



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

JUL 17 1979

POOR ORIGINAL

The Honorable Joseph M. Hendrie
Chairman
Nuclear Regulatory Commission
Washington, D. C. 20555

Dear Mr. Hendrie:

I am writing to ask for your agency's participation in the 1980 Combined Federal Campaign Loaned Executive Program.

Your agency's provision of a Loaned Executive last year helped make the 1979 campaign one of the most successful in the history of the Combined Federal Campaign.

The Loaned Executives support every aspect of campaign planning and operation in each organization of the Federal Government. The program has proven itself to be of great value to Loaned Executives themselves, as well as to the Combined Federal Campaign, since the program's inception five years ago. I believe the Loaned Executive Program is a positive career component in the development of managerial skills. After a week of intensive initial training Loaned Executives begin meeting and working with high-level federal officials in the National Capital Area. The Loaned Executives' prime responsibility and challenge is to get the commitment of these officials to the objectives of the Combined Federal Campaign and then to consult with and motivate campaign leadership toward well planned and executed strategies.

It is my hope that you will assist us again in this program by loaning one of your mid-management staff. The enclosed Loaned Executive Job Description describes the kind of individuals sought.

I am asking you to advise us of the appointment of your Loaned Executive by no later than August 8, 1979. The assignment will begin August 20 and end November 30. As soon as you have made your appointment, please send the person's name, office address, and telephone number to

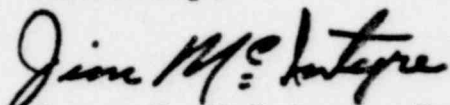
7909250187

1024 137

William A. Schaeffler, Director, Combined Federal Campaign,
95 M Street, S.W., Washington, D. C. 20024, with a copy
directly to me.

Thanks for your help in providing leadership support to the
Combined Federal Campaign this year.

Sincerely,

A handwritten signature in cursive script that reads "Jim McIntyre". The signature is written in dark ink and is positioned above the typed name.

James T. McIntyre, Jr.
Director

Enclosure

Combined Federal Campaign

Loaned Executive Job Description

POOR ORIGINAL

The Loaned Executive Program was authorized in a Presidential memorandum to department and agencies dated March 3, 1971.

A Loaned Executive is a person from mid-management 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. The individual selected should be capable of assuming a high degree of independent responsibility. He or she is the type of person an agency would wish to have as its representative to other government organizations.

The Loaned Executive is loaned by his or her employer to the Combined Federal Campaign for a full time campaign assignment for approximately 15 weeks (mid August - late November). Following an initial intensive period of orientation to the CFC and training in effective campaign techniques, each Loaned Executive is assigned responsibility for campaigns in several agencies. Within these agencies, the Loaned Executive's aim is to achieve whatever changes are necessary to make each agency's campaign more effective. The Loaned Executive's duties include the following:

1. Review and analyze each assigned agency's previous campaigns: determine strengths, weaknesses and areas for potential improvement.
2. Maintain contact with each agency's Vice Chairman and/or Coordinator throughout the campaign.
3. Assist in the establishment of each assigned agency's goal.
4. Participate in keyworker training, employee rallies, group solicitation meetings, etc.
5. Follow through with all assigned agencies to completion of their campaigns.
6. Submit evaluations of the following aspects of the overall campaign:
 - a. Loaned Executive orientation and training
 - b. The role of the Loaned Executive
 - c. The overall CFC campaign plan
 - d. Performance and support of the CFC staff

All Loaned Executives will receive continuing on-the-job training and supervision from the CFC professional staff. Out of pocket transportation and other approved expenses incurred by Loaned Executives are normally covered by the Loaned Executives' employers. The CFC can assist in covering expenses in special situations.

The performance of all Loaned Executives will be assessed by the Combined Federal Campaign staff leadership and reports of each Loaned Executive's experience will be shared with his or her agency.