

## FAX-BACK/MAIL-IN FORM

FOR THE FEDERAL EXECUTIVE INSTITUTE'S LEADERSHIP  
FOR A DEMOCRATIC SOCIETY PROGRAM

**Fax Back to 434-979-3387**  
Questions? 434-980-6200

FOR MANAGEMENT DEVELOPMENT CENTER  
PROGRAMS AND FOR CONTINUING DEVELOPMENT  
PROGRAMS FOR EXECUTIVES AT FEI

**Fax Back to 304-870-8078**  
Questions? 304-870-8008 or 888-676-9632

### FIRST SEMINAR CHOICE

PROGRAM NAME \_\_\_\_\_  
PROGRAM CODE (FEI ONLY) \_\_\_\_\_  
PROGRAM DATE \_\_\_\_\_

### SECOND SEMINAR CHOICE

PROGRAM NAME \_\_\_\_\_  
PROGRAM CODE (FEI ONLY) \_\_\_\_\_  
PROGRAM DATE \_\_\_\_\_

### PARTICIPANT INFORMATION

NAME \_\_\_\_\_ SSN (LAST 4 DIGITS ONLY) \_\_\_\_\_  
JOB TITLE \_\_\_\_\_  
SES OR GS GRADE LEVEL \_\_\_\_\_ OR EQUIVALENT POSITION/RANK (SPECIFY) \_\_\_\_\_  
SUB AGENCY/DIVISION \_\_\_\_\_  
AGENCY/ORGANIZATION \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
OFFICE PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_ NICKNAME \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOME PHONE \_\_\_\_\_

### SPECIAL ACCOMMODATIONS

SMOKING ROOM     PHYSICALLY CHALLENGED \_\_\_\_\_  
 SPECIAL DIETARY NEEDS \_\_\_\_\_

### TUITION BILLING INFORMATION

**AGENCY TRAINING FORM** (SF-182, DD-1556, MIPR, OTHER) (COPY ATTACHED)  
 **GOVERNMENT PURCHASE CARD** (VISA OR MASTERCARD)

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. To keep our records in order, we request the last four digits of your Social Security Number (SSN) under the authority of Executive Order 9397. This Executive Order requires the use of SSNs for the purpose of uniform, orderly administration of records. Giving us your SSN or any of the other information is voluntary; however, we cannot process your registration if you do not provide the information we request.