

THE WHITE HOUSE
WASHINGTON

Executive
84-1095

CABINET AFFAIRS STAFFING MEMORANDUM

Date: 3/2/84 Number: 168930CA Due By: 3/15/84

Subject: White House Seminars in Public Management

	Action	FYI		Action	FYI
ALL CABINET MEMBERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CEA	<input type="checkbox"/>	<input type="checkbox"/>
Vice President	<input type="checkbox"/>	<input type="checkbox"/>	CEQ	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>	OSTP	<input type="checkbox"/>	<input type="checkbox"/>
Treasury	<input type="checkbox"/>	<input type="checkbox"/>	AID	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Defense	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>	Baker	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
Commerce	<input type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input type="checkbox"/>	<input type="checkbox"/>	McFarlane	<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input type="checkbox"/>	Svahn	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
GSA	<input type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
EPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCFA/	<input type="checkbox"/>	<input type="checkbox"/>
OPM	<input type="checkbox"/>	<input type="checkbox"/>	CCHR/Simmons	<input type="checkbox"/>	<input type="checkbox"/>
VA	<input type="checkbox"/>	<input type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
SBA	<input type="checkbox"/>	<input type="checkbox"/>	CCMA/Bledsoe	<input type="checkbox"/>	<input type="checkbox"/>
			CCNRE/	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

Please review the attached memorandum and provide us with your nominees by March 15, 1984.

Return to: The Office of Cabinet Affairs
Room 129 OEOB
The White House
Washington, D.C. 20500

Thank you very much.

RETURN TO:

Craig L. Fuller
Assistant to the President
for Cabinet Affairs
456-2823

Katherine Anderson Don Clarey
 Tom Gibson Larry Herbolsheimer
Associate Director
Office of Cabinet Affairs
456-2800

*Phoned Adela Gonzalez
SA/Craig Fuller and
informed her we will
have no nominees
(Noted Dir & DDCI are only
Presidential Appointees)
JBC
3/5/84*

L-299

THE WHITE HOUSE

WASHINGTON

February 29, 1984

MEMORANDUM FOR ALL CABINET MEMBERS AND SELECTED AGENCY HEADS

FROM: CRAIG L. FULLER 

SUBJECT: White House Seminars in Public Management

All of us want to help the President's appointees in every way we can to handle successfully their heavy responsibilities. One step we in the White House have taken toward that end is to design a series of seminars dealing with the problems and skills of managing Federal agencies. To make it feasible for busy executives to attend, we run these seminars on weekends in the Executive Office.

The appointees who have participated in past seminars have found them very useful. Both the case discussions, which are led by Harvard faculty, and the interaction with fellow appointees are thought-provoking and helpful. The nature and format of these seminars is further outlined in the attached paper.

Our next two seminars will be held April 12 to 14 and May 31 to June 2. We request that you nominate two appointees for each of these seminars. We suggest that you give first consideration to your recent PAS-level appointees, since the seminars obviously are of most value to new appointees.

We would appreciate receiving the names of your nominees for the April seminar by March 15, and the names for the second seminar by May 1. Edward Preston of my staff (456-2800) will answer any questions concerning the seminars.

THE WHITE HOUSE

WASHINGTON

Seminars in Public Management

In an effort to refine the methods and skills of Presidential appointees faced with complex and often controversial programs, the White House and OMB are collaborating with Harvard's School of Government on a series of short seminars designed to help subcabinet officials confront management problems common to the Federal Departments and Agencies. Major topics are as follows:

- o how to deal effectively with the environment external to the agency (Congress, media, interest groups etc.);
- o methods used to organize and integrate internal processes (planning, budgeting, procurement, etc.) to achieve goals efficiently; and
- o formulation of program implementation strategies.

The seminars use the case study method which Harvard pioneered. Harvard faculty members lead discussions of cases chosen to illuminate typical problems, including several which deal with current problems and objectives. The Harvard input is supplemented by discussions of this Administration's objectives and policies led by senior White House and Cabinet officials.

Typically, the sessions begin late on a Thursday afternoon with speakers from such White House offices as Legislative Affairs and the Press Office. Next, there is a reception in the Roosevelt Room with Edwin Meese III as the principal speaker. Dinner in the White House Mess closes the first day. The Friday sessions begin about 8:30 a.m and end about 5:00 p.m. Most of the day is spent on case study discussions led by Harvard faculty, plus a discussion of White House processes for identifying and resolving policy issues. The Saturday sessions begin about 8:30 a.m. and end about 1:00 or 2:00 p.m. These are a mixture of case study discussions, and sessions on White House operations and on issues of current concern. The latter are led by such speakers as the Assistant to the President for Cabinet Affairs.