

## CFEB ALL EMPLOYEE ANNOUNCEMENTS | 7/8/2022

**PLEASE DISTRIBUTE WIDELY | <http://www.colorado.feb.gov/>**

### OPM

**Emergency Leave Transfer for Federal Employees Adversely Affected by the 2022 Montana Severe Storm and Flooding**

<https://chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-2022-montana-severe-storm-and>

**Extension of the Coronavirus COVID-19 Schedule A Hiring Authority**

<https://chcoc.gov/content/extension-coronavirus-covid-19-schedule-hiring-authority-1>

**COVID-19 Vaccination of Children Over 6 Months of Age**

<https://chcoc.gov/content/covid-19-vaccination-children-over-6-months-age>

**Public Service Loan Forgiveness Update for Federal Employees**

<https://studentaid.gov/announcements-events/pslf-limited-waiver>

**Cybersecurity Workforce Management Updates and Resources**

<https://chcoc.gov/content/cybersecurity-workforce-management-updates-and-resources>

**Safer Federal Workforce**

<https://www.saferfederalworkforce.gov/new/>

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## OPM & NICE - FEDERAL CYBERSECURITY WORKFORCE WEBINAR

July 26, 2022 | 1:30 – 3:00pm EDT

Topic: Employee Development Through Rotational and Exchange Programs

The National Initiative for Cybersecurity Education (NICE) Strategic Plan seeks to “encourage and enable ongoing development and training of employees, including rotational and exchange programs, to foster and keep current talent with diverse skills and experiences”. This webinar will explore some of the challenges and opportunities for facilitating a more mobile cybersecurity workforce to ensure that employee skills are being continuously developed and employer needs are being addressed to minimize cybersecurity risks for their organization.

Register |

<https://www.nist.gov/news-events/events/2022/07/federal-cybersecurity-workforce-webinar-employee-development-through>

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## 2022 FEDS FEED FAMILIES FOOD DRIVE

June 27 - September 30, 2022

<https://fedsfeedfamilies-usfs.hub.arcgis.com/>

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## **VETERANS HEALTH ADMINISTRATION NEWS**

<https://federalnewsnetwork.com/veterans-affairs/2022/07/va-health-staffing-shortages-back-on-the-rise-after-years-of-progress/>

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## **Nat'l Weather Service - Welcome back to Summer Newsletter**

<https://www.weather.gov/wrn/summer-safety>

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## **CALENDAR EVENTS**

### **NEXT GEN: ENGAGING THE NEXT GENERATION IN A CHANGING WORKFORCE**

July 12, 2022 | 11:00 am - 12:00 pm MST | Free

The “Next Gen” or Generation Z and Millennials currently make up 11.6% and 35% of the global workforce, respectively, and are expected to grow to more than 75% of the global workforce collectively by 2025. We’ve noticed shifting priorities, from increased mental health concerns to healthcare preferences. Learn more about the latest trends affecting your workforce, as well as how you can keep the pulse on this changing work landscape to better engage, recruit, and retain employees. Through this interactive, informative webinar, you will gain insight into unique generational characteristics to help you understand the shifting priorities of the growing Generation Z and Millennial employee populations, in addition to the many other generations playing a critical role in the workplace. No matter which generation you identify with, all will benefit from this informative, interactive experience.

Reserve your spot | <https://event.on24.com/wcc/r/3846823/054496BCE10F8EFEB3AA7CC974B26E9A>

CONTACT Megan Flanagan | [megan.t.flanagan@kp.org](mailto:megan.t.flanagan@kp.org)

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### **National Labor-Management Conference 2022**

July 12 - 13, 2022 | Virtual

[www.fmcs.gov](http://www.fmcs.gov)

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### **Microsoft Word: How to Simplify & Organize Long Documents - Virtual**

July 14, 2022 | 8:30 - 11:00 am MST | Virtual | Cost: \$25.00 pp

Online registration required | <https://colorado.feb.gov/register/?ee=598>

*Prerequisite: LEVEL 2 – This is an intermediate-level course. Participants should be familiar with creating, editing, formatting, and saving documents in Microsoft Word.*

Longer documents such as annual reports, board meeting materials, and other document-heavy projects present bigger challenges to your work in Word as they often require consistent formatting, complex text layout, and more advanced features. In this session, learn how to master Word skills to create effective, lengthy documents with ease.

