



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000



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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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SERVICE
CHIEF, NATIONAL GUARD BUREAU
ASSISTANT COMMANDANT FOR CIVIL RIGHTS,
UNITED STATES COAST GUARD

SUBJECT: 35th Annual National Training Program (NTP) of Federally Employed
Women (FEW)

Federally Employed Women will host its 35th Annual National Training Program "Sounds of Success" in Nashville, Tennessee, July 19-23, 2004. The Department of Defense will conduct a DoD training forum in conjunction with the conference. FEW will host the military training forum and awards banquet as part of this year's conference activities. Detailed information about registration and the conference schedule are available at www.few.org.

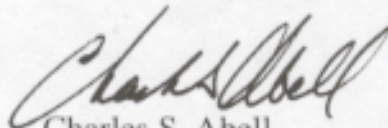
FEW's mission is to identify and remove barriers to the full employment of women in the federal government. Its objectives are to enhance opportunities for career advancement of women; establish and maintain, with federal agencies, working relationships that advocate the fair application of EEO and personnel laws, policies, procedures, and practices; improve the quality of life for women by influencing



congressional and administration actions; and work continually to achieve a unified and diverse membership that values and capitalizes on similarities and differences at all levels of the organization.

Department of Defense military and civilian personnel involved in policies and programs affecting the recruitment, employment, and retention of women may participate in the training program. Supervisors may allow DoD personnel involved in policies and programs affecting the employment and advancement of minorities and women to also take advantage of this opportunity. Examples of persons in these categories include civilian personnel and equal opportunity specialists, managers, and directors, as well as individuals in supervisory and managerial positions who may not have programmatic responsibility, but might benefit from participating in this career development opportunity.

Ms. Charmane Collins, Office of the Deputy Under Secretary of Defense for Equal Opportunity, is the DoD point of contact for this conference. She may be reached by telephone at (703) 695-0105 or by electronic mail at Charmane.Collins@osd.mil.



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Principal Deputy