

ADMINISTRATIVE - INTERNAL USE ONLY

DD/S 65-4207

7 SEP 1965

MEMORANDUM FOR: Records Administration Officer

SUBJECT : Paperwork Management Awards Banquet

1. As we arranged over the telephone, I am returning for your action the announcements of the Federal Paperwork Management Awards Banquet and, in addition, there are attached the announcements which came to the Office of Personnel from the Administrative Management Society. I suggest that you distribute these to the people who would be interested who are, no doubt, better known by you than by people in Personnel.

2. Please make whatever arrangements seem necessary with the Office of Personnel for the sale of tickets, reserving tables, etc.

3. The Agency distributed invitations for nominations for this award some time ago but we had no nominees. This as I said on the phone does not indicate a lack of interest. I think from what you said it may have resulted from a misunderstanding as to the criteria for nominations. I will appreciate a reading on those who are granted the award which might help us in our action if we are invited to make a nomination next year.

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[Redacted]  
Executive Officer to the  
Deputy Director for Support

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Atts: As stated

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