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RECORD GROUP NO. 220: RECORDS OF PRESIDENTIAL COMMITTEES,  
COMMISSIONS, AND BOARDS

PRELIMINARY INVENTORY  
OF THE  
RECORDS OF THE PRESIDENT'S COMMITTEE  
ON CIVIL SERVICE IMPROVEMENT

Compiled by  
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PRELIMINARY INVENTORY NO. 21

THE NATIONAL ARCHIVES

WASHINGTON: 1950

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## INTRODUCTION

The President's Committee on Civil Service Improvement was created by Executive Order No. 8044 of January 31, 1939. The purpose of the Committee was to make a "thorough study in conjunction with the Civil Service Commission of the best way of applying Civil Service principles to the professional, scientific, and certain administrative and other technical positions in the Government service." Its membership consisted of Justice Stanley Reed, Chairman, Justice Felix Frankfurter, Justice Frank Murphy, Justice Robert H. Jackson, William McKeaynolds, Administrative Assistant to the Secretary of the Treasury, Leonard White, Gen. Robert H. Wood, and Gene Dunn. The Executive Secretary was Charles S. Bell. There were advisory committees on (1) Lawyers, (2) General Engineering, (3) Specialized Engineering Fields, (4) Architects, (5) Natural Scientists, (6) Administrators, (7) Social Scientists and Economists, and (8) Retirement. One hundred and sixty-two special studies, or "submissions," were used by the Committee. These are listed on pages 104-114 of the final Report (77th Cong., 1st sess., H. Doc. 118). In a statement read by Harry E. Mitchell, President of the Civil Service Commission, at the first meeting of the Committee on February 18, 1939 (Submission No. 2), he recommended that "the scope of the Committee's inquiry cover all phases of personnel recruiting and selecting, all phases of personnel relationships after employment, and the procedures involved in the administration of a comprehensive personnel program." The Committee's functions ceased with its report to the President on February 19, 1941.

The "submissions" upon which the Committee largely based its report form the main core of this body of records. These studies, whether a single letter or memorandum or a lengthy treatise, cover the problems confronting the Committee in its study of the improvement of the civil service. Some of these reports were compiled during the life of the Committee; others were prepared as early as 1934. In various stages from first draft to final form they appear many times throughout the records. The material of the "Sims Report," Relative Scholastic Standing of Junior Professional Appointees in the Government Service (Submission No. 155), represents nearly one-fourth of the entire collection.

The work of the Committee was completed in 1941, but three quarto volumes entitled Documents and Reports to Accompany Report on Civil Service Improvement were not published until 1942. The files contain correspondence, 1942-43, concerning the publication of this report.

RECORDS OF THE PRESIDENT'S COMMITTEE ON  
CIVIL SERVICE IMPROVEMENT

MINUTES OF COMMITTEE MEETINGS. 1939-41. 6½ in.

Transcripts of minutes of first, second, third, sixth, seventh, and eighth Committee meetings. Arranged chronologically. Bound.

1 Box 16-17

GENERAL RECORDS OF THE COMMITTEE. 1938-42. 7 in.

Correspondence, memoranda, and telegrams concerning progress in Committee affairs, travel and other expenses, meetings, appointment of Committee members and acknowledgements, plan of procedure and proposed lines of inquiry; press releases and copies of Executive orders; clippings from newspapers throughout the United States commenting on the Committee's report; and William H. McKeynolds' file of pamphlets and bulletins on personnel supervision. Arranged alphabetically by subject.

2 Box 2-8

REPORT OF PROCEEDINGS AND STATEMENTS SUBMITTED AT HEARINGS. 1939.  
3 in.

Transcripts of proceedings at hearings held before the Committee with regard to Federal civil service, together with copies of statements submitted by interested parties. Arranged by date of hearing. Persons appearing before the Committee, together with the organizations represented, are listed in the order of their appearance in appendix D of the final Report (77th Cong., 1st sess., H. Doc. 118).

2 Box 18

CORRESPONDENCE RELATIVE TO HEARINGS. 1939. 2 in.

