

THE WHITE HOUSE
WASHINGTON
April 25, 1961

Dear Mr. Cohen:

On April 13, 1961, by executive order, I established the Administrative Conference of the United States to study the administrative procedures of the various departments and agencies of the Federal Government and to develop recommendations for their improvement. As is indicated in my message of that date to the Congress concerning the activities of Federal regulatory agencies, the responsibilities entrusted to the departments and agencies today permeate virtually every sphere of economic activity in the United States. The capacity of the departments and agencies to meet these responsibilities and the efficiency with which they dispatch their business have become of tremendous significance to the direction and pace of the Nation's economic development.

Pursuant to the executive order an eleven-member Council will determine the composition of the Conference, develop proposals for its operation, and provide leadership in the conduct of its business.

The purpose of this letter is to invite you to participate in this most worthwhile and necessary activity as a member of the Council and of the Administrative Conference.

I am confident that through the operations of the Conference much can be accomplished toward improvements in administrative procedures, and a sound basis can be established for continuing attention to the common problems of Federal departments and agencies so as to enable them to fulfill more effectively their roles of promoting and protecting the national interest.

Sincerely yours,

John Kennedy

Mr. Manuel F. Cohen
Director
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