

Richard Nixon Presidential Library  
White House Special Files Collection  
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
20	8	N.D.	Report	Staffing Status Report for the Navy. 1 pg.
20	8	N.D.	Report	Staffing Status Report for the Air Force. 1 pg.
20	8	01/14/1969	Memo	Copy of memo from John Ehrlichman to Bob Haldeman RE: Providing the Secret Service with the authorized list of those with White House passes and EOB passes. 1 pg.
20	8	01/14/1969	Letter	Copy of letter from John Ehrlichman to Agent Al Wong RE: List of those who will be officing in the White House. 1 pg.
20	8	01/08/1969	Memo	Memo from Ken Cole to John Ehrlichman RE: Bill Hopkins concern over proper arrangements for White House access for staff after the Inauguration. 1 pg.
20	8	N.D.	Report	White House Transition Procedures. 12 pgs.

<b><u>Box Number</u></b>	<b><u>Folder Number</u></b>	<b><u>Document Date</u></b>	<b><u>Document Type</u></b>	<b><u>Document Description</u></b>
20	8	N.D.	Report	White House Transition Procedures Appendix A. 8 pgs.
20	8	N.D.	Report	White House Transition Procedures Appendix B. 4 pgs.
20	8	N.D.	Report	White House Transition Procedures Appendix C. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Dean Rusk, Secretary of State. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Harry W. Shlaudeman, Special Assistant. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Ernest K. Lindley, Special Assistant to Secretary & Member PPC. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Samuel T. Parelman, Special Assistant. 1 pg.

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20	8	N.D.	Other Document	Pay grade and background profile for Winthrop G. Brown, Special Assistant. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Graham A. Martin, Special Assistant to Secretary for Refugee and Immigration Affairs. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Averell W. Harriman, Ambassador at Large. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Frank A. Sieverts, Special Assistant. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Daniel Ira Davidson, Special Assistant. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for George C. McGhee, Amabassador at Large. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Benjamin H. Read, Special Assistant to Secretary and Executive Secretary. 1 pg.

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20	8	N.D.	Other Document	Pay grade and background profile for John Patrick Walsh, Deputy Executive Secretary. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Robert L. Brown, Deputy Executive Secretary. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Henry C. Boundreau, Executive Director. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Sidney D. Anderson, Administration Officer. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Charles H. Baldwin, Budget Officer. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Robert H. Wenzel, Office Director. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for James F. Relph, Jr., Deputy Director, Operations Center. 1 pg.

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20	8	N.D.	Other Document	Job description, pay grade and background profile for Florence Jeanne Davis, Executive Secretariat Staff. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Nicholas Katzenbach, Under Secretary of State. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Philip Benjamin Heymann, Executive Assistant. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Arthur A. Hartman, Staff Director & Special Assistant. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Fraser Wilkins, Inspector General, Foreign Service. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Eugene V. Rostow, Under Secretary for Political Affairs. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Alan R. Novak, Special Assistant - Policy Staff Director. 1 pg.

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20	8	N.D.	Other Document	Job description, pay grade and background profile for Charles E. Bohlen, Deputy Under Secretary for Political Affairs. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Philip J. Farley, Deputy Assistant Secretary. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Robert McClintock, Deputy and Chairman, National Military Information Disclosure Policy Committee. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Arthur D. Foley, Special Assistant. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Albert A. Rabida, Executive Director - NDPC. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Idar Rimestad, Deputy Under Secretary for Administration. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Frederick Irving, Deputy Assistant Secretary. 1 pg.

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20	8	N.D.	Other Document	Pay grade and background profile for Jules Bassin, Special Assistant. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for James Stewart Cottman, Special Assistant. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Michel Cieplinski, Deputy Assistant Secretary. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Alex T. Prengel, Personnel Office Employee Relations, Special Review Staff. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for John M. Steeves, Director General of the Foreign Service. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Howard P. Mace, Deputy Assistant Secretary for Personnel. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Ralph S. Roberts, Deputy Assistant Secretary for Budget. 2 pgs.

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20	8	N.D.	Other Document	Job description, pay grade and background profile for Robert E. Peck, Deputy Assistant Secretary for Operations. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for George V. Allen, Director of the Foreign Service Institute. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for G. Marvin Gentile, Deputy Assistant Secretary for Security. 2 pgs.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Henry D. Owen, Chairman of the Policy Planning Council. 1 pg.
20	8	N.D.	Other Document	Policy Planning Council Executive Secretary position vacant. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for William B. J. Macomber, Assistant Secretary, Congressional Relations. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Horace G. Torbert, Jr., Deputy Assistant Secretary. 1 pg.

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20	8	N.D.	Other Document	Pay grade and background profile for John P. White, Deputy Assistant Secretary. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for James E. Briggs, Executive Secretary, Congressional Relations Office. 1 pg.
20	8	N.D.	Other Document	Job description, pay grade and background profile for Leonard C. Meeker, Legal Adviser. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Carl F. Salans, Deputy Legal Adviser. 1 pg.
20	8	N.D.	Other Document	Pay grade and background profile for Edward J. Lyerly, Deputy Legal Adviser. 1 pg.

## STAFFING STATUS REPORT

### NAVY

#### Secretary of Navy

William Casey	To be checked.
John Chafee	Willing to serve.
John Hurd	To be checked.
Frank Jameson	To be checked.
William Middendorf	To be checked.
John Warner	To be checked.
John Blandford	To be checked.

#### Under-Secretary of Navy

Frank Jameson	To be checked.
John Hurd	To be checked.
Pat Gray	To be checked.

#### Assistant Secretary - Installations & Logistics

Robert Kunzig	To be checked.
Pat Gray	To be checked.
Charles Kirbow	To be checked.
Frank Sanders	To be checked.

#### Assistant Secretary - Research & Development

Joseph Shea	To be checked.
Jackson Maxey	To be checked.
Fred Payne	To be checked.

#### Assistant Secretary - Financial Management

Dudley Brown	To be checked.
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#### Assistant Secretary - Manpower & Reserve

Donald Jackson	To be checked.
John Blandford	To be checked.
John W. Crutcher	To be checked.

## STAFFING STATUS REPORT

### AIR FORCE

#### Secretary of the Air Force

Robert Seamans	Willing to serve.
William Casey	To be checked.
Henry Bowes	To be checked.
William Patterson	To be checked.

#### Under-Secretary of the Air Force

Henry Bowes	To be checked.
William Patterson	To be checked.
David Smith	To be checked.
Alex Andrews	Not pursued due to bad check.
Thomas Pownall	To be checked.

#### Assistant Secretary - Research & Development

Frank Lehan	To be checked.
Bruno Angenstein	To be checked.
James R. Burnett	To be checked.

#### Assistant Secretary - Installations & Logistics

Edward C. Welsh	To be checked.
Robert Kunzig	To be checked.
Fred Zeder	To be checked.
William Devoto	To be checked.

#### Assistant Secretary - Financial Management

Thomas Nielsen	The incumbent (appointed 9/22/67) whom Hampton suggests be retained.
James T. George	To be checked.
Henry Wheeler	To be checked.

#### Assistant Secretary - Manpower & Reserve Affairs

Kenneth Dahlberg	To be checked.
Talbot Peterson	To be checked.

#### General Counsel

William L. Clark	To be checked.
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To: Bob Haldeman

Date: January 14, 1969

From: John D. Ehrlichman

We must furnish to the Secret Service immediately the authorized list of those who are to be listed White House passes and E. O. B. passes.

Will you please furnish the Secret Service (copy to me) with alphabetically arranged lists of those having offices in the White House and those having offices in the E. O. B. at the earliest possible date?

No passes can be prepared without this authorized list.

I have today written the enclosed letter to Agent Wong advising him that this would come over Bob Haldeman's signature under separate cover.

John D. Ehrlichman

JDE:sw  
Enclosure a/s

cc: Larry Higby  
Ken Cole

January 14, 1969

Agent Al Wong  
Office of Protective Division  
Technical Services  
Room 39  
Executive Office Building  
Washington, D. C.

Dear Al:

In order to be sure that you receive an authentic list of those who will be officing in the E. O. B. and in the White House, I have requested that Bob Haldeman and his staff prepare such a list for you.

Therefore, it will be coming to you under separate cover over Bob Haldeman's signature.

I have also issued a memorandum to the White House and E. O. B. staffs designated that they should contact your representative here in New York (if they are in New York) or your office for the preparation of their photograph and their White House pass.

If there is any other information which should be passed along to the staff, or if you require additional information, please let me know at the soonest possible time.

Yours sincerely,

John D. Ehrlichman  
Counsel to the President-elect

JDE:sw

MEMORANDUM

JANUARY 8, 1969

TO: JOHN EHRLICHMAN

FROM: KEN COLE

Bill Hopkins is very concerned that the proper arrangements won't have been made by the White House Police to admit members of the staff after the Inauguration on the 20th. I believe this requires that pictures be made of each staff member and on file at the various entrances to the White House and EOB.

He mentioned that whoever is concerned with this should meet with Al Wong. You may already be on top of this but if you are not, somebody should be because we have a pending disaster if none of the staff can get into their jobs.

STATE DEPARTMENT TRANSITION PROCEDURES

## STATE DEPARTMENT TRANSITION PROCEDURES

The Department of State is one of the most vital and significant agencies of the executive branch. The President-Elect who wishes to exercise effective policies throughout his Administration must first seek to make himself master in this Department. He will seek a transition that will be orderly, and that will maintain the continuity of developing policies. On the other hand, he will seek to avoid perpetuating the liabilities of the previous Administration. He will want to make his own policies, and to make them successful.

This paper is concerned primarily with the interim period between November 5 and January 20. Its thesis is that the President-Elect must begin to assert his future authority in the State Department even before he takes office. He can do this immediately by exercising his prerogatives under statutes providing for transition procedures and by negotiating with the power which will soon be his. However, he must have a plan for exercising these prerogatives in such a way as to protect both the national security and the confidentiality of his planning. This paper supplies that plan.

The following discussions presuppose the reactivation of a strong security program based upon unquestioned loyalty to the nation and the suitability of personnel for protecting state

secrets. Extensive Congressional hearings, resulting in a major report published this year, have found that State Department security procedures have deteriorated. It is obvious that alien powers will make concerted efforts to penetrate the planning of the new Administration. Therefore it is assumed that a reactivated security program will be a part of the promised general housecleaning and preparations for the future. Experienced and dedicated personnel are available to make such a security program a reality.

Once internal security has been strengthened, however, the President-Elect still faces the problem of establishing his own authority in the middle echelons of the bureaucracy. He will want to feel certain that his decisions are secure from interference by bureaucratic drag, personal ambitions, or devotion to the hardened policy goals of a departed era.

The techniques of modernization set forth are three: A transitional security staff, a primary planning group reporting directly to the Secretary-Designate, and a cadre of alternates to 91 key jobs. With these techniques, the President-Elect will be able to assure the smooth transfer of responsibility in the working levels of the Department while retaining the confidentiality of his plans. Each technique will be discussed in turn.

It is suggested that the procedures be considered as a pilot plan. The experience gained, and the personnel involved will be useful in dealing with problems of transition in other agencies.

## I. THE SECURITY STAFF

For the purposes of transition, the term "security" shall be considered as referring not only to issues of national security but also to the security of the President-Elect's own programs. The deterioration of present security procedures needs no further elaboration, nor should it be necessary to argue for the reorganization of such programs.

However, it is worth noting that the President-Elect is in an exposed position as regards his own plans during the transition period before he takes office. He must begin to organize beforehand if he expects to act decisively in the opening period of his administration; yet he does not have the actual authority which comes from being in charge. One of his first acts must be to name a Secretary-Designate, who then automatically has the power to initiate certain transitional procedures within the State Department. The Secretary-Designate must take no action without the prudent step of first furnishing himself with his own transitional security staff. This transitional staff will have the dual role of ensuring that new appointments meet the security standards required under law and regulation, and, secondly, seeing that the confidentiality of the Secretary-Designate's plans, decisions, and actions is protected.

It is important that the Secretary-Designate be named as soon as possible after the election, for he will need to make

the best use of the short period before January 20. As soon as he is named, he is entitled to a suite of offices, and a staff of persons whom he may select both from within the Department and outside. If government employees are selected, they may be detailed from their present assignments upon request; if non-government persons are selected, they may be paid as per diem consultants.

Thus, the Secretary-Designate can have his own security staff, independent of the present State Department security organization, on the first day he begins to work. This staff must screen all new appointments in the Department, provide for the personal security of the Secretary-Designate, and secure the premises used during the transitional operation. Clearly, all basic house-keeping and operations personnel must be under the absolute control of the Secretary-Designate. All files, safes, and telephones must be especially protected. In view of the recent disclosures of State Department wiretaps on newspaperman's calls, one must assume that electronic surveillance will be attempted.

The Officer-in-Charge of the transitional security staff must be a dedicated professional who holds the unquestioned confidence of the Secretary-Designate and the President-Elect. He must be in daily contact with the Secretary-Designate on a wide range of security problems and planning. Since the secu-

rity problem is so important in organizing a new Administration, the Officer-in-Charge must have a direct line of authority. It is recommended that the Officer-in-Charge of the transitional security staff be considered as acting on the Deputy Under Secretary level, concerned with the administration of all security practices and procedures.

The President-Elect should not name anyone to any prospective post in the new Administration without full background investigation and clearance under the provisions of Executive Order 10450 of April 27, 1953 (the Eisenhower Security Order). This is the uniform security program order which still stands as controlling for all executive agencies, although its administration leaves much to be desired.

The following criteria should be applied, particularly in the State Department, and generally in all executive agencies:

1. No prospective appointee, whose appointment must be confirmed by the Senate (either by Senate rules or by statutory requirements), should be formally designated to the position unless a full background investigation has been completed by the FBI on the basis of which the appointee shall be eligible for access to classified information, up to and including top secret. This investigation should not be waived in any event, even though the prospective appointee may in the interim be utilized as a consultant, pending his formal nomination by the President as the head of a regional bureau, or other major comparable Department component. It should be remembered that one of the early problems of the Kennedy-Johnson Administration

was the granting of waivers of such investigations by the new Administration in order to get underway in a hurry. In his first year of office, Secretary of State Dean Rusk signed 152 waivers. This should be contrasted with five waivers signed by John Forster Dulles in a similar period--three of which turned out to be embarrassing.

