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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

APR 8 1975

IN REPLY PLEASE REFER TO

YOUR REFERENCE

Thank you for the cooperation of your agency in nominating candidates to the Education for Public Management Program (EPM). The enclosed list announces final selections for EPM for the academic year 1975-76.

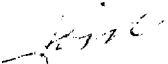
A letter of congratulations on behalf of the Civil Service Commission will be sent to each nominee five days after the date of this letter. This will allow you enough time to inform your agency's participants personally or arrange for appropriate agency notification.

Orientation sessions for participants will be held on each campus at varying times from now through the summer, prior to commencing the academic year. Individuals will be notified by the program advisor at their university when to report for orientation. These sessions have proved effective in helping the EPM participant prepare for the transition and plan courses of study.

To assist in fulfilling an inherent obligation to the universities in their scheduling and fiscal planning, we ask that we be informed of any declinations to participation by June 13, 1975.

Thank you for your continued support of the Education for Public Management Program.

Sincerely yours,

  
James R. Beck, Jr.  
Director  
Bureau of Training

Enclosure

PARTICIPANTS IN THE 1975-76 EDUCATION FOR PUBLIC MANAGEMENT PROGRAM

CORNELL

	BARARD, Gary J.	Justice/IEAA	Atlanta, GA
	DARSEY, John D.	Treasury/Customs	Brandon, FL
	LEEWRIGHT, Earl L.	DSA	Kansas City, MO
	LIM, Albert	DOT/FAA	Torrance, CA
10	MARINI, Francis L.	DSA	Abington, MA
	MCCAULEY, Ellen V.	DSA	Fairfax, VA
STATINTL	MOSBAUGH, Paul R.	DSA	Atchison, KS
	[REDACTED]	CIA <i>ofic</i>	Washington, DC
STATINTL	TRIBBLE, Carl	VA	Summit Point, W. VA
	[REDACTED]	CIA <i>oel</i>	Burke, VA

HARVARD

5	KELLY, Mary L.	Treasury/IRS	Daly City, CA
	LARSEN, John G.	DOT/FAA	East Patchogue, NY
	LASS, Kathryn	DOL	Boston, MA
	MELONE, John W.	DSA	Annandale, VA
	SPERRY, Roger L.	GAO	Silver Spring, MD

INDIANA

	ACTON, Marie	Army	Annandale, VA
STATINTL	ALLEN, James H.	Air Force	Oxon Hill, MD
	[REDACTED]	CIA <i>OTR</i>	Chevy Chase, MD
	BENSON, Robert H.	NASA	HUNTSVILLE, AL
	BERGERON, John P.	VA	Alexandria, VA
	CANADAY, Jessie C.	DSA	Thornville, OH
12	HARRER, Benno F.	DSA	Elk Grove Village, IL
	HAUGHTON, Claiborne D.	DSA	Indianapolis, IN
	INGRAM, Paula R.	Army	Huntsville, AL
	SANDERS, Charles L.	Air Force	Overland Park, KS
	SOUCY, Logene	Army	Springfield, VA
	WILLIS, Furman M.	GSA	Federal Way, WA

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

7	BACON, Michael J.	DSA	Allen Park, MI
	CALFAPIETRA, Vincent G.	Army	Toms River, NJ
	GATES, Quentin J.	DOT/FAA	Aurora, CO

MASSACHUSETTS INSTITUTE OF TECHNOLOGY (CON'T)

HOGAN, William M.	DMA	St. Louis, MO
IMFELD, William F.	Air Force	Dayton, OH
MCCREE, Ramon W.	DSA	Cambridge, MA
POZIOMEK, Edward J.	Army	Bel Air, MD
ROSENTHAL, Harvey A.	Army	Silver Spring, MD
SLOVIN, Harvey J.	Army	Eatontown, NJ

