



The Greater Kansas City FEDERAL EXECUTIVE BOARD

1500 E. Bannister Road, Ste. 1176, Kansas City, MO 64131-3009

Phone: (816)823-5100 Fax: (816)823-5104

Email: feb.mail@gsa.gov Website: <http://www.kansascity.feb.gov>

FY 2014

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DATE: August 19, 2014
TO: FEB Members, Alternates, & Training Officers
FROM: FEB Education & Training Committee

101ST FEDERAL PRE-RETIREMENT SEMINAR



YOUR ROAD MAP TO THE FINAL CHAPTER OF YOUR FEDERAL SERVICE

The Greater Kansas City Federal Executive Board's Education & Training Subcommittee will sponsor their 101st Pre-Retirement Seminar to be held **Wednesday, October 29, 2014 at the NOAA Training Center, 7220 NW 101st Terrace, Kansas City, MO.** This seminar will be held from 8:00 a.m. to 4:30 p.m. with registration *beginning* at 7:30 a.m.

The agenda includes presentations from experts on Thrift Savings Plan, Social Security, Medicare, Long Term Care, Estate Planning, and of course CSRS & FERS. This seminar covers much more than training offered elsewhere and without the pressure from presenters to purchase their services.

The seminar is designed for federal employees planning for retirement. Pre-registration is required and must be submitted by the registration **deadline of May October 24, 2014.** Spouses of employees are encouraged to attend. Registration and payment for spouse is required. ***Registration may close at any time as attendance is limited to 140 people.*** The fee for the seminar is only **\$40.00 per person and covers the cost of the instructors and training materials.** No lunch will be provided for this event,

The Federal Executive Board accepts Purchase Orders, Training forms (please be sure Order#'s, PO's, etc. are included on forms), checks and money orders. Visa and MasterCard are also accepted.

Please distribute this letter and registration form to all employees.

REGISTRATION FORM

101st Federal Pre-Retirement Seminar

October 29th, 2014 - 8:00 a.m. - 4:30 p.m.

NOAA Training Center, 7220 NW 101st Terrace, Kansas City, MO

THE REGISTRATION FEE OF \$40.00 PER PERSON, INCLUDES FREE PARKING AND TRAINING MATERIALS. Payment is due prior to the conference date. Reservations are accepted only if they contain COMPLETE billing information.

Registration constitutes a final commitment for the conference. There will be no reimbursement of registration fees due to cancellation or no shows. If you are unable to attend, an alternate representative from your agency will be welcome. NO registrations will be accepted by phone. Deadline for registration fees and payment is

COB October 24, 2014. *Registration may close at any time as we limit attendance to 140 people!*

Arrangements for individuals with special needs must be made in writing and sent to the FEB office along with the completed registration form two (2) weeks prior to the function. LUNCH IS ON YOU'RE OWN AND NOT PROVIDED.

Registration can be completed online at KansasCity.FEB.gov or by completing the form below.

Payment Information:

_____ Check/Money order. Make payable to Federal Executive Board.
All returned checks will be subject to a \$30.00 service fee to be paid by money order or cashier check.

_____ Our Purchase Order(s) and/or Training Form(s) are attached. PO or TF Number(s): _____

_____ Charge my Credit Card: Visa MasterCard Need a Receipt: _____

Credit Card Number: _____

Expiration Date: _____

Please Print Clearly - Credit Cards will be processed approximately one week prior to the conference or

Check here if you would like to be charged before the end of the fiscal year.

Signature: _____

Card Holder's Phone Number: _____

Name of Attendees

Please print clearly or type your name as you wish it to appear on Name Tag.
(The FEB will provide an email confirmation to all individuals who provide current email addresses.)

	<u>Name</u>	<u>Agency</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

(Please use a blank piece of paper for additional names.)

SEND CHECK, TRAINING FORM OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO:

FEDERAL EXECUTIVE BOARD
1500 E. Bannister Road, Ste. 1176, Kansas City, MO 64131
Phone: (816) 823-5100 Fax: (816) 823-5104

Email registrations to malisse.ford@gsa.gov

IMPORTANT REMINDERS

- For those paying by purchase order; or training form; complete registration form with P.O. #(s) or 182's; scan and email those to the FEB office at feb.mail@gsa.gov. If paying by personal check complete registration form. make copy of check(s), email both and then *mail all the originals ASAP* to the FEB.
- We suggest you wear layered clothing to ensure comfort since meeting room climates often vary.