Includes correspondence relative to preparation for hearings held by the Committee, requests from organizations and persons to appear, and press releases. Unarranged.

4 Box 18

SUBMISSIONS TO THE COMMITTEE. 1934-41. 8½ ft.

Surveys, memoranda, letters, and tables showing trends and the status of the Federal executive service; special studies on such problems as recruitment, examination and selection, and promotion; and reports of advisory committees on plans for improved procedures. These submissions were designed to produce data on points falling under the consideration of the Committee, or to summarize the relevant experience of other jurisdictions. Bound set and some unbound copies, arranged numerically. For a complete list of submissions, see appendix C of final Report, p. 104-114. For index see entry 6. See also entry 7.

5 Box 19-32

INDEX TO SUBMISSIONS. 1934-41. 3 in.

Consists of 5" x 8" cards showing title of the submission (entry 5), from whom received, number of reproductions, and distribution of copies. Arranged numerically.

6 roller drawer

SUBMISSIONS ARRANGED BY SUBJECT. 1934-41. 1½ ft.

Copies of about two-thirds of the submissions, grouped alphabetically by subject matter. See appendix for list of these submissions compiled from entry 6. Also see entry 5 for complete group of submissions. Arranged numerically.

7 Box 35-41

with related  
correspondence, & work sheets.

CORRESPONDENCE OF THE COMMITTEE AND MATERIAL ASSEMBLED FOR ITS USE.  
1939-41. 5 1/2 in.

8 Box 5

Correspondence, memoranda, reports, surveys, and statistical tables concerned with the Committee's work; copies of submissions (entry 5) and some processed documents; preliminary drafts of the final Report with penciled revisions. In two series, both arranged alphabetically by subject.

"NUMBER OF JUNIOR PROFESSIONAL ASSISTANTS IN THE FEDERAL SERVICE BY SCHOLASTIC STANDING AND BY DEPARTMENT OR AGENCY," FORM PC-5-7.

1939. 4 in. 15 in.

2 Box 51-55

Forms PC-5-7, in summaries of scholastic standings by tenths, fifths, fourths, "unknowns," "not ins," and "data not available"; and an over-all summary. Arranged alphabetically by profession, as agricultural economist, architect, attorney, engineer, forester, inspector, patent examiner, range examiner, physical scientist, social scientist, and soil specialist.

"RELATIVE STANDING OF GRADUATES OF (UNIVERSITY) APPOINTED TO JUNIOR PROFESSIONAL ASSISTANT POSITIONS IN THE FEDERAL GOVERNMENT SINCE JANUARY 1, 1935, BY YEAR OF RECEIVING BACHELOR'S DEGREE," FORM PC-5-3. 1939. 15 in. 8 in.

10 Box 44-46

Forms PC-5-3, furnishing such data as year of receiving bachelor's degree; name, date of birth, appointing agency, date of appointment, title of position, age when appointed, month of graduation, name of degree, and major subject; and relative academic standing in entire class and in college or professional school. In two parts: Part I, Appointed Through Civil Service System; Part II, Appointed Outside Civil Service System. Arranged alphabetically by school. See also entries 11 and 14.

CORRESPONDENCE WITH REGISTRARS. 1939. 5 in.

11 Box 42-43

Correspondence between Lewis B. Sims and registrars with regard to the relative scholastic standing of their graduates given Junior Professional Assistant appointments. Arranged alphabetically by school. See also entries 10 and 14.

"SEPARATIONS." 1935-38. 1 folder. 1/2 in.

12 Box 43

Tables showing number of separations of appointees from four universities.

ARTICLE BY EDGAR SCHUSTER. 1 folder. 1/2 in.

13 Box 43

Carbon copy of study entitled "The Promise of Youth and the Performance of Manhood, being a Statistical Inquiry into the Question Whether Success in the Examination for the B.A. Degree at Oxford is Followed by Success in Professional Life," 1907.

"RELATIVE STANDING OF GRADUATES, . . .," FORM PC-5-3. 1939. 15 in.