2. All investigations for Presidential appointees should be completed on an expeditious basis by special arrangements with the FBI so that the clearances may be issued on or before January 20, or within a sufficient period of time before a nomination is referred to the Senate for confirmation. Such procedure is required by an agreement between the Department of State and the Senate Foreign Relations Committee, adopted by resolution in July, 1954. Under this agreement, all executive nominations referred to the Senate Foreign Relations Committee for Senate confirmation, including appointments or promotions, on the level of ambassador, minister, or career foreign service officers above the rank of Class 1 must have a full field FBI investigation current within one year prior to the date of the proposed appointment.

3. In the event that a prospective Presidential appointment is announced before January 20, the results of such investigation and the recommended clearances by the transitional security staff must be submitted for the approval of the Secretary-Designate. The President-Elect must request that the files and reports be not routed through the present State Department security personnel, or through the office of the present Attorney General (in the case of FBI reports).

4. Appointments effected after January 20 will be submitted for clearances and approval by the new Secretary through the reorganized security organization of the State Department.

5. In the case of any appointments announced prior to January 20, where the prospective appointee also requires a special type intelligence clearance or any clearance prescribed by statute, such as an Atomic Energy Commission clearance, it should be the responsibility of the transitional security staff to coordinate and obtain the granting of such clearances by the appropriate government agency.

Of necessity, the security personnel for the transitional staff must be selected mainly from those experienced in security

procedures. Many such trustworthy people are presently employed by the State Department and other government agencies. A complement of 26 positions is recommended for the transitional security staff, including five clerical support positions. The proposed breakdown by means of function follows:

OFFICER-IN-CHARGE..... (1)  
    Special Assistant..... (1)  
    Secretary..... (1)  
INVESTIGATION SUPERVISION..... (2)  
CASE EVALUATION..... (2)  
PERSONNEL PROCESSING..... (1)  
ADMINISTRATIVE SUPPORT..... (4)  
PERSONAL PROTECTION FOR SECRETARY-DESIGNATE..... (5)  
TECHNICAL SECURITY..... (2)  
PHYSICAL PROPERTY PROTECTION..... (2)  
MESSENGER..... (1)  
CLERICAL SUPPORT..... (5)

A list of recommended personnel who possess the required skills and clearances has been prepared and is available on a confidential basis. A number of those listed are presently employed by the State Department.

## II. THE PRIMARY PLANNING GROUP

During the transition period between November 5 and January 20, it will be necessary for the Secretary-Designate to have a selected group of advisers in whom he has confidence. This group will be concerned with the administrative implementation of the policies of the new Administration. Since the work of implementation will extend into the opening months of the new Administration, this group's work should precede the selection of appointments to regular State Department posts, and be independent of the regular work of the Department. This group will be called the Primary Planning Group.

It is good practice for every Administration to bring in fresh thinking and new approaches into its operations, particularly in an organization such as the State Department where the basic policy establishment has grown up for decades without major change. The President-Elect, and his chief foreign policy adviser, the Secretary-Designate, will need the assistance of an independent evaluating team which will study how the dedicated professionalism of the Foreign Service Corps and its civil service counterparts can best be used to support the new President's policy.

The Primary Planning group should report directly to the Secretary-Designate and undertake such studies as he may require. The Primary Planning Group should conduct both administrative analysis and review of general policy. It should evaluate the

use of present and prospective appointments with a view towards the efficient execution of the President-Elect's plans.

The Primary Planning Group should consist of a minimum of ten persons, plus such support staff as needed to undertake the tasks assigned by the Secretary-Designate. The Chief of the Primary Planning Group should be someone who is not presently a State Department employee, although experience in the State Department should not be ignored. Other members should represent a broad background in administration, foreign affairs, personnel expertise, and governmental procedures, including the functioning of Congress. The Officer-in-Charge of Security, or his designate, should be a permanent member of the Primary Planning Group.

Such a group, operating ultimately within the office of the Secretary will be a more practical and effective technique than the commissioning of outside studies. While retaining the objectivity of a group operating outside of the regular routine, it will nevertheless be struggling with the day-to-day problems of setting up a new Administration. Since an important criterion for the selection of its members will be compatibility with the goals of the President--with only loyalty to the nation taking precedence--it will be a workable mechanism for the President to influence actively the composition of the policy-making bureaucracy. Past administrations committed the error of floating a superfluous layer of top jobs over the existing set up.

### III. THE KEY POSITIONS

This paper has selected 91 key positions, including the Secretary of State, as sensitive jobs over which the President-Elect must assert his authority by January 20 if he wishes to be master of his own policy. Despite the magnitude of the task, it is emphasized that control must be established before January 20, rather than in some indeterminate period after. By January 20, the Department will have prepared a series of 90-day working papers for the new Administration, covering every geographic area and major problems. If the President-Elect has not taken the proper steps before assuming office, he will be completely dependent upon the previous Administration's policy.

The President-Elect must assure himself that he can have complete confidence in the men who hold those 91 jobs on the day he takes office. It is not simply a question of choosing Presidential appointments. Of the 20 Presidential appointments, only 10 have no tenure rights of any sort, with one vacancy. A complete breakdown as regards tenure follows:

Presidential Appointments.....	(10)
Foreign Service Officer, Permanent.....	(50)
Foreign Service Officer, Limited.....	( 1)
Foreign Service Reserve Officer.....	(15)
GS, Excepted, Non-Status.....	( 6)
GS, Excepted, Status.....	( 2)
GS, Career.....	( 3)
VACANT.....	<u>( 4)</u>
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Obviously, any personnel actions taken must involve a sensitive and skilled approach. (For a more detailed discussion of problems in personnel actions in the State Department, see Appendix A).

Despite these problems, however, the President-Elect has no choice but to determine who will be responsive to the goals and priorities of the new Administration, and who will not be sympathetic towards a smooth transition. The failure of earlier administrations to take such action has resulted in inbreeding and policy stagnation.

The technique proposed is the nomination of alternates to the key jobs during the interim period between November 5 and January 20. Many of these alternates will be chosen with an eye towards capability for future service in a designated policy position; others will simply have an administrative interest in the function of a particular office and the transitional problems involved. Under the authority of a request by the President-Elect, these alternates will move into the offices of their predecessors to study the problems of transition as soon after November 5 as possible. Thus the Secretary-Designate will be adequately furnished on January 20 with objectively evaluated information about the functioning and importance of each task in the Department. Although many of these alternates will then

be nominated for key positions in the Department, others will be available to the new President to assist in the problems of transition throughout the Executive Branch.

It is a basic assumption of this paper that the President-Elect must give the problems of the State Department a top priority. However, if an entire slate of 91 alternates cannot be fielded, the fact remains that the Secretary-Designate must scrutinize each of these positions if he wishes to understand the flow of work and policy-making within the Department. Any such list is, in a sense, an arbitrary choice. Undoubtedly, the Secretary-Designate will later want to study certain areas in more detail. This list, however, is intended to give him a breathing-period in which he can begin to get the feel of the job and assert his authority.

There are various ways in which such a list could be drawn up. This paper has sought to identify those positions which control the flow of the most important State Department operations, and are important from the point of view of contributing to policy-making. This paper has used such criteria as the following for identification: Policymaking posts generally; policy-making posts in crisis areas; function in regard to critical items such as budget and personnel selection, or as head of an operation or office; official rank and reputation of the incumbent; positions which affect the flow of intelligence. A list of these 91 positions, and data on the incumbents follows in the appendices.

## APPENDIX A

### PROBLEMS IN PERSONNEL ACTIONS IN THE STATE DEPARTMENT

#### INTRODUCTION

Personnel administered by the Department of State fall into the following categories:

- (1) Presidential Appointees
- (2) Excepted Service
- (3) Civil Service
- (4) Foreign Service
- (5) Wage Board
- (6) Consultants and Contract Employees

Each of these classes has different rights to tenure. There follows below a brief description of each category in terms of tenure and job or assignment mobility.

#### 1. Presidential Appointees

"Presidential Appointees" are persons whose appointment requires nomination by the President and confirmation by the Senate. All Presidential appointees administered by the State Department are confirmed through the Senate Foreign Relations Committee.

Included in this category are the top Departmental officers in Washington and all Ambassadors to foreign states, as well as top representatives to international organizations such as the United Nations, NATO, etc.

Although all "Presidential Appointees" serve at the pleasure of the President, more than half of them now also hold personal rank in the Foreign Service and have the right to "retreat" to that personal rank in the event the President accepts their resignations as "Presidential

Appointees." However, under certain circumstances Presidential appointees holding personal rank in the Foreign Service would be retired automatically also from the Foreign Service upon the termination of their services as Presidential appointees.

## 2. Excepted Service

The term "excepted service" has the same meaning as "unclassified service" or "unclassified civil service," or "positions outside the competitive civil service."

The statutory basis for "excepted" positions are either "organic" legislative acts, permanently "excepting" certain positions from supervision of the Civil Service Commission or "appropriation acts," some of which have been so worded as to permanently "except" additional positions. However, the provision that particular funds shall be expended without regard to competitive requirements applies only to positions paid from these funds, and only while those funds are available.

There are three classes of excepted service, known as Schedule A, Schedule B, and Schedule C.

- (a) Schedule A. Positions other than those of a confidential or policy determining character for which it is not practicable to examine.
- (b) Schedule B. Positions other than those of a confidential or policy determining character for which it is not practicable to hold a competitive examination.
- (c) Schedule C. POSITIONS OF A CONFIDENTIAL OR POLICY DETERMINING CHARACTER.

By its nature, a new administration would wish to scrutinize carefully EVERY position under Schedule C. On the other hand, scarcely any position in Schedule A or Schedule B requires more than routine security and personnel action.

### 3. Civil Service

An employee holding a position in the Classified and Competitive Service has his rights defined by statutes. These statutes, including the Veterans Preference Act, are codified in title 5 of the U. S. Code.

Using popular but somewhat inaccurate language, an employee under civil service has a "right" to the actual job he holds. This "right," however, is not to the actual job but rather to a job of the class he holds or to some other "classified" job for which he is entitled.

Thus, a civil service employee may be said to have only a limited competitive advantage over other civil service employees to continue holding his own job. However, since every other civil service employee who might be competing with him is also similarly limited in a claim to that particular job, the incumbent usually can successfully "out-compete" all other competitors for his own job. The only situation where he is at a serious disadvantage is in a reduction-in-force resulting from a budget cut.

Because of this situation, most federal administrators have tried to dismiss or re-assign civil service employees by actions not directed specifically at the individuals concerned but by "re-organizations" of the bureau in which they work. These "re-organizations," which abolish old positions and create new ones, greatly reduce, though do not entirely eliminate, the ability of any jobholder to assert by "right" a competitive advantage over other claimants to the "new" jobs which have been created.

Another reason federal administrators prefer to use "re-organization" measures to remove individuals is that the employees affected are often willing to acquiesce in the loss of their jobs under "re-organization" because in many cases they can immediately retire "at full annuity."

4. The Foreign Service

The rights of officers and employees of the Foreign Service have been established by a series of statutes, which collectively are known as the Foreign Service Act of 1946 as amended. The most important recent amendments establishing two new categories of "career foreign service," were included in the Pell-Hays Bill, S. 633, which became law in Public Law 90-494 in August 1968.

The following categories of employees in the foreign service are administered by the Department of State:

- a. Foreign Service Officers.
  - b. Foreign Service Officers of Unlimited Tenure  
(New Career Category)
  - c. Foreign Service Staff Officer
  - d. Foreign Service Reserve Officer.
- a. Foreign Service Officers. (FSO)

Foreign Service Officers, all of whom are "appointed by the President" and "confirmed" by the Senate, are "career" employees and thus have "permanent" positions grounded in statute. There are ten classes of Officers. These are Career Ambassador, Career Minister, and Foreign Service Officer One through Eight. Officers in Classes 7 and 8 are in a "probationary status" and generally can be dismissed within six months of notice.

In contrast to the Civil Service employee, Foreign Service Officers are not tied, in concept, to job or class of job but rather have "rights" based on rank. In this sense, their tenure is comparable to that of military officers. However, as with military officers, many have developed job "specializations" which play a major role in their assignments. Even more important among Foreign Service Officers are the "cliques"

which dominate the major geographic bureaus of the Department. These cliques are in effect unofficial administrative "subcultures," with their own systems of assignment, promotion and "selection out."

Although all Officers nominally are "protected" by statute, all excepting the top three grades can be "selected out." Moreover, no appeal mechanism is available against firing through "selection out," a process which involves a superficially complex mechanism of efficiency reports and the use of promotion and selection out boards convoked each year in Washington. These boards rate officers in the top and bottom categories of their classes and promotion and selection out action is nominally based on these ratings. However, because of the debasement of the promotion and selection out mechanism during the last eight years, the system of removing Officers by "selection out" has come under very severe criticism. It is therefore questionable whether any new administration intending to maintain efficiency and morale at a high level will be able to rely on "selection out" as a mechanism for removing officers from positions.

A far better mechanism for the control of foreign service personnel is the "assignment process." Foreign Service Officers are subject to assignment at any time to any post in the United States and abroad. Except for a statutory requirement of a minimal number of years to be spent within the United States, no other legal limitation applies to the place of assignment. In many cases, however, there is a practical limiting factor because of medical considerations or the rank of the individual involved.

b. Foreign Service Reserve Officers, Unlimited Tenure. (FSOU)

This is a NEW category which came into being in August 1968, under P.L. 90-494, as a result of the Wayne Hays Amendment to the Pell Bill,

S. 633, establishing a "career" service for United States Information Officers in the U. S. Information Agency.

Up to the present, there has been very little experience with this category. However, the motives of Representative Hays have come under criticism from both Foreign Service and Civil Service employee groups. Because FSOU are NOT Presidential appointees, they can be appointed by the Secretary of State or his designee without any control by the Senate. Like Foreign Service Officers, however, they are subject to "selection out."

