, 1965

PERS. REC. UNIT

The President
The White House
Washington, D. C.

My dear Mr. President:

I want you to know that I am humbly grateful for being designated to receive your 1965 Award for Distinguished Federal Civilian Service. This is indeed a signal honor and my only hope is that I shall continue to merit the faith and confidence which made this award possible. I can certainly assure you that I shall put forth my best efforts in the future to be deserving of this recognition.

It is difficult to adequately express my sincere appreciation for the kind words in your citation regarding my Federal service, but I do want you to know of my heartfelt thanks.

I also want you to know how deeply I regret that it was not possible for me to personally accept this award from you, as this would have made it even more meaningful to me.

In grateful appreciation, I am

Sincerely yours,

Clyde
Clyde Tolson

- Tolson _____
- Belmont _____
- Mohr _____
- DeLoach _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

CT:DSS

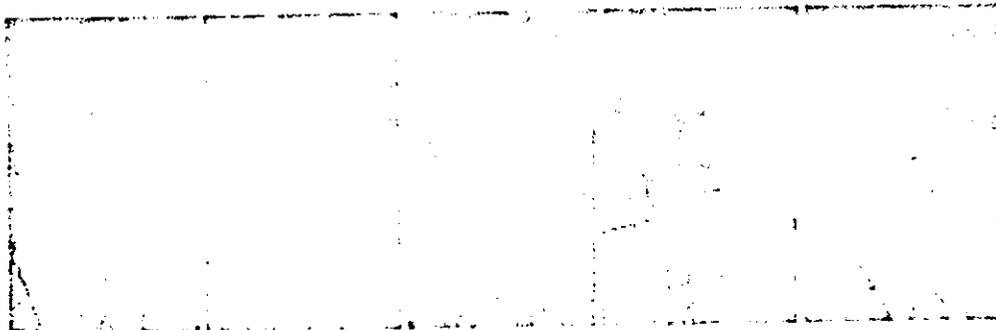
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REC-106 9524-423
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T. Watson
5:10 P.M.
6/2/65
D

~~10 JUN 2 1965~~

MAIL ROOM TELETYPE UNIT



Tolson

Rowlett

Grievés

Treize

Newell

President Honors Federal Officials

President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank B. Rowlett, special assistant to the director of

the National Security Agency; Howard C. Grievés, assistant director of the Census Bureau, Philip H. Treize, deputy assistant secretary of state for economic affairs, and Homer E. Newell, associate administrator for space science and applications, NASA.

67-9524-423

**PROPOSED CITATION FOR SIGNATURE
OF THE PRESIDENT**

CLYDE A. TOLSON

As Associate Director of the Federal Bureau of Investigation, he has through superior ability, intense loyalty, and patriotic devotion to duty assisted Director J. Edgar Hoover in elevating his agency to its present position of high esteem and in enhancing the proficiency and status of all law enforcement.

His distinguished career, his firm command of tremendous resources, and his sense of justice personify the motto: "Fidelity, Bravery, Integrity."

67-954-42

1965

PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Executive Order 10717, as amended by Executive Order 10979, establishes the President's Award for Distinguished Federal Civilian Service and provides that generally not more than 5 such awards shall be made in any one year. The Order also created the Distinguished Civilian Service Awards Board. The Board is directed to review recommendations for the Award and decide which of them warrant presentation to the President for his consideration.

CRITERIA TO BE MET FOR NOMINATIONS

The award may be presented for the best achievements having current impact in improving government operations or serving the public interest. These achievements shall exemplify one or more of the following:

- (a) Imagination in developing creative solutions to problems in government; or
- (b) Courage in preserving against great odds and difficulties; or
- (c) High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or
- (d) Long and distinguished career service.

The importance of the achievements to the government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed.

Federal employees serving by presidential appointment in non-career positions are not eligible for the award.

WHO SHALL MAKE THE NOMINATIONS

Nominations are invited from the heads of the departments and agencies for exceptional achievements of employees of their own agency, or employees of other agencies when they have knowledge of such achievement.

