



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



May is upon us!

Our Federal Executive Board will be recognizing eighty-seven (87) nominees at our annual Awards ceremony on Monday, May 6th. A registration form for

the luncheon is provided in this newsletter for your convenience. If you have not yet registered, you will want to do so, quickly!

In the most recent issue of FCW, there was a commentary written by Bob Woods, president of Topside Consulting Group and former commissioner of the GSA's Federal Technology Service regarding awards. Our FEB agrees with his philosophy that "Taking the attitude that having too many awards cheapens them is wrong. What cheapens them is giving them for the wrong reasons, with poor intentions and agendas." He goes on to say that the responsibility for awards rests with:

1. the organization must give them for the right reasons and run a credible process to select the winners;
2. the recipient needs to have accomplished something to deserve the award;
3. awards should be given based on merit, not rank. (paraphrased from article)

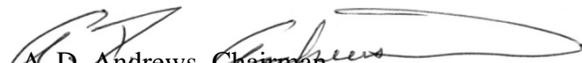
Our annual ceremony is scheduled during Public Service Recognition Week (May 5-11th). Celebrated the first week of May since 1985, *Public Service Recognition Week* (PSRW) is time set aside to honor the men and women who serve our nation as federal, state, county and

local government employees and ensure that our government is the best in the world.

We will list the nominees to be honored at our luncheon in next month's newsletter, along with identifying the winners of each category, so be sure to watch for that article!

While some agencies have managed to avoid furloughing employees, others are (or have) implemented furloughs. Your FEB responded early in coordinating no cost Financial Wellness Workshops to provide valuable information on ways to successfully navigate the financial challenges faced by federal employees. We will be hosting another set of workshops this month to follow on from the last workshops. This set of workshops will include a small section to discuss computer programs and mobile device apps that can be used to track debt and household budgets. (In addition, there was an article on the "6 best banking & budget apps in the April 2013 newsletter).

This year we are focusing on low cost or no-cost training so watch for registration forms in our newsletters and/or website. Please let the FEB office know of topics you think would fit nicely into this format and serve an inter-agency audience.


A. D. Andrews, Chairman

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When unexpected bills upset your plans

Taken from “Money Matters” article in Federal times, April 1, 2013 edition written by Mike Miles

The Thrift Savings Plan is intended to fund retirement living expenses, but it might be necessary to tap it early to meet unexpected expenses. Frozen pay, furloughs, reductions-in-force and earlier-than-expected retirement can throw a monkey wrench into the best of plans.

Of course, reducing your spending to avoid invading your TSP account should be your first tactic. A loan is another option, but there are limits on the amount you can take, and it must be repaid in installments. Sometimes a loan just won't do the job.

So how do you get at that TSP money?

If you have reached age 59½ and are still working, you may take one age-based, in-service withdrawal without penalty. This will count as your only lifetime partial withdrawal, so don't plan on taking another later.

If you separate from federal service during or after the calendar year you reach age 55, you may withdraw funds, according to the normal rules for retirees, without penalty. This is a special exception to the early withdrawal penalty that applies only to employer-sponsored retirement plans, like the TSP, and not to IRAs.

If you're still a federal employee and are under age 59½, you have two options—a loan or a financial hardship withdrawal. As I mentioned, a loan is a good choice if you don't need more than is allowed and can afford to make the required repayments. A hardship withdrawal requires documented proof of the need and is subject to the 10% IRS early withdrawal penalty and income taxes, so it should be your last resort.

But what if you're separated from service and don't meet the age 55 exemption?

One way to avoid the early withdrawal penalty is to use all or part of your balance to purchase a life annuity, either from the TSP's provider or from another insurance company. The annuity converts your balance into a stream of income guaranteed to last at least as long as you live and on which you will pay no early withdrawal penalty. The annuity is irreversible, however, and may produce a stream of income significantly smaller than what could be produced through alternative withdrawal methods. More important, it may produce a stream of income that fails to keep pace with inflation and reduces your spending power through time. Select this option only after careful consideration and comparison against alternatives.

Rather than purchasing an annuity from an insurance company, you can also avoid the early withdrawal penalty by creating and managing your own annuity—taking withdrawals designed to distribute your account balance over your lifetime. The IRS allows three alternative methods to be used in calculating the penalty-free distribution—called substantially equal periodic payments—that can be taken from an account each year: the life expectancy method, the annuity factor method and the amortization method.

