

EDO Principal Correspondence Control

FROM: DUE: 07/11/00

EDO CONTROL: G20000318
DOC DT: 06/20/00
FINAL REPLY:

David O. Cooke
Department of Defense

TO:

Chairman Meserve

FOR SIGNATURE OF :

** GRN **

CRC NO: 00-0419

Bird, HR

DESC:

CFC Request for Loaned Executive Nominee
(Due: 7/24/00)

ROUTING:

Travers
Paperiello
Miraglia
Norry
Craig
Burns/Cyr

DATE: 06/27/00

ASSIGNED TO:

CONTACT:

HR

Bird

SPECIAL INSTRUCTIONS OR REMARKS:

OFFICE OF THE SECRETARY
CORRESPONDENCE CONTROL TICKET

Date Printed: Jun 26, 2000 10:23

PAPER NUMBER: LTR-00-0419 **LOGGING DATE:** 06/26/2000
ACTION OFFICE: EDO

AUTHOR: DAVID COOKE
AFFILIATION: DOD
ADDRESSEE: RICHARD MESERVE
SUBJECT: LOANED EXECUTIVE TO THE COMBINED FEDERAL CAMPAIGN OF THE NATIONAL CAPITAL AREA

ACTION: Direct Reply
DISTRIBUTION:

LETTER DATE: 06/20/2000
ACKNOWLEDGED: No
SPECIAL HANDLING:

NOTES:
FILE LOCATION: ADAMS

DATE DUE: 07/11/2000 **DATE SIGNED:**

EDO --G20000318



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

June 20, 2000

The Honorable Richard A. Meserve
Chairman
Nuclear Regulatory Commission
11555 Rockville Pike
Rockville, MD 20852

Dear Mr. Meserve:

The National Capital Area CFC had the most successful campaign in history last year. This was attributed to your leadership and willingness to nominate executives with top managerial skills to be Loaned Executives. As we continue to experience a growing trend in charitable agencies, I again need your help.

We need one of your strongest senior professionals to be a Loaned Executive for about four months. We want determined achievers with professional attitudes. Commitment to the CFC cause and a willingness to do what it takes to get the job done are important too. An announcement describing the assignment is enclosed and personal quotes from former Loaned Executives relating their experience. The Office of Personnel Management recognizes the Program as a positive career component for the selection in the Senior Executive Service.

The appointment should be made as soon as possible. LEs will be assigned to CFC Headquarters from August 14 through December 29, 2000. The assignment begins with training at the William F. Bolger Center for Leadership Development in Potomac, Maryland. Participants must remain on campus four days/three nights during this phase. LEs will have a private room and bath. Meals will be included, compliments of the CFC.

Early appointment will permit LEs time to arrange to be away from home and work. They should not expect leave during the training and use it only sparingly during the four-month assignment. The names and telephone numbers of your LEs should be given to Mrs. Edith Parrish at CFC Headquarters no later than July 24, 2000. **(Note: Room reservations must be secured by August 1, 2000).** You can phone her at (202) 628-2263 or fax the attached information sheet to (202) 628-2557. I know I can count on your support.

Sincerely,

A handwritten signature in cursive script, appearing to read "D. Cooke".

David O. Cooke
Chairman
Loaned Executive Program

LOANED EXECUTIVE EMPLOYEE DEVELOPMENT OPPORTUNITY

DUTIES AND RESPONSIBILITIES:

The individual selected will serve as a "Loaned Executive" to the Combined Federal Campaign (CFC) of the National Capital Area. After a short, intensive training period, the individual will be assigned to work with one or more federal agencies (other than his/her home agency) in planning and running their annual campaigns, including establishing monetary and participation goals, training keyworkers, planning and supporting kick-offs and other special events, distributing campaign materials and publicizing and tracking results. With guidance and assistance from CFC professional staff, Loaned Executives are expected to operate with a high degree of personal initiative and independence.

LEARNING POTENTIAL OF ASSIGNMENT:

In assisting agencies to plan and manage their CFC campaigns, Loaned Executives have an opportunity to enhance and develop their skills and abilities in planning and organizing complex work; analyzing data to identify and solve problems, making effective oral and written presentations; planning and conducting training sessions, applying interpersonal and "teaming" skills to get work done. This assignment also presents an opportunity to learn about the management and operations of other federal agencies, and to interact with a variety of individuals both within and outside the federal government.

LOCATION/DURATION OF ASSIGNMENT:

This is a **full-time assignment beginning August 14, 2000 and ending December 29, 2000.** Loaned Executives work out of CFC Headquarters, 607- 14th Street, N. W., Washington, DC, although some may be assigned office space at an agency to which they are assigned.

DUTY HOURS: Monday - Friday, 8:00 a.m. - 5:00 p.m.

ELIGIBILITY:

Candidates for this assignment should generally be a professional or manager and should have demonstrated a high level of intellectual and interpersonal skills and abilities, and a willingness to "do what it takes" to get the job done. Loaned Executives are representatives of their home agencies, as well as spokesperson for the CFC.

TO APPLY: Contact: _____

Telephone: _____

BACKGROUND AND LOANED EXECUTIVE INFORMATION

The Loaned Executive Program was authorized March 3, 1971 in a Presidential Memorandum to departments and agencies. The Program is recognized by the Office of Personnel Management as a useful developmental experience for promising and potential managers, especially in the areas of executive competency in organizational representation and liaison, and direction and guidance of programs or projects.

