

Chapter IX

ADMINISTRATION

Cost Reduction USDA 1968

Memorandum to the President from Orville L. Freeman, June 30, 1967

Memorandum to the President from Orville L. Freeman, February 9, 1967

The Department of Agriculture and the President Join in the "War on Waste"

Secretary's Memorandum No. 1589

Background Information Presidential Citation Award Ceremony, April 23, 1965

Secretary's Memorandum No. 1578

Secretary's Memorandum No. 1456

Agricultural Economics Notice No. 1

Remarks by Secretary of Agriculture Orville L. Freeman, May 17, 1965

Secretary Freeman Announces Civil Rights Action, April 2, 1965

USDA Investigators Probe Mississippi Election Charges, December 18, 1964

Effectuation of Title VI of the Civil Rights Act of 1964

Statement by Secretary Freeman on Mississippi Vote for Farmer Committeemen, December 4, 1964

A Summary of the Civil Rights Act of 1964

Secretary's Memorandum No. 1560

Secretary's Memorandum No. 1492, Supplement 1



COST REDUCTION USDA 1968



U.S. DEPARTMENT OF AGRICULTURE • OFFICE OF PERSONNEL • WASHINGTON, D.C.

CHALLENGE RESPONSE RESULTS

President Johnson Returns to the USDA Cost Reduction Awards Ceremony

He was our honored guest at the first annual program in 1966.

"I believe that this Department is manned by the most dedicated people I know in Government—who are working every day for efficiency, for cost effectiveness."

Lyndon B. Johnson
President of the United States

"Cost reduction is not an isolated occurrence which we recognize once a year. It is a continuing effort by which we can measure our performance and our diligence."

Orville L. Freeman
Secretary of Agriculture

THE ANNUAL COST REDUCTION AWARDS WERE PRESENTED ON APRIL 2, 1968 FOR THE ACHIEVEMENTS HIGHLIGHTED ON THESE PAGES.

About the Secretary's Special Merit Awards for Outstanding Cost Reduction Achievement

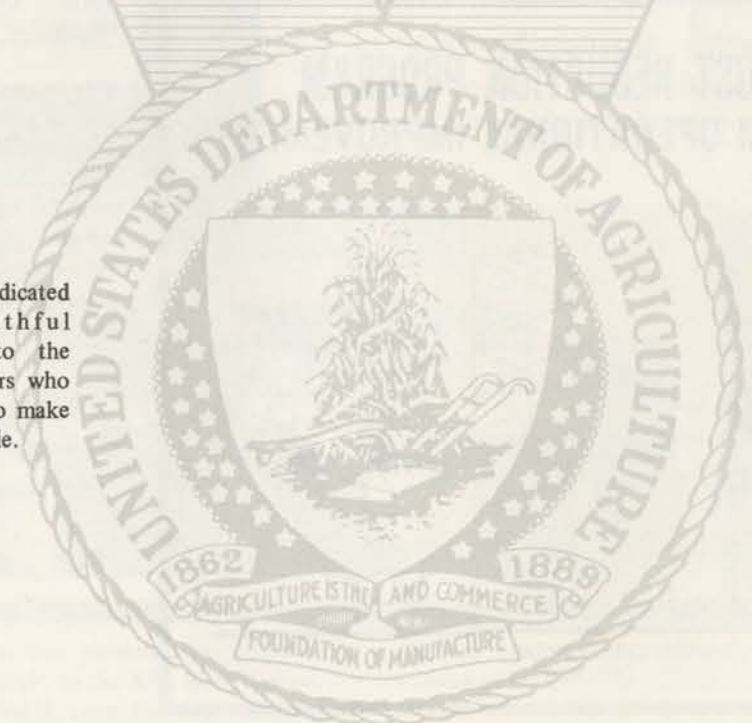
In his opening remarks, the Secretary said: "Mr. President, we are recognizing a *select* group of employees for what they have done to save hard-earned, badly needed tax dollars. . . ."

The Secretary's Special Merit Award for Outstanding Cost Reduction Achievement is a coveted honor. Only 37 awards were given in 1966 and 33 in 1967.

This year, 25 individual, 6 dual and 5 group awards were presented to employees of the various USDA agencies and staff offices. There was good representation of field employees. In addition, a Departmental Task Force was cited. In each case the savings were at least \$10,000.

The climax of the program was the presentation of two special awards for substantial savings resulting from inter-Departmental cooperation.

This booklet is dedicated to these faithful employees and to the thousands of others who work with them to make these savings possible.



Secretary Freeman said: "The savings actions that make up these totals include some that are *VERY SIZABLE* and some that are *COMPARATIVELY SMALL*. We need both kinds. No saving is too small to be appreciated."

IMPROVED PROGRAM MANAGEMENT MAKES BETTER USE OF PUBLIC FUNDS (ESTIMATES FY-'68)

	Reduced Carrying Charges . . . Feed Grains and Wheat	\$53.1 Mil.
	Reduction in Dairy Price Support Program Costs	\$86.0 Mil.
	Long Term Sale of Commodities for Dollars Instead of Foreign Currencies (PL 480-Title I)	\$152.0 Mil.
	Stretching Loan and Grant Funds to Help Supply Water and Sewage Facilities to More Rural People	\$25.5 Mil.

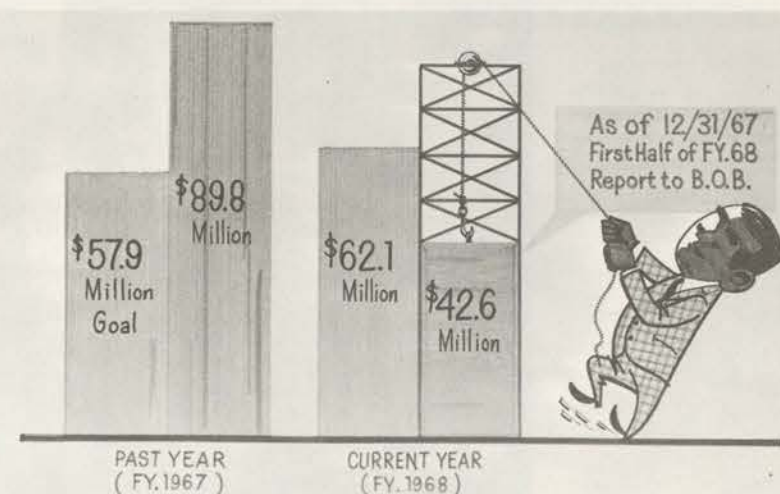
TOTAL VALUE . . . \$316.6 Mil.

THE "VERY SIZABLE" SAVINGS

Major program and policy changes have allowed for sizable savings in our large domestic price support and foreign agricultural assistance programs.

Also, Federal loan-grant programs were administered more effectively, so that thousands more people were served with the funds authorized.

USDA COST REDUCTION PROGRAM SAVINGS FROM OPERATIONAL IMPROVEMENTS



THE "COMPARATIVELY SMALL ONES

This represents the total of thousands of actions taken by employees at all ranks. They include little savings, like \$25 by making scratch pads from obsolete forms, or \$200 by using old railroad ties and salvaged pipe for fences. Also countless innovations in operating procedures, procurement, practices, and other improvements.

SIZE REDUCTION CUTS COST OF PRINTING FOOD STAMP COUPONS

Idea developed by Treasury
Department's Bureau of
Engraving and Printing.

Savings to USDA annually:

\$110,000

CHARLES E. PHILLIPS, BUREAU OF ENGRAVING
AND PRINTING, Treasury Department, Washington,
D. C.

For recommending that the size of food stamp coupons
be reduced to allow printing of 24 rather than 21 per
sheet. Annual savings to USDA: \$110,000.

STORED-PRODUCT INSECTS RESEARCH GROUP, ARS,
Savannah, Georgia

For developing a special treatment which assures protection to
stored delicate Air Force instruments by eliminating carpet
beetle damage in animal-hair packing material. Estimated
initial savings to the Defense Department are \$300,000.



RESEARCH...AID TO MILITARY IN BATTLING THE BEETLE

New treatment assures the protection
to stored delicate instruments by
eliminating carpet beetle damage in
animal-hair packing material.



Initial savings to
Defense Department
\$300,000

MARKET QUALITY RESEARCH DIVISION
AGRICULTURAL RESEARCH SERVICE

A special Air Force citation was presented by Brigadier
General Adriel N. Williams, USAF, to the ARS team: Robert
S. Cail; Margaret S. Secreast; Joe H. Lang; Hamilton Laudani,

Director (received the citation); Roy E. Bry; Haggen B.
Gillenwater.

TASK FORCE TO REVIEW USDA PROGRAM EFFECTIVENESS IN MEXICO

For conducting an on-site survey which led to improvements in USDA program operations in Mexico. Annual savings are in excess of \$67,000.



TASK FORCE EVALUATES USDA OPERATIONS IN MEXICO

Results:

Organization and staffing realignments.
Better coordination of work.
Need for long range planning emphasized.
Work measurement and other management information systems being installed.

Annual Savings:
\$67,000



John S. Riss, ARS; Carl B. Barnes, OP; John Fedkiw, PEPS; Hartman Rector, Jr., B&F

Task Force to review USDA Program effectiveness in Mexico

CONSOLIDATION OF COOPERATIVE EXTENSION PROGRAMS

Five program areas combined to two.
Helps meet needs of Montana people.
Savings per year:

\$25,800

Torlief S. Aasheim



MONTANA COOPERATIVE EXTENSION SERVICE
FEDERAL EXTENSION SERVICE

TORLIEF S. AASHEIM, CES, Bozeman, Montana

For developing and implementing a reorganization of the Montana Cooperative Extension Service with savings of \$25,700.

MANAGEMENT MAKES BETTER USE OF PUBLIC FUNDS (ACCOMPLISHMENTS FROM 7/1/64 THROUGH 6/30/67 - FYS 65-67)

USDA COST REDUCTION AND IMPROVED PROGRAM MANAGEMENT



FLYING CONSERVATIONIST GETS MORE DONE ...

Dynamic leadership of the cost reduction program results in statewide annual savings of:

\$33,800

Donal V. Allison



STATE OFFICE ALBUQUERQUE NEW MEXICO
SOIL CONSERVATION SERVICE





RESTRUCTURING FIELD POSITIONS CUTS COSTS AND IMPROVES SERVICE

- Appraisals delegated to county supervisors.
- Loan approval authority increased.
- Eliminated 51 GS-11 positions.

Saved annually:

\$532,000



Milton A. Arnold

PERSONNEL DIVISION
FARMERS HOME ADMINISTRATION

MILTON A. ARNOLD, FHA, Washington, D.C.

For coordinating the implementation of a plan to reorganize field staffs in FHA State and county offices with savings of \$532,000 the first year.

LEONARD BERG, FS, Washington, D.C.

For developing a program to standardize bidding and contracting systems in the Forest Service. Estimated Service-wide savings: \$906,300 annually.



INCREASED PRODUCTIVITY THROUGH STANDARDIZATION OF BIDS AND CONTRACTS

With new standard format management saves time, reduces appeals, promotes lower bids.

Savings:

\$906,300



Leonard Berg

UNITED STATES FOREST SERVICE



NEW EMPLOYEE SUGGESTS COMPUTER IMPROVEMENT PROGRAM!

Automatic rejecting of errors in coding assures accuracy of results.

Savings annually:

\$19,100



Barbara J. Blake

STATE OFFICE, EAST LANSING MICHIGAN
SOIL CONSERVATION SERVICE

BARBARA J. BLAKE, SCS, East Lansing, Michigan

For suggesting that a computer be programmed to reject erroneous information. This saved \$19,000 in the first application.

R. ROBERT BURNS, FS, Portland, Oregon

For developing a better system of accounting for logs as they leave cutting areas. Quick visible spot checking assures complete accountability. Estimated savings: \$62,600.



IMPROVEMENT IN LOG LOAD ACCOUNTABILITY SYSTEM

Two part tag suggested by employee speeds identification, reduces errors, and simplifies procedures.

First year savings:

\$62,600



R. Robert Burns

PACIFIC NORTHWEST REGION
UNITED STATES FOREST SERVICE



BETTER APPRAISAL TECHNIQUES CUT COSTS

- Methods and forms simplified
- More farm families assisted
- Man days per appraisal reduced

\$333,000
ANNUAL SAVINGS



G. Leonard Dalsted

FARM OWNERSHIP DIVISION
FARMERS HOME ADMINISTRATION

G. LEONARD DALSTED, FHA, Washington, D.C.

For developing new and simplified procedures and forms for making real estate loan appraisals. Savings are \$333,000 annually.

JOHN L. DEFEBAGH, OIG, Kansas City, Missouri

For suggesting the elimination of signed statements in food stamp investigations when only eligible items are involved in the transaction. Savings: \$19,000 annually.



SIGNED STATEMENTS REQUIRED ON ILLEGAL FOOD STAMP TRANSACTION ONLY

Procedure eliminates taking approximately 4200 signed statements averaging one-half hour each.



John L. Defebaugh
Special Agent

\$19,000
Annual Savings

KANSAS CITY, REGIONAL OFFICE
OFFICE OF THE INSPECTOR GENERAL



NEW MANAGEMENT SYSTEMS IN PENNSYLVANIA SCORE SAVINGS

Electronic processing of data.
Streamlining of reports.
Non-Government financial help to produce educational films.
Savings annually:

\$57,900



Marion R. Deppen

PENNSYLVANIA COOPERATIVE EXTENSION
SERVICE
FEDERAL EXTENSION SERVICE

MARION R. DEPPEN, CES, University Park, Pennsylvania

For developing the application of automatic data processing to reporting systems and for significant reductions in film production, publishing, and printing costs. Total savings: \$57,900.

CLARENCE E. EDGINGTON, FS, Portland, Oregon

For improving the process of selecting the best qualified personnel for fire fighting positions. Savings: \$11,800 a year.



INFORMATION RETRIEVAL BY PUNCH & NEEDLE!

Improves the selection of best qualified personnel for fire fighting.
Estimated savings, first year:

\$11,800



Clarence E. Edgington

PACIFIC NORTHWEST REGION
UNITED STATES FOREST SERVICE



ONE "PUNCH" THAT PACKED A WALLOP IN SAVINGS!

New "Port-a-Punch" card system increases quantity of data in stone fruit genetic research. Savings per year:

\$30,000

Dr. Harold Fogle



CROPS RESEARCH DIVISION
AGRICULTURAL RESEARCH SERVICE

HAROLD W. FOGLE, ARS, Beltsville, Maryland

For developing and adapting a uniform punch card system to record data in orchards for stone fruit progeny research; with first year savings of \$30,000.

ARNOLD V. GIESEMANN, C&MS, Arlington, Virginia

For recommending a simplified method of inspecting swine viscera to detect diseases in the lymph nodes. Savings: \$110,400 annually.



SIMPLIFIED POST MORTEM INSPECTION OF HOGS AT MEAT PACKING PLANTS

Saves:

\$110,400

and reduces accident hazards.

Dr. Arnold V. Giesemann



LIVESTOCK SLAUGHTER INSPECTION DIVISION
CONSUMER AND MARKETING SERVICE



IMPROVED TERRACING TECHNIQUES

Modified equipment and contractor training reduces cost of soil and water conservation. Amount saved annually:

\$91,300

Whitmore S. Goodlett Jr.



AREA OFFICE, BIG SPRING, TEXAS
SOIL CONSERVATION SERVICE

WHITMORE S. GOODLETT, Jr., SCS, Big Spring, Texas

For implementing an effective cost reduction and operations improvement program in his District. A highlight was an improved method of installing parallel terraces. Total savings from this and other innovations. \$91,300.

HENRY C. GOODPASTURE, ASCS, Kansas City, Missouri

For recommending transfer of a general ledger account and subsidiary detail to the ASCS Kansas City Data Processing Center and for developing improved machine methods for a stop-payment procedure. Annual savings: \$22,000.



CENTRALIZED AND COMPUTERIZED PAYMENT AND CONTROL OF COMMODITY OFFICE DRAFTS

CCC Drafts formerly controlled in Washington Fiscal Division and Chicago Federal Reserve Bank transferred to KCDPC and KCFRB in Kansas City Savings Per Year . . .

Henry C. Goodpasture

\$22,000



DATA PROCESSING CENTER, KANSAS CITY, MO.
AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

FAS DEVELOPS STATISTICAL MODEL FOR FORECASTING FOREIGN COTTON PRODUCTION



ADP regression analysis saves

\$28,800

over cost of previous manual
calculation methods.

Vernon L. Harness

COTTON DIVISION
FOREIGN AGRICULTURAL SERVICE

VERNON L. HARNESS, FAS, Washington, D.C.

For using automatic data processing analysis to develop statistical models for forecasting foreign cotton production and consumption. Savings in fiscal year 1968: \$28,800.

PAUL F. JONES, REA, Washington, D.C.

For suggesting that the Power Procurement Branch be merged into the Power Planning Staff to form a more efficient single organization. Savings: \$19,600.

MERGER OF FUNCTIONS

- Reduces Cost
- Improves Manpower Use

- Power Procurement Branch Combined with Area Planning Staff

\$19,600
ANNUAL SAVINGS

Paul F. Jones



POWER SUPPLY DIVISION
RURAL ELECTRIFICATION ADMINISTRATION



MAPPING WITH DUPLICATION SCRIBE SURFACE FILM!



This process avoids redrafting complete map. Allows draftsman to concentrate on changes only. Savings first year:

\$12,800

Raymond P. Laschober

INTERMOUNTAIN REGION
UNITED STATES FOREST SERVICE

BERNARD LaSALLE, ARS, Hyattsville, Maryland

For designing a single format to replace 57 different reports of test results from manufacturers of veterinary biologics—and for other major improvements in the data gathering and licensing process. Savings are \$37,500 annually.

RAYMOND P. LASCHOB, FS, Ogden, Utah

For conceiving and implementing a less costly method of up-dating and revising transportation planning maps. This special photographic process permits changing only portions of a map and eliminates human errors. First year savings are \$12,800.

57 REPORTING SYSTEMS eliminated !

Single form replaces production reports and 57 different test result formats from commercial producers of veterinary biologics.

Annual savings . . . **\$37,500**

Dr. Bernard LaSalle

VETERINARY BIOLOGICS DIVISION
AGRICULTURAL RESEARCH SERVICE





SOLVED... A WATER POLLUTION PROBLEM! ... through a three party effort ...

Our man brings 3 parties together (local community, University and ARS Laboratory) to establish Sanitary District at Brookings, South Dakota and Saves USDA . . .

Dale R. Lemke

\$37,100

ENTOMOLOGY RESEARCH DIVISION
AGRICULTURAL RESEARCH SERVICE

DALE R. LEMKE, ARS, Brookings, South Dakota

For coordinating efforts with the South Dakota State University and the municipality of Sunnyview to reduce the cost of installing sewage lines for the ARS Research Laboratory. Savings: \$37,100.

FERNANDO LOPEZ, ARS, Mexico City, Mexico

For developing a pelletized lure to replace a liquid mixture for attracting Mexican fruit flies. Time saved in servicing traps, mixing, and other work amounted to \$21,200.



NEW LURE FOR MEXICAN FRUIT FLY PROVES POTENT !

Pelletized lure developed. Reduces materials and cost of labor to service traps.

Annual savings . . . **\$21,200**

Fernando Lopez D

ENTOMOLOGY RESEARCH DIVISION
AGRICULTURAL RESEARCH SERVICE



IMPROVEMENTS IN FIRE CONTROL!

- Better management
- Research
- Equipment development
- Saves in one year

\$10.7 million

Merle S. Lowden
Director, Div. of Fire Control

U.S. FOREST SERVICE

MERLE S. LOWDEN, FS, Washington, D.C.

For directing major management improvements which resulted in a more effective organization of men and resources for wild land fire control. These include the use of interregional aerial fire-fighting crews, intensified training programs, development of new fire retardants and other innovations. Savings: \$10,700,000.

DOMINICK J. MILANO, ARS, Beltsville, Maryland

For initiating the use of closed-circuit television to locate faults in sewer lines scheduled for replacement at the Agricultural Research Center, Beltsville, Maryland. Initial savings are: \$30,000.



NEW UNDERGROUND INSPECTOR Closed Circuit TV!

6700 feet of underground sewer lines scheduled for replacement at Beltsville Research Center. Only 10% found faulty by TV. Savings . . . **\$30,000**

Dominick J. Milano

DIVISION OF OPERATIONS, ARC
AGRICULTURAL RESEARCH SERVICE

LAGOONS RATHER THAN MECHANICAL PLANTS USED TO TREAT SEWAGE

2500 more rural families served with available loan and grant funds. Estimated savings in FY 1968:

\$3,000,000



Cecil W. Rose

ASSOCIATION LOAN DIVISION
FARMERS HOME ADMINISTRATION

CECIL W. ROSE, FHA, Washington, D.C.

