



# INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

## Chair's Corner



The holiday season approaches!

While we are looking forward to turkey dinner and pumpkin pie, many have their mind on an upcoming retirement or many go shopping

afterwards with their eye on the gift giving season.

With that in mind, we have scheduled an informational **“lunch and learn”** for federal employees regarding good strategies for financial success. Regardless of your income level, you can achieve financial security by learning a few simple principles about how money works: Rule of 72; avoid the credit trap; take control; realign your assets; leveraging your investments (dollar-cost averaging); and the theory of decreasing responsibility. A registration form is included in this newsletter for your convenience.

We are partnering with the State of Oklahoma to provide the FEMA sponsored training, **L-548 COOP Program Managers’** course in November. The State of Oklahoma is responsible for registration; however, you can

obtain information from a registration form provided in this newsletter to register on-line.

We have scheduled **one-day pre-retirement seminars** for federal employees for early December; a registration form is included in this newsletter. Our contracted speaker comes from Texas and is knowledgeable of the respective retirement programs. If you plan to attend, be sure to mark the training day that applies to the retirement system for which you are covered.

The **2009 Leadership FEB class** completed their last forum in October, focusing on federal law enforcement. This year, twenty participants from various agencies, have been dedicating one day each month (since March) to participate in this program. They were also required to invest personal time in order to complete the leadership reading commitment included for successful completion.

I look forward to seeing you at some of our activities!

LCDR David Nikodym



2009 Leadership FEB Class

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## **President bans texting by federal employees while driving on government business**

On October 1, 2009, the Obama administration issued an executive order banning federal employees from text messaging while driving on government business.

Released at the end of a two-day distracted driving summit in Washington, the order applies to federal employees operating government-owned vehicles or driving privately owned vehicles on government business. It also bans the use of government-supplied electronic equipment while driving. Federal contractors are encouraged to implement similar restrictions.

“Policy. With nearly 3 million civilian employees, the Federal Government can and should demonstrate leadership in reducing the dangers of text messaging while driving. Recent deadly crashes involving drivers distracted by text messaging while behind the wheel highlight a growing danger on our roads. Text messaging causes drivers to take their eyes off the road and at least one hand off the steering wheel, endangering both themselves and others. Every day, Federal employees drive Government-owned, Government-leased, or Government-rented vehicles (collectively, GOV) or privately-owned vehicles (POV) on official Government business, and some Federal employees use Government-supplied electronic devices to text or e-mail while driving. A Federal Government-wide prohibition on the use of text messaging while driving on official business or while using Government-supplied equipment will help save lives, reduce injuries, and set an example for State and local governments, private employers, and individual drivers. Extending this policy to cover Federal contractors is designed to promote economy

and efficiency in Federal procurement. Federal contractors and contractor employees who refrain from the unsafe practice of text messaging while driving in connection with Government business are less likely to experience disruptions to their operations that would adversely impact Federal procurement.”

Agencies will be required to outline specific steps to implement the ban, including disciplinary actions for employees caught texting while driving. The order directs agencies to evaluate existing driving safety education and awareness programs and consider expanding these efforts in coordination with a stricter texting policy. This includes conducting education, awareness and other outreach for Federal employees about the safety risks associated with texting while driving. The agency initiatives should encourage voluntary compliance with the agency’s text messaging policy while off duty. Agency heads may exempt from the requirements of this order, in whole or in part, certain employees, devices, or vehicles in their respective agencies that are engaged in or used for protective, law enforcement, or national security responsibilities or on the basis of other emergency conditions.

The General Services Administration and the Office of Personnel Management will assist the Transportation Department in guiding the order's implementation and enforcement in agencies.

View the Executive Order, online at: [www.whitehouse.gov/the\\_press\\_office/Executive-Order-Federal-Leadership-on-Reducing-Text-Messaging-while-Driving/](http://www.whitehouse.gov/the_press_office/Executive-Order-Federal-Leadership-on-Reducing-Text-Messaging-while-Driving/)



## Spotlighting Information in Public Service Did You Know...

### Government Accountability Office (GAO)

The U.S. Government Accountability Office (GAO) is an independent, nonpartisan agency that works for Congress. Often called the "congressional watchdog," GAO investigates how the federal government spends taxpayer dollars. The head of GAO, the Comptroller General of the United States, is appointed to a 15-year term by the President from a slate of candidates Congress proposes. Gene L. Dodaro became Acting Comptroller General of the United States on March 13, 2008, succeeding David M. Walker, who appointed him upon resigning. Mr. Dodaro will serve in this position until the President nominates and the Senate confirms a successor from a list of candidates proposed by the Congress.