THE CANDIDATE

A candidate for the Loaned Executive Program should be a professional or manager who has the ability to work effectively with volunteer leadership in an administrative and operational capacity; a dynamic individual who is a self-starter and motivator. Candidates selected must be capable of assuming a high degree of independent responsibility.

ASSIGNMENT TIME FRAME

The Loaned Executives are assigned full-time by their departments and agencies to the Combined Federal Campaign from August 14 through December 29, 2000. Following an intensive orientation and training program, each Loaned Executive is assigned responsibility for campaigns within several agencies. Normal work week is 8:00 a.m. to 5:00 p.m., five days a week.

EXPENSES

Out of pocket transportation and other approved expenses incurred will be paid by the Loaned Executive's employer. The CFC can cover expenses only in the event of special situations.

ELIGIBILITY

Candidates for this assignment should generally be a professional or manager and should have demonstrated a high level of intellectual and interpersonal skills and abilities, and a willingness to "do what it takes" to get the job done. Loaned Executives are representatives of their home agencies, as well as spokesperson for the CFC.

**FALL 2000 COMBINED FEDERAL CAMPAIGN
LOANED EXECUTIVE SELECTION**

ORGANIZATION/AGENCY: _____

LOANED EXECUTIVE: _____

**ADDRESS:
(business)**

(home):

Email Address:

PHONE:

FAX:

Agency contact:

Title:

Telephone:

Please send to:

**Edith Parrish
Combined Federal Campaign
607 - 14th Street, NW, Suite 510
Washington, D. C. 20005
Phone: (202) 628-2263
FAX: (202) 628-2557**

Did You Know?

Each year, departments and agencies are asked to select one or more employees to participate in CFC's **Loaned Executive (LE) Program**. Participants become one of the most **important resources** in CFC's annual Campaign for our **community**. Indeed, Loaned Executives are the **backbone of the Campaign**, keeping overhead costs low so more money goes to those **who need help**.

The Combined Federal Campaign wishes to thank the following departments and agencies for their participation in the 1999 Loaned Executive program:

American Forces Information Services
Central Intelligence Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Intelligence Agency
Defense Threat Reduction Agency
Department of the Air Force
Department of the Army
Department of Commerce
Department of Health and Human Services
Department of Justice
Department of Labor
Department of the Treasury
Department of Transportation
Department of Veterans Affairs
Federal Deposit Insurance Corporation
Federal Emergency Management Agency
General Accounting Office
Library of Congress
National Aeronautics and Space Administration
National Association of Letter Carriers
National Imagery and Mapping Agency
Office of Personnel Management
Office of the Secretary of Defense
United States Marine Corps
U.S. Postal Service



Combined Federal Campaign
of the National Capital Area
607 14th Street, N.W., Suite 510
Washington, D.C. 20005
(202) 628-2263
www.cfcnca.org



Combined
Federal
Campaign
of the
National
Capital Area

DEPARTMENT/AGENCY BENEFITS

In exchange for your commitment to CFC's
Loaned Executive Program, you gain:

- An enhanced corporate image
- Increased business contacts
- Company recognition
- A more well-rounded employee



The experience I gained as a Loaned Executive helped me improve my skills in planning, coordination, analysis, and management. I also benefitted as a CFC team member, sharing a common goal and helping each other succeed.

*Luetta Donalds
Department of the Treasury*

EMPLOYEE BENEFITS

Individuals participating in the program develop professionally and personally. Their experience as Loaned Executives gives them:

- Enhanced leadership and communication abilities
- Training in organizational, managerial and analytical skills
- Public speaking experience
- Greater knowledge of the community and its health and human service needs
- Valuable contacts throughout the Washington Metropolitan Area



My experience as an LE can be described as challenging, tough and rewarding. This experience enhanced my skills and abilities as a project manager and gave me an opportunity to say, "I really helped someone."

*Oswald A. Cartwright
Department of Justice*

COMMUNITY BENEFITS

Loaned Executives are indispensable to CFC's Campaign success and to our community's well-being. They give the Campaign a unique and vital resource of management-level talent that it otherwise could not afford. The LE program generates a reservoir of potential civic leadership with firsthand experience in the process of volunteerism.

WHAT DOES AN LE DO?

LEs work full-time for the Combined Federal Campaign from August 14 through December 29. This includes a week of concentrated training at the William F. Bolger Center for Leadership Development in Potomac, Maryland. Working with CFC staff and volunteers, Loaned Executives plan, organize and complete campaigns in thousands of federal departments and agencies throughout the Washington Metropolitan area.

LOANED EXECUTIVE COMMITMENT CARD

We are pleased to loan _____ employee(s) to the
Combined Federal Campaign

■ LOANED EXECUTIVE NAME:

■ CONTACT NAME: *(If you are providing a Loaned Executive but have not yet identified the individual, please indicate a contact person with whom we may be in touch.)*

■ ORGANIZATION:

■ ADDRESS:

■ TELEPHONE:

■ E-MAIL:

(If you are loaning more than one employee, please submit names on a separate page.)