WHEN SHALL NOMINATIONS BE MADE

By March 5, 1965

WHERE SHALL NOMINATIONS BE SENT

John W. Macy, Jr., Executive Secretary
President's Distinguished Civilian Service Awards Board
U. S. Civil Service Commission, Washington, D. C. 20415

-over-

ENCLOSURE

67-9524-423

PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies should give the widest possible publicity to the recipients.

FORM AND CONTENT OF NOMINATIONS

1. Nominations shall be submitted in six copies so that each member of the Board may have a copy to review.
2. Each copy of each nomination shall be multilithed, xeroxed, mimeographed, or in original typing, single space on one side of 8"x10½" pages.
3. Each nomination shall contain the following information in the following order:
 - A. First page — a brief ^①biographical sketch, in itemized format, containing date and place of birth, significant educational background, significant employment record, and a specific statement of the type of current appointment.
 - B. Second page — a ^②proposed citation for the signature of the President. The proposed citation shall contain from 50 to 65 words in two-paragraph form, and shall highlight the significance of the individual's achievement.
 - C. Additional pages containing not more than 2500 words with topical headings as follows:
 - o ^③Summary of Achievement - not more than one page.
 - o Additional Details - in non-technical language and illustrating how nominee was personally responsible.
 - o Benefits - the specific benefits in improving government operations or serving the public interest. Describe separately the tangible and the intangible.
 - o ^④Personal Qualities - examples of personal qualities of the nominee which make his achievement possible.
 - D. A statement describing any other significant awards received by the nominee.
 - E. A ^⑤photograph.
4. Each copy of a nomination shall be enclosed in a 9¼"x11½" folder (Beaverite Folder, Style D-102, Federal Stock #44-52, or equivalent).
5. If desired, supporting or technical material may also be submitted as a supplement to the nomination. There is no limitation on the amount of such material that may be submitted. However, any supporting material should be submitted separately in bound form, rather than included with the material in the Beaverite folder.

NOTE: Departments and agencies are in no way restrained from making awards themselves to any employees who are being nominated for the President's Award.

June 2, 1965

BY SPECIAL MESSENGER

Honorable Nicholas deB. Katzenbach
The Attorney General
U. S. Department of Justice
Washington, D. C.

Dear Mr. Attorney General:

I want to express my thanks to you for your part in making it possible for me to receive the 1965 President's Award for Distinguished Federal Civilian Service. While I wish I could personally have been present to receive this award from the President, I feel doubly honored in Mr. Hoover's accepting it in my behalf.

Sincerely yours,

Clyde
Clyde Tolson

1 - Mr. Tolson
DCM:mlk (4)

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- Tolson _____
- Belmont _____
- Mohr _____
- DeLoach _____
- Casper _____
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- Conrad _____
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- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

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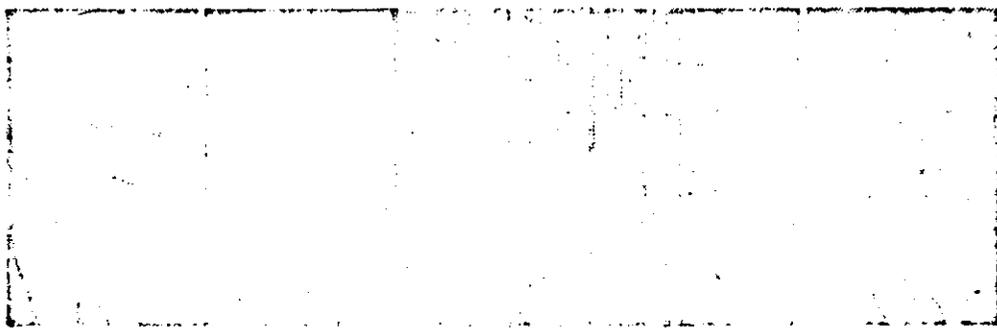
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President Honors Federal Officials