**Our Mission** is to support the Congress in meeting its constitutional responsibilities and to help improve the performance and ensure the accountability of the federal government for the benefit of the American people. We provide Congress with timely information that is objective, fact-based, nonpartisan, nonideological, fair, and balanced.

**Our Core Values** of accountability, integrity, and reliability are reflected in all of the work we do. We operate under strict professional standards of review and referencing; all facts and analyses in our work are thoroughly checked for accuracy.

**Our Work** is done at the request of congressional committees or subcommittees or is mandated by public laws or committee reports. We also undertake research under the authority of the Comptroller General. We support congressional oversight by

- auditing agency operations to determine whether federal funds are being spent efficiently and effectively;
- investigating allegations of illegal and improper activities;
- reporting on how well government programs and policies are meeting their objectives;
- performing policy analyses and outlining options for congressional consideration; and
- issuing legal decisions and opinions, such as bid protest rulings and reports on agency rules.

We advise Congress and the heads of executive agencies about ways to make government more efficient, effective, ethical, equitable and responsive.

Our work leads to laws and acts that improve government operations, saving the government and taxpayers billions of dollars.

Taken from [www.gao.gov](http://www.gao.gov)

*If you are interested in receiving GAO e-mail updates which will notify you when publications are posted to their Web site, go to: <http://www.gao.gov/subscribe/index.php> They have daily and monthly update options. Or you can choose to be notified only when publications in a particular topic area are posted to the site.*



## What Leaders Can Learn from Brett Favre About Winning Over a Skeptical Team

By Scott Eblin Wednesday, October 7, 2009 1:12 PM

In the category of "Man, I wish I'd written that," my blogging friend Mike Figliuolo had a great post last week called "Ten Reasons Your Team Hates You."

(<http://thoughtleadersllc.blogspot.com/2009/09/10-reasons-your-team-hates-you-they.html>) It was a brilliant piece with so true they might hurt items such as you don't fight for them, you micromanage, you're a suck up and you're above getting your hands dirty. It's gotten a lot of well deserved attention, is definitely worth a read and is a post you'll likely want to share with others.

So, it was with Mike's post in the back of my mind that I watched Brett Favre lead the Vikings this week to a 30 - 23 win over his old team, the Packers, on Monday Night Football. If you follow football at all, you understand why I'm making the connection between Mike's "Why Your Team Hates You" post and Favre. Even non-sports fans are likely aware and completely sick of Favre's multi-year act of will he retire or not retire, who will he play for, when will he play, etc., etc., etc. He's done about as much as he possibly can to make his colleagues skeptical of his motives and intent. And yet, the Vikings at 4 and 0 so far this season seem to be gelling around him.

If you take the publicity, the uniforms and the bone crunching hits out of the equation, Favre appears to be successfully doing what you'll likely have to do at least once in your career - stepping in to lead a team that for whatever reason is skeptical of your motives and has their doubts about whether or not you're the right leader. In spite of all the drama baggage he carries with him, Favre is winning the Vikings over. How is doing it? Here are a few things he's doing that I think apply to leaders in fields other than football:

**Win:** Winning games - whatever that looks like in your context - can solve a lot of problems. Favre brings the skills and the experience of a winner to the Vikings. He's getting it done. It's a lot easier for a leader to win the team over win he or she brings the talent and experience needed to help them win.

**Spread It Around:** Prior to his Monday night win, Favre had changed his game plan of firing off passes to one that got a lot of other players involved in the game. The Vikings running back, Adrian Peterson, has been a key part of their offense this year. When a leader sets things up so everyone gets to contribute at the full extent of their talent, there's a much better chance of full engagement from the team.

**Throw Some Blocks:** On a fairly regular basis, you can see Favre throwing a block downfield to help clear a path for one of his runners. This is his way of counteracting Mike Figliuolo's point about not getting your hands dirty. By throwing a block, Favre is stepping out of his role to help make his team successful. Leaders in every field need to look for and act on their own opportunities to "throw a block" for their team.

