



# INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102

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

(405) 231-4167

## Chair's Corner



Happy New Year to all! I am looking forward to the projects and initiatives of our Federal Executive Board in 2010. We have several leadership

development opportunities coordinated throughout the rest of this fiscal year.

November through December 2009, our Federal Executive Board provided *fifteen different H1N1 clinics* where we vaccinated federal employees, contract employees who work in federal space and family members. I want to thank all of our federal partners for providing the space, the Oklahoma City/County Health Department for providing the vaccine, and the MEPS volunteers for providing shot after shot until everyone in line received a vaccination.

**For FEB members**, we have coordinated an Executive Forum for January. The instructor scheduled for our March training will provide a keynote address for our agency leaders.

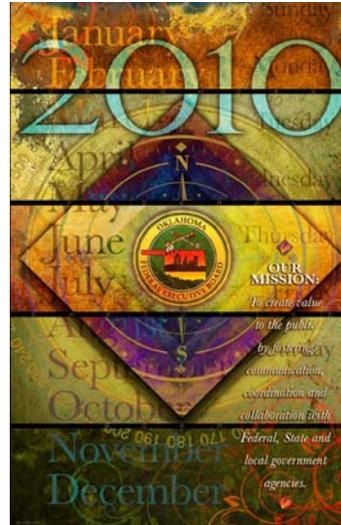
Our FEB has been asked by **OPM** to **coordinate forums** in which federal employees can provide input/feedback on the Federal Employees Health Benefits (FEHB). A registration form is provided in this newsletter for your convenience.

There are also two one-day leadership **development training opportunities** provided in this newsletter. One is scheduled for March

and the other will be in June.

The FEB will be hosting the one-week Shared Neutrals Academy the first week of March. Due to the limitations of this newsletter, details of this training offering are posted on our website.

The **2010 Leadership FEB class** will begin in March. A registration form is provided in this newsletter for anyone wishing to participate in this non-traditional leadership development program.



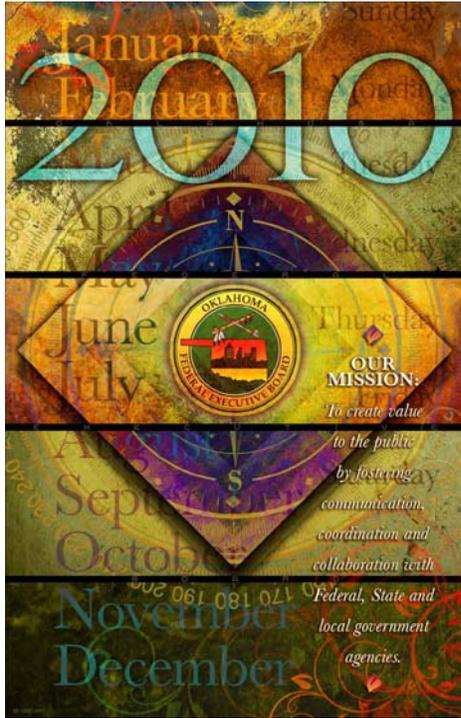
And of course, we have the new Oklahoma FEB calendars available. If you are interested in purchasing a calendar, or calendars, please contact the FEB office at 405-231-4167.

LCDR David Nikodym

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## 2010 FEB Calendar Purchase Request



To order 2010 FEB Calendar (s), please provide the information below:

I would like to order \_\_\_\_\_ # of Calendars  
\$7.00 each (volume discounts provided at 10, 20, 30, and 40 units)

I fit into one of the following priority groups:

- Federal Leader in Oklahoma
- Federal Employee (military, civilian, law enforcement or Postal Service) in Oklahoma.
- Government Employee in Oklahoma
- All other

I will pick up my calendar from the FEB office.

Please ship to the following address

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Method of Payment:

- Cash                       Check                       Credit Card (call for information)

