
DAVID E. WOODBURY

June 22, 1989

Mr. Stephan M. Minikes, Esq.
Reid & Priest
1111 19th Street, N.W.
Washington, D.C. 20036

Dear Steve:

Just a note to thank you for your time yesterday. Although the locale and circumstances have changed, for a few minutes it almost seemed as though we could have been back in the Pentagon, discussing one of those potentially suspect things we aides had a propensity to get into. It really was great seeing you.

During my drive back to Norfolk last evening, I had a few hours of "quiet time" just to review my objectives and try to reconcile them with the proposal you discussed. Serving as your "point man" to coordinate the law firm's move from 19th Street would probably be fun -- similar, I suppose, to the preamble associated with commissioning a new ship. That's a plus. On the downside, however, as you highlighted, it's only a part time job and, on July 1, 1990, it ends. While from an entrepreneurial perspective the effort might lead to contacts and potentially lucrative follow on work in some area, given my current financial circumstances, I'm simply not in a position to strike out into some business venture of my own right now. It's probably my New England conservatism showing.....

With two sons still in college (one periodically "threatening" to be a veterinarian), I need to sustain a reliable and reasonably predictable income for the foreseeable future. Your offer, therefore, although genuinely appreciated, is one I do not feel I can accept. As a friend, I would love to be in a position to say "yes" because I am confident I could take care of the planning and execution for you without any great involvement by you or your partners. As a husband and father, however, I need to keep pushing for as responsible and challenging a full time position as my qualifications will support. I owe both myself and my family that -- I just hope it doesn't end with me selling pencils on 14th Street!

Again, thank you for thinking of me. I really appreciated the opportunity to see you again after so many years. I have not forgotten the dinner invitation and will call when I can work something out. Last night, however, when I returned to the office, there were three surprise taskings from various "Bosses" at least two of which put me on the road and speaking in the next several weeks. I think the Navy intends to work me right up to my final day!

Martha joins me in sending you our very best wishes.

Sincerely,



DAVID E. WOODBURY

June 22, 1989

Mr. John Franklin, Jr.
Managing Director
Russell Reynolds Associates, Inc.
1850 K Street, N.W.
Washington, D.C. 20006

Dear Mr. Franklin:

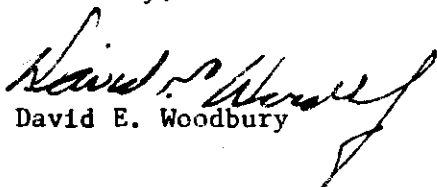
I am currently in the process of transitioning from a successful career in the United States Navy where, for the majority of my professional life, I have progressed through positions of increasing challenge and responsibility, including four sea commands. I have held similarly responsible assignments within the Navy Department in Washington, D.C., including nearly twelve years in personnel management, financial management, research and development, and long range planning.

Central to my success to date has been the ability to lead and manage people of various backgrounds, age groups, and ethnic origins in the accomplishment of both complex and diverse objectives. Whether directing a multi-national working group, as its chairman, in developing mutual defense requirements for the 1990's and beyond; serving as a principal author in the creation of a career planning guide for junior officers; or developing the concept and long range plan for the fleet introduction of a major new weapon system, my commitment to professional excellence has been tested and proven across an unusually broad continuum of tasks. I believe I can bring the same level of competence and professional commitment to any job within the private sector.

I seek the opportunity to apply what I believe are both transferable and marketable skills in management and leadership in as challenging a position as my experience and qualifications may permit. My dilemma is, I do not know what in the private sector "needs doing" for which my qualifications are appropriate. Nevertheless, I am confident I can successfully compete in any environment where the measure of success rests on results achieved.

Thank you for your consideration of my enclosed resume. I would be most pleased to talk to you further concerning possible employment opportunities among client corporations you represent and to provide you with personal references on request.

Sincerely,


David E. Woodbury

DAVID E. WOODBURY

June 22, 1989

Mr. Ronald H. Walker
Korn/Ferry International
1825 K Street, N.W.
Washington, D.C. 20006

Dear Mr. Walker:

I am currently in the process of transitioning from a successful career in the United States Navy where, for the majority of my professional life, I have progressed through positions of increasing challenge and responsibility, including four sea commands. I have held similarly responsible assignments within the Navy Department in Washington, D.C., including nearly twelve years in personnel management, financial management, research and development, and long range planning.

Central to my success to date has been the ability to lead and manage people of various backgrounds, age groups, and ethnic origins in the accomplishment of both complex and diverse objectives. Whether directing a multi-national working group, as its chairman, in developing mutual defense requirements for the 1990's and beyond; serving as a principal author in the creation of a career planning guide for junior officers; or developing the concept and long range plan for the fleet introduction of a major new weapon system, my commitment to professional excellence has been tested and proven across an unusually broad continuum of tasks. I believe I can bring that same level of competence and professional commitment to any challenging job within the private sector.