It is expected that the first appointments to this category will be made to provide "career security" to many key political appointees of the present Administration now serving at the State Department in another "new" category, designated as Foreign Service Reserve Officer-Maximum U. S. Duty (FSRO-MUSD). This "new" category was itself devised in 1965 to provide positions in Washington for political appointees who otherwise would have had to be employed as "Excepted Service Schedule C."

For this reason, all FSOU personnel should be screened by a new administration in the same way as "Excepted Service Category C" employees.

c. Foreign Service Staff Officer and Employee. (FSSO)

These categories, established by the Foreign Service Act of 1946 and affected by later amendments, are statutory positions. Appointments lie within the jurisdiction of the Foreign Service which today is subordinated to the State Department. There is no "selection out" procedure for staff officers and employees.

Most of the persons in this category, especially in the lower ranks, perform routine clerical and administrative functions. However, several in the higher categories must be construed as having influence on policy-making officers.

As with foreign service officers, all employees in this category are subject to assignment anywhere in the United States or abroad.

d. Foreign Service Reserve Officers. (FSRO)

Foreign Service Reserve Officers, now listed in two categories of eight classes each, all hold "non-career" temporary appointments, not to exceed five years.

The statutes provide for only one FSRO category, to consist largely of "non-career" specialists in short supply and needed by the Foreign Service for assignment abroad. However, in 1965, primarily to provide highly remunerative positions in Washington to "political" appointees and to "other key" personnel, a new category of "domestic" Foreign Service Reserve Officer was created, known officially as "Maximum United States Duty." These officers are NOT required to serve abroad and many now serve in the same positions they held formerly in the Civil Service or in the "excepted service." Most of them hold important policy-determining positions, similar to "key Civil Service" or "Excepted Service Category C" in other departments of the Government.

Because of their top policy-determining positions, all FSRO-MUSD personnel should be of special interest to any new administration.

5. Wage Board Employees

In the State Department, this "career" category is largely limited to maintenance and janitorial personnel. For this reason, they are of little interest to a new administration. However, in other foreign affairs agencies, such as the United States Information Agency, many top technical "career" personnel are paid under Wage Board arrangements.

6. Consultants and Contract Employees

Some of the most influential personalities in foreign policy decision making are paid as "consultants" by the Department of State. For example, after their formal resignations, Under Secretary of State George W. Ball and Deputy Under Secretary of State for Administration, William J. Crockett, continued their relationship with the Department in the capacity of "consultants."

Because these persons have no direct employee relationship with the Department and are paid under a contract or fee system, their services can usually be terminated by simple cancellation of contract.

APPENDIX B

MINIMUM POSITIONS NEEDED TO SECURE STATE DEPARTMENT OPERATIONS (86)

OFFICE OF THE SECRETARY (10)

Secretary of State Dean Rusk

Special Asst. H. W. Shlaudeman  
Special Asst. to Secretary E. K. Lindley  
Special Asst. S. T. Parelman (Far East Specialist)  
Special Asst. to Sec. for Governors W. G. Brown  
Special Asst. to Sec. for Refugees G. A. Martin

Ambassador at Large W. Averell Harriman  
Special Asst. F. A. Sieverts  
Special Asst. D. I. Davidson  
Ambassador at Large G. C. McGhee

EXECUTIVE SECRETARIAT (9)

Special Asst. to Sec. & Executive Secretary B. H. Read  
Dep. Ex. Sec. J. P. Walsh  
Dep. Ex. Sec. R. L. Brown

Executive Officer H. C. Boudreau (Budgetary Matters)  
Administrative Officer S. D. Anderson  
Budget Officer C. H. Baldwin

Operations Center Director R. H. Wenzel  
Dep. Dir. J. R. Relph, Jr.

Secretariat Staff Jeanne W. Davis

OFFICE OF THE UNDERSECRETARY (3)

Undersecretary N. deB. Katzenbach  
Executive Asst. P. B. Heymann  
Spec. Asst. & Staff Dir. Interdept. Gp. A. A. Hartmann  
Inspector General of the Foreign Service Fraser Wilkins

OFFICE OF THE UNDERSECRETARY FOR POLITICAL AFFAIRS (2)

Undersecretary Eugene Rostow  
Alan R. Novak - President's Task Force on Communications Policy

OFFICE OF DEPUTY UNDERSECRETARY FOR POLITICAL AFFAIRS (5)

Deputy Undersecretary C. E. Bohlen

POLITICO-MILITARY AFFAIRS

Dep. Asst. Sec. P. J. Farley

Dep. & Chairman, Nat. Mil. Infor. Disclosure Policy, Robert McClintock

Staff Dir. Political Military Gp. A. D. Foley

Executive Dir. A. A. Rabida

DEPUTY UNDERSECRETARY FOR ADMINISTRATION (8)

Deputy Undersecretary Idar Rimestad

Deputy Assistant Sec. Frederick Irving

Spec. Asst. Jules Bassin

Spec. Asst. J.S.Cottman

Dep. Asst. Sec. for Admin.Affairs Michel Cieplinski

Personnel Off. Employee Relations Dir.Alex Prengel

Director General of the Foreign Service John Steeves

Dep. Asst. Sec. for Personnel Howard P. Mace

Dep. Asst. Sec. for Budget Ralph Roberts

Dep. Asst. Sec. for Operations Robert Peck

Director of the Foreign Service Institute George Allen

POLICY PLANNING COUNCIL (2)

Chairman, H. D. Owen

Exec. Sec. - VACANT

CONGRESSIONAL RELATIONS (4)

Assistant Secretary W. B. Macomber, Jr.

Dep. Asst. Sec. H. G. Torbert

Dep. Asst. Sec. J. P. White

Exec. Sec. J. E. Briggs

LEGAL ADVISER (4)

Legal Adviser Leonard C. Meeker

Dep. Leg. Adv. Carl F. Salans

Dep. Leg. Adv. J. Ed. Lyerly

Dep. Leg. Adv. M. J. Belman

BUREAU OF AFRICAN AFFAIRS (1)

Assistant Secretary Joseph Palmer 2nd

BUREAU OF EAST ASIAN AND PACIFIC AFFAIRS (4)

Assistant Secretary W. P. Bundy  
VIETNAM Working Group Director - VACANT  
Dep. Asst. Sec. P. C. Habib  
Country Director Laos/Cambodia T. J. Corcoran

BUREAU OF EUROPEAN AFFAIRS (11)

Assistant Secretary John M. Leddy  
Dep. Asst. Sec. G. S. Springsteen  
Acting Dep. Asst. Sec. Alfred Puhan  
Acting Dep. Asst. Sec. Malcolm Toon  
Sp. Asst. & Staff Dir. Interdept. Working Gp. R. M. Beaudry  
Eastern Europe Country Dir. R. E. Lisle  
Germany Country Director A. C. Johnpoll  
Soviet Union Country Dir. Adolph Dubs  
NATO Country Director J. I. Getz  
OECD Director Abraham Katz  
Soviet & E. Europe Exchanges Staff B. H. Klosson

BUREAU OF NEAR EASTERN AND SOUTH ASIAN AFFAIRS (2)

Assistant Secretary - VACANT  
Israeli and Israeli-Arab Country Dir. A. A. Atherton

BUREAU OF ECONOMIC AFFAIRS (4)

Assistant Secretary A. M. Solomon  
Exec. Dir. Frances Wilson  
International Monetary Affairs Dep. Asst. T. O. Enders  
International Trade Policy Dep. Asst. Sec. J. A. Greenwald

BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS (1)

Assistant Secretary Edward D. Re

BUREAU OF INTELLIGENCE AND RESEARCH (9)

Director T. L. Hughes  
Dep. Dir. G. C. Denney, Jr.  
Exec. Dir. J. T. Bartos  
Dep. Dir. for Research A. Evans  
Dep. Dir. for Coordination W. C. Trueheart

BUREAU OF INTELLIGENCE AND RESEARCH (continued)

Director, Office of Current Intelligence Indications W. M. Marvel  
Director, R & A for East Asia & Pacific - VACANT  
S.E. Asia Division Chief, Evelyn S. Colbert  
Director, R. & A for USSR H. Sonnenfeldt

BUREAU OF INTERNATIONAL ORGANIZATIONS AFFAIRS (5)

Asst. Sec. J. J. Sisco  
Dep. Asst. Sec. D. H. Popper  
Dep. Asst. Sec. W. M. Kotschnig  
Dep. Asst. Sec. W. P. Allen  
Dir. Office of UN Political Affairs Elizabeth Ann Brown

BUREAU OF SECURITY AND CONSULAR AFFAIRS (2)

Administrator Barbara Watson  
Executive Asst. to Administrator H. Luppi

APPENDIX C

Personnel listings from State Department Staffing Pattern,  
as of September 30, 1968

Tenure listings from State Department Alphabetical Listing  
as of April 30, 1968

Biographies from State Department Biographical Register 1967  
(listings more detailed than 1968)

Job Descriptions from 1968 State Department Organization  
Manual (1966, as amended)

## OFFICE OF THE SECRETARY

## IMMEDIATE OFFICE

E-00744-00 SECRETARY OF STATE

P 0001 A

RUSK, DEAN

EX-01 \$35,000 701 1097

Presidential appointment

Rusk, Dean-b Ga 2/9/09, m. Davidson Coll  
 AB 31, Oxford U (Rhodes scholar) BA MA 34.  
 US Army 40-46 col overseas. PRIV EXPER:  
 assoc prof govt, dean of faculty Mills Coll  
 34-40, pres Rockefeller Found 52-61. GOVT  
 EXPER: spec asst to sec of war War Dept  
 46-47. STATE: Dept P-7 asst chief Div of Int  
 Security Aff 2-5/46, P-8 dir Of: of Spec Pol  
 Aff 3/47, dir Off of UN Aff 1/48, alt mem  
 Exec Comm on Regulation of Armaments  
 7/47, asst sec of state for UN aff 2/49, dep  
 under sec of state 5/49, asst sec of state for  
 Far E aff 3/50-12/51, consult 51-52, sec of  
 state 1/61.

110 SECRETARY OF STATE (S)

Is head of the Department of State and principal  
 adviser to the President in the determination  
 and execution of the foreign policy of the United  
 States with, inter alia, responsibility to the  
 full extent permitted by law for over-all  
 direction, coordination and supervision of  
 interdepartmental activities of the United  
 States Government overseas, except for  
 certain military activities.

S-09668-00 SPECIAL ASSISTANT P 5513 1 SHLAUDEMANN, HARRY W FO-02 \$22,760 101 1097 04-68

Shlaudeman, Harry W.-b Calif 5/17/26, m. Stanford U BA 52, USMC 44-46 overseas. PRIV BUSINESS 50-55. STATE Dept O-6 12/54. Barranquilla consular officer 1/55, O-7 7/56. Bogota political officer 11/56, O-6 1/57. Dept Bulg lang-area trainee, FSI 9/58, Sofia consular officer 11/59, O-5 3/60. Santo Domingo political officer 3/62, O-4 4/62. Dept chief Dominican aff 3/63, O-3 4/64, asst dir Off of Caribbean Aff 8/65, O-2 5/66. Sr Sen In For Pol FSI 6/66, distinguished honor award 11/66. Langs Bulg, Span.

FSO - permanent full-time

S-73965-00 SA TO SEC &amp; MEMBER PPC

P 0078 G

LINDLEY, ERNEST K FR-01 \$28,000 631 1097

FS Reserve - limited - 5 yrs or less

Lindley, Ernest K - b. Ind. July 14, 99; m.; U. Idaho, BA 20; U. of Grenoble 22; Oxford U., BA 23, MA 53; US Army 18, 2d lt.; reporter, newspapers. 24-37; radio-TV commentator 32-61; syndicated columnist 38-54; author-dir. for weekly mag. 37-61; app. ES-15, for. aff. off., Dept. of State May 12, 61; R-1, mem., Policy Plan. Counc., Dept. June 19, 61; spec. asst. to sec. of state Mar. 4, 62; also mem., Policy Plan. Counc. Aug. 18, 63; superior honor award 66.

S-33919-00 SPECIAL ASSISTANT

F 5513 2

PARELMAN SAMUEL T

FO-02 \$26,852 101 1097 12-69

FSO - permanent full-time

Pareman, Samuel T-b. Del. Feb. 11, 16; m.; Benjamin Franklin U., BCS 38; Columbus U., LLB 41; George Wash. U.; mem. D.C. and US Supreme Ct. bars; Govt. Printing Off. 34-36; anal., Soc. Security Bd. 36-39; Railroad Retirement Bd. 39-41; Nat. Youth Admin. 41; Off. of Civ. Defense 41-43; dir., Prog. Approp. Div., For. Econ. Admin. 43-45; trans. CAF-14, chief, Div. for Areas, Dept. of State Oct. 20, 45; chief, int. orgs-spec. progs. br. May 22, 46; also dep. Philippine rehabilitation coord. Nov. 9, 48; GS-15, spec. asst. (reg. aff.) to asst. sec. of state for Far East aff. Aug. 31, 50; O-2, cons. sec. DS Feb. 11, 55; det. Nat. War Coll. Aug. 14, 55; 1st sec., pol. off., Tokyo July 15, 56; Dept. Dec. 16, 58; sr. plan. off., Off. of Coord. for Mutual Security Aug. 23, 59; det. Agcy. for Int. Develop. Nov. 4, 61; asgd. Dept. Mar. 4, 62; Ger. lang. trng., FSI Sept. 16, 62; pol. off., Bonn (Heidelberg) Jan. 6, 63; dep. dir., Off. of Int. Confs., Dept. Dec. 5, 65.

## SPEC ASST-LIAISON W GOVS STATES &amp; TERRS

S-21525-00 SPECIAL ASSISTANT

P 5513 1

BROWN WINTHROP G

FO-CM \$28,000 710 1097 07-71

FSO - permanent full-time

Brown, Winthrop Gilman - b. Maine July 12, 07; m.; Yale U., BA 29, LLB 32; mem. N.Y. bar; law clk. 32-38; mem., legal firm 38-41; atty., Lend-Lease Admin. 41; exec. off., Harriman Mission and Mission for Econ. Aff., London 41-45; app. P-8, chief, Div. of Cml. Policy, Dept. of State July 26, 45; dir., Off. of Int. Trade Policy June 13, 48; GS-16 Apr. 30, 50; act. dir., Off. of Int. Materials Policy Mar. 28, 51; dir. Nov. 21, 51; R-1, att., London June 13, 52; sec. DS and couns., London Aug. 20, 52; superior ser. award 52; also dir., ICA mission to London July 1, 55; min-couns., London Aug. 12, 55; meritorious ser. award 56; O-1, cons., sec. DS May 7, 56; couns., New Delhi and Katmandu June 2, 57; min-couns. Sept. 16, 57; cons. gen. Apr. 22, 58; min-couns., New Delhi Aug. 4, 59; A.E.P. to Laos July 5, 60; CM Aug. 27, 60; Dept. and det. Nat. War Coll., dep. commandant July 31, 62; Presidents' award for distinguished fed. civ. ser. 63; A.E.P. to Korea July 31, 64; lang.: Fr.

