

10 JUN 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
 FROM : Director of Personnel  
 SUBJECT : Federal Paperwork Management Awards  
 REFERENCE : Letter to Deputy Director from Benjamin F. Oliver, Association of Records Executives and Administrators, dated 23 May 1974

1. Action Requested: That you sign the attached letter to Mr. Benjamin F. Oliver, Washington Chapter President, Association of Records Executives and Administrators, advising him that the Agency will not submit a nominee for the Tenth Federal Paperwork Management Awards Program.

2. Basic Data or Background: Mr. Oliver's letter to General Walters dated 23 May 1974 announced the Tenth Annual Paperwork Management Awards Program and invited nominations of an individual or group for this award.

3. Staff Position: Each Directorate was solicited by memorandum dated 4 April 1974 to obtain nominations for the 1974-1975 Public Service Awards Program. Having received replies from all the Directorates, we find there were no nominations for the Federal Paperwork Management Awards.

4. Recommendation: It is recommended that you sign the attached letter to Mr. Benjamin F. Oliver. The deadline date for submission of nominations is 1 August 1974.

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F. W. M. Janney  
 Director of Personnel

Atts

Distribution:

- 0 - Return to D/Pers
- 2 - DD/M&S
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2 JUL 1974

Mr. Benjamin F. Oliver  
Washington Chapter President  
Association of Records Executives  
and Administrators  
P. O. Box 89  
Washington, D. C. 20044

Dear Mr. Oliver:

General Walters has asked me to reply to your letter of 23 May 1974 in which you invited nominations for the Tenth Annual Federal Paperwork Management Awards.

We appreciate the opportunity to participate in this worthwhile program which recognizes those who contribute significantly to the improvement of paperwork and records systems. After careful consideration, we have decided not to submit a nominee this year. However, please be assured of our continuing interest in this program.

Sincerely,

/s/John F. Blake

*H* Harold L. Brownman  
Deputy Director  
for  
Management and Services

Distribution:

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(Signed) F. W. M. Janney

Originator: 10 JUN 1974

Director of Personnel

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OP/BSO  gec (4 Jun 74)

ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS  
P. O. BOX 89, WASHINGTON, D. C. 20044

June 27, 1975

Mr. John F. Blake  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Blake:

Each year dedicated employees of the Federal Government make noteworthy contributions by improving the effectiveness and efficiency of Federal paperwork management systems and procedures. We have few opportunities to recognize their achievements and publicly honor them. The annual Federal Paperwork Management Awards Program, now in its eleventh year, provides one excellent vehicle to acknowledge some of their worthwhile management accomplishments.

Your agency no doubt has had some achievements worthy of such recognition. We invite you to nominate, no later than September 5, 1975, outstanding individuals in accordance with the accompanying guidelines. A select panel of professionals will review each nomination carefully to select those who made particularly significant contributions.

For the eighth successive year this honor program, administered and coordinated by the General Services Administration, National Archives and Records Service (GSA-NARS), is being sponsored and funded by the Greater Washington, D. C. Chapter of the Association of Records Executives and Administrators (AREA) -- a professional records management organization dedicated to promoting excellence and efficiency in paperwork systems. The enclosed Historical Digest provides further background on these awards.

May we suggest that your Agency Records Management Officer (whose name is shown on the enclosed nomination guidelines) might be of assistance in identifying successful records management systems. You may wish to consider your Records Management Officer as well where outstanding performance seems to merit such consideration. Please observe the guidelines as to content, format, and deadlines. Your cooperation will be appreciated.

Sincerely,

*Edna A. Falbo*

EDNA A. FALBO, President  
Greater Washington, D. C. Chapter

Enclosures

June, 1975

## FEDERAL PAPERWORK MANAGEMENT AWARDS

Under its mandate from Congress to provide leadership and training in the field of Federal paperwork (records) management, the National Archives and Records Service of the General Services Administration has endeavored to motivate employees by recognizing outstanding achievements through a series of special annual awards. This has been endorsed by the United States Civil Service Commission.

For the first three years--beginning in 1965--these awards were jointly sponsored by the National Archives and Records Service and by the Administrative Management Society--a professional office management organization. During the last seven years the Greater Washington, D. C. Chapter of the Association of Records Executives and Administrators (AREA) has assumed the role of joint sponsorship.

Since the inception of these awards, those being honored have accounted for significant improvements and noteworthy savings in manpower, materials, and expenditures. During the first ten years 236 persons from 58 agencies have been honored. The agencies reported first-year savings of more than one billion dollars from these paperwork improvements.

Each Fall a leader from Government or industry is invited to address those assembled at the awards luncheon. These have included Senators, Congressmen, Heads of Agencies, radio and TV personalities, and eminent representatives involved in business programs and activities. Their role is to focus upon the importance of excellence in management and in service to the public, which the awardees represent, and to stimulate even greater accomplishments in the future.

