

FEDERAL PAPERWORK MANAGEMENT AWARDS BANQUET

"For outstanding leadership and professional excellence in promoting effective paperwork management in the government of the United States of America."

Toastmaster

Honorable Arnold A. Olsen

Chairman

House Subcommittee on Postal Facilities and Modernization

Awards Presentation

Mr. Jack B. Poole

International President

Administrative Management Society

Dinner Address

Mr. John W. Macy, Jr.

Chairman

U. S. Civil Service Commission

This year the Administrative Management Society will honor twenty-two nominees at the Banquet. Six award winners, selected from these nominees, will receive a coveted AMS Plaque. AMS will present each nominee with a citation for his efforts in promoting effective paperwork management.

Tables seating ten have been reserved for individual agencies. Be sure to join the party for your agency. Support the AMS Paperwork Management Awards Program.

For the larger agencies, AMS has supplied the agency Personnel Offices with Banquet tickets. If your Personnel Office does not have tickets, you may obtain them from the Office of Records Management, National Archives and Records Service, Code 13 X 22243.

Tickets: \$8.00

Dress: Informal

TIME:

**TUESDAY, SEPTEMBER 28, 1965
AT 7:30 P.M.**

PLACE:

SHOREHAM HOTEL, REGENCY BALLROOM

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20408

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