

~~ADMINISTRATIVE INTERNAL USE ONLY~~

16 June 1967

MEMORANDUM FOR: Senior Training Officers

SUBJECT: Brookings General Administrative and Science Conferences

1. The Agency has been invited to nominate senior officials to attend The Brookings Institution's conferences concerned with "Executive Leadership in Democratic Government" during fiscal year 1968. As in past years, these conferences will be designed to assist senior career executives in meeting their leadership responsibilities by providing unique opportunities for study and discussion pertinent to major issues of public policy.
2. For fiscal year 1968 they will conduct two conferences primarily for administrative and program officers and two for senior officers with scientific training who are working as research scientists, administrators of scientific activities, or as engineers engaged in scientific programs. Science administrators may also be admitted to the conferences for program and administrative officers. The two-week conferences for program officers are scheduled for 22 October - 3 November 1967 and 21 January - 2 February 1968. The one-week conferences for scientific officers are scheduled for 3 - 8 December 1967 and 3 - 8 March 1968. Attached are several copies of a folder from Brookings that gives more details.
3. We have advised The Brookings Institution that the Agency will wish to nominate at least one senior career official for each of the four scheduled conferences. Nominations should be prepared on the attached form and should be accompanied by an up-to-date biographic profile and the most recent fitness report. Please note that nominees should be in Grades GS-16 and above. Determination of Agency representation at the conferences will be made by the Training Selection Board. Please submit six copies of all nomination papers to the Executive Secretary, Training Selection Board not later than 21 July 1967. At the time of forwarding nominations to the TSB, Senior Training Officers should indicate preferred conference dates for their candidates.

  
Registrar  
Office of Training

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Attachments

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ORIGINAL DOCUMENT MISSING PAGE(S):

attachments