I seek the opportunity to apply what I believe are both transferable and marketable skills in management and leadership in as challenging a position as my experience and qualifications may permit. My dilemma is I do not know what in the private sector "needs doing" for which my qualifications are appropriate. Nevertheless, I am confident I can successfully compete in any environment where the measure of success rests on results achieved.

Thank you for your consideration of my enclosed resume. I would be most pleased to talk to you further concerning possible employment opportunities and to provide you with personal references on request.

Sincerely,


David E. Woodbury

DAVID E. WOODBURY

JUN 30 1989

June 23, 1989

Admiral E. R. Zumwalt, Jr., USN (Ret.)
1500 Wilson Boulevard
Arlington, Virginia 22209

Dear "Boss":

It was great hearing your voice last Wednesday. I had just walked into Steve Minikes' office when your call came through. At least we've established that lawyers have a sense of humor. By the way, I don't have a clue where you spent the night or, for that matter, where you found the quarter to call Steve. I recall one time in Texas when you had to conn an elderly construction worker to get you home.....

Steve's secretary had called me earlier this week with an invitation to visit with him to discuss a potential job opportunity which, as you might guess, I jumped at. It turned out, at least from my perspective, to be a bit disappointing. As you may know, Steve and two of his partners have been tasked with coordinating their law firm's move from 19th Street and to have it completed by July 1, 1990. None of them legitimately have the time to devote to such a collateral duty and thus, an invitation to me to take it on as a part time endeavor during the next year. The pluses are it would allow Martha and me to move back into our Springfield home and, it would be fun to do. The minuses, however, are that it's only part time work and it ends nine months after I officially retire. The minuses outweigh the pluses. With two sons still in college, I really need to find something with more long term stability and financial security. I owe that to my family.

I have enclosed a copy of a letter I sent Steve yesterday which basically says, "thanks but no thanks...." It's frustrating because I really appreciate his interest and effort. In other areas, as I may have mentioned in an earlier letter, I've been doing research on "head hunters" and decided to float a few resumes their way. The worse they can say is "no". I have enclosed copies of the two I have mailed so far. Both Korn/Ferry International and Russell Reynolds Associates, Inc. are reported to be within the top ten executive recruiting firms in the U.S. and, both have offices in Washington which would be easier for me to get to should an interview invitation be offered. Should either ask for personal references, may I still use your name?

I'm holding up well but grateful the squadron keeps me busy. And, I'm improving my typing skills (I think) with all these letters. Hope all continues to go well for you. As always, Martha joins me in sending our best wishes to you and the family.

Very respectfully,

David E. Woodbury



E. R. ZUMWALT, JR.
ADMIRAL, U. S. NAVY (RET.)

3 July 1989

Captain David E. Woodbury, USN

Dear Dave:

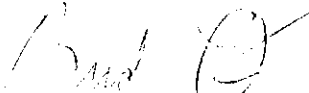
I have to agree you made the right decision with regard to Steve Minikes' offer.

I've just noticed that I had never contacted Bill Norman or Charlie DiBona about you. I attach letters I have done to them.

I am delighted to be a personal reference in connection with Executive Search firms.

If you can think of anything else I can do, please do not hesitate to call me.

Sincerely,



E. R. Zumwalt, Jr.

1500 Wilson Boulevard
Arlington, Virginia 22209
703/841-8960

Attachments

P.S. Mouza joins me in sending all best wishes to you and Martha.



E. R. ZUMWALT, JR.
ADMIRAL, U. S. NAVY (RET.)

3 July 1989

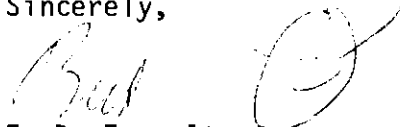
Mr. Charles J. DiBona
President
American Petroleum Institute
1220 L Street, N.W.
Washington, D.C. 20005

Dear Charlie:

I know you remember my Executive Assistant, Dave Woodbury. I attach his resume with the hope that you will have in your system or knowledge of a managerial position for this superbly qualified and competent administrator.

All best wishes.

Sincerely,


E. R. Zumwalt, Jr.

1500 Wilson Boulevard
Arlington, Virginia 22209
703/841-8960

Attachment

bc. Captain David Woodbury, USN



E. R. ZUMWALT, JR.
ADMIRAL, U. S. NAVY (RET.)

3 July 1989

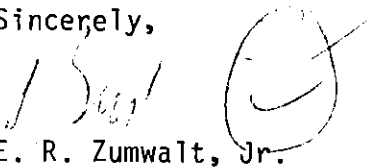
Mr. William Norman
AMTRAK
60 Massachusetts Avenue, N.E.
Washington, D.C. 20002

Dear Bill:

I know you remember my Executive Assistant, Dave Woodbury. I attach his resume with the hope that you will have in your system or knowledge of a managerial position for this superbly qualified and competent administrator.