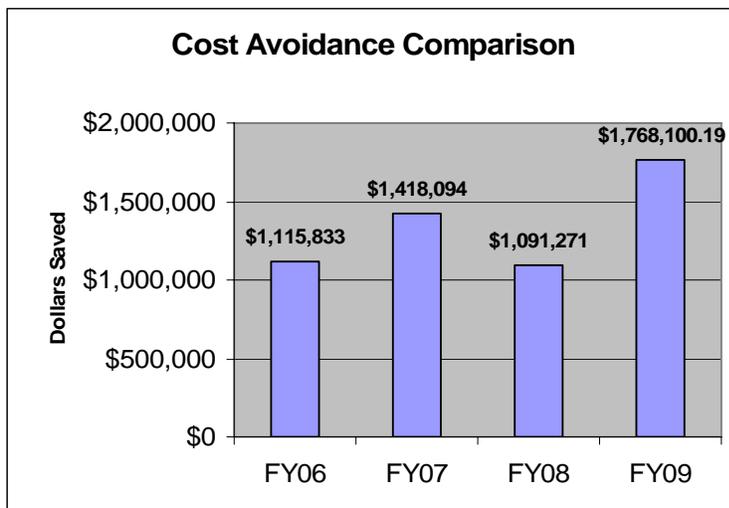
Mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Fax to:	405-231-4165
Or email to:	Julie.Murray@gsa.gov



# Executive Summary of Oklahoma FEB FY 2009 Accomplishments



Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
<b>Cost Avoidance</b>				
Training	Interagency	Dollars		\$273,375.56
ADR/Shared Neutrals Program	Interagency	Dollars		\$1,425,674.63
Federal Agency to Agency excess equipment/furniture transfer	Interagency	Dollars		\$69,050.00
<b>Community Outreach</b>				
Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$4,543,020.00	
Volunteer Hrs	FECC-Interagency	5,300 hrs x \$21.50	\$113,950.00	
Federal Blood Drives (value determined by cost avoidance of blood from non-profit center to VA Hospital)	Blood	15,262 (OBI) units x \$184	\$2,808,208.00	
Computers for Schools Program	111 CPUs and 1983 other computer items		\$2,729,577.16	
			<b>\$10,194,755.16</b>	<b>\$1,768,100.19</b>



investment made by our funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment figure of \$161,457.80 in salaries per year, the FEB provided a cost-avoidance to the Oklahoma Federal community of **\$1,768,100.19, a 10.95-fold return.** The cost avoidance calculations illustrate the results of FEB mediation resolutions and the training/educational programs (abbreviated version contained in this Executive Summary; full data comparison is contained in the

following annual report)



## *Notable items in addition to those listed on page three*

### **Emergency Preparedness**

- This FEB is an advocate of the FEMA Excellence Series, coordinating the classroom requirements at the local level to encourage federal, state and local government employees to pursue the COOP Practitioner Certification. In addition to the cost avoidance created by local events, our efforts resulted in **6 Practitioner certificates**: 3 Federal, 2 State, and 1 Local Government employee.
- The FEB executed a Push Partner Agreement with the Oklahoma City/County Health Department with the FEB Chair's agency taking the medical lead in February 2009. This plan will allow the FEB to obtain and distribute vaccinations and supplies to federal agencies in the Oklahoma City/County area in the event of an infectious disease or Pan Flu. This effort was outlined in a Federal Times article in April 2009. After executing the agreement, we shared the information with numerous FEBs requesting copies to include Albuquerque, Denver, Newark, and Seattle.
- Distributed **Situational Updates** from Oklahoma Department of Emergency Management to federal leaders throughout the state regarding tornadoes, wildfires and flooding with resources available and possible response times for electrical outages.

### **Human Capital Readiness**

- Hosted the *Annual Awards Banquet* on Monday, May 4, 2009 for Public Service Recognition Week with 375 in attendance. Eighty-eight individuals and 13 teams were recognized for their exemplary service and 16 bronze eagles were awarded for category winners.
- *Interagency mediation* services coordinated through the FEB's Shared Neutral's Program had **59 requests and 29.75 resolutions** creating a **cost avoidance of \$1,425,674.63** (this includes agency requests and EEOC mandated cases).
- Coordinated *18 interagency/intergovernmental training opportunities* which resulted in a total **cost avoidance of \$273,375.56**.
- Partnered with three Universities and Workforce Oklahoma to host five "*Government Job Fairs*"; participation of federal agencies in these Job Fairs created a **total cost avoidance of \$8,850.00**.
- The FEB partnered with Oklahoma State University to implement a pilot project in which federal employees can pursue an Associates Degree in Public Service through a hybrid program mixing classroom and internet instruction for an Associates Public Service degree.
- Provided information to FEB members; regarding an **Oklahoma State Attorney General's Opinion** on electronic media which also affects Federal agencies as they conduct business with State agencies.
- Throughout the year, we distributed numerous communications to the federal leaders regarding personnel issues, changes, updates and timely information.
- Distributed **52 vacancy announcements** for various federal agencies throughout the year to increase recruiting contacts and the quality/quantity of the resulting applicant pool.