- Building consistent formatting with styles
- ·Creating hyperlinks, bookmarks, and cross-references
- ·Mastering sections in complex documents
- ·Inserting and editing document headers and footers
- ·Adding and formatting an automatic table of contents

Instructor Dawn Bjork, Software Pro Inc  
CONTACT Jeff Conn | [jeff.conn@gsa.gov](mailto:jeff.conn@gsa.gov)

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## **FEHB MULTI-CARRIER PRE-RETIREMENT MEETING**

July 14, 2022 | 11:00 am MST | Virtual

Microsoft Teams meeting

Join on your computer or mobile app

[https://teams.microsoft.com/#/pre-join-calling/19:meeting\\_NjA1ZTU2NmEtZDE0NC00MjU0LWI4NmItYTcyYTRiNjA1YmFk@thread.v2](https://teams.microsoft.com/#/pre-join-calling/19:meeting_NjA1ZTU2NmEtZDE0NC00MjU0LWI4NmItYTcyYTRiNjA1YmFk@thread.v2)

Join with a video conferencing device | [teams@evc.kp.org](mailto:teams@evc.kp.org)

Video Conference ID: 116 730 133 1

Alternate VTC instructions

Or call in (audio only)

+1 213-533-9530, 166589338# United States, Los Angeles

Phone Conference ID: 166 589 338#

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## **ATTENTION INTELLIGENCE**

July 19, 2022 | 7:00 am - 11:00 am MST | Cost: \$85.00 pp

Attention management represents a big break from past ideas about how to be more efficient and increase productivity. It is based on the way we work today. Attention management offers the ability to consciously direct your attention in any given moment, to be more proactive than reactive, and to maintain control rather than inadvertently relinquish it. It's about regaining control over your attention and thereby taking control of your life. Attention management empowers your productivity. The techniques of time management were designed for a world that no longer exists. In the past, knowledge workers could easily block out specific time on their calendars, shut their office door, and work from

their calendar to complete the task at hand. A lot has changed in the past few years that has irreversibly altered this work environment.

Mindfulness and Attention management are the ability to control distraction and maximize your focus. Mastering these skills enable you to be present in your moments, engage your flow, and unleash your genius.

The Minnesota Federal Executive Board will not be handling registration for this training. Please use this link to get your tickets: <https://www.eventbrite.com/e/mindfulness-and-attention-management-tickets-272383545517>

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## **Fed Partners: Office of Refugee Resettlement: Overview, FY22 Highlights, and Impactful Partnerships**

July 22, 2022 | 9 – 10:30 am MST | Cost: Free

Topic: This two-part presentation will first provide a general overview of programs operated through the HHS Office of Refugee Resettlement. We will discuss the extraordinary past 11 months, highlighting the government's Operation Allies Welcome and Uniting for Ukraine programs. The presentation will end featuring a panel of federal staff who stepped up to support ORR on this mission over the past year, highlighting a tremendous support in federal service. Please share the invite with any of your colleagues!

Speakers:

- Adrienne Young, Regional Representative – Office of Refugee Resettlement
- Charlotte Olsen, Regional Emergency Management Specialist – Administration for Children and Families
- April Lipinski, Mass Care Specialist – Federal Emergency Management Agency
- Dawn Finnell, Managed Care Operations Specialist, Centers for Medicare and Medicaid Services

Join ZoomGov Meeting

<https://cms.zoomgov.com/j/1607795881?pwd=NVLWXoyQ0xOMFc3NGVXdVh2KOQvUT09>

One tap mobile +16692545252, 1607795881#

No registration is required but if you would like to be added to the Fed Partners distribution list, please send [Laurie.konsella@hhs.gov](mailto:Laurie.konsella@hhs.gov) your email address

CONTACT Laurie Konsella | [Laurie.konsella@hhs.gov](mailto:Laurie.konsella@hhs.gov)

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## **DOL OSHA SAFETY & HEALTH TRAINING IN-PERSON OR VIRTUAL**

August 2 - 4, 2022 | Held at OTI, 2020 South Arlington Heights Road, Arlington Heights, Illinois or Virtual

US Department of Labor's Occupational Safety and Health Administration three-day safety and health training event. In collaboration with OSHA's Office of Federal Agency Programs, the OSHA Training

Institute will conduct a series of 10, half-day seminars that will cover fall protection, welding hazards, road construction, excavation overview, indoor air quality, anti-retaliation programs and communicable disease transmission. Training will be held at the OTI, 2020 South Arlington Heights Road, Arlington Heights, Illinois.