President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank B. Rowlett, special assistant to the director, of

the National Security Agency; Howard C. Grievs, assistant director of the Census Bureau; Philip H. Trezise, deputy assistant secretary of state for economic affairs; and Homer E. Newell, associate administrator for space science and applications, NASA.

t to AG
6/2/65
Dem/fulk

67-9534-422

The Attorney General

May 24, 1965

Director, FBI

CLYDE A. TOLSON
DISTINGUISHED FEDERAL CIVILIAN
SERVICE AWARD

Reference is made to your memorandum concerning Mr. Tolson's receipt of the captioned award, and I want to thank you for your interest in this matter.

While we deeply appreciate your suggestion, under the circumstances, it is felt that you should, as head of the Department of Justice, introduce Mr. Tolson to the President.

I am advising Mr. Macy that Assistant to the Director John C. Mohr, Assistant Director Cartha D. DeLoach and I intend to be present during the presentation, in accordance with Mr. Tolson's wishes.

1 - The Deputy Attorney General

- 1 - Mr. Belmont
- 1 - Mr. Rosen
- 1 - Mr. Gale

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92
JUN 5

- Tolson _____
- Belmont _____
- Mohr _____
- DeLoach _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
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- Tele. Room _____
- Holmes _____
- Gandy _____

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MAY 24 1965
COMM-FBI

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June 2, 1965

Honorable John W. Macy, Jr.
Chairman
Civil Service Commission
1900 E Street, N. W.
Washington, D. C.

Dear John:

I want to thank you sincerely for the part you played in my receiving the President's Award for Distinguished Federal Civilian Service.

I regret that I was unable to attend the presentation but you can be assured that I am deeply touched by this most coveted honor.

Thank you, too, for your kind letter.

Sincerely,

Clyde
REC-140
Clyde Tolson

9524-420
57
JUN 11 1965

BY COURIER SVC.
J 6 JUN 2
COMM-FBI

CT:DSS
1 - Mr. Morrell (re-Write)

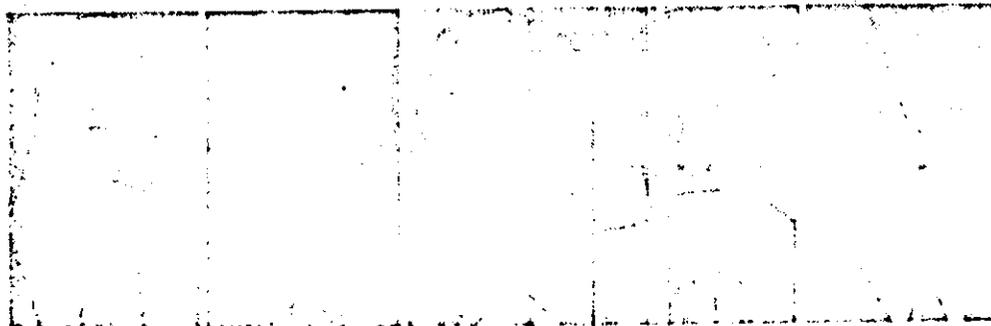
- Tolson _____
- Belmont _____
- Mohr _____
- DeLoach _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
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- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

ENCLOSURE

145

8 JUN 4 1965

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Tolson

Rowlett

Grievess

Trezeise

Newell

President Honors Federal Officials

President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank B. Rowlett, special assistant to the director of

the National Security Agency; Howard C. Grievess, assistant director of the Census Bureau; Philip H. Trezeise, deputy assistant secretary of state for economic affairs, and Homer E. Newell, associate administrator for space science and applications, NASA.

*let to Macy
6/2/65
RWE:uc*

ENCLOSURE

67-9524-420

✓
May 24, 1965

PERS. REC. UNIT

Honorable John W. Macy, Jr.
Executive Secretary
Distinguished Civilian Service
Awards Board
1900 E Street, N. W.
Washington, D. C. 20415

Tolson, Clyde H.

