

DWIGHT D. EISENHOWER LIBRARY  
ABILENE, KANSAS

WILLIS, CHARLES F., JR., Assistant to Sherman Adams,  
the Assistant to the President: Records, 1952-57

Pre-Accession  
Processed by: CJS  
Date Completed: June 9, 1970

The records of Charles F. Willis, Jr., Assistant to the Assistant to the President were received at the Eisenhower Library as a pre-accession item along with other White House papers.

Linear feet shelf space occupied: 4.2  
Approximate number of papers: 10,000  
Approximate number of items: 7,000

The literary rights in Dwight D. Eisenhower's papers passed to the United States upon the death of General Eisenhower.

The following classes of documents will be withheld from research use:

1. Papers that are security-classified pursuant to law or Executive Order, until such classification shall be removed.
2. Papers the use of which may be prejudicial to the maintenance of good relations with foreign nations.
3. Papers containing statements made by or to Mr. Willis in confidence unless in the judgement of the Director of the Dwight D. Eisenhower Library the reason for the confidentiality no longer exist.
4. All other papers which contain information or statements that might be used to injure, harass, or damage any living person.

## SCOPE AND CONTENT NOTE

The records of Charles F. Willis, Jr. span the years 1952 to 1957, but the bulk and most significant parts cover the period January, 1953 to July, 1955, when Mr. Willis was Assistant to the Assistant to the President.

The pre-Eisenhower Administration portion of the Willis files consists of a fourteen section report by Mckinsey and Co., dated October 1952, and entitled "Restaffing the Executive Branch of the Federal Government at the Policy Level." These make up less than 10% of the collection's bulk.

The remainder of the papers concern Mr. Willis' activities as Assistant to Sherman Adams, in charge of the Personnel Management Program. One of his activities, and the prime concern of these papers, was the coordination of a program to place qualified Republicans in government jobs. To do this he enlisted the cooperation of heads of departments and agencies and their special assistants to report vacancies, and Congressmen and Republican Party leaders to endorse candidates for the positions. The positions involved were Schedule C positions and vacancies in GS-14 and above in all other categories. The papers include reports by Departments and Independent Agencies on the number and kind of positions in their advisory groups and honorary positions, lists of persons appointed and/or nominated by the President (1953-55), and material directly related to the Personnel Management Program mentioned above. The Personnel Management Program material consists of correspondence, memoranda, drafts, clippings, forms (samples and actual forms used in connection with placing individuals in given positions), and progress reports and statistics. The last box in the collection is a 3 x 5 card index of jobs and honorary and/or advisory positions, filed according to type of position or hiring agency.

## BIOGRAPHICAL NOTE

July 23, 1918	Born Beaumont, Texas
1939	BA, University of Florida
1941-45	Commander, Naval Air Arm Pilot Patrol, Bomber, and Fighter
1946	Founded Willis Air Service
1947-52	Teterboro School of Aeronautics
1951	Co-founder of "Citizens for Eisenhower" (with Stanley Rumbough)
1952	On Eisenhower Campaign Staff
1953 January 23 - 1955 June 30	Assistant to the Assistant to the President
1955-57	Assistant to the Chairman W.R. Grace Co.
1957	President Alaska Airlines Inc.

## DESCRIPTION OF SERIES

Box Nos. Series

- 1 McKinsey and Co report--"Restaffing the Executive Branch of the Federal Government at the Policy Level."
  
- 2 Advisory Groups and Honorary Positions. Reports by Departments and Independent Agencies on the number and kind of positions available in each. Arranged alphabetically by Department.  
  
Appointments and Nominations. List of persons appointed and/or nominated by the President, 1953-55. Arranged alphabetically by states.
  
- 3-10 PERSONNEL MANAGEMENT PROGRAM. Correspondence, arranged by department or agency, memoranda, drafts, clippings, Personnel Management forms, weekly, daily, and monthly reports.
  
- 11 3x5 Card Index of jobs and honorary and/or advisory positions.

## CONTAINER LIST

<u>Box No.</u>	<u>Contents</u>
	McKinsey and Co. Report
1	Organizational Unit Index
	Recommended Approach
	Restaffing the Executive Office of the President
	The Secretary of State's Restaffing Problem
	The Secretary of the Treasury's Restaffing Problem
	Restaffing Problem of the Defense Dept.
	The Attorney General's Restaffing Problem
	The Postmaster General's Restaffing Problem
	The Secretary of the Interior's Restaffing Problem
	The Secretary of Agriculture's Restaffing Problem
	The Secretary of Commerce's Restaffing Problem
	The Secretary of Labor's Restaffing Problem
	Restaffing the Independent Single Headed Agencies
	Restaffing the Temporary Mobilization of Stabilization Agencies
	Advisory, Groups and Honorary Positions
2	Dept. of Agriculture
	Dept. of Commerce
	Dept of Defense
	Dept. of Health, Education, and Welfare

Dept. of the Interior

Dept. of Justice

Dept. of Labor

Post Office Dept.

