



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

SEP 24 2014

Mr. Daniel Rex
Chief Executive Officer
Toastmasters International
P.O. Box 9052
Mission Viejo, CA 92690-9052

Dear Mr. Rex:

I am writing to convey the U.S. Office of Personnel Management's (OPM) continuing recognition of Toastmaster International's contributions and history of service to Federal employees. OPM itself has its own Toastmasters Club which holds periodic on-site meetings. Our Club has helped to promote an organizational culture of continuous learning and an environment for professional growth for all employees.

OPM supports on-site clubs and organizations that promote the professional development of Federal employees, including Toastmasters International under the following guidelines:

1. Managers have the discretion to pay for the charter fee and for an organization's membership fee as a condition for obtaining the training an employee needs to improve his/her performance. After the employee masters the skills promoted by the organization (public speaking and leadership in the case of Toastmasters), the membership fee must become the employee's personal responsibility.
2. Managers have the discretion to allow an employee to attend meetings during working hours, even if the employee bears the cost of membership, so long as the manager concludes that attendance serves the interests of the Government in employee development.

Thank you for all you and your organization do to support employee development—a priority crucial to the successful growth and performance of any organization, including Federal agencies.

Please contact Sydney Smith-Heimbrock, OPM's Chief Learning Officer, by telephone at (202) 606-2762 for any assistance OPM may provide to Toastmasters International.

Sincerely,

A handwritten signature in blue ink that reads "Katherine Archuleta".

Katherine Archuleta
Director