Dear Mr. Macy:

In a communication dated May 24, 1965,
Attorney General Nicholas deB. Katzenbach asked me to
advise you directly concerning the persons who intend to
be present during the presentation of the Distinguished
Federal Civilian Service Award to Associate Director
Clyde A. Tolson.

RECEIVED
FBI
MAY 24 5 38 PM '65

For your information, Assistant to the Director
John P. Mohr, Assistant Director Cartha D. DeLoach and I
intend to accompany Mr. Tolson.

Sincerely yours,

JEP
J. Edgar Hoover

- Tolson
- Belmont
- Mohr
- DeLoach
- Casper
- Callahan
- Conrad
- Felt
- Gale
- Rosen
- Sullivan
- Tavel
- Trotter
- Tele. Room
- Holmes
- Gandy

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MAILED 5
MAY 24 1965
COMM-FBI

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UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF JUSTICE

Mr. Tolson	✓
Mr. Belmont	✓
Mr. Mohr	✓
Mr. DeLoach	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gaie	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓
Miss Gandy	✓

TO : Director, FBI

DATE: May

FROM : *N404* Attorney General

SUBJECT: Clyde A. Tolson - Distinguished Federal Civilian Service Award

*Go state
W. Beaver*

As you are already aware, Mr. Tolson has won this award. I am pleased to transmit a letter to me from Jack Valenti, Special Assistant to the President, concerning the award ceremony. While I, of course, plan to attend the ceremony and would be happy to present Mr. Tolson, I think it would be more appropriate for you to present him and make the presentation remarks.

I should also appreciate it if the Bureau would prepare the list of persons to be present and transmit it directly to Mr. Macy.

Attachment.

I think A.G. should present Mr. Tolson to the President.

67-9524-419
Searched _____ Indexed _____
JUN 2 1965

REC-141

21 JUN 2 1965

ENCLOSURE *att*

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5/24/65
DTP/cal*

8 DTP

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MAY 24 1965 30

PERS. REC. UNIT

THE WHITE HOUSE
WASHINGTON



May 21, 1965

Dear Mr. Attorney General:

It is a pleasure to inform you that Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, whom you nominated for the President's Award for Distinguished Federal Civilian Service, has been selected by the President to receive the award. A public announcement to this effect will be made soon after your receipt of this letter.

The award will be granted by the President in a ceremony scheduled to take place at the White House on June 2 at 11:30 a.m.. Will you please make arrangements for Mr. Tolson to be present? His family and close friends, up to a total of twelve persons, are cordially invited to attend the ceremony.

Our plans provide for you to accompany Mr. Tolson and present him at the ceremony. Since a citation will be read concerning his achievements, I believe it would be best if your presentation remarks were confined to a few sentences which highlight personal background that you believe would be of special interest to the President. Appropriate officials of your agency, up to seven, are also invited to attend the ceremony.

A list of persons who will attend the ceremony and their relationship to the award winner should be sent to Mr. John W. Macy, Jr., Executive Secretary, Distinguished Civilian Service Awards Board, by May 26.

Mr. Macy will be in touch with you concerning the sharing of responsibilities relating to the ceremony.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Jack Valenti".

Jack Valenti
Special Assistant to the President

Honorable Nicholas deB. Katzenbach
Attorney General
Washington, D. C.

67-9524-414

ENCLOSURE

Mr. Tolson _____
 Mr. Belmont _____
 Mr. Mohr _____
 Mr. DeLoach _____
 Mr. Casper _____
 Mr. Callahan _____
 Mr. Conrad _____
 Mr. Felt _____
 Mr. Gale _____
 Mr. Rosen _____
 Mr. Sullivan _____
 Mr. Tavel _____
 Mr. Trotter _____
 Tele. Room _____
 Miss Holmes _____
 Miss Gandy _____

April 1, 1965

MR. MOHR:

**FEDERAL CIVILIAN DISTINGUISHED
 SERVICE AWARD**

Reference is made to my earlier memorandum this morning relative to the "alternate group" meeting this morning at the Civil Service Commission to weed out all but five of the recommendations concerning the Federal Civilian Distinguished Service Award.