## SPEC ASST-SEC FOR REFUGEE &amp; IMMIG AFF

S-21478-00 SA TO SEC FOR REF &amp; IMMIGR AFF P 0073 G MARTIN GRAHAM A FO-CM \$28,000

FSO - permanent full-time

Martin, Graham A-b; N.C. Sept. 22, 12; m.; Wake Forest Coll., AB; 32; US Army 42-46, col., overseas; newsp. corr. 32-33; aide to dep. admin., Nat. Recovery Admin. 33-36; asst. to

chm. 36-37, dist. mgr. 37-41, Soc. Security Bd.; reg. dir. 41-42, chief of field ops, 46, Fed. Security Agcy.; br. chief, War Assets Admin. 46-47; app. S-2, admin. off., Paris Mar. 24, 47; att., Paris Apr. 30, 47; S-1 Jan. 23, 49; R-1 Sept. 15, 51; sec. DS and couns., Paris Oct. 24, 51; O-1, cons., sec. DS Nov. 1, 54; faculty ad., Air War Coll. 55-57; spec. asst. to dep. under sec. of state for econ. aff. Oct. 2, 57; cons. gen. Apr. 22, 58; spec. asst. to under sec. of state for econ. aff. June 30, 58; spec. asst. to under sec. of state June 10, 59; cons. gen. and US rep., UN European Offs. and other Int. Orgs., Geneva Sept. 18, 60; with pers. rank amb. Sept. 28, 60; Dept., det. Agcy. for Int. Develop., dep. asst. admr. for Latin Am. and dep. US coord. for Alliance for Prog. Apr. 16, 62; CM May 16, 63; A.E.P. to Thailand Sept. 10, 63.

131 Special Assistant to the Secretary for  
Refugee and Migration Affairs (S/R)

With rank administratively equivalent to an assistant secretary, exercises delegated authority from the Secretary of State (State Department Delegation of Authority No. 107-1 of October 17, 1966) to perform functions vested in the Secretary under the Migration and Refugee Assistance Act of 1962 (E. O. 11077 of January 22, 1963) and to act on his behalf in all refugee and migration matters with the following assigned responsibilities:

a. Formulates comprehensive policy, enunciates goals, develops plans for and makes evaluations of U. S. Government refugee and migration efforts.

b. Provides leadership, guidance and coordination for refugee and migration programs within the U. S. Government, to the full extent permitted by law, and assists in the formulation and presentation of budgetary requirements and fiscal policies for these programs.

c. Exercises policy direction and operational control within the Department of refugee and migration programs and ensures appropriate consideration of refugee and migration affairs in foreign policy decisions.

d. Represents the United States in and maintains liaison with intergovernmental bodies, voluntary welfare agencies and other organizations dealing primarily with refugee and migration affairs.

e. Establishes a focal point for information and action for refugee and migration affairs as they relate to the Congress, voluntary agencies, and the public.

## AMBASSADOR AT LARGE

S-21349-00 AMBASSADOR AT LARGE

P 0005 B HARRIMAN W AVERELL EX-02 \$30,000 1097

Presidential appointment

Harriman, William Averell--b. N.Y. Nov. 15. 91; m.; Yale U., BA 13; v. pres., rr. co. 15-17; chm. bd., shipbldg. co. 17-25; self-employed 20-31; partner, cml. co. 31-46; mem. 33-37; chm. 37-39, bus. ad. councl., Dept. of Com.; admr., Nat. Recovery Admin. 34-35; chief, materials br., Off. of Prod. Mgmt. 41; spec. rep. of President in Great Britain, with rank min. Mar. 41, to Union of Soviet Socialist Republics, with rank amb. Aug. 41; mem., Combined Ship. Adjustment Bd. and Combined Prod. and Resources Bd., London 42; app. A. E. and P. to Union of Soviet Socialist Republics Oct. 7, 43; A. E. and P. to Great Britain Apr-Oct. 46; Sec. of com. 46-48; U.S. rep. in Europe under Econ. Coop. Act with rank A.E. and P. 48-50; spec. asst. to President 50-51; Am. rep. on NATO Comm. to study Western defense plans 51; dir., Mutual Security Agcy. 51-53; gov., State of N.Y. 54-58; app. amb. at large, Dept. of State Feb. 6, 61; asst. sec. of state for Far E. aff. Nov. 29, 61; under sec. of state for pol. aff. Apr. 4, 63; amb. at large Mar. 11, 65.

S-21527-00 SPECIAL ASSISTANT

F 5513 1

SIEVERTS FRANK A

FR-02 \$24,614 305-1097

Sieverts, Frank A.-b Germany 6/19/33, n 45, m.  
Swarthmore Coll BA 55, Oxford U BPhil 57  
Rhodes Scholar. PRIV EXPER 58-60: lecturer  
U Md (England) 58, corr news mag 59-60.  
GOVT EXPER 60-62: legis asst to senator  
Cong 60-62. STATE Dept R-3 spec asst to  
asst sec of state for pub aff 7/52, R-2 dep  
staff dir Sr Interdepartmental Group, spec  
asst to under sec of state 3/66, R-2 5/66, for  
aff off 1/67.

FS Reserve - limited - 5 yrs or less

S-21444-00 SPECIAL ASSISTANT

F 5513 2

DAVIDSON DANIEL IRA FR-02 \$26,852 101-1097

Davidson, David Ira - b. Sept. 19, 36; app. R-3,  
int. rel. off., Dept. Nov. 15, 65.

FS Reserve - limited - 5 yrs or less

## AMBASSADOR AT LARGE

S-21146-00 AMBASSADOR AT LARGE

P 0005 B MCGHEE GEORGE C FA-NC \$30,000 1097

FSO - permanent full-time

McGhee, George C.-b. Tex. Mar. 10, 12; m.; Okla. U., BS 33; Oxford U. (Rhodes scholar), PhD 37; U. of London 37; US Navy 43-45, lt., overseas; geol. 30-31, seismic computer 30-34, oil cos.; v. pres., geophysical co. 37-40; partner, geol. consult. firm 40-41; exec. asst., Off. of Prod. Mgmt. and War Prod. Bd. 41; dep. exec. sec., Combined Raw Materials Bd. 42-43; chief, Jt. Am. Mission for Aid to Turkey, chm., US Educ. Commn. in Turkey 51-53; mem., Pres. Commn. to Study US Mil. Assist. Progs. 58-59; app. P-7, spec. asst. to dep. asst. sec. of state for econ. aff., Dept. of State Jan. 2, 46; P-8, spec. asst. to under sec. of state for econ. aff. Aug. 25, 46; coord. for aid to Greece and Turkey June 29, 47; dep. to coord. for aid and assist. June 4, 48; asst. sec. of state for Near E. and African aff. June 24, 49; asst. sec. of state for Near E., S. Asian and African aff. Oct. 3, 49; GS-15 Oct. 30, 49; A.E.P. to Turkey Dec. 8, 51-June 20, 53; app. couns. of the Dept., chm. of the policy plan, couns. Feb. 13, 61; under sec. of state for pol. aff. Nov. 29, 61; consult. Mar. 28, 63; A.E.P. to Germany Apr. 25, 63.

S-23748-00 SPEC ASST TO SEC & EXEC SECY P 00301 GS-18 701 READ BENJAMIN H GS-18 \$28,000 701 1097

Read, Benjamin Huger - b Pa 9/14/25, m. William  
Coll BA 49, U Pa LLB 52. USMC 43-46  
overseas. PRIV EXPER 52-56: assoc law firm  
52-55, asst defender voluntary defender asst  
55-56, GOVT EXPER 58-63: legis asst to  
senator Cong 58-63. STATE Dept GS-9 atty-  
ad 1/57-4/58, R-2 dep exec sec 4/63, GS-18  
spec asst to sec of state and exec sec of Dept  
8/63.

GS- excepted - with no conditions or  
restrictions, non-status employee

**122 EXECUTIVE SECRETARIAT (S/S)**

The Special Assistant to the Secretary and Executive Secretary of the Department assures the prompt, efficient and orderly staffing of policy problems requiring the attention of the Secretary, the Under Secretaries and the Deputy Under Secretary for Political Affairs, the coordination of material presented to them, and the implementation of decisions made by them.

- a. Directs and controls official action and information documents to and from the Secretary and his principal deputies and assures the implementation of decisions made by them.
- b. Provides a channel for the flow of official action and information documents between the Office of the Secretary and the President; directs and controls official action and information documents between the Department and the White House staff dealing with foreign policy problems.
- c. Arranges and coordinates Department of State participation in National Security Council business, including preparation of papers, etc.

- d. Works in close cooperation with the Office of the Deputy Under Secretary for Administration, the Office of the Chief of Protocol and the regional bureau concerned to coordinate within the Department and between the Department and the White House all substantive preparations for Presidential or Vice Presidential travel abroad, and for travel and other accommodations for meetings in the United States (other than in Washington) between the President or the Vice President and chiefs of state or heads of government.

S-12791-00 DEPUTY EXEC SECRETARY P 1056 1

WALSH JOHN PATRICK FO-01 \$28,000 201 1097 07-67

FSO - permanent full-time

Walsh, John Patrick - b III 12/21/18. U III BS 40, Catholic U MA 41, U Chicago PhD 48. US Navy 41-45 lt overseas. PRIV EXPER: instr jr coll 45-48. STATE Dept O-6 2/48. Dublin FSO gen 7/48. Ottawa econ off 1/50, O-5 6/51. Oslo 9/53, O-4 7/54. Dept int rel off 4/56, O-5 7/56, O-4 1/57, int econ 6/57, merit ser award 58, O-3 3/59. Tehran econ off 11/59. Harvard U fellow Int Aff 9/62, O-2 2/63, dep dir Off of Near E, S Asian Reg Aff 7/63, dep exec sec 5/65, O-1 5/66.

## EXECUTIVE SECRETARIAT

S-19387-00 DEPUTY EXECUTIVE SECRETARY P 1056 1 BROWN ROBERT L FO-02 \$24,614 201 1097 06-72

Brown, Robert Lyle - b. Ohio July 21, 20; m.; Syracuse U., AB 43; US Navy 43; chief insp., radio corp. 39-40; pers. asst., ship constr. corp. 41-42; corporate off., real estate co. 43-44; app. F.S. Aux., v.c., Noumea Nov. 25, 44; S-12 Nov. 13, 46; S-11 May 5, 47; det. Dept. of Com. off. trng. course May-July 48; v.c., Casablanca May 14, 48; S-9 May 16, 48; S-8 Mar. 20, 49; S-7 Feb. 5, 50; det. Northwestern U., adv. econ. study Sept. 50-June 51; v.c., Kobe Aug. 18, 51; S-6 July 6, 52; S-5 Feb. 28, 54; att., Brussels July 22, 54; O-4, cons., sec. DS Jan. 24, 55; 2d sec-cons., Brussels May 9, 55; O-5 July 29, 56; O-4 Jan. 29, 57; also asst. cml. att., Brussels May 31, 57-Oct. 5, 58; int. econ., Dept. May 3, 59; chief, loan coord. br., Econ. Develop. Div. Oct. 18, 59; O-3 Feb. 2, 61; Sr. Sem. in For. Pol., FSI Sept. 2, 62; supvr. placement spec., Dept. Aug. 4, 63; supvr. pers. staffing spec. Feb. 14, 65; O-2 May 26, 65; couns. econ. aff., Taipei Aug. 15, 65.

FSO - permanent full-time

## EXECUTIVE OFFICE EXECUTIVE SECRETARIAT

S-17270-00 EXECUTIVE DIRECTOR F 1050 1 BOUNDREAU HENRY C FO-02 \$26,106 401 1097 09-70

Boudreau, Henry C-b. Maine Oct. 21, 18; m.; U. Maine, BS 48; US Army 42-46, overseas; ordnance insp. 40-42, chief of br. 46, War Dept.; app. P-1, econ., Dept. of State Mar. 28, 49; CAF-7, anal. July 11, 49; GS-9, bud. exam. Apr. 16, 50; GS-11, asst. sect. chief Dec. 24, 50; GS-12, org-methods exam. June 9, 52; bud. exam. Jan. 18, 53; bud-fis. off. Jan. 4, 54; GS-13, bud. exam. Mar. 14, 54; GS-14, asst. exec. off. July 31, 55; O-3, cons., sec. DS and 1st sec-cons., Oslo Aug. 31, 56; Warsaw Dec. 13, 59; spec. asst. to asst. sec. of state for admin., Dept. Sept. 13, 62; O-2 Apr. 12, 64; det. Nat. War Coll. Aug. 15, 64; exec. off., Dept. July 3, 66.

FSO - permanent part-time

122.4 Executive Office (S/S-EX)

Provides top-level executive direction through the full range of administration for the Secretary, the Under Secretaries, Counselor, Policy Planning Council, Executive Secretariat, Deputy Under Secretary for Political Affairs, Deputy Assistant Secretary for Politico-Military Affairs, Special Assistant to the Secretary for Fisheries and Wildlife, Special Assistant to the Secretary and Coordinator of International Labor Affairs, and Assistant Secretary for Congressional Relations. This includes organization, budget and personnel management to ensure that policy objectives are met in an efficient, effective and economical manner.

EXECUTIVE SECRETARIAT

S-21358-00 ADMINISTRATIVE OFFICER C 2021 2 ANDERSON SIDNEY D FR-03 \$21,531 401 1097

Anderson, Sidney D-b. Dec. 4, 25; app. GS-13,  
admin. off., Dept. of State Nov. 11, 62; GS-14  
May 9, 65; R-3 Sept. 25, 66.

