INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102 **http://www.oklahoma.feb.gov/** **(405) 231-4167**

Chair's Corner

I typically begin this article with a "chipper and cheery" greeting. I think for the Month of March, I'll begin with a "Have a Seat, Buckle in, we're in for quite a ride"!

At the writing of this article, March 1 has not yet appeared on the calendar; however, with all the indications we have on the day of me writing this, it appears as though Federal Agencies will experience Sequestration.

For employees who wish to learn more about sequestration and the effects, the US Office of Personnel Management has put together a nice "Supplemental Guidance" piece that is posted on their website at: www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/supplemental-guidance-administrative-furloughs.pdf

This document defines sequestration, provides information on the difference of a shutdown furlough and an administrative furlough, Employee Status, Designation of Furlough days, etc.

While everyone will receive information through their respective agency channels, there is general information out there that provides background on the issues that concern us all.

This will also affect our Federal Executive Board and our planned activities. We will scale back on the training events that require a registration fee. Things with registration fees that you can still expect to see this year:

- Leadership FEB Class 2013
- Shared Neutrals Academy
- Annual FEB Awards Program

We are working on coordinating events that will have no registration fee so that the only cost will be for the individuals to arrive at the facility. Our goal is to continue collaborating for efficiency in times that illustrate the most need for that efficiency.

We have already coordinated a few events to provide training opportunities with no registration fees:

- Diversity and Inclusion Workshop (pg 4)
- Financial Wellness Workshops (recently concluded; however, due to the positive feedback and challenging weather, we will host again).

I hope you each take advantage of the FEB offerings this year in a way to leverage the few resources we possess.

A.D. Andrews, Chairman

Inside Story	*Pg*	*Inside Story*	*Pg*
CSRS Offset	2	What Makes a Leader	7
Did You Know?	3	(cont'd from pg 7)	8
Diversity & Inclusion	4	Award Banquet	9
Fostering Teamwork	5	ADR Registration	10
Upcoming Events	6	Leadership FEB reg	11

Explaining Annuities under CSRS Offset

The longest serving feds are covered by the Civil Service Retirement System. Those hired in 1984 or later are covered by the Federal Employees Retirement System. In between are those covered by CSRS Offset, a hybrid that combines CSRS and Social Security.

To be covered by CSRS Offset, you have to have been a CSRS employee for at least five years before 1984, left government and returned after a break in service. If you returned in 1984 or later after a break of a year or more, you would have been automatically covered by CSRS and Social Security, with the option of transferring to FERS. If you elected to stay in CSRS Offset, your retirement contributions were divided between CSRS and Social Security. For most employees, 6.2 percent goes to social Security and 0.8 percent to CSRS. For special category employees, such as law enforcement officers and firefighters, 6.2 percent goes to Social Security and 1.3 percent to CSRS.

If you are like most CSRS Offset employees, you r annuity will be calculated the same way it is for regular CSRS employees. It is the sum of the three multiplication products: 1.5 percent of your high-three—the average of your highest three years of salary—times your first five years of service; plus 1.75 percent of your high-three times all service between five and 10 years; plus 2 percent of your high-three times all years and full months of service over 10 years.

If you are a special category employee, your annuity will be calculated using a different formula. An enhanced multiplier will be used for 20 years of covered service and the standard formula for any other service.

The sum of the CSRS calculation is an estimate of your basic retirement annuity before deductions are take for such things as a survivor annuity, insurance premiums, and federal taxes. The closer you are to retirement, the more accurate this estimate will be.

If you are a CSRS Offset retiree under age 62, everything works the same as it would for a regular CSRS retiree. However, because you are eligible for a Social Security benefit at age 62, the Office of Personnel Management will reduce, or offset, your CSRS benefit to account for the Social Security benefit you earned as a CSRS Offset employee. That reduction won't affect any additional Social Security benefit you are entitled to because of non-CSRS Offset employment.

If you retire at age 62 or later, the reduction will be made at retirement. However, if you retire before age 62, as you approach that birthday OPM will contact the Social Security Administration and ask for an entitlement determination. SSA will send OPM two benefit computations—one for all Social Security-covered earnings, the other without earnings attributable to CSRS Offset service.

