

PERSONNEL MANAGEMENT  
(PE)

Government employment, the Federal Civil Service and personnel programs, rules, problems and privileges in connection with the White House and the Administration are contained in this category which is broken down into a number of pertinent subject heads. 17'

PE

Letters, memoranda, reports, Executive Orders, press releases and cross references on late 1963 through early 1969 personnel programs, plans and problems. Considerable emphasis on reducing costs, increasing productivity and conserving man-hours with resulting reports and information on ceremonies honoring employee achievements. An initial "let us continue" memorandum from the President to all Federal employees and multiple copies of his memorandum on Federal employee participation in segregated meetings with extensive relative material on agency handling of this problem. Pay and pay bills, promotions, transfers, women in government, biographic data on prospective employees, job vacancies, employment figures, Federal Information Centers, fund raising and savings bonds drives, career training, health training, manpower programs and holiday observance, 5-3/4", (-1" restricted).

PE/FG

Executive Order and attachments on the transfer of personnel to certain public international organizations; letters and memoranda on temporary postal personnel and associated problems, post office appointments and jobs, transfer of employees, and employee detailing, -1", (-1" restricted).

PE/FG -

FG 105-FG 400

Material broken down by department and agency containing items on promotions, career and non-career balance, overtime claims, transfers, postal employee problems, discrimination and conversion to career status, 6", (3" restricted).

PE 1

## Employee Relations - Activities

Conflict of interest, corruption in government, outside employment and ethics in government highlight the broad areas covered in this classification. Extensive material on standards of conduct for government employees and their rights in regard to joining a labor union. Correspondence and newspaper articles on the Estes, Dodd, Powell, Jenkins and Baker cases. Memoranda, reports, executive orders, letters and newspaper articles also relate to Federal employee-management relations, Federal-State office holding, teaching and lecturing by Federal employees, financial interests and holdings of government employees, dual service in government, accepting gifts and gratuities, the quality of Federal service and the merit system. Less emphasis on minor problems including lunch and coffee breaks, parking facilities and charitable contributions, 1'2", (4-1/2" restricted).

PE 1-1

### Blood Banks (Opened for Cities 10/73)

Blood donation drives; letter of suggestions for the program and several cross referenced items, -1".

PE 1-2

### Political Activities

Effects, limitations, violations and objections to the Hatch Act. Memoranda, letters, reports and cross references on employee suspension due to partisan political activities, solicitations of contributions from Federal employees for political purposes, non-partisan registration drives, the Hatch Act and the Armed Forces, the Act's application to the Highway Safety Act, political activity restrictions on Federal and State employees and the holding of state and local offices by such employees, 1-1/2", (-1" restricted).

PE 2

### Employment - Appointments

Trends in Federal employment, the hard core unemployed, the 1966 Freeze on Federal Employment, defense hiring, part-time college students, the Executive Assignment System, career status, new targets of department and agencies, reduction in Federal employment, talent hunts,

PE 2  
(cont'd)

economy drives, employment of returned Peace Corps volunteers, summer employment for the affluent college student financed by industry, applications, pay increases, servicemen situations, cutbacks, the handicapped, the Federal Service Entrance Examination, summer interns meeting with the President, Executive level vacancies, political contributions by Federal employees, the Presidential Scholar Program, handling of resignations, security checks on prospective employees and the unemployment rate. Information on Presidential appointments including recommendations, biographical data, approvals, Senatorial contacts and courtesy, statistics, vacancies, pending nominations and possible prospects through memoranda, lists, letters and detailed reports such as a compilation of appointees, flash reports by the month, Governors' recommendations for Cabinet members, Judicial appointments, Texas appointees, comparison of Kennedy and Johnson Negro appointees and Johnson interest in progress of the program to promote women in government, 8' 1", (2" restricted).

PE 2/PR 1

Presidential and Administration interest in the Youth Opportunity Campaign and summer student employment through draft and copies of Presidential thank you letters to participants, correspondence relating to the programs and to different involved departments, -1".

PE 2-1

Schedule C Personnel

Memoranda, letters, reports and Executive Orders on policy and supergrade positions and related meetings, bills, pay, racial and educational ratios, recruitment, recommendations, appointments, promotions, vacancies and allocations, 2", (-1" restricted).

PE 2-2

Veterans

Veterans employment problems and suggested solutions, executive order authorizing transitional appointments of veterans who have served during the Vietnam War. Mainly concentrated on Vietnam veterans and includes correspondence from veterans organizations, with some material on veterans of other wars and the veterans preference controversy, 1-3/4", (-1" restricted).

PE 3

Fair Employment (Opened for Civil Rights 12/72)

Executive category contains only four cross references. The general material consists chiefly of complaints against the Civil Service on fair employment matters, -1".

PE 4

Health - Safety (Opened for Cities 10/73)

This category concentrates mainly on the Mission Safety 70 program to reduce on the job injuries in the Federal Government and reflects the President's concern with government employee safety. Memoranda from the President to the executive departments and agencies and their detailed reports on the handling and value of the program through the years, with some material on Mission Safety 70 publicity. Related subjects are included such as a NASA accident report, information on a Federal Safety Council meeting, free medical advice for certain civilian employees, Federal Fire Council, health plans for government employees and some general public questions on employee health and safety, 6".

