

October 13, 2011

Federal Executive Association Members:

The Federal Executive Association (FEA) is pleased to announce the presentation of the Pre-Retirement Seminars for Federal employees who are covered by the **CSRS and FERS systems**, and who are within 3 to 5 years of retirement. The session on **November 10, 2011 is for FERS**, and the session on **November 9, 2011 is for CSRS**.

Spouses/guests of Federal employees are also invited to attend. The seminars will be from 8 a.m. to 3:30 p.m. at the C.A. Vines Arkansas 4H Center, No. 1 Four-H Way, Little Rock, Arkansas. Please go to <http://arkansas4hcenter.org/> for directions. Registration begins at 7:30 a.m. on both dates. The presentation is well rounded and provides valuable information to prospective retirees, including general information regarding benefits under the CSRS and FERS systems. Related retirement topics such as Social Security, life, and health insurance will be discussed.

Each agency should submit their request for reservations no later than **November 1, 2011**, which should include the agency name, one central contact person for registration, if the agency will be responsible for payment, and the names of the attendees. Space is limited, so requests for reservations will be accepted on a first-come, first-served basis. **Individual employees should contact their agency coordinator to make any changes.** Each agency contact person should submit this information for all attendees to Tina Edens, HRMS (05B), Central Arkansas Veterans Healthcare System, 2200 Fort Roots Drive, North Little Rock, Arkansas 72114; e-mail Arvetta.Edens@va.gov; or fax 501-257-1774.

Payment Policy: There is a \$40.00 registration fee for each employee and guest attending the seminar. Lunch **WILL** be provided, and is included in the registration fee. If an agency will be paying for employees to attend an invoice may be requested. Employees of agencies who will not guarantee payment must pre-pay the attendance fee. Registration fees for each guest must also be paid in advance. *Payment is due upon receipt of confirmation, and should be made to "Federal Executive Association".*

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, cancellations will be permitted through **November 1, 2011**. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged. Your agency will be billed for the number of reservations you submit even if the employees fail to attend unless you notify us by **November 1, 2011**.

Questions or Special accommodation requests: Any questions or a special accommodations request can be addressed by contacting Ms. Tina Edens at 501-257-1442. To ensure coordination to meet special accommodation requests you must notify Ms. Edens as soon as **special need is identified** and not later than the reservation deadline of **November 1, 2011**.

Sincerely,

Eric McKisick
FEA President
Enclosures

