



## PITTSBURGH FEDERAL EXECUTIVE BOARD

406 Federal Building  
1000 Liberty Avenue  
Pittsburgh, PA 15222

(412) 395-6220  
FAX (412) 395-6221

October 25, 2002

### MEMORANDUM TO ALL AGENCIES

**SUBJECT:** PRE-Retirement Planning Seminar  
**FROM:** George P. Buck, Executive Director

We are pleased to announce that our Pre-Retirement Seminar Committee is sponsoring a seminar for all employees who are **within 1-20** years from eligibility for retirement. Pre-registration with your agency is required. No walk-ins will be permitted.

Details are as follows:

**Location:** \*Department of Energy-National Energy Technology Laboratory  
3610 Collins Ferry Road  
Building 26, Conference Rooms G51A, B ,C  
Morgantown, WV

**Date:** Wednesday, November 13, 2002

**Time:** 8:00 A.M. – 4:30 P.M.  
(Registration begins at 7:30 A.M)

**Fee:** **\$20.00** per employee  
Payment may be made by credit card, training form, purchase Order, or check or money order made payable to the **Pittsburgh Federal Executive Board.**

**Topics:** **CSRS and FERS**  
**Social Security and Medicare**  
**Survivor Benefits Planning**  
**Thrift Savings Plan**  
**Long Term Care**  
**Flexible Spending Account**

Attendance is limited to 340 people. Registrations will be accepted on a first-come first served basis, until capacity is reached. Since we plan to sponsor these seminars on a regular basis, the committee reserves the right to limit the number of attendees by one agency. Spouses will be eligible to attend but will be required to pay the \$20.00 fee.

**The deadline for reservations is November 6, 2002.** Please use the attached form to register. No telephone registrations will be accepted. If you have any questions about the seminar, please contact the FEB office at (412) 395-6220.

**\*NOTE: The National Energy Technology Laboratory is under high security alert at this time. Be sure to bring picture ID with you. Your vehicle may be subject to search.**

**PRE-RETIREMENT SEMINAR**

**November 13, 2002**  
**REGISTRATION FORM**  
Morgantown-NETL Site, 3610 Collins Ferry Road  
Building 26, Conference Rooms G51A, B, C

Agency \_\_\_\_\_

Address \_\_\_\_\_

Contact Person/Phone # \_\_\_\_\_

**ATTENDEES**

NAME	RETIREMENT SYSTEM (CHECK ONE)*			
	CSRS	CSRS OFFSET	FERS	FERS TRANSFEREE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Payment is **\$20.00** for employees. Payment may be made by credit card (visa or master), training form, purchase order, or check or money order made payable to the **Pittsburgh Federal Executive Board**.

CCN \_\_\_\_\_ EXP. \_\_\_\_\_

Name/FAX NO: \_\_\_\_\_

**DEADLINE DATE FOR RESERVATIONS IS November 6, 2002.** No telephone reservations will be accepted. Reservations should be forwarded to the following address:

Federal Executive Board  
406 Federal Building  
1000 Liberty Avenue  
Pittsburgh, PA 15222  
Fax: 412-395-6221

**Refunds will be given if cancellation is by close of business November 6, 2002.**

Attachment

## RETIREMENT SYSTEM DEFINITIONS

### 1. CIVIL SERVICE RETIREMENT SYSTEM (CSRS)

Any employee first hired prior to January 1, 1984 who has had no break-in-service (or a break of less than 366 days) and has not voluntarily transferred to Federal Employment Retirement System (FERS) continues to be covered by the Civil Service Retirement System.

### 2. OFFSET CIVIL SERVICE RETIREMENT SYSTEM

The Offset Civil Service Retirement System is a blend of retirement systems. First, to become covered under the Offset Civil Service Retirement System the employee must be vested (employee has five (5) years of creditable civilian service) in the Civil Service Retirement System then have a break-in-service of 366 or more days. Upon return to federal civilian employment, Offset Civil Service coverage is automatic.

### 3. FEDERAL EMPLOYEES' RETIREMENT SYSTEM (FERS)

All employees first hired after January 1, 1984 are mandatorily covered by FERS, as are employees rehired after a break-in-service of 366 or more days who were NOT vested at the date of separation.

### 4. FERS TRANSFEREE

Employees who transferred to FERS, but have a CSRS component, are considered FERS transferees.