14 Box 47-50

Carbon copies of Forms PC-5-3 (see entry 10) with carbon copies of correspondence with registrars (see entry 11) attached. Arranged alphabetically by school.

D. C. GOVERNMENT APPOINTEES. 1939. 2 in.

Form letters to registrars concerning the relative scholastic standing of appointees to the District of Columbia Government. Arranged alphabetically by school.

15

"RELATIVE SCHOLASTIC STANDING OF GRADUATES . . . ." FORM PC -6-5. 1939. 2½ in.

Forms PC-6-5, furnishing name, date of appointment, and relative scholastic standing (in entire class and in professional school or college). Arranged alphabetically by school.

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Box 43

MISCELLANEOUS MATERIAL ASSEMBLED FOR USE IN PREPARATION OF "SIMS REPORT" (SUBMISSION NO. 158). 1939. 18 in.

Work sheets, tables, correspondence, and memoranda regarding the scholastic standing of Junior Professional Assistant appointees as junior architects, attorneys, engineers, and others; materials arranged by "position counts," "bureau counts," "age counts," etc.

17

Box 56-60

"PERSONNEL DATA CARDS OF INITIAL APPOINTMENTS TO P-1 POSITIONS FROM P-1 REGISTERS SINCE JANUARY 1, 1935," FORM PC-8-2. 1939. 30 in.

Forms PC-8-2, showing name of appointee, sex, date of birth, age, position, date appointed, department, bureau, education, and post-entrance record. Arranged alphabetically by name of appointee, in two parts: Those in the classified civil service (blue cards); and those unclassified. A second series is arranged alphabetically by university.

18

roller drawers

CIVIL SERVICE REGISTERS. 1936-39. ½ in.

Tables showing titles of examinations held, number of applicants, eligibles on registers, and number of appointments.

19

Box 43

FINAL REPORT AND RELATED RECORDS. 1940-42. 11 in.

Correspondence concerning requests for copies of the Report, proposed plans for publication, cost of printing, selection of submissions for publication, comments and amendments to the Report, and a draft of the Report. Arranged in three folders labeled Distribution, Printing, and Preparation. Also included are copies of the Report and three printed volumes of Documents and Reports to Accompany Report on Civil Service Improvement.

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Box 3-4

← Box 33

RECORDS OF THE ADVISORY COMMITTEES. 1939-42. 8 in.

Correspondence and memoranda relating to organization of the various advisory committees, circulation of submissions and other information among the members, efficiency ratings and rules for their preparation, requests to Government agencies for estimates of engineering personnel, proposals for a more equitable retirement system, and ordinary requisitions for office supplies; drafts of reports of advisory committees; tables showing the number of professional and scientific positions in the Federal service; and promotional histories of P-1 appointees. Arranged alphabetically by committee.

21

Box 1-2

RECORDS OF THE ASSISTANTS TO THE CHAIRMAN. 1939-41. 3 1/2 in.

Correspondence of Joseph Prendergast and Warren Gardner, of the Department of Justice, temporarily assigned to Justice Reed. Chiefly notices of hearings to interested parties and material on veterans' preference and geographical distribution. Unarranged.

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Box 9-13

## APPENDIX

### PARTIAL LIST OF SUBMISSIONS ARRANGED BY SUBJECT<sup>1</sup>

#### Administrators, Attorneys and Economists

##### Administrators

- 76. Administrative Ability, Its Discovery and Development, by W. V. Bingham.
- 116. "Selecting and Training Would-Be Government Administrators," Bulletin of Personnel Administration No. 12, dated June 12, 1939, by the Office of Personnel, Department of Agriculture.
- 145. Federal Administrators by Arthur W. Macmahon and John B. Millett. New York: Columbia University Press, 1939.
- 157. Administrators and Administrative Work, by Lucius Wilmerding, Jr., Technical Assistant to the Commissioner of Accounts and Deposits.

