

DD/S 66-5556

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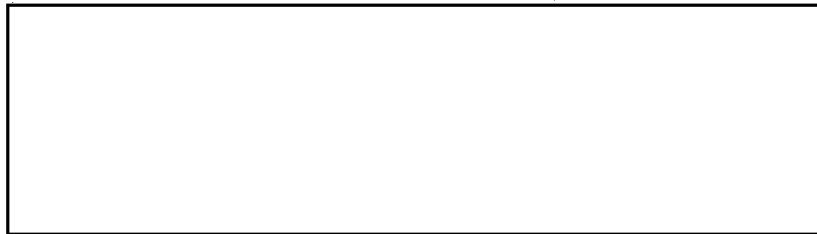
DD / *PERSONNEL*
FILE *Personnel 3*
OCT 1966

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Career Education Awards

1. The Office of Training is requesting that we submit nominations for the 1967-68 Career Education Awards of the National Institute of Public Affairs. These awards are granted to young career men and women in the public service who have potential for high level policy and management positions.

2. The Agency has been fortunate, indeed, in past years in having its candidates selected for participation in this Program. Each of the following has spent a year at one of the seven universities associated with the Program:



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Three of the six Agency personnel who have been selected are from the Support Directorate.

3. A brochure and related material concerning the Program are attached. This material should prove helpful to your Training Officer in

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GROUP 1
Excluded from automatic
downgrading and
declassification

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SUBJECT: Career Education Awards

identifying candidates. The Office of Training has asked that we forward nominations by 1 December 1966. May we hear from you by the 23rd of November.



**Senior Training Officer
Deputy Director for Support**

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Attachments:

- Att 1: Memo dtd 13 Oct 66 to
Sr. Trng Officers fr
Registrar, OTR, same
subj
- Att 2: Brochure

Distribution:

- 0 - D/Commo w/Zerox atts.
- 1 - Zerox ea following Adse w/Zerox Atts.
- 1 - DD/S Chrono w/o atts.
- ✓ 1 - DD/S Subj w/Zerox atts.
- 1 - DD/S-STO w/Orig atts.

DD/S-STO  (20 October 1966)

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DD/S 66-5460

CONFIDENTIAL

13 October 1966

MEMORANDUM FOR: Senior Training Officers

SUBJECT: Career Education Awards

1. Mr. Carl F. Stover, Executive Director, National Institute of Public Affairs, has written to the Director inviting the Agency to nominate candidates for the fifth annual Career Education Awards.

2. Attached are copies of the brochure which sets forth the philosophy and objectives of the NIPA Awards Program. Also attached are application forms for the 1967-68 awards for your use in nominating candidates from your Directorate. Nominations are to be in the office of the Executive Secretary, Training Selection Board, no later than 1 December 1966. The nominations must be submitted in duplicate to NIPA; therefore, on each of your nominees please include the original and one carbon copy plus six Xerox copies of the application and six copies of the biographic profile.

3. There are three items on the application to which I wish to call your attention:

Item 3, Position Title. In identifying this, consider the fact that if your nominee is selected, the position title you indicate will no doubt be the one made public by NIPA in its official reports and, more particularly of concern, in its announcements for area newspapers.

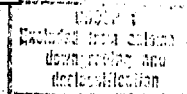
Item 7, Business Address. Show this as Registrar, Office of Training, Central Intelligence Agency, Washington, D.C. 20505.

Item 19, Signatures. Complete only the first line, "Signature and title of official initiating this nomination," and the date; the approval line is for the signature of the Chairman of the TSB.

4. Please distribute the attached brochures to appropriate points. Since our supply is limited, we are obtaining additional copies of the brochure and application. Also, an article on the NIPA Career Education Awards will appear in the next issue of the regular OTR Bulletin. Meanwhile, questions about nominations should be directed to the Executive Secretary, TSB on extension

Registrar, OTR

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NATIONAL INSTITUTE OF PUBLIC AFFAIRS
1825 K Street, N.W., Suite 610
Washington, D. C. 20006

Nomination for Career Education Award

*Please read the information leaflet on the
program before preparing nomination.*

1. -----
Name

2. -----
Department or Independent Agency

3. -----
Position Title

4. ----- 5. -----
Grade Age

6. Total years civilian public service -----

7. -----
Business address (include bureau or comparable administrative unit)

8. -----
Home Address

9. ----- 10. -----
Marital Status (include Spouse's name) Children (age and sex)

11. *(A separate statement to be attached.)* To assist in selecting those most likely to profit from this opportunity for graduate study, please state why this person is being recommended for a Career Education Award. No standard format for this statement is suggested but the following information would be helpful: (1) the characteristics demonstrated by the candidate which make you believe that he has high potential for upper level executive or staff positions of a policy making or managerial nature; (2) specific examples of outstanding work performance; (3) some indication of a career development plan for this person such as the kinds of positions he might some day be considered for if he continues to develop as well as his early career implies. Please be as specific as possible. This is the most important part of the nomination.
12. Indicate in sequential order the GS grade, position title and entry date for each position held by the nominee since entering federal service. Include all promotions in this list even if there was no change in position title.

13. What study and research do you want the nominee to undertake while on campus? This program should mesh with your career development plan for this person. In stating the general subject-matter areas (not specific courses) of the academic work proposed, please keep in mind that the major purpose of this program is to broaden knowledge, ability and understanding rather than to intensify skill in a technical specialty.
14. Honors, awards and formal commendations after entering public service:
15. Academic study *before* entering public service—colleges or universities attended, degrees and dates, major fields of study. *Attach or have sent one copy of transcript of academic record.*
16. Academic study *after* entering public service—colleges or universities attended, degrees and dates, major fields of study. (If no degree, give approximate number of hours of credit earned.) Please indicate if this study was at government expense as part of an official training assignment or on own time at own expense. *Attach or have sent one copy of each transcript of academic record.*
17. Government training (non-academic) of a formal character after entering public service:
18. Check the four CEA Program universities most desirable to the nominee.

Those nominated should not apply directly to universities for admission; NIPA will arrange admission for Award Winners.

- | | |
|---|---|
| <input type="checkbox"/> Cornell University | <input type="checkbox"/> Stanford University |
| <input type="checkbox"/> Harvard University | <input type="checkbox"/> University of Virginia |
| <input type="checkbox"/> Indiana University | <input type="checkbox"/> University of Washington |
| <input type="checkbox"/> Princeton University | |

19. (*A separate statement to be attached.*) To assist in selecting those most likely to profit from this opportunity for study, please have the *nominee* prepare a short statement indicating: (1) his aspirations in the public service, including his judgment as to his potential contribution; and (2) how the educational opportunity would relate to such career aspirations.

Signature and title of official initiating this nomination

Date

Approved for Department or Agency

Date