

**LIAISON MEMORANDUM  
NUMBER 20-02**

**To:** Agency Liaison Officers  
**From:** Cindy Rougeou  
Executive Director  
**Re:** Individual Counseling Sessions for Shreveport  
**Date:** January 16, 2020

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**It is important that agency liaisons forward this memorandum to all eligible LASERS members at satellite offices in the Shreveport area.**

Individual retirement counseling sessions are vital to LASERS members as they prepare for retirement. In our efforts to better serve our members throughout the state, retirement analysts will be in **Shreveport** for individual counseling sessions.

**Please keep in mind that these sessions are for active full-time members who are within 18 months of eligibility for retirement or DROP.** Each individual counseling session will last approximately one hour. Members can schedule an appointment by calling LASERS at 225.922.0600 (Baton Rouge area), or 800.256.3000 (toll free, outside Baton Rouge). Member should be prepared to submit when scheduling the appointment: their name, social security number, two phone numbers, email address, anticipated retirement date, beneficiary name and their date of birth, and current annual and sick leave hours. A limited number of appointments are available on the following dates, which will be scheduled on a first-come, first-served basis.

- February 12 & 13, 2020 Louisiana State Exhibit Museum, West Wing Gallery  
(8:30 a.m. - 3:30 p.m.) 3015 Greenwood Road, Shreveport, LA 71109  
**Registration deadline is January 31, 2020.**

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Cindy Rougeou, Executive Director