I have now learned there were thirty-one award recommendations all total. All but seven were weeded out. This group decided to recommend seven instead of five to the principle Awards Board inasmuch as they felt that the remaining seven were all outstanding.

Of the seven left, Mr. Tolson heads the list. He is the only attorney and only law enforcement executive among the seven. The remaining recommendations included Messrs. New of NASA, Rowlett of NSA, Tresise (ph.) of State, Irons of Civil Service Commission, McCandless of Budget and Greives of Commerce.

REC-143 *1227-41674*
391

The final meeting of the principle Awards Board will be held within the next several days. It appears rather obvious that Mr. Tolson stands an excellent chance of being among the top five.

RESPECTFULLY,

APR ✓ *CD*

C. D. DE LOACH

~~21 APR 6 1965~~

File-5

CDD:saj/par
 (2)

2
2

THREE
PERS. REC. UNIT

Mr. Tolson	✓
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	✓

April 1, 1965

MR. CALLAHAN:

RE: PRESIDENTIAL AWARD FOR
MR. TOLSON

Clyde A. Tolson

On March 30, 1965, Mr. Don B. Ginder, Employees Relations Section of the Department, called for the grade and salary of Mr. Tolson at the request of a Mrs. Williams of the Civil Service Commission in connection with the award recommended for Mr. Tolson. With your permission, Mr. Ginder was informed that Mr. Tolson is in level 3 of the Executive Salary Act of 1964 at \$28, 500.

Today it was determined through Mr. Ginder that the Civil Service Commission has sent to the Presidential Committee seven nominations for the final consideration of the Committee from which they will select five individuals for these awards. Mr. Tolson's name headed this list.

C. R. Davidson
C. R. Davidson

RRB:crt
(3)

REC-143

67-9524-418 XL
Searched _____ Indexed _____
2 JUN 17 1965

2

3-10-65

April 1, 1965

Mr. Tolson	✓
Mr. Belmont	✓
Mr. Mohr	✓
Ms. 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	

MR. MOHR:

Clyde A. Tolson

The Attorney General called me at 9:25 a. m. today. He stated he wanted to vigorously push the recommended award for Mr. Tolson for Federal civilian distinguished service. He stated he had the brochure that the Director had sent over but felt that additional information was needed. He advised me that John Douglas of the Department, an alternate on the Awards Committee, would meet this morning at the Civil Service Commission at 10:00 a. m. to decide upon the semi-finalists in this matter. The Attorney General asked that I call Douglas and give him any additional information concerning Mr. Tolson that was available.

Handwritten notes:
 [Signature]
 [Signature]
 [Signature]

I talked with Douglas at 9:30 a. m. and asked him if he had the brochure that was sent over. He replied in the affirmative. I then gave him additional facts concerning a number of the big cases that Mr. Tolson had a personal hand in as well as telling him that Mr. Tolson assisted the Director in personally supervising all major cases as well as administrative matters in the FBI. Other facts were made available which might serve to "beef up" the brochure.

I have discussed this matter with John Macy, Chairman of the Civil Service Commission, who is also the Chairman of the Awards Committee. The matter has additionally been discussed with the President. Macy is well aware of the President's friendship with Mr. Tolson.

I particularly impressed upon Douglas this morning the sharpness that Mr. Tolson had always displayed in handling acute problems. I mentioned that the Director leaned upon him heavily with respect to recommendations in this regard. I told Douglas that the meat of the problem was Mr. Tolson's ability to get to the root of any situation without delay.

44-9524-413
 39

The meeting this morning is merely to recommend the top five to the main Awards Board. In other words, the field will be narrowed down this morning by the group of alternates. Douglas will call me when he returns from the meeting.