FS Reserve - limited - 5 yrs or less

*CIA REPORT*

S-21227-00 BUDGET OFFICER

C 2105 2 BALDWIN CHARLES H FR-03 \$21,531 421-1097

Baldwin, Charles H.-b. Kans. Dec. 21, 20; m.;  
Baltimore Coll. of Com. 46-48; US Navy 44-46,  
overseas; aud., city govt. 46-49; off. mgr.,  
heating corp. 49-50; acct-aud., chem. co. 50-  
51; payroll supvr. 51-52, acct. 52-61, Dept. of  
Army; app. GS-13, bud. anal., Dept. of State  
Aug. 20, 61; supvr. bud. anal. Oct. 28, 62;  
GS-14, bud. off. June 9, 63; R-3 Sept. 25, 66.

RECOMMENDATION.

FSO - Reserve - limited - 5 yrs or less

## OPERATIONS CENTER

S-23750-00 OFFICE DIRECTOR

F 1030 1 WENZEL ROBERT H FO-03 \$20,933 101 1097 06-70

FSO - permanent full-time

Wenzel, Robert H- b Mass, 3/12/25. Dartmouth Coll AB 47 MCS 48. US Navy 43-46 ens overseas. PRIV EXPER acctg supvr elec co 48-54. STATE Saigon S-9 pol off 7/54, O-6 7/54. Hanoi 8/54. Saigon pol-cons off 12/55, O-5 2/56, O-6 7/56. Dept int rel off 12/56, O-5 2/58, O-4 3/60. Freetown econ-pol off 4/61. Addis Ababa pol off 8/63. Dept supvr for aff off 6/66.

122.3 Operations Center (S/S-O)

- a. Maintains a 24-hour, 7-day week global watch and performs related briefing and alerting functions for top officers of the Department, for task forces and for bureaus of the Department.
- b. Screens and distributes cables and similar documents for the Secretary and senior officers and is responsible for the preparation of daily summary reports.

## DEPUTY DIRECTOR - OPERATIONS CENTER

S-21123-00 INTL REL OFF GENERAL F 5510 2 RELPH JAMES F JR FO-03 \$20,335 101 1097 07-68

Rolph, James F Jr - b Calif 2/14/25, m. Whittier Coll BA 50, Claremont Grad Sch MA 51, Harvard U. MPA 59. US Army 43-46 overseas. STATE Dept O-6 9/52. Dusseldorf cons econ admin off. 11/52. O-5 2/56. London ass to amb. 2/56. O-6 7/56. O-5 2/58. Dept int rel off 6/59, int econ 7/60, O-4 2/61. Munich pol off 12/61, O-3 4/64. Ft Lamy couns-DCM 8/64. Dept oper off. 1/67. Langs Fr, Ger.

FSC - permanent full-time

DEPUTY DIRECTOR, OPERATIONS CENTER

## EXECUTIVE SECRETARIAT STAFF

S-21464-00 FOREIGN AFFAIRS OFF-SUPVR F 00130 GS-15 101 DAVIS FLORENCE JEANN GS-15 \$21,098 101 1097

Davis, Florence Jenne (Mrs.)-b. Calif. Sept. 17, 20; Stanford U., BA 41; US Navy 43-46, lt. (jg); gen. pers. off. work, aircraft co. 41-43; app. CAF-4, ref. clk., Dept. of State July 15, 46; P-1, ref. anal. Nov. 3, 46; P-2 Aug. 22, 48; for. aff. anal. Feb. 6, 49; GS-9 Oct. 15, 50; GS-11 Dec. 9, 51; GS-12 Mar. 14, 54; GS-13, asst. chief, reports-ops. staff, Exec. Secretariat June 25, 61; GS-14 Oct. 28, 62; merit. ser. award 62; GS-15, dir., Exec. Secretariat Staff Dec. 4, 66.

## DIRECTOR

## 122.2 Secretariat Staff (S/S-S)

GS - career employee

- a. Reviews written material submitted by all Departmental units for the attention of the Secretary, the Under Secretaries and the Deputy Under Secretary for Political Affairs in order to assist in the prompt consideration of these matters.
- b. Assures coordination and gives follow-up support of work presented to and actions directed by these officers.
- c. Provides these officers with secretariat support and assures coordination of the preparation for international conferences, high level visits and other major meetings in which they participate.
- d. Provides secretariat services to high level task forces and similar working groups.
- e. Provides the central point in the Department for staff coordination on National Security action memorandums and follow-up on National Security Council matters.
- f. Reviews diplomatic and ceremonial correspondence and provides guidance and advice on the precedents and practices of the Department with regard to diplomatic and ceremonial correspondence.

## UNDER SECRETARY

E-00745-00 UNDER SECRETARY

Katzenbach, Nicholas, deB-b Pa 1/17/22, m. Princeton U BA 45, Yale U LLB 47, mem Conn, NJ bars, US Army 41-45 1st lt overseas. PRIV EXPER priv law practice 50, assoc prof of law Yale U 52-56, prof of law U Chicago 56-60. GOVT EXPER atty-ad 50-52, consult 52-56 Dept of Air Force, asst

atty gen 61-62, dep atty gen 62-64, atty gen 64-66, Dept of Justice, STATE Dept under sec of state 9/66.

P 0002 B KATZENBACH NICHOLAS EX-02 \$30,000 1097

Presidential appointment

## 120 UNDER SECRETARY OF STATE (U)

a. Serves as the full deputy and alter ego to the Secretary, and as Acting Secretary of State in the Secretary's absence.

b. Serves as principal adviser to the Secretary and assists the Secretary in the formulation and conduct of all United States foreign policy.

c. Assists the Secretary in carrying out his authority and responsibility for the over-all direction, coordination and supervision of interdepartmental activities of the United States Government overseas, by serving as Executive Chairman of the Senior Interdepartmental Group.

d. Assists the Secretary in giving foreign policy guidance to other departments and agencies.

e. Assists the Secretary, on request, in representing the United States at international meetings, in performing other representational assignments and in presenting the Department's position before Congressional committees.

f. Gives over-all direction to the geographic and functional bureaus and other offices of the Department in the conduct of policy.

g. Provides final recommendations to the Secretary on all principal personnel appointments.

h. Gives over-all direction to the substantive functioning and day-to-day management of the Department and supervises important organizational and administrative matters.

i. Is responsible for the effective integration of economic assistance and military assistance and sales programs both at home and abroad.

S-24184-00 EXECUTIVE ASSISTANT P 00130 GS-18 101 HEYMANN PHILIP BENJA GS-18 \$28,000 101 1097

Heymann, Philip Benjamin--b. Pa. Oct. 30, 32; Yale U., AB 64; Sorbonne, Paris; Harvard Law Sch.; mem. D.C. bar; law clk. to US Supreme Ct. Justice 60-61; atty., Off. of Solicitor Gen. 61-65; app. R-2, dep. admr., Bu. of Security and Cons. Aff., Dept. Sept. 26, 65; act. admr., Bu. of Security and Cons. Aff. Mar. 16, 66.

GS - excepted - with no conditions or restrictions, non-status employee

## SENIOR INTERDEPARTMENTAL GROUP

STAFF DIRECTOR &  
S-21567-00 SPECIAL ASSISTANT

F 5513 1

HARTMAN ARTHUR A FO-02 \$23,788 201 1097 07-71

FSO - permanent full-time

Hartman, Arthur A-b. N.Y. Mar. 12, 26; m.:  
Harvard U., BA 47, Law Sch. 47-48; US Army  
44-46, overseas; resch. asst., U. Mich. 48;  
S-12, econ., Paris, ECA Oct. 5, 48; S-9 Nov.  
27, 49; S-7 May 27, 51; S-5, asst. econ. commr.,  
Paris MSA/FOA Apr. 27, 52; app. S-5, econ.,  
Paris (USRO) Jan. 3, 54; R-4 Jan. 29, 56; att.,  
Saigon Feb. 12, 56; R-5 July 29, 56; O-5, cons.  
sec. DS Aug. 5, 57; 2d sec-cons., Saigon Aug.  
26, 57; int. rel. off., Dept. May 18, 58; for.  
aff. off. July 27, 58-Apr. 5, 59; O-4 Mar.  
18, 60; staff asst. to the under sec. for econ.  
aff. Feb. 3, 61; spec. asst. to under sec. of  
state Jan. 7, 62; O-3 Feb. 28, 63; 1st sec.,  
London July 7, 63; O-2, cons. off. USA May  
13, 66.

## FOREIGN SERVICE INSPECTION CORPS

F-00049-00 INSP GEN FOREIGN SERVICE F 0081 F WILKINS FRASER FO-OM \$28,000 1097

FSO - Permanent, Full Time

Wilkins, Fraser - b. Nebr 8/30/08, m. Yale U  
PhB 31, PRIV EXPER 31-40, STATE Dept  
O unclass 7/40, Halifax cons off 7/40, Dept  
8/41, Baghdad pol off 12/41, Tangier econ off  
12/43, O-8 3/45, O-7 5/46, Dept 8/46, O-5  
11/46, O-4 5/47, off-in-chg Palestine Aff  
7/48, O-3 4/49, asst chief Near E Aff 7/49,  
dir Near E Aff 10/50, New Delhi pol off 11/50,  
O-2 2/52, couns of emb for pol aff 10/52,  
Dept mem Pol Plan Staff 8/53, det Nat War  
Coll 8/54, dir Near E Aff 7/55, O-1 cons gen  
1/57, Tehran min-couns 7/57, superior ser  
award 58, Cyprus AEP 8/60, CM 2/61, Dept  
insp gen FS 6/64.

## 373 FOREIGN SERVICE INSPECTION CORPS (O/FI)

- a. Provides the Secretary of State and his principal assistants with evaluations of the work of diplomatic missions, consular posts, and other establishments administered by the Department, assessing in particular the effectiveness with which they are carrying out their respective programs, and the efficiency and economy with which their work is performed.
- b. Assesses the extent to which all U.S. programs and activities are coordinated and directed toward the achievement of U.S. policy objectives.
- c. Strengthens the performance of Foreign Service posts and backstopping by Departmental organizational units by instituting or recommending improvements and resolving problems which adversely affect their work.
- d. Provides periodic personal contact between the Department and its establishments abroad to improve coordination of their activities and to contribute to a common understanding of objectives, policies, and problems.
- e. Provides objective evaluation of performance and recommendation for development of Foreign Service personnel assigned to the Department and its establishments abroad.

## UNDER SECRETARY FOR POLITICAL AFFAIRS

E-01496-00 UNDER SECRETARY POL/ECON P 0012 C ROSTOW EUGENE V EX-03 \$29,500 1097

Rostow, Eugene V - b NY 8/25/13, m. Yale U  
 AB 33 LLB 37 AM 44, Cambridge U (England)  
 MA 59 LLD 62, mem NY bar. PRIV EXPER  
 37-66: law practice 37-38, mem univ faculty  
 38-66, law prof 44-66, dean law sch 55-65  
 Yale U, GOVT EXPER, asst exec sec, Econ  
 Commn for Europe, UN 49-50, STATE Dept  
 ad 42-44, consult 61-66, under sec of state  
 for pol aff 10/66.

Presidential appointment

**130 UNDER SECRETARY FOR POLITICAL  
AFFAIRS (M)**

- a. Serves as Acting Secretary of State in the absence of the Secretary and the Under Secretary.
- b. Serves as Acting Executive Chairman of the Senior Interdepartmental Group in the absence of the Under Secretary.
- c. Assists the Under Secretary in providing recommendations to the Secretary on all principal personnel appointments.
- d. Assists the Under Secretary in giving over-all direction to the substantive functioning and day-to-day management of the Department and in supervising important organizational and administrative matters.
- e. Provides guidance on matters of foreign economic policy and related political issues.
- f. Assists the Secretary and the Under Secretary in assuring that the Department's relations with other departments and agencies of the United States Government are effectively coordinated.

g. Coordinates State Department policies and positions on economic and military assistance issues affecting two or more regional bureaus and represents the Department on such matters with AID, Defense and other agencies of the United States Government.

h. Assists the Secretary, on request, in representing the United States at international meetings, in performing other representational assignments and in presenting the Department's position before Congressional committees.

i. Supervises activities of the Special Assistants to the Secretary of State for Refugee and Migration Affairs; Fisheries and Wildlife; International Labor Affairs; Population Matters. Also supervises the Office of Water for Peace.

j. Serves as alternate Governor of the International Monetary Fund (IMF) and alternate Governor of the International Bank for Reconstruction and Development (IBRD).

k. Represents the Department on the Cabinet Committee on the Balance of Payments.

## PRESIDENT'S STAFF FORCE ON COMMUNICATIONS

## POLICY STAFF DIRECTOR

S-24139-00 SPECIAL ASSISTANT

F 5513 1

NOVAK ALAN R.

FR-01 \$28,000

101 1097

Novak, Alan R-b NYC 6/2/34, m. Yale U AB  
55 LLB 63, Oxford U MA 60. Mem NY bar.  
USMC 55-58 lt. PRIV EXPER: lawyer 64-65.  
GOVT EXPER: law clk Supreme Ct, legis  
asst to US Sen 63-66. STATE Dept R-2 spec  
asst to under sec of state for pol aff 11/66.