All best wishes.

Sincerely,



E. R. Zumwalt, Jr.

1500 Wilson Boulevard
Arlington, Virginia 22209
703/841-8960

Attachment

bc.Captain David Woodbury, USN



E. R. ZUMWALT, JR.

ADMIRAL, U. S. NAVY (RET.)

24 July 1989

Dr. Donna E. Shalala
Office of the Chancellor
University of Wisconsin - Madison
Bascom Hall
500 Lincoln Drive
Madison, WI 53706

Dear Donna:

I attach the resume of a superbly qualified manager/administrator, Captain David Woodbury, USN, who is, in October, ending a distinguished Naval career.

His brother-in-law, Dr. George Sledge is, I understand, in your system. Captain Woodbury's wife has connections in your area.

Most importantly, I have known and worked closely with Dave Woodbury for 19 years and feel he would be a great asset.

All best wishes for continuing success.

Sincerely,

E. R. Zumwalt, Jr.

1500 Wilson Boulevard
Arlington, Virginia 22209
703/841-8960

Attachment

bc. Captain David Woodbury, USN

UNIVERSITY OF WISCONSIN-MADISON



CHANCELLOR
Bascom Hall • 500 Lincoln Drive
Madison, Wisconsin 53706
608-262-9946

JUL 31 1989

July 27, 1989

E. R. Zumwalt, Jr.
Admiral, U. S. Navy (Ret.)
1500 Wilson Boulevard
Arlington, VA 22209

Dear Bud:

Thanks for Captain Woodbury's resume. We don't have anything right for him now. However, I will ask our personnel people to keep his resume on file.

Sincerely,

A handwritten signature in dark ink, appearing to be "Donna E. Shalala", written over a large, stylized letter "D".

Donna E. Shalala

ddl

cc: Carla Raatz, Academic Personnel

cc
Dm
8-2-89

AUG 11 1989

DAVID E. WOODBURY

August 8, 1989

Admiral E. R. Zumwalt, Jr., USN (Ret.)
1500 Wilson Boulevard
Arlington, Virginia 22209

Dear "Boss":

I have not been "idle in Norfolk" since we last talked. I may have mentioned during our telephone conversation that Martha and I were moving back into our Springfield home. Frankly, it occurred a bit earlier than we had planned as a result of our tenant getting "nervous" and committing to another rental in our neighborhood before we gave them notice. In strategic jargon, we were pre-empted! In any event, the movers delivered our goods a week ago last Monday and, although we're still up to our ears in boxes, it is nice to be back in our own home, even if it turns out to be an abbreviated period. I'll commute from Norfolk to Washington on the weekends for the remainder of August. As you may recall, I will be relieved on September 1st and use that period until I actually retire on October 1st to continue the job hunt in earnest.

In this regard, I have enclosed a few copies of a functional resume I just completed with the advice and assistance of The Retired Officers Association (TROA). They recommend this format over the chronological resume I was using. Their guidance is to quantify as much as possible - percentages, dollars, etc. It's kept me busy for a few nights! I'm registered with their placement service as well. This sustains what I call "the passive approach". I continue an "active campaign" as well.

Had an interview with a company called Bernard Haldane Associates several weeks ago. For \$5,000.00 up front, they would be pleased to counsel and market me. I think I've been in the wrong business! Even if I had a "spare" \$5K, I don't think I'd give it to them. But I don't so the topic is somewhat philosophic.

Thank you for the plug at the University of Wisconsin. Yale University is still considering me for the Director of Human Resources, School of Medicine and I responded to an ad for a Human Resources Manager at Lawrence Livermore National Laboratory in California which is still pending. There are others. Still, given a free choice in the matter, Martha's and my preference is to settle right where we are. I'm continuing to persevere - as you observed, it only takes one.

Just thought you should have my local address and telephone number. Hope all goes well for you. Martha joins me in sending our best wishes to you, Mouza and the family.

Very respectfully,



David E. Woodbury



E. R. ZUMWALT, JR.
ADMIRAL, U. S. NAVY (RET.)

MEMORANDUM

TO: Jack Fagan
FROM: Bud Zumwalt
DATE: 15 August 1989

I would appreciate it if you could take a look at the attached resume of Captain Dave Woodbury who is just now retiring. I can recommend him most highly.

Attachment

A MEMBER OF THE SPC GROUP
SYSTEM PLANNING CORPORATION

1500 Wilson Boulevard • Arlington, Virginia 22209-2454

JACK FAGAN

MEMORANDUM

TO: Admiral Zumwalt
FROM: Jack Fagan
REF: Your memorandum of 15 August 1989

I interviewed Captain David Woodbury on 24 August and talked with him again via telephone on 25 September. While I was very impressed with him, I could find no match between his talents and SPC's needs at this time.

