

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO

29 June 2011

MEMORANDUM FOR All Full-Time Technicians of the Ohio Army/Air National Guard

SUBJECT: Pre-Retirement and Mid-Career Financial Literacy Seminars

1. The Human Resource Office will host Pre-Retirement and Mid-Career Financial Literacy Seminars in order to inform and educate technicians on retirement issues. The goal of each seminar is to ensure a more educated and satisfied workforce that takes full advantage of the many benefits of Federal Civil Service employment.

2. The Pre-Retirement Seminar is designed for those technicians who are within five years of retirement. These technicians should be thinking about the time line and what considerations need to be addressed in order to take full advantage of their benefits in retirement. The Mid-Career Seminar is designed for technicians with five or more years of service. These technicians need to be aware of the financial benefits available to them and how to develop a plan for building their retirement portfolio. The agendas for the Pre-Retirement and Mid-Career Seminar are attached.

3. Both seminars will be conducted at Beightler Armory, 2825 W. Dublin Granville Road, Columbus, Ohio 43235, in the HRO Classroom between the hours of 0830 to 1630. Duty uniform is required. To register for a seminar, complete Standard Form 182, Authorization, Agreement and Certification of Training and forward to SMSgt Renee Frey at renee.frey@us.army.mil.

4. Seats will be limited to 25 participants, per seminar, and registration will be offered first to those employees who have not attended a previous seminar. Spouses are welcome to accompany seminar participants. Please remember to report your spouse's attendance with your registration. Seminars have been scheduled as follows:

<u>Seminar</u>	<u>Dates</u>	<u>Course Number</u>
FERS Pre-Retirement	24 Aug 11	R11-01
Mid-Career Counseling	8 Sep 11	R11-02

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5. Technicians, outside of the commuting distance, are authorized to be placed on orders. Process your request for authorization/orders through the Defense Travel System (DTS) or follow your local procedures. If you are outside the commuting distance, call the Crowne Plaza Hotel at 614-764-2200 to reserve your room. Please specify you are with the Ohio National Guard to be eligible for the government rate. Travel days, for those outside the commuting distance for each seminar is the day prior. A release time of 1630 should allow for commuting the day of the class. For directions and information about the hotel, click on the following link: <http://www.crowneplaza.com/dublinoh>.

6. Please direct any scheduling questions for the course, to MSgt Jim Brewster at 614-336-7120, DSN 346-7120 and any technician retirement specific questions to CW3 Rose Metoxen at 614-336-7391, DSN 346-7391 (Army) or Mr. Don French at 614-336-7388, DSN 346-7388 (Air).

FOR THE ADJUTANT GENERAL:



HOMER C. ROGERS JR.
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Director of Human Resources

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