For promoting the use of waste stabilization lagoons, wherever feasible, instead of mechanical treatment plants for sewage disposal in rural communities. Savings: \$3,000,000.

GEORGE E. WANAMAKER, FAS, Washington, D.C.

For increasing the use of large containers for overseas shipments of soybean oil under Public Law 480 contracts, thereby realizing savings of \$506,100 in fiscal year 1968.

LARGE SOYBEAN OIL DRUMS REPLACE SMALL CANS. 55 GALLON DRUMS ARE NOW USED FOR PL 480 SHIPMENTS

Savings per year:

\$506,100



George E. Wanamaker

FATS AND OILS DIVISION
FOREIGN AGRICULTURAL SERVICE

MARKET NEWS LEASED WIRE SYSTEM

Rerouting and combining circuits eliminates need for Kansas City relay station.

Annual Savings

\$31,000

Donald N. Wilson

ADMINISTRATIVE SERVICES DIVISION
CONSUMER & MARKETING SERVICE

DONALD N. WILSON, C&MS, Washington, D.C.

For abolishing the market news leased wire relay station at Kansas City, Missouri, and combining traffic in duplicate circuits; resulting in savings of \$31,000 annually.

RICHARD P. BARTLETT, Jr. and IRWIN FRIED, C&MS, Washington, D.C.

For use of mathematical and statistical techniques in designing sampling and other procedures for the inspection of processed meats, resulting in improved control. Savings: \$103,000.

USE OF STATISTICAL SAMPLING AND OTHER MATHEMATICAL TECHNIQUES INCREASE EFFECTIVENESS OF MEAT INSPECTION

Saves annually:

\$103,000

Richard P. Bartlett Jr.
Irwin Fried

STATISTICAL STAFF
PROCESSED MEAT INSPECTION DIVISION
CONSUMER AND MARKETING SERVICE

BATCHING OF JOBS REDUCES COMPUTER SET-UP TIME

- Eliminates special handling charges
 - Cuts overhead expense
- Savings FY 68

\$31,500

James W. Dumas
Kenneth J. McCallister

MARKETING ECONOMICS DIVISION
ECONOMIC RESEARCH SERVICE



KENNETH J. McCALLISTER and JAMES W. DUMAS, ERS, Washington, D.C.

For developing a superior management system for data input and consolidating job orders to maximize computer use. Estimated savings: \$31,500.

JACK D. PRITCHETT and FEDERICO G. MORALES, SCS, Fayetteville, Arkansas

For suggesting a method to separate rock fraction from clay material in large soil samples taken for density determinations. Savings: \$15,500 annually.

POWER CONCRETE MIXER SEPARATES GRAVEL FROM CLAY!

Handwork eliminated in materials testing for watershed construction.
Saved annually:

\$15,500

Jack D. Pritchett
Federico G. Morales

ARKANSAS STATE OFFICE
SOIL CONSERVATION SERVICE



NEW CONTRACT TERMS CUT OCEAN SHIPPING COSTS

- Extend from 1 to 6 Years the period for the Government to file cargo claims.
- Eliminate prepayment of Ocean Transportation. . . payment now made at destination.

Savings Per Year . . .

\$886,900

Walter A. Stroud
Patrick M. Callahan

FISCAL DIVISION
AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE



WALTER A. STROUD and PATRICK M. CALLAHAN, ASCS, Washington, D.C.

For improving contract procedures for Public Law 480 and World Food Program ocean shipments. Savings: \$886,900 per year.

QUENTIN M. WEST and DONALD CHRISLER, ERS, Washington, D.C.

For improving techniques in the publication of *The World Agricultural Situation*, and reducing the number of authors required. Savings: \$25,000 annually.

REVISED PROCEDURE AND FORMAT FOR THE WORLD AGRICULTURAL SITUATION

- Size of report reduced.
 - Fewer authors.
 - Content improved by focusing only on events significant to world agriculture.
- Savings annually:

\$25,000

Dr. Quentin M. West
Donald Chrisler

FOREIGN REGIONAL ANALYSIS DIVISION
ECONOMIC RESEARCH SERVICE



MERIT PROMOTION BREAKTHROUGH



KEEPING THE MERIT IN PROMOTION PROCEDURES WITH LESS PAPERWORK

Simplified routines reduce
paperwork...
Cuts promotion processing costs.
Savings annually:

\$31,000



Dr. James M. Westby
Mary Ruth Keisling

PERSONNEL DIVISION
FARMERS HOME ADMINISTRATION

JAMES M. WESTBY and MARY RUTH KEISLING, FHA,
Washington, D.C.

For revising procedures for the consideration of promotions
among county office personnel. This eliminates unnecessary
paperwork and assures that merit promotion principles are pro-
tected. Savings: \$31,000 annually.

CONSUMER PROTECTION SAFETY TEAM, C&MS,
Washington, D.C.

For providing effective and imaginative leadership in the
development of an improved accident prevention program in
paperwork and assures that merit promotion principles are pro-
tected. Savings: \$31,000 annually.

REDUCTION OF LOST TIME ACCIDENTS SAVES PEOPLE AND MONEY

\$195,100

Dr. William H. Dubbert
Richard B. Gossom Jr.
Dr. Robert J. Lee
Robert Philbeck
Dr. Moses Simmons



CONSUMER PROTECTION SAFETY TEAM
CONSUMER & MARKETING SERVICE

ECONOMIES IN TELEPHONE SYSTEM DESIGN STRETCH LOAN DOLLARS

New Design Standards Using:

- Finer Gauge Cable
- New Electronic (Solid State) Devices

Reduce Construction Costs and
Conserve Critical Copper Supply

\$3,300,000

CALENDAR YEAR 1967

RURAL ELECTRIFICATION ADMINISTRATION

COMMITTEE ON TELEPHONE SYSTEM DESIGN STANDARDS



R. W. Lynn C. R. Ballard D. G. Housley



T. J. McDonough D. D. Mohler W. E. Rich

COMMITTEE ON TELEPHONE SYSTEM DESIGN
STANDARDS, REA, Washington, D.C.

For researching the use of fine gauge cable and electronic devices
(solid state) in the design of telephone systems. REA borrowers
fund requirements were reduced \$3,300,000 in 1967.

INDIANA COOPERATIVE EXTENSION SERVICE GROUP,
CES, Lafayette, Indiana

For significant improvements in the operation of 92 county
offices, reducing costs through extensive use of excess property
and work-study student labor, establishing a standard filing
system and other economies. Total savings: \$189,000.

TEAM EFFORT PAYS OFF IN INDIANA

Work-study students release professionals...\$79,000
Utilization of GSA excess property...\$61,000
Standardized county filing system...\$36,000
Other management improvements...\$13,000

Savings:

\$189,000

Richard E. Gelzeichter
Paul B. Crooks
Howard G. Diesslin



INDIANA COOPERATIVE EXTENSION SERVICE
FEDERAL EXTENSION SERVICE



NEW PROCEDURE FOR TESTING MEAT FOR HARMFUL CHEMICAL RESIDUES CUTS WORK TIME IN HALF

Saves annually:

\$27,600



Anthony J. Malanoski
W. Hearon Buttrill
Randy N. Simpson

TECHNICAL SERVICES DIVISION
CONSUMER AND MARKETING SERVICE

**METHODS DEVELOPMENT LABORATORY CHEMISTRY
GROUP, C&MS, Beltsville, Maryland**

For introducing a revised procedure, which cuts field laboratory time in half, for the analysis of meat samples for chlorinated hydrocarbon residues. Annual savings: \$27,600.

**OFFICE OF THE INSPECTOR GENERAL, INVESTIGATIONS
GROUP, OIG, Washington, D.C.**

For introducing a simplified and streamlined investigation procedure and reporting system for the Food Stamp Program, with savings of \$111,000 annually.



STREAMLINED PROCEDURE DEVELOPED FOR FOOD STAMP INVESTIGATIONS

- Scope of investigation and report format now responsive to nature of facts developed.
- Field investigation and report preparation time reduced.

\$ 111,000

Investigations
Group

Annual Savings

OFFICE OF THE INSPECTOR GENERAL



Story L. Fortenberry, Norman S. Smith, F. Phillip Snowden, Barbara A. Riley, Frank J. Brechensner, and Francis J. Major

June 30 1967

MEMORANDUM

To: The President
The White House

From: Orville L. Freeman *Signed*
Secretary of Agriculture

OFFICIAL
SECRETARY'S FILES
FILED
SECY'S RECORDS & COM. DIV.

In the spring of 1966 you made the first Presidential visit to the Department of Agriculture during my tenure as Secretary, to keynote our Special Cost Reduction Awards Ceremony.

We appreciated your visit. The motivation it gave us has kept our Cost Reduction Program moving at a good pace.

Here is a booklet which portrays some of the accomplishments we recognized at the ceremony this year.

Attachment

SEC:JMR:gap 6/26/67

February 9, 1967

MEMORANDUM

To: The President
The White House

From: Orville L. Freeman
Secretary of Agriculture

Mr. President, from time to time I report to you on the progress we are making in the War on Waste.

Your support of our struggles in this campaign has been strong, effective, and deeply appreciated.

Without your personal support it would not have been possible for us to have exceeded our fiscal year 1966 goal of \$456.3 million by more than \$100 million.

Without similar support we will have real difficulty meeting our fiscal year 1967 goal of \$637 million.

The personal presence of the President does more than anything else to "inspire the troops". Your visit to USDA last year put much added enthusiasm behind our cost reduction program.

Employees continue to talk about it and those who were fortunate enough to receive an award from you will never forget it.

Our Special Merit Awards Ceremony will be held at 10:00 A.M., March 28, 1967 in the USDA patio. I know that it is presumptuous to ask you to come again, but if it should be timely for you to publicly emphasize efficiency and economy this ceremony would again provide a good forum. We are proud of our record!

JRobertson:OLFreeman:rby
cc: Mr. Robertson



***The Department
of Agriculture
and the
President
Join in the
"WAR ON WASTE"***

U.S. DEPARTMENT OF AGRICULTURE

•

OFFICE OF PERSONNEL

•

WASHINGTON, D.C.





President Johnson was welcomed in front of the Department as he arrived to commend, individually, Department employees for money-saving achievements.

A GREAT DAY FOR THE DEPARTMENT

Rarely does the President of the United States visit the Department offices of the Executive Branch. When he does it has to be something pretty special. Early in April the USDA "War on Waste" provided just such a special occasion, prompting a visit to the Department from the White House and a personal Presidential greeting to each of 37 employees responsible for cost-cutting achievements valued at over \$26 million.

"The record of the Department of Agriculture shows that effective and efficient Government is responsive, warm, and concerned with our people. That is why I wanted to say thanks to each of you for what you have done, and to tell you that I will be watching in the days ahead for any improvements that you can make. I wanted to let you know that all the people in this land are grateful to you for not being satisfied with that old, worn-out phrase 'Well, we have always done it this way.' You are looking up, not down. You are moving ahead, not backward. That truly is the real strength of our Government."

LYNDON B. JOHNSON

"These employees dared to try something different."

"They demonstrated that resources can be 'stretched' and reallocated. They proved that operating costs can be cut, and that added costs can be avoided. With them the old way is not necessarily the best way."

"For these special efforts, we recognize them. For these accomplishments, we give them a Special Merit Award."

ORVILLE L. FREEMAN



U.S. DEPARTMENT OF AGRICULTURE COST REDUCTION THROUGH OPERATIONS IMPROVEMENT

A CONCERTED EFFORT

- TO SEEK LESS EXPENSIVE METHODS
- TO AVOID INCREASES IN COST
- TO "STRETCH" TAX DOLLARS
- TO ELIMINATE MARGINAL ACTIVITIES

MANAGEMENT AND SUPERVISORY SUPPORT

- AT THE DEPARTMENT LEVEL
- AT THE AGENCY LEVEL
- AT THE WORK SITE

EMPLOYEE PARTICIPATION and RECOGNITION

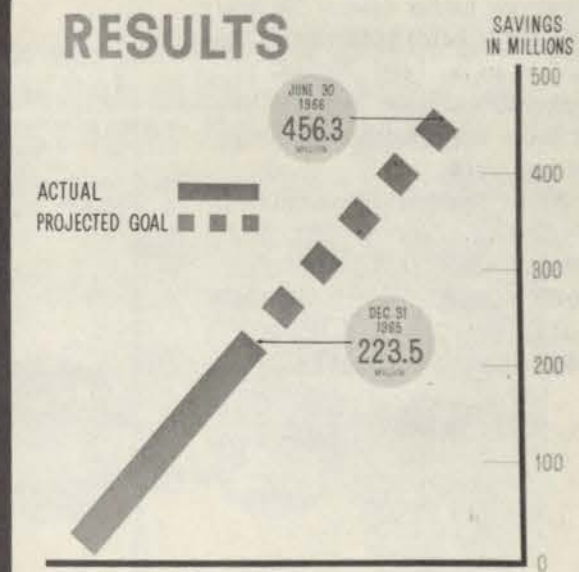
- SUGGESTIONS FOR IMPROVEMENT
- SPECIAL STUDIES
- CASH AND MERIT AWARDS



"THE FRONT LINES OF THE 'WAR ON WASTE' ARE CONTINUING TO MOVE TO WHERE IT COUNTS MOST—WHERE THE WORK IS DONE. (THESE ARE SOME OF THE SMALL AND LARGE THINGS THAT HAVE BEEN DONE IN ALL QUARTERS OF THE DEPARTMENT TO SAVE MONEY.)"

RESULTS

ACTUAL
PROJECTED GOAL



What the Awards Were all About

SIXTEEN RESIDENT INSPECTOR POSITIONS AT 10 FIELD STATIONS WERE ABOLISHED. Inspection of many more plants producing a larger variety of veterinary biologics is now carried out from a central office at Ames, Iowa. Savings are being used to provide urgently needed expansion to cover more of the products requiring testing under the Virus-Serum Toxin Act.

CENTRALIZED INSPECTION OF VETERINARY BIOLOGICS



ANNUAL SAVINGS
\$74,000 BEING USED TO EXPAND URGENTLY NEEDED LAB TESTS OF BIOLOGICS

VETERINARY BIOLOGICS DIVISION • AGRICULTURAL RESEARCH SERVICE

Old System: Professional veterinarians gather data in the field on dairy herds that must be posted to a herd history file. Veterinarians used to spend two or more hours each week doing clerical work.

New System: Veterinarians send herd data to the State Office. CLERICAL PEOPLE, AND NOT VETERINARIANS, WILL POST TO THE RECORD. SAVINGS: \$241,000.

ESTABLISHMENT OF UNIFORM PROGRAM RECORDS SYSTEM

BEFORE

NOW

FIELD VETERINARIANS RELIEVED OF 23.8 MAN YEARS OF CLERICAL WORK

ANNUAL SAVINGS \$241,000.00

ANIMAL HEALTH DIVISION • AGRICULTURAL RESEARCH SERVICE

Old System: Each package of cut flowers and foliage, shipped from Hawaii to the United States, was individually inspected and certified to prevent the spread of disease and insects. Item-by-item inspection was slow and costly.

New System: Inspection is now on a total plant basis. INSPECTORS CHECK THE PLANT AND ITS PROCESSES AND SAVE THE COST AND TIME DELAY IN ITEM-BY-ITEM INSPECTION. Expected savings to the Government—\$13,000. To the industry—\$50,000.

NEW WAY OF CERTIFYING Cut FLOWERS

Before

Now

Each box CERTIFIED at plant Quarantine office

Entire premises CERTIFIED prior to Shipment

SAVINGS \$13,200 per year

PLANT QUARANTINE DIVISION • PORT OFFICE, HAWAII

AGRICULTURAL RESEARCH SERVICE

The Farmers Home Administration makes loans for the construction of housing in rural areas where credit is scarce. Under the Insured Loan programs, the FHA WILL MAKE RURAL HOUSING LOANS FROM FUNDS PROVIDED BY PRIVATE INVESTORS with payment guaranteed by the Government. Previously, such loans were made from funds borrowed from the U.S. Treasury. During the period November 5 through December 31, 1965, FHA made 3,581 such loans totaling \$34,357,490. Federal funds are now available for programs in other agencies.

USE OF PRIVATE FUNDS SAVES FEDERAL BUDGET \$34mil. IN FIRST HALF OF FY. 1966

FARMERS HOME ADMINISTRATION

UNITED STATES TREASURY

PRIVATE LENDING INSTITUTIONS

INSURED BY FEDERAL GOVT.

FHA COUNTY OFFICE

35,000 RURAL FAMILIES WILL OBTAIN BETTER HOUSING

CONSERVATION CENTER CONSTRUCTION DESIGN

REDUCED COSTS THROUGH

- STANDARD BUILDING PLANS & SPECIFICATIONS
- EFFICIENT CONTRACTS AND PROCUREMENT

SAVINGS CALENDAR YEAR 1965

\$700,000

U. S. FOREST SERVICE

Because of tight time schedules, plans were made to use trailer camp construction to house Conservation Center enrollees. Through personal sacrifice and long hours of uncompensated time standard plans and specifications were developed. These resulted in CONSERVATION CENTERS THAT COST LESS TO BUILD AND MAINTAIN, LAST LONGER, AND LOOK BETTER.



RICHARD B. GOSSOM, Jr. initiated and supervised "Operation X-ray," which stimulated the submission of over 5,000 employee ideas. Savings from these suggestions currently estimated above \$400,000.



POULTRY GRADING GROUP found a way to manage a workload increase without a like increase in staff. Actions, including the consolidation of 11 managerial districts into 4, and increased use of intermittent employees, saved \$230,000.



POULTRY INSPECTION GROUP implemented a series of management controls which increased operating efficiency. Workload increases in 1965 would have required an additional 107 man-years and \$1,119,000 had the 1964 workload/man-power ratio been experienced.



SOIL SURVEY EDITORIAL UNIT effected a series of improvements in procedures, organization, and management which increased the productivity of the unit. A workload increase of 28 percent is being met with no increase in staff. This represents savings of \$58,000.

FIRE DETECTION BY AERIAL PATROL

CLOSES DOWN 238 LOOKOUTS

ELIMINATED

- PERSONNEL COSTS
- SERVICE AND SUPPORT COSTS
- MAINTENANCE AND REPLACEMENT COSTS

SAVINGS
\$293,700
ANNUALLY

U.S. FOREST SERVICE



The application of improved technology to an old problem can pay big. THE ELIMINATION OF THE MAINTENANCE AND MANNING OF OVER 200 FIRE LOOKOUTS THROUGH the use of Aerial Fire Patrols is an example.

A BLUE RIBBON COMMITTEE CONDUCTED A TOP TO BOTTOM SEARCH FOR POSSIBLE ACTIONS TO PROMOTE EFFICIENCY AND ECONOMY. All employees and organizational units were included. Many proposed improvement actions are already accomplished and a follow-up is underway to insure that potential savings become realized savings.

MANAGEMENT IMPROVEMENT REVIEW A SEARCH FOR EXCELLENCE



U.S. FOREST SERVICE
NORTHERN REGION
MISSOULA, MONTANA

IDENTIFIED
2,265 ACTION RECOMMENDATIONS

POTENTIAL SAVINGS
\$1,000,000

REA LOAN SAVINGS

ELECTRIC and TELEPHONE

FIRST HALF FY 1966

LOANS SAVED

\$6,300,000

LOANS MADE

\$194,590,000

THROUGH CAREFUL SCREENING OF LOAN NEEDS AS RELATED TO PROGRAM OBJECTIVES, REA SAVED \$6.3M IN NEW LOANS FOR EVERY \$100 OF LOANS APPROVED IN THIS PERIOD. THE SHORT RUN EFFECT OF THIS IS TO MAKE REA LOAN FUNDS AVAILABLE FOR OTHER MORE ESSENTIAL DEVELOPMENT. THE LONG RUN EFFECT IS TO ACHIEVE THE REA MISSION AT LOWER COST TO THE GOVERNMENT.

RURAL ELECTRIFICATION ADMINISTRATION

During the first 6 months of fiscal 1966, REA took program actions which SAVED \$6,300,000 IN RURAL ELECTRIC AND TELEPHONE LOANS. This included \$52,300,000 in proposed electric generation and transmission loans and \$4,000,000 in proposed rural telephone loans. The power survey and other work of REA resulted in screening out proposed loans which did not meet REA policy requirements or program objectives. With respect to proposed electric generation and transmission loans, it was determined that the alternatives offered by existing power supply arrangements were in the best interest of the program and new REA financing could be avoided.

Old System: Duplicates of 25,000 insurance policies held by REA borrowers were reviewed annually. Numerous letters were written to borrowers regarding expirations and coverages.

New System: Standard insurance policies are now used for REA borrowers. Borrowers submit certifications as to the standard policies in force. Maximum use is made of automatic data processing for recordkeeping and controls, formerly done manually.

Results: ELIMINATED NEED TO REVIEW AND FILE 25,000 POLICIES ANNUALLY. Net savings of \$36,300.