FS Reserve - limited - 5 yrs or less

## OFF DEPUTY UNDER SEC FOR POL AFFAIRS

E-00746-00 DEPUTY UNDER SEC FOR POL AFF P 0020 D BOHLEN CHARLES E FO-CA \$28,750 1097

FSO - permanent full-time

Bohlen, Charles Eustis-b. N.Y. Aug. 30, 04; m.; Harvard U., AB 27; app. O unclass., v.c. Mar. 26, 29; F.S. Sch. May 29; v.c., Prague July 10, 29; v.c. and lang. off., Paris July 31, 31; v.c., Moscow Feb. 10, 34; sec. DS Mar. 9, 34; 3d sec., Moscow May 24, 34; Dept. Aug. 26, 35; O-8, cons. Oct. 1, 35; O-7 June 1, 37; 2d sec., Moscow July 14, 37; also cons. Apr. 21, 38; O-6 Mar. 1, 39; 2d sec., Tokyo Nov. 20, 40-Dec. 7, 41; O-5 May 1, 41; Dept. June 3, 42; O-4 July 16, 43; asst. chief., Div. of European Aff. Aug. 1, 43; 1st sec., Moscow Nov. 3, 43-Jan. 12, 44; chief, Div. of E. European Aff. Jan. 15, 44; asst. to sec. of state for White House liaison Dec. 20, 44; O-3 May 16, 45; spec. asst. to sec. of state Nov. 13, 46; O-2 Nov. 13, 46; O-1 May 15, 47; couns. Aug. 1, 47; CM June 19, 48; Paris June 17, 49; couns. of Dept. Mar. 13, 51; A.E.P. to U.S.S.R. Mar. 27, 53; to the Republic of Philippines May 9, 57; spec. asst. to the sec. of state, Dept. Dec. 5, 59; CA June 24, 60; app. A.E.P. to France Sept. 4, 62.

140 DEPUTY UNDER SECRETARY FOR  
POLITICAL AFFAIRS (G)

Subject to the over-all policy control of the Secretary and Under Secretary, and to the special policy responsibilities of the Under Secretary for Political Affairs:

- a. Gives general direction within the Department to politico-military, intelligence, and arms control and disarmament matters and to relations with other departments and agencies on such matters.
- b. Gives continuous supervision and general direction to the military assistance and sales programs.
- c. Coordinates policies and assures implementation of political and politico-military decisions which fall within the jurisdiction of two or more bureaus.
- d. Supervises the activities of the Deputy Assistant Secretary for Politico-Military Affairs and the Special Assistant for Youth.
- e. Gives guidance to International Scientific and Technological Affairs (SCI).
- f. Passes on the recommendations of the geographic bureaus regarding proposals for state, official, and other visits.

S-23757-00 DEPUTY ASSISTANT SECRETARY P 1021 1 FARLEY PHILIP J FO-01 \$28,000 104 1097 08-71

Farley, Philip J.-b. Calif. Aug. 6, 16; m.; U. Calif. (Berkeley), BA 37, MA 38, PhD 41; US Army 43-46, 2d lt., overseas; instr., Corpus Christi Jr. Coll. 41-43; intell. spec., War Dept. 46-47; chief, Policy Staff-asst. sec., Atomic Energy Commn. 47-54; app. GS-15, dep. to spec. asst. to sec. for atomic energy aff., Dept. of State July 19, 54; GS-16, spec. asst. to sec. for atomic energy aff. Oct. 18, 57; spec. asst. to the sec. for disarmament and atomic energy May 27, 58; GS-18 Nov. 30, 58; spec. asst. to sec. for atomic energy and outer space Aug. 6, 61; O-1, cons. gen., sec. DS Mar. 5, 62; pol. ad. to chief of NATO, min-couns. pol. aff., Paris (USRO) May 13, 62; dep. U.S. rep. to NATO Counc., with pers. rank min., Paris (USRO) Jan. 2, 66; lang.: Fr.

FSO - permanent full-time

## DEPUTY &amp; CHAIRMAN, NATL MILITARY INFOR. DISCLOSURE POLICY COMM.

## OFFICE OF DEP ASST SEC POLITICAL-MILITARY AFFAIRS

S-21590-00 DEP DIR SPEC STATE STUDY GROUP F 0084 G MCCLINTOCK ROBERT FO-CM \$28,000 101 1097

McClintock, Robert-b. Wash. Aug. 30, 09; M.; studied in Geneva 29; Stanford U., AB 31; app. FSO unclass., v.c., sec. DS Dec. 17, 31; v.c., Panama Jan. 20, 32; FS Sch. Nov. 29, 32; v.c., Kobe Mar. 30, 33; 3d sec., Santiago Dec. 29, 34; Ciudad Trujillo July 2, 37; also v.c., Ciudad Trujillo Dec. 21, 37; 3d sec-v.c., Helsinki July 8, 39; O-8 Mar. 1, 40; O-7 Feb. 1, 42; 2d sec., Helsinki, in add. to v.c. Mar. 9, 42-July 16, 42; 2d sec., Helsinki July 17, 42; 2d sec-v.c., Stockholm Nov. 15, 43; O-5 May 16, 45; Dept. Aug. 4, 45; O-4 May 19, 46; O-3, spec. asst. to dir., Off. of Spec. Pol. Aff. Nov. 13, 46, Off. of U.N. Aff. Jan. 21, 48; 1st sec-v.c., Brussels Apr. 16, 49; cons. May 27, 49; cons., Brussels, in add. to 1st sec. June 8, 49; O-2 May 23, 50; Dept. July 6, 51; det. Nat. War Coll. Aug. 23, 51; O-1 Feb. 21, 52; couns., Cairo May 2, 52; Saigon Mar. 10, 53; also at Phnom Penh and Vientiane May 15, 53; chm., spec. working group dealing with post armistice problems in Associated States Aug. 11, 54; A.E.P. to Kingdom of Cambodia Aug. 18, 54-Nov. 3, 56; mem., Policy Plan. Staff, Dept. Jan. 8, 57; A.E.P. to Lebanon Dec. 23, 57; cons. gen. Apr. 22, 58; superior ser. award 59; For. aff. off., Dept. Sept. 29, 61; A.E.P. to Argentina Feb. 6, 62; CM July 3, 62; Dept. June 10, 64; faculty ad., Naval War Coll. Aug. 2, 64; FS insp. July 17, 66; langs.: Fr., Span.

FSC - permanent full-time

**141 Politico-Military Affairs (G/PM)**

- a. The Deputy Assistant Secretary for Politico-Military Affairs serves as deputy to the Deputy Under Secretary for Political Affairs on matters relating to the national security policies of the United States or arising from U.S. military activities affecting U.S. foreign relations.
- b. Acts as alternate for the Deputy Under Secretary for Political Affairs with respect to the military assistance and sales programs, at the discretion of that officer.

c. Provides policy guidance, Departmental coordination, and liaison with the Department of Defense and the military services on politico-military matters, including the military aspects of atomic energy and outer space. Insures effective coordination of national security policies and related overseas operations and programs. Assists in military aid policy formulation and program execution. Advises and supports senior officers of the Department in their formal relationships with the Secretary of Defense and with the Joint Chiefs of Staff.

d. Provides coordinated Departmental contributions to the formulation, review and approval of national politico-military policies and programs through the development of a high degree of functional expertise in military affairs, to permit (1) coordinating the Department's participation on politico-military policies and programs affecting more than one bureau, (2) initiating recommended Departmental positions on politico-military policies and programs which are not primarily geographically oriented, and (3) providing guidance and review for politico-military interests of the Department.

e. Serves as focal point in the Department for development and implementation of United States policy and procedures for the disclosure of classified military information to foreign governments and international organizations. On behalf of the Secretary, provides chairmanship of the interdepartmental National Military Information Disclosure Policy Committee (NDPC).

## STAFF DIR - POLITICAL/MILITARY GROUP

S-21309-00 SPECIAL ASSISTANT F 5513 2 FOLEY ARTHUR D FO-03 \$21,531 101 1097 10-69

Foley, Arthur David-b. Mass. Aug. 9, 19; m.; U. Mich. AB 41; US Army 42-46, capt., overseas; clk., rubber co. 41-42; app. O unclass., v.c., sec. DS July 5, 46; Dept. July 30, 46; 3d sec-v.c., Rio de Janeiro Aug. 20, 46; O-6 Nov. 13, 46; O-5, 2d sec., Rio de Janeiro, in add. to v.c. Apr. 14, 48; 2d sec., Caracas Mar. 21, 49; v.c., Caracas June 18, 51; pol. off. Jan. 20, 52, econ. off. Feb. 15, 53, Bremen; O-4, cons. and cons., Bremen Sept. 27, 54; for. aff. off., Dept. Sept. 1, 55; O-5 July 29, 56; O-4 Jan. 29, 57; 3d sec., Paris (USRO) July 13, 58; O-3, 1st sec., Paris (USRO) Feb. 2, 61; chief, Reg. Aff. Div., Dept. Sept. 30, 62; int. rel. off. Aug. 1, 65.

FSC - permanent full-time

## EXEC DIR. - NDPC

S-21448-00 INTL REL OFF GENERAL F 5510 2 RABIDA ALBERT A FO-02 \$24,614 104 1097-06-68

FSO - permanent full-time

Rabida, Albert Anthony - b Colo 4/14/19, m.  
Georgetown U BSFS 42. PRIV EXPER: asst to  
dean, Georgetown FS Sch 42-43. GOVT EXPER  
37-42: searcher Libr of Cong 37-42. STATE  
Dept clk FS Aux 5/43. Georgetown econ/pol off,  
actg prin off 11/43. Bombay visa-ppt off 7/46,  
S-11 11/46. Rangoon econ off 9/47, S-9 10/48.  
Lisbon econ, labor, minls off 6/49, S-8 5/50,  
S-7 7/52, O-4 11/52, R-4 econ off 8/53. Luanda  
prin off 3/54, O-4 6/54. Dept career develop  
off 2/57, SF off 9/57, intell resch spec 9/58,  
O-3 3/59, supvr intell resch spec 5/59. Guaya-  
quil econ off, DPO 5/60. Recife prin off 6/61.  
Dept 5/62, supvr for aff off 7/62, det Dept of  
Defense 9/63, for aff off 8/65, O-2 5/66.

## DEP UNDER SECRETARY FOR ADMINISTRATION

## IMMEDIATE OFFICE

E-01609-00 DEPUTY UNDER SEC FOR ADMIN P 0021 D RIMESTAD IDAR FO-01 \$28,750 700 1097 02-71

FSO - permanent full-time

Rimestad, Idar - b NDak 8/7/16, m. UNdak PhB  
 40. GOVT EXPER 41-49: pers asst Nat Youth  
 Admin 41-42, salary-wage anal War Dept 42-  
 45, class-wage anal AEC 45-47, chief of sect  
 EUCOM 47-49. STATE: Frankfort on Main S-3  
 chief class-wage br 9/49. Bonn S-2 act chief  
 Pers Div 11/51, chief 7/53. Dept S-4 pers off  
 5/54, S-3 1/55, O-3 7/55. Moscow admin off  
 12/57, O-2 3/60. Dept for aff off 10/60, admin  
 off 10/60, det ACDA admin off 9/61, exec dir  
 (ACDA) 5/62, O-1 cons gen 4/64. Paris couns  
 admin (E) and couns, exec dir (USRO) 7/64,  
 Deputy Undersecretary of State for Adminis-  
 tration 2/67.

150 DEPUTY UNDER SECRETARY FOR  
ADMINISTRATION (O)

Subject to the over-all policy control of the  
 Secretary and the Under Secretary:

- a. Assists and, as necessary and appropriate, acts for the Secretary and the Under Secretary in providing effective and coordinated administration across the whole subject area for which the Secretary has policy and substantive responsibility.
- b. Exercises the authority vested in the Secretary of State or the Department of State with respect to the administration of the Department of State and the Foreign Service, including the authority specified in section 3 of Public Law 73, 81st Congress, to "administer, coordinate, and direct the Foreign Service of the United States and the personnel of the State Department."
- c. Directs and supervises the activities of the Administrator, Bureau of Security and Consular Affairs, the Director General of the Foreign Service, the Director of the Foreign Service Institute and the Inspector General, Foreign Service.

- d. Controls the organizational structure and assignment of functions, and prescribes and promulgates such rules and regulations, and makes such delegations of authority as may be necessary to carry out his assigned responsibilities.
- e. Approves, when appropriate, redelegations of authority pursuant to the authority vested in the Secretary by Public Law 73, 81st Congress, as amended.
- f. Serves as the focal point within the Department and between the Department and the White House and works in close cooperation with the Offices of the Chief of Protocol and the Executive Secretary and the regional bureau concerned on all administrative planning and backstopping for Presidential or Vice Presidential travel abroad and for travel and other accommodations for meetings in the United States (other than in Washington) between the President or the Vice President and chiefs of state or heads of government.
- g. Serves as Chairman of the Board of the Foreign Service.

S-32441-00 DEPUTY ASSISTANT SECRETARY F 1021 1

IRVING FREDERICK FO-01 \$28,000 700 1097 09-72

FSD - permanent full-time

Irving, Frederick-b. R.I. May 2, 21; m.; Brown U., BA 43; Fletcher Sch. of Law and Diplo., MA 46; US Army 43-45, 2d Lt., overseas; admin. anal., Bu. of Bud. 46-51; app. GS-12, admin. mgmt. spec., Dept. of State Jan. 2, 51; GS-13 Nov. 11, 51; R-4, att., Vienna July, 23, 52; GS-14, dep. exec. dir. for Ger. aff., Dept. of State Sept. 26, 54; O-3, cons., sec. DS Dec. 3, 54; admin. mgmt. off. Aug. 28, 55; dep. exec. dir., Bu. of European Aff. Jan. 1, 56; act. exec. dir. Apr. 30, 57; dir., Off. of Bud. Oct. 23, 57; spec. asst. to under sec. of state for econ. aff. May 3, 59; det. Nat. War Coll. Aug. 23, 59; O-2 Mar. 18, 60; 1st sec-cons., Wellington June 26, 60; exec. dir., Bu. of Educ. Cult. Aff. Sept. 2, 62; O-1, cons. gen. Apr. 12, 64; spec. asst., Off. of Dep. Under Sec. for Admin. Nov. 8, 64; exec. dir., Bu. of European Aff. July 18, 65.

S-31913-00 SPECIAL ASSISTANT

F 2023 1

BASSIN JULES

FO-01 \$28,000 401 1097

FS<sup>c</sup> - permanent full-time

Bassin, Jules - b. N.Y. Apr. 16, 14; m.; C.C. N.Y., BS 36; N.Y.U., LLB 38; U. Va., cert. 44; Harvard U., cert. 45; mem. N.Y. bar; US Army 42-46, maj., overseas; atty. 38-41; chief, Law Div., Japan (SCAP) 46-51; app. R-2, att., Tokyo Nov. 5, 51; O-2, cons., sec. DS May 7, 56; 1st sec-cons., Tokyo June 4, 56; Karachi Sept. 22, 56; Fr. lang. trng., FSI Sept. 20, 59-Jan. 9, 60; det. Armed Forces Staff Coll. Feb. 7, 60; faculty ad. July 10, 60; sqvpr. placement spec. Sept. 1, 63; supvr. pers. staffing spec. Dec. 20, 64; chief, Functional Pers. Prog. Div. July 1, 65; O-1, spec. asst., off. of the dep. under sec. for admin. Apr. 23, 67.

