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U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210



FEB 16 1988

Mr. Robert M. Gates
Deputy Director
for Central Intelligence
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Gates:

The Unemployment Insurance Service, Employment and Training Administration of the U.S. Department of Labor, is sponsoring a series of seminars on Federal agency responsibilities under the Unemployment Compensation for Federal Employees (UCFE) program.

This letter is an invitation to you and members of your staff who are directly responsible for the UCFE program activities. In addition, if your agency has components in Maryland and/or northern Virginia, they are also invited to attend. The seminars will be conducted on Wednesday, April 13 and Friday, April 15, 1988, at the U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C., in Conference Room S-4215, starting at 9:00 a.m. and ending approximately at 3:30 p.m.

The seminars will cover those aspects of the UCFE program which are the responsibility of or are of direct interest to Federal agency managerial staff as well as payroll and personnel office staffs. Specifically among the subjects to be discussed are:

1. General provisions of unemployment compensation for Federal employees,
2. The necessity for promptly answering requests for wage and separation information (Forms ES-931, ES-934, ES-936) and completion of such forms,
3. The issuance of Notice to Federal Employees About Unemployment Insurance (SF-8, Revised 6/87),
4. The furnishing of adequate reasons for separation on SF-52 and SF-50 (Revised 4/87) for use in UCFE claims determination,
5. The appeals process,



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6. The Chargeback System on agency billings and reimbursements, and
7. Agency review systems to assess the effectiveness of the agency's UCFE program.

There is no fee to attend this seminar. However, because of space limitations, we will only be able to accommodate a maximum of four persons from each Federal agency. I suggest that agency representatives be: the agency official or his/her representative assigned overall responsibility for your agency's entire UCFE program, the personnel officer or a personnel specialist familiar with preparation of Standard Form 50, the supervising fiscal officer having responsibility for payroll office operations, and the payroll clerk in charge of completing Forms ES-931.

Please let me know by March 31, 1988, the names and titles of the representatives who will attend the seminar and the preferred date of attendance (April 13 or April 15). You may contact either Millie Enten or Louise TenEyck on 535-0312 to convey this information and/or if you have any questions concerning the seminar. If you wish to respond by mail, your reply should be mailed to:

U.S. Department of Labor
ETA/UIS/TEUMI
200 Constitution Ave., N.W.
Room C-4514
Washington, D.C. 20210

We look forward to a successful seminar and hope to see you in April.

Sincerely,



CAROLYN M. GOLDING
Director
Unemployment Insurance Service