SAVINGS IN REA INSURANCE ACTIVITIES

BEFORE

9 EMPLOYEES
25,000 DUPLICATE POLICIES REVIEWED ANNUALLY
5,000 LETTERS PREPARED ANNUALLY
24 ADDITIONAL FILE CASES

\$110,500
ANNUAL ADMINISTRATIVE COST

AFTER

5 EMPLOYEES
UTILIZATION OF STANDARD POLICIES
ONLY 500 LETTERS PREPARED ANNUALLY
APPLICATION OF ADP EQUIPMENT
USE OF BORROWERS CERTIFICATIONS
24 FILE CASES ELIMINATED

\$74,200
ANNUAL ADMINISTRATIVE COST

A 33%
REDUCTION
IN COSTS

PROGRAM SERVICES DIVISION • INSURANCE BRANCH • RURAL ELECTRIFICATION ADMINISTRATION



LEVERETT W. McMILLAN developed a core drill barrel clamp to be mounted on drilling rigs, replacing a cumbersome core barrel rack. This modification will provide greater safety and will save \$9,000 annually.



STORAGE AGREEMENTS BRANCH, INVENTORY MANAGEMENT DIVISION negotiated a reduction in the commercial storage rates for Government grain and cotton, resulting in savings of \$16,300,000.



MANAGEMENT DATA SERVICE CENTER, OMASD; NEW ORLEANS, LA., innovated and improved work performance which reduced costs of USDA's centralized payroll and personnel recordkeeping system by \$526,000 annually.



TIMBER MANAGEMENT STAFF, FS; MISSOULA, MONT., improved saw log scaling by using sample and weight scaling methods leading to annual savings of \$64,100.

SCS NEW CORE DRILL CLAMP

- SAVES \$9,000.00 Per Year
- REDUCES SAFETY HAZARD



SOIL CONSERVATION SERVICE • CORE DRILL UNIT; WACO, TEXAS

A NEW CORE BARREL CLAMP TO AID IN REMOVING SOIL AND ROCK SAMPLES WAS DEVELOPED by an inventive core drill specialist in Texas. Besides reducing personal injuries, this invention saves 1½ hours per day per drilling rig. Intangible benefits from safety features may even outweigh the tangible benefits of \$9,000.

SRS

NEW METHOD OF WEIGHING STATISTICAL SAMPLES OF CORN

BEFORE



PUBLIC SCALES

NOW



PORTABLE SCALES IN FIELD

SAVINGS: \$29,500.00 (FY-1966)

STATISTICAL REPORTING SERVICE • FIELD OPERATIONS DIVISION

Wheat production estimates are made in part from accurate count and weight of grains in each of 5,000 statistical samples, taken from fields in 17 States. Each sample of 10 wheat heads is rubbed by hand to separate grains from the chaff. Chaff is blown away by mouth or fan. It takes 10 minutes to thresh, count, and weigh each sample.

The solution was to MODIFY A KITCHEN BLENDER FOR THRESHING, AND ADD A SMALL VACUUM CLEANER to draw away chaff through tubing. Clean grains are ready for counting. Time per sample is cut in half and \$800 a year saved. Equipment may be adjusted for other small grains and sorghum.

Regroup
Combine
Eliminate
Reassign
Regrade

POSITION MANAGEMENT in SCS

Saves \$190,368 in Fiscal Year 1965 and \$328,627 in Fiscal Year 1966



A program of continuing review of positions written into management policy allows management to focus resources on higher priority work and to reduce costs in the process. Before any vacancy is filled, all ALTERNATIVES FOR ELIMINATING THE POSITION THROUGH REGROUPING RESPONSIBILITIES, REASSIGNMENT, COMBINING POSITIONS, REGRADING OR OTHER METHOD MUST FIRST BE EXPLORED. Cost reductions obtained in this manner carry over into the future and result in sounder organizational structures.

Better Publications Control



SAVINGS: \$135,000 FY 1966

OVER ONE HALF MILLION DOLLARS SINCE JANUARY 1964

OFFICE OF INFORMATION

The Publications Control Program is a constant effort by the Office of Information and Department agencies working toward three main targets—SIMPLER, SHORTER, AND FEWER PUBLICATIONS TO KEEP THE PUBLIC INFORMED on USDA programs and services. Achievements during the first 6 months of fiscal 1966 have produced savings of \$135,000, bringing the savings to date since this effort began in January 1964 to \$530,000.

This has been done by less use of color, more careful selection of type, elimination of self-covers, elimination of unnecessary blank pages, illustrations and appendices, and reduced numbers of copies by more carefully planned distribution.

DIVISIONS OF ENGINEERING AND OPERATION, FS; PORTLAND, OREG., took action, which led to the construction of specially designed wood-frame facilities instead of trailers, to house first Job Corps enrollees. First year savings exceeded \$500,000; with additional savings of \$200,000 in annual maintenance costs and longer life.



JOHN V. MONTAGUE developed and implemented a new approach to REA activities concerning borrower insurance compliances. Actions, including the elimination of annual review of 25,000 policies, and the use of automatic data processing, reduced staff from 9 to 5 people. Savings, \$36,000.



DEPARTMENT MAIL-MESSENGER TASK FORCE conducted a detailed study of mail-messenger operations in the Department, the results of which will produce annual savings of \$100,000 and reduce mail transit time.



FRANK H. BAKER initiated and led in the development of common use 4-H Club literature for all State Extension Services to use rather than develop their own. Total funds saved \$95,000, of which \$36,100 are Federal funds.

The silver is a byproduct of the Department's normal film processing activities. All black-and-white film emulsions contain minute specks of silver. During the final stages of development, some of this silver is removed by the fixing solution. This solution is pumped between two electrodes. The electrodes, charged by low voltage current, attract the silver and hold it. For each 5,000 feet of 35 mm film processed, 5 ounces of 99.9 percent PURE SILVER IS RECOVERED.

RECOVERY OF SILVER FROM FILM SAVES OFFICE OF INFORMATION

\$1200⁰⁰ A YEAR

CHEMICAL PROCESS USED TO SEPARATE SILVER FROM FILM

SILVER THEN SOLD TO U.S. TREASURY

OFFICE OF INFORMATION • MOTION PICTURE SERVICE

Several existing buildings, including an auditorium, three large residences, and a mess hall have been UTILIZED BY THE DEPARTMENT TO ESTABLISH A TRAINING CENTER. This Government-owned facility is conveniently located in Northern Virginia within easy reach of USDA headquarters. Savings in per diem costs alone will total \$52,000 in fiscal year 1966.

MULTIPLE USE OF EXISTING FACILITIES

USDA BEEF CATTLE RESEARCH STATION ALSO SERVES AS USDA TRAINING CENTER

SEMINARS IN MIDDLE MANAGEMENT

SAVINGS TO FEDERAL GOVERNMENT \$52,000.00 FY-66
(IN PER DIEM COSTS ALONE)

OFFICE OF PERSONNEL



ELMER E. JONES, Jr. developed a completely automated mobile system for determining water usage patterns on farmsteads. The cost of studies made possible with this equipment is at least \$27,000 less annually than other systems.



BELLA E. SHACHTMAN and JEANNE M. HOLMES developed and implemented a plan which resulted in formal arrangements to publish commercially, at no cost to USDA, the Dictionary Catalog of the National Agricultural Library, 1862-1965 (68 volumes). Savings to the Government are \$339,000.

Operations Improvement Label Photography on BULK PESTICIDE SHIPMENTS

Before

Each label copied in long-hand and typed

NOW...labels recorded immediately by polaroid camera

SAVINGS \$3,200 per year

PESTICIDES REGULATION DIVISION

AGRICULTURAL RESEARCH SERVICE

A record must be kept of labels on pesticides shipped in interstate commerce.

Old System: A field examiner hand-copied label information on a work sheet. A typist then typed up the record. This system was slow, costly, and subject to error.

New System: SNAP A PICTURE OF THE LABEL WITH A POLAROID CAMERA AND FILE THE PRINT. This is faster, cheaper, and there are no errors. Savings expected: \$3,200.

ASCS REDUCTION OF GRAIN STORAGE RATES...

through intensive Study and Renegotiation

SAVINGS: 3/1000 of a cent per bushel per day

\$15,000,000 (FY-1966)

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

The Commodity Credit Corporation negotiated a reduction in grain storage rate of three one - thousandths of a cent per bushel per day—this small item WHEN MULTIPLIED BY THE GOVERNMENT'S GRAIN INVENTORY — PRODUCED A 15 MILLION DOLLAR SAVINGS.



RALPH G. McINTYRE initiated a study which resulted in changing maintenance and repair of USDA office machines from annual service contracts to a per-call basis. Savings in excess of \$250,000 resulted.



THEODORE A. NEUBAUER adapted and implemented a new method of acreage determination on 120,000 sample areas to update the conservation needs inventory. This method, started in November 1965, will save \$500,000.

ASCS Washington Position Review



AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE



SAVINGS IN SALARIES and FRINGE BENEFITS

\$1,100,000 (JAN. 1964 - NOV. 1965)

ONE AGENCY REQUIRES EACH OF ITS TOP MANAGERS ONCE A YEAR TO PERSONALLY REVIEW AND JUSTIFY EACH POSITION IN HIS ORGANIZATION. The object—to get more for every salary dollar spent. In two years, this agency has cut out 115 unneeded jobs.

An executive of the Consumer and Marketing Service looking at the array of telephone equipment planned for his office, asked the question: "What will this cost the Government?" After finding that most of the glamour items carried a monthly rental fee, HE ASKED THAT THE SYSTEM BE REPLACED BY AN ECONOMY MODEL. Costs avoided in this one office came to \$4,900 a year.

COST EFFECTIVENESS ANALYSIS IN ACTION



Question

Does an Elaborate, Sophisticated Push Button Office Intercom System save enough of the Busy Executive's Time to offset the Increased Cost?

Answer

ONE TOP MANAGER IN C&MS DID SOME FIGURING AND WENT BACK TO A SIMPLE BUZZER SYSTEM

SAVINGS:
\$4900 a year

U.S. DEPARTMENT OF AGRICULTURE

CONSUMER AND MARKETING SERVICE

ADVANCING OF FUNDS TO STATES MONTHLY WAS REPLACED BY A "LETTER OF CREDIT" system whereby funds are not released until a specific claim is received. Interest charges were reduced by \$1,200,000 in the settlement of claims totaling \$250 million in one year. Adopted by other Departments, this system now produces Government-wide savings.

Before



NOW...Paid as needed



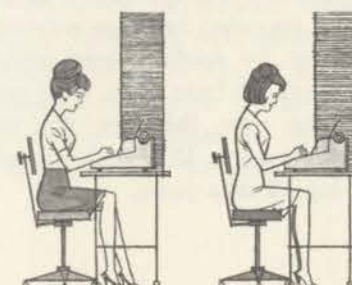
PROBLEM REDUCE FINANCING COSTS OF U.S.D.A. PROGRAMS
SOLUTION ESTABLISH A LETTER OF CREDIT SYSTEM
SAVINGS IN INTEREST COST TO TREASURY **\$1,200,000** (FISCAL YEAR) 1966

SCHOOL LUNCH AND SPECIAL MILK PROGRAM

CONSUMER AND MARKETING SERVICE

MAGNETIC TAPE TYPEWRITER INCREASES OUTPUT and CUTS COSTS

BEFORE



NOW



SAVINGS (FY 1966) \$5200

Economic and Statistical Analysis Division • Economic Research Service

Rough drafts of reports and letters are fed into this magnetic tape typewriter. Substantial time is saved in making author changes and proofreading corrected copy. This machine is capable of reproducing error-free final copy at 160 words per minute. INITIATING THE USE OF THIS MACHINE SAVED \$5,200. Final typing errors were eliminated. Two man-years of additional clerical work were processed without increasing staff.



ANDREW B. PHUCAS developed and implemented a new method of packaging nonfat dry milk in less expensive containers which will save \$120,000 annually.



RALPH W. WAYNE initiated and led in the conversion to automatic data processing of dairy herd improvement association program records in Minnesota. Total savings, \$51,500, of which \$19,600 are Federal funds.



CLARENCE M. ELLERBE and GLEN E. MURRAY developed and implemented a plan for reorganization of soil survey activities in South Carolina, which will increase production and improve the quality of work, resulting in savings of \$252,500.



LYLE P. SCHERTZ and RICHARD J. CANNON revised foreign grain reporting systems to allow for greater ease of analysis, decision-making, and production of statistical publications; saving \$38,000.

The United States, which has been donating food to charitable agencies for distribution abroad, is ASKING THE AGENCIES WHEREVER POSSIBLE TO PAY PART OF THE COST. Food is being offered for this charitable purpose at about one-half the world price. The United States collected over four million dollars from this effort in 1965. There will be more savings in 1966.

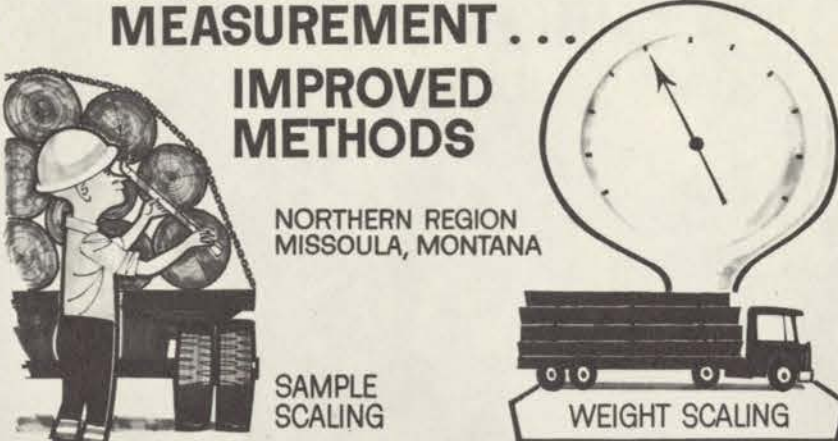
CONCESSIONAL SALES TO CHARITABLE ORGANIZATIONS IN LIEU OF DONATIONS



SAVED
\$4,335,248
(CY 1965)

General Sales Managers Office • Foreign Agricultural Service

SAW LOG MEASUREMENT ... IMPROVED METHODS



NORTHERN REGION
MISSOULA, MONTANA

SAMPLE
SCALING

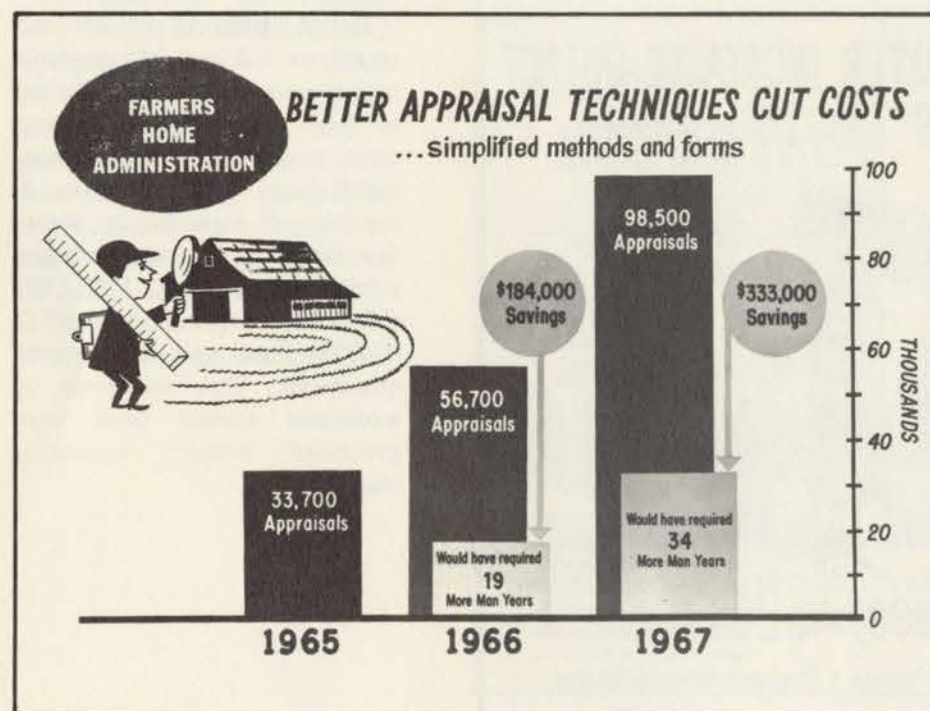
WEIGHT SCALING

SAVINGS \$64,100.00

CALENDAR YEAR 1965

U.S. FOREST SERVICE

Increased numbers of logs per truckload caused truck delays at scaling stations. Each log had to be measured separately. The solution: SAMPLE MEASUREMENTS WERE TAKEN AND WEIGHT-QUANTITY RELATIONSHIPS DETERMINED. Some \$64,100 was saved in making measurements.



A good look at Real Estate appraisal methods resulted in new cost-saving forms and procedures. SIMPLIFIED, SEPARATE APPRAISAL FORMS WERE DEVELOPED FOR FARM AND NON FARM LAND. Time required to make an appraisal has been reduced 1/4 hour for nonfarm land and 1 1/4 hours for farm land. Cost avoidance over the next two fiscal years totals \$517,000, representing 53 man-years.

Old Method: Conventional micrometers were used to make precise cell measurements of wood specimens for research. The many steps required to prepare slides and make measurements took 67 hours.

New Tool Developed: THE DUAL LINEAR MICROMETER permits the making of measurements directly on the surface of a wood specimen in only 3 hours. Savings: \$23,830.

WOOD CELL MEASUREMENT WITH DUAL LINEAR MICROMETER

at the
U.S. FOREST SERVICE
FOREST PRODUCTS
LABORATORY

effected

SAVINGS OF \$23,800

CALENDAR YEAR
1965



SLIDE
SPECTRUM
67 HOURS



DIRECT
OBSERVATION
3 HOURS



LOUISIANA STATE PROGRAM STAFF helped introduce a new method of protecting a large earthfill dam by use of soil-cement in lieu of traditional riprapp. Total savings, \$161,200, of which \$80,000 are Federal funds.



DONALD M. LOFTUS suggested elimination of the licensed inspector grade required of counties before nonstorable corn could be sold, which resulted in savings of \$25,500.

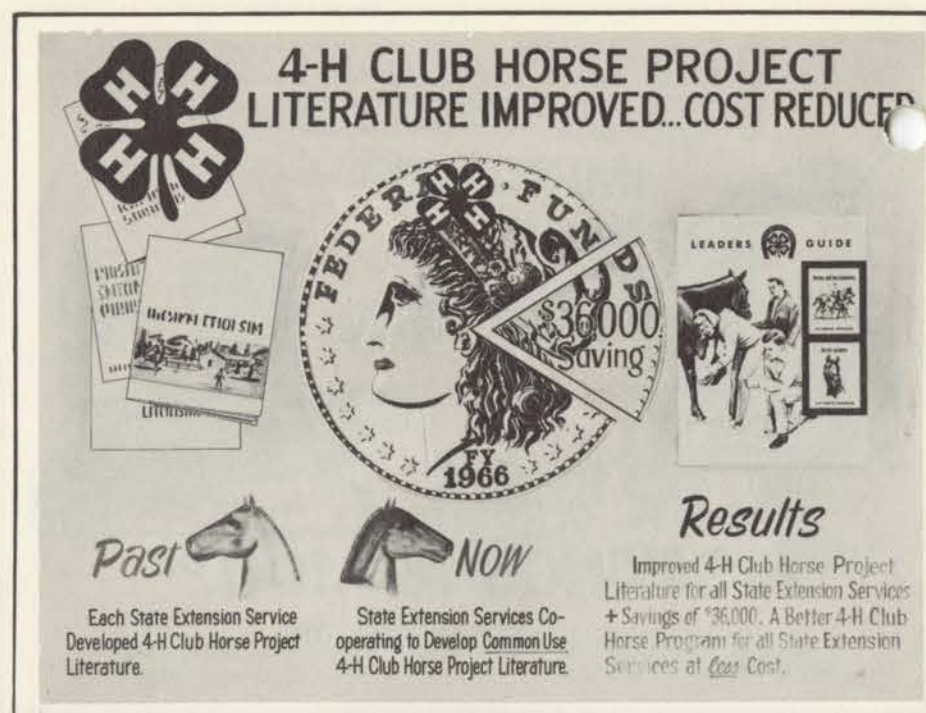


SYSTEMS DESIGN AND ANALYSIS DIVISION automated the method used to determine excessive weight losses in cotton bales, making possible greater recovery through claims. Estimated annual savings, \$57,000.



WAREHOUSE SERVICES BRANCH, TRANSPORTATION AND WAREHOUSE DIVISION planned, organized, and effected the consolidation of the warehouse examination programs of C&MS and ASCS into one unit. Estimated savings, \$157,000 annually.

