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GERALD R. FORD CONGRESSIONAL PAPERS, 1949-73 SERVICE ACADEMY APPOINTMENT FILE SUB-GROUP, 1958-74

Collection Type

Personal Papers

Record Type

Textual

Series List

Service Academy Appointment File, 1958-74. (Boxes P1-P18, 7.2 linear feet)

This file concerns the selection of Fifth Congressional District high school students for appointment to the nation's five service academies (Army, Navy, Air Force, Merchant Marine, and Coast Guard). In making these appointments Ford relied solely on the results of the Civil Service Designation Exam to compile a ranking of candidates. He then submitted lists of nominees and alternates. The nominees had to pass further scholastic and physical examinations given by the academies before finally obtaining the appointment. Later the academies reported regularly to Ford on the academic progress of his appointees.

This collection documents the procedures used by the Ford staff, the background and test scores of each applicant, and the academic records of Ford appointees. Virtually all of the material is routine in nature and is cross-referenced in the Control File. During most of the period covered by this file, the work was handled by Ford aide Ruth Kilmer.

Although some earlier materials were not disposed by the Ford staff, this file is complete only from 1962 to 1974. The file was deposited at the Bentley Historical Library between 1965 and 1974 and was transferred to the Ford Library in September 1977.

Compiled by William McNitt, July 1979.

Last Modified Date

2025-03-18

Administrative Subject File, 1958-73.

(Boxes P1-P8, 3.1 linear feet)

Correspondence, candidate reports, applicant tabulations, forms and form letters concerning office procedures, test results, the admission of students to the academies, and reports on the status of Ford nominees. Arranged alphabetically by subject with file directory placed at the front of the series.

Box P1 - Administrative Subject File

Status	Title
OPEN	File Directory

Status	Title
OPEN	Applicant Tabulations, Current
OPEN	Applicant Tabulations, Previous Years
OPEN	Candidate Selection Reports - Air Force Academy, Colorado Springs, 1958-1973 (1)-(2)
OPEN	Candidate Selection Reports - Merchant Marine Academy, Kings Point, 1962-1973 (1)-(2)
OPEN	Candidate Selection Reports - Military Academy, West Point, 1962-1973 (1)-(2)

Box P2 - Administrative Subject File

Status	Title
OPEN	Candidate Selection Reports - Naval Academy, Annapolis, 1961-1973 (1)-(3)
OPEN	Candidate Selection Reports - Test Results - Civil Service Commission, 1959-1973 (1)-(3)
OPEN	Candidate Status - Alternative Candidate Information
OPEN	Candidate Status - Currently Attending Students (1)-(3)

Box P3 - Administrative Subject File

Status	Title
OPEN	Candidate Status - Currently Attending Students, Qualified Alternates (1)-(2)
OPEN	Candidate Status - Graduates, 1969-1973 (1)-(7)

Box P4 - Administrative Subject File

Status	Title
OPEN	Candidate Status - Graduates, 1960-1968 (1)-(11)
OPEN	Candidate Status - Resignations (1)

Box P5 - Administrative Subject File

Status	Title
OPEN	Candidate Status - Resignations (2)-(8)

Box P6 - Administrative Subject File

Status	Title
OPEN	Civil Service Examinations
OPEN	Form Letter #1 - Supplemental Information

Status	Title
OPEN	Form Letter #2 - Initial Inquiry
OPEN	Form Letter #3 - Acceptance of Application (Washington Office)
OPEN	Form Letter #4 - Late Inquiry at Grand Rapids
OPEN	Form Letter #5 - Acceptance of Application (Grand Rapids Office)
OPEN	Form Letter #6 - Regrets
OPEN	Form Letter #7 - Recommendation Received
OPEN	Form Letter #8 - Nomination Announcement
OPEN	Medical Examinations - Candidates
OPEN	Medical Requirements Information
OPEN	Miscellaneous Academy Information - General (1)-(2)
OPEN	Miscellaneous Academy Information - Air Force Academy (1)-(3)

Box P7 - Administrative Subject File

Status	Title
OPEN	Miscellaneous Academy Information - Coast Guard Academy
OPEN	Miscellaneous Academy Information - Merchant Marine Academy
OPEN	Miscellaneous Academy Information - Military Academy - Correspondence
OPEN	Miscellaneous Academy Information - Military Academy - Printed Material (1)-(2)
OPEN	Miscellaneous Academy Information - Naval Academy (1)-(2)
OPEN	Policy and Procedures (1)-(2)

Box P8 - Administrative Subject File

Status	Title
OPEN	Policy and Procedures (3)
OPEN	Policy and Procedures - Grand Rapids Office
OPEN	Referrals, 1965-1973 (1)-(7)

Academy Inquiry and Applications File, 1958-74.

(Boxes P8-P18, 4.1 linear feet)

Correspondence, application forms, grade transcripts, letters of recommendation, test results, and other papers concerning inquiries from Fifth District high school students about procedures for applying, and the applications received, including those actually nominated. Arranged chronologically by year of class entry and thereunder subdivided into inquiries and applications.

Box P8 (Continued) - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1960 - Air Force (1)-(2)
OPEN	Applications, 1960 - Military Academy

Box P9 - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1960 - Naval Academy (1)-(2)
OPEN	Inquiries, 1961
OPEN	Inquiries, 1962
OPEN	Applications, 1962(1)-(5)

Box P10 - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1962(6)-(7)
OPEN	Inquiries, 1963
OPEN	Applications, 1963 (1)-(6)

Box P11 - Academy Inquiry and Applications File

Status	Title
OPEN	Inquiries, 1964 (1)-(2)
OPEN	Applications, 1964 (1)-(6)
OPEN	Inquiries, 1965

Box P12 - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1965 (1)-(6)
OPEN	Inquiries, 1966 (1)-(2)

Status	Title
OPEN	Applications, 1966 (1)
Box P13 - Academy Inquiry and Applications File	

Status	Title
OPEN	Applications, 1966 (2)-(6)
OPEN	Inquiries, 1967
OPEN	Applications, 1967 (1)-(2)

Box P14 - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1967 (3)-(5)
OPEN	Inquiries, 1968
OPEN	Applications, 1968 (1)-(4)

Box P15 - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1968 (5)
OPEN	Inquiries, 1969 (1)-(2)
OPEN	Applications, 1969 (1)-(3)
OPEN	Inquiries, 1970
OPEN	Applications, 1970 (1)-(3)

Box P16 - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1970 (4)-(5)
OPEN	Inquiries, 1971
OPEN	Applications, 1971 (1)-(4)
OPEN	Inquiries, 1972
OPEN	Applications, 1972 (1)

Box P17 - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1972 (2)-(5)
OPEN	Inquiries, 1973
OPEN	Applications, 1973 (1)-(4)

Box P18 - Academy Inquiry and Applications File

Status	Title
OPEN	Applications, 1973 (5)
OPEN	Inquiries, 1974
OPEN	Applications, 1974 (1)-(4)
OPEN	Inquiries, 1975
OPEN	Applications, 1975
OPEN	Inquiries, 1977
OPEN	Inquiries, 1979