##### Attorneys

- 14. "Survey of Legal Staffs in Departments and Independent Establishments," prepared by Fred A. Ironside, Jr., under date of November 23, 1934.
- 17. "The Recruitment of Legal Staffs in the Wisconsin State Service," together with oral interview blank, personality master sheet, and training and experience master sheet.
- 23. Letter from Mr. Charles Gordon, Secretary of National Committee on Civil Service, National Lawyers' Guild, to Mr. Justice Reed, dated February 18, 1939, with respect to views of that organization in connection with extension of classified service to Government legal positions.
- 29. Two reports submitted by Civil Service Commission entitled "Procedure Followed in Examinations for Attorney Positions" and "Civil Service Procedures in Recruiting for Engineering Positions."
- 57. Three memoranda by Mr. Maure Goldschmidt dated March 1939: (1) (2) (3).
- 67. "Report of the Civil Service Committee," dated September 2, 1938 under chairmanship of Mr. Huntington Cairns.
- 75. Three letters from Maure Goldschmidt dated April 17, 1939, April 1939, April 30, 1939 re recruitment by the Milwaukee City Service Commission, and County Civil Service Commission.
- 83. "Typical Specific Functions Applicable to the Range of Attorney Positions in the Federal Government, Showing the Number of Attorneys Performing Such Functions," prepared by Mr. J. Q. Cannon, Civil Service Commission.
- 87. Extracts from a letter to Justice Reed from Philip J. Wicksor, Esq., re attorney examinations.
- 91. "Lawyers in the Civil Service, Their Recruitment, Selection, and Opportunities."

<sup>1</sup>This list of the submissions described in entry 7, arranged by subject, is appended to give the reader some idea of the nature of these records. The titles have been copied verbatim from the numerical index cards described in entry 6.

102. Letter to Mr. George M. Morris from Ben D. Wood, Director, Columbia University, dated January 10, 1939, re attorney examinations.
103. Memorandum of the National Lawyers Guild to the President's Committee, together with covering letter from Charles Gordon, Chairman of the Committee on Civil Service, dated June 10, 1939.
106. Statement showing the number of attorneys in the executive civil service and the number who have served in the armed forces of the United States, as of May 15, 1939.
110. Proposed plan for selecting lawyers for the Federal service. Letter from Oscar B. Cox to Mr. Harry Bikle.
112. Comments on the Preliminary Report of the Civil Service Committee of the Federal Bar Association. Letter to Mr. Morell from Mr. Mitchell, dated June 29, 1939.
118. From the Federal Bar Association a report of the Civil Service Committee to the Executive Council, June 14, 1939.
123. Memorandum Re Extension of the Civil Service Principle in a Public Law Office.
132. November 1 Hearing. Methods for Selecting and Promoting Certain Personnel in Civil Service, by the Federal Bar Association.
143. Letter from Edward E. Odom, Solicitor, Veterans Administration, dated December 4, 1939, with reference to the extension of the competitive classified civil service to lawyers.
146. Report submitted by Solicitors and General Counsel of certain Government Departments and Agencies on Recommendations for Modification of Existing Civil Service Procedure for Attorney Positions.
150. Letter dated December 11, 1939, to the Presidential Commission from Mr. Jack Garrett Scott, Chief Attorney, Bureau of Motor Carriers, Interstate Commerce Commission, setting forth the advantages experienced by the Bureau of Motor Carriers in setting up a legal section, clerical and stenographic employees under Civil Service.
153. Letter to Mr. Bell, dated February 21, 1940, from Mr. Harry E. Mitchell - Re application of competitive civil-service procedure to professional legal positions in the Government service.

#### Economists

18. "New Opportunities for Economists and Statisticians in Federal Employment," an address delivered before the American Economic Association by Mr. L. D. White, December 29, 1936.

#### Advisory Committee Reports

125. Report dated September 14, 1939, submitted by the Committee on Architects together with a minority report dated October 9, 1939, submitted by Simon, Chairman of the Committee.
90. Report of the Advisory Committee on the General Engineering Field -- Chairman, Mr. Ernest P. Goodrich. (Under direction of Mr. Dunn).
79. Report of the Advisory Committee on the Special Engineering Field (Chairman, Mr. J. S. Dodds) includes memo by Mr. D. B. King. April 28, 1939.
120. Report submitted by the Advisory Committee on Lawyers July 27, 1939.