The life expectancy method calculates each year's distribution by dividing the previous year's ending balance by your remaining life expectancy, according to published tables. The result will be annual distributions certain to last your lifetime, but which may vary substantially in size from one year to another.

The annuity factor and amortization methods both rely on complex formulas that produce fixed annual distribution amounts that may or may not last for life. These two methods typically produce distributions that are higher than by the life expectancy method.

All of the substantially equal periodic payment exemptions require that the distributions continue, undisturbed for five years or until you reach age 59½, whichever is longer. This means that once the distributions begin, they must continue and must not change, except as allowed, for at least five years. You must take exactly the amount produced by an accepted calculation method each and every year, without adding any money to the account, during the required period to avoid penalties.

Violating the rules will mean that penalty taxes and interest will be imposed on the entire stream of early distributions taken.

Additional exemptions to the penalty for distributions taken from your TSP account before you reach age 59½ or those:

- Made because the account owner is totally and permanently disabled.
- Ordered by a domestic relations court.
- Made because the account owner died.
- Made during a year in which the account owner has deductible medical expenses exceeding 7.5% of adjusted gross income.
- Made by an account owner who separated from federal service during or after the calendar year in which he reached age 55.

If you qualify for one of these exemptions, you will have unlimited access to your account after you separate from service at any age, without penalty.



Spotlighting Information in Public Service

Did you Know...

FAA Media Solutions Team Earns Telly Award



The Telly Awards has named FAA’s Media Solutions as a Bronze winner in the 34th Annual Telly Awards for their piece entitled “MedXPress: It’s Easy”.

Media Solutions’ video production team is comprised of: Alan Atkins (director), Darby Ralls (videographer), Laura Shepherd-Madsen (scriptwriter), Raymond Kujawa (videographer) and David Lee Smith (graphic designer). The product was created for Susan Buriak, Program Manager in Curriculum & Quality Assurance for the

The Telly Award honors the finest of film and video productions and is a greatly sought-after industry accolade. The production won in the respective category Film/Video– TV Program-Information. With nearly 11,000 entries from all 50 states and numerous countries, this is truly a distinguished honor. The 3-minute video utilizes an unconventional concept, having an 11 year-old spokesperson explain how easy it is to use the on-line application of MedXPress. The video promotes the ease of using the software for the pilot medical certification process. As of October 1, 2012 MedXPress replaced FAA paper form #8500-8. To better engage viewers, professional actors were hired for the mother/son role, Michelle Wehling and Campbell Casillo.



Civil Aerospace Medical Education Division.

To get a glimpse of the video you can visit YouTube and use the title to search “MedXPress: It’s Easy”.



FAA’s Media Solutions is located at the Mike Monroney Aeronautical Center and can provide a multitude of services to any federal agency: video production, printing & distribution, graphic design and Level 3 security in document destruction and shredding. To learn more about how Media Solutions can help your organization, please call (405)954-7184.



Your LinkedIn profile should open strong

Open your LinkedIn profile with a bang by instantly conveying your professional stature and by concisely packing as much information as possible into your header and your summary.

Your header is the title following your name. It shouldn't necessarily match your job title, particularly if your title has only a ho-hum ring or does not capture your stature or areas of accomplishment.

Consider spicing up your header by calling yourself "an expert in X." Do you recoil at the thought of calling yourself "an expert" even though you're a seasoned professional? If so, you're not alone, if my experience is any indication: When I lead seminars on career advancement skills, I invariably meet many true experts in their fields who—out of misplaced modesty—had never considered themselves as such until I convinced them otherwise.

Here's my "expert" rule: If you're the go-to person for a skill or topic and have years of experience in it, you're an expert in it. All the more so if you have taught or published in your field.

Still not convinced you're an expert? Then consider including in your header an alternative impressive phrase, such as "with extensive expertise in X."

You might also spice up your header by citing skills you possess that are not covered by your job title. For example, I know a professional whose job title is "illustrator." But because she also produces videos on her job and would like to move into a video production job, she added "video producer" to her LinkedIn header in addition to "illustrator."

Another option: Define your position, your unique approach and what makes you stand out from the pack. For example, "chief financial officer who closed my agency's books in record time."

