

OPM 02-12

DATE: March 8, 2002

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator
and Cabinet Secretary of Human Resources

RE: **2002 United States Savings Bonds Campaign**

Governor Frank Keating has proclaimed the month of May, 2002 as United States Savings Bonds Month in the state of Oklahoma.

The theme for this year's campaign is "**Save For Your Future**". In preparation for the state of Oklahoma's May campaign, training has been scheduled for agency personnel designated to serve as U.S. Savings Bonds Campaign Coordinators and their respective teams of canvassers who will be working in the campaign.

The Coordinator/Canvasser training session will be held at 10:00 a.m. on Friday, April 26, 2002, in the Big Dipper Room at the Oklahoma City Metro Tech Conference Center. The session will conclude by no later than noon. Parking is available on the south side of the Conference Center, which is located at 1900 Springlake Drive.

Please complete the enclosed **Agency Coordinator Response Form** designating your agency's 2002 United States Savings Bonds Campaign Coordinator. Please indicate on the form if your Coordinator and the team of canvassers he or she puts together will attend the above training session on April 26.

Also enclosed is a **2002 U.S. Savings Bonds Campaign Order Form** for campaign supplies that should be completed and returned with the *Agency Coordinator Response Form*.

Please return both forms to my attention by no later than Friday, March 29, 2002.

Your agency's support of and participation in this campaign are key to its success and are very much appreciated. Please advise if there are questions or if additional information is needed. Thank you.

Enclosures:

Agency Coordinator Response Form
2002 U.S. Savings Bond Campaign Order Form