### **Foundational Activities (Outreach)**

- Assisted in identifying local agency leaders to provide service briefings for Tribal Leaders in Oklahoma. The event was facilitated by Janet Weir Creighton, Deputy Assistant to the President and Director of Intergovernmental Affairs. The event focused on highlighting programs and activities for the purpose of enhancing government-to-government consultation and coordination throughout Indian Country, October 14, 2008 at Oklahoma City University.
- Provided **48 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 09; Executive Director made visits to the respective federal offices to provide these orientations.
- The FEB collaborates with GSA through an MOU, to provide federal employees access to **federal parking resources** in the Murrah garage and Federal Campus parking facilities. We were able to accommodate 73 employees throughout the year.

Full report is available at: [www.oklahoma.feb.gov/Forms/2009AnnualActivityReport.pdf](http://www.oklahoma.feb.gov/Forms/2009AnnualActivityReport.pdf)



## FERS employees can now redeposit retirement funds

There's good news for former Federal Employee Retirement System (FERS) employees who took a refund of their retirement contributions when they left government, but have since returned. Thanks to Public Law 111-84 signed into law in October, FERS employees for the first time can redeposit the amount they took out. If they do, they will get credit for their prior service in determining their length of service and in their annuity computations when they retire.

The Office of Personnel Management (OPM) is preparing guidance and a revised form, but anyone who is now eligible to pay a redeposit will be given the option of doing so during the annuity processing phase. If you feel that you can't wait for the new form, you can complete the current Standard Form 3108, Application to Make Service Credit Payment, and send it to OPM. You can get a copy from your personnel office or complete and print the online version at [www.opm.gov](http://www.opm.gov) under forms. Until OPM revises the form, you'll have to ignore the statement under General FERS Rules that says, "You cannot pay a civilian deposit for any period of service under FERS for which you received a refund of your retirement deductions based on an application filed after you had been covered by FERS."

If you want to make a redeposit, the process for doing so is the same as the one now used by Civil Service Retirement System employees. First, you'll need to find out how much you owe by filling out SF 3108 or its replacement form.

When OPM lets you know what you owe, plus accrued interest, you can take OPM's response to your payroll office and work out a repayment schedule. Payments can be in a lump sum, through regular deductions from your salary, or on an irregular basis. No payment can be smaller than \$25. And, to get any credit for refunded service, you redeposit must be completed before you retire.

Your redeposit options depend on when you received your refund. If you got the refund after September 30, 1991, you'll have to make a redeposit to get credit for that time. However, if you received the refund before October 1, 1991, you have a choice. You can make the deposit or, when you retire, have your annuity reduced actuarially by the amount you owe and your age.

Your deposit must equal the amount you received in your refund plus accrued interest, which is compounded annually. Since 1987, when FERS became law, interest rates have ranged from a high of

9.125 percent in 1989 to 3.125 percent in 2010.

So what does the opportunity to make a redeposit mean in practical terms? It means increasing your years of service, thus moving up your retirement eligibility date, and increasing your annuity.

If you retire under the standard formula—one percent of your high three salary, your average salary over your three consecutive highest-paid years, multiplied by all years and full months of creditable service—your annuity would be increased by one percent for every additional year of service credit, or 1/12 percent per month. If you retire at age 62 with at least 20 years of service, the multiplier is increased to 1.1 percent.

To find out how much your annuity would increase, you can put pencil to paper or go to [www.FEDbens.us](http://www.FEDbens.us) and use the handy software there. However, it seems that no one has developed software that will allow you to determine what an actuarial reduction in your annuity would be. (cont'd, pg 5)

The formula: Divide the amount you owe by a present value factor that is tied to your age at retirement. The result is the monthly reduction in your annuity. To find all the present value factors for both CSRS and FERS, pull up Federal Register information at [www.gpoaccess.gov/FR/retreive.html](http://www.gpoaccess.gov/FR/retreive.html) click on 2007, then type in page numbers 31629 and 31630.

For example, a 50-year-old FERS employee has a present value factor of 181.5. If OPM says he owes a redeposit of \$6,000 and he chooses not to make the deposit, his annuity would be reduced by \$33.06 per month--\$6,000 divided by 181.5.

