

Date: August 16, 2004

To: Federal Executive Board Members

Subj: Federal Agency Overview for Leadership Associates Program, *Class of 2005*

From: Kathrene Hansen, Executive Director

I am writing to request your participation in the ***Federal Agency Overview Program for the FEB's Leadership Associates Program, Class of 2005***. This program will be held October 19, 2004 from 9:00 a.m. to 3:00 p.m. In the Glenn M. Anderson Federal Building located in Long Beach at 501 W. Ocean Boulevard, Room 3470 (*map and parking instructions on reverse*).

Once again, this year's participants have requested that we provide an opportunity for them to learn more about the missions of some of the Federal agencies located in the Greater Los Angeles area. These individuals are early to mid-career Federal employees who have been identified by their respective agencies as having leadership potential. This is a good opportunity for you to increase their awareness of the services provided by your agency and share with them future career opportunities within your agency.

Your agency's representative would be given 15 to 30 minutes each (your choice) and their preferred time period will be honored if possible. Although the presenter is not required to spend the day with us, they are welcome to do so should they find the schedule of interest. If you are unable to send a representative, but have a brief fact sheet we can share with the 25 class participants please mail (or e-mail Kathrene.Hansen@dhs.gov) your information to the FEB office prior to October 14, 2004. For additional information, please contact me or Veronica Chatman on (562) 980-3445. Thank you for your assistance with this important program.

Please indicate by completing the form below your level of participation. **Please fax completed form to 562-980-3448 by 10/7/2004**

Agency _____ Representative _____

Telephone: _____ Fax: _____ E-mail: _____

Time preferred: ____ 9:00 a.m. to Noon ____ 2:30 to 3:00 p.m. ____ Will stay for lunch

Audio Visual equipment needed: _____

Unable to attend, but will provide a fact sheet: ____yes ____no

Point of contact: _____