PRINCETON

2 COLLINS, Raymond C.	DHEW	Vienna, VA
STANNARD, Richard M.	CSA	Seattle, WA

STANFORD

ADLER, Ira M.	Commerce	Bethesda, MD
ARMSTRONG, Robert S.	Treasury/Customs	Alexandria, VA
BRENDER, Karen D.	NASA	Hampton, VA
CHILDER, Harold C.	Interior/BIA	Bloomington, MI
CRIFE, Daniel L.	Treasury/Customs	San Mateo, CA
FULTON, Benjamin E.	DHEW	Kensington, MD
13 GARRIOTT, Owen K.	NASA	Houston, TX
JONES, Vankeuren	DSA	Columbus, OH
LAWTON, George A.	EPA	San Francisco, CA
MAHONEY, Theresa K.	DHEW	Washington, DC
POON, Kenneth K.	DSA	Castro Valley, CA
ROCKWELL, Lorelei F.	CSA	Chicago, IL
	CIA	Reston, VA

STATINTL

UNIVERSITY OF SOUTHERN CALIFORNIA

CASTEEL, John R.	DCA	Alexandria, VA
DEAN, Herbert G.	Air Force	Reston, VA
FIELDS, Lois A.	Treasury/Customs	San Pedro, CA
8 KILLAM, Phillip P.	DHEW	College Park, MD
LAUTHERSTEIN, Kenneth M.	DOT/FAA	Washington, DC
MITCHELL, Prentiss	Treasury/Customs	Long Beach, CA
PROCTOR, Daniel A. K.	Air Force	San Antonio, TX
SETTLE, Norval D.	EPA	Arlington, VA

UNIVERSITY OF WASHINGTON

ALMANZAN, Martin	DHEW	Mountain View, CA
BONIG, Ronald C.	GSA	Columbia, MD
	CIA	Washington, DC

STATINTL

UNIVERSITY OF WASHINGTON (CON'T)

HAENDEL, Ann R.	DHEW	Bethesda, MD
LINDENHOFFEN, Harold E.	Air Force	Woodbridge, VA
MCPAHON, Bernard E.	EPA	Rockville, MD
NEELEY, Jerry	DSA	Powell, OH
SCOTT, Jo Ann C.	EPA	Seattle, WA
STUTMAN, David	Army	Silver Spring, MD
SULLIVAN, Daniel J.	Navy	Dale City, VA

UNIVERSITY OF VIRGINIA

COOK, Carvin	DOL	Baltimore, MD
FARRING, Robert M.	Interior/BIA	Sterling, VA
GELLETICH, Joseph F.	HUD	Simsbury, CT
LUCK, Joan	Agriculture	Arlington, VA
MOORE, Robert H.	Army	Falls Church, VA
[REDACTED]	CIA [REDACTED]	Vienna, VA
O'ROURKE, John E.	Treasury/Customs	Alexandria, VA
SANCHEZ, Eugenio G.	Air Force	San Antonio, TX
SCHNEER, Agnes J.	Air Force	Arlington, VA
STELL, Richard L.	Navy	Alexandria, VA
TAGMEYER, Gary E.	Army	San Francisco, CA
VAILLANT, Jeffrey L.	GSA	San Francisco, CA
WEIS, Claudia P.	DSA	Annandale, VA

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YOUR REFERENCE

1975-76 Participants in the  
Education for Public Management Program

As the time approaches for you to make arrangements with your agency for your move to your assigned university training site, it might be helpful to be aware of general Government policy and regulations concerning payment of long-term training expenses. You should keep in mind, however, that agencies differ in their implementation of these policies according to their assessment of their own overall training needs and available funds.

The Federal Personnel Manual, Chapter 410, emphasizes that:

The head of each agency should establish a policy to assure that just and equitable financial assistance is provided. As a guideline, an agency's policy should provide, to the extent possible, that payment of expenses for training results in neither financial gain nor loss to the employee.