By eliminating duplicate efforts to produce 4-H Horse Project literature, A BETTER PRODUCT AT A LOWER COST WAS DEVELOPED. Federal out-of-pocket savings of \$36,000 were more than matched by savings to the various States.



NATIONAL AGRICULTURAL LIBRARY PUBLIC CATALOG

WILL BE PUBLISHED AT NO COST TO U.S.D.A. BY A PRIVATE FIRM

- 1,500,000 CATALOG CARDS
- 68 VOLUMES
- \$952 PER SET
- MOST COMPREHENSIVE AGRICULTURAL LIBRARY CATALOG IN THE WORLD

TOTAL SAVINGS

\$339,000

NATIONAL AGRICULTURAL LIBRARY - TECHNICAL SERVICES



This is the most comprehensive agricultural catalog in existence. It contains over one and one-half million cards, and is needed by research workers throughout the world. The National Agricultural Library had planned to publish 200 sets of this catalog in book form to be distributed to land-grant colleges. INTENSIVE EFFORT LED TO AWARD OF A CONTRACT TO A COMMERCIAL PUBLISHER who will market the catalog himself. He offered the lowest price and best quality. Savings include the salaries of three staff members (\$28,000), costs to produce page negatives for printing (\$121,000) and the publication of 200 sets at (\$190,000).



JOHN M. HEJL initiated centralization of field inspection of establishments producing veterinary biologics and expanded testing capacity. Savings, \$74,000 annually.



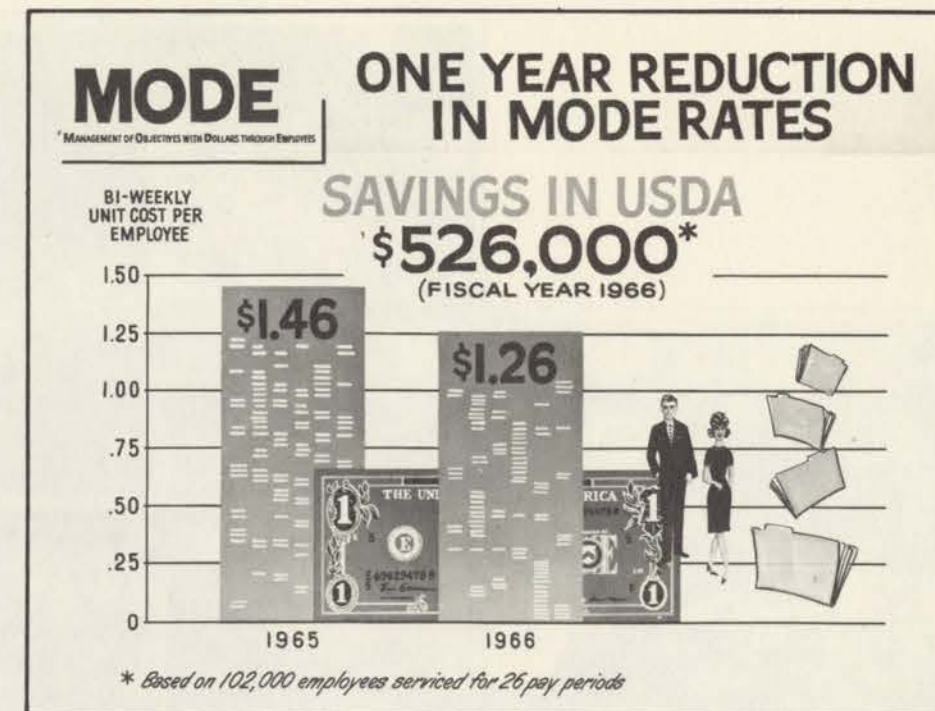
HERBERT J. DUTTON and VERLE L. DAVISON simplified the procedure for finding the positions of unsaturation in the molecular structure of edible vegetable oil products. Processing time was reduced from 1 week to 1 hour, saving \$34,700 the first year.

The MODE system uses data processing equipment to handle payroll, personnel reporting, and related financial reporting work of the Department of Agriculture.

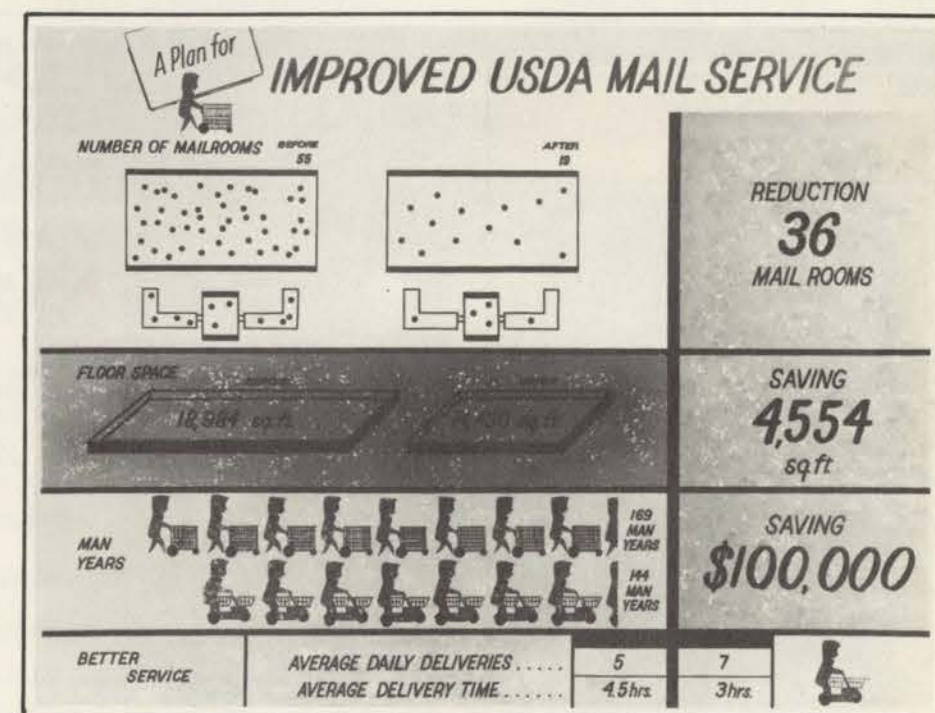
Since the system was installed, 87 payroll offices have been reduced to one.

Man-years required for this work have been reduced by 261.

Charges to agencies are based on a fixed rate per employee each pay period. Through exploiting the use of the computer and through a dramatic increase in productivity per employee, the Center this year reduced the cost of this work by 13.5 percent. Total cost reduction is \$526,000.



A new Department mail service consolidating operations will increase efficiency and provide cost reductions. COMBINING SEPARATE MAIL ROOM OPERATIONS INTO 19 will utilize improved methods and provide faster service. Savings arising from reduced space and personnel requirements are estimated at \$100,000 annually. Savings from improved services are inestimable.



AD HOC COMMITTEE FOR REVIEW OF ADVANCE OF FUNDS PROCEDURES AND LOAN BUDGET CONTROLS gave recommendations, based on their findings, which led to simplification of REA policies, procedures, and forms for loan budget controls and advance of loan funds in the rural telephone program. Savings, \$58,700 annually.



PROGRAM ADMINISTRATIVE STUDIES UNIT, ANIMAL HEALTH DIVISION, ARS; HYATTSVILLE, MD., developed and installed a system which brought about nationwide uniformity in the management of program records, allowing field veterinarians to devote more time to technical work. Savings are \$241,000 annually.

This is AN OLD-FASHION-ED SPRING HOUSEKEEPING CAMPAIGN conducted by employees in USDA to clear out old records, turn in unused equipment and supplies, etc.

The campaign goal—Clean out 20 percent of the record space.

CLEANSWEEP CAMPAIGN • FEB. 1966

The Problem . . . 934,000 cubic feet of records

RECORDS: 155,000
FILING CABINETS: 77,000,000
TOTAL: 778,000 square feet of floor space valued at \$2,500,000

THE SOLUTION
20% REDUCTION

DISPOSE OF OBSOLETE RECORDS

I am asking each agency and staff office head to conduct a special "Cleansweep" Campaign to dispose of unwanted records, equipment and supplies in every office and work station.

RETURN EXCESS FORMS AND SUPPLIES FOR REUSE

CLEAN OUT OVERBURDENED FILES

REPORT ALL UNUSED FURNITURE AND EQUIPMENT

DISPOSE OF UNNEEDED PUBLICATIONS USED FOR REFERENCE

USDA CLEANSWEEP SCORECARD - FINAL SCORE			
	ACTION RECOMMENDED	✓	RESULTS
RECORDS OBSOLETE*	DESTROY		DESTROYED 79,395 CU. FT.
NON-CURRENT	SEND TO FEDERAL RECORDS CENTER		SENT TO F.R.C. 25,072 CU. FT.
PUBLICATIONS* STOCKS OF LEAFLETS, PAMPHLETS, BOOKS, ETC. REFERENCE FILES OF BOOKS, MAGAZINES, LEAFLETS, ETC.	DESTROY OR RETURN FOR REUSE		DESTROYED OR RETURNED 44,860 CU. FT.
EQUIPMENT FURNITURE, OFFICE MACHINES, CABINETS, LABORATORY AND SHOP EQUIPMENT, ETC.	DECLARE EXCESS		DECLARED EXCESS VALUE \$993,932 **
SUPPLIES STOCKS OF PENS, PENCILS, FORMS, FOLDERS AND OTHER OFFICE SUPPLIES	TURN IN FOR REUSE		TURNED IN VALUE \$24,986 **

EMPLOYEE DEVELOPMENT DIVISION, OP; WASHINGTON, D.C., developed a system of control, coordination, funding, and maintenance for the USDA Training Center, utilizing existing Government facilities at Front Royal, Va. Savings in per diem costs for training programs or conferences are over \$52,000 annually.



DIANA M. SMITH participated in the development and pioneering of the use of a dual linear micrometer for making precise anatomical measurements on wood specimens. Savings in making measurements: \$23,800.



FIRE DETECTION ANALYSIS GROUP, MT. HOOD NATIONAL FOREST analyzed the fire detection system on the Mt. Hood National Forest, which resulted in a change from ground lookout detection to aerial patrol, with annual savings to the Pacific Northwest Region of \$250,000.

Everyone talks about un-needed reports—but who does anything about them.

In Agriculture we put 3,662 reports to the test and

ELIMINATED—318
IMPROVED —300
SAVED —\$630,296

REVIEW OF USDA REPORTS

REVIEW 3662

IMPROVE 300

ELIMINATE 318

SAVINGS (SINCE JUNE 1964)

WASHINGTON 472,849.00

FIELD 157,447.00

TOTAL \$630,296.00

OFFICE OF PLANT AND OPERATIONS AND RATIONING AGENCIES

Corn production estimates are made from data obtained by mail surveys and measurement in sample fields. As a check on estimating methods, the 1965 project was set up to weigh actual output of 250 sample fields in five States.

WITH PORTABLE SCALES, WEIGHING WAS DONE ON THE FARM. The empty wagon was weighed, loaded in the field directly from the picker, and reweighed. No extra handling was required. Hauling costs of \$35,000 saved, less \$5,500 to rent the scales, resulted in \$29,500 saved, and less inconvenience to farmers.

SRS SPEEDIER SAMPLING of WHEAT

BEFORE

NOW

Time To Thresh And Count Each Sample Cut From 10 To 5 Minutes

SAVINGS \$800.00 FY-1966



OFFICE OF THE GENERAL SALES MANAGER replaced food donation programs under Public Law 480 by concessionary sales programs in foreign agricultural assistance. Savings: \$4,335,000.



NORTHERN REGION MANAGEMENT IMPROVEMENT REVIEW COMMITTEE conducted a thorough regionwide management improvement review which resulted in 2,265 recommendations from less than 2,200 full-time employees. Those which were adopted in 1965 have produced over \$500,000 savings.

Escorted into Department by Director of the Bureau of the Budget, Charles L. Schultze, and Secretary Freeman, President Johnson addressed awardees in Patio--personally presented citations to employees--reviewed cost-cutting accomplishments with agency heads, and returned to White House limousine with gift record of USDA's recent cost reductions.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 27, 1965

SECRETARY'S MEMORANDUM NO. 1589

Planning - Programming - Budgeting System

The President has directed that we install an integrated Planning - Programming - Budgeting System.

The new system will improve the program and budget decision-making process by providing more effective information for all of us to use in allocating resources to accomplish our predetermined objectives.

Specialized staff assistance is essential to the successful operation of this system. Permanent Department and agency planning and programming staffs, operating within the framework of overall policy guidance, will --

- * Conduct comprehensive reviews to define program objectives in specific terms capable of being analyzed, with definite time periods in which the objectives are to be accomplished. In order to make intelligent budget choices, we must be able to analyze the output of a program and compare what we get with what we have to pay. To do this we must be specific about program objectives.
- * Identify concrete measures of program effectiveness. To improve the decision-making process we will have to go beyond formulating our objectives more clearly and analytically. The second major task will be to develop "indicators" that tell us how well -- or poorly -- we are doing. It will not be easy to get simple measures that can tell us how we are doing but I believe we can develop measures of effectiveness that are not only useful but essential if we are to understand how our programs contribute to our objectives.
- * Develop and compare alternative ways of accomplishing objectives. The third crucial step in this process

is the development and comparison of alternative ways of doing the job. We need to examine and reexamine existing programs as well as new ones in our search for better alternatives.

These tasks cannot be carried out on a short-term, ad hoc basis. Instead, it calls for a continuing effort to study our existing and proposed programs in the needed depth. We need to deepen our understanding about objectives and measures of effectiveness and to develop increasingly better alternatives over time. To do this requires that we establish a planning - programming - budgeting staff of highly competent people throughout the Department. They will prepare a comprehensive multiyear Program and Financial Plan for approval by the Secretary. Annual budget decisions will be based upon the Program and Financial Plan and Special Studies.

In initiating the system, programs will be grouped according to their major objectives or missions.

In many cases, these groupings will cut across agency lines.

In regrouping programs into a structure that will facilitate meaningful analysis, the staffs will be asking the following questions:

What do we do (program)?

Why do we do it (objective)?

How are we doing (output in relation to our objectives -- i. e., RESULTS)?

Although the Under Secretary has primary responsibility for establishing the system and for coordinating its operation, the Program and Budget Review Committee will continue to provide a means for coordinated policy review of program and budget issues, and I will personally participate in the evaluation and approval of the Department's Program and Financial Plan.

A staff is being established in the Office of the Secretary to coordinate and conduct special studies; review and help prepare the Program and Financial Plan; and analyze the effectiveness of programs designed to achieve major Department objectives. This staff will be directed by Howard W. Hjort who is hereby designated Special Assistant to the Under Secretary. The Director and his staff will work in close cooperation with the agencies and staff offices of the Department. Their work will be carefully coordinated with the work of the Office of Budget and Finance.

Each agency head will take action to assure that he has adequate staff resources available to analyze the effectiveness of agency programs and participate in special studies. At a minimum, the head of each of the following agencies should take immediate steps to select or designate a staff or highly competent persons who will be available to assist him on a full-time basis in this effort:

Agricultural Research Service	Foreign Agricultural Service
Agricultural Stabilization and Conservation Service	Forest Service
Consumer and Marketing Service	Rural Electrification Administration
Farmers Home Administration	Soil Conservation Service

Agency staffs will report directly to the agency head. Guidance and assistance in determining personnel requirements and functions of the agency staffs may be obtained from the Director of the Department's staff. The names of persons selected should be furnished to the Director as soon as possible -- but not later than November 30.

More detailed procedural instructions and guidelines will be issued from time to time. It is vital that we proceed promptly and vigorously to get this system into operation. The President intends to use it for the development of his fiscal year 1968 budget -- a process which will begin within the next three months.

This is a big job -- and a tough one.

The President believes it can be done -- and so do I.

Your effort, ingenuity, and cooperation are needed -- and expected.



1763

X1 B2a(4)

Background Information
Presidential Citation Award Ceremony
U. S. Department of Agriculture
Friday, April 23, 1965

Presidential Citations are being awarded to U. S. Department of Agriculture employees in special recognition of outstanding achievement resulting in greater economy and improvement in Government operations. The awards will be made by Vice President Hubert H. Humphrey.

Recognition of employees and agencies for cost reduction achievements is the cornerstone of the Department's own "War on Waste," which has resulted in cost reductions of more than one billion dollars since 1961. Individual initiative as well as team work accounted for the following examples:

- ... less paperwork, fewer and better reports.
- ... publications control, double checking on the needs, setting standards for printing economies.
- ... aiding food processors with plant design, reducing the need for meat inspectors from four to one.
- ... using discarded food cans for propagating experimental plants, instead of costly pots.
- ... using rent-free office space in 1,319 locations.
- ... providing more meat for school lunches and needy families at less cost by eliminating "gravy" from specifications.
- ... increased productivity to meet expanding public demand for services, such as: 47 percent more visits to National Forests; over 18 percent increase in pounds of meat and poultry inspected; doubling amount of funds to borrowers under rural electrification programs; 140 percent increase in loans and grants to farmers; 94 percent increase in watershed projects under construction.

Presidential Citations Being Awarded

Today's ceremony honors U. S. Department of Agriculture employees and their units receiving citations in the President's War on Waste.

Brief summaries of the savings accomplished through the work of each employee or each unit follow:

The use of computers in planning watersheds will bring about savings of \$865,000 in its first year. It now takes 72 seconds to determine the effect of 18 proposed dams on 25 different downstream locations after varying amounts of rainfall. Previously, projections of this type required a month or more of an engineer's time. As a bonus of computer use, the cost of future construction will be cut by about 10 percent, or about 12 million dollars in the next year. Mr. Harold O. Ogrosky will receive a Presidential Citation for developing the computer program. He is Chief, Hydrology Branch, Soil Conservation Service.

A recent research development has produced a method of aerial spraying which reduces the amount of insecticide used per acre from 3 gallons of solution to 14 ounces of undiluted malathion, while providing effective control and reducing potential residues. One planeload can do the work previously required by 27 planeloads. The technique resulted in Federal-State cost avoidance of \$1,346,000 during the 1964 cooperative spray program. Accepting the citation: Mr. Kenneth Messenger, Chief Staff Officer, Plant Pest Control Division, Agricultural Research Service.

(more)

By one creative redesign of printing specifications for sight drafts used by the Commodity Credit Corporation in quantities of millions of copies, and other related changes, saved the Department \$178,769. Similar innovations added savings of more than \$31,000, or about \$210,000 in the last two fiscal years. Accepting the citation: Mr. Charles F. Glass, Jr., Chief, Printing Branch, Office of Information.

The developing and installing of mobile trailer kitchens for feeding work crews in the Boise National Forest resulted in savings of more than \$88,000. The crews provide their own food and do their own cooking, eliminating the need for more than a dozen permanent camps. The citation will be awarded to Mr. Jackson D. Large, former Deputy Forest Supervisor, Boise National Forest. Mr. Large is presently Assistant Director, Job Corps Administration, Forest Service.

The use of statistical sampling methods, rather than individual audits of travel vouchers, will produce an estimated saving of \$200,000 in the Department. The new method required the enactment of specific legislation before it could be put into practice. It is also expected to effect savings of additional hundreds of thousands of dollars in other Federal agencies. Award recipients will be Arthur J. Holmaas, James Q. Huey, and Paul E. Huber, Budget and Finance Division, Consumer and Marketing Service.

Through the use of improved management practices and better use of manpower, the Department's Poultry Inspection Branch absorbed an increased workload and was able to inspect an additional billion pounds of poultry in the last fiscal year. Without sacrificing traditional high standards, savings amounted to \$1,500,000. The award will be accepted on behalf of a ten-man Poultry Inspection Management Team by Hermon I. Miller, William E. Hauver, Roy E. Willie, La Vanus Sanders, and Jonathan K. Keim, Poultry Division, Consumer and Marketing Service.

Time- and labor-saving techniques have been developed for conducting energy metabolism tests with dairy cows. The tests are designed to determine efficient and economical methods of dairy feeding in order to get the most milk per unit of feed. Computers are now used in the process. Now a year's testing cost is nearly \$500,000 less than if former methods were used. Dr. William P. Flatt, Energy Metabolism Laboratory, Agricultural Research Service, will receive the citation for his work.

(more)

Increased demand for inspection of poultry and poultry products and the need for servicing poultry plants around the clock brought about a system of improved manpower utilization. Now in effect is a "relief" inspector system which uses 143 "intermittent" inspectors, rather than 58 full-time employees. The "intermittent" inspectors are paid only for the hours they work. Since they live in plant areas, travel and other related costs are avoided. Savings of nearly \$238,000 have been effected in a first full year of operation. The award will be made to Bernard M. Meeks, Assistant to the Director, Poultry Division, Consumer and Marketing Service.