OPM will use this data to calculate a reduction, which is the lesser of: the difference between the Social Security monthly benefit amount with and without CSRS Offset service, or the Social Security monthly benefit amount, with federal earnings, multiplied by a fraction, where the numerator is the employee's total CSRS Offset service rounded to the nearest whole number of years and where the denominator is 40.

Under the first calculation, if you had three years and eight months of CSRS Offset service and were entitled to $600 a month, but only $550 with the SCRS Offset service removed, the monthly reduction would be $50.

Under the second calculation, you'd multiply that $600 by four years—your years of service rounded up to the nearest whole number. That would amount to $2,400. Then you'd divide that by 40 and end up with a $60 reduction.

Since the offset must be the lesser of the two computations, the reduction would be $50. Future cost-of-living allowances would be applied to the amount remaining after the reduction, in this case $550.

If you retire from CSRS Offset and are under age 62, you should apply for your Social Security benefit ahead of time. Failure to apply could give you a financial jolt. If you do nothing, your CSRS annuity would drop and you'd have to wait until Social Security processed your case and put you on its rolls.

This article was reprinted from the Federal Times article dated 7/23/12 by Reg Jones, previously head of retirement and insurance programs at the Office of Personnel Management.

Spotlighting Information in Public Service

Did you Know…

Air Force Reserve unit refuels at 25,000 feet

by Senior Airman Mark Hybers
507th Air Refueling Wing, Public Affairs

1/9/2013 - TINKER AIR FORCE BASE, Okla. -- When most people think about skillful dancing, the thought of a couple moving gracefully across a dance floor comes to mind. If you are part of the KC-135 Stratotanker refueling crew, you're probably picturing two planes less than 50 feet apart bouncing around at 25,000 feet while trying to connect a refueling boom into what appears to be a golf ball-sized hole.

This well-choreographed, highly skilled dance conducted by members of the 507th and 137th Air Refueling Wings aircrew is one way of trying to describe the air refueling process.

This important mission takes an enormous amount of education, training, manpower and focus to remain calm under intense pressure to pull it off.

Pressure starts during pre-flight checks. Ground crews communicate back and forth with the pilots as they check off a long list of items.

Once airborne, the pilots communicate between Air Force and civilian air traffic control personnel for air space and altitude clearance. They then set the coordinates and altitude in preparation to meet the receiver (plane receiving fuel) at the pre-coordinated air refueling track.

When the planes are within 10 to 15 minutes of each other, the boom operator gets in position, takes out a check list and runs the refueling boom through a series of checks to ensure it's working properly.

Once the receiver moves to within 50 feet of the boom a series of light signals begins between the boom operator and the receiving pilot. This is when the dance begins and with it comes immense pressure until the refueling is complete.

"Even the book says two planes flying in close proximity is inherently dangerous," said Master Sgt. Jeff Bass, 465th Air Refueling Squadron boom operator, during a recent air refueling training of a E-3 Sentry also out of Tinker Air Force Base. "It becomes even more tense when you get radio to radio communication and find out they are doing an extraordinary amount of training."

Once both planes enter the air refueling track, the receiving E-3 comes up behind the KC-135. The boom operator calls out '50 feet and slightly low.'

Once the plane is stable the boom operator brings the plane in with the forward light.

"One foot per second, coming down the middle," says Bass. "I'll then call out 10 foot increments and once the plane is stable, I'll try to make contact with the boom."

Meanwhile, the pilot of the receiving plane is looking to a fixed point trying to keep the aircraft steady on that point.

"With two planes moving, that can be some work," added Bass. "I have to try to keep the boom lined up and within certain parameters for it to be a safe operation. If he's moving too quickly towards one of those limits, I might trigger a disconnect."

The final task during this particular training is to actually off-load 50,000 gallons of fuel. There were two pilots on the E-3 who needed to take control of the plane, each connecting with the KC-135 for 25,000 gallons of fuel.

Off-loading fuel is also very challenging. While the Bass is doing his part controlling the boom and keeping the planes connected during fuel transfer, pilots Maj. Milburn and Lt. Loper are controlling the fuel off-load.