**Keep It Light:** Say what you will about Favre, when he's on the field he looks like he's a lot of fun to play with. He jokes, he jumps around, he bumps his teammates in celebration, he gives noogies. I'm not suggesting that you give noogies to your teammates, but there are ways to keep it light. Look for them. (Just don't go over the line. Michael on *The Office* offers weekly examples of what over the line looks like.)

**Passion:** If you're still playing in the NFL at almost 40 years old, it's safe to say that you have a fair amount of passion for the game. Favre clearly does. The presence of the leader influences the presence of the team. Favre's passion is infecting the Vikings in a positive way. Showing your commitment and passion through your words and action is a great way to win over your team. Watch out though. If passion is all you bring to the table, you're likely to lose them. Remember the first Favre lesson. It helps to win.



## Performance-Based Actions: Focus on Performance Management, Not the Law

A continual criticism of the Civil Service is its inability to fire poor performers. There are two sections of Title 5 that authorize an agency to take a performance-based adverse action: section 7513 and section 4303. To remove or demote a Federal employee, section 7513 requires the agency to show by a preponderance of the evidence that an employee who was on notice of a performance expectation failed to meet it, resulting in a negative impact on the efficiency of the service.

In contrast, section 4303 requires only substantial evidence that the employee was given an opportunity to improve but still failed to meet a critical element of the job.<sup>1</sup> Congress created section 4303 as part of the Civil Service Reform Act of 1978 to make it easier for agencies to take a performance-based action. Federal agencies have the option to use either section of the law to take a performance-based adverse action. According to data from the Central Personnel Data File (CPDF), in the past decade, agencies have been using section 7513 to address poor performance more often than section 4303, although the use of section 4303 is increasing.

Despite this option provided to agencies, performance-based actions remain difficult to take, according to the management officials we surveyed for an upcoming report, *Addressing Poor Performers and the Law*. However, the difficulty originates with the obligation of a supervisor to engage in performance management.

Respondents indicated that the subjective nature of performance and the time it takes to track and document performance were the greatest reasons why taking performance-based actions are difficult. Thus, the solution to addressing poor performance primarily lies in supervisors engaging in better performance management. Changing the law would not be a quick fix because these underlying challenges would remain. To be notified when *Addressing Poor Performers and the Law* or any other report is issued, please join the MSPB listserv on their study page at [www.mspb.gov](http://www.mspb.gov).

<sup>1</sup>Substantial evidence means that a reasonable person might find the evidence supports the agency's findings regarding the poor performance, even though other reasonable persons might disagree. In contrast, preponderance of the evidence means that a reasonable person would find the evidence makes it more likely than not that the agency's findings regarding the poor performance are correct.

## Managing for Engagement: Communication, Connection, and Courage

Private sector research consistently demonstrates a strong positive relationship between high levels of employee engagement and desired organizational outcomes, such as customer satisfaction, safety, turnover, productivity, and profitability. In our 2008 study, *The Power of Federal Employee Engagement*, the MSPB confirmed that employee engagement has a strong, positive impact on a number of similar organizational outcomes in the Federal sector.

Now, in our newly released report, *Managing for Engagement—Communication, Connection, and Courage*, we have analyzed the results of the 2007 Merit Principles Survey to identify the specific performance management practices that drive employee engagement. Our research indicates that employee engagement is higher in agencies in which senior leaders build trust with employees by:

1. aligning their words and actions,
2. communicating openly and frequently with employees, and
3. treating employees as valued business partners.

Supervisors in high engagement agencies define clear performance expectations, develop strong working relationships with employees, provide employees with useful feedback, and recognize their contributions. In short, the effort that leaders invest in managing their workforce appears to pay off in substantially higher levels of employee engagement and performance.

In this report, we offer practical, action-oriented suggestions for driving employee engagement and enhancing performance. Our recommendations can be characterized in three words: communication, connection, and courage. As Chairman Neil A. G. McPhie said, "These are the foundation of performance management—communicating openly and honestly with employees, connecting with them as people to build good working relationships, and demonstrating the courage to address and resolve problems." The report may be downloaded from the "Studies" section of our website, [www.mspb.gov](http://www.mspb.gov)

Both articles were taken from **Issues of Merit**, dated September 2009.



