

ADMINISTRATIVE - INTERNAL USE ONLY

DD / S REGISTRY

FILE *Personnel 3*

DD/S 65-5931

13 DEC 1965

MEMORANDUM FOR: Director of Personnel

SUBJECT : Nominations for William A. Jump Memorial Award

1. Attached is a letter dated 7 December 1965 from Mr. Staats to the Director inviting nominations for the William A. Jump Memorial Award. When I advised Mr. Bannerman that the response to your solicitation for all awards produced no nominations for the Jump Award, he asked that you again survey the Agency for nominations.

2. Will you please take the necessary action and prepare a reply for DCI signature.

15/
[Redacted Box]
Executive Officer to the Deputy Director for Support

STATINTL

Att: Ltr dtd 7 Dec 65 to DCI fm Elmer B. Staats, same subject w/atts

EO-DD/S:VRT:nfa (13 Dec 65)

Distribution:

- Orig - Adse w/O of att
- 1 - DD/S Subject w/T of att
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**WILLIAM A. JUMP MEMORIAL FOUNDATION
WASHINGTON, D. C. 20250**

December 7, 1965

**Vice Admiral W. F. Raborn (Ret.)
Director, Central Intelligence Agency
Washington, D. C. 20505**

Dear Admiral Raborn:

The William A. Jump Memorial Foundation is pleased to announce its 17th annual awards program for distinguished career service in public administration. We invite you to nominate a candidate for this award to provide incentive and recognition to young Federal employees for exemplary public service. Again in 1966 we plan to give two or three principal awards in order to more fully recognize the commendable achievements of the many outstanding candidates nominated each year.

This awards program was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the U. S. Department of Agriculture, who was recognized nationally for his leadership and distinguished contributions to effective public administration. In May 1965 the Jump Award was given to three outstanding young men, honored for their exemplary accomplishments and services. They were: William Josephson, for outstanding achievement in administration of the Peace Corps; Samuel A. Lawrence, Bureau of the Budget, for exceptional contributions and sound judgment in analyzing complex Federal programs; and Edwin P. Trainor, for exemplary leadership in work planning and control for revenue collection activities, Internal Revenue Service, Department of the Treasury.

As Chairman of the Board of Trustees I am glad to invite you to continue participation in this program by nominating outstanding young men and women for this special recognition. The announcements of the program give the necessary information about submission of nominations.

Sincerely yours,

Elmer B. Staats
**Elmer B. Staats
Chairman, Board of Trustees**

Enclosure

Address replies to:

**Mr. Carl R. Sapp, Secretary-Treasurer
William A. Jump Memorial Foundation
Room 117-E, Administration Building
U. S. Department of Agriculture
Washington, D. C. 20250**

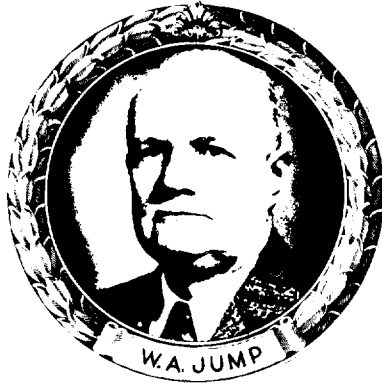
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Distinguished Career Service
in
Public Administration



17th Annual Award

1966 PRESENTATION
by the
WILLIAM A. JUMP MEMORIAL FOUNDATION
WASHINGTON, D. C. 20250

Meritorious Award

For Exemplary Achievement in Public Administration

Awards

The William A. Jump Memorial Award is presented annually in recognition of outstanding service in the field of public administration, and for notable contributions in this field to the efficiency and quality of the public service. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the U.S. Department of Agriculture, recognized throughout the Federal Government, and nationally, for his leadership and distinguished contributions to effective public administration. It is supported through private contributions.

The public recognition provided by the award should be an encouragement to young people for increased interest, growth, development and high level performance in the field of public administration, and will add quality and integrity to the public service.

The award includes a gold key and certificate of merit. One or two such awards are made each year. In order that wider recognition and encouragement may be given to exemplary achievements in public administration, and especially to the younger group of administrative personnel who indicate great potential as future executive leaders in the field of public administration, the Foundation will grant, in addition to the principal award, not to exceed two honorable mention citations each year. A special certificate will be given to all other nominees for the award who, in the judgment of the Awards Committee, meet the qualifications prescribed by the Foundation.

Eligibility

Any employee of the Federal Government who has not reached his or her 37th birthday, as of December 31, 1965, and whose performance over a considerable period of time demonstrates unusual competence and interest in public administration, endowment for leadership, creative thinking, and close adherence to the basic principles of enlightened public service, shall be eligible to compete for the award.

