

OPM 00-20

DATE: March 21, 2000

TO: All Appointing Authorities

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

RE: United States Savings Bonds Campaign

Governor Frank Keating will soon declare May, 2000 as United States Savings Bonds Month in the State of Oklahoma. In preparation for the May, 2000 Campaign, training has been scheduled for agency individual(s) designated to serve as United States Savings Bonds Campaign Coordinators.

The first training session for Coordinators will be held Friday, March 31, 2000 at 10:00 a.m. in the Oklahoma City Metro Tech Conference Center Garden Room. Parking is available on the south side of the Conference Center.

A second training session for Coordinators and Canvassers assisting with each agency's campaign will be held Friday, April 28, 2000 at 10:00 a.m. in the Garden Room of the Oklahoma City Metro Tech Conference Center.

Please complete the enclosed form to designate your agency United States Savings Bonds Coordinator with an indication as to whether your coordinator will attend the Coordinators Training Session on March 31, 2000.

Enclosure

Agency Coordinator Response Form

Please return by March 30, 2000: Oscar B. Jackson, Jr., Administrator
and Cabinet Secretary for Human Resources
Office of Personnel Management
Jim Thorpe Building
2101 North Lincoln Boulevard, Suite G-80
Oklahoma City, Oklahoma 73105

or FAX to (405) 524-6942

The Coordinator for our Agency's 2000 U.S. Savings Bond Campaign is:

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____ Zip: _____

Telephone: (____) _____

Agency Head Signature

Date

As U.S. Savings Bond Agency Coordinator:

I plan to attend the Coordinator Training Session on March 31, 2000.

I am unable to attend the Coordinator Training Session on March 31, 2000. My designee will be:
(Name) _____ Phone _____

I and the canvassers plan to attend the Coordinator-Canvasser Training Session on April 28, 2000.

