

UNITED STATES BUREAU OF EFFICIENCY
WASHINGTON

August 26, 1916.

The Governor,
The Federal Reserve Board.

Sir:

On May 16, 1916, the Senate adopted a resolution providing as follows:

That the Bureau of Efficiency is directed to prepare and submit to the Senate estimates of the immediate and ultimate cost of pensioning or retiring the civil employees of the United States, and in order to prepare such estimates, the Bureau of Efficiency shall obtain from the Executive Departments, from the Chiefs of Bureaus and independent establishments, such information regarding persons appointed to and separated from the Executive Civil Service as may be necessary for that purpose, including their salaries and dates of birth, appointment, and separation;

That for said purposes, the heads of the Executive Departments, Chiefs of Bureaus and other executive or administrative officers, are hereby directed to furnish the said Bureau of Efficiency with said information.

On investigation it was found that the information needed to comply with the foregoing resolution is also needed for two other purposes -- (1) to enable the Census Bureau to publish a statistical bulletin on the Executive Civil Service similar to that published in 1907 and (2) to expand the partial roster of civil employees that is now maintained in the Civil Service Commission. It is hoped that if this roster can be made to show all the information regarding civil employees that is needed for the biennial register of the United States and for statistical purposes, it may be possible to avoid calling on the Departments for any further reports of this kind regarding their employees except current reports of changes.

Under the circumstances, it has seemed desirable to utilize the inquiry authorized by Senate Resolution of May 16, 1916, for the other two purposes mentioned above. This Bureau has therefore cooperated with the Census Bureau and the Civil Service Commission in preparing a card schedule calling for all information needed by the three offices. Samples of this schedule are enclosed herewith, with the request that they be filled out and returned to the Bureau of Efficiency as promptly as possible, in order that the extensive tabulations and computations necessary to estimate the cost of retirement plans may be completed before the opening of the next session of Congress.

If all the information called for on the schedule is not of record in the Department, it will be necessary to obtain it from the employees before filling in the schedules. The following form showing the inquiries that it is necessary to make of the employees in one Department is submitted as a suggestion.

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In order to facilitate the work of tabulation, the cards should not be held until all are finished, but should be sent in from time to time as completed. Cards for different bureaus, offices, and services should be wrapped separately, and each package should be marked on the outside with (1) the name of the bureau, office or service, (2) the number of cards sent, and (3) if possible, the approximate number still to come.

With the final lot of cards for each bureau, office, or service, a statement should be transmitted on Form No. 10 (sample herewith) showing the total number of employees reported and their total annual rate of pay.

In order to enable the Bureau of Efficiency to determine the rate of separation from the public service (which is necessary in order to estimate the cost of a retirement or pension plan) it is also requested that a report be made of the separations from each bureau, office, and service during the five years ended June 30, 1916. A sample copy of a schedule for use in making these reports is enclosed herewith.

It is suggested that you designate an employee to represent your Department in conference with this Bureau and other offices concerned and that you instruct him to submit for discussion, as promptly as possible, a list of the classes of employees that it is planned to include and exclude under the instructions on the schedules.

A supply of the schedules and other forms will be forwarded in a few days. Should additional copies be needed they will be furnished promptly on request to the Bureau of Efficiency.

Respectfully,

HERBERT D. BROWN.

Chief, Bureau of Efficiency.

10/18/16