UNITED STATES CIVIL SERVICE COMMISSION

IN REPLY PLEASE REFER TO

WASHINGTON, D.C. 20415

YOUR REFERENCE

OCT 1 6 1973

Agency Training Directors

Enclosed are the copies of "Making Effective Use of Long-Term
Training" and the Education for Public Management brochure,
announcement, and nominating forms that you requested. In some
cases, because of limited supply, we found it necessary to reduce
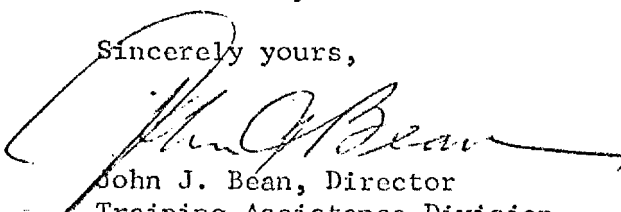the number of copies requested in proportion to agency size.

This year's Education for Public Management announcement is designed
for both circulation and bulletin board display. We have included
a place on the inside of the announcement for you to fill in the
name of the person in your agency to contact for further information
and nominating forms. We hope that this new format will help you
in publicizing the EPM Program.

In order to improve our service to agencies participating in the
EPM program, we would appreciate receiving the name and the telephone
number of the person in your agency who will serve as contact with
us on EPM Program. The information can be sent to:

> U.S. Civil Service Commission
> Training Assistance Division, Rm. 7647
> 1900 E Street NW.
> Washington, D. C.   20415

or you can contact Ms. Sandra Heaton of my staff on 632-7624.

Sincerely yours,

John J. Bean, Director
Training Assistance Division
Bureau of Training

Enclosures

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

FOR RELEASE: ADVANCE FOR FRIDAY MORNING NEWSPAPERS, DECEMBER 14
NOT TO BE USED BY PRESS, RADIO, OR TV BEFORE
6:30 P.M., EST, THURSDAY, DECEMBER 13, 1973.

The U.S. Civil Service Commission has asked Federal agencies to nominate candidates for the 1974-75 Education for Public Management program.

Those nominated by their agency and then selected by the Commission will spend an academic year at one of the following institutions: Harvard University, Cornell University, Massachusetts Institute of Technology, Princeton University, Stanford University, Indiana University, University of Virginia, University of Washington, or University of Southern California.

The program for middle management personnel constitutes an essential component of the Commission's ongoing effort to insure trained, effective Government executives. The program stresses studies closely related to the development of managers and the achievement of Federal agency missions.
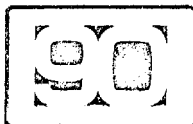
Employees selected should have five years of Federal civilian service and be in the grade range of GS-12 through 14. Nominations must be submitted to the Commission by February 22, 1974. Those selected will be enrolled for the 1974-75 school year. This year 82 are enrolled in the program.

Each person selected will be an employee whom the agency has clearly identified as having positive potential for higher level management respon- sibility. At the time of their selections, candidates may be persons moving from specialties into management roles for the first time, or recently appointed managers who need training to improve their existing skills in addition to those being considered for yet higher management positions.

The Commission has asked agencies to plan beyond the employee's year of training and to lay out effective assignments that will make full use of their training upon their return to duty.

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Grps. AO, 1, 4-6, 8-9, 14 & 15

11 February 1974

Mr. Rodriguez ███████████████████   STATINTL

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Attached is the package forwarding
our five nominations for the Education
for Public Management Program to the Civil
Service Commission.

In addition to your signature on
the covering letter, you should sign on
the front of each application (Official
Approving for Agency). Also, on the
████████ application please sign on the
inside (Nominating Official). This is to

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