Today this award is considered to be one of the most highly prized in this professional field. Those who participate in helping to achieve these worthy goals are deserving of the appreciation expressed by letter each year by the President of the United States.

Those who are invited to participate may do so with a feeling of pride, knowing that their efforts are promoting such a worthy endeavor.

Nomination Guidelines  
FEDERAL PAPERWORK MANAGEMENT AWARDS  
sponsored by  
GREATER WASHINGTON DC CHAPTER  
of the  
ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS  
(AREA)

PURPOSE

The primary purpose of these awards is to honor and publicize the achievements of those Federal employees who have demonstrated outstanding leadership, ingenuity, and professional excellence in designing, promoting, or managing effective systems or programs that contribute significantly to the improved effectiveness and efficiency of Federal paperwork.

NATURE OF AWARDS

Individual plaques are presented to those who are judged to merit the AWARD OF EXCELLENCE. Individual parchment certificates are presented to those who are judged to merit an AWARD OF SPECIAL MERIT. An award will be presented ONLY to the director or team leader of a meritorious group rather than to each individual group member as in past years. All submissions will be subject to a preliminary screening by GSA-NARS to certify their validity and eligibility for consideration by the awards panel of judges. Those nominations so certified, but not selected for either of the two classes of awards, will be issued a CERTIFICATE OF NOTEWORTHY ACCOMPLISHMENT for presentation by their agency.

ELIGIBILITY

All employees in the Legislative, Judicial, and Executive branches of the Federal Government, who are directly involved in the activities outlined below, are eligible for consideration. Each department, independent agency, or commission is encouraged to submit one nomination unless the size of the organization warrants more than one. (The number of nominations your agency is entitled to submit is indicated in the attached Nomination Procedures.)

BASIS FOR SELECTION

Paperwork, as related to these awards, includes the wide spectrum of information, documentation, and records management activities involved in the creation, flow, use, preservation, and disposition of all types of information and records. The management of records includes various methods and media for information control, storage, and retrieval inclu-

A special panel of judges, appointed by AREA, will review all screened nominations and select those to receive the special awards. Primary evaluation criteria considered by the judges are:

1. Relevance of the improvement to paperwork (records) management.
2. Significance or impact of the accomplishment.
3. Benefits realized in terms of improved service, simplified procedures, and quantifiable savings. Non-quantifiable, intangible benefits are also considered to a lesser degree.
4. Ingenuity and creativity involved.
5. Initiative demonstrated beyond reasonably expected performance in line of duty.
6. Scope of the units directly benefitted by the achievement and its adaptability elsewhere.

#### NOMINATION PROCEDURE

Please submit before the deadline date a single, original copy of your nomination signed by an administrative official of your agency. The nomination documentation must be limited to the following:

1. A completed and signed summary sheet (copy enclosed) showing the accomplishment and specific benefits--quantifiable and non-quantifiable--relating to the nomination.
2. A brief one-page biographical sketch of the nominee to indicate professional background, experience, training, and position. Include nominee's business address and phone number.
3. A single covering page of 3 or 4 paragraphs providing a concise digest of the accomplishment for possible publication in the official awards program.
4. A description of three pages or less may be added to explain or clarify details concerning the nomination submitted. The period covered by the accomplishment need not be limited to the current year. However, the basis for the nomination should reflect current work rather than overall duties performed over a period of years.

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Note: Your agency is entitled to submit / nomination(s).  
Your Agency Records Officer is .

#### DEADLINE

Nominations must be received on or before September 5, 1975 to be considered. Please mail as early as possible before this deadline to:

Federal Paperwork Management Awards Committee  
P. O. Box 89  
Washington, D. C. 20044.

CIA

## PRESENTATION OF AWARDS

The eleventh annual Federal Paperwork Management Awards will be presented at a luncheon scheduled for Friday, November 14, 1975, at the Twin Bridges Marriott Motor Hotel in the Persian Room at 12:00 noon. Recipients of Awards of Excellence or Special Merit will receive complimentary tickets for themselves, a guest, and for their Agency Representative to attend the luncheon. A special reception for these awardees and their guests to meet with program officials for a private hospitality hour and photographs before the luncheon will also be scheduled. Those involved will be notified of specific details.



### NOMINEE SUMMARY SHEET

Nominee Name _____	Date _____
Nominee Organization _____	This space for use of screening and judging panels.
Accomplishment Description: _____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
Benefits:	
Quantifiable savings in manpower, funds, space, etc.	
_____	
_____	
_____	
_____	
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_____	
Non-quantifiable benefits: _____	
_____	
_____	
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_____	
_____	

Nomination Approved: \_\_\_\_\_  
(Signature)

Name \_\_\_\_\_  
Position Title \_\_\_\_\_  
Agency \_\_\_\_\_

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)