Please continue to send me resumes of people you recommend highly; perhaps next time there will be a better match with my personnel requirements.

Very respectfully,

Jack Fagan

cc
Lam
10-5-89

DAVID E. WOODBURY

August 16, 1989

Dr. E. Dean Gage
Executive Assistant to the President
Office of the President
Texas A&M University
College Station, Texas 77843-1246

Dear Dr. Gage:

I read with great interest your advertisement in the August 13th edition of National Business Employment Weekly calling for an Executive Director of Strategic Planning at Texas A&M University. I would like to be considered for this position and believe I have sufficient qualifications to warrant your further interest.

I believe my twenty years of executive level management and leadership experience in the military service offers the diversified yet balanced perspective in administration, interpersonal skills, and organizational ability to effectively accomplish your strategic planning goals and objectives. Throughout my professional life, I have been involved as a principal participant in the development, integration and implementation of comprehensive initiatives supporting improved organizational efficiency and productivity. My ability as a strategic planner, to unify and coordinate diverse interests into a coherent plan which is responsive to the organization's long term objectives, has been successfully demonstrated both in international as well as Navy forums. I am confident in my ability to fully satisfy the requirements you have cited for the position of Executive Director of Strategic Planning.

My personal references include:

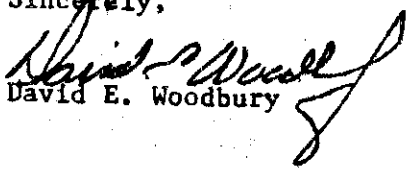
Admiral E. R. Zumwalt, Jr., USN (Ret.)
1500 Wilson Boulevard
Arlington, Virginia 22209
(703) 841-8960

Dr. George W. Sledge

Mr. Donald Pringle

Thank you for your consideration of my qualifications. I would be most pleased to discuss this matter with you further. I am very confident that my leadership and management ability would be an asset to Texas A&M University and would welcome the opportunity to demonstrate that I have the competence, professional commitment, and personal chemistry to fit the position.

Sincerely,


David E. Woodbury

8/13 N/B/E/W

NATIONAL BUSINESS EMPLOYMENT WEEKLY

**EXECUTIVE DIRECTOR
OF STRATEGIC PLANNING
TEXAS A&M UNIVERSITY**

Texas A&M University invites applications and nominations for the new position of Executive Director of Strategic Planning. The position reports to the President, is a member of the President's Executive Committee and is responsible for developing and implementing an integrated strategic planning process within Texas A&M University. The Executive Director will work with the faculty and administration throughout the University to integrate the academic, research, service, computing and information, facilities, financial, personnel and resources development components into the strategic planning process.

The University is seeking an innovative person with excellent interpersonal, communication and organizational skills and demonstrated leadership in strategic planning. Individuals with academic or corporate strategic planning and executive-level experience are encouraged to apply. A minimum of a Bachelor's degree is required, and an advanced degree is preferred.

Texas A&M University is the oldest public institution of higher education in Texas and has rapidly become one of the nation's largest and most dynamic comprehensive universities. Approximately 40,000 students are enrolled in the University's ten academic colleges with approximately 7,500 pursuing graduate or professional degrees. More than 140 fields of study are available. Texas A&M is a major research university with annual research expenditures of more than \$240 million, has a growing international focus, and enjoys outstanding public and private support.

Texas A&M is located in College Station in the east-central part of Texas, approximately 90 miles northwest of Houston. The twin cities of Bryan and College Station have a combined population of about 120,000, with excellent schools, parks, cultural and recreational facilities.

The position is available September 1, 1989. Applications and nominations will be accepted until the position is filled. Letters of application, resume and the names of three references should be sent to:

Dr. E. Dean Gage
Executive Assistant to the President
Office of the President
Texas A&M University
College Station, Texas 77843-1246

*Texas A&M University is an Equal Opportunity,
Affirmative Action Employer.*

DAVID E. WOODBURY

AUG 21 1989

August 17, 1989

Admiral E. R. Zumwalt, Jr., USN (Ret.)
1500 Wilson Boulevard
Arlington, Virginia 22209

Dear "Boss":

I responded to an advertisement in the National Business Employment Weekly tonight from Texas A&M University and have enclosed a copy of the ad as background. The job looked both interesting and challenging. In addition to the normal resume, however, they asked for three personal references and accordingly, I used your name as one.

The worst anyone can say is "no" but in this case, I believe I can do the Executive Director's job the way they want it done. Just wanted you to have some background on the chance someone calls.

As always, I truly appreciate your support.

Very respectfully,

David E. Woodbury



AUG 22 1989

August 18, 1989

Admiral E. R. Zumwalt, Jr.
1500 Wilson Boulevard
Arlington, VA 22209

Dear Admiral Zumwalt:

I have reviewed the job positions for Colonel Mike Spiro and Mr. Dave Woodbury with the senior management levels of Amtrak. In addition, I circulated their resumes to our key department heads to determine if there was a match between their skills and interests and Amtrak needs.

