



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
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PERSONNEL AND  
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, FORCE TRANSFORMATION  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DEFENSE FIELD ACTIVITIES  
CHIEF, NATIONAL GUARD BUREAU  
ASSISTANT COMMANDANT FOR CIVIL RIGHTS, UNITED STATES COAST GUARD

SUBJECT: The 34th Annual National Training Program (NTP) of Federally Employed Women (FEW)

Federally Employed Women will host its 34th Annual Training Program, July 7-11, in Chicago, Illinois. The theme for this year's training conference is "Building Tomorrow's Leaders Today." The NTP workshops are being modeled around the Office of Personnel Management's (OPM) Leadership Competencies and will provide useful information in developing employee training and individual performance plan goals. You may obtain detailed information regarding registration and the conference schedule at [www.few.org/](http://www.few.org/).

Department of Defense (DoD) military and civilian personnel involved in policies and programs affecting recruitment, employment and retention of women may participate. Supervisors may allow DoD personnel involved in policies and programs affecting the employment and advancement of minorities and women to take advantage of this training program. Examples of persons in these categories include military and civilian personnel, equal opportunity advisors, equal employment opportunity specialists and managers, personnel officials, and individuals in supervisory and managerial positions. Although selection of attendees is left to the discretion of the components, please consider requests from DoD personnel who may not have programmatic responsibility but who might benefit from participating in career development and training opportunities.

Ms. Seema E. Salter, Federal Women's Program Manager, is my program manager coordinating DoD conference activities. She may be reached by telephone at (703)695-2431 or by email at [seema.salter@osd.mil](mailto:seema.salter@osd.mil). Each component should contact Ms. Salter to identify their designated point of contact to serve the DoD Planning Committee to ensure successful coordination, planning and execution of all DoD activities during the national conference.

Charles S. Abell  
Principal Deputy