

~~ADMINISTRATIVE~~

~~INTERNAL USE ONLY~~

7 September 1966

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Federal Paperwork Management Award

1. This memorandum is for information only.

2. The Administrative Management Society held a meeting of several Federal Government Information Officers at the National Archives Building today. [redacted] attended from here.

3. The purpose of this meeting was to announce to each representative the names of the 20 Federal Paperwork Management Award Winners, and to request that each agency publicize the award internally and give adequate recognition to their award winners.

4. CIA's nominee, Mr. [redacted] is one of the 20 nominated. He has not yet been notified, however, the meeting today was followed by an open press conference.

5. Invitations will be mailed to you, and to [redacted] and his wife, to attend the banquet and to sit at the head table on Tuesday, September 27. The affair will take place at the Shoreham Hotel, the social hour will be at 6:30 p.m. and dinner, 7:30 p.m. Last year some Heads of Agencies attended, some sent their Deputies and some sent their Assistants for Administration.

We understand that the Office of Personnel [redacted] has already received some 30 tickets for sale.

6. A copy of this memorandum is being sent to Colonel White and to Mr. B. Amerman for their consideration as to internal publicity for Mr. [redacted] perhaps at the Annual Awards Ceremony, on the 19th of September, despite the fact that it would precede the official presentation to Mr. [redacted] by the Administrative Management Society.

SIGNED

Joseph C. Goodwin
Assistant to the Director

cc: Exec Dir
DDB

Attach: a. List of 1966 Award Winners
b. AME memo dated August 26, 1966.
c. Memo to AME [redacted] 30 June 1966

*Bauer memo
will attend*

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