Unfortunately, in both cases we have not found openings that match their qualifications. I have, however, asked our Personnel Department to keep their resumes on file in the event our conditions or needs change.

It is always good to hear from you and I look forward to getting together soon.

Sincerely,

A handwritten signature in black ink that reads "Bill Norman". The signature is written in a cursive, slightly slanted style.

William S. Norman
Executive Vice President

REID & PRIEST

1111 19TH STREET, N. W.
WASHINGTON, D. C. 20036
202 828-0100

AUG 25 1989

NEW YORK OFFICE
40 WEST 57TH STREET
NEW YORK, N.Y. 10019-4097
212 603-2000
CABLE ADDRESS: "REIDAPT"
TELEX: 7105816721 RDPT NYK
220534 RDPT UR
FACSIMILE: 212 603-2298

WASHINGTON OFFICE
TELEX: 440630 RP WASH
FACSIMILE: 202 466-9327
202 659-1611
DIRECT DIAL NUMBER

August 21, 1989

Mr. David E. Woodbury

Dear Dave:

With apologies for the delay in responding, many thanks for your wonderful letter. It spoke from the heart and I completely understand how you feel and why you concluded as you did. I, too, would have loved working with you but, while it may have been right for us, it probably wasn't right for you in the light of your explanation of your needs and objectives.

As for other potential employment situations, I would enjoy helping you because everything good that has ever happened to me in my life has only been because others have helped me. To do so effectively, however, would require that I learn more about your abilities, strengths, likes and dislikes, desired location, etc. We can cover that by phone if necessary, but a better way might be if we have lunch or dinner here in Washington. Why don't you let me know which would be better and how we might arrange either.

Warmest regards to Martha and you.

Sincerely,



Stephan M. Minikes

SMM/emd

cc: Admiral E. R. Zumwalt, Jr.

SEP 15 1989

*L
Lund in MN*

September 14, 1989

Admiral E. R. Zumwalt, Jr., USN (Ret.)
1500 Wilson Boulevard
Arlington, Virginia 22209

Dear "Boss":

I have been a man of relative leisure now for nearly two weeks and thought the time about right to SITREP things for you. I was relieved as COMDESRON 2 on September 1st in a formal yet low key ceremony on board one of my ships. I sent out no invitations, perfering simply to gather my staff, CO's, XO's and Command Master Chiefs, but a few additional folks came anyway - VADM Joe Donnell, RADM Fred Lewis (an aviator no less) and RADM Nick Gee along with a dozen or so others who either had worked for me or I had helped over the years. It forced me out of my plan to make a few extemporaneous remarks and into a formal speech but that turned out fine. The "hard part" was relinquishing command. Retirement on October 1st will be "easy" - it's just another projected rotation date.

I have not been idle during the past several weeks and, having the time to research companies and facts has been helpful. That's the part I really didn't have sufficient time for in Norfolk. And, as you might guess, when I weary of the library or working at my word processor, Martha has a hundred "honey do's" to keep me occupied.

And, while it is fair to say potential employers are not beating my door down for interviews, it isn't all doom and gloom either. As you may know, Jack Fagan called last month based on your referral and we met in late August for a "get acquainted" session. I think Jack has been on vacation in the intervening period but I think the session went well. We couldn't discuss things SPC is involved with for security reasons but I'm familiar with at least some of their work from my days in OPNAV working TOMAHAWK. Jack promised either he or one of his principals would get back to me this month but technically, he may be unable to until after October 1st, when I'm officially retired.

I have also been contacted by Sandy Sanderson, a retired Flag, who works for a small company called Eastern Computers, Inc. (ECI) based in Norfolk but with offices in Crystal City and Lorton. ECI is bidding on a data base management proposal and needs a "credible surface warfare officer" known to COMNAVSURFLANT to head it. There may be a way I can work out of their Lorton office, still work the Norfolk contracts and work my old stomping ground as well. I told you that was the type thing I really didn't prefer to do but

if it exposes me to the private sector, I can continue the learning process.

In other areas, I have a resumé with VISA, U.S.A. who is looking for an Account Executive to manage implementation, training and servicing of a new federal government credit card contract. They were looking for someone who knew his/her way around the bureaucracy and could lead and manage. I also wrote the VP for Human Resources at American International Group (Axel Freudmann) again just on the chance something may develop. And, as you might guess I have resumé's scattered among Headhunters and others.

I received a most thoughtful note from Steve Minikes two weeks ago offering further assistance. We're supposed to have lunch within the next week or so. Boss, hope all goes well with you and the family. Perhaps we can get together for lunch when you are in town. I'll get with your secretary in the near future. As always, thanks for your support. It means a great deal.

