



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 12-24**

**6 June 2012**

**Federal Employees Retirement System (FERS) Seminar  
Central California**

1. The Human Resources Office (HRO) will host two Retirement Seminars in central California at Camp San Luis Obispo. This course is designed for all technicians whether new to the Federal Employees Retirement System, in mid-career, or within a few years of their retirement. The purpose of this training is to provide information and updates on a variety of retirement related topics. It will assist technicians in making the best decisions for their futures.

2. **LOCATION AND DATES.** The class will be held at Camp San Luis Obispo, in classroom 918. The first training class will be conducted on 10-11 July 2012. Travel days for this class are 9 July 2012 and 12 July 2012. The second class will be held 12-13 July 2012. Travel days for this second class are 11 July 2012 and 14 July 2012. It is required you attend both days of the class you select.

3. **TRAVEL INFORMATION.** If you are arriving by plane you will need to travel to the San Luis Obispo Regional Airport. The airport is approximately 12 miles from the training location.

4. **LODGING INFORMATION.** If you are traveling, make your hotel reservations by 1 July 2012. The following hotels honor the government per diem rate of \$121 per night. Please ensure that you ask for the Federal government rate.

a. Camp San Luis Obispo Billeting, 10 Sonoma Avenue, San Luis Obispo, CA (805) 594-6500. Shuttle service is not provided from the airport.

b. Quality Inn San Luis Obispo, 1631 Monterey Street, San Luis Obispo, CA, (805) 541-5001. Shuttle service is provided to and from the airport.

c. Holiday Inn Express, 1800 Monterey Street, San Luis Obispo, CA, (805) 544-8600. Shuttle service is not provided.

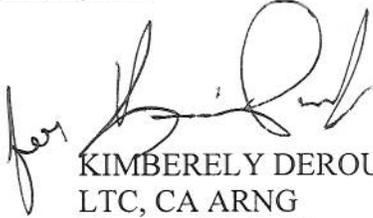
d. Courtyard San Luis Obispo, 1605 Calle Joaquin, San Luis Obispo, CA, (805) 786-4200. Shuttle service is not provided.

5. **REGISTRATION.** To attend this vital training, please complete the self registration on the CA website at: <http://www.calguard.ca.gov/cahr/Pages/training.aspx>. Once registered please submit a Standard Form 182, "Authorization, Agreement and Certification of Training." This form is available at the following site: <http://www.calguard.ca.gov/cahr/Documents/Training/sf182.pdf>. Forward the completed, signed form to the Human Resources Office, Human Resources Development section at the following address: [NGCAJ1HRO-HRDS@ca.ngb.army.mil](mailto:NGCAJ1HRO-HRDS@ca.ngb.army.mil). Technicians must make travel arrangements through the Defense Travel System (DTS).

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Subject: Federal Employees Retirement System (FERS) Seminar, Central California

6. **ADDITIONAL INFORMATION.** For questions regarding the course, please contact Ms. Lisa Nagata at (916) 854-3601 or SPC Shawn Brum at (916) 854-4250. Additionally, you may email the following link: [NGCAJ1HRO-HRDS @ca.ngb.army.mil](mailto:NGCAJ1HRO-HRDS@ca.ngb.army.mil).



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