## UPCOMING EVENTS November 2009

- Nov 5, 2009**      **SWOSU-Weatherford**  
Government Job Fair  
POC: FEB Office, 405-231-4167
  
- Nov 10, 2009**      **Emergency Preparedness Council**  
2:00 p.m.      Federal Highway Administration  
5801 N. Robinson, Ste 300, OKC  
POC: FEB Office, 405-231-4167
  
- Nov 11, 2009**      **Veterans Day**      
  
- Nov 11, 2009**      **Mayors Committee on Disability**  
07:30 a.m.      **Concerns**  
POC: Diana Hubbard, 405-297-4544
  
- Nov 17-29, 2009**      **L-548 COOP Program Managers**  
All Day      OKC Public Works Training Cntr  
POC: FEB Office, 405-231-4167
  
- Nov 18, 2009**      **Interagency Training Council**  
10:00 a.m.      TBD  
POC: Carol Smith, 405-425-4499
  
- Nov 19, 2009**      **Federal Employees Care Council**  
5:00 p.m.      Ronald McDonald House  
POC: Tom Burton, 405-954-0625
  
- Nov 19, 2009**      **FEB Network Conference Call**  
12:00 noon      POC: LeAnn Jenkins, 405-231-4167
  
- Nov 26, 2009**      **Thanksgiving**      

*There are two kinds of discontent in this world: the discontent that works and the discontent which wrings its hands. The first gets what it wants and the second loses what it has.*

*—Gordon Graham*

  

*Leadership, of course, is the ability to inspire other people to work together as a team, following your lead, in order to attain a common objective, whether in business, in politics, in war, or on the football field. No one can do it alone.*      *—Harold S. Geneen*

## Your Federal Executive Board

“Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community.” (GAO-04-384)

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Jim Akagi, US Drug Enforcement Administration
- Adrian Andrews, Special Agent in Charge, US Secret Service
- Laura Culberson, Director of Staff, Tinker AFB
- Larry Flener, Representative for the District Director, US Postal Service
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency
- David Wood, Director, VA Medical Center
- Jon Worthington, Director, Southwestern Power Administration

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@gsa.gov](mailto:LeAnnJenkins@gsa.gov) no later than the 15<sup>th</sup> of each month.

### Officers:

**Chair:**      **LCDR David Nikodym**  
Commander, Military Entrance Processing Station

**Vice-Chair:**      **Sam Jarvis**  
Director, VA Regional Office Muskogee

**Ex Officio:**      **Kevin McNeely**  
US Department of Housing and Urban Development  
**Mike Roach**, U.S. Marshal  
US Marshals Service  
Western District of Oklahoma

### Staff:

**Director:**      LeAnn Jenkins  
**Assistant:**      Julie Murray



# Continuity of Operations (COOP) Excellent Series I Practitioners Certification



In an effort to further support Continuity of Operations efforts of the federal agencies in Oklahoma, the Federal Executive Board is providing information on a FEMA developed certification program available to employees completing specific COOP training. There are two levels of COOP certification available and some of the required training is available through independent study, online (<http://www.training.fema.gov/IS/>)

Individuals completing the pre-requisites can apply for certification:

1. The FEMA Emergency Management Institute will issue all certificates
2. Send certificate requests and supporting information to LeAnn Jenkins, [LeAnn.Jenkins@gsa.gov](mailto:LeAnn.Jenkins@gsa.gov) or fax to 405-231-4165
3. Please include your name, organization, work address, email address and phone number
4. Expect to wait up to six weeks to receive your certificate

## Submission for Certification Consideration

Name:	SSN:
DOB:	Agency:
Phone:	Email:

Submit copies of training completion for each of the following courses, along with this registration form to the Federal Executive Board (info below). *No certificates have been issued for the Determined Accord exercise; provide date and location of attendance for verification.*

