

To: Calvin_Thomas@ed.gov
cc: John_Mondragon@ed.gov, Stacy D. Roux@Andersen Consulting, Kim T. Morris@Andersen Consulting
Subject: UPDATE: SFA Human Resources - Regional Visits

I hope all of you received my e-mail last week regarding my planned visits to discuss SFA's new Performance Development Process. I am looking forward to meeting all of you in a few weeks.

I would like to make just a few notes of clarification from my last email:

Representatives from the Dallas, Kansas City, Atlanta, and Chicago Regional Offices will be meeting in **Chicago on September 14** *not in Dallas* as I had previously communicated.

SFA Human Resources will be taking care of your airfare to the meetings. Since this is only a two-hour meeting scheduled for late morning (exact times to follow), we would like to ask that you try to have your **arrival and departure on the same day**. Please try to avoid overnight stayovers if at all possible.

Based on budget constraints, I would also like to ask that **2 members from each regional office attend**, rather than the 5 that I originally communicated. Please ensure that one of the attendees is the union president (or a designated representative), and that the other attendee is a union representative who is an employee of SFA. If you do not have any union representatives who are members of SFA, please select an SFA employee to attend with the union president. Since this program is only applicable to SFA employees, we want to make sure that SFA interests are directly represented.

I apologize for the miscommunication and any confusion this may have caused. If you have any questions, please do not hesitate to e-mail me or contact me at 202-260-0708. I look forward to seeing you soon!

- Calvin Thomas