Very respectfully,

A handwritten signature in cursive script, appearing to read "Steve".

07
R

SEP 27 1989

CHIEF EXECUTIVE WORLD USO

The Interface Group, Ltd. has recently been retained to recruit a President and Chief Executive Officer for the World USO, headquartered in Washington, D.C. The USO is a non-profit charitable organization working to enhance the quality of life for military personnel and their families. A congressionally chartered agency operating in over 160 locations worldwide and offering a wide variety of services, the organization has a paid staff of 750, 20,000 volunteers, and total operating revenues of \$21.2 million.

The exceptional individual we are seeking must be an effective, charismatic spokesperson able to deal effectively with senior-level officials of governments, the armed services, major corporations, foundations, the entertainment industry, and the Board of Governors of World USO. Additionally, the ideal candidate should have a thorough understanding and knowledge of fundraising and marketing concepts and practices; strong organizational, management and leadership skills; exceptional interpersonal skills; and the ability to manage an extensive travel schedule.

The ideal candidate should also have a demonstrated record of accomplishment in business and public service. This particular individual should be a global visionary with the intense energy necessary to lead a highly visible international organization and to continue building on World USO's past achievements. Exemplary candidates should possess a distinct awareness of and sensitivity to the role of the President, viewing it as a unique opportunity with high visibility, exposure and prestige in service to a highly patriotic and community service-oriented institution.

With regard to any specific challenges for World USO in the next three to five years, the ideal individual must have a strong sense of the world and its changes. In particular, the new President should be attuned to changes within the military and display sufficient flexibility to deal with new developments. With expected troop reduction and military budget cuts, especially in Morale, Welfare and Recreation (MWR) areas, the new President must be a forward-thinking individual able to make decisions with regard to the role of World USO and the need for its services.

1/L

11/13/89

- 2 -

In addition, the ideal candidate should have a broad knowledge of social, economic and political ideas and trends coupled with a familiarity with the Executive and Legislative Branches of the federal government.

The ideal candidate should have a Bachelor's degree. An advanced degree is desirable, but not required. A minimum of twenty years in corporate, business, and/or public service with progressively responsible management duties would be highly desirable. Some military background is desirable, but not required. This position offers a highly competitive compensation package and fringe benefits plan.

The Interface Group, Ltd., founded in 1973, is a retainer-based national executive search firm headquartered in Washington, D.C. In 1988, our industry newsletter, Executive Recruiter News, named us for the third consecutive time as one of the top fifty search firms in the nation, placing us in the top two percent of some 2,500 search firms in the country. We are also members of the Association of Executive Search Consultants.

Nominations can be sent in strictest confidence to:

Ms. Vickie J. Moore
The Interface Group, Ltd.
1230 31st Stret, N.W.
Washington, D.C. 20007
(202) 342-7200

00458

890927/2

110

DAVID E. WOODBURY

October 2, 1989

Mr. Neil Doherty
Management Services Department
NRECA
1800 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Dear Mr. Doherty:

I read with interest your recent advertisement in The Washington Post calling for an Administrator with the National Rural Electric Cooperative Association. I would like to be considered for this position and believe my twenty years executive management experience while serving in prominent leadership positions within the United States Navy will offer the balanced leadership and managerial skills you seek.

As my enclosed resume outlines, I am accustomed to a dynamic, goal oriented work environment where the ability to develop, organize and direct complex programs through to complete and logical ends is requisite. My qualifications include strong, confident interpersonal skills, the ability to deal effectively with senior executive decision makers, and the professional competence to successfully negotiate complex issues within an international forum. My professional achievements include the demonstrated ability to develop and manage programs from concept to successful implementation. And, although I have not lived overseas, I am a seasoned international traveler - Europe, Middle East, Far East - to the extent the learning curve in this area should be of no long range consequence. I am a team player, not bothered by a heavy work load - 12 to 16 hour working days have been routine events throughout my professional life.

Thank you for your consideration of my qualifications. I would very much like to meet with you to discuss this matter further. I am confident that my management experience will be an asset to you and would welcome the opportunity to demonstrate I have the personal chemistry to fit the position.

Sincerely,

David E. Woodbury

Enclosures

ADMINISTRATOR



International Programs Division National Rural Electric Cooperative Association Washington, D.C.

Resumes being accepted to fill position being vacated by retirement in early 1990. Desire candidates with extensive executive-level and program management experience in international-related service organizations. Prior overseas residence service with such organizations highly desirable.

Incumbent should be able to effectively interface with senior officials of private, multi-national and U.S. government organizations (e.g. World Bank, USAID, etc.); be an effective contract negotiator in a highly competitive environment; and be an advocate on behalf of rural electric development programs, principally in developing countries. Demonstrated leadership and management skills essential to develop, direct and oversee multiple concurrent projects and services in several countries.