A USDA "navy" vessel ferries scientists, equipment, and experimental animals between the mainland and USDA's animal disease eradication laboratory off the coast of New York. The USDA boat is safer and faster than privately chartered boats previously used, and employee morale is higher. By owning and operating the vessel, USDA reduced costs \$200,000 a year at the island-laboratory where research on highly dangerous diseases is conducted. Dr. Raymond W. Sooy, Director, Administrative Services Division, Agricultural Research Service, will receive the citation for his role in the achievement.

Meat is graded by the Department of Agriculture by about 435 graders. They use official equipment to mark each carcass, so that the grademark is imprinted on wholesale cuts of meat. Until recently, this equipment was made and maintained by the Department. Now, using a new, better and cheaper design, the cost of making and maintaining the equipment has been cut by \$16,000 a year. The citation will be made to William D. Watkins, Assistant to the Chief, Meat Grading Branch, Consumer and Marketing Service, for developing the idea.

The Forest Service had been using a photocopy process which costs five cents per copy. Now, using a different process, which costs only three-quarters of a cent per copy, the agency is saving an estimated \$20,000 a year. The citation will be awarded to Charles R. Larmer, Office Services Manager, Forest Service, for submitting the idea.

By tightening up its reports, the Forest Service has saved about \$22,000 a year. The citation will be awarded to Harry R. White, Administrative Assistant, Timber Management Division, for researching the use of the reports and recommending discontinuance of one no longer useful.

In 1964, the Forest Service bought almost 900 small trucks. By developing special standard for purchase of these trucks, about \$60,000 was saved in one year. The trucks are better suited to Forest Service work. The citation will be awarded to Ira C. Funk, Chief, Equipment Development and Management Branch (for the group), for close cooperation and extra work in getting Service-wide agreement on vehicle standards.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 2, 1965

SECRETARY'S MEMORANDUM NO. 1578

Program and Budget Review Committee

The Budget Committee and the Program Review Board were established to provide a means for systematic and coordinated policy review of budget issues, and of program matters other than those falling within the purview of the Board of Directors of the Commodity Credit Corporation.

Because of the close relationship between program and budget issues, and in view of the degree of overlapping membership between the two groups, the functions of the Budget Committee and Program Review Board are hereby transferred to a single body to be known as the Program and Budget Review Committee.

Membership of the Committee shall consist of the following:

Under Secretary, Chairman

Assistant Secretaries

Director, Science and Education

Director, Agricultural Economics

Executive Assistant to the Secretary

Deputy Under Secretary

The Director of the Office of Budget and Finance shall serve as the secretary of the Committee. The General Counsel shall be responsible for providing any needed legal services. The Director of Personnel shall provide staff assistance to the Committee in the area of Cost Reduction. Staff assistance will be provided as requested by the Chairman.

Members of the Committee who are not able to attend meetings may be represented by their deputies. The Chairman will invite other

members of the Secretary's staff, agency and staff office heads, and others to meetings of the Committee as required to fully develop the subject under discussion.

The Committee will meet as may be determined by the Chairman.

Secretary's Memorandum No. 1456, Revised, dated April 27, 1964, and the Memorandum to Heads of Department Agencies dated July 23, 1963, titled "Program Review Board" are hereby superseded.

A handwritten signature in dark ink, appearing to read "Quill B. Farnon". The signature is fluid and cursive, with a large initial "Q" and a stylized "F".

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

June 2, 1961

MEMORANDUM NO. 1456

Budget Committee

For the purpose of considering budget estimates and related matters, and developing recommendations to the Secretary with respect thereto, there is hereby established a Budget Committee consisting of the following:

Under Secretary, Chairman

Assistant Secretaries

Director, Agricultural Credit

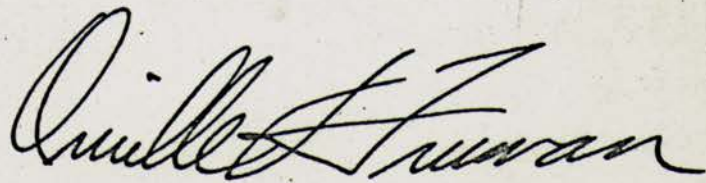
Director, Agricultural Economics

Administrative Assistant Secretary

Budget Officer of the Department

In the absence of the Under Secretary, the Administrative Assistant Secretary will serve as Acting Chairman of the Committee. Memorandum No. 1378, dated May 13, 1955, is hereby superseded.

✓



Secretary

April 3, 1961
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Agricultural Economics Notice No. 1

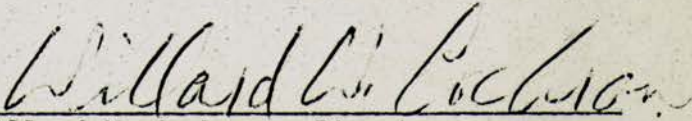
Establishment of Economic Advisory Staff

The Economic Advisory Staff is hereby established in the Office of the Director, Agricultural Economics. Its functions are to assist the Director, Agricultural Economics, in the development of long and short range economic research and statistical work required by the Secretary and to undertake special studies of policy analysis and appraisal with respect to ongoing and new agricultural programs.

The following individuals are designated to act in the positions indicated subject to establishment of the positions:

Orlin J. Scoville Staff Advisor

John A. Schnittker Staff Advisor


Willard W. Cochrane, Director
Agricultural Economics

Approved:

Administrative Assistant Secretary

APR 3 1961

Date



May 17 1965
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I am here to thank you, in behalf of your government and personally, for your willingness to help tear down old barriers in the path of equal opportunity throughout rural America and -- even more important -- for your willingness to help build new, wide, easily-traveled roads to equality in both the privileges and responsibilities of citizenship.

And I am here to make it clear, at the very beginning of your deliberations, that the Department of Agriculture is investing every essential resource in meeting its responsibilities under the Civil Rights Law of 1964 -- not only in terms of the letter of the law, but in terms of the spirit of it.

You are familiar, I know, with the Civil Rights Commission report on the policies and program operations on the U. S. Department of Agriculture in States with a high percentage of Negroes in their rural populations.

It was not a complimentary report. The sting of it was particularly sharp for those of us in the Department -- and we are many -- with long records of intellectual, political, and moral support civil rights.

When the report was made public I told administrators of all the Department agencies there were parts of it that could be debated with logic and justice. But with all the emphasis I could command, I said it would be the policy of this Department to accept it without a single protest, and act upon it in a positive manner.

Remarks by Secretary of Agriculture Orville L. Freeman during opening session of a two-day meeting of the Citizens Advisory Committee on Civil Rights to the U.S. Department of Agriculture, Monday, May 17, 1965, at 9:30 a.m. EDT, USDA Conference Room.

The basic truths in the whole of it are too important for anyone to be troubled by any inaccuracies in its parts.

I would be less than honest if I didn't confess I've squirmed a little in reading and hearing comments on the report which imply the Department of Agriculture invented segregation and discrimination. After all, the Department is only a hundred years old. Its sins are in the acceptance of a bad national pattern of human relationships, not in creating it.

But there is no future in arguing with history.

There is a bright and challenging future in creating it -- and that's where the abilities, authorities, and complete dedication of the U. S. Department of Agriculture are directed.

The Civil Rights Law of 1964 really isn't new. In substantial measure it simply adds more muscle and heart to what has been law since the ratification of the Bill of Rights in 1791.

The responsibilities of government agencies revolve primarily around its Title VI.

It is significant, I think, that Title VI is to be administered by the existing agencies of the Federal Government. There is no new administrative body with central authority for carrying out its provisions. Each agency is responsible for developing its own rules, regulations, and procedures for accomplishing the objectives of the Act.

The Department of Agriculture, as I said earlier, is striving to meet its responsibilities in terms of the spirit as well as the letter of the law.

(more)

We shall measure our effectiveness not in terms of how we fare in the courts, but in terms of how we fare in the homes and the communities of the Nation in opening both the administration and the benefits of our programs to all citizens without regard to race or color or creed.

You will become familiar with the Department's directives and regulations implementing Title VI of the law.

We hope you will examine them in terms of compliance with the law. But we are anxious for you to go beyond that point, and examine them in the light of what should be and can be and must be accomplished by these directives and regulations.

The record shows progress in expanding opportunities for Negroes to participate in the policy-making and administrative activities of the Department of Agriculture at State and county levels.

The agency with programs involving more farmers than any other is the Agricultural Stabilization and Conservation Service, which administers the farm commodity price-support and supply management programs and the cost-sharing phase of individual farm conservation projects. The Secretary of Agriculture appoints members of State ASC Committees, and farmers elect County and Township Committees.

Negro members are now serving on State ASC Committees in Maryland, Mississippi, and Arkansas.

In the 11 Southern States, the Agricultural Stabilization and Conservation Service as of May 10 had 1,427 Negro employees -- 29 in State offices, 1,398 in county offices. One year ago they employed only 7. This employment is, for the most part, seasonal -- the workload in ASCS each year varies with the status of the crops.

(more)

USDA 1539-65

The Department's Forest Service has appointed three Negroes to serve as directors of Job Corps Camps. Of the 30 persons trained in Home Economics recently hired by the Farmers Home Administration to serve as assistant supervisors of county offices located in Poverty Program areas, 20 are Negroes.

In the Federal Extension Service, the educational arm of the Department of Agriculture, separate lines of administrative supervision and staff communication based on color are being eliminated. In addition, States with segregated county offices are negotiating with county governments and the General Services Administration of the Federal Government to obtain adequate space to house white and Negro agents together. The target date for completion of this step in integration is December 31, 1965. All Extension Service work plans developed during 1965 will be on an integrated basis. The previous practice in some States was to prepare separate plans for white and Negro clientele.

All States are discontinuing the practice of holding separate State, district and county staff conferences for white and Negro employees and adopting a policy of providing equal training opportunities on a non-segregated basis.

Participating in the 1965 4-H Club Conference held recently in Washington were 10 Negro youngsters, four American Indians, an Eskimo, five Spanish-Americans and four young people of Oriental background. In 1964 there was one Negro participant. Records of eligible 4-H Club members are being evaluated without regard to race, color or national origin in selecting boys and girls to participate in all national club events, including the National 4-H Club Congress in Chicago.

We are working to expand food distribution programs and moving vigorously against any inequities found in these programs, and in others administered in whole or in part by the Department of Agriculture.

I make this report to you neither boastfully nor apologetically.

It is a beginning.

During the day you will have the opportunity to discuss each area of progress and promise in detail with administrators of the Department's agencies.

We are counting on your help to speed the tempo and the scope of accomplishments -- counting on your help to avoid the sterility of mere legalistic compliance with the Civil Rights Law.

You can only be free, a poet once said, when you cease to speak of freedom as a goal and a fulfillment.

When the Civil Rights Law can be repealed because no one needs it, then our Negro citizens and members of other minority groups will be truly free.

And so will the majority.

But meanwhile we have the need and, thankfully, the law.

The U. S. Department of Agriculture sincerely welcomes your help so that we can make the principles and goals of the law a living, dynamic, constructive part of today and a better tomorrow.

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XI B 2 (2)

Washington, April 2, 1965

Sec. Freeman Announces Civil Rights Action:

Secretary of Agriculture Orville L. Freeman today announced a series of actions related to civil rights activities underway in the Department.

These include:

- * New elections in two Mississippi communities to select farmer committee-men who participate in the local administration of Federal farm programs.
- * The naming of a Negro farmer in Mississippi, Arkansas and Maryland to serve as members of the State Agricultural Stabilization and Conservation committee. They are the first Negroes in history to serve on these committees which supervise the administration of Federal farm programs in States.
- * Appointment of a special three-person committee to review plans submitted by the State Extension Services which propose steps the State agencies will take to voluntarily end practices which discriminate against Negroes. This committee will meet at USDA Tuesday, April 6.
- * Appointment of a Citizens Advisory Committee on Civil Rights to work with the Secretary in carrying out the Civil Rights Act as it applies to activities of the Department.

The Secretary noted that in Madison County, Mississippi, the County Agricultural Stabilization and Conservation committee is calling for new elections to select community committeemen who will participate in administering farm programs locally.

The county committee, which is selected from community committeemen elected by local farmers, said it was taking the action because the outcome of the election in two communities may have been affected because of interference at polling places last fall.

Only farmers are eligible to vote in community committeemen elections. Following complaints of voting irregularities in the Mississippi elections last fall, the Department conducted an intensive investigation. While the investigation indicated only few minor irregularities, the report indicated that in some instances there were disturbances at polling places which may have interfered with election procedures. The action of the Madison County committee followed their review of the report.

Department officials, after studying the investigation report, pointed out that election officials, both at county and state levels, had with few exceptions performed their duties in a commendable manner and in conformity with election procedures. They noted that Negro farmers cast 47 percent of the votes in the 1964 election for community committeemen as compared with 51 percent in 1961, the last previous year when voting was conducted at polling places. In other years, voting has been by mail ballot.

Today's action appointing three Negro farmers on ASC State Committees in Arkansas, Maryland and Mississippi is the first time Negro farmers have been named to State committees. They are George W. Spears, Mound Bayou, Mississippi, Caldwell McMillan, Annapolis, Maryland, and John Gammon, Jr., Marion, Arkansas.

ASC State Committeemen are responsible for State administration of such farm action programs as Agricultural Conservation Program, price supports, acreage allotments and marketing quotas, the feed grain program, the voluntary wheat program, farm storage facility loans, emergency and disaster programs, and related activities.

Mr. Spears has been farming since 1940. He owns and operates a cotton farm, and raises cattle and is active in farm organizations and local groups such as the Mound Bayou Mississippi Gin Co., Inc., Mound Bayou Federal Credit Union, and Mound Bayou Recreation and Conservation League. He has a B.S. degree in Vocational Education from Alcorn A&M College.

Mr. McMillan, in farming since 1946, owns and operates a farm producing corn, tobacco, and livestock at Annapolis, Maryland. He is a graduate of Cornell University with a B.S. degree in Agriculture.

Mr. Gammon, a farmer for 28 years, produces cotton, rice, wheat, soybeans, and alfalfa and also raises catfish commercially on his farm at Marion, Ark. Active in the Negro Division of the Arkansas Farm Bureau, he is manager of the Grant Co-op Gin at Marion and also serves on the Advisory Committee of the Agency for International Development. A graduate of Arkansas A.M. & N., he holds a B.S. degree in Agricultural Education.

The Secretary named two men and a woman to the panel which will review the plans submitted by State Extension Services to end discriminatory practices. They are:

Dr. Frank P. Graham, former U. S. Senator from North Carolina, who now represents the U.S. at the United Nations. He is also President of the National Sharecroppers Fund and formerly was President of the University of North Carolina.

Dr. Rufus B. Atwood, former President of Kentucky State College and onetime Dean of Agriculture at Prairie View A. & M. College, Texas.

Mrs. Mary Conger, wife of a Kansas farmer and a former teacher who has written widely on farm subjects.

Under Title 6 of the Civil Rights Act, Cooperative Extension Services in each State are required to submit assurances that their programs are free of discrimination. In those States where discriminatory practices still exist, the Extension Services may voluntarily submit plans detailing the steps that will be taken to end these practices.

The special review committee will assist the Department in determining whether the State plans which have been submitted are adequate, or whether further action will be necessary to bring an end to discrimination.

The Secretary also named his Executive Assistant, Thomas R. Hughes, as chairman of a Citizens Advisory Committee on Civil Rights. The committee will assist Secretary Freeman in eliminating all aspects of discrimination which may still exist in the Department of Agriculture, and to insure that all possible efforts are being taken to carry out the Civil Rights Act in all phases of Department operations.

Other members named at this time are:

Lionel Steinberg, Thermal, Calif.; Emmet Peter, Lakeland, Fla.; Ralph McGill, Atlanta, Ga., and Jake J. Simmons, Jr., Muskogee, Okla.

Also, Dr. Vivian Henderson, Nashville, Tenn.; Rev. John Evans, Richmond, Va.; Dr. Elmer Ellis, Columbia, Mo.; Clay L. Cochran, Alexandria, Va., and Robert Edwards, Clemson, S. C.

UNITED STATES DEPARTMENT OF AGRICULTURE

XI B 2 c (2)

Washington, December 18, 1964

For A. M. Release Sunday, December 20

USDA Investigators Probe Mississippi Election Charges:

Secretary of Agriculture Orville L. Freeman has dispatched investigators from the Department's Office of the Inspector General (OIG) to inquire into charges of irregularities in the recent Agricultural Stabilization and Conservation (ASC) community committee election in a number of counties in Mississippi.

The investigators are probing these charges and interviewing farmers involved, and will report to the Secretary the results of their findings. The Secretary will review the reports and take remedial action as indicated.

Immediately prior to the election, which was held Dec. 3, 1964, charges of intimidation and threat against Negroes who permitted their names to be placed on ballots by petition were made. Other examples include a report that a Negro candidate's barn was burned and another candidate was shot at. Reports of criminal matters of this kind have been turned over to the Justice Department.

Charges made of violation of election procedures are being investigated by the USDA's Inspector General, who has jurisdiction in such matters.

A number of the instances of alleged improper election activities were called to the Department's attention by the Council of Federated Organizations (COFO). These reports are included in the investigation of the OIG.

On the ballots for the community committee elections in Mississippi, 55 Negro farmers were candidates for community committee posts in 33 communities in 10 of the 82 counties in the State. Fourteen negroes were elected to community committees, 4 as chairmen, 2 as vice chairmen, 2 as regular members and 6 as alternate members. This is an increase of nine Negroes serving on community committees in the State. One community in Bolivar County has elected Negroes to all five of its committee posts since the inception of the farmer-elected committee system.

Persons who own farms or who have a direct financial interest in the crops grown on the farms in any county are eligible to vote in community elections or to stand for election as candidates. Community committees help administer farm programs of the Department of Agriculture.

For A. M. Release Sunday, December 20

Dec. 3, 1964
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PART II
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Pages 16273-16309

THE NATIONAL ARCHIVES
LITTERA
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1934
OF THE UNITED STATES

FEDERAL REGISTER

VOLUME 29 NUMBER 236

Washington, Friday, December 4, 1964

Effectuation of Title VI of the Civil Rights Act of 1964

•—————•

Nondiscrimination in Federally-Assisted Programs of—

Department of the Interior

Department of Agriculture

Department of Labor

Department of Health, Education,
and Welfare

General Services Administration

Housing and Home Finance Agency

National Science Foundation

Rules and Regulations

Title 7—AGRICULTURE

Subtitle A—Office of the Secretary of Agriculture

PART 15—NONDISCRIMINATION IN FEDERALLY-ASSISTED PROGRAMS OF THE DEPARTMENT OF AGRICULTURE—EFFECTUATION OF TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Subtitle A, Title 7, CFR, is hereby amended by adding the following new Part 15:

- Sec.
- 15.1 Purpose and application of regulations.
 - 15.2 Definitions.
 - 15.3 Discrimination prohibited.
 - 15.4 Assurances required.
 - 15.5 Compliance.
 - 15.6 Complaints.
 - 15.7 Intimidatory or retaliatory acts prohibited.
 - 15.8 Procedure for effecting compliance.
 - 15.9 Hearings.
 - 15.10 Decisions and notices.
 - 15.11 Judicial review.
 - 15.12 Effect on other regulations; forms and instructions.

AUTHORITY: The provisions of this Part 15 issued under Sec. 602, 78 Stat. 252, and the laws referred to in the Appendix.

§ 15.1 Purpose and application of part.

(a) The purpose of the regulations in this part is to effectuate the provisions of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Act") to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Agriculture or any Agency thereof.

(b) The regulations in this part apply to any program for which Federal financial assistance is authorized under a law administered by the Department, including the federally assisted programs and activities listed in the Appendix to this part. They apply to money paid, property transferred, or other Federal financial assistance extended under any such program after the effective date of the regulations pursuant to an application approved prior to such effective date. The regulations in this part do not apply to (1) any Federal financial assistance by way of insurance or guaranty contract, (2) money paid, property transferred, or other assistance extended under any such program before the effective date of the regulations in this part, (3) any assistance to any individual who is the ultimate beneficiary under any such program, or (4) any employment practice, under any such program, of any employer, employment agency, or

labor organization, except where a primary objective of the Federal financial assistance is to provide employment. The fact that a program or activity is not listed in the Appendix, shall not mean, if Title VI of the Act is otherwise applicable, that such program is not covered. Other programs under statutes now in force or hereinafter enacted may be added to this list by notice published in the FEDERAL REGISTER.

§ 15.2 Definitions.

(a) "Department" means the Department of Agriculture, and includes each of its operating agencies and other organizational units.

(b) "Agency" means any service, bureau, agency, office, administration, instrumentality of or corporation within the United States Department of Agriculture extending Federal financial assistance to any program or activity.

(c) "Secretary" means the Secretary of Agriculture or any officer or employee of the Department to whom the Secretary has heretofore delegated, or to whom the Secretary may hereafter delegate, the authority to act in his stead under the regulations in this part.

(d) "Hearing Officer" means a hearing examiner appointed pursuant to the Administrative Procedure Act (5 U.S.C. 1000 et seq.) and designated to hold hearings under the regulations in this part or any person authorized to hold a hearing and make a final decision under the regulations in this part.