Note: The present value factors in this example apply to retirees who are not entitled to receive cost-of-living adjustments to their annuities until they reach age 62. For those who are entitled to receive COLAs before age 62, such as law enforcement officers, firefighters and air traffic controllers, use the present value factors in Table II.B on Page 31630—2223.4 in the case of the 50-year-old.

The new law provides an opportunity. Whether a redeposit would be in your financial interest is something you'll have to figure out for yourself.

*Taken from Federal Times Article by Reg Jones, dated November 16, 2009*



## Make most of your TSP for 2010 retirement savings

From Federal Times article "Money Matters" dated December 7, 2009 by Mike Miles

This is my last Money Matters column for 2009, so I'll take the opportunity to remind those of you who are still active federal employees to carefully plan your retirement savings contributions for the coming year.

Unless there is a compelling reason to do otherwise, I (Mike Miles) strongly recommend you first direct your retirement savings contributions into your Thrift Savings Plan account—before you contribute to any other accounts. You should contribute the maximum allowed to your TSP account—which in 2010 is \$16,500 if you are under age 50, or \$22,000 if age 50 or older—before you contribute to a traditional IRA, Roth IRA, mutual fund, bank, brokerage, deferred annuity, cash-value life insurance or any other type of investment account for retirement savings.

No other investment vehicle is likely to provide you with a comparable retirement savings solution. This is true for all participants, but particularly so for those covered by the Federal Employees Retirement System. FERS employees' primary investment objective should be to obtain the full 5 percent match in contributions from their employer.

Aside from the free money FERS employees get through employer contributions, the TSP offers a package of advantages unmatched by alternative investments:

- Tax deferral. The TSP allows you to do something that you should generally strive to do—avoid paying tax bills now in favor of paying them later. Contrary to all of the incompetent, misleading "analysis" encouraging you to do the opposite—think of the Roth IRA conversion propaganda—deferring taxes on current income and its growth is the smart choice for most people.
- Low cost. Investing isn't free. As a prudent investor, you either contribute your time and effort to manage your investment portfolio or you pay someone else. In the case of the TSP, professionals do most of the work for you, and they do it well and for next to nothing.

- Superior rates of return. The TSP's low costs likely translate into rates of return that are superior to those for higher-cost alternatives with similar risk characteristics.
- The G Fund. The TSP's G Fund offers an unmatched combination of relatively high return and low risk. If you can find a better stable value investment, I'd like to hear about it. That doesn't mean you should allocate most or all of your account balance there, but it does provide a unique and valuable investment option.
- True diversification. The TSP's five core funds provide efficient and effective internal diversification, both on their own and when used together through an appropriate asset allocation scheme. Producing the return you need with the minimum possible risk should be your primary goal as the manager of your TSP pension fund.
- Simplicity. The TSP's simplicity—just five core index funds—is a key advantage over many alternatives. Don't let this simplicity fool you, however. By combining those five funds in the right ways, and managing their allocation properly, you can cover the range of risk and return available from the investment markets and tailor your account to meet nearly any need. Don't be fooled into believing that complexity brings superior results.
- Convenience. The TSP is easier to track and manage than comparable alternatives.
- Flexibility. The TSP allows you to continue to invest and manage your money for life, if you choose, or to withdraw your money to buy an annuity, invest elsewhere or spend as you please once you retire. In-service withdrawals are also allowed under certain circumstances, and you'll have penalty-free access to your money if you separate from service during or after the year in which you reach age 55—a break that an IRA doesn't offer.

*Mike Miles is a Certified Financial Planner licensee and principal adviser for Variplan LLC, an independent fiduciary in Ashburn, VA specializing in retirement planning for federal employees.*