This year, OSHA will offer in-person and virtual training. In the event an increase in community transmission of COVID-19 in Arlington Heights is detected, all training will be moved online.

**Link** | <https://www.osha.gov/enforcement/fap/fedweek>

**Registration** | <https://www.osha.gov/enforcement/fap/fedweek#tab3c>

Registration must be completed between June 20 and July 29 to participate. Please follow the registration procedures in the attachment. Contact OTI Student Support at [oti.registration@dol.gov](mailto:oti.registration@dol.gov) for assistance. OSHA does not charge tuition and fees for federal agency personnel to attend the training courses.

OTI provides training and education in occupational safety and health for federal and state compliance officers, state consultants, other federal agency personnel, and the private sector. OSHA's Office of Federal Agency Programs is responsible for coordinating safety and health inspections of federal worksites to ensure agencies provide federal workers with safe work environments.

Attendees must participate in each of the half-day seminars they are enrolled in to receive credit for that seminar.

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## **Microsoft PowerPoint | Presentation Success: How to Avoid the Pitfalls of PowerPoint - Virtual**

August 11, 2022 | 8:30 - 11:00 am MST | Virtual | Cost: \$25.00 pp

Online registration required | <https://colorado.feb.gov/register/?ee=599>

*Prerequisite: LEVEL 1 – This is a beginning to intermediate-level course. Participants should be familiar with creating and editing presentations in Microsoft PowerPoint. “Yay! Another slide!” said nobody, ever. You’ve probably heard the expression, “Death by PowerPoint.” People acknowledge it, laugh about it, and hate it when they are in the audience, yet many continue to be guilty of doing it themselves!*

- How often have you been bored, confused, or frustrated by ineffective, poorly designed PowerPoint presentations?
- How can presenters avoid “Death by PowerPoint” and other presentation sins? Discover the secrets and best practices for creating and delivering your message with a PowerPoint presentation.
- Exploring 4 key parts to a PowerPoint presentation
- Saving time with the PowerPoint Master Slide
- Improving presentations with tips for working with bullet slides
- Adding and using compelling graphics
- Exploring insider secrets to deliver a PowerPoint presentation professionally

Instructor Dawn Bjork, Software Pro Inc  
CONTACT Jeff Conn | [jeff.conn@gsa.gov](mailto:jeff.conn@gsa.gov) |

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## **VIRTUAL COMMUNICATION SKILLS**

August 11, 2022, 10:30 AM – 1:30 PM (Mountain Time), via virtual platform

Register at [ken@kenlodi.com](mailto:ken@kenlodi.com) | Cost | \$195/person

Thanks to technology, daily communication today is often “virtual” – taking place via digital and online scenarios. Virtual communication allows us to connect from decentralized, remote locations and have productive interactions, while saving time and money consumed by commutes and travel. But Virtual Communication requires new skills and protocols and, when done right, it can be as good as live. We introduce a practical approach for communicating with remote teams so “virtual” becomes a collaborative, inclusive experience. Additionally, we share the steps for preparing and delivering professional meetings and presentations. We reveal the “production secrets” while improving your credibility and personal brand.

Topics:

- Preparation activities
- Setting the stage
- Engagement and participation
- Facilitation and asking questions
- Managing time and topic
- Working in teams
- Audio / video / technology protocols
- Meeting summaries and next steps

Presenter: Ken Lodi is an accomplished author, coach and facilitator with over 25 years of experience in the leadership, training and professional development field.

###

## **BLACKS IN GOVERNMENT (BIG) 2022 NATIONAL TRAINING INSTITUTE**

August 15 - 18, 2022 | Cleveland, OH

Register | <https://bignet.org/regional/2022NTI/registration.html>

The national organization of Blacks In Government is hosting their 43rd National Training Institute in Cleveland, Ohio. Registration is open to all federal, state, and local government employees interested in career development courses that inspire continued growth and enhance professional knowledge.

