

September 28, 1966

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[REDACTED]
Deputy Director of Personnel
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. [REDACTED]

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We are pleased to inform you that your nomination has been accepted as a participant in the Conference for Federal Executives on Business Operations to be held October 23-28, 1966, in Pittsburgh. Enclosed is an article from Business Week describing the first of these conferences which was held in May 1965.

Brookings has arranged for a block of single rooms at the Penn-Sheraton Hotel in Pittsburgh, at the government rate of \$10 per night. Individual participants should make their own travel arrangements through their agencies. Hotel charges and individual meals will be handled by each participant. All group meal functions, including most luncheons and dinners, will not be charged to participants. Plan to arrive in Pittsburgh by late afternoon on Sunday, October 23, in time for the opening dinner at 6:30 p.m. The conference will adjourn by 3:00 p.m. on Friday, October 28.

You will soon receive a packet of four books to be read prior to the conference. Shortly thereafter a manual of other readings, along with a preliminary program and preliminary list of participants, will be sent you. Among the participating companies will be Alcoa, Heinz, Pittsburgh Plate Glass, U. S. Steel, Westinghouse Electric, Mellon National Bank, and Koppers.

An orientation luncheon will be held at Brookings at 12:15 p.m., Tuesday, October 18, in Room 106. This will be an opportunity to meet other participants, to obtain answers to questions about the conference, and to discuss ways to approach the study of business management. You are cordially invited to attend the luncheon if your schedule permits.

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We are asking each participant to submit a brief sketch of the biographical and career highlights he would like included in materials furnished to the companies and other participants. A sample biography of a participant in a previous conference is enclosed. Please send your biography and your acceptance for the October 18 luncheon, to Mr. John A. Larson, the senior staff member assigned to the conference.

Sincerely yours,

Director

Enclosures