Also, feel free to cite your current employer in your title.

Your summary is the section following your

header. Consider beginning it with a verve-filled conversational statement that defines your specialty or rare combination of skills, or describes how your approach distinguishes you from the pack.

For example:

- Journalism suits me to a "T" because I am inveterately curious. I love asking questions, and sleuthing out answers.
- Golda Meir said, "You cannot shake hands with a clenched fist." Her philosophy has guided each alternative dispute resolution negotiating session I have led between employees and managers during the last 10 years.
- I am a multitasking maniac. I manage a 10-person press office that is a veritable news release factory; airs weekly webcasts routinely picked up by The Washington Post and The New York times; produces daily updates to a website that receives 500,000 hits monthly; and serves as my agency's crisis management center.
- I created a cure for meeting overload! As a conference planner and facilitator at X since 2006, I have been running productive, engaging conferences that render disorganized, pointless and endless events obsolete.

Also include in your summary a "greatest hits" career overview in a concise paragraph or bulleted list of three to five of your most relevant achievements. Determine how to phrase those achievements by asking yourself, "If I were to meet a pivotal contact, which of my achievements would impress him most, and how could I prove to him that these achievements were important?"

In this age of "social media" and professional networks, our FEB thought it would be appropriate to include the following column from the "Career Matters" column in Federal Times. This column is written by Lily Whiteman, a public affairs officer at the National Science Foundation and author of "How to Land a Top-Paying Federal Job."



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.



Discipline, Behavior, Distractions, and Change

by [Robbie Kunreuther](#) | March 27, 2013

Following a recent seminar, I was talking with a Labor/Employee Relations Specialist as he drove me to the airport. He was worried about a written reprimand written to a particularly obnoxious employee. One of his concerns was the possibility that the letter might result in a grievance or EEO complaint. A grievance would have senior managers looking through the documentation and taking time out of their schedules to meet with the offending employee and her representative. An EEO allegation could lead to an investigation of management's motives in this matter.

When your posterior is among the alligators...

It was quickly becoming apparent that these potential litigation scenarios were obscuring the horizon. The offending employee's supervisor was apprehensive and the HR specialist was strategizing. From far outside of the conflict, I was reminded of the old spiritual heard during the civil rights movement of the '60s – "Keep your eyes on the prize, hold on."

As I sat in an airport boarding area anticipating my return home, I became distracted by the matter as well. Years ago, a supervisor attending one of my seminars asked a question that may have been rhetorical, but remains embedded in my memory, "What leads you to believe that a memo will change an adult's behavior?" The memo to which she referred was an "Official Reprimand".

Those of us who work in Federal employee relations can become obsessed with paper trails. After all, it takes a history of progressive discipline for most employees to be fired. No history, no conclusion. *Change*, however, should be the objective of all disciplinary actions short of removal. "Change your behavior" is the message being directed by these actions. Most employees do. Some don't.

Mama tried to raise me better...

As in our youth, discipline happens when a person designated to lead (teacher or parent) is convinced we have misbehaved or broken a rule. Whether it was a spanking, a lecture, a time-out, a detention, or some other sanction; the objective was to ensure you didn't misbehave again and learned to operate within a system of rules.

Now fast-forward to someone is "written up" for cussing out their coworker. If the accused employee is arguing over the fact there is no list of unacceptable verbiage at the workplace, that's a *distraction*. So is questioning why others who swear when they stub a toe are dealt with less severely. Adults acknowledge offensive behavior – intentional or otherwise. They agree to cease and desist.

Telling your supervisor you are sick and unable to come to work when you are about to go fishing is a lie. Arguing that it's "my sick leave and I can use it however I want," is a childlike response from the person being confronted. So is grieving management's response to your lie because they can't *prove* you weren't sick. If you had grown up like most of us, you would be better off to show embarrassment and apologize.

It's not about the paper

Lawyers, HR specialists, and the managers they assist need to keep their eyes on the prize. Discipline isn't just a series of paperwork exercises. It's an attempt to correct a behavior problem. Such actions should come from a sincere frustration over paying someone an adult salary for adult work, while s/he behaves like an adolescent.