For information about Region VIII, please contact: BIG National Board of Directors for Region VIII, Nichelle Rogers at [nichelle.rogers@bignet.org](mailto:nichelle.rogers@bignet.org) or Michael Smith at [mjsmith.big.dfc@gmail.com](mailto:mjsmith.big.dfc@gmail.com)

###

## FROM FRUSTRATION TO THRIVING IN A HYBRID WORLD

August 16, 2022 | 8:30 - 11:30 am MST | Virtual | Cost: \$50.00 pp

Online registration required | <https://colorado.feb.gov/register/?ee=601>

If there is one thing we have learned from COVID, it's that we as individuals far too often take our well-being for granted. We allow ourselves to be pushed to our limits, operating on little more than caffeine, a few hours of sleep, and the subtle rush of crossing yet another task off our never-ending to-do list. In this class, we will discover why putting your career first doesn't mean you put yourself last. We will have an in-depth discussion on understanding the limitations of our brain, how mindset affects the neurological capacity, mentally adapting to a fluid environment, the theory of psychological Halloweenism and more. Don't miss this opportunity to create your master plan for a prosperous future.

- The science of adaptation
- Mindset studies
- Psychological reframing to thrive
- Creating a plan for your future

Instructor: Michelle Anne, PCC, DAIS  
CFEB Contact Jeff Conn | [jeff.conn@gsa.gov](mailto:jeff.conn@gsa.gov)

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## Performance Coaching & Mentoring Skills

August 25, 2022, 10:30 am – 1:00 pm MST | Virtual platform

REGISTER at [ken@kenlodi.com](mailto:ken@kenlodi.com) | \$195/person

According to a Gallup survey, coaching is the #1 driver for employee engagement and productivity. Performance Coaching & Mentoring provides participants with a communication method for collaborating on individual talents and strengths so they can be leveraged and applied in the right environments and on the right assignments. The coaching process is sustained through encouraging the coachee to take initiative, be proactive, and place urgency on tasks that lead to progress. Coaching isn't about giving advice; it's about having a dialogue in a safe space where both parties exchange perspectives and work to arrive at solutions and priorities that are beneficial to the coachee and the organization, cultivating respect, cooperation, and constructive communication. We enable teams to work with a common communication tool to listen and empower individuals and teams to work effectively toward mutually shared goals.

Topics:

- Dialogue: The art of coaching conversations
- Drive performance, engagement, and capabilities
- Accelerate business outcomes
- Assembling a Coaching Development Plan
- Optimize talent

Presenter: Ken Lodi is an accomplished author, coach and facilitator with over 25 years of experience in the leadership, training and professional development field.

###

## **RETIREMENT PLANNING FOR FIREFIGHTERS & LAW ENFORCEMENT**

September 7-8, 2022 | 8:30 am – 3:00 pm MST | In Person | \$400.00 pp

As the employee looks forward to retirement, many questions arise. This seminar presents information about federal benefits and explores options to maximize those benefits. All aspects of FERS, Transfers and FERS-Offset programs are examined. Participants learn about financial planning and how to become wise financial consumers.

Registration Links – Interior Employees- Course: [Course: Retirement Planning for Firefighters and Law Enforcement \(16 hours\) \(doi.gov\)](#)

Non-Interior Employees - DOIU Training Catalog | <https://doiu.doi.gov/catalog.html?type=c>

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## **SURVIVING CHANGE: A NEUROSCIENCE PERSPECTIVE**

September 13, 2022 | 8:30 - 11:30 am MST | Virtual | Cost: \$50.00 pp

Online registration required | <https://colorado.feb.gov/register/?ee=602>

Our minds, which evolved to predict future outcomes to ensure our survival, are always anticipating how something will play out. Sometimes these predictions come true, but many times they don't. These expectations and predictions can trigger a span of destructive emotions ranging from irritation, and anger to shock. Throughout this class, we will be dissecting the complex science behind neurological reactions and managing change. I will give you scientifically proven tools to affect change and reverse stress's mental, physical, and emotional symptoms. We will discuss thought habits, why placebos work, and the science behind "The Belief Effect" and how examining our belief systems can help us persevere in the adversity ahead of us.