(e) "Recipient" means any State, political subdivision of any State, or instrumentality of any State or political subdivision, any public or private agency, institution, or organization, or other entity or any individual in any State, to whom Federal financial assistance is extended, directly or through another recipient, for any program, including any successor, assignee, or transferee thereof, but such term does not include any ultimate beneficiary under any such program.

(f) "Primary recipient" includes any recipient which is authorized or required to extend Federal financial assistance to another recipient for the purpose of carrying out a program.

(g) "Federal financial assistance" or "financial assistance" includes (1) grants and loans of Federal funds, (2) the grant or donation of Federal property and interests in property, (3) the detail of Federal personnel, (4) the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease or furnishing of services to the recipient, and (5) any Federal agreement, arrange-

ment, or other contract which has as one of its purposes the provision of assistance.

(h) "Grant, loan or contract" includes any grant, loan agreement or commitment to loan, contract or agreement to provide financial assistance or any other arrangement between the Department or any Agency and a recipient of financial assistance.

(i) "United States" means the States of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, Wake Island, the Canal Zone, and the territories and possessions of the United States, and the term "State" means any one of the foregoing.

(j) "Applicant" means one who submits an application, request, or plan required to be approved by an Agency, or by a primary recipient, as a condition to eligibility for Federal financial assistance, and "application" means such an application, request, or plan.

(k) "Program" includes any program, project, or activity for the provision of services, financial aid, or other benefits to individuals (whether provided through employees of the recipient of Federal financial assistance or provided by others through contracts or other arrangements with the recipient, and including work opportunities and cash or loan or other assistance to individuals), or for the provision of facilities for furnishing services, financial aid or other benefits to individuals. The services, financial aid, or other benefits provided under a program receiving Federal financial assistance shall be deemed to include any services, financial aid, or other benefits provided with the aid of Federal financial assistance or with the aid of any non-Federal funds, property, or other resources required to be expended or made available for the program to meet matching requirements or other conditions which must be met in order to receive the Federal financial assistance, and to include any services, financial aid, or other benefits provided in or through a facility provided with the aid of Federal financial assistance or such non-Federal resources.

(l) "Facility" includes all or any portion of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration or acquisition of facilities.

§ 15.3 Discrimination prohibited.

(a) **General.** No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program to which these regulations apply.

These regulations apply, but are not restricted, to unequal treatment in pri-

quality, quantity, methods or uses for service, use, occupancy or benefit, participation in the service or benefit available, or in the use, occupancy or benefit of any structure, facility, or improvement.

(b) *Specific discriminatory actions prohibited.* (1) A recipient under any program to which the regulations in this part apply may not, directly or through contractual or other arrangements on the ground of race, color, or national origin:

(i) Deny an individual any service, financial aid, or other benefit provided under the program;

(ii) Provide any service, financial aid, or other benefit, to an individual which is different, or is provided in a different manner, from that provided to others under the program;

(iii) Subject an individual to segregation or separate treatment in any matter related to his receipt of any service, financial aid, or other benefit under the program;

(iv) Restrict an individual in any way in the enjoyment of any advantage or privilege, enjoyed by others receiving any service, financial aid, or other benefit under the program;

(v) Treat an individual differently from others in determining whether he satisfies any admission, enrollment, quota, eligibility, membership or other requirement or condition which individuals must meet in order to be provided any service, financial aid, or other benefit provided under the program;

(vi) Deny an individual an opportunity to participate in the program through the provision of services or otherwise or afford him an opportunity to do so which is different from that afforded others under the program (including the opportunity to participate in the program as an employee but only to the extent set forth in paragraph (c) of this section).

(2) A recipient, in determining the types of services, financial aid, or other benefits, or facilities which will be provided under any such program, or the class of individuals to whom, or the situations in which, such services, financial aid, other benefits, or facilities will be provided under any such program or the class of individuals to be afforded an opportunity to participate in any such program, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin.

(3) As used in this section the services, financial aid, or other benefits provided under a program receiving Federal financial assistance shall be deemed to include any service, financial aid, or other benefit provided in or through a facility provided with the aid of Federal financial assistance.

(4) The enumeration of specific forms of prohibited discrimination in these

regulations does not limit the applicability of the provisions of paragraph (a) of this section.

(c) *Employment practices.* Where a primary objective of the Federal financial assistance to a program to which the regulations in this part apply is to provide employment, a recipient may not, directly or through contractual or other arrangements, subject an individual to discrimination on the ground of race, color, or national origin in its employment practices under the program including recruitment or recruitment advertising, employment, layoff or termination, upgrading, demotion, or transfer, rates of pay or other forms of compensation, and use of facilities. This paragraph applies to programs where a primary objective of the Federal financial assistance is (1) to reduce unemployment, (2) to assist individuals in meeting expenses incident to the commencement or continuation of their education or training, or (3) to provide work experience which contributes to education or training.

(d) *Examples.* In order that all parties may have a clear understanding of the applicability of the regulations in this part to their activities, there are listed in this section programs and activities together with illustrations, by way of example only, of types of activity covered by the regulations in this part. These illustrations and examples, however, are not intended to be all inclusive. The fact that a particular program is not listed does not, of course, indicate that it is not covered by the regulations in this part. Moreover, the examples set forth with respect to any particular listed program are not limited to that program alone and the prohibited actions described may also be prohibited in other programs or activities whether or not listed below.

(1) *Cooperative agricultural extension program.* (i) Discrimination in making available or in the manner of making available instructions, demonstrations, information, and publications offered by or through the Cooperative Extension Service;

(ii) Discrimination in the use in any program or activity of the Cooperative Extension Service of any facility, including offices, training facilities, lecture halls, or other structures or improvements; or

(iii) Discrimination in training activities, admission to or participation in fairs, competitions, field days, and encampments, conducted or sponsored by, or in which the Cooperative Extension Service participates.

(2) *Rural electrification and rural telephone programs.* (i) Refusal or failure by a borrower to accept applications for membership or applications to purchase shares of stock, or discrimination by a borrower in the terms and conditions of membership or stock ownership, where such membership or stock ownership is a condition pre-requisite to the furnishing of electric or telephone service by the borrower, or to the receipt of any benefits or advantages related to such service;

(ii) Refusal or failure by a borrower to extend, or discrimination by a borrower in the extension of, electric or telephone service to unserved persons;

(iii) Denial by a borrower to any person of the benefits of improvement, expansion or upgrading, or discrimination by a borrower among consumers or subscribers in improving, expanding or upgrading, of electric or telephone service;

(iv) Discrimination by a borrower in respect of rates, or terms or conditions of, service among consumers or subscribers;

(v) Exclusion by a borrower of any member or stockholder, if the borrower is a cooperative or mutual type of corporation, from participation in any meeting of members or stockholders of the borrower, discrimination among its members or stockholders in respect of the exercise of any of their rights as members or stockholders, or in the manner of the exercise of such rights; or

(vi) Exclusion by a borrower of any consumer or subscriber from, denial by a borrower to any consumer or subscriber of the use of, or discrimination by a borrower against any consumer or subscriber in his use of, any of the borrower's facilities.

(3) *Direct distribution program.* (i) Exclusion of an otherwise eligible recipient agency (school, summer camp for children, institution, welfare agency or disaster organization) or person from participation in the direct distribution program.

(ii) Discrimination in the allocation of food to eligible persons.

(iii) Discrimination in the manner in which or the place or times at which foods donated under the program are distributed by recipient agencies to eligible persons.

(iv) Segregation of persons served in different meal periods or by different seating or serving of different food or different size portions by recipient agencies serving prepared meals containing donated foods.

(4) *National school lunch program.*

(i) Discrimination by a State agency in the selection of schools to participate in the program or in the assignment to schools of rates of reimbursement.

(ii) Exclusion of any child from participation in the program.

(iii) Discrimination by school officials in the selection of children to receive free or reduced price lunches.

(iv) Segregation of participating children in different lunch periods or different seating, and discrimination by serving different food or different size portions.

(v) Failure to offer free and reduced-price lunches, on an equitable basis in schools of a school district in which children are assigned to schools on the basis of race, color, or national origin.

(5) *Food stamp program.* (i) Discrimination by a State agency in certifying households as eligible for the program.

(ii) Segregation or other discrimination in the manner in which or the times at which eligible households are issued food coupons.

(6) *Special milk program for children.* (i) Discrimination by a State agency in

the selection of schools and child-care institutions to participate in the program.

(ii) Discrimination by a State agency in the selection of needy schools to receive reimbursement for milk served free.

(iii) Discrimination by a State agency in the assignment of reimbursement rates to schools and child-care institutions or in the adjustment of such rates, or in fixing allowable distribution costs.

(iv) Exclusion of any child from participation in the program and segregation of participating children in different serving periods or different places of service.

(v) Discrimination by school officials or child-care institutions in the selection of children to receive free milk.

(7) *Price support programs carried out through producer associations or cooperatives or through persons who are required to provide specified benefits to producers.* (i) Denial of the benefits of price support for a producers commodity.

(ii) Denial of membership or stock ownership to any producer by any association or cooperative.

(iii) Discrimination among producers in the manner of making or paying any price support advances, loans, or payments.

(iv) Discrimination in the fees or charges collected from or in the net gains distributed to producers.

(v) Discrimination in the use of facilities and services generally made available to members or patrons under the price support program.

(8) *Forest service programs.* (i) Refusal or failure by a recipient of a permit or lease to provide to any person the benefits from the use of land administered by the Forest Service, the resources therefrom, or improvements thereon.

(ii) Refusal or failure by any recipient to provide to any person the benefits from Federal payments based on a share of the receipts from lands administered by the Forest Service.

(iii) Refusal or failure by any recipient to provide to any person the benefits from Federal assistance in cooperative programs for the protection, development, management, and use of forest resources.

(iv) Refusal or failure by any cooperator or other recipient to provide to any person the benefits from Federal assistance through grants or advances of funds for research.

(9) *Farmers Home Administration programs—(i) Direct soil and water loans to association.* (a) A borrower's denial of, or discrimination in furnishing, services under a program or activity financed wholly or partially with the aid of the loan, as in the case of a water supply system.

(b) A borrower's denial of, or discrimination or segregation in permitting, the use of facilities which are part of a project financed wholly or partially with the aid of the loan, as in the case of a golf course, swimming pool, tennis courts, parking areas, lounges, dining rooms, and rest rooms of a recreation association.

(c) Discrimination by a borrower in the terms and conditions of membership

or stock ownership, or refusal or failure of a borrower to accept applications for membership or for purchase of shares of stock, or discrimination by a borrower in acting or failing to act upon such applications, where such membership or stock ownership is a pre-requisite to the participation in services furnished by, or the use of facilities of, the borrower which are financed wholly or partially with the aid of the loan or to the receipt of any benefits or advantages related to such services or the use of such facilities.

(d) Denial or impairment by a borrower of any person's rights as a member or stockholder of the borrower, or borrower's discrimination against or segregation of persons in the exercise of their rights as members or stockholders of the borrower.

(ii) *Direct senior citizens rental housing loans to private nonprofit corporations and consumer cooperatives.* (a) A borrower's exclusion of any person from, discrimination in the terms and conditions of eligibility for, or discrimination against or segregation of any person in, the use and occupancy of the housing and related facilities financed wholly or partially with the aid of the loan.

(b) Discrimination by a borrower in the terms and conditions of membership or stock ownership, or refusal or failure of a borrower to accept applications for membership or for purchase of shares of stock, or discrimination by a borrower in acting or failing to act upon such applications, where such membership or stock ownership is a condition of eligibility for use and occupancy of the housing and related facilities financed wholly or partially with the aid of the loan or to the receipt of any benefits or advantages related to such housing or facilities.

(c) Denial or impairment by a borrower of any person's rights as a member or stockholder of the borrower, or a borrower's discrimination against or segregation of persons in the exercise of their rights as members or stockholders of the borrower.

(10) *Cooperative State research programs.* (i) Discrimination in making available information whether published or provided through public or private statement, correspondence, demonstration or field day.

(ii) Discrimination in participation in any cooperative research program or project.

(iii) Discrimination in the use of any facility, including offices, laboratories, or other structures, or research plots or fields.

(iv) Discrimination in employment of graduate students to conduct research when such students receive substantial research training benefits as a result of such employment.

§ 15.4 Assurances required.

(a) *General.* (1) Every application for Federal financial assistance to carry out a program to which these regulations apply, except a program to which paragraph (b) of this section applies, and every application for Federal financial assistance to provide a facility shall, as a condition to its approval and the ex-

tension of any Federal financial assistance pursuant to the application, contain or be accompanied by an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed by or pursuant to the regulations in this part. In the case of an application for Federal financial assistance to provide real property or structures thereon, the assurance shall obligate the recipient, or, in the case of a subsequent transfer, the transferee, for the period during which the real property or structures are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In the case of personal property the assurance shall obligate the recipient for the period during which he retains ownership or possession of the property. In all other cases the assurance shall obligate the recipient for the period during which Federal financial assistance is extended pursuant to the application. The Agency shall specify the form of the foregoing assurances for each program and the extent to which like assurances will be required of subgrantees, contractors and subcontractors, successors in interest and other participants in the program. Any such assurance shall include provisions which give the United States a right to seek its judicial enforcement.

(2) The assurance required in the case of a transfer of real property, except where covered by subparagraph (3) of this paragraph, shall be inserted in the instrument effecting the transfer of any such land, together with any improvements located thereon, and shall consist of (i) a condition coupled with a right to be reserved to the Department to revert title to the property in the event of breach of such nondiscrimination condition during the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, and (ii) a covenant running with the land for the same period. In the event a transferee of real property proposes to mortgage or otherwise encumber the real property as security for financing construction of new, or improvement of existing, facilities on such property for the purposes for which the property was transferred, the Secretary may agree, upon request of the transferee and if necessary to accomplish such financing, and upon such conditions as he deems appropriate, to forbear the exercise of such right to revert title for so long as the lien of such mortgage or other encumbrance remains effective.

(3) Transfers of surplus property are subject to regulations issued by the Administrator of General Services (41 CFR 101-6.2).

(b) *Continuing State programs.* Every application by a State or a State agency, including a State Extension Service but not including an application for aid to an institution of higher education, to carry out a program involving continuing Federal financial assistance to which the regulations in this part apply shall as a condition to its approval and the extension of any Federal finan-

cial assistance pursuant to the application (1) contain or be accompanied by a statement that the program is (or, in the case of a new program, will be) conducted in compliance with all requirements imposed by or pursuant to the regulations in this part, or a statement of the extent to which it is not, at the time the statement is made, so conducted, and (2) provide or be accompanied by provision for such methods of administration for the program as are found by the Agency to give reasonable assurance that the applicant and all recipients of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the regulations in this part, including methods of administration which give reasonable assurance that any noncompliance indicated in the statement under subparagraph (1) of this paragraph will be corrected.

(c) *Assurances from institutions.* The assurance required with respect to an institution of higher education, or any other institution, insofar as the assurance relates to the institution's practices with respect to admission or other treatment of individuals or to the opportunity to participate in the provision of services or other benefits to such individuals, shall be applicable to the entire institution unless the applicant establishes, to the satisfaction of the Agency, that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which Federal financial assistance is sought, or the beneficiaries of or participants in such program. If in any such case the assistance sought is for the construction of a facility or part of a facility, the assurance shall in any event extend to the entire facility and to facilities operated in connection therewith.

§ 15.5 Compliance.

(a) *Cooperation and assistance.* Each Agency shall to the fullest extent practicable seek the cooperation of recipients in obtaining compliance with the regulations and this part and shall provide assistance and guidance to recipients to help them comply voluntarily with the regulations in this part. As a normal part of the administration of programs covered by the regulations in this part, designated personnel will in their program reviews and other activities or as specifically directed by the Agency, review the activities of recipients to determine whether they are complying with the regulations in this part. Reports by such personnel shall include statements regarding compliance and instances, if any, of noncompliance. In the event of noncompliance, the Agency shall seek to secure voluntary compliance by all appropriate means.

(b) *Compliance reports.* Each recipient shall keep such records and submit to the Agency timely, complete and accurate compliance reports at such times, and in such form and containing such information, as the Agency may determine to be necessary to ascertain whether the recipient has complied or

is complying with the regulations in this part. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under the regulations in this part.

(c) *Access to sources of information.* Each recipient shall permit access by authorized employees of this Department during normal business hours to such of its books, records, accounts, and other sources of information, and its facilities as may be pertinent to ascertain compliance with the regulations in this part. Where any information required of a recipient is in the exclusive possession of any other agency, institution or person and this agency, institution or person shall fail or refuse to furnish this information, the recipient shall so certify in its report and shall set forth what efforts it has made to obtain the information.

(d) *Information to beneficiaries and participants.* Each recipient shall make available to participants, beneficiaries, and other interested persons such information regarding the provisions of the regulations in this part and their applicability to the program under which the recipient receives Federal financial assistance, and make such information available to them in such manner, as the Department or its Agencies finds necessary to apprise such persons of the protections against discrimination assured them by the Act and the regulations in this part.

§ 15.6 Complaints.

Any person who believes himself or any specific class of individuals to be subjected to discrimination prohibited by the regulations in this part may by himself or by an authorized representative file with the Secretary or any Agency a written complaint. A complaint must be filed not later than 90 days from the date of the alleged discrimination, unless the time for filing is extended by the Agency or the Secretary. Such complaint shall be promptly referred to the Office of the Inspector General. The complaint shall be investigated in the manner determined by the Inspector General and such further action taken by the Agency or the Secretary as may be warranted.

§ 15.7 Intimidatory or retaliatory acts prohibited.

No recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by section 601 of the Act or the regulations in this part, or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the regulations in this part. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of the regulations in this part, including the conduct of any hearing or judicial proceeding arising thereunder.

§ 15.8 Procedure for effecting compliance.

(a) *General.* If there appears to be a failure or threatened failure to comply with the regulations in this part, and if the noncompliance or threatened noncompliance cannot be corrected by informal means, compliance with the regulations in this part may be effected by the suspension or termination of or refusal to grant or to continue Federal financial assistance, upon a finding, in accordance with the procedure hereinafter prescribed, or by any other means authorized by law. Such other means may include, but are not limited to, (1) a reference to the Department of Justice with a recommendation that appropriate proceedings be brought to enforce any rights of the United States under any law of the United States (including other Titles of the Act), or any assurance or other contractual undertaking, and (2) any applicable proceeding under State or local law.

(b) *Noncompliance with § 15.4.* If an applicant fails or refuses to furnish an assurance required under § 15.4 or otherwise fails or refuses to comply with the requirement imposed by or pursuant to that section, Federal financial assistance may be refused in accordance with the procedures of paragraph (c) of this section. The Department shall not be required to provide assistance in such a case during the pendency of the administrative proceedings under such paragraph, except that the Department shall continue assistance during the pendency of such proceedings where such assistance is due and payable pursuant to an application therefor approved prior to the effective date of the regulations in this part.

(c) *Termination of or refusal to grant or to continue Federal financial assistance.* No order suspending, terminating, or refusing to grant or to continue Federal financial assistance shall become effective until (1) the Agency has advised the applicant or recipient of his failure to comply and has determined that compliance cannot be secured by voluntary means, (2) there has been an express finding on the record, after opportunity for hearing, of a failure by the applicant or recipient to comply with the requirement imposed by or pursuant to the regulations in this part, (3) the action has been approved by the Secretary pursuant to § 15.10(e), and (4) the expiration of 30 days after the Secretary has filed with the committee of the House and the committee of the Senate, having legislative jurisdiction over the program involved, a full written report of the circumstances and the grounds for such action. Any action to suspend or terminate or to refuse to grant or to continue Federal financial assistance shall be limited to the particular political entity, or part thereof, or other applicant or recipient as to whom such a finding has been made and shall be limited in its effect to the particular program, or part thereof, in which such noncompliance has been so found.

(d) *Other means authorized by law.* No action to effect compliance by any

other means authorized by law shall be taken until (1) the Secretary has determined that compliance cannot be secured by voluntary means, (2) the recipient or other person has been notified of its failure to comply and of the action to be taken to effect compliance, and (3) the expiration of at least ten days from the mailing of such notice to the recipient or other person. During this period of at least ten days, additional efforts shall be made to persuade the recipient or other person to comply with the regulations in this part and to take such corrective action as may be appropriate.

§ 15.9 Hearings.