PE 5

Hours of Duty

Copy of cover letter regarding observance of holidays by government agencies. Material concerning overtime situations, drinking during working hours, working conditions of White House staff members, the shorter work week, length of lunch hours and the 40 hours week, pro and con, -1".

PE 6

Investigations

Letters, memoranda and extensive cross references on full field investigations, FBI checks, personnel security updating procedures in requesting name checks, loyalty investigations, Cabinet members security clearance updating, FBI reports prior to appointments, and the OTepka case, 2", (-1" restricted).

PE 7

#### Leave

Leave for national mourning day for President Kennedy, greeting foreign dignitaries and attending funerals such as General MacArthur's, parades and Christmas and New Years leave. Inquiries on leave for Governor Lurleen Wallace's funeral and Dr. Martin Luther King's. Personal and individual requests for leave in general, questions on sick leave applied to retirement credit, and leave for weather conditions.

PE 8

#### Nepotism

Memorandum on Youth Opportunity Campaign and political patronage. Mainly general public correspondence criticizing nepotism in general and specifically the Adam Clayton Powell situation; letter objecting to the rule that Civil Service employees' sons and daughters cannot be hired for summer jobs, -1", (-1" restricted).

PE 9

#### Payrolls - Deductions

Memoranda and material on proposal for government employees to buy additional life insurance at their own expense through deductions, combined Federal fund raising campaign, allotments for investment purposes, U. S. Savings Bonds, Payroll Savings Bond Program and proposed combined deduction plan, -1".

PE 10

#### Retirement System

The Civil Service retirement system and its benefits and problems including disability retirement, retirement for postal employees, mandatory retirement age, legislation to increase retirement benefits, proposals for law enforcement officer retirements, accelerated retirement plans, annuity increases, the Cabinet Committee on Federal Staff Retirement System and a review of federal retirement policies, 2-1/4", (-1" restricted).

PE 11

## Salaries and Wages

Memoranda, correspondence, executive orders and varied materials relating to Presidential, Vice Presidential and Congressional salary increases, taxpayer reaction to executive and legislative pay raises, special salary rates on hard-to-fill positions, employment and pay raise comparisons, 1933-67, report of Kappel Panel on top salaries, salary base structure problems, Civil Service rules and severance pay, general civilian pay raise, advancements, veterans preference, promotions, Job Corps controversy, cost of living allowance, overtime pay problems, 1964 Government Employees Salary Reform Act, Federal payroll reductions and comparison of Federal and private salaries, 7", (1" restricted).

PE 11-1

## Salaries - Congressional

Mostly correspondence and some memoranda on general public reaction to Congressional salary raises, recommendations for salaries, interest in increased retirement benefits for former Members of Congress and the effects of pay hikes, -1", (1 item restricted).

PE 11-2

## Salaries - Federal Civil Service Employees

Federal Executive Salary Schedule, Federal Salary Comparability Process, Blue Collar wage increase in Federal Government, Federal Executive Salary Act, civilian and military pay increases during the Johnson Administration, allowances and benefits for certain civilian employees of the Armed Forces, cost of living allowances, wage increase D. C. area, pay action, Wage Board Pay adjustment, salary reform legislation information and appreciation, promotions and upgrading of positions, appointments and promotion of women, super grade appointment analysis, White House members meeting with high level Civil Service employees who were being promoted, signing of the civilian pay raise bill, 1'2", (-1" restricted).

PE 11-2/FG -  
FG 245

## Salaries - Federal Civil Service Employees

Same general content as PE 11-2 broken down by agency, 4-1/2", (-1" restricted).



PE 11-4

#### Salaries - President

Letters, replies, reports, summaries and recommendations dealing with legislation on Presidential and Congressional salaries and general public reaction (mostly in opposition), Committee on Executive, Legislative and Judicial Salaries, and a history of the President's salary, -1", (7 items restricted).

PE 11-5

#### Salaries - Vice Presidential

Two cross references and one item on Vice Presidential salary increases, (1 item restricted).

PE 12

#### Training - Orientation

Memoranda, material and letters concentrating heavily on the White House Fellows Program and dealing in less detail with the Foreign Service Institute, Work Experience Program, Vietnam Training Centers, Postal Job training, rapid reading courses, government internships, seminars on executive leadership, AID Rural Development Office Training and the suggested establishment of a Diplomatic Academy. Memorandum on the average age of White House staff, previous and present, 1'5", (1" restricted).

PE 13

#### Travel - Travel Regulations - Per Diem

Memoranda, correspondence and varied material pertaining to travel and related problems ... travel at government expense, interest in curtailing travel and eliminating the non-essential, the airline strike of 1966, moving of household goods for government employees, maximum per diem, shipment of automobiles and trip reports, 2", (-1" restricted).

PE 14

#### Separations

List of resignations of Presidential appointees, 1947-48 and 1951-52; memoranda, correspondence and material on employee leave and retirement law questions, resignation procedures, trends in Federal employment, moving expense, vacancies resulting from new retirement law, Washington headquarters staffing transfers, 1966 space industry layoffs, phasing out of mail facilities and phasing out of jobs in the President's economy move. Some of the material filed alphabetically by name of individual involved, 11-1/2", (7" restricted).

PE 14-1

Courtesy Resignations

Executive file only includes two cross references  
relating to end of administration resignations.



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