Once the refueling is finished, Bass calls foot markers out to 100 feet, to let the pilots of the E-3 and KC-135 know when everyone is clear. Then he takes a deep breath and grabs his checklist.

"I just don't think I could possibly do any other job in the Air Force," Bass says with a laugh.

Now at the controls, Loper takes the KC-135 back to Tinker Air Force Base for landing. People on the ground in the St. Louis area have no idea that a group of talented, well trained crew just pulled off a highly skilled "dance" 25,000 feet over their heads.

Diversity and Inclusion Workshop for Federal Leaders

Where:	Oklahoma City Public Works Training Center, 3738 Southwest 15th Street, OKC
When:	Wednesday, August 28, 2013
Time:	Registration begins at 12:30 p.m. Workshop: 1:00 p.m.-3:00 p.m.
Trainer:	Laura Liswood Secretary General, Council of Women World Leaders Senior Advisor, Goldman Sachs
Cost:	$0.00 No Cost!
Supports:	Executive Order 13583—Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Federal Workforce

This workshop is Hosted by the Oklahoma FEB and OPM's Office of Diversity and Inclusion.

Intended audience for this workshop is GS-13 through SES; however, depending on your agency's field structure, grades may be less to be agency-appropriate.

Hear what other Federal agencies have said about Ms. Liswood's highly interactive workshops:

✓ Laura Liswood's message will help us to create high-performing and innovative organizations!

✓ This workshop is a new perspective on Diversity and Inclusion!

✓ She is an outstanding speaker who leaves you with tools for succeeding in a diverse workplace!

Attendees will receive a free copy of Ms. Liswood's book, *The Loudest Duck*
.

Registration

In order to ensure we have sufficient copies of the book, please register as early as possible!
(The number of registrants we have on August 12 will be used to order the books.)

Name:	**Agency:**
Phone:	**Email:**

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102
Fax to:	405-231-4165
Or Email to:	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, substitutes will be permitted through August 21, 2013; the number of registrants at that time will determine whether we have sufficient numbers for the workshop.

Fostering teamwork: It's not about you

Commentary by Maj. James Bartran, 36th Student Squadron, Squadron Officer College

12/14/2012 - **MAXWELL AIR FORCE BASE, Al** - - Henry Ward Beecher once stated, "No man is more cheated than the selfish man." Individualism, entitlement, self-servitude and egotism well ingrained in our personalities are cancers to team development. The cure rests in selflessness, genuine caring of others and a strategic mindset.

The implementation of these traits requires thought.

A great team is greater than the sum of its parts. How do you build such a team? How do leaders foster team development and cohesiveness?

Great teams take time, work, and most of all, strong relationships ... real relationships. However, in today's anti-analytical, distant culture that demands instant gratification; we expect results to just happen.

We should approach team development in a way that is less like social media, where one has a sense of control and can manage social interactions, and more like a friendship with all its intangible imperfections and unexpected synergies. What follows are thoughts on fostering this type of team.

It's not about you

We all have a propensity to think we live in a bubble. You don't.

As a leader, this truth carries more importance for you. Whatever your career ambitions, personal problems or insecurities, fostering teamwork demands equality. Each person or role has its place, and they are self-defined based on the team dynamic, creating balance.

This holistic mindset closely matches "the long grey line," as stated by Gen. Douglas MacArthur. All players have a place where they add the most value. This balance requires a degree of selflessness, and our mission sets require us to hold true or risk failure as a nation, Air Force, team and individually.

Walk the walk

Your actions speak louder than your words, and this truth is no less relevant while fostering teamwork. When leading a team, remember the importance of holding high standards from the simplest of requirements, such as uniform wear, to the demands of highly detailed missions.

No one can truly know your mindset, your motivations, aspirations and thoughts, but they can know how you chose to behave, dress and act and your true character. This becomes the bedrock for fostering teamwork. This leaves little mystery as to where people stand, which in turn allows them to branch out and begin their journey as a team. Finally, this helps the team in role clarity, eliminating the individual mindset. In its place, individuals begin thinking they are part of something bigger than themselves.

Relationships mean everything

During the most adverse encounters a team will ever face, the foundational relationships and friendships between its members bind them together. Organizations pale in importance to the brothers and sisters beside you during hardship. This identification, in turn, serves to strengthen the team even more.