## UPCOMING EVENTS January 2010

<b>Jan 1, 2010</b>	<b>New Year's Day</b>
<b>Jan 6, 2010</b>	<b>Epiphany</b>
<b>Jan 6, 2010</b> 10am-1pm	<b>Executive Policy Council</b> POC: FEB Office, 405-231-4167
<b>Jan 12-14 2010</b> All Day	<b>L-551, COOP Devolution Course</b> 921 NE 23 St., OKC, Rm 319-A POC: FEB Office, 405-231-4167
<b>Jan 13, 2010</b> 07:30 a.m.	<b>Mayors Committee on Disability Concerns</b> 222 NW 15 <sup>th</sup> St., Rm 207, OKC POC: Diana Hubbard, 405-297-4544
<b>Jan 13, 2010</b> 8:00am 1:00pm	<b>FEHB Focus Group</b> 9014 E. 21 <sup>st</sup> St., Tulsa POC: FEB Office, 405-231-4167
<b>Jan 13, 2010</b> 1:30 p.m.	<b>Urban Design Committee</b> POC: FEB Office, 405-231-4167
<b>Jan 14, 2010</b> 8:30am 1:30pm	<b>FEHB Focus Group</b> 3738 SW 15 <sup>th</sup> Street, Oklahoma City POC: FEB Office, 405-231-4167
<b>Jan 18, 2010</b>	<b>Martin Luther King Jr's Birthday</b>
<b>Jan 19, 2010</b> 11:00 am-1pm	<b>Good Enough for Gov't Work Executive Forum</b> POC: FEB Office, 405-231-4167
<b>Jan 20, 2010</b> 10:00 a.m.	<b>Interagency Training Council</b> NOAA, Norman POC: Carol Smith, 405-425-4499
<b>Jan 21, 2010</b> 11:30 a.m.	<b>Shared Neutrals Lunch-n-Learn</b> Denny's Restaurant, Midwest City POC: FEB Office, 405-231-4167
<b>Jan 21, 2010</b>	<b>Federal Employees Care Council</b> POC: Tom Burton, 405-954-0625
<b>Jan 26, 2010</b> 2:00 pm	<b>Emergency Preparedness Council</b> FHWA, 5801 N. Robinson, Ste 300 POC: FEB Office, 405-231-4167
<b>Jan 29, 2010</b> 12:00 noon	<b>Naturalization</b> US District Court, 200 NW 4 <sup>th</sup> St, OKC POC: FEB Office, 405-231-4167

*Leadership can be felt throughout an organization. It gives pace and energy to the work and empowers the workforce.*  
-Warren G. Bennis

## 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



# Taking Control of Your Daily Demands: Are You Challenging Life or Is Life Challenging You? (a leadership/supervisory development program)



Date:	June 15, 2010
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>Mark Towers is the founder of Speak Out Seminars. He has been educating people in change management workshops throughout the United States, Europe, South Africa, Mexico and Canada for eighteen years. His educational, motivational and entertaining programs have provided people with the tools to truly transform their lives.</p> <p>Mark combines his background as a consultant, manager, teacher, coach, professor, therapist, broadcast personality and professional speaker to help you become a more polished, powerful and profitable individual, team or company. He is the author of eight books, three audiocassettes and one compact disc.</p> <p>Mark has earned two degrees from the University of Iowa. He received his bachelor's degree in Secondary Education in 1972 and his master's degree in Counseling Psychology in 1977. After spending several years in the education field he became a professional speaker for audiences such as ABC-TV, Hallmark Card, AT&amp;T, Merrill Lynch, GTE and many government agencies.</p> <p>Mark Towers' research has been very extensive. Change in today's only constant. In order to cope with the current environment of "permanent white water," one must be able to continuously reinvent. Mark applies his intelligence, experience, humor and wisdom to nudge you in a new direction. Listen to the expert in managing change and you will be impacted with his positive and creative strategies for comparing with change.</p>
Topic:	<p>Living and working in today's do-more-with-less-and-do-it-faster world requires that you have your "act together." This "hands-on, how-to" seminar will provide tools that can be immediately implemented in your personal and working life. This (1) Educational (2) Motivational and (3) Entertaining session will promise a lot and deliver more. Come join us for a one-of-a-kind event. <i>During this high-content program, these are some of the things that you will learn:</i></p> <ul style="list-style-type: none"> <li>*The best model for managing your time and energy.</li> <li>*How to deal with setbacks as well as successes.</li> <li>*Secrets of success from "movers and shakers" who get things done and positively impact those around them.</li> <li>*How to stay focused and not get distracted from the important stuff.</li> <li>*Communication skills that get the results you desire.</li> </ul>

### Registration

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

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

Method of payment: [ ] Cash [ ] Government Voucher [ ] Credit Card

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 153 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 June 8, 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!



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



Date:	March 25, 2010 (yep, it's <b>next</b> year...and <i>worth 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

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Or fax to:	405-231-4165
Or email to:	Julie.Murray@gsa.gov

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# Leadership FEB 2010 Class



*Leadership FEB* is designed specifically for executives, senior managers, and aspiring leaders within the federal sector. This program is unique in that it is designed for federal participants and showcases primarily federal agencies and their leaders. Built to emulate other “Leadership” models, participants of this program will interact with local executives, sharing information and exploring unique challenges faced and addressed by federal leaders in Oklahoma. *In addition to the eight forums in which the participants will interact and learn from each other, they will also have the opportunity for active dialogue with agency leaders on various management and leadership challenges.*

Participants must attend five of the eight sessions in order to receive a certificate of completion for this program.