S-25868-00 SPECIAL ASSISTANT

F 2023 2

COTTMAN JAMES STEWAR FO-04 \$17,289 101 1097 03-72

Cottman, James Stewart, Jr.-b. Md. Jan. 18, 25; m.;  
Johns Hopkins U., AB 48; Columbia U. 48-50;  
Am. U. of Beirut 52; US Army 43-45, overseas;  
instr., high sch., 50-51; Govt. ser. 51-53; app.  
GS-9, for. aff. off., Dept. of State, Feb. 22, 53;  
GS-11 Jan. 23, 55; GS-12 Dec. 4, 55; O-6, v.c.,  
sec. DS Jan. 29, 57; 2d sec-v.c., Bangkok Oct.  
6, 57; O-5, cons. and cons., Bangkok, in add. to  
2d sec. Apr. 22, 58; exec. asst., Dept. Sept. 20,  
59; legis. asst. Apr. 2, 61; for. aff. off. spec.  
asst. Mar. 4, 62; O-4 Apr. 7, 62; reasgd. Dept.  
May 26, 63; 2d sec., Paris (USRO) Sept. 15, 63;  
cons., Bordeaux Sept. 13, 64.

~~FSO~~ permanent full-time

## DEPUTY ASST SECRETARY FOR ADMIN AFFAIRS

S-21193-00 DEPUTY ASSISTANT SECRETARY P 1021 1 CIEPLINSKI MICHEL FR-01 \$28,000 702 1097

Cieplinski, Michel - b. Poland Aug. 17, 06; n. 47; m.; sch. in Poland; Export Acad. of Vienna, diploma 29; U. of Bern, MA 32; bus. mgr., Poland 30-39, mgr. 40, adv-bus. mgr. 40-48, publ. cos.; pres., advtg. co. 48-61; app. ES-15, info. spec., Dept. of State May 22, 61; R-1, dep. admr., Bu. of Security and Cons. Aff. Aug. 1, 61; dep. asst. sec. of state for admin. aff. Mar. 3, 63.

FS Reserve - limited - 5 yrs or less

## SPECIAL REVIEW STAFF

S-31925-00 PERS OFF EMPLOYEE RELATIONS F 2230 2 PRENGEL ALEX T FS-01 \$23,325 470 1097 01-69

Prengel, Alex Theodore--b. Wis., July 26, 17; m.; U. Wis., BA 40; US Army 40-45, capt., overseas; consult., War Dept. 42-47; app. S-7, asgd. Dept. Mar. 3, 47; asst. att., Praha May 23, 47; Dept. Jan. 5, 49; S-5 Dec. 11, 49; S-4 July 8, 51; att., Paris July 21, 51; S-3 Mar. 2, 52; att., Cairo Dec. 16, 53; S-2 Jan. 2, 55; O-3, cons., sec. DS June 14, 55; 1st sec-cons., Cairo July 5, 55; Beirut Jan. 12, 57; cons., Berlin Jan. 10, 60; employee rel. spec., Dept. Jan. 31, 65; pers. off. July 31, 66; S-1 Sept. 11, 66; employee rel. spec. May 7, 67; lang.: Ger.

FS0 - permanent full-time

## DIRECTOR GENERAL PROGRAM

## DIRECTOR GENERAL OF THE FOREIGN SERVICE

E-03701-00 DIRECTOR GENERAL F 0083 F STEEVES JOHN M FO-CM \$28,000 1097 08-70

Steeves, John Milton-b N Dak 5/6/05, m. Walla Walla Coll BA 27, U Wash MA 36, PRIV EXPER 27-43; prin schs in India 27-36, sec so Asia div educ inst 36-43, GOVT EXPER 43-45; exec off Off of War Infor 43-45. STATE Dept CAF-13 outpost mgr 8/45, P-7 chief Middle E br Area Div II 10/46, O-3 5/48, chief for Near E and African area Pub Aff Overseas Prog Staff 6/48, New Delhi chief PAO-India 8/48, Dept 7/50, det Nat War Coll 8/50, Tokyo couns 6/51, Djakarta couns of emb 8/53, Tokyo 12/54, O-2 3/55, cons gen 6/55, Tokyo (Naha) couns, cons gen POLAD 8/56, Honolulu (CINCPAC) pol ad 7/57, with pers rank of min 9/57, O-1 2/58, Hong Kong and Macau cons gen 3/59, Dept dep asst sec of state for Far E aff 10/59, CM 2/61, Afghanistan AEP 2/62, Dept dir gen of For Ser 8/66.

FSO - permanent full-time

374 DIRECTOR GENERAL OF THE FOREIGN SERVICE (O/DG)

The Director General of the Foreign Service advises and assists the Deputy Under Secretary for Administration in the formulation and implementation of policies governing the administration of the Department and the Foreign Service. Serves as chairman of the Board of Examiners for the Foreign Service and as a member of the Board of the Foreign Service. Coordinates and directs the operating elements charged with responsibility for administering the personnel programs of the Department and Foreign Service.

## DEPUTY ASSISTANT SECRETARY FOR PERSONNEL

S-32325-00 DEPUTY ASSISTANT SECRETARY F 1021 1 MACE HOWARD P FO-01 \$28,000 700 1097

Mace, Howard Perry-b. Ohio May 19, 16; m.; George Wash. U., AB 41, grad. work 46-47; with Govt. Printing Off. 34-35; clk., Interstate Com. Commn. 35-38, Dept. of Interior 38-41; jr. admin. asst., Farm Credit Admin. 41-42; placement off. War Prod. Bd. 42-43; US Navy 43-45, lt., overseas; supvry. placement off., Civ. Prod. Admin. 45-47; app. CAF-12, asst. exec. off., Dept. of State, Feb. 5, 47; CAF-13 Mar. 7, 48; CAF-14, exec. off. Oct. 17, 48; FSS-2, admin. off., Off. of Pub. Aff., Frankfort, Dec. 30, 49; Dept. Sept. 27, 50; GS-14, chief of field oper. br., Div. of For. Ser. Personnel, June 25, 51; GS-15, asst. chief, Field Oper., Aug. 4, 52; chief, field oper. br., Div. of For. Ser. Personnel, Oct. 52; asst. chief of Personnel Oper. Div. and chief of placement and career development br. Jan. 4, 54; chief, Personnel Oper. Div., July 4, 55; O-2, cons., sec. DS July 20, 55; F.S. insp. Mar. 24, 57; couns. admin., Tokyo Aug. 10, 59; sr. FS insp., Sept. 29, 63; FS insp. Dec. 8, 63; O-1, cons. gen. Apr. 12, 64; for. aff. ad., Dept. Jan. 16, 66; Sr. Sem. in For. Pol., FSI Aug. 14, 66.

FSO - permanent full-time

374.1 DEPUTY ASSISTANT SECRETARY FOR PERSONNEL (O/DG/PER)

The Deputy Assistant Secretary for Personnel develops and implements the personnel policies and programs of the Department and the Foreign Service and other organizations under the jurisdiction of the Secretary of State. He approves the use of Foreign Service Reserve and Staff rates of compensation by agencies outside the Department of State, pursuant to section 603 of Executive Order No. 10973 dated November 3, 1961. He also serves as Acting Director General of the Foreign Service in the absence of the Director General. He directs the activities of the Office of Personnel carried out by the following operating elements:

## DEPUTY ASSISTANT SECRETARY FOR BUDGET

S-31969-00 DEPUTY ASSISTANT SECRETARY F 1021 1 ROBERTS RALPH S FR-01 \$28,000 702 1097  
FS Reserve - Limited 5 years or less

Roberts, Ralph S-b Utah 11/30/05, m. George  
Wash U LLB 33 LLM 34. Mem DC bar.  
GOVT EXPER asst to controller loan corp  
35-41, fis acct 41-42, chief Div of Estimates  
and Allotments 42-44, asst dir fin 44-49, dir  
fin-bud off 49-53, admin asst sec 53-61 Dept  
of Agri. STATE Dept R-1 2/61, dep asst sec  
of state for mgmt 3/61, dep asst sec of state  
for bud 5/65.

376 DEPUTY ASSISTANT SECRETARY FOR BUDGET (O/B)

The Deputy Assistant Secretary for Budget directs Budget Planning and Presentation, Funds Management, Financial Systems Development, Operations Planning and Analysis, Audit, and General Accounting Office Liaison and Reports.

In directing these activities, he works closely with the Executive Office of the President, the Bureau of the Budget, the Treasury Department, Committees of the Congress, and the General Accounting Office.

**376.1 Budget Planning and Presentation (O/BP)**

- a. Plans, formulates, and develops presentation of budget requests for all Departmental appropriations, trust funds, and other accounts.
- b. Issues guidelines and instructions for budget formulation and presentation.
- c. Reviews all budget submissions prepared in Departmental bureaus and offices for compliance with technical requirements of the Bureau of the Budget.
- d. Prepares over-all budget submissions for the Bureau of the Budget and congressional consideration.
- e. Schedules and participates in all budget hearings, intradepartmental, Bureau of the Budget, and congressional.
- f. Maintains liaison with the Congress, Bureau of the Budget, and offices and bureaus of the Department on matters related to formulation and presentation of budget proposals.
- g. Prepares the Departmental submissions to the Bureau of the Budget on international transactions abroad (gold budget).

**376.2 Funds Management (O/FM)**

- a. Is responsible for the management of all funds and resources for positions available to the Department of State.
- b. Serves as central management and programming staff for review, evaluation, and control of budget execution for programs financed from all appropriations administered by the Department. <sup>1/</sup>
- c. Serves as the focal point of liaison with the Bureau of the Budget on all phases of budget execution as required, including apportionment of funds, employment ceilings, travel and overtime limitations, and cost reduction measures.
- d. Coordinates the development and policy direction of the shared administrative support program. Develops measures and procedures, and consults with other Government agencies on budgetary management of shared support activities for domestic and overseas operations.
- e. Develops and executes the Department's reimbursement operations. Serves as focal point for liaison with Departmental offices and other agencies on reimbursement operations and negotiates interagency reimbursement agreements for services performed for other agencies at Washington and overseas. Obtains positions and funds due the Department under such agreements and makes distribution to bureaus and offices based on approved plans.

<sup>1/</sup> Program analysts performing Funds Management functions are also responsible to the Director, Budget Planning and Presentation (O/BP), for the review of budget estimates and determining compliance with budget guidelines, policy and program objectives, and adequacy of justifications.

## DEPUTY ASSIST SECRETARY FOR OPERATIONS

S-32169-00 DEPUTY ASSISTANT SECRETARY F 1021 1 PECK ROBERT E FR-01 FR-01 \$28,000 401 1097  
FSO - Limited 5 years or less

08-69

Peck, Robert E-b. Iowa May 30, 13; m.; South-eastern U., LLB 40; mem. D.C. bar; US Navy 44-45; jr. steno., Treas. Dept. 35-36; clk., Vet. Admin. 36-37; adjudicator, liaison off. 37-44, mgmt. anal. 45-46, chief, mgmt. ser. br. 48-51, Soc. Security Admin.; chief, mgmt. engin. br., Dept. of Navy 46-48; chief admin. materials br., Pub. Health Ser. 51-52; app. GS-14, dep. dir., Admin. Serv. Div., Mutual Security Agcy. Sept. 29, 52; trans. For. Oper. Admin. Aug. 1, 53, Int. Coop. Admin. July 1, 55-Mar. 3, 57; R-3, chief, Div. of Supply Mgmt., Dept. Mar. 4, 57-Feb. 25, 61, Dept. of State; R-2, exec. off., Seoul Feb. 26, 61-June 1, 63, Agcy. for Int. Develop.; app. GS-15, spec. asst., Off. of Oper., Dept. of State June 2, 63; dep. dir., Off. of Oper., Mar. 15, 64; R-2 Aug. 16, 64; R-1 May 13, 66.

## 375 DEPUTY ASSISTANT SECRETARY FOR OPERATIONS (O/O)

The Deputy Assistant Secretary for Operations directs and supervises the activities of the Office of Operations, the Office of Foreign Buildings, the Office of Overseas Schools, the Art in Embassies Staff, and the Allowances Staff.

## 375.1 Office of Operations (O/OPR)

Directs and supervises the activities which are carried out by the following divisions and staffs. Also administers for State, A. I. D., and USIA the Military Personnel and Civilian Employee Claims Act of 1964, as amended by Public Law 89-185 (31 U. S. C. 240-242).

375.1-1 Administrative Support Division  
(OPR/ASD)

- a. Provides executive direction for the full range of administration, including budget, personnel, management, organization, security, and administrative services to the immediate staffs of the Deputy Under Secretary for Administration, and to entities directed by the Deputy Assistant Secretary for Operations, the Deputy Assistant Secretary for Budget, and the Deputy Assistant Secretary for Organization and Management.
- b. Provides certain administrative services to other areas as may be directed by the Deputy Under Secretary for Administration.

## DIRECTOR OF THE FOREIGN SERVICE INST

## IMMEDIATE OFFICE OF THE DIRECTOR OF FSI

E-03707-00 DIRECTOR FOREIGN SERVICE INST F 0082 F ALLEN GEORGE V FO-CA \$26,750 703 1097

FSO - Permanent, Full Time

Allen, George Venoble--b. N.C. Nov. 3, 03; m.; Duke U., AB 24; Harvard U., AM 29; high sch. teacher 24-28; newsp. reporter 26-28; ed. clk., Census Bu. 29; app. FSO unclass., v.c., sec. DS Apr. 15, 30; v.c., Kingston Apr. 29, 30; F.S. Sch. July 16, 30; v.c., Shanghai Nov. 8, 30; Patras Feb. 10, 36; v.c.-3d, sec. Cairo July 21, 36; O-8 Apr. 1, 37; cons. Apr. 22, 37; 3d sec-cons., Cairo Apr. 26, 37; Dept. Oct. 1, 38; O-7 Apr. 1, 39; O-6 June 1, 42; div. asst., Dept. Aug. 1, 42; asst. chief, Div. of Near E.

