

SAMPLE OF
Letter Sent to
ALL Departments
& Agencies

SEP 4 1981

Honorable William French Smith
Attorney General
Washington, DC 20530

June 81
Meese Giselle

Dear Mr. Attorney General:

My August 26, 1981, letter established the Executive Secretariat and the Working Groups of the Emergency Mobilization Preparedness Board (EMPB) in accordance with the direction of the President. The role of the Secretariat is to provide staff support to the EMPB. It will be chaired by my Deputy, Major General Bennett L. Lewis, and will be made up of personnel detailed from agencies represented on the Board.

You are invited to forward the names of three individuals to be interviewed for a position as a member of the Secretariat. We will select no more than one person from your department for one of these positions. General Lewis will interview all nominees prior to making a final selection. Although each individual will remain part of the nominating organization, it is anticipated that the Secretariat assignment would be for an initial ninety (90) day trial period and, based upon mutual satisfaction, would be extended for a period up to two (2) years.

Each person selected will perform a key function within the EMPB. He or she will be the principal coordinating element between the Board and the Working Groups. Responsibilities will include a deep involvement in all Working Group activities, with specific involvement in those areas or activities in which the nominating agency has a direct interest. In addition, the coordinator will participate in Working Group meetings, ensure completeness and accuracy of reports, monitor programs, and inform the Chairman of problems as well as opportunities developed by the Working Group.

It is my belief that this assignment will provide a unique professional development opportunity in mobilization preparedness for each participant. Nominees should be at the GS-14-15 or equivalent experience level and may ultimately have to have a SECRET clearance with NATO access. It is important that the individual have a desire to work in the mobilization preparedness area. Recommendations should be provided my office as soon as possible, but not later than September 18, 1981.

Sincerely,

SIGNED

Louis O. Giuffrida
Director