Administrator is responsible for selecting, training, developing and appraising a staff of professionals in the U.S. and overseas in several disciplines (e.g. economics, engineering, management, training, etc.) Strong oral and written communication skills required.

Must have high level of energy for heavy workload and extensive overseas travel, most frequently of two and three weeks' duration. Travel requirement is about 35 percent of calendar year. NRECA has competitive salaries, good benefits and a relocation assistance policy.

Please send resume with recent salary history and three professional references by Oct. 20 to:

Neil Doherty
Management Services Dept.
NRECA
1800 Massachusetts Ave., N.W.
Washington, D.C. 20036

DAVID E. WOODBURY

OCT 4 1989

October 2, 1989

Admiral E. R. Zumwalt, Jr., USN, (Ret.)
1500 Wilson Boulevard
Arlington, Virginia 22209

Dear "Boss"

I'm still on the offensive concerning this job hunting adventure and wanted you to know I have again used your name in responding to an advertisement placed by the National Rural Electric Cooperative Association for an Administrator. I have enclosed a copy of the ad and the cover letter that accompanied my résumé just on the chance someone contacts you.

In other areas, I received a call from Jack Fagan last week just to advise he had no openings for another "manager". On the plus side, I was interviewed by RADM Gary Wheatley, USN (Ret.) on the basis of a TROA referral last Thursday. Wheatley is employed by Burdeshaw Associates. They are looking for someone to be "Director Navy Programs" under Wheatley. I'm qualified but only one of several being interviewed. Should know something pro or con within a week. Apparently General Burdeshaw makes all the hiring decisions. And tomorrow, I'm being interviewed, again on a TROA referral, for a VP job at Information Systems & Networks Corp. Never heard of them before and can't find out much from the library. We will see what develops.

And today I received another TROA referral for the "Chief Executive World USO". I am certain they will settle for an individual with more "titles" and "pedigree" than I can claim but I will respond to the ad (copy enclosed) in any event. The USO is a great organization that I would support for "free" once I have steady employment again.....

Martha and I traded our active duty cards for retired ones this afternoon. Not much pomp and circumstance to the process.....just a lot of standing in lines.....

As always, Martha joins me in sending our best wishes to you and the family.

Very respectfully,

David

*David 10-5-89
I just got in from
Hawaii and leave for
Arling 9 Oct - 7 PM -
Please call after that -
+ let's reply*

DAVID E. WOODBURY

NOV 15 1989

November 13, 1989

Dear Lenny:

I have enclosed a few more résumés as you requested and am off tomorrow to Pascagoula, Mississippi for an interview with Litton's Data Systems Division folks.

The Boss offered to sign letters of recommendation from time to time if I felt the need. One of the places I've recently sent my résumé is to the Savannah Georgia Chamber of Commerce who is looking for a Chief Executive. I'm not very good writing stuff about me but if the Admiral is willing to sign up to the enclosed draft, it might help.

You probably don't need any "extra work" from me but then again, perhaps this note catches you bored with nothing to do..... In either event, thanks for your help. I really appreciate it.

Most sincerely,

David

L
OK
2



E. R. ZUMWALT, JR.
ADMIRAL, U. S. NAVY (RET.)

14 November 1989

Mr. Peter Pocklington
Pocklington Financial Corp. Ltd.
2500 Sun Life Place
10123 - 99 Street
Edmonton, Alberta T5J 3H1
CANADA

Dear Peter:

I attach the resume of an extremely able administrator and manager who has just left the Navy and would be a superb candidate for any general or managerial position where lots of balls have to be bounced.

I have taken the liberty of asking Dave Woodbury to give you a call.

Mouza and I had a great visit to seven countries in Asia but came down with Delhi belly in India. We are glad to be home and send our love to you and Eva.

Sincerely,

E. R. Zumwalt, Jr.
1500 Wilson Boulevard
Arlington, Virginia 22209
703/841-8960

Attachment

bc. Captain David Woodbury, USN (Ret.)
Peter Pocklington's phone number is 416/420-6821.



E. R. ZUMWALT, JR.
ADMIRAL, U. S. NAVY (RET.)

14 November 1989

Colonel Michael Spiro
Planned Strategies, Inc.
100 Decker Court, Suite 200
Irving, TX 75062

Dear Mike:

You've got to admit that you have to be truly notorious to make the crosswords!

I've taken the liberty of asking Dave Woodbury, who has just retired and is back in Springfield, to contact you to see if you can advise him on how to successfully break into the financial services business as you have.

Mouza joins me in sending love to you and the children. We hope to see you before too long.

Sincerely,

E. R. Zumwalt, Jr.
1500 Wilson Boulevard
Arlington, Virginia 22209
703/841-8960

cc: Captain David Woodbury, USN (Ret.)



