

**Invitation to the SCHEDULE C BRIEFING FOR NEW POLITICAL APPOINTEES
(GRADES GS-1 THROUGH GS-15)
April 24, 2008**

Dear Colleague

I am pleased to invite you to one of the Bush Administration's series of briefings for new political appointees in grades GS-1 through GS-15 to learn about the President's Management Agenda, his vision and values, and to discuss the unique challenges you face with your new responsibilities. As a new Schedule C appointee, you will play a key role in turning President Bush's principles of a citizen-centered, results-oriented, and market-based government into reality.

The U.S. Office of Personnel Management (OPM) conducts these programs in partnership with the White House. The next session will be held April 24, 2008.

These sessions for new Schedule C appointees provide an overview of executive branch priorities and a unique opportunity to interact with a broad range of policymakers. You may have heard from your colleagues about our previous briefings that included presentations from Cabinet Secretaries and top advisors to the President, including his Vice President. Though particular officials are not available for each briefing, you will receive insights and information on domestic and foreign policy issues from the Administration's most knowledgeable individuals.

The program is held at the Walter E. Washington Convention Center and concludes with a swearing-in ceremony.

To accept my invitation, please register with the Center for Leadership Capacity Services by April 17, 2008. In the past, these programs have filled prior to the deadline, so send in your form right away. Enclosed are program and registration information.

Sincerely,
Linda M. Springer
Director

WHEN: April 24, 2008, 9:00 a.m. - 5:00 p.m. Registration check-in and coffee and tea begin at 8 a.m.

WHERE: Room 145A at the Walter E. Washington Convention Center, 801 Mt. Vernon Place, NW, Washington, DC 20001.

WHAT: The keynote address will be delivered by a senior Bush Administration official. There will be an overview of the President's Management Agenda, an informational session on working for the Administration and how the President builds his team, and highlights of key domestic, economic and/or foreign policies shaping our government. Plan to be there. It is a program that you won't want to miss!

HOW TO REGISTER: Register online or fax your registration form and payment information to OPM at 304-870-8078. We accept Government-issued purchase cards and must receive all payment information by the registration closing date. Registration will not be considered complete until funds have been received via Government purchase card. Government travel cards cannot be used to register for events. [Select this link to register online.](#)

REGISTRATION DEADLINE: April 17, 2008, at 4 p.m. or when we reach 150 registrations, whichever occurs first. Programs are very popular and tend to fill up quickly. We will email a confirmation notice of your registration to the address you provide. OPM staff only can confirm your registration. We cannot accept registrations received after the closing date or once we reach our limit.

CONFIRMATION NOTICES: Notices confirming your registration will be sent via fax or email by the Office of Personnel Management. A confirmation from your Agency's training office does not mean you are registered with OPM. If you do not receive a notice from OPM by April 17, 2008, please call 304-870-8021. We will gladly fax or email another one.

COST: \$475, payable by Government-issued purchase card. This includes conference materials, a framed certificate, a luncheon, and coffee breaks.

CANCELLATIONS: Written cancellations or substitutions must be received by the registration closing date. If you cancel after that date, OPM will bill you for the full registration fee. Email requests to register@opm.gov or fax to 304-870-8078.

SWEARING-IN CEREMONY: The program concludes with a Federal judge administering the oath of office. If you wish, a photographer will take your picture with the officiating judge and your certificate. Business attire is appropriate. Due to limited space, family members and/or friends cannot attend.

SPECIAL ACCOMMODATIONS AND REQUESTS: Please tell us as soon as possible if you have any special needs. We are happy to provide interpreters and accommodate special diets, but must know in advance to prepare for your needs.

LOCAL TRANSPORTATION: The Walter E. Washington Convention Center is accessible via the Metrorail system (subway). We highly recommend using the subway, as commercial parking in the surrounding area is expensive and limited. To use the Metrorail, take the Yellow or Green line to Mt. Vernon Square/7th Street Convention Center. As you exit the station, the Walter E. Washington Convention Center will be directly in front of you.

HOTELS: Please contact your Agency White House Liaison for hotels located near the Walter E.

GENERAL CONFERENCE INFORMATION: For additional information, please call Cynthia Grantham at 304-870-8021.