Dept. of State

Dept. of the Treasury

Independent Agencies

Appointment and Nominations

1953-1955

3 Personnel Management Program

Blank Forms

Correspondence: Agriculture Dept.

Correspondence: Air Force

Correspondence: Army

Correspondence: Commerce

Correspondence: Defense

Correspondence: Health, Education, and Welfare

Correspondence: Interior

Correspondence: Justice

Correspondence: Labor

Correspondence: Navy

Correspondence: Post Office

Correspondence: State

Correspondence: Treasury

- “ “ Atomic Energy
- “ “ Bureau of the Budget
- “ “ C. A. B.
- “ “ Civil Service Comm.
- “ “ Export-Import Bank
- “ “ Fed. Civil Defense Admin.
- “ “ Fed. Commun. Comm.
- “ “ F. H. A.
- “ “ Fed. Power Comm.
- “ “ Fed. Security Agency
- “ “ Fed. Trade Comm.
- “ “ Foreign Operations Admin.
- “ “ General Accounting Office
- “ “ G. S. A.
- “ “ Housing and Home Finance Agency
- “ “ I. C. C.
- “ “ Nat. Labor Relations Board
- “ “ Office of Defense Mobilization
- “ “ Railroad Retirement Board
- “ “ Renegotiation Board

Correspondence: Small Business Admin.

Correspondence: U. S. Information Agency

Correspondence: Veteran's Admin.

Correspondence: White House Staff

Correspondence: Sherman Adams

Correspondence: Republic Nat. Comm.

Correspondence: Congress

Correspondence: General Public

Distribution Lists

Drafts

General File

Jobs given under to 11/25/55

5 Letter to New Republican Congressmen

Mimeo copies of Letters, memoirs, etc.

Memoranda: Coulson

Memoranda: Oct. 7 and Oct. 11, 1954

Memoranda: Nov. 29, 1954

Memoranda: Jan. 29, 1954

PM-B Dept. of Agriculture

PM-B Commerce

PM-B H. E. W.

6 PM-B Dept. of Interior



PM-B Dept. of Labor

PM-B Dept. of State

PM-B Dept. of Treasury

PM-B Dept. of Air Force

PM-B Dept. of Army

PM-B Dept. of Federal Civil Defense

PM-B Dept. of G. S. A.

PM-B Dept. of Small Business Admin.

PM-B Dept. of Veterans Admin.

PM-2 Agriculture

PM-2 Commerce

PM-2 H. E. W.

PM-2 Labor

PM-2 State

7 PM-2 Air Force

PM-2 Export-Import Bank

PM-2 F. C. C.

PM-2 Foreign Operations Admin.

PM-2 G. S. A.

PM-2 Securities and Exchange Comm.

PM-2 Small Business Admin.

PM-2 Veterans Admin.

PM-2X Agriculture

PM-2X Commerce

PM-2X Labor

PM-2X State

PM-2X Air Force

PM-2X Export-Import Bank

8 PM-2X Foreign Operations Admin.

PM-2X G. S. A.

PM-2X Securities and Exchange Comm.

PM-2X Small Business Admin.

PM-2X Veterans Admin.

PM-3 Agriculture

PM-3 Commerce

PM-3 H. E. W.

PM-3 Labor

PM-3 State

PM-3 Air Force

PM-3 Export-Import Bank

PM-3 F. C. C.

PM-3 Foreign Operations Admin.

PM-3 G. S. A.

PM-3 Securities and Exchange Comm.

9 PM-3 Small Business Admin.

PM-3 Veterans Admin.

PM-4

Proof A

Proof B

Proof B-1

Proof G

Positions Filled

Press Release

Progress Report - A

Progress Report - B

10 Schedule 1

Schedule 2

Schedule 3

Republicans Hired Under to May 1955 (1)(2)

Samples

Weekly Report A

Weekly Report B

Willis Personal File

Misc.

Anacostia Squadron

Manuals

Republican Nat. Committee Members who also hold Pres. Appointments

Republican Officeholders--defeated or replaced 1954

11 3X5 Card Index to Positions under the Personnel Management Program

END OF CONTAINER LIST