	<b><i>COURSE TITLE</i></b>	<b><i>Completed</i></b>
<input type="checkbox"/>	IS 546: COOP Awareness Course,	
<input type="checkbox"/>	IS 547: Introduction to COOP,	
<input type="checkbox"/>	IS-242: Effective Communication	
<input type="checkbox"/>	B/E/L 548: COOP Manager's T-t-T Course,	
<input type="checkbox"/>	B/E/L 550: COOP Planner's T-t-T Workshop	
<input type="checkbox"/>	IS 100: Intro to Incident Command System (ICS),	
<input type="checkbox"/>	IS 230: Principles of Emergency Management,	
<input type="checkbox"/>	IS 700: Intro to National Incident Management System (NIMS),	
<input type="checkbox"/>	IS 800-B: A National Response Framework (NRF), An Introduction,	
<input type="checkbox"/>	E/B 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP Exercise Design/ Development T-t-T Course,	
<input type="checkbox"/>	Complete attendance in continuity exercise Determined Accord (Pandemic Preparedness), and	
<input type="checkbox"/>	NARA/CoSA Vital Records Training (optional recommended)	

*Successful completion of the above criteria will make you eligible to become a certified Professional Continuity Practitioner*

Submit registration and copies of training certificates by fax to: 405-231-4165 (Attn: LeAnn Jenkins)



**Oklahoma Office of Homeland Security**  
**COOP Manager's Training Course Train the Trainer**  
**(L-548)**  
**Oklahoma City, OK**  
**November 17-19, 2009**

**Course Overview:** The Continuity of Operations (COOP) Manager's Training Course will provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. **This training includes a train-the-trainer module that will equip managers to provide course training to others.**

Upon completion of this course, participants should be able to:

- Define COOP;
- Explain the business benefits of COOP;
- Identify the elements of a viable COOP capability;
- Identify the processes, resources, and tasks necessary to implement and manage a successful COOP Program.

Participants who successfully complete the course will receive a certificate of completion from FEMA – Emergency Management Institute.

**Participant Audience:** This course is for those who are responsible for their agency's Continuity of Operations Plan.

**Date and Location:** 8:00 am-5:00 pm, November 17-19, 2009; Oklahoma City Public Works Training Center 3738 SW 15<sup>th</sup> Street Oklahoma City, OK

**POC For Course:** Kathryn McCoy, by phone 405-425-2133, fax 405-425-7295 or kmccoy@dps.state.ok.us

**Registration:** Visit [Homeland Security's Website](#), then search for the COOP Manager's Course (L-548). Click on the name of the course, then on **REGISTER FOR THE COURSE**. You must register by November 3, 2009. If you have any questions, please contact Kathryn McCoy at 405-425-2133

**Hotel Accommodations:** Students who must travel more than 60 miles from their place of work to the training location, qualify for hotel accommodations. **You MUST register by November 3, 2009 to receive a hotel room.** If you have any questions, please contact Kathryn McCoy at 405-425-2133

**Sponsored By:** Oklahoma Office of Homeland Security and Federal Executive Board

**Delivered by:** US Department of Homeland Security and Emergency Management Institute (EMI)

**Gary Davis**

**Training & Exercise Coordinator**

**Oklahoma State Office of Homeland Security**

Email: [gldavis@dps.state.ok.us](mailto:gldavis@dps.state.ok.us)

(405) 425.7296 or (405) 425.7295 fax

[www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov)

***Federal registrants DO NOT qualify for the hotel accommodations. If you are travelling, you must include your hotel expenses in your TDY reimbursement request.***



## Good Enough for Government Work (a leadership/supervisory development program)



Date:	March 25, 2010 (yep, it's <b>next</b> year...and worth <i>planning!</i> )
Time:	7:30 a.m. Registration 8:00-4:00 Training
Location:	Clarion Hotel & Convention Center, 737 S. Meridian, Oklahoma City
Cost:	\$135.00
Instructor:	 <p><b>Kyle Eastham</b> is the author of “<i>Good Enough for Government Work – How to Squash Mediocrity in Government</i>” and “<i>Life is a Bowl of Choices</i>”. He has worked as a training manager, human resources manager, part-time Army officer (National Guard), game warden, and martial arts instructor. Kyle is currently President of the National Speakers Association - Oklahoma Chapter.</p> <p>Kyle and his beautiful wife Rebecca live with their dog, Tucker, in Oklahoma. When not speaking or working on his next book, Kyle enjoys singing with a barbershop music ensemble and getting involved in church activities.</p>
Topic:	<p>Kyle Eastham, will provide seven points to consider and implement to make your agency a GREAT place to work:</p> <ol style="list-style-type: none"> <li>1. <b>You need to fire someone</b> (tough to do, but it can be, and should be done. And everyone in the department knows who it should be!)</li> <li>2. <b>Develop emerging leaders.</b> Great running backs do not necessarily make great head coaches. It's a different set of skills.</li> <li>3. <b>Instill pride in the job &amp; department.</b> (Think Navy SEALs...)</li> <li>4. <b>Find a mentor.</b></li> <li>5. <b>Recognize &amp; reward excellence</b> (before they leave your agency for someone who will appreciate them – that's very frustrating and expensive)</li> <li>6. <b>Hire &amp; promote based on character.</b> You can then teach the required technical skills.</li> <li>7. <b>Stop lying to employees on performance appraisals.</b> Employees know who is doing a great job and who is a slug. Step up and be the supervisor. Call them like you see them.</li> </ol>

