

Substitution Request

Please complete and return to 304-870-8078

Substituting for:

Materials were transferred to me. Yes No

Session Name:

Session Dates:

Session Location:

NO ABBREVIATIONS PLEASE

For questions phone: 304-870-8008

Participant Information for Substitution:

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 _____

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 courses 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.

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All registrations are final and nonrefundable. A request for a substitution of a participant may be made up to one week prior to the beginning of a course and will be approved if pre-course work can be completed. For assessment seminar registrations, a minimum of four weeks lead time is required. Requests for transfers to another seminar or session of equal value may be approved up to four weeks prior to the start date of the seminar. However, your agency will be billed for the original seminar in which you were scheduled. You must reschedule and complete the alternate session within the current fiscal year.