E. R. ZUMWALT, JR.
ADMIRAL, U. S. NAVY (RET.)

22 November 1989

Mr. David A. Young
President
Savannah Area Chamber of
Commerce
222 West Oglethorpe Avenue
Savannah, Georgia 31499

Dear Mr. Young:

I am writing you on behalf of Mr. David E. Woodbury who I understand is being considered by your selection committee for the position as Chief Executive with the Savannah Area Chamber of Commerce. I have known Dave both personally and professionally for over 17 years and can enthusiastically commend him to you as an individual of uncommon ability. His impressive professional achievements cover a broad range of areas--from heading long range international planning groups to organizing and directing complex programs supporting fleet modernization and readiness. An innovator, respected throughout the naval profession, he would serve with distinction as your Chief Executive.

Dave is a natural leader--charismatic in an unassuming way--who achieves impressive results through a visible, involved management style. He nurtures and sustains a spirit of teamwork throughout an organization. He projects competence and confidence in any forum.

He is a people oriented executive, accustomed to a dynamic, highly competitive, results oriented working environment who thrives on personal challenge and responsibility yet projects

a genuinely warm, friendly public demeanor. His exceptional organizational skills have consistently produced efficient and productive bottom line results in virtually every endeavor he has undertaken.

His managerial competence has been consistently demonstrated in some of the toughest, most personally demanding assignments the Naval profession can offer. In addition to four sea commands, he has served as a program manager, coordinating the introduction of a major fleet modernization initiative; as a Deputy Director, responsible for the development, coordination and execution of major programs and budget decisions effecting both the day to day and long range readiness of naval forces; and as a Chief of Staff responsible for planning, coordinating and implementing diverse and complex initiatives involving the employment of naval forces in response to real world contingencies. He is an innovator who achieves outstanding results through people.

He is sensitive to public relations issues having represented the Navy in both local and international forums. His acknowledged competence in this area has resulted in numerous invitations to address both civilian and military audiences which he has executed with flawless precision. And, despite an extraordinarily demanding professional schedule, he has been actively involved within his community at every possible opportunity. Dave is married and enthusiastically supported by a charming and gracious wife who also enjoys being involved in community projects.

I well appreciate the difficult choices which you and the selection committee face as you consider the qualifications of various applicants for the position of Chief Executive. I am confident Dave Woodbury would offer you the leadership and managerial competence you seek. He is one of the most competent men with whom I have ever associated.

Sincerely,



E. R. Zumwalt, Jr.

1500 Wilson Boulevard
Arlington, Virginia 22209
703/841-8960

bc. Captain David Woodbury, USN (Ret.)

DEC 1 1989

DAVID E. WOODBURY

FK

November 30, 1989

Admiral E. R. Zumwalt, Jr., USN, (Ret.)
1500 Wilson Boulevard
Arlington, Virginia 22209

Dear "Boss":

I really appreciated the recent opportunity to talk to you over breakfast. It was great seeing you again. Thank you for taking the time fresh on the heels of your Asian trip. Thanks as well for the plug with Peter Pocklington et al. Since we met, here is how I have followed up.

Peter Pocklington. After researching who he was, decided I would send him a personal letter to introduce myself as additional preamble to a telephone call. Placed the call on the 27th, talked to his Secretary, who promised a return call at the earliest opportunity. If I haven't heard further by next Monday, I'll call again. So far, I've caught him in meetings, etc. Did you know he reportedly took a swing at a newspaper reporter on 3 October concerning a story alleging he defaulted on government loans related to Gainers, Inc.?

BURLINGTON NORTHERN MOTOR CARRIER. Sent Mr. Richard Rogan a personal letter and résumé citing your advice to write him to explore employment opportunities. Letter mailed 20 November - too early yet for any feedback.

GP TAURIO. Sent a similar letter to Mr. Elliott Needleman on the 20th -- again, too early yet for any feedback.

In other areas, I was in Pascagoula, Mississippi to interview with the General Manager of Litton's Data Systems Division. Prospects are promising IF (there's always an if) he can get the position approved by the main office. Should hear back later this week or early next week. Would require a move to Pascagoula but that's alright if the compensation package is reasonable.

I'm scheduled to have lunch with Steve Minikes next week (4 December) and I have an exploratory employment interview with Southland Corporation on the 5th.

Martha and I are driving to Norfolk this afternoon. I promised an officer who once worked for me I would speak at his retirement ceremony which is tomorrow. It will seem strange to be in a Navy ship and at a podium in a business suit rather than a uniform....We will return home Friday afternoon.....unlike the Congress, no honorarium.

Thank you for signing the letter to Mr. Young at the Savannah, Georgia Chamber of Commerce. I'll let you know how events unfold.

In the interim, I'm still busy at the word processor and, we're holding up well. I will follow up with Mr. Pocklington's secretary if nothing further develops between now and next week.

Again, Boss, thanks for all the support and assistance. Hope you and the family had a great Thanksgiving.

Very respectfully,

Wam