



Federal CAREER Experts

Capability Statement

Retirement

Transition

Employee Development

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Introduction

Federal Career Experts, Inc (FCE) was founded in 1996 as Chicago Management & Career Consultants, Inc. For ten successful years they served as a subcontractor to organizations such as the Graduate School, USDA and FPMI Solutions and provided career development service to individual clients. Federal Career Experts is a small business.

FCE was started by John Grobe, a federal employee who retired after twenty-six years with the Internal Revenue Service and the United States Postal Service. John is a recognized expert in the areas of retirement and career development/transition. He has written three books in these areas, as well as contributed articles to such publications as *Government Manager*, *The Wall Street Journal* (on-line edition), *The Chicago Tribune*, and *FEDweek*. John is a regular contributor to the *Fedsmith* Newsletter (<http://www.fedsmith.com>). The books (two of which have sold over 10,000 copies) are:

- *Understanding the Federal Retirement Systems* (FPMI)
- *The Complete Guide to Writing a Federal Résumé* (FEDweek)
- *The Federal Employees Career Transition Handbook* (FEDweek)

In addition to these accomplishments, John has served as a project consultant with Right Management (one of the “big-three” outplacement firms), and has delivered seminars on federal employment to many non-profit and government entities.

FCE has access to a network of highly qualified instructors, retirement experts, consultants and career counselors/advisers.

NAICS and PSC Codes

541611 - Administrative Management and General Management Consulting Services

541612 – Human Resources and Executive Search Consulting Services

611430 – Professional and Management Development Training

R – Professional, Administrative, and Management Support Services

U – Education and Training Services

Services Provided by Federal Career Experts

PRE-RETIREMENT SEMINARS

FCE offers a full range of pre-retirement seminars for employees in different federal retirement systems, and at different stages of their careers. The length of the seminars varies, based on the amount of information and the level of detail desired by the agency.

Federal Career Experts offers the following pre-retirement seminars

- **Two-day CSRS pre-retirement seminars**
- **One-day CSRS pre-retirement seminars**
- **Two-day FERS pre-retirement seminars** (may also be presented as a mid-career seminar)
- **One-day FERS pre-retirement seminars** (may also be presented as a mid-career seminar)
- **Two-day mixed CSRS and FERS pre-retirement seminars**
- **One-day mixed CSRS and FERS pre-retirement seminars**
- **One-day early career planning seminars**

All of the above seminars can be adapted to the needs of special category employees (e.g., law enforcement officers, firefighters, etc.)

With a two-day seminar, more areas are covered, and they are covered in greater depth, than you will find in a one-day seminar.

Three-day seminars are also available. A three-day seminar would cover the same material as a two-day seminar, but in yet greater depth and with more time for questions. It would also include time for individual meetings with the instructor.

CSRS Offset employees should attend the CSRS seminars and FERS transferees should attend the FERS or mixed seminars.

Detailed outlines of our most popular pre-retirement seminars follow on pages 6 through 13.

If an agency does not have enough retirement eligible employees to fill up separate CSRS and FERS seminars, both groups can be combined in a single one or two-day seminar.

Two-Day CSRS Pre-Retirement Seminar

- **Retirement Eligibility**
 - Voluntary retirement
 - Early retirement
 - Discontinued service retirement
 - Disability retirement
 - Deferred retirement
 - Special category retirement (law enforcement, firefighter, air traffic controller, military technician), if needed
- **Computation of Benefits**
 - CSRS general formula
 - CSRS Offset
 - Disability and guaranteed minimum
 - Early retirement
 - Special category retirement, if needed
 - Civilian and military deposits and re-deposits
 - Cost of living adjustments
 - Return/refund of contributions
- **Survivor Benefits**
 - Spouse
 - Former spouse
 - Children
 - Insurable interest
 - No survivor benefit
 - Relationship to health benefits
 - Survivor benefit or life insurance?
- **Insurance**
 - Health Benefits
 - Requirements for carrying over into retirement
 - Premiums
 - Relationship to Medicare
 - Life Insurance
 - Basic
 - Standard option
 - Multiples of salary
 - Family
 - How costs change
 - Long Term Care
 - Do you need it?
 - Relationship to Medicare and Medicaid
- **Social Security**
 - Eligibility
 - Retirement benefits
 - Family benefits
 - Disability benefits

