

FAX-BACK/MAIL-IN FORM

PROMOTION CODE: CAT11

THE FEDERAL EXECUTIVE INSTITUTE
LEADERSHIP FOR A DEMOCRATIC SOCIETY
SUBMIT YOUR REGISTRATION THROUGH
YOUR AGENCY TRAINING OFFICER
Questions? 434-980-6200

FOR MANAGEMENT DEVELOPMENT CENTER
PROGRAMS AND FOR CONTINUING DEVELOPMENT
PROGRAMS FOR EXECUTIVES AT FEI
Questions? 304-870-8008 or 888-676-9632
Fax back to 304-870-8078

FIRST COURSE CHOICE

COURSE NAME _____
COURSE CODE (IF KNOWN) _____
COURSE DATE _____

SECOND COURSE CHOICE

COURSE NAME _____
COURSE CODE (IF KNOWN) _____
COURSE DATE _____

PARTICIPANT INFORMATION

FULL FIRST NAME _____ MIDDLE INITIAL _____ FULL LAST NAME _____
JOB (SERIES) TITLE _____
SES OR GS GRADE LEVEL (IF OTHER THAN GS GIVE EQUIVALENT) _____
AGENCY _____
PARENT ORGANIZATION _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____
OFFICE PHONE _____ OFFICE FAX _____
EMAIL ADDRESS _____ NICKNAME _____
HOME ADDRESS _____
CITY _____ STATE _____ ZIP _____ HOME PHONE _____

SPECIAL ACCOMMODATIONS

PHYSICALLY CHALLENGED _____
 SPECIAL DIETARY NEEDS _____

TUITION BILLING INFORMATION

AGENCY TRAINING FORM (SF-182, DD-1556, MIPR, OTHER)
 GOVERNMENT PURCHASE CARD (VISA OR MASTERCARD)
 AGENCY PARTNER # _____

* PURCHASE CARD INFORMATION IS USED INTERNALLY FOR REGISTRATION AND BILLING PURPOSES ONLY. THE INFORMATION WILL NOT BE DISCLOSED TO OTHER SOURCES.

CARD NUMBER* _____ EXPIRATION DATE _____
CARDHOLDER'S NAME _____
CARDHOLDER'S PHONE # _____ FAX # (FOR RECEIPT) _____
TUITION AMOUNT _____

PRIVACY ACT STATEMENT

This information is solicited under the authority of 5 U.S.C. 4115-4118. The primary uses of this information are by the Office of Personnel Management (OPM) to register registrants for the various seminars provided at OPM training facilities, and to administer executive, management, and leadership development programs. OPM may use the information for studies and statistics that will not identify you. The Federal Executive Institute (FEI) Alumni Association may use the information for FEI alumni activities. The information may be disclosed to appropriate Federal, State or Local agencies when relevant to civil, criminal or regulatory investigations or prosecutions; in judicial or administrative proceedings; to Congressional offices; and to Federal agencies for employment or security reasons.