- The hard science of surviving change
- Mastering disappointment
- Thought habits and placebos
- The Belief Effect

Instructor: Michelle Anne, PCC, DAIS

CONTACT Jeff Conn | [jeff.conn@gsa.gov](mailto:jeff.conn@gsa.gov)

###

## **Microsoft PowerPoint: Spark Presentation Magic by Increasing Engagement with PowerPoint- Virtual**

September 15, 2022 | 8:30 - 11:00 am MST | Virtual | Cost: \$25.00 pp



Online registration required | <https://colorado.feb.gov/register/?ee=600>

*Prerequisite: LEVEL 2 – This is an intermediate-level course. Participants should be comfortable creating, editing, and formatting presentations in Microsoft PowerPoint. Attending the previous class will be helpful for users of all levels of PowerPoint experience.*

Ready to take the next steps with your PowerPoint presentations? In this session, explore tips to help you prepare, practice, and present more engaging presentations. Also, learn how to create compelling graphics with just a few clicks, understand and apply animation, add multimedia to your presentations, and work with new PowerPoint features to easily create more interest and engagement.

- Applying easy techniques to transform boring bullets into appealing graphics
- Leveraging artificial intelligence design features in PowerPoint 365
- Building interest with SmartArt
- Engaging audiences with transitions, animation, and hyperlinks
- Applying sections and Zoom features
- Understanding when and how to use audio and video

Instructor Dawn Bjork, Software Pro Inc  
CONTACT Jeff Conn | [jeff.conn@gsa.gov](mailto:jeff.conn@gsa.gov) |

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## **GENERAL ANNOUNCEMENTS**

### **Are you interested in becoming a Selective Service Local Board Member?**

An essential component of the Selective Service System is its citizen volunteers, who make up the local boards, district and national appeal boards, and the State Resource volunteers. Selective Service Local Board Members help spread the federal requirement that virtually all men between the ages of 18-25 must register with the Selective Service.

To apply for a Local Board Member position, visit, <https://www.sss.gov/volunteers/request-info/>  
To learn more about becoming a Local Board Member, visit <https://www.sss.gov/volunteers/>

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## **US SBA DISASTER AID TO INDIVIDUALS & BUSINESSES AFFECTED BY THE BOULDER COUNTY FIRES**

The deadline to apply for economic injury is **Sept. 30, 2022.**

What Types of Disaster Loans are Available?

- Economic Injury Disaster Loans (EIDL) – Working capital loans to help small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be

met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period.

- Home Disaster Loans – Loans to homeowners or renters to repair or replace disaster-damaged real estate and personal property, including automobiles

Applicants may apply online: <https://disasterloanassistance.sba.gov/>

Email [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov) for more information. Completed applications should be mailed to U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, TX 76155.

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## DENVER FEDERAL CENTER

The DFC campus may seem quieter these days, but many campus amenities are reopening, and projects are moving forward. Whether you are working in the office or at home, this edition of our community newsletter will keep you informed.

If you are not already following the DFC Facebook page, click the link below and we will continue to provide important updates.

DFC Facebook link | <https://www.facebook.com/DenverFederalCenter/>

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## BLOOD DONORS NEEDED - DENVER FEDERAL CENTER VIRTUAL BLOOD DRIVE

Denver Federal Center Virtual Blood Drive (Assn Code DEN2015) | Any Metro Donation Location

[https://learn.vitalant.org/LP=148?drive\\_code=DEN2015&division=MOUNTAIN%26%region=DEN](https://learn.vitalant.org/LP=148?drive_code=DEN2015&division=MOUNTAIN%26%region=DEN)

CONTACT Lori Freerksen | [LFreerksen@Vitalant.org](mailto:LFreerksen@Vitalant.org) | [www.Vitalant.org](http://www.Vitalant.org)

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## VETERANS PROGRAMS

<https://www.hirevets.gov/>

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## DEPARTMENT OF THE INTERIOR UNIVERSITY (DOIU)

DOI University (DOIU) offers competency-based training courses and programs designed to increase the skills of all federal employees.