- Windfall elimination provision
- Government pension offset
- Taxation of Social Security
- Medicare
 - Part A
 - Part B
 - Supplements
 - Drug benefit
- **Thrift Savings Plan**
 - Contributions
 - Funds
 - Loans
 - Withdrawals
 - In-service and hardship
 - Partial
 - Total
 - Monthly payments
 - Annuity
 - Penalties
- **Financial Planning**
 - How much do you need?
 - IRAs
 - Annuities
 - CSRS voluntary contributions
 - Risk and return
 - Levels of investment
 - Mistakes
 - Choosing a financial planner
- **Estate Planning**
 - Wills and Trusts
 - Holding title
 - Beneficiary designation
 - Powers of attorney
 - End of life documents
 - Leaving instructions
 - Estate and gift taxes
- **Retirement Readiness**

One-Day CSRS Pre-Retirement Seminar

- **Retirement Eligibility**
 - Voluntary retirement
 - Early retirement
 - Discontinued service retirement
 - Disability retirement
 - Deferred retirement
 - Special category retirement (law enforcement, firefighter, air traffic controller, military technician), if needed
- **Computation of Benefits**
 - CSRS general formula
 - CSRS Offset
 - Disability and guaranteed minimum
 - Early retirement
 - Special category retirement, if needed
 - Civilian and military deposits and re-deposits
 - Cost of living adjustments
 - Return/refund of contributions
- **Survivor Benefits**
 - Spouse
 - Former spouse
 - Children
 - Insurable interest
 - No survivor benefit
 - Relationship to health benefits
 - Survivor benefit or life insurance?
- **Insurance**
 - Health Benefits
 - Requirements for carrying over into retirement
 - Premiums
 - Relationship to Medicare
 - Life Insurance
 - Basic
 - Standard option
 - Multiples of salary
 - Family
 - How costs change
 - Long Term Care
 - Do you need it?
 - Relationship to Medicare and Medicaid
- **Social Security**
 - Eligibility
 - Retirement benefits
 - Family benefits
 - Disability benefits
 - Windfall elimination provision

- Government pension offset
- Taxation of Social Security
- Medicare
 - Part A
 - Part B
 - Supplements
 - Drug benefit
- **Thrift Savings Plan**
 - Contributions
 - Funds
 - Loans
 - Withdrawals
 - In-service and hardship
 - Partial
 - Total
 - Monthly payments
 - Annuity
 - Penalties

Two-Day FERS Pre-Retirement Seminar

- **Retirement Eligibility**
 - Voluntary retirement
 - MRA+10 retirement
 - Early retirement
 - Discontinued service retirement
 - Disability retirement
 - Deferred retirement
 - Special category retirement (law enforcement, firefighter, air traffic controller, military technician), if needed
- **Computation of Benefits**
 - FERS general formulas
 - CSRS transferees
 - Disability
 - Early retirement
 - Special category retirement, if needed
 - Civilian and military deposit and re-deposit
 - Cost of living adjustments
 - Return/refund of contributions
- **Survivor Benefits**
 - Spouse
 - Former spouse
 - Children
 - Insurable interest
 - No survivor benefit
 - Relationship to health benefits
 - Survivor benefit or life insurance?
- **Insurance**
 - Health Benefits
 - Requirements for carrying over into retirement
 - Premiums
 - Relationship to Medicare
 - Life Insurance
 - Basic
 - Standard option
 - Multiples of salary
 - Family
 - How costs change
 - Long Term Care
 - Do you need it?
 - Relationship to Medicare and Medicaid
- **Social Security**
 - Eligibility
 - Retirement benefits
 - Family benefits

- Disability benefits
- Windfall elimination provision (if necessary for CSRS transferees)
- Government pension offset (if necessary for CSRS transferees)
- Taxation of Social Security
- Medicare
 - Part A
 - Part B
 - Supplements
 - Drug benefit
- **Thrift Savings Plan**
 - Contributions
 - Funds
 - Loans
 - Withdrawals
 - In-service and hardship
 - Partial
 - Total
 - Monthly payments
 - Annuity
 - Penalties
- **Financial Planning**
 - How much do you need?
 - IRAs
 - Annuities
 - CSRS voluntary contributions (if necessary for CSRS transferees)
 - Risk and return
 - Levels of investment
 - Mistakes
 - Choosing a financial planner
- **Estate Planning**
 - Wills
 - Trusts
 - Holding title
 - Beneficiary designation
 - Powers of attorney
 - End of life documents
 - Leaving instructions
 - Estate and gift taxes
- **Retirement Readiness**

One-Day FERS Pre-Retirement Seminar

- **Retirement Eligibility**
 - Voluntary retirement
 - MRA+10 retirement
 - Early retirement
 - Discontinued service retirement
 - Disability retirement
 - Deferred retirement
 - Special category retirement (law enforcement, firefighter, air traffic controller, military technician), if needed
- **Computation of Benefits**
 - FERS general formulas
 - CSRS transferees
 - Disability
 - Early retirement
 - Special category retirement, if needed
 - Cost of living adjustments
 - Return/refund of contributions
- **Survivor Benefits**
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- Windfall elimination provision (if necessary for CSRS transferees)
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 - In-service and hardship
 - Partial
 - Total
 - Monthly payments
 - Annuity
 - Penalties

