

UNCLASSIFIED     INTERNAL USE ONLY     CONFIDENTIAL     SECRET

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

*Personnel 3*

FROM: Director of Personnel  
5 E 56 Headquarters

[Redacted]

NO.

STAT

DATE

TO: (Officer designation, room number, and building)

DATE  
RECEIVED    FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support 7D18 HQ.

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Attached are announcements of the AMS Paperwork Management Awards Banquet on Tuesday, 27 September 1966.

[Redacted] Support <sup>STAT</sup>

Services, is one of the 20 winners of the 1966 Paperwork Management Awards. The six principal winners are:

Joseph Gorman, AEC;  
Adm. Ira Haddock, Defense;  
Frank Thornton, Air Force;  
Charles E. Wylie, Agriculture;  
William Zimmerman, D.C. Gov't  
Olin D. McCool, Army.

[Redacted]

STAT

Emmett D. Echols  
Director of Personnel

THE AMS PAPERWORK MANAGEMENT AWARDS BANQUET

The Administrative Management Society has invited Federal employees to attend the AMS Paperwork Management Awards Banquet honoring 20 Federal employees for their outstanding contributions in the paperwork management profession.

1. AGENCY REPRESENTATIVE:  Chief of Records Administration Staff. Support Services has been selected as a winner of the 1966 AMS Paperwork Management Awards and will be honored at the AMS Banquet

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2. TIME, PLACE, AND COST

- a. Time : Social Hour: 6:30 p. m. , 27 September 1966  
Dinner : 7:30 p. m.
- b. Place : Regency Room, Shoreham Hotel, Washington, D. C.
- c. Cost : \$8.25 per person
- d. Dress : Informal

3. SPEAKER : The Honorable Elmer B. Staats, Comptroller General of the United States

4. TICKETS AND RESERVATIONS

- a. The Office of Personnel will handle the sale of tickets and make reservations for the AMS Banquet.
- b. Checks may be made payable to: Administrative Management Society, or Irene L. Harris.
- c. Table Reservations--Tables will be arranged for ten persons.

INDIVIDUALS WHO WISH TO ATTEND THE BANQUET SHOULD CALL THE OFFICE OF PERSONNEL, EXT. 6337 ON OR BEFORE 19 SEPTEMBER 1966.

DD/S Distribution:

1 - DD/S Subject ✓

1 - D/CO, D/F, D/L, DMS, DTR, D/S

MORI/CDF