(a) *Opportunity for hearing.* Whenever an opportunity for a hearing is required under the regulations in this part, reasonable notice shall be given by registered or certified mail, return receipt requested, to the affected applicant or recipient. This notice shall advise the applicant or recipient of the action proposed to be taken, the specific provision under which the proposed action against it is to be taken, and the matters of fact or law asserted as the basis for this action, and either (1) fix a date not less than 20 days after the date of such notice within which the applicant or recipient may request of the Secretary or the Agency that the matter be scheduled for hearing or (2) advise the applicant or recipient that the matter in question has been set down for hearing at a stated place and time. The time and place so fixed shall be reasonable and shall be subject to change for cause. The complainant, if any, shall be advised of the time and place of the hearing. An applicant or recipient may waive a hearing and submit written information and argument for the record. The failure of an applicant or recipient to request a hearing under this subsection or to appear at a hearing for which a date has been set shall be deemed to be a waiver of the right to a hearing under section 602 of the Act and the regulations in this part and consent to the making of a decision on the basis of such information as is available.

(b) *Time and place of hearing.* Hearings shall be held at the offices of the Department in Washington, D.C., at a time fixed by the hearing officer or by the Secretary unless it is determined that the convenience of the applicant or recipient or of the Department requires that another place be selected. Hearings shall be held before a hearing officer.

(c) *Right to counsel.* In all proceedings under this section, the applicant or recipient and the Department shall have the right to be represented by counsel.

(d) *Procedures, evidence, and record.* (1) The hearing, decision, and any administrative review thereof shall be conducted in conformity with sections 5-8 of the Administrative Procedure Act, and in accordance with such rules of procedure promulgated by the Secretary as not inconsistent with this section, relating to the conduct of the hearing, giving of notices subsequent to those provided for in paragraph (a) of this section,

taking of testimony, exhibits, arguments and briefs, requests for findings, and other related matters. Both the Department and the applicant or recipient shall be entitled to introduce all relevant evidence on the issues as stated in the notice for hearing or as determined by the hearing officer conducting the hearing at the outset of or during the hearing.

(2) Technical rules of evidence shall not apply to hearings conducted pursuant to these regulations in this part, but rules or principles designed to assure production of the most credible evidence available and to subject testimony to test by cross-examination shall be applied where reasonably necessary by the hearing officer. The hearing officer may exclude irrelevant, immaterial, or unduly repetitious evidence. All documents and other evidence offered or taken for the record shall be open to examination by the parties and opportunity shall be given to refute facts and arguments advanced on either side of the issues. A transcript shall be made of the oral evidence except to the extent the substance thereof is stipulated for the record. All decisions shall be based upon the hearing record and written findings shall be made.

(e) *Consolidated or joint hearings.* In cases in which the same or related facts are asserted to constitute noncompliance with these regulations with respect to two or more programs to which the regulations in this part apply, or noncompliance with the regulations in this part and the regulations of one or more other Federal Departments or Agencies issued under Title VI of the Act, the Secretary may, by agreement with such other Departments or Agencies, where applicable provide for the conduct of consolidated or joint hearings, and for the application to such hearings of rules of procedure not inconsistent with the regulations in this part. Final decisions in such cases, insofar as the regulations in this part are concerned, shall be made in accordance with § 15.10.

§ 15.10 Decisions and notices.

(a) *Decision by hearing officer or Secretary.* (1) The hearing officer shall either make an initial decision, if so authorized, or certify the entire record including his recommended findings, and proposed decision to the Secretary for a final decision, and a copy of such initial decision or certification shall be mailed to the applicant or recipient. The applicant or recipient may within 30 days of the mailing of such notice of initial decision file with the Secretary his exceptions to the initial decision, with his reasons therefor.

(2) In the absence of exceptions, the Secretary may on his own motion within 45 days after the initial decision serve on the applicant or recipient a notice that he will review the decision. Upon the filing of such exceptions or of such notice of review the Secretary shall review the initial decision and issue his own decision thereon including the reasons therefor. In the absence of either exceptions or a notice of review the initial decision shall constitute the final decision of the Secretary.

(b) *Decisions on record or review.* Whenever a record is certified to the Secretary for decision or he reviews the decision of a hearing officer pursuant to paragraph (a), the applicant or recipient shall be given reasonable opportunity to file with him briefs or other written statements of its contentions, and a copy of the final decision of the Secretary shall be given in writing to the applicant or recipient, and to the complainant, if any.

(c) *Decisions on record where a hearing is waived.* Whenever a hearing is waived pursuant to § 15.9(a), a decision shall be made by the Secretary on the record and a copy of such decision shall be given in writing to the applicant or recipient, and to the complainant, if any.

(d) *Rulings required.* Each decision of a hearing officer shall set forth his ruling on each finding, conclusion, or exception presented, and shall identify the requirement or requirements imposed by or pursuant to the regulations in this part with which it is found that the applicant or recipient has failed to comply.

(e) *Decision by Secretary.* The Secretary shall make any final decision which provides for the suspension or termination of, or the refusal to grant or continue Federal financial assistance, or the imposition of any other sanction available under the regulations in this part or the Act.

(f) *Content of orders.* The final decision may provide for suspension or termination of, or refusal to grant or continue Federal financial assistance, in whole or in part, under the program involved, and may contain such terms, conditions, and other provisions as are consistent with and will effectuate the purposes of the Act and the regulations in this part, including provisions designed to assure that no Federal financial assistance will thereafter be extended under such program to the applicant or recipient determined by such decision to be in default in its performance of an assurance given by it pursuant to the regulations in this part, or to have otherwise failed to comply with the regulations in this part, unless and until it corrects its noncompliance and satisfies the Agency that it will fully comply with the regulations in this part.

§ 15.11 Judicial review.

Action taken pursuant to section 602 of the Act is subject to judicial review as provided in section 603 of the Act.

§ 15.12 Effect on other regulations; forms and instructions.

(a) *Effect on other regulations.* All regulations, orders, or like directions heretofore issued by any officer of the Department which impose requirements designed to prohibit any discrimination against individuals on the ground of race, color, or national origin under any program to which the regulations in this part apply, and which authorize the suspension or termination of or refusal to grant or to continue Federal financial assistance to any applicant for or recipient of such assistance under such program for failure to comply with such requirements, are hereby superseded to the extent that such discrimination is

prohibited by the regulations in this part, except that nothing in the regulations in this part shall be deemed to relieve any person of any obligation assumed or imposed under any such superseded regulation, order, instruction, or like direction prior to the effective date of the regulations in this part. Nothing in these regulations, however, shall be deemed to supersede any of the following including future amendments thereof:

(1) Executive Orders 10925 and 11114 and regulations issued thereunder; or
(2) Executive Order 11063 and regulations issued thereunder or any other regulations or instructions insofar as they prohibit discrimination on the ground of race, color, or national origin in any program or situation to which the regulations in this part are inapplicable, or prohibit discrimination on any other ground.

(b) *Forms and instructions.* Each Agency shall issue and promptly make available forms and such implementing instructions and procedures consistent with the regulations in this part as may be necessary. Each Agency in making available Federal financial assistance to any program or activity may utilize contractual commitments in obtaining compliance with the regulations in this part, including obtaining compliance by recipients other than the contracting recipient.

(c) *Supervision and coordination.* The Secretary may from time to time assign to officials of other Departments or Agencies of the Government with the consent of such Department or Agency, responsibilities in connection with the effectuation of the purposes of Title VI of the Act and the regulations in this part (other than responsibility for final decision as provided in § 15.10) including the achievement of effective coordination and maximum uniformity within the Department and within the Executive Branch of the Government in the application of Title VI and these regulations to similar programs and in similar situations.

Effective date: The regulations in this part shall become effective on the 30th day following the date of publication in the FEDERAL REGISTER.

ORVILLE L. FREEMAN,
Secretary of Agriculture.

Approved: December 3, 1964.

LYNDON B. JOHNSON.

APPENDIX

PROGRAMS AND ACTIVITIES OF THE DEPARTMENT OF AGRICULTURE COVERED BY TITLE VI OF "THE CIVIL RIGHTS ACT OF 1964"

Payments for Marketing Service Work, 7 U.S.C. 1623.

Grants for basic scientific research, 42 U.S.C. 1891-1893.

Foreign Market Development Projects, 7 U.S.C. 1691-1724.

Research and Technical Assistance for Farmers' Cooperatives, 7 U.S.C. 451-457.

Cooperative Agricultural Extension Work, U.S.C. 341-349.

Educational Aspects of Agricultural Marketing Act, 7 U.S.C. 1623-1624.

Direct loans and planning advances under the Soil and Water Association Loan Program pursuant to Sections 306 and 314 of

the Consolidated Farmers Home Administration Act of 1961, 7 U.S.C. 1926, 1944.

Direct loans under the Senior Citizens Rental Housing loan program pursuant to Section 515(a) of the Housing Act of 1949, 42 U.S.C. 1485(a).

Loans, technical assistance, and preliminary advances under the Rural Renewal loan program pursuant to Section 32(e) of the Bankhead-Jones Farm Tenant Act, 7 U.S.C. 1011(e).

Loans under the Resource Conservation and Development loan program pursuant to Section 32(e) of the Bankhead-Jones Farm Tenant Act and the Agricultural Appropriation Acts, 7 U.S.C. 1011(e) P.L. 88-250 and subsequent Appropriation Acts.

Direct loans under the Farm Ownership and Operating loan programs made for the purpose of installing or improving on farms recreation facilities available to the public, 7 U.S.C. 1922, 1923, 1941.

Loans to cooperative associations under Section 303, Economic Opportunity Act of 1964, P.L. 88-452, 78 Stat. 524.

Disaster and distress assistance through State and other agencies, 7 U.S.C. 1427.

Loans under the Watershed Protection and Flood Prevention loan program in addition to assistance by the Soil Conservation Service, 16 U.S.C. 1001-1008.

Special Milk Program, Act of July 1, 1958, as amended, 7 U.S.C. 1446 note.

School Lunch Program, National School Lunch Act, 42 U.S.C. 1751 *et seq.*

Food Stamp Program, Section 32 of the Act of August 24, 1935, 7 U.S.C. 612c. Food Stamp Act of 1964, 78 Stat. 703.

Direct Distribution Program, Section 416 of the Agricultural Act of 1949, as amended 7 U.S.C. 1431. Section 32 of the Act of August 24, 1935, 7 U.S.C. 612c. Sections 6 and 9 of National School Lunch Act, 42 U.S.C. 1755, 1758.

Hatch Act Experiment Stations, 7 U.S.C. 361a *et seq.*

Section 204(b) of the Agricultural Marketing Act of 1946, 7 U.S.C. 1623.

Cooperative Forestry Research Act, P.L. 87-788.

Experiment Station Research Facilities, 7 U.S.C. 390-390k.

Watershed Protection Program, Watershed Protection and Flood Prevention Act of August 4, 1954, 16 U.S.C. 1001-1008.

Flood Prevention Program, Flood Control Act of December 22, 1944, 58 Stat. 887.

Resource Conservation and Development Program, Title III of the Bankhead-Jones Farm Tenant Act, as amended by Section 102 of the Food and Agriculture Act of 1962, 7 U.S.C. 1010-1012. Soil Conservation Act of April 27, 1935, 16 U.S.C. 590a-f.

Program of Technical Assistance, and Grants of Equipment and Material, and Plant Materials to Soil Conservation Districts, Soil Conservation Act of April 27, 1935, 16 U.S.C. 590a-f.

Rural Electrification and Rural Telephone Programs, Rural Electrification Act of 1936, as amended, 7 U.S.C. 901 *et seq.*

Cropland Conversion Program, 16 U.S.C. 590p(e).

Price support programs operating through producer associations, cooperatives, and other recipients in which the recipient is required to furnish specified benefits to producers (e.g., tobacco, peanuts, naval stores, cotton, rice, honey, dry edible beans, cottonseed and soybeans price support programs), Agricultural Act of 1949, as amended, 7 U.S.C. 1421 *et seq.* Commodity Credit Corporation Charter Act, 15 U.S.C. 714 *et seq.*

Surplus removal programs operating through purchases or diversion payments under clause (2) of section 32 of the Act of August 24, 1935, as amended, in which the recipient under the program is required to provide specified benefits to producers, Section 32 of the Act of August 24, 1935.

Administration and management of National Forests and National Grasslands, and other lands administered by the Forest Service in which Federal assistance is rendered, including but not limited to the following activities:

a. Permits for use of National Forests and National Grasslands by other than individuals at a nominal or no charge, Act of June 4, 1897, as amended, 16 U.S.C. 551. Secretary's Regs. U-11, 36 C.F.R. 251.2. Time Permit Act of March 4, 1915, as amended, 16 U.S.C. 497. American Antiquities Act of June 8, 1906, 16 U.S.C. 433. Title III, Bankhead-Jones Farm Tenant Act of July 22, 1937, 7 U.S.C. 1011 (c), (d).

b. Permits for use of Government-owned improvements and land used therewith by other than individuals at a nominal charge, Section 7 of Granger-Thye Act of April 24, 1950, 16 U.S.C. 580d.

c. Easements for use of National Forests and National Grasslands by other than individuals at a nominal or no charge, Act of March 4, 1911, as amended, 16 U.S.C. 523. Act of May 13, 1946, as amended, 49 U.S.C. 1115. Title III, Bankhead-Jones Farm Tenant Act of July 22, 1937, 7 U.S.C. 1011(d).

d. Permits for disposal of common varieties of mineral materials from lands under Forest Service jurisdiction for use by other than individuals at a nominal or no charge, Act of July 31, 1947, as amended, 30 U.S.C. 601-603, 611. Act of June 11, 1960, 5 U.S.C. 511 note.

e. Timber granted free or at nominal cost to any group, Act of June 4, 1897, as amended, 16 U.S.C. 551. Title III, Bankhead-Jones Farm Tenant Act of July 22, 1937, 7 U.S.C. 1011(b). Secretary's Regs. S-24 and S-29, 36 C.F.R. 221.24, 221.29.

f. Road rights-of-way, Federal Highway Act of August 27, 1958, 23 U.S.C. 107.

g. Rights-of-way for wagon roads or railroads, Act of March 3, 1899, 16 U.S.C. 525.

h. Use of Federal land for airports, Federal Airport Act of May 13, 1946, as amended, 49 U.S.C. 1105, 1115.

1. Revenue sharing payment to States:

1. Payment of 25 percent of national forest receipts to States for schools and roads, Act of May 23, 1908, as amended, 16 U.S.C. 500.

2. Payment to Minnesota from national forest receipts of a sum based on a formula, Section 5 of the Act of June 22, 1948, as amended, 16 U.S.C. 577g-577g-1.

3. Payment to New Mexico and Arizona of proportion of national forest receipts for common-school fund, Sections 6 and 24 of Act of June 20, 1910, 36 Stat. 557, 562, 573.

4. Payment of 25 percent of net revenues from Title III, Bankhead-Jones Farm Tenant Act, lands to counties for school and road purposes or both, Section 33, Title III, of Bankhead-Jones Farm Tenant Act of July 22, 1937, 7 U.S.C. 1012.

Cooperation in the protection, development, management, utilization of forest resources administered by the Forest Service in which Federal assistance is rendered, including but not limited to the following activities:

a. Fire prevention and suppression, Section 2 of Clarke-McNary Act of June 7, 1924, as amended, 16 U.S.C. 565.

b. Forest seedling production and distribution, Section 4 of Clarke-McNary Act of June 7, 1924, as amended, 16 U.S.C. 567.

c. Assistance to States for tree planting, Title IV, Section 401, of Agricultural Act of 1956, as amended, 16 U.S.C. 562-e-g.

d. Technical assistance in forest management, Cooperative Forest Management Act of August 25, 1950, 16 U.S.C. 563 c, d.

e. General forestry assistance, Annual Appropriation Acts commencing with the Department Appropriation Act of 1905; Organic Act of 1862, 5 U.S.C. 511.

f. Control of white pine blister rust, White Pine Blister Rust Protection Act of April 26, 1940, 16 U.S.C. 591a.

g. Protections of forest resources from insects, pests and diseases, Forest Pest Control Act of June 25, 1947, 16 U.S.C. 594-1-5.

Research programs of the Forest Service in which Federal assistance is rendered, including but not limited to the following activities:

a. Advance of funds for cooperative research, Section 20 of Granger-Thye Act of April 24, 1950, added April 6, 1956, 16 U.S.C. 5811-1.

b. Grants for support of scientific research, Act of September 6, 1958, 42 U.S.C. 1891-1893.

c. Research cooperation, McSweeney-McNary Act of May 22, 1928, as amended, 16 U.S.C. 581 et seq.

[F.R. Doc. 64-12534; Filed, Dec. 3, 1964; 4:23 p.m.]

Title 24—HOUSING AND HOUSING CREDIT

Subtitle A—Office of the Administrator, Housing and Home Finance Agency

PART 1—NONDISCRIMINATION IN FEDERALLY-ASSISTED PROGRAMS OF THE HOUSING AND HOME FINANCE AGENCY—EFFECTUATION OF TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Subtitle A of Title 24 CFR is hereby amended by adding the following new Part 1:

- Sec.
- 1.1 Purpose.
- 1.2 Definitions.
- 1.3 Application of Part 1.
- 1.4 Discrimination prohibited.
- 1.5 Assurances required.
- 1.6 Compliance information.
- 1.7 Conduct of investigations.
- 1.8 Procedure for effecting compliance.
- 1.9 Hearings.
- 1.10 Decisions and notices.
- 1.11 Judicial review.
- 1.12 Effect on other regulations; forms and instructions.

AUTHORITY: The provisions of this Part 1 are issued under sec. 602 of the Civil Rights Act of 1964, P.L. 88-352, 78 Stat. 252, 42 U.S.C. 2000d-1; sec. 502(a) of the Housing Act of 1948, 12 U.S.C. 1701c; and the laws listed in Appendix A to this Part 1.

§ 1.1 Purpose.

The purpose of this Part 1 is to effectuate the provisions of title VI of the Civil Rights Act of 1964 (hereafter referred to as the "Act") to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Housing and Home Finance Agency.

§ 1.2 Definitions.

As used in this Part 1—

(a) The term "Agency" means the Housing and Home Finance Agency.

(b) The term "Administrator" means the Housing and Home Finance Administrator.

(c) The term "responsible Agency official" with respect to any program or activity receiving Federal financial as-

sistance means the Administrator or other official of the Agency who by law or by delegation has the principal responsibility within the Agency for the administration of the law extending such assistance.

(d) The term "United States" means the States of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, Wake Island, the Canal Zone, and the territories and possessions of the United States, and the term "State" means any one of the foregoing.

(e) The term "Federal financial assistance" includes (1) grants, loans, and advances of Federal funds, (2) the grant or donation of Federal property and interests in property, (3) the detail of Federal personnel, (4) the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient, and (5) any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance. The term "Federal financial assistance" does not include a contract of insurance or guaranty.

(f) The term "recipient" means any State, political subdivision of any State, or instrumentality of any State or political subdivision, any public or private agency, institution, organization, or other entity, or any individual, in any State, to whom Federal financial assistance is extended, directly or through another recipient, for any program or activity, or who otherwise participates in carrying out such program or activity (such as a redeveloper in the Urban Renewal Program), including any successor, assign, or transferee thereof, but such term does not include any ultimate beneficiary under any such program or activity.

(g) The term "applicant" means one who submits an application, contract, request, or plan requiring Agency approval as a condition to eligibility for Federal financial assistance, and the term "application" means such an application, contract, request, or plan.

§ 1.3 Application of Part 1.

This Part 1 applies to any program or activity for which Federal financial assistance is authorized under a law administered by the Agency, including any program or activity assisted under the Agency programs listed in Appendix A of this Part 1. It applies to money paid, property transferred, or other Federal financial assistance extended under any such program or activity after the effective date of this Part 1 pursuant to an application approved prior to such effective date. This Part 1 does not apply to (1) any Federal financial assistance by way of insurance or guaranty contracts, (2) money paid, property transferred, or other assistance extended under any such program or activity before the effective date of this Part 1, (3) any assistance to

any person who is the ultimate beneficiary under any such program or activity, or (4) any employment practice, under any such program or activity, of any employer, employment agency, or labor organization, except to the extent described in § 1.4(c). The fact that a program or activity is not listed in Appendix A shall not mean, if Title VI of the Act is otherwise applicable, that such program or activity is not covered. Other programs or activities under statutes now in force or hereinafter enacted may be added to this list by notice published in the FEDERAL REGISTER.

§ 1.4 Discrimination prohibited.

(a) *General.* No person in the United States, shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity to which this Part 1 applies.

(b) *Specific discriminatory actions prohibited.* (1) A recipient under any program or activity to which this Part 1 applies, may not, directly or through contractual or other arrangements, on the ground of race, color, or national origin:

(i) Deny a person any housing, accommodations, facilities, services, financial aid, or other benefits provided under the program or activity;

(ii) Provide any housing, accommodations, facilities, services, financial aid, or other benefits to a person which are different, or are provided in a different manner, from those provided to others under the program or activity;

(iii) Subject a person to segregation or separate treatment in any matter related to his receipt of housing, accommodations, facilities, services, financial aid, or other benefits under the program or activity;

(iv) Restrict a person in any way in access to such housing, accommodations, facilities, services, financial aid, or other benefits, or in the enjoyment of any advantage or privilege enjoyed by others in connection with such housing, accommodations, facilities, services, financial aid, or other benefits under the program or activity;

(v) Treat a person differently from others in determining whether he satisfies any occupancy, admission, enrollment, eligibility, membership, or other requirement or condition which persons must meet in order to be provided any housing, accommodations, facilities, services, financial aid, or other benefits provided under the program or activity;

(vi) Deny a person opportunity to participate in the program or activity through the provision of services or otherwise, or afford him an opportunity to do so which is different from that afforded others under the program or activity (including the opportunity to participate in the program or activity as an employee but only to the extent set forth in paragraph (c) of this section).

