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Livingston L. Biddle Jr.

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NATIONAL
ENDOWMENT
FOR
THE ARTS

WASHINGTON
D.C. 20506



A Federal agency advised by the
National Council on the Arts

July 10, 1978

JUL 12 1978

Honorable Claiborne Pell
United States Senate
Washington, D.C. 20510

Dear Senator Pell:

Thank you for your letter of June 21, 1978, on behalf of Mrs. Susan Heinz, who is interested in employment possibilities with the National Endowment for the Arts.

Mrs. Heinz's arts background is certainly extensive and varied, and seems quite appropriate to the work of the Endowment. I have, therefore, referred her resume and your letter of support to Mrs. Carole McNamee, the Endowment's Professional Staff Recruiter. Although there is, as you know, only a slight chance that new positions will be filled before the beginning of the new Fiscal Year in October, Mrs. McNamee will, I am sure, contact Mrs. Heinz if a position should become available after that time which is commensurate with her background and interests. She will also contact Mrs. Heinz regarding establishing Civil Service eligibility. As you are aware, virtually all positions at the Endowment are filled through the Civil Service Commission. When there are openings, the Personnel Office works closely with my associates to draw the most qualified individuals from those on the Civil Service Register. If Mrs. Heinz has any questions, or should need further information, I hope she will feel free to contact Mrs. McNamee directly. She will be pleased to be of assistance.

The quality and commitment of the staff at the Endowment has been a critical element in the success we have enjoyed. We are fortunate to have individuals of Mrs. Heinz's wide experience interested in joining us. Thank you for bringing her name to my attention, and, as always, for your continuing interest in the Endowment.

Sincerely,

Livingston L. Biddle, Jr.
Chairman