



UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D C 20415

June 22, 1966

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The President will honor a selected group of Federal employees for their outstanding contributions to the War on Waste at a White House ceremony sometime in July.

I have been asked to invite all executive departments and agencies to submit nominations for this Presidential recognition. A review of available cost reduction and incentive award records should identify the most notable employee achievements that are worthy of consideration. Your nominations will be needed not later than June 30.

The characteristics of potential nominations are as follows:

- The cases should be among your agency's most significant employee ideas or superior achievements which produced cost reduction or cost avoidance results measurable in terms of dollars.
- The proposal or achievement must have been placed into effect or have received management approval during F. Y. 1966.

In the final selection process it is hoped to have a variety of federal personnel represented, for example

- A range of occupations including blue collar, white collar, etc.
- A range of grades
- Coverage of women, military, special groups, etc.
- Geographical distribution

The number of cases we would like to have from your agency is indicated below.

John W. Macy, Jr.
John W. Macy, Jr.
Chairman

Up to two

MORI/CDF

SAMPLE FORMAT FOR NOMINATIONS OF COST REDUCTION ACHIEVEMENT

Agency :

Name :

Position :

Organization :

Location :

Achievement : (Sample)--Developed new procedures and special tools for rebuilding damaged instruments used on the Nike-Hercules missile. These delicate instruments are used to sense weather factors when the Nike-Hercules missile is in flight. Formerly these instruments were destroyed when damaged since they were considered non-repairable. (Additional details attached)

Benefits : (Sample)--Rebuild of instrument is now being accomplished at a cost of \$38 per unit compared to a cost of \$582 for a new unit. Savings from this achievement totaled \$630,200 in FY 1966. (Additional details attached)

Remarks : (Sample)--A particularly outstanding achievement for an employee of this grade; significantly beyond normal job performance; Superior Achievement Award of \$ _____ granted February 1966.

Date of Birth :

Home Address :

NOTE: Attach readily available biographical material--highlights of education, employment, community activities, etc.--including any available copy of news item from the agency's house organ on the employee's achievement.

(Submit original and 3 copies of this format.)