



# NEW ORLEANS FEDERAL EXECUTIVE BOARD

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August 13, 2012

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## Executive Staff

### **Executive Director**

Kathy P. Barré  
National Finance Center  
(504) 426-0106

TO: New Orleans Federal Executive Board Member Agencies and Partners

SUBJECT: Pre-Retirement Counseling Seminar

The New Orleans Federal Executive Board (FEB) is sponsoring the **47<sup>th</sup> Annual Pre-Retirement Counseling Seminar for Federal Employees** on Tuesday, October 16, 2012 and Wednesday, October 17, 2012. The seminar will be held at the NASA Michoud Assembly Facility, 13800 Old Gentilly Road, Building 351, New Orleans, Louisiana, in the East Side of the Cafeteria (directions and map enclosed). The doors open at 7:30 a.m., with the program beginning promptly at 8 a.m. To expedite clearance through security, employees with Federal Personal Identification Verification (PIV) cards may access the facility through the security gate and park in any non-reserved parking space. All others must park in the visitor's parking lot, enter through the lobby and check in with the receptionist. There is a cafeteria adjacent to the training, so participants may purchase lunch or bring their own.

The program on October 16, 2012, is for employees covered by the Civil Service Retirement System (CSRS). The program on October 17, 2012, is for employees covered by the Federal Employees Retirement System (FERS). Topics for both days will include the retirement system (CSRS or FERS), Social Security, Medicare, Thrift Savings Plan, Federal income tax, legal matters, health benefits, and financial planning. Sandra Harmon of S. Harmon and Associates a company specializing in Federal employee benefits, will present the seminar. A complete agenda and package of materials will be provided during pre-registration.

The escalating cost of commercial conference space, audio visual support, and printing of training material has forced us to make a few minor changes to ensure that we can continue to provide an affordable pre-retirement training opportunity for your employees. Only paying participants will be able to participate in the seminar this year, due to space limitations. Unfortunately, spouses will *no longer* be able to attend free of charge.

The registration fee is \$65 per person. Advance payment by credit card or check, made payable to the New Orleans Federal Executive Board, must be received in the FEB office by Friday, October 5, 2012. There will be **NO ON-SITE REGISTRATION**. However, we will continue to accept registration forms and payment until the deadline or until we reach room capacity, whichever occurs first. The Pre-Retirement Seminar Registration Form is enclosed, but will soon be available on the New Orleans FEB website at <http://sig.nfc.usda.gov/feb>.

If there are questions concerning the seminar, payment, pre-registration or any requests for special accommodations, please have your agency point of contact call Kathy Barré, Executive Director, at (504) 426-0106 or e-mail [Kathy.Barre@usda.gov](mailto:Kathy.Barre@usda.gov).

We appreciate your support and look forward to serving you.

Sincerely,

/s/ *Ed Cleveland*  
Dr. Thomas Ed Cleveland  
First Vice Chair

Enclosures