Handwritten initials: JM

RESPECTFULLY,

Handwritten initials: GRC

C. D. DE LOACH

CDD:saj
 (2)

21 APR 6 1965

PER. UNIT THREE

Handwritten notes:
 4-5
 [Signature]

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1964 to MARCH 31, 1965

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: J. Edgar Hoover DIRECTOR APRIL 1, 1965
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

Official
 Annual

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

17

REC-141

67-9524-418
Searched _____ Numbered 74
1 APR 9 1965

3-uh

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

Mr. Tolson's exceptional performance and his valuable contributions to the Bureau have clearly merited for him the rating of Outstanding for the period April 1, 1964, to March 31, 1965.

As Associate Director, Mr. Tolson has served with distinction as Chief of Staff over all phases of FBI operations. It has been necessary during the past year for him to assume even more responsibilities because of legislation delegating additional investigative jurisdiction to the Bureau and typical of the quality of his management efforts is the fact that our accomplishments reached new highs during the year. His concentrated devotion to duty has also been most important in dealing with current problems in the fields of civil rights and organized crime and his leadership has been a vital force in the successes we have achieved.

His extraordinary personal attributes of perception, keen understanding, and selfless loyalty to the Bureau mark him as a top-notch administrator and the bulwark upon which I depend. He has consistently sought opportunities for improving our investigative procedures and techniques and, as the architect of the Bureau's budget, he has insisted upon a self-imposed economy of operations which has enhanced our reputation as an agency which returns maximum benefits to the taxpayer. His calm, penetrative analysis of day-to-day problems, his incisive and reasoned judgment, and his demand for efficiency have become the model for his associates and have indeed contributed to the esprit de corps of the FBI.

Mr. Tolson has served the Bureau, the Department, and his country with great dedication and his long, distinguished career in serving the public interest forms a singularly significant chapter in the history of the FBI. Based on his over-all efforts, no less a rating than Outstanding could be considered.

1965-193

April 7, 1965

PERSONAL

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

REC'D-READING ROOM
F B I
Apr 7 11 16 AM '65

Dear Clyde:

It gives me a great deal of pleasure to advise you that your services for the period April 1, 1964, to March 31, 1965, have merited the rating of Outstanding which has been approved by the Departmental Committee on Incentive Awards. I am enclosing a copy of the rating which you may retain.

Your selfless dedication to the ideals and purposes of the Bureau, as well as your assistance to me, is immeasurable. However, as a token of my deep appreciation I have approved an incentive award for you in the amount of \$500.00 which the enclosed check represents.

Sincerely,

J. Edgar Hoover

Enclosures (2)

1 - Miss Usilton (Sent Direct)

LRH:jab *LRH*
(4)

Based on memo Mr. Mohr-Director 3/26/65.

Award #553-65

66

MAILED 2
APR - 7 1965
COMM-FBI

- Tolson _____
- Belmont _____
- Mohr _____
- DeLoach _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

APR 13 1965

MAIL ROOM TELETYPE UNIT

Handwritten signatures and initials: "LRH", "MH", "JRH", "JH"

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

DATE: 3-26-65

FROM : Mr. Mohr

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

Tolson	_____
DeLoach	_____
Mohr	_____
Walters	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

Be R of J

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1964, to March 31, 1965, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. After April 1, 1965, it will be forwarded to the Deputy Attorney General, Chairman of the Departmental Committee on Incentive Awards, of which Committee you are a member, for approval in accordance with the Performance Rating programs of the Department and the Bureau. When the rating has been approved by the Committee and returned to the Bureau, a copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and upon approval of the rating by the Departmental Committee on Incentive Awards he be approved for a cash award of \$500.

Enclosures
RRB:dks
(2)
ms
msc
23 MAR 1965

OK.
Approved by Dept 4/6/65

AM
REC-143
4/7/65
Dir.

9524-417
92

3-AM



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

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

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

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	2/16/65	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? Yes No If not, the entire following portion must be executed.

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

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Very truly yours,

Clyde A. Tolson
Special Agent

6