- 80. Report of the Advisory Committee on Natural Scientists (Chairman, Dr. Ross G. Harrison) May 28, 1939.
- 155. Report submitted by the Committee on Retirement.
- 130. Report submitted by the Committee on Economists and Social Scientists.

### Apportionment and Career Service

#### Apportionment

- 53. Report prepared by Mr. Vipond, dated April 8, 1939, entitled "Memorandum as to Apportionment of Appointments in Washington, D. C., among the States and Territories on the Basis of Population."

#### Career Service

- 26. Letter to Mr. Justice Frankfurter from Mr. R. M. Miller, former Chairman of the Committee on Federal Taxation of the American Bar Association, outlining his views on the "career service idea," dated March 28, 1939.
- 69. "Careers in Federal Government Administration," by Presley W. Melton, published in "The Society for the Advancement of Management Journal."
- 71. Report prepared by Mr. Gardner, dated April 20, 1939, entitled "A Check-List of the Problems and Alternatives in Building a Career Service for Professional, Scientific and Administrative Personnel."

### Administration of Civil Service Commission

- 58. Memo by Mr. Jacob Weiss of Civil Service Commission entitled "The history, development, growth and objectives of the decentralized operations of the Civil Service Commission."
- 77. Letter to Justice Reed from the Civil Service Commissioners, dated May 9, 1939, attaching report on "Improved Procedure in Civil Service Administration." (Prepared in response to Committee's request for official recommendations of Civil Service Commission.)
- 88. "Improved Organization of the Civil Service Commission," a report submitted for the President's Committee by Leonard D. White, May 31, 1939.

### Civil Service Commission--Specific Problems

#### Fees for Examination

- 109. Advantages and disadvantages of a plan to charge fees for the admission of applicants to civil service examinations. Letter to Bell from Mitchell, dated June 20, 1939, enclosing excerpts from 22nd report of the Civil Service Commission.

#### Inefficient Personnel

- 129. The Problem of the Elimination of Inefficient Personnel from the Competitive Classified Civil Service, prepared by Bell assisted by Zoda.

#### Pay Scales in Civil Service

35. Table showing pay scales under the Classification Act of 1923, as amended, and maximum pay rates under Executive Order 6746, June 21, 1934. (Civil Service Commission)

#### Selective Certification

94. "Selective Certification in the Federal Government," a report prepared by Miss Mary Mathis (one of the special studies assigned by Dr. White).

#### Separations

78. Table showing number and rate of appointments and separations in Federal service for fiscal years ending June 30, 1937 and 1938, together with letter to Mr. Doll from Mr. Vipond dated May 10, 1939.

#### Time Involved From Exam to Appointment

49. Tables showing record of dates involved from time of announcement of examinations to time of appointments for all professional and scientific examinations and for all administrative positions, P-4 or CAF-11 and above, completed during fiscal years 1936, 1937, 1938 and 1939.
55. Table showing examinations announced by Civil Service Commission in 1936, 1937, 1938, and to March 15, 1939.

#### Veterans' Preference

127. Memorandum submitted by an outside authority with regard to the Medical Personnel of the Veterans Administration.
135. Veteran Preference in Government Employment - Hearing before the Committee on the Civil Service, House of Representatives, Seventysixth Congress, First Session on H.R. 5101, H.R. 5147.
136. Report of Special Committee on Veteran Preference, from the National Civil Service Reform League.

#### Women in Civil Service

111. Women in the Federal Service, a booklet enclosed in a letter to Justice Reed from L. A. Moyer, dated June 28, 1939.

#### Employees in Executive Civil Service

33. Statement of the number of employees in the executive civil service in 1920, 1925, and 1930 through 1938, showing the number in the competitive classified service and the number outside the competitive classified service for each year indicated, together with percentages.
34. Data showing number of persons under the Classification Act of 1923, as of 1925, 1930, and annually to date, by totals and by major services. (Civil Service Commission).
36. Report entitled "Salaries and Distribution of 396,513 Regular, Full-Time, Permanent Positions in the Federal Service on January 31, 1937." (Civil Service Commission).
41. Table showing gross number of persons examined by the Civil Service Commission for fiscal year 1920, 1925, 1930, and annually through 1938. (Civil Service Commission).