The legal basis for agencies to authorize the payment of training expenses is in Chapter 41, Title 5, United States Code, Section 4109, Expenses of Training:

- (a) The head of an agency, under the regulations prescribed under section 4118 (a) (8) of this title and from appropriations or other funds available to the agency, may--
- (1) pay all or a part of the pay (except overtime, holiday, or night differential pay) of an employee of the agency selected and assigned for training under this chapter, for the period of training; and
  - (2) pay, or reimburse the employee for, all or a part of the necessary expenses of the training, without regard to section 529 of title 31, including among the expenses the necessary costs of--



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- (A) travel and per diem instead of subsistence under subchapter I of chapter 57 of this title or, in the case of commissioned officers of the Coast and Geodetic Survey, sections 404 and 405 of title 37, and the Joint Travel Regulations for the Uniformed Services;
  - (B) transportation of immediate family, household goods and personal effects, packing, crating, temporarily storing, draying, and unpacking under section 5724 of this title, or, in the case of commissioned officers of the Coast and Geodetic Survey, sections 406 and 409 of title 37, and the Joint Travel Regulations for the Uniformed Services, when the estimated costs of transportation and related services are less than the estimated aggregate per diem payments for the period of training;
  - (C) tuition and matriculation fees;
  - (D) library and laboratory services;
  - (E) purchase or rental of books, materials, and supplies, and
  - (F) other services or facilities directly related to the training of the employee.
- (b) The expenses of training do not include membership fees except to the extent that the fee is a necessary cost directly related to the training itself or that payment of the fee is a condition precedent to undergoing the training.


Regarding the two alternatives of payment of a per diem allowance to the employee (similar to a temporary duty - TDY - allowance), or the transportation of immediate family, etc., (similar to a permanent change of station - PCS - but with certain restrictions), the Comptroller General has consistently ruled that either one or the other may be paid, but not both. That is, agencies may allow expenses of transportation of the immediate family, household goods, etc., up to the amount not exceeding what the estimated aggregate per diem payments would be to the individual employee for the period of training. Some agencies may have decided to allow only one alternative, per diem or transportation of family, in all cases, some may require employees to take the cheapest alternative, and others may allow the employee to be paid the total estimated aggregate per diem prior to training and move his family, or not, as he wishes. When per diem is paid, the amount is normally adjusted after a period of time to cover the employee's actual extra expenses. Similarly, a sliding scale is often used by agencies in estimating what aggregate per diem would be.

As contrasted with allowances for employees on a normal Permanent Change of Station, regulations do not authorize payment of per diem allowances for family members of employees on training assignments, nor do they permit payment of allowances for expenses incurred in connection with residence transactions for such employees.

While employees away on EPM training assignments receive full pay and tuition, agencies vary on such things as the methods of computing per diem and the rate of per diem actually allowed or used to estimate aggregate per diem, book and typing allowances, and other fees. Normal annual and sick leave regulations apply to long-term trainees, but agencies differ in their leave approval procedures. Additional time at the beginning and the end of the program year for arrangements for housing, school registration, etc., should be negotiated prior to assignment to the program.

You are urged to contact your training and travel personnel to become informed of your agency's policies on payment of long-term training expenses and to work out any negotiations which may be required so that you will be fully aware of your allowable expenses in time to make the necessary arrangements for moving to the training site.

14 April 1975

Mr. Rodriguez (via Mr.  STATINTL

Attached is a copy of the official announcement by the Civil Service Commission of the selections made for this year's Education for Public Management Program. (The original letter, addressed to the Director of Personnel, will be sent to OTR this afternoon.)

All six of our nominees were selected.

I am notifying all interested parties except John Bacon. I defer to one of you to do that.

 STATINTL

✓ CORNELL - \$6100 (INCL FEES)  
✓ INDIANA - \$4600 " "  
✓ STANFORD - \$6200 " "  
✓ WASHINGTON - \$3500 " "  
✓ VIRGINIA - \$4000