



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

OFFICE OF THE DIRECTOR

OCT 4 1993

Ms. Carol Rasco
Assistant to the President
for Domestic Policy
The White House
Washington, DC 20500

OCT 4 REC'D

Dear Ms. Rasco:

Carol,

The Office of Personnel Management will sponsor its second orientation for new members of the Senior Executive Service on October 19-20, 1993. This orientation, for both career and non-career executives, is very important to the Clinton administration as a means to accomplish the President's mandate.

The orientation sessions include briefings on the Senior Executive Service, relationships between career and political employees, ethics, the new Hatch Act, working with Congress, reinventing Government, dealing with the media, OMB and the budget process, how Cabinet agencies deal with the White House, and President Clinton's Domestic and Foreign Policy Agenda.

As part of the program, I wish to invite you to brief the participants on Domestic Policy Initiatives at 2:15 p.m., on Wednesday, October 20, 1993, in Room 450 of the Old Executive Office Building. Your remarks should be about 20-25 minutes and may be followed by questions from the floor. Emily Sheketoff, at 202/606-1000, will coordinate with your staff.

Sincerely,

Jim

James B. King
Director

Exclusively made up of:

*St. Exec. Svc.
Career + Political Appointees
(100 each)*

If you could - ... you were so good last time