### Registration

Name \_\_\_\_\_ Agency \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Method of payment: [ ] Cash [ ] Government Voucher [ ] Credit Card [ ] Pay at the door

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165
Or email to:	Julie.Murray@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 18, 2010. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



# Strategies for Financial Success FEB Luncheon



<b>Date:</b>	Wednesday, October 28, 2009
<b>Time:</b>	11:30 a.m.—1:00 p.m.
<b>Location:</b>	OKC Public Works Training Center, 3738 S.W. 15 <sup>th</sup> Street, OKC
<b>Cost:</b>	\$15.00 per person

### *Why should you attend?*

In these times of financial turmoil and economic strife, this is an opportunity to gain information on a few strategies to easily overcome fears, anxieties and obstacles that may stand between you and financial security. Regardless of your income level, you can achieve financial security by learning a few simple principles about how money works: Rule of 72; Avoid the credit trap; Take control; Realign your assets; Leveraging your investments (dollar-cost averaging); Theory of decreasing responsibility.

Due to the subject matter of this luncheon, spouses are invited to attend, as well. IF you will be bringing your spouse, please register BOTH so that we will have an accurate count.

**Our meeting capacity is limited to 50 participants for this session.** For this reason, we need each registration to be pre-paid.

Registrations will be accepted on a first-come, first-served basis with confirmations provided from the FEB office.

### **Registration**

Name \_\_\_\_\_ Agency \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Spouse Attending \_\_\_\_\_

**Method of payment:**  Cash  Government Voucher  Credit Card

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165
Or email to:	Julie.Murray@gsa.gov

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through October 21, 2009. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



# One-Day Pre-Retirement Training Seminar-2009



*Be sure you are financially prepared to do all the things you've planned for your retirement!!*

<p><b>CSRS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> </ul>	<p><b>FERS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> </ul>
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**TIME:** 8:30 a.m. - 4:00 p.m. (each day) Registration will begin at 8:00am  
**LOCATION:** Oklahoma City Public Works Training Center, 3738 SW 15<sup>th</sup> St., OKC  
**COST:** [ ] \$95.00 per person if registered by close of business 11/20/2009  
 [ ] \$105.00 per person if registered after close of business 11/20/2009  
 [ ] \$50.00 for spouses (if materials are shared)

[ ] I am registering for the CSRS Only session on Tuesday, December 1, 2009.

[ ] I am registering for the FERS Only session on Wednesday, December 2, 2009.

*Seating is limited to 60 per session. Once a session is filled, future registrants will be notified and provided the opportunity to be placed on a waiting list for the next Pre-Retirement session.*

NAME(S): \_\_\_\_\_  
List name of employee and spouse on same form to receive the discounted price for spouse

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ EMAIL: ( ) \_\_\_\_\_

Agency/Registrant may pay by [ ] cash, [ ] check, [ ] credit card or [ ] government voucher.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
or fax to:	(405) 231-4165
Or email to:	<a href="mailto:Julie.Murray@gsa.gov">Julie.Murray@gsa.gov</a>

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through November 20, 2009. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10 2:00 Emgcy Prep	11 7:30 Mayors Committee Veterans Day 	12	13	14
15	16	17	18 10:00 ITC	19 1:00 FEB Network Conf Call 5:00 FECC	20	21
		L-548 COOP Program Managers Course				
22	23	24	25	26 Thanksgiving 	27	28
29	30	November 2009				

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.