<https://doiu.doi.gov/catalog.html?type=sp&id=lakewood> | <https://doiu.doi.gov/catalog.html?type=c>

## Taking Flight towards Personality-Driven Results Workshop Series

September - December 2022 or January - April 2023 | Virtual | Cost \$1,945

For those seeking a light-hearted, yet powerful learning experience, this 4-workshop series is a refreshing re-imagination of the tried-and-true DISC method, using a brain-friendly method of linking the DISC styles to Birds! This method will imbue emerging and experienced leaders with a deep understanding of personality with the ability to apply the styles with ease as they communicate, provide feedback, take risks, run meetings, assign tasks, resolve conflicts, understand others and more! Excellent opportunity to explore emotional intelligence (EQ) and learn how to apply EQ strategies.

CONTACT: Amanda Lords | [Amanda\\_lords@ios.doi.gov](mailto:Amanda_lords@ios.doi.gov)  
To Register | <https://doiu.doi.gov/catalog.html?type=c#>

## **Outward Mindset Workshop Series for Leaders**

Date, Time: August – November 2022, or January - -March 2023 | Virtual | Cost: \$1,985

An outward mindset is the driver to personal and organizational success. This Outward Mindset Workshop Series for Leaders provides a transformative, in-depth learning experience designed to equip leaders at all levels to become a mindset change expert for themselves and their teams. Participants will be equipped with tools for self-awareness, accountability, collaboration, conflict and relationships, supervision, equity, and inclusion.

CONTACT Amanda Lords | [Amanda\\_Lords@ios.doi.gov](mailto:Amanda_Lords@ios.doi.gov)  
To Register | <https://doiu.doi.gov/catalog.html?type=c#>

## **Intermediate Leadership Development Cohort Program**

Date, Time: August 2022 - February 2023 | Virtual | Cost: \$8,248

7-month cohort-based, mixed learning program that is designed for leaders who are experienced Team Leads, are just starting out on their Supervisory journey, have been supervisors for 5 years or less, OR manage large project teams. Participants will focus on developing and implementing an outward mindset and how to center the needs of the organization, customers, other stakeholders, and direct reports to achieve results.

CONTACT: Amanda Lords | [Amanda\\_lords@ios.doi.gov](mailto:Amanda_lords@ios.doi.gov)  
Website: [Link to Intermediate Leadership Development Cohort Program](#)

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## **OPM - NEW ONLINE COURSES**

OPM's Center for Leadership Development (CLD) is now offering courses on inclusive leadership and accessible design, as well as individual leadership and executive coaching. CLD is the only Federal program uniquely designed and focused on providing a career-long continuum of leadership and professional development to Federal employees.

View full course schedule | <http://go.usa.gov/xE87z> | [www.leadership.opm.gov](http://www.leadership.opm.gov)

CONTACT Cheronn Collins | [Cheronn.Collins@opm.gov](mailto:Cheronn.Collins@opm.gov)

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## VIRTUAL TRAINING OPPORTUNITIES

USGS Virtual Trainings: <https://www.usgs.gov/about/organization/science-support/human-capital/virtual-learning-opportunities>

DOI Virtual Trainings: <https://www.usgs.gov/about/organization/science-support/human-capital/learning-moments>

CONTACT Nancy Gregory | [ngregory@usgs.gov](mailto:ngregory@usgs.gov)

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## JOB ANNOUNCEMENTS

USA Jobs Website | <https://www.usajobs.gov/>

CFEB Website | <https://colorado.feb.gov/>

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## SUBMIT INFORMATION FOR ANNOUNCEMENTS

To submit information to be included in the announcements, please email it by Wednesday of each week to [jeff.conn@gsa.gov](mailto:jeff.conn@gsa.gov) in the following format.

Title

Date | Time

Location | 3333 W 32 Ave | Denver CO (no punctuation)

Cost (if applicable)

Brief Description (short marketing blurb | a couple of bullet points or sentences)

CONTACT Name | Phone number | email

If a job posting, please include the opening and closing date(s)

Website

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Enjoy your Weekend!

Fred Eidson | Executive Director | [fred.eidson@gsa.gov](mailto:fred.eidson@gsa.gov)

Jeff Conn | Deputy | [jeff.conn@gsa.gov](mailto:jeff.conn@gsa.gov)

Please email Jeff Conn at [jeff.conn@gsa.gov](mailto:jeff.conn@gsa.gov) to subscribe or unsubscribe from CFEB email