Imagine for a moment that your commander orders you to take on a highly undesirable task. Imagine the differences in your willingness to take on this task based on your loyalty to the people you serve. Trusting one another and, in turn, developing real relationships will inevitably lead to teams that will overlook individual motives in place of team objectives.

Simply put, interaction fuels action. The most important leadership behavior to remember: you must uphold and foster trust between you and your team members. Failing to do so will result in breaking that trust and the team.

Vision is important

Without vision, your people will lack direction, focus and purpose. Vision takes one's eyes off of individual concerns and focuses the team, giving them confidence. This fosters teamwork on a number of levels.

While seemingly attainable, a true vision lies just beyond achievable. When the team accomplishes things it didn't at first believe possible during its journey to achieve the vision, everyone's confidence is boosted and team development is furthered.

It also puts the team on the same page and focuses efforts. This in turn demonstrates that everyone desires the same thing, creating buy in.

UPCOMING EVENTS
March 2013

Mar 4, 2013	**FEB Monthly Report to OPM**
Mar 4, 2013 **1:00 pm**	**FEB Conf Call with OPM** POC: FEB Office, 405-231-4167
Mar 5-8, 2013 *CANCELLED*	**FEB Executive Director Conf** Saint Louis, MO POC: FEB Office, 405-231-4167
Mar 10, 2013	**Daylight Savings Time Begins**
Mar 14, 2013 **10:30-12:30**	**Oklahoma Field Federal Safety & Health Council Meeting** Location TBD, POC: Stephanie Schroeder, 405-954-0371
Mar 17, 2013	**St. Patrick's Day**
Mar 28, 2013 10:00 am	**Executive Policy Council mtg** TSA-OKC Hosts POC: FEB Office, 405-231-4167

INSPIRATION CORNER

You don't lead by pointing and telling people some place to go. You lead by going to that place and making a case. –Ken Kesey

Remember that morale always filters down from the top. It reflects the attitudes of people at every level—especially the attitudes of supervisors toward their own jobs and toward the people they supervise.
–Louis B. Lundborg

A wise man will make more opportunities than he finds. –Francis Bacon

Know whether a problem is worth solving. There will always be dark days, but if your conviction of the value of the problem is such that you go right ahead in spite of the difficulties, the chances are that you will achieve success in the end.
–Charles F. Kettering

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:

- Kevin Donovan, Federal Security Director, TSA
- Jeremy Duehring, LCDR, Military Entrance Processing Station
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Jim Finch, Special Agent in Charge, FBI
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Ross Marshall, Executive Director, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Stan Sieg, Actg Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency

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 no later than the 15th of each month.

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Special Agent in Charge,
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Director,
US Postal Service District,
Oklahoma City

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Director: LeAnn Jenkins
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Detailee: Don Horton, FAA

What Makes a Leader?

It was Daniel Goleman who first brought the term "emotional intelligence" to a wide audience with his 1995 book of that name, and it was Goleman who first applied the concept to business with his 1998 HBR article, reprinted here. In his research at nearly 200 large, global companies, Goleman found that while the qualities traditionally associated with leadership—such as intelligence, toughness, determination, and vision—are required for success, they are insufficient. Truly effective leaders are also distinguished by a high degree of emotional intelligence, which includes self-awareness, self-regulation, motivation, empathy, and social skill.

These qualities may sound "soft" and unbusinesslike, but Goleman found direct ties between emotional intelligence and measurable business results. While emotional intelligence's relevance to business has continued to spark debate over the past six years, Goleman's article remains the definitive reference on the subject, with a description of each component of emotional intelligence and a detailed discussion of how to recognize it in potential leaders, how and why it connects to performance, and how it can be learned.

Every businessperson knows a story about a highly intelligent, highly skilled executive who was promoted into a leadership position only to fail at the job. And they also know a story about someone with solid—but not extraordinary—intellectual abilities and technical skills who was promoted into a similar position and then soared.