(2) A recipient, in determining the location or types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, ac-

Washington, December 4, 1964

Statement by Sec. Freeman on Mississippi Vote for Farmer Committeemen:

"Mississippi farmers yesterday voted to select farmer committeemen who will administer farm price support programs in local communities. Preliminary and incomplete reports prepared by the Agricultural Stabilization and Conservation Service are now available.

"In those elections, 55 Negro farmers were candidates for community committeemen posts in 23 communities in 10 of the 82 counties in Mississippi. Reports are now available from four counties where 23 Negro candidates were on the ballot in 11 communities. The preliminary results indicate that of those candidates, two were elected as chairmen of their community committee and three Negro farmers were elected as alternate committeemen.

"These reports come from four counties where farmers balloted at polling places. In the remaining six counties where Negro candidates were on the ballot, election of community committeemen is done by mail ballots and election results will not be available for a number of days. Public notification will be made locally as to the time and place for counting the mail ballots.

"Persons who own farms or who have a direct financial interest in the crops grown on the farms in any county are eligible to vote in community committee elections or to stand for election as candidates.

"Complaints have been received that persons in one county who were attempting to assist Negro voters were subjected to harrassment and intimidation. According to the best information available, four persons at or near polling places were arrested in Madison County by local authorities.

"The Department began preparations nearly six months ago to insure that free and open elections would be held in Mississippi in the selection of community committeemen. In brief, these were some of the steps taken:

* A strenuous effort was made to insure that every eligible voter was placed on the rolls in ASC offices, and every effort was made to insure that these individuals were informed of the election.

* Election procedures were revised wherever it was considered necessary to insure fair and impartial balloting. A new procedure was developed to insure the security of challenged ballots; rules were established to enable voters to receive assistance from election officials and any other person in marking ballots; procedures were set down for notifying local officials, the FBI in Jackson, Miss., and the Department in the event of violence or misconduct at any polling place.

* Prior to the election, training sessions in election procedures and regulations were held for all county and community committeemen to insure they would be thoroughly familiar with procedures.

* A representative of the State ASC office was assigned to each county on election day where Negro candidates were on the ballot to assist in any problems and to keep in direct contact with the State office.

* An ASC representative from the Washington office was assigned to the State office in Jackson to assist in any problems and to maintain direct contact with the Department.

* These procedures were reviewed with Civil Rights groups and with Civil Rights sections of the Department of Justice and the FBI. The FBI, in addition, was furnished with names and phone numbers of all key ASC personnel at the State and local level, together with the location of each county ASC office and polling place.

"The determination of ASC officials at all levels to strengthen the tradition of free and impartial elections in the selection of community committeemen, together with the steps outlined, has enabled a substantial number of persons to participate in these elections. While the count is not complete, these results already are evident.

"Many who voted in this election did so for the first time in their lives.

"For the first time, many Negro farmers were candidates in these elections and, as the incomplete returns show, with some success.

"Preparations have been made for prompt and careful investigation of any and all allegations and complaints of voting irregularities. If these investigations show that corrective action is required, it will be taken immediately."

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CIVIL RIGHTS DIGEST

PUBLISHED BY THE U.S. COMMISSION ON CIVIL RIGHTS
1701 PENNSYLVANIA AVENUE, N.W., WASHINGTON, D.C. 20425

SPECIAL BULLETIN—AUGUST 1964

A SUMMARY OF THE CIVIL RIGHTS ACT OF 1964

This summary of the 1964 Civil Rights Act was prepared in response to questions about the Act which have come to the Commission from citizens in every section of the country. It is designed to provide a clearer understanding of the major provisions of the new statute.

Some of the questions raised about any new law cannot be fully answered until the policies and programs necessary for carrying out the law have been developed by the appropriate Government agencies. Other questions will be further clarified as the courts deal with cases brought under the law.

This summary was prepared by the staff of the Commission and is available for distribution as a service under the national clearinghouse function assigned the Commission by the new Civil Rights Act.

Title I

VOTING

The purpose of this section is to provide more effective enforcement of the right to vote in Federal elections (for President, Vice President, presidential electors or members of Congress) without regard to race or color. It also speeds up the procedure by which voting rights suits may be decided.

The Act:

- a. requires that the same standards be applied to all individuals seeking to register and vote;
- b. forbids denial of the right to vote because of some minor mistake or omission;
- c. requires that only literacy tests that are written may be used as a qualification for voting; and that the tests and answers be available on request;
- d. establishes that in voting rights law suits the court

must presume that anyone who completed the sixth grade is literate, unless the State can prove otherwise.

In any voting suit brought by the Government charging that there is a "pattern or practice" of voting discrimination, either the Attorney General or the defendant may ask that a three-judge Federal court be appointed to hear the case. Appeals from the decisions of such a court may be taken directly to the Supreme Court.

Title II

PUBLIC ACCOMMODATIONS

Discrimination on the basis of race, color, religion or national origin is specifically forbidden in the following places of public accommodation:

- a. hotels and motels, restaurants, lunch counters, movie houses, gasoline stations, theaters and stadiums;

b. any other establishment which offers its services patrons of the covered establishment; for example,
—a barbershop or tavern located in a hotel, or.
—a department store in which there is a restaurant:
so long as the covered facilities either affect interstate commerce in their operations, or are supported in their discriminatory practices by State action.

In addition; discrimination is forbidden in any other place of public accommodation that is required to segregate by State or local laws.

If there are no State or local laws requiring segregation, the Federal law does not cover:

a. barbershops, beauty parlors and other service establishments unless they are located in a hotel and offer these services to hotel guests;

b. retail stores that do not serve food, or places of recreation (except as listed above) which do not serve food;

c. lodging houses, hotels or similar places which take temporary guests if they have fewer than six rooms for rent in a building occupied by the owner.

Places that are actually owned and operated as private clubs are exempted from coverage of this title except to the extent that they offer their facilities to patrons of a covered establishment, such as a country club that customarily allows guests of a hotel to use its golf course.

No person may intimidate, threaten or coerce anyone for the purpose of interfering with the rights created by this title.

The provisions of this title may be enforced in two ways:

1. By *individual action* in a civil suit filed by the persons discriminated against, or
2. By *Government action* in a civil suit filed by the Attorney General.

In public accommodations suits filed by individuals:
—the court hearing the suit may appoint a lawyer for the person bringing the complaint and exempt the complainant from the payment of certain costs;

—the court may permit the Attorney General to enter the case;

—if there is a State law or local ordinance that prohibits discrimination, the complaint must first be taken to the State or local authorities, allowing them 30 days to begin a proceeding before suit can be filed in a Federal court;

—once the case is in court, the court can postpone action until the State or local proceeding is completed;

—if there are no State or local anti-discrimination provisions, the court may refer the matter to the Community Relations Service (see Title X) so that it may seek to secure voluntary compliance within no more than 120 days.

The Attorney General may file a public accommodations suit when he believes there is a pattern or practice of resistance. As in Title I voting suits, he may request a three-judge court for this action.

In public accommodations suits brought either by individuals or the Attorney General, the court may issue temporary or permanent injunctions or restraining orders against those found to be violating the law. A person or persons failing to obey such court decrees may be punished by contempt proceedings under the jury trials provision of the law (see Title XI).

Title III

PUBLIC FACILITIES

The Attorney General is authorized to bring a civil suit to compel desegregation of any publicly-owned or operated facility whenever he receives a written complaint of discrimination. He must believe that the complaint merits action and must certify that the individual or individuals making the complaint are themselves unable to take the necessary legal action. State or municipally owned or operated parks, libraries and hospitals are among the facilities covered.

Title IV

PUBLIC EDUCATION

Under this title the U.S. Office of Education is authorized to:

- a. conduct a national survey to determine the availability of equal educational opportunity;
- b. provide technical assistance, upon request, to help States, political subdivisions or school districts carry out school desegregation plans;
- c. arrange training institutes to prepare teachers and other school personnel to deal with desegregation problems;

d. make grants enabling school boards to employ specialists for in-service training programs.

In addition, the Attorney General is authorized to file civil suits seeking to compel desegregation of public schools, including public colleges.

Before filing such a suit the Attorney General must have received a signed complaint from a pupil or parent and must have determined that the complainant, according to standards set forth in the Act, is unable to bring the action. The Attorney General is also required to notify the school board and give it a reasonable period of time to correct the alleged condition before filing suit.

Title V

COMMISSION ON CIVIL RIGHTS

The life of the U.S. Commission on Civil Rights is extended until January 31, 1968. Since 1957 the Commission's functions have included investigating denials of the right to vote, studying legal developments and appraising Federal policies relating to equal protection of the laws, and making recommendations for corrective action to the President and the Congress.

Title V gives the Commission added authority to:

- a. serve as a national clearinghouse for civil rights information;
- b. investigate allegations of vote fraud.

Commission hearing procedures are amended to further protect the rights of individuals who may be affected by Commission proceedings.

As a national clearinghouse, the Commission will provide civil rights information in such areas as voting, housing, education, employment and the use of public facilities to Federal, State and local government agencies and officials, organizations and businesses, and the general public.

Title VI

FEDERALLY ASSISTED PROGRAMS

Under this title every Federal agency which provides financial assistance through grants, loans or contracts is required to eliminate discrimination on the grounds of race, color or national origin in these programs.

For example, this title would require the following:

a. hospitals constructed with Federal funds would have to serve all patients without regard to race, color or national origin;

b. elementary and secondary schools constructed, maintained and operated with Federal funds would have to admit children without regard to race, color or national origin;

c. State employment services financed by Federal funds would have to refer qualified job applicants for employment without discrimination;

d. schools for the deaf and the blind operated with Federal funds would have to serve the deaf and blind of any color;

e. colleges and universities receiving funds for their general operation or for the construction of special facilities, such as research centers, would have to admit students without discrimination;

f. construction contractors receiving funds under Federal public works programs would have to hire employees without discrimination.

Action by a Federal agency to carry out the requirements of this title may include the terminating of programs where discrimination is taking place or refusal to grant assistance to such a program.

Each agency is required to publish rules or regulations to carry out the purposes of the title. These rules and regulations are subject to the approval of the President.

Compliance actions are subject to the following conditions:

a. notice must be given of alleged failure to comply and an opportunity for a hearing must be provided;

b. in the event assistance is to be cut off, a written report must be submitted to Congress 30 days before the cut-off date;

c. compliance action may be appealed to the courts.

Social security and veteran's benefits, and other Federal benefits distributed directly to individuals are not affected by this law.

Federal assistance in the form of insurance or guaranty—for example, FHA insured loans—are not covered by this title (however, the President's Executive Order prohibiting discrimination in Federally aided housing remains in effect).

Title VII

EQUAL EMPLOYMENT OPPORTUNITY

This title establishes a Federal right to equal opportunity in employment. It creates an Equal Employment Opportunity Commission to assist in implementing this right.

Employers, labor unions and employment agencies are required to treat all persons without regard to their race, color, religion, sex, or national origin. This treatment must be given in all phases of employment, including hiring, promotion, firing, apprenticeship and other training programs, and job assignments.

When this title goes into full effect employers will be subject to its provisions if they have 25 or more regular employees in an industry that affects interstate commerce. Generally speaking, labor unions will be subject to the Act if they either operate a hiring hall for covered employers, or if they have 25 or more members who are employed by a covered employer. Employment agencies are also included if they regularly undertake to supply employees for a covered employer.

(Enforcement of the nondiscrimination requirements for employers and unions is postponed for one year. Employers and unions with 100 or more workers will be covered beginning July 2, 1965 and coverage will be extended each year until July 2, 1968 when employers and unions with 25 workers will be covered.)

Not covered by this title are (1) public employers, (2) bona fide private clubs, (3) educational institutions with regard to employees working in educational activities and all employment in religious educational institutions, (4) employers on or near an Indian reservation with regard to preferential treatment of Indians; and (5) religious corporations, institutions, etc., with regard to employees working in connection with religious activities.

When someone believes he has been discriminated against because of race, color, religion, sex, or national origin in any phase of job placement or employment, he may bring his complaint within 90 days to the Equal Employment Opportunity Commission or to the Attorney General.

The Commission will handle his complaint directly, unless the State or locality where the alleged discrimination occurred has fair employment laws. If so, the person complaining must allow the State or local officials no more than 120 days to resolve the matter. If there is no satisfactory conclusion within this time or if the State or locality rejects the complaint before the time is up, the complainant may then go to the Commission, which is authorized to settle valid complaints by conciliation and persuasion. Nothing said during the conciliation proceedings may be made public or used as evidence without the consent of the parties.

If the Commission fails to secure compliance within a period of no more than 60 days, the individual may take his case to a Federal court. This court may appoint an attorney and may exempt the complainant from payment of certain costs. The court, in its discretion, may allow the Attorney General to enter the case.

A worker who thinks he has been discriminated against may take his complaint directly to the Attorney General, who may bring the case before a three-judge court if he believes there is a pattern or practice of resistance to this title.

If the court in either action finds discrimination, it will order the employer, employment agency or union to take corrective action, which may include hiring or reinstating employees with or without back pay.

Title VIII

VOTING STATISTICS

The Secretary of Commerce is required to conduct a survey of persons of voting age by race, color, and national origin and to determine the extent to which such persons have registered and voted in such geographic areas as the Commission on Civil Rights recommends.

A similar survey must also be conducted on a nationwide basis in connection with the 1970 Census. No person questioned during such surveys may be compelled to disclose his race, color, religion or national origin and everyone must be advised of his right to refuse to give this information.

Title IX

INTERVENTION AND REMOVAL IN CIVIL RIGHTS CASES

The Attorney General is authorized to intervene in any Federal court action seeking relief from the denial of equal protection of the laws on account of race, color, religion or national origin. If a Federal court refuses to accept a civil rights case and sends it back to a State court, this action may be reviewed on appeal.

Title X

COMMUNITY RELATIONS SERVICE

A Community Relations Service is established in the Department of Commerce to provide assistance to persons or communities requiring help with civil rights problems where discriminatory practices impair constitutional rights or affect interstate commerce. The Service is authorized to cooperate with both public and private agencies, either on its own initiative or upon request from local officials or interested persons in situations where disputes threaten peaceful relations among the citizens of a community.

In addition, the Service is authorized to seek a voluntary settlement of public accommodation complaints which may be referred to it by a Federal Court. The Act directs that all activities of the Service in providing conciliation assistance shall be conducted in confidence and without publicity.

Title XI

MISCELLANEOUS

This title gives a right to jury trial in criminal contempt cases arising out of Titles II, III, IV, V, VI and VII. Title I retains the more limited jury trial provisions of the 1957 Civil Rights Act.

Appropriations are authorized to carry out the Act, and a separability clause provides that the rest of the Act will be unaffected if any portion is invalidated. Another section preserves existing remedies under Federal law. This title also preserves the rights of the States to legislate in the same areas covered by this Act, so long as such legislation is not inconsistent with the purposes of the Act.



U.S. COMMISSION ON CIVIL RIGHTS

John A. Hannah, Chairman
Eugene Patterson, Vice Chairman
Frankie M. Freeman
Erwin N. Griswold
Theodore M. Hesburgh, C.S.C.
Robert S. Rankin

The United States Commission on Civil Rights is a temporary, independent, bipartisan agency established by the Congress in 1957 to:

- Investigate complaints alleging that citizens are being deprived of their right to vote by reason of their race, color, religion, or national origin;
- Study and collect information concerning legal developments constituting a denial of equal protection of the laws under the Constitution;
- Appraise Federal laws and policies with respect to equal protection of the laws;
- Serve as a national clearinghouse for civil rights information;
- Investigate allegations of vote fraud; and
- Submit interim reports and a final and comprehensive report of its activities, findings, and recommendations to the President and the Congress.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 10, 1964

SECRETARY'S MEMORANDUM NO. 1560

Implementation of Civil Rights Act of 1964

OBJECTIVE. The Civil Rights Act of 1964 is the law of the land. It provides in part that:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Regulations to be issued shortly will contain specific provisions to assure nondiscrimination. The Department of Agriculture, as a matter of national policy, shall conduct all its business fully in accord with the principle that every citizen shall receive fair and equal treatment in order that there be no discrimination in any of our activities or programs.

RESPONSIBILITY. I will direct and coordinate all phases of this program as it affects the Department. The Under Secretary, Assistant Secretaries, and Directors, will assist me in carrying out this responsibility.

The Administrative Assistant Secretary is my staff representative who will coordinate and direct the day-to-day activities relating to this program.

I am expecting heads of agency and staff offices to be personally responsible for positive and affirmative direction in carrying out this program in keeping with the full spirit and letter of the national policy.

Among other things, this will entail issuance of appropriate instructions, the development of a procedure for monitoring the administration of this program, and taking all other necessary steps to insure the full, orderly, and rapid implementation of the policy.

FIELD RELATIONSHIPS. I will utilize fully the capabilities of the existing State Administrative Committees established in Memorandum No. 1492, Supplement No. 2. These committees shall extend their functions to include:

- (1) Consideration of problems encountered in the implementation of civil rights policy and regulations.
- (2) Joint action when appropriate to assure coordinated efforts among USDA agencies in their respective states.
- (3) Reporting on civil rights matters, including but not limited to accomplishments, problems, and anticipated future actions, in the minutes of their meetings which are furnished under existing procedures. Generally, these reports should be on a bi-monthly schedule. However, as current developments may warrant, special reports should be made so that Department officials will receive accurate, timely, and pertinent facts on local conditions.

STAFF SUPPORT. The Office of the General Counsel will provide agencies with legal interpretation on compliance procedures.

The Inspector General will incorporate in the Department's audit and investigative program coverage necessary for review of agency compliance.

The resources of all staff offices will be fully utilized in support of this program.

A handwritten signature in dark ink, appearing to read "Donald H. Freeman". The signature is fluid and cursive, with a large initial "D" and "F".

Mr. Rasmussen

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

March 22, 1962

SECRETARY'S MEMORANDUM NO. 1492, SUPPLEMENT 1

Assignment of Responsibilities

Secretary's Memorandum No. 1492 revitalizes the program of consolidated housing and provides for joint common services. This memorandum assigns functional responsibilities for these programs as follows:

1. Consolidated Housing.

- a. Policies and Procedures. Policies and procedures for the consolidated housing program shall be approved by the Administrative Assistant Secretary.
- b. Office of Plant and Operations. The Office of Plant and Operations will be responsible for coordination and will provide technical assistance for this program.
- c. Agency. Location of field offices shall remain the responsibility of the agency heads, subject to Secretarial approval in certain cases as provided in 1 AR 674.

2. Common Services.

- a. Staff Offices. The Offices of Budget and Finance, Information, Management Appraisal and Systems Development, Personnel, and Plant and Operations shall develop and recommend programs for joint services to be installed in consolidated offices or where otherwise appropriate. Each staff office shall provide direction and have responsibility, within its respective functional field, for programs approved by the Administrative Assistant Secretary.

In addition, each staff office shall continuously review and adjust its regulations and procedures to facilitate the accomplishment of objectives in Secretary's Memorandum No. 1492.

- b. Agency. Agency heads will participate in the review and formulation of programs for common services.

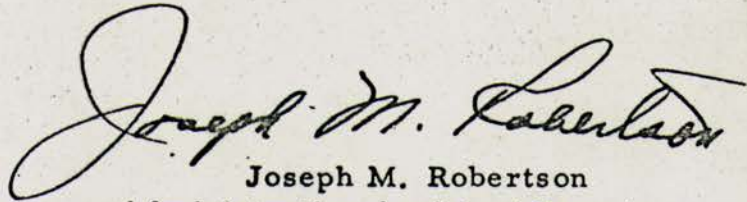
The Office of the General Counsel shall provide assistance on matters involving legal questions.

It is contemplated that there will be pilot studies of common services at one or more consolidated locations before programs are prescribed. Agencies will be advised well in advance of the date and location of such studies.

3. Operational Responsibilities.

a. State Administrative Committees. The State Administrative Committees, as constituted by Secretary's Memorandum No. 1492, Supplement 2, shall have operational responsibility for carrying out approved projects for consolidated housing and joint common services.

b. Agency. Within the framework of Secretarial policy, each agency head will be responsible for leadership and supplementing procedures.

A large, stylized handwritten signature in dark ink, reading "Joseph M. Robertson". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Joseph M. Robertson
Administrative Assistant Secretary