Aff. July 1, 43; chief, Div. of Middle E. Aff. Jan. 15, 44; P-8 July 1, 44; also exec. off., Off. of Near E. and African Aff. Oct. 16, 44; dep. dir., Off. of Near E. and African Aff. Apr. 19, 45; A.E.P. to Iran Apr. 23, 46; CM Nov. 14, 46; asst. sec. of state Feb. 26, 48; A.E.P. to Yugoslavia Oct. 27, 49; to India and Nepal Mar. 11, 53; asst. sec. of state for Near E., S. Asian and African aff. Jan. 24, 55; A.E.P. to Greece July 26, 1956; dir., U.S. Info. Agcy. Nov. 15, 57; CA June 24, 60; app. CA, dir., FSI Mar. 1, 66.

372 FOREIGN SERVICE INSTITUTE (O/FSI)372.1 Responsibilities of the Director

The Director of the Foreign Service Institute, under the general supervision of the Deputy Under Secretary for Administration, and under such regulations as the Secretary of State may prescribe, in accordance with the title VII of the Foreign Service Act of 1946, as amended, directs the following activities:

a. Establishes the basic procedures and administrative practices to be followed by the Institute.

b. Plans and provides for the general nature of the training and instruction to be furnished at the Institute.

c. Correlates the training and instruction to be furnished at the Institute with the training activities of the Department and other Government agencies and with courses given at private institutions that are designed or may serve to furnish training and instruction to officers and employees of the Service.

d. Encourages and fosters such programs outside of the Institute as will be complementary to those of the Institute.

372.2 Functions of the Institute

a. The Foreign Service Institute furnishes training and instruction to officers and employees of the Foreign Service and the Department, and to officers and employees of other Government agencies for whom training and instruction in the field of foreign relations is necessary.

b. The Institute also provides appropriate orientation and language training to members of family of officers and employees of the Government in anticipation of the assignment abroad of such officers and employees, or while abroad.

c. Training and instruction is designed and structured by the Institute, pursuant to statutory requirements, and in response to stated needs of the Department and other agencies involved in the conduct of foreign affairs.

DEPUTY ASST SECRETARY FOR SECURITY

S-24161-00 DEPUTY ASSISTANT SECRETARY F 1021 1 GENTILE G MARVIN FO-01 \$28,000 702 1097 03-63

Gentile, G. Marvin - b. S. Dak. Mar. 23, 22; m.; Northwestern U., BS 46; George Wash. U., MA (Int. Aff.) 66; US Navy 44-46; spec. agt., Fed. Bu. of Investigation 46-52; security off., Central Intell. Agcy. 52-64; app. R-1, dep. asst. sec. of state for security Mar. 1, 64; O-1, sec. DS, cons. off., USA May 10, 66.

FSD - permanent full-time

378 OFFICE OF SECURITY (O/SY)

Administers the physical, technical, and personnel security programs of the Department and the Foreign Service; provides investigative services in support of passport, visa, munitions control, and other activities of the Department; maintains liaison with domestic security and law enforcement agencies; and protects the Secretary and high officials and representatives of foreign governments when they are in the United States.

378.1 Executive Staff (O/SY/EX)

Provides the full range of administrative services, including budget, personnel, communications and records.

378.2 Education and Training Staff (O/SY/ET)

Conducts programs for the security education of all employees of the Department and the Foreign Service and for the training of of security officers and investigators.

378.3 Special Assignments Staff (O/SY/SAS)

Performs special assignments on security matters, particularly those involving counter-intelligence.

378.4 Investigations Division (O/SY/I)

Conducts the required investigations of all applicants for and incumbents of positions in the Department and the Foreign Service and provides passport, visa, munitions control, and such other investigative service as may be required by or of the Office of Security.

378.5 Evaluations Division (O/SY/E)

Evaluates the results of personnel security investigations to provide a basis for deciding the security reliability of individuals for initial or continued employment in the Department's domestic and foreign operations and for access to classified information.

378.6 Protective Security Division (O/SY/PrS)

Provides personal protection for the Secretary of State and heads of foreign governments and states when visiting the United States. Collects, evaluates, and disseminates protective intelligence information within the Department and to other responsible U. S. agencies. Functions as liaison with local police authorities in incidents involving foreign diplomatic missions and personnel in the United States.

378.7 Domestic Operations Division (O/SY/DO)

Develops and supervises that part of the physical security program designed to safeguard the information and premises of the Department of State in Washington and other domestic installations that are within the Department's jurisdiction.

378.8 Foreign Operations Division (O/SY/FO)

Develops and supervises that part of the security program designed to protect the personnel, property, and information of Foreign Service establishments and attached agencies.

378.9 Technical Services Division (O/SY/T)

Develops and supervises that part of the security program designed to prevent penetration of Foreign Service establishments by electronic means.

## CHAIRMAN POLICY PLANNING COUNCIL

S-24176-00 CHAIRMAN POLICY PLANNING COUNCIL P 00130 GS-18 102 OWEN HENRY D GS-18 \$28,000 102 1097

Owen, Henry David--b. N.Y. Aug. 26, 20; m.; schs. in Switzerland; Birch Wathen grad; Harvard U., AB 41; US Navy 42-46, lt., overseas; econ., Off. of Price Admin. 41-42; app. P-4, resch. asst., Dept. of State Feb. 25, 46; P-5, div. asst. Nov. 17, 46; P-6, int. econ. Nov. 28, 48; GS-14, resch. off. Feb. 4, 51; GS-15, intell. resch. off. Feb. 15, 53; mem., Policy Plan. Staff Apr. 24, 55; GS-16 Nov. 30, 58; GS-18, dep. to under sec. of state for pol. aff. for basic nat. security policy Apr. 15, 62; dep. couns.-v. chm. pol. plan. coun. Nov. 25, 62; merit ser. award 62; chm., pol. plan. coun. Sept. 11, 66.

GS - excepted - with no conditions  
or restrictions, status employee

210 CHAIRMAN OF THE POLICY  
PLANNING COUNCIL (S/P)

With rank administratively equivalent to an assistant secretary, advises and assists the Secretary and other senior officials in evaluating current foreign policy, in the formulation of long-range policies, and in the coordination of planning activities of the Department with other interested departments and agencies.

POLICY PLANNING COUNCIL

EXECUTIVE SECRETARY

(VACANT)

## OFF AST SEC-CONGRESSIONAL RELATIONS

## OFF AST SEC-CONGRESSIONAL RELATIONS

E-00751-00 ASSISTANT SECRETARY P 0030 D MACOMBER WILLIAM B J EX-04 \$28,750 1097

Macomber, William B., Jr.-b. N.Y. Mar. 28, 21; Yale U., AB 43; MA 47; Harvard U., LLB 49, U. Chicago, MA 51; USMC 43-46, 1st lt.; lecturer in govt., Boston U., 47-49; Central Intell. Agcy. 51-53; app. GS-14, asgd. Off. of Spec. Asst. for Intell., Dept. of State Jan. 30, 53-Mar. 31, 54; admin. asst. to US Senator 54-55; app. ES-15, spec. asst. to under sec. of state Jan. 10, 55; GS-16 Apr. 10, 55; spec. asst. to sec. of state Nov. 16, 55; asst. sec. of state for cong. rel. Aug. 15, 57; R-1, asgd. Dept. Feb. 28, 61; A.E.P. to Jordan Mar. 2, 61; asgd. Dept. Feb. 14-26, 64, Dept. of State; app. asst. admr. for Near E. and S. Asia, Agcy. for Int. Develop. Feb. 27, 64-Mar. 6, 67; app. asst. sec. of state for cong. rel., Dept. of State Mar. 7, 67.

Presidential appointment

200 CONGRESSIONAL RELATIONS (H)

- a. The Assistant Secretary for Congressional Relations supervises and coordinates all legislative and non-legislative relationships (except budget, fiscal, and operational administrative matters) between the Department and the Congress.
- b. Directs the presentation of the Department's legislative program.
- c. Provides advice and information to other areas of the Department on Congressional matters.

## CONGRESSIONAL RELATIONS

S-08968-00 DEPUTY ASSISTANT SECRETARY P 1021 1 TORBERT HORACE G JR FO-01 \$28,000 700 1097

Torbert, Horace Gates Jr - b DC 10/7/11, m. Yale  
 U BA 32, Harvard U MBA 34, US Army 42-  
 46 lt col, PRIV EXPER: with cml firm 34-46.  
 GOVT EXPER 46-47: mgmt consult Bu of Bud  
 46-47. STATE Dept CAF-13 mgmt anal 1/47,  
 O-4 3/47. Madrid econ off 6/47. Vienna pol aff  
 8/50, O-3 6/51. Salzburg prin off 2/54, O-2  
 9/54. Dept det Nat War Coll 8/55, int rel off  
 7/56, O-1 cons gen 1/57, dep dir Off of W  
 European Aff 4/57, dir 10/57. Rome couns pol  
 aff 9/58. Budapest couns, charge d'affaires  
 2/61. Somali Rep AEP\* 12/62. Dept dep asst  
 sec of state for cong rel 9/65. Lang Ital.

FS6 - permanent full-time

## CONGRESSIONAL RELATIONS

S-19778-00 DEPUTY ASSISTANT SECRETARY P 1021 1 WHITE JOHN P FR-01 \$28,000 109 1097

White, John P- b Mass 12/18/15. US Army 40-45 capt overseas. PRIVEXPER self-employed legis couns 46-53, GOVT EXPER att Mass House of Reps 35-40, sec staff Gov of Mass 40, legis sec to Gov of Mass 53-57. STATE Dept GS-15 cong liaison off 4/57, GS-16 4/62, GS-17 dep asst sec for cong rel 7/64, R-1 5/66.

FS Reserve - limited - 5 yrs or less

## (EXECUTIVE SECRETARY)

S-21378-00 CONGRESSIONAL RELATIONS OFF P 6350 2 BRIGGS JAMES E FO-04 \$15,849 101 1097

Briggs, James Eihelbert, Jr.-b. N.C. Dec. 1, 29; m.; Duke U., AB 51; Georgetown U. 56; Fletcher Sch. of Law and Diplo., MA 57; US Navy 52-54, lt.; salesman 51-52, sales mgr. 54-56, hardware co.; app. R-8, asgd. FSI July 3, 57; O-8, v.c., sec. DS Aug. 5, 57; Span. lang. trng., FSI Oct. 6, 57; v.c., Seville Dec. 28, 58; O-7 Mar. 9, 59; O-6 Feb. 2, 61; v.c., Salisbury Aug. 20, 61; O-5, cons. Feb. 28, 63; cons., Salisbury Mar. 1, 63; for. aff. off., Dept. Aug. 4, 63; int. rel. off. June 20, 65; O-4 May 13, 66; asgd. Dept. Nov. 6, 66; lang.: Span.

FSO - permanent full-time

## OFFICE OF THE LEGAL ADVISER

## LEGAL ADVISER

E-00736-00 LEGAL ADVISER

P 0043 D MEEKER LEONARD C EX-04 \$28,750 702 1097

Meeker, Leonard Carpenter - b. N.J. Apr. 4, 16;  
Amherst Coll., AB 37; Harvard U., LLB 40;  
US Army 42-46, 1st Lt., overseas; atty., Treas.  
Dept. 40-41, Dept. of Justice 41-42; app. P-6,  
asst. to legal ad., Dept. of State Sept. 30, 46;  
P-7, atty. May 2, 48; GS-15, asst. legal ad. for  
U.N. aff. Jan. 22, 51; GS-16 Oct. 19, 58; GS-  
18, dep. legal ad. Mar. 5, 61; act. legal ad. June  
12, 64; legal ad. May 18, 65.

Presidential appointment

190 LEGAL ADVISER (L)

Ranking equally with assistant secretaries:

Serves as legal adviser to the Secretary,  
and provides counsel and service for all  
matters of a legal character concerning the  
Department and the Foreign Service.

S-24185-00 DEPUTY LEGAL ADVISER

C 00905 GS-18 702 SALANS CARL F GS-18 \$28,000 702 1097

Salans, Carl Fredric - b Ill 3/13/33, m. Harvard U  
BA 54, Cambridge U AB 56 LLB 58 MA 62, U  
Chicago JD 57, Mem Ill bar. STATE Dept GS-9  
atty-ad 7/59, gen atty 10/59, GS-11 atty-ad  
7/60, GS-12 8/61, GS-13 8/62, GS-14 8/63,  
GS-16 asst legal ad for Far E aff 10/64, asst  
legal ad for Inter-Am aff 6/65, GS-17 delegal  
ad 3/67.

GS - excepted - with no conditions or  
restrictions, non-status employee

(FOR ADMINISTRATION)

S-24089-00 DEPUTY LEGAL ADVISER / P. 00905 GS-17 702 LYERLY J EDWARD GS-17 \$28,000 702 1097

Lyerly, J. Edward - b. N.C. Sept. 20, 14; m.; bus. sch.; Southeastern U., LL.B. 41; mem. D.C. bar; bookkeeper 32-33; clk., Treas. Dept. 33-34; duplicating machine oper., Securities and Exch. Commn. 34-35; receptionist, Dept. of Justice 35; sr. clk., Treas. Dept. 35-36; calculating machine oper. and supvr., Vet. Admin. 36; app. clk., \$1,440, Dept. of State Nov. 9, 36-Oct. 13, 40; adjudicator, Soc. Security Bd. 40-42; prin. claims exam., Gen. Acctg. Off. 42-45; app. CAF-11, fis-bud. anal., Dept. of State Jan. 17, 45; act. spec. asst. to dir. Apr. 22, 46, P-5, spec. asst. to dir. Sept. 8, 46, Off. of Bud. and Fin.; P-6, atty. Jan. 1, 48; GS-14 June 29, 51; GS-15 Dec. 29, 57; merit. ser. award 62; GS-17, dep. admr., Bu. of Security and Cons. Aff. Dec. 23, 62; dep. legal ad. for admin. Aug. 16, 64.

GS - excepted - with no conditions or restrictions, status employee