Definition

For the purpose of this award the term "public administration" should be given the broadest reasonable interpretation covering all aspects of executive-administrative direction, supervision and operation of Federal activities. It does not include achievements specifically of a scientific or technological nature, or of attorneys in the practice of their legal profession. However, persons engaged in such specialized professional fields of work may be eligible for the award if the performance for which the award is made involves general program and policy administration or organizational planning, and executive or supervisory responsibilities of sufficient administrative importance to warrant special recognition. Most simply stated, public administration includes, for example, personnel administration, budgetary and financial administration, administrative analysis, all management and administrative planning activities, and the executive planning and direction of programs.

Information Requested

Please submit six copies of the nomination. Only one nomination may be submitted by a department or agency. Exhibit materials, such as copies of publications, may be attached, but all of the basic information requested below should be included in the nomination letter. Only one complete set of exhibits and publications need be submitted. Information should be typewritten, single spaced, with new subject paragraphs double spaced and numbered to correspond with the following:

1. Name, title, grade, and salary of the nominee.
2. Bureau and department or agency.
3. Date of birth (see "Eligibility" paragraph).
4. Home address (and legal or voting address, if different).
5. Educational background.
6. Give a brief description of the nominee's present duties and responsibilities, including the scope of his work, and a chronological review of any significant prior employment.
7. Describe the past and present work performance of the nominee, including evidence of progressive development and personal qualities for leadership in public administration.
8. Describe the *specific* accomplishments and contributions on which the nomination is based.

The recommendation should be signed by the head of the department or agency or other responsible official. In addition to the information requested above, the Award Committee may, to the extent deemed necessary, personally interview the candidates or if they are located outside of Washington, the Committee may make special arrangements for interviews at the candidates' field stations. All nominations to be eligible for the 1966 Award must be received no later than February 15, 1966.

The Foundation recommends that department and agency nominations for the award be given wide recognition in appropriate agency publications and otherwise for their achievements and exceptional services. We believe such action would help to stimulate active interest in fostering a more effective public service.

The award will be presented in May 1966 at the time of the annual Department of Agriculture Honor Awards Ceremony, or at such other time or place as the Board of Trustees may determine to be appropriate.

MAIL NOMINATIONS TO: William A. Jump Memorial Award Committee
(original and five processed Room 117-E, Administration Building
copies—except one set only U. S. Department of Agriculture
of bulky exhibits) Washington, D. C. 20250

Additional information respecting this announcement may be obtained from: Carl R. Sapp, Secretary-Treasurer, Code 111, Extension 4654 (DUDLEY 8-4654).

NOMINATIONS MUST BE RECEIVED NOT LATER THAN
FEBRUARY 15, 1966

WILLIAM JOSEPHSON, General Counsel, Peace Corps

SAMUEL A. LAWRENCE, Assistant Chief, Commerce and Finance, Bureau of the Budget

EDWIN P. TRAINOR, Assistant Regional Commissioner, Internal Revenue Service,
Department of the Treasury

Awards Committee

A special "William A. Jump Memorial Award Committee" of distinguished Government officials and private citizens is named each year by the Chairman of the Board of Trustees to make the final selection of the individual, or individuals, to receive the award.

The Foundation

The William A. Jump Memorial Foundation is supported through private contributions of persons and organizations interested in fostering efficient and effective Federal career service. The Foundation provides for the special public recognition of young people who are demonstrating leadership, creative thinking, and exemplary achievement in public administration.

Board of Trustees

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Comptroller General of the
United States

Carl R. Sapp, Secretary-Treasurer

William A. Jump Memorial Foundation

Washington, D. C. 20250

WILLIAM A. JUMP MEMORIAL AWARD WINNERS

1962 AWARD WINNER

Davis B. McCarn-Department of the Air Force

Citation: For outstanding and creative leadership that made possible the large-scale processing of intelligence information by electronic computer systems, resulting directly in major and invaluable contributions to the security of the United States and its Free Allies.

1963 AWARD WINNER

William H. Fortenberry-NASA

Citation: For demonstrated superior accomplishments and leadership in application of modern electronic computers to the many facets of Government management, including recognition of their procedural, economic, organizational and human impact on governmental administration.

1964 AWARD WINNER

STATINTL

-Central Intelligence Agency

Citation: For outstanding effectiveness, energy, and imagination in developing, organizing, and directing a comprehensive program of administrative support to a major activity of the Central Intelligence Agency involved in programs of critical concern to the national security. His dedication, skill, and achievements typify the highest standards in public administration.

1965 AWARD WINNERS

William Josephson-General Counsel of the Peace Corps

Samuel A. Lawrence-Budget Bureau

Edwin P. Trainor-Internal Revenue, Chicago office



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WASHINGTON, D. C. 20250

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Colonel White:

You asked about the criteria involved in nominations for the William A. Jump Memorial Award.

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H. Knoche

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