Honorable Herbert H. Lehman  
United States Senate  
Washington, D.C.

Dear Sir:

The applicant whose name appears above has applied for appointment as a Consultant on the professional staff of the Committee on Foreign Affairs.

This Committee considers legislation dealing with the whole realm of foreign affairs, including economic and military aid to other countries. The legislation authorizing the Marshall Plan and the Mutual Defense Assistance Program (military aid) came before this Committee. Studies prepared by the staff must aid the Committee in evaluating, analyzing and summarizing the testimony and documents given to the Committee during its hearings. This includes a great deal of statistical work. The staff prepares drafts of Committee reports on bills and prepares staff documents, through original research, for the use of the Committee and all members of the House on international problems. Staff members must have the ability to work under high pressure, must be able to serve the 27 members of the Committee of both parties in independent research and, in addition, must be amenable to the routine direction and discipline of the Chairman and Staff Administrator. The individual opinions of staff members are valuable, but in many instances they will be expected to prepare and draft material which does not necessarily support their own opinions.

In order to evaluate the applicant's training, experience, and ability properly, we need information from those who know his abilities as shown by his educational record and his work experience. If you are able to give us information of this sort, we would very much appreciate your filling out the questionnaire on the following pages. If you do not know the applicant well enough or if your information is so out of date that it would have little bearing on his present qualities, please sign the enclosed form and return it without filling out the questionnaire.

The positions that are to be filled are important to the national security of the United States. Your discriminating and objective appraisal will help us to select the best applicants.

Any information you supply will, of course, be regarded as confidential.

Sincerely yours,

P.S. All answers must be in by February 15, 1951.

Mike Mansfield
Chairman,
Subcommittee on Staffing.