42. Statistical tables showing the number of professional and technical examiners engaged in preparing tests and rating papers in the Civil Service Commission's Examining Division for 1920, 1925, 1930, and annually to date. (Civil Service Commission).
43. List of the Civil Service Commission's professional and technical examiners as of February 25, 1939, giving their names, titles, classification grades, field of examining work, and type of education and experience. (Civil Service Commission).
44. Table showing total appropriations for the Civil Service Commission by fiscal years and the distribution by divisions and offices for 1920, 1925, and 1930, and annually to date. (Civil Service Commission).
45. Table showing total personnel employed by the Civil Service Commission by fiscal years and the distribution of such personnel by divisions and offices, for 1920, 1925, 1930, and annually to date.
46. Table showing number of Civil Service Commission employees in Grades P-4 and above and in corresponding CAF grades for fiscal years 1931, 1936 and 1939. (Civil Service Commission).
47. Table showing appointment record for Junior Chemist Register 1936, upper fifty. (Civil Service Commission).
48. Table showing number of persons certified for appointment, number of acceptances, and number of declinations among the highest 10% or upper fifty, whichever is lower, from P-4 registers established during the fiscal years 1936, 1937, and 1938. (Civil Service Commission).
50. Two charts showing the volume of work of the Personnel Classification Division of the Civil Service Commission, and the number of persons employed in that Division. (Civil Service Commission).
51. Tables showing the ten largest examinations held by the Civil Service Commission for the fiscal year 1936, 1937, and 1938. (Civil Service Commission).
96. "Summary of Miscellaneous Data Supplied by the Civil Service Commission," prepared by Warner W. Gardner, under date of June 7, 1939.
131. Graphic Analysis of Federal Civil Service Personnel Statistics.

#### Engineers

3. Letter from Dr. Thorndike Saville to Mr. Cane Dunn, respecting the problem of attracting competent men from engineering schools to the public service.
5. Suggested outline for a study of engineering positions in the Federal service, prepared by the Civil Service Commission.
29. Two reports submitted by the Civil Service Commission entitled "Procedure Followed in Examinations for Attorney Positions" and "Civil Service Procedures in Recruiting for Engineering Positions."
32. Report on "The Recruitment of Engineers for Government Service," by E. J. Steeking, published in "Public Affairs and the Engineers' Relation to Them."
52. List of titles and subtitles of existing registers of eligibles maintained by the Civil Service Commission for various engineer and engineering positions. (Civil Service Commission).
56. Three reports relating to Congressional investigation of Tennessee Valley Authority: (1) Report, (2) Reports and Exhibits, (3) Engineering Report.

- 64. "Civil Engineers' Salaries," a report of the Committee on Salaries of the American Society of Civil Engineers, January 1939.
- 73. Letter from Vipond to Bell dated May 4, transmitted memo giving results of survey to determine scholastic qualifications of eligibles on Junior Engineer Register 1938.
- 147. International Federation of Architects, Engineers, Chemists, and Technicians, two reports bound together.

#### Exempted Positions

- 19. Letter by Vipond, at the request of Mr. Dunn, setting forth objections offered by the several Government departments and agencies to the inclusion in the classified service of positions which had been exempted therefrom prior to the issuance of Executive Order No. 7916 of June 24, 1938.
- 37. Statement showing the designation, number, and grade of positions whose inclusion in the classified civil service is withheld by Executive Order 8044, of January 31, 1939.
- 139. A letter from Acting Secretary of State, Sumner Welles, dated November 17, 1939, concerning the testimony of Mr. Harry R. Turkel of the Department of State.
- 142. Report submitted by Walter H. Windsor assisted by James J. Loker - re the positions withheld from classified service by Executive Order No. 8044, as of September 1, 1939 for all departments with the exception of the Quartermaster Corps of the War Department, the Inland Waterways Corporation and the Panama Railroad.
- 149. Letter dated January 8, 1940, to Mr. Bell from K. C. Vipond - statement showing the types of positions to which the Commission has authorized appointment under Sections 1 (a) and 1 (b) of Executive Order No. 8044 of January 31, 1939. List of such positions is set forth.
- 151. Mr. Vipond's Report in answer to J. Edgar Hoover's submission.