Such anecdotes support the widespread belief that identifying individuals with the "right stuff" to be leaders is more art than science. After all, the personal styles of superb leaders vary: Some leaders are subdued and analytical; others shout their manifestos from the mountaintops. And just as important, different situations call for different types of leadership. Most mergers

The Five Components of Emotional Intelligence at Work

	Definition	Hallmarks
Self-Awareness	the ability to recognize and understand your moods, emotions, and drives, as well as their effect on others	self-confidence realistic self-assessment self-deprecating sense of humor
Self-Regulation	the ability to control or redirect disruptive impulses and moods the propensity to suspend judgment – to think before acting	trustworthiness and integrity comfort with ambiguity openness to change
Motivation	a passion to work for reasons that go beyond money or status a propensity to pursue goals with energy and persistence	strong drive to achieve optimism, even in the face of failure organizational commitment
Empathy	the ability to understand the emotional makeup of other people skill in treating people according to their emotional reactions	expertise in building and retaining talent cross-cultural sensitivity service to clients and customers
Social Skill	proficiency in managing relationships and building networks an ability to find common ground and build rapport	effectiveness in leading change persuasiveness expertise in building and leading teams

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need a sensitive negotiator at the helm, whereas many turnarounds require a more forceful authority.

I have found, however, that the most effective leaders are alike in one crucial way: They all have a high degree of what has come to be known as *emotional intelligence*. It's not that IQ and technical skills are irrelevant. They do matter, but mainly as "threshold capabilities"; that is, they are the entry-level requirements for executive positions. But my research, along with other recent studies, clearly shows that emotional intelligence is the sine qua non of leadership. Without it, a person can have the best training in the world, an incisive, analytical mind, and an endless supply of smart ideas, but he still won't make a great leader.

In the course of the past year, my colleagues and I have focused on how emotional intelligence operates at work. We have examined the relationship between emotional intelligence and effective performance, especially in leaders. And we have observed how emotional intelligence shows itself on the job. How can you tell if someone has high emotional intelligence, for example, and how can you recognize it in yourself? In the following pages, we'll explore these questions, taking each of the components of emotional intelligence—self-awareness, self-regulation, motivation, empathy, and social skill—in turn.

Evaluating Emotional Intelligence

Most large companies today have employed trained psychologists to develop what are known as "competency models" to aid them in identifying, training, and promoting likely stars in the leadership firmament. The psychologists have also developed such models for lower-level positions. And in recent years, I have analyzed competency models from 188 companies, most of which were large and global and included the likes of Lucent Technologies, British Airways, and Credit Suisse.

In carrying out this work, my objective was to determine which personal capabilities drove outstanding performance within these organizations, and to what degree they did so. I grouped capabilities into three categories: purely technical skills like accounting and business planning; cognitive abilities like analytical reasoning; and competencies demonstrating emotional intelligence, such as the ability to work with others and effectiveness in leading change.

To create some of the competency models, psychologists asked senior managers at the companies to identify the capabilities that typified the organization's most outstanding leaders. To create other models, the psychologists used objective criteria, such as a division's profitability, to differentiate the star performers at senior levels within their organizations from the average ones. Those individuals were then extensively interviewed and tested, and their capabilities were compared. This process resulted in the creation of lists of ingredients for highly effective leaders. The lists ranged in length from seven to 15 items and included such ingredients as initiative and strategic vision.

When I analyzed all this data, I found dramatic results. To be sure, intellect was a driver of outstanding performance. Cognitive skills such as big-picture thinking and long-term vision were particularly important. But when I calculated the ratio of technical skills, IQ, and emotional intelligence as ingredients of excellent performance, emotional intelligence proved to be twice as important as the others for jobs at all levels.

2013 Public Service Recognition Week
Employee of the Year Awards Banquet

Public Service Recognition Week: May 6-12, 2013!		***Event information:*** **Date: Monday, May 6, 2013** **Time: 11:30am-1:00pm** **Location: US Postal Service** **Nat'l Center for Employee Development** **2801 E. State Highway 9, Norman, OK** ***Nominees should arrive no later than 11:00 a.m. for pre-brief.***

Location: The facility is approximately 5 miles east of I-35 on Highway 9. NCED is on the north side of the road.(specific directions can be obtained from www.mapquest.com)

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name:_____ Agency: _____

Address: _____ Phone: _____

Cost: $20.00 per person

Payment:

[ ] Cash [ ] Check [ ] Credit Card

Payment must be made prior to the event; no forms of payment are able to be accepted at the luncheon.

Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 23, 2013. 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!

Registration and Agreement for Employee Participation in the Oklahoma FEB Alternative Dispute Resolution Consortium, "Shared Neutrals Program"

Employee involvement and availability is vital to this program's success in providing mediation services for federal agencies. Supervisory support of their involvement is critical to their success.

Please indicate (by your signature below) your support of the identified employees(s)' participation for at least one year, including 10 hours per year in the Oklahoma State Supreme Court system (qualifying the individual for State Certification). The employee's involvement may be terminated or extended at the end of their year of service.

The supervisor's signature certifies each nominee meets the following criteria:

1. Possesses strong receptive and expressive skills; is a good communicator.
2. Is able to suspend advice-giving.
3. Availability: must be willing and able to commit to the program for one year (on an as-needed basis), including 10 hours per year to work with the Oklahoma Supreme Court.
4. Has a tolerance for conflict.
5. Demonstrates confidence, possesses leadership qualities.

Maintenance of Program Integrity:

- Mediators shall accept and carry out their assignments consistent with Shared Neutrals policies and procedures.
- Mediators should not accept assignments from an agency unless the assignment is generated through the Oklahoma FEB's Shared Neutrals program or the program within their employing agency; mediators who knowingly do so, are not functioning as Shared Neutral mediators, nor representing the FEB program
- Mediators should be aware that mediating outside the Oklahoma Federal Executive Board Shared Neutrals program and/or their employing agency could result in a charge of abuse of official time and/or otherwise affect their rights and benefits as federal employees.

REGISTRATION

Name of Employee Signature Date

Name of Supervisor Signature Date

Agency:_____ Employee's Work Phone:_____

E-mail Address:_____

COST: $150.00

Workshop attendance is limited so everyone is encouraged to register as soon as possible.

Payment will be in the form of: [ ] Check [ ] Credit Card [ ] Govt Voucher

Mail this completed form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
OR fax to:	405-231-4165
Or email to:	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding the unforeseen circumstances may preclude an individual from attending; refunds will be permitted through Thursday, April 5, 2013. However, after that date, registration must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

2013 Leadership FEB *Registration Form*

Name:	Agency:
Title:	Address:
Phone:	
Email:	Cell Phone:

In order to maximize the benefits and expand the cohesive networking opportunities, no alternates will be authorized to attend single sessions. However, if an identified participant becomes unable to honor their commitment to the program, the employing agency is authorized to replace that individual for the duration of the program.

In order to ensure maximum benefit to the participants, each Leadership FEB class will be limited to 20 participants. Past forums have included NOAA agencies, US Army, US Air Force, Veterans Administration, Postal Service, Law Enforcement Agencies, Department of Interior, HUD and others.

Participants **must attend a minimum of five sessions** in order to receive a certificate of completion for this program. The majority of sessions will occur in the Central Oklahoma area; however, to illustrate the diversity of the nature and geographic areas of our federal community, a couple of sessions will be to visit federal agencies in outlying areas.

_____

Participant's Signature Date

_____

Agency Director/Commander Review/Approval Date

Register as early as possible to reserve a slot for your participant, no later than Friday, February 22, 2013. Cancellations will be processed at no charge to the agency through that date. After February 22, 2013, we ask the agency to honor their obligation due to cost incurred; however, a substitute is authorized and encouraged.

Agency/Registrant may pay the **course fee ($750)** by cash, check, credit card, or government voucher.

Please submit the registration form:

By mail: Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102	By fax: (405) 231-4165
By email: LeAnn.Jenkins@gsa.gov	

SUN	MON	TUES	WED	THUR	FRI	SAT
31		March 2013			1	2
3	4 1:00 FEB Conf Call	5	6	7	8	9
10 Daylight Savings Time	11	12	13	14 10:00 OFFSHC	15	16
17 St Patrick's Day	18	19	20	21 11:30 FTC Community Bd	22	23
24	25	26 Leadership FEB-NOAA	27	28 10:00 Executive Policy Council Mtg	29	30

OKLAHOMA FEDERAL EXECUTIVE BOARD
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