**Individual Benefits:**

*Leadership FEB* will provide participants exposure to:

- How new and advanced technology is being leveraged for maximum benefits,
- Innovative techniques developed to respond to numerous challenges in the federal sector, and
- A valuable leadership network, providing a number of individuals from which to draw information and solutions.

**Agency Benefits:**

*Leadership FEB* will provide your employees knowledge and information on:

- A variety of business practices, providing the benefit from different perspectives,
- Advances in technology to increase productivity and/or operational efficiencies, and
- A valuable network of leaders with a cumulative body of knowledge and expertise comprised from each individual’s perspective.

Date:	March-October 2010 (one day each month) First day of the program is in March 2010
Time:	8:00 a.m. - 4:00 p.m. (some days may vary 30 minutes)
Location:	Various locations, based upon coordinated agency visits each month
Cost:	\$750.00 per registrant This covers <i>Leadership FEB</i> program expenses for each forum, five leadership books, parking fees for designated forums, and other materials. Personal expenses, lodging, and mileage are not included in this cost.

## **Registration**

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

Title \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Supervisor’s Signature \_\_\_\_\_  
of support \_\_\_\_\_

Method of payment: [ ] Cash [ ] Government Voucher [ ] Credit Card

Mail registration to: Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102	Or fax to: 405-231- 4165	Or email to: julie.murray@gsa.gov
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## The Office of Personnel Management's Insurance Services Program needs your help!

This is a great opportunity for you to influence our Open Season initiatives and the future of the FEHB health plan brochures. Representatives from OPM will be conducting focus group sessions in Oklahoma on January 13<sup>th</sup>-14<sup>th</sup>, and they would like you to sign up for a session.

The first day they will discuss the Open Season material OPM produces and distributes (health, dental/vision, and flexible spending accounts). The first session is open to HR personnel only and a second session is for non-HR personnel only. See below for locations and times.

The second day they will discuss proposed changes to your Federal Employees Health Benefits (FEHB) health plan brochure. Anyone can sign up for either of these two sessions. Please see below for meeting times and locations.

The focus groups will last 1½ hour each, and can accommodate 15 participants per session.

If you are interested in participating, please sign up by faxing this completed registration form to the FEB Office via fax 405-231-4165 or by e-mail: Julie.Murray@gsa.gov

<b>DAY 1 (January 13)</b>	<b>DAY 2 (January 14)</b>
Session 1: 8:00 a.m. Fish & Wildlife, 9014 E. 21 <sup>st</sup> St., Tulsa Discuss Open Season material and information distribution  <b><u>HR personnel only</u></b>	Session 1: 8:30 a.m. 3738 SW 15 <sup>th</sup> Street, Oklahoma City Evaluate FEHB health plan benefit brochures  <b><u>No restrictions on participants</u></b>
Session 2: 1:00 p.m. Fish & Wildlife, 9014 E. 21 <sup>st</sup> St., Tulsa Discuss Open Season material and information distribution  <b><u>Non-HR personnel only</u></b>	Session 2: 1:30 p.m. 3738 SW 15 <sup>th</sup> Street, Oklahoma City Evaluate FEHB health plan benefit brochures  <b><u>No restrictions on participants</u></b>

Name of Attendee: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agency: \_\_\_\_\_ Telephone #: \_\_\_\_\_

January 13/Session 1     January 13/Session 2     January 14/Session 1     January 14/Session 2



SUN	MON	TUES	WED	THUR	FRI	SAT
31		January			1 New Years Day	2
3	4	5	6 10:00 Executive Policy Council	7	8	9
10	11	12	13 7:30 Mayor's Committee FEHB Focus Groups	14 FEHB Focus Groups-OKC	15	16
		L-551 Devolution Class				
17	18 Martin Luther King Jr's Birthday	19 Executive Forum for FEB Members Only	20 10:00 ITC	21 11:30 Shared Neutrals FECC	22	23
24	25	26 Emergency Preparedness Council	27	28	29 Naturalization	30

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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 OFFICIAL BUSINESS ONLY

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