#### In-Service Training

- 7. "In-Service Training of Federal Employees," by Earl Brooks, published by the Civil Service Assembly of the United States and Canada.
- 24. "Proposal for the Employment of Cooperative Students in the Federal Service," by Mr. Herman Schneider, Chairman of the Committee of Cooperative Colleges, submitted by Dr. George W. Burns, Assistant Dean, College of Engineering and Commerce, University of Cincinnati, Cincinnati, Ohio.
- 84. "Employee Training Policy," report of Committee on In-Service Training, U. S. Department of Agriculture, Office of Personnel, Dated April 1939.
- 115. Report of the Training Officers of the Federal Government to the President's Committee on Civil Service Improvement.
- 126. Letter from the Civil Service Commissioners dated September 25, 1939, regarding part time employment of students.

#### Investigative Agencies

- 136. Letter to Mr. Prendergast from J. Edgar Hoover submitting three memoranda dated November 14, 1939, concerning investigative positions.
- 152. Investigative Agencies under Civil Service, February 9, 1940.

#### Older Workers

- 8. Report to the Secretary of Labor by the Committee on Employment Problems of Older Workers, dated March 19, 1939.
- 137. Workers over 40. A survey by the National Association of Manufacturers of Workers Forty and Over in Industry.

#### Professional and Scientific Personnel

- 38. "Memoranda of Information on Some Aspects of Federal Personnel Administration affecting Professional and Scientific Personnel," giving number and distribution of professional and scientific positions as of 1924, 1929, and 1937. (Civil Service Commission). (For National Resources).
- 39. Detailed analysis of professional and scientific, and administrative personnel by departments and agencies, 1937. (Civil Service Commission).
- 101. Statement for the President's Committee on Civil Service Improvement, prepared by the Organization of Professional Employees of the Department of Agriculture, signed by Lewis A. Jones, president of organization, June 6, 1939.
- 154. Letter to Mr. Bell from Mr. Vipond enclosing "Civil Appointments in the Executive Branch of the U. S. Government to Higher Paid Positions Exempt from Civil Service Requirements."

#### Racial Discrimination

- 144. Memo to the President's Committee on Civil Service Improvement, from the National Association for the Advancement of Colored People - Re the discriminations against Negro citizens in the executive civil service.
- 148. Supplemental memo from the National Association for the Advancement of Colored People. January 5, 1940.

RECORDS OF THE PRESIDENT'S COMMITTEE  
ON CIVIL SERVICE IMPROVEMENT

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4	Final Report Printing Distribution Hearings
5	Material for Use of Committee Parts 1-3 Inquiries from Individuals Investigative Positions and Classified Civil Service
6	Sims Report Distribution Merit System - Recommendations for Extension and Exemptions Personality Testing Press Releases Recommendations of Civil Service Commission and Council of Personnel Administration Resolutions of Thanks

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10	Classification Committee Members - Letters To and From Committee - General Confidential Positions Congressional Comments Correspondence Department of State - Employees Association Economists Advisory Committee Engineers Committee Examination Federal Bar Association Federal Bureau of Investigation Federation of Architects, Engineers and Chemists General Material Geographic Apportionment Hearings Impracticable Positions Inland Waterways Corporation

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12	Outgoing Letters Organization and Methods of Commission Organizations Desiring to Present Views Organization of Professional Employees - Department of Agriculture Organization of Work Other Personnel Systems Projects Undertaken by Committee Promotion and Transfer Questionnaire Racial Question Recruitment Memos To and From Chairman Reed Removal and Resignation Reports and Suggestions to be Submitted Research - General Retirement Scope of Committees - Work and Power
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