Career Related Seminars and Coaching

Career related seminars and coaching are designed for many different situations. For example:

- Career Transition Seminars for employees who are potentially (or actually) affected by reorganizations, base closings and other situations
- Employee Development Seminars for those who seek advancement within the federal government
- Retirement ready employees who are seeking a post-retirement career
- Individual Coaching – Coaching can be combined with, or included in, a seminar. In addition, coaching can be a separate activity. Federal Career Experts can provide career coaches for short or long-term assignments with an agency.

Career Transition Seminar

Career transition seminars would be best suited for employees who are, or might be, affected by a reorganization or base closing. The following topics can be covered in a career transition seminar. The length of the seminar would be governed by how many topics are covered, the depth to which they are explored and the amount of individual coaching desired.

- Career exploration* (this topic would be appropriate for groups where participants might want to explore or might end up in occupations different from those they had with the government)
 - What are your skills?
 - What are your interests?
 - In what situations would you do best?
 - How do you find out about other occupations and their qualifications?
- Finding opportunities
 - Governmental
 - Paper based sources
 - Electronic sources
 - Networking with others
 - Non-governmental
 - Paper based sources
 - Electronic sources
 - Networking with others
- Applying for positions
 - Within the federal government
 - Outside the federal government
 - How the application process is different
 - Résumés
 - Interviews
 - Salary negotiation
- Résumés and applications
 - How to navigate on-line application systems
 - Contents
 - Duties and responsibilities
 - Skills and knowledges
 - Results

- Education
 - Training
 - Word games
 - Action verbs
 - Keywords
 - Bullets
 - White space
- References
- Cover letters
- Interviewing
 - “Can do” questions
 - “Will do” questions
 - Behavioral questions
 - Salary questions
 - Interview etiquette
- Salary negotiation
 - What’s negotiable

* Career assessments such as the Strong Interest Inventory[®], the Holland Self-Directed Search, and the Myers-Briggs Type Indicator[®] can be used if desired by the agency.

Employee Development Seminar

Employee development seminars would be ideal for employees seeking to advance within an agency. They are also a retention aide and should be part of any serious human capital plan. The following topics can be covered in an employee development seminar. The length of the seminar would be governed by how many topics are covered, the depth to which they are explored and the amount of individual coaching desired.

- Career exploration* (this is beneficial for those wishing to explore different career options within an agency and is interesting for others)
 - What are your skills?
 - What are your interests?
 - In what situations would you do best?
 - How do you find out about other occupations and their qualifications?
- Finding opportunities
 - Within your agency
 - Organizational charts
 - Career ladders
 - Within other agencies
- Résumés and applications
 - How to navigate on-line application systems
 - Contents
 - Duties and responsibilities
 - Skills and knowledges
 - Results
 - Education
 - Training
 - Word games
 - Action verbs
 - Keywords
 - Bullets
 - White space
- Cover letters
- Interviewing
 - “Can do” questions
 - “Will do” questions
 - Behavioral questions
 - Salary questions
 - Interview etiquette

* Career assessments such as the Strong Interest Inventory®, the Holland Self-Directed Search, and the Myers-Briggs Type Indicator® can be used if desired by the agency.

Partial Client List

- **U. S. Department of Education (ED)**
Provided pre-retirement seminars to ED headquarters and seven ED regions in 2007 and 2008 as a direct contractor. Provided training and development services, including career counseling and retirement seminars to three ED regions as a sub-contractor with the Graduate School USDA.
- **U. S. Navy**
Provided pre-retirement seminars for Great Lakes Naval Training Center in 2007 and 2008 as a direct contractor.
- **U. S. Department of Agriculture**
Designed and delivered pre-retirement seminars and RIF/outplacement training, including individual counseling, as a sub-contractor with FPMI Solutions
- **U. S Railroad Retirement Board**
Provided pre-retirement seminars to the Board's headquarters office in 2007 and 2008 as a direct contractor.
- **National Credit Union Administration**
Designed and delivered training on résumés, interviewing and on-line application systems as a direct contractor.
- **Federal Bureau of Investigation (FBI)**
Federal Career Experts was awarded a five-year contract to deliver pre-retirement seminars to the FBI beginning in 2008.
- **Naval Criminal Investigation Service (NCIS)**
Provided pre-retirement seminars designed for FERS law enforcement employees as a direct contractor.