Discipline shouldn't be mechanistic. No mom in her right mind would say, "If you talk back to me you'll go to your room for the rest of that evening but if you steal from my purse you'll lose computer/phone privileges for a week." Similarly, a "Table of Penalties" is silly tool when addressing the issue of an adult who neglects safety protocols or who believes their tobacco addiction should be subsidized with time off work to smoke.

Reprimands and suspensions represent documentation of the incident(s) and a hope for change. They are bureaucratic responses to willful acts, costly mistakes, or repeated negligence. Human behavior, however, is complicated. A piece of paper or a few days without pay won't stop an adult from lying, cheating, or stealing again absent a willingness to change.

What would a "grown-up" do?

We all know that acceptance of responsibility and/or apologies aren't surefire indicators of



change. (Consider substance abusers you have known.) They may, however, be better bets than pieces of paper designed by a Human Resources Office.

I was asked by my client, “What if she grieves the reprimand we’re preparing?” My response is that the reprimand never was the issue. It’s a memo. It can, and within 1-3 years will, be shredded. The only issue of importance to a good manager is future department. When we in HR/legal focus on winning or losing the case, we are distracted from what matters most to leaders – 80 hours of honest work for 80 hours of stagnant-but-decent-pay.

Why not offer to shred the reprimand if the employee will assure you that, in months and years to come, he/she will not behave in a similar fashion? In other words, it’s not about the disciplinary action, it’s about regaining confidence in that employee and their future choices. ...and get it in writing!! If they are serious about changing, they should be willing to put their name to it. That written acknowledgement is a better bet than any “Letter of Reprimand” I’ve ever read.

Meaningful solutions

I am a volunteer mediator of Federal workplace disputes through the Seattle Federal Executive Board’s excellent Alternative Dispute Resolution program. I often find that creating the right climate for discussing a supervisor’s desire for change and the employee’s willingness to own certain behavioral issues can be an effective alternative to formal discipline.

Rather than official scoldings via HR-authored paperwork, structured conversations run by impartial outsiders can steer the employee’s and supervisor’s eyes back to the prize. After allowing the parties to air their contentions, rebuttals, assertions and denials – a competent mediator will gradually shift their focus away from the past and toward the present and future. That’s where the focus should be.

Some employees labeled as having a “negative attitude”. Mediators often unearth the germ(s) that spawned those attitudes and behaviors. Traditional disciplinary actions don’t explore the baggage that needs to be opened and examined if they are to move past that old stuff.

When it works (which is far more often the case than not) mediated discussions lead to written agreements that most lawyers and judges agree are

contracts regarding future behavior. That’s what most supervisors want – *change*. If the employee doesn’t follow through on those written commitments, leadership should seriously escalate its response with the next incident – just a judge or parent would do. In terms HR, unions and lawyers should understand from analyzing “Douglas factors”, the employee’s “potential for rehabilitation” has been called into question.

When mediated agreements aren’t reached, management and HR may default to disciplinary procedures as if the mediation never occurred. Most mediators insist on confidentiality agreements which make these private discussions inadmissible as evidence. Nothing has been lost but time. What may be gained is a clear impression of the employee’s character and willingness to respond to leadership and agency norms.

Leaving Us vs. Them behind

Some FedSmith readers instinctively take an employee’s side in matters relating to discipline. (No doubt, there are rotten apples in the barrel of leadership.) Others jump to management’s defense. (The vast majority of civil servants want to do their jobs without a coworker’s antics diverting their attention.)

My experience is that blame isn’t the issue, nor is proving a “charge” by a “preponderance of the evidence”. Undistracted job performance is the objective. We who advise supervisors and managers need to focus on the real issues – acknowledgement, apology, and/or future assurances. Only when these more mature options fail are unilateral actions like reprimands and suspensions of real value.

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About the Author Robbie Kunreuther is the Director of Government Personnel Services (GPS). GPS provides 1 to 3-day seminars to Federal agencies in four subject areas: Dealing with performance and conduct issues; Developing



sensible performance appraisal criteria; Fostering cooperative labor-management relations; and Applying mediation skills in the workplace. Over the years, Robbie has trained thousands of Federal supervisors,

managers, HR specialists, and union officials. For more information about him and GPS, go to www.trainngfeds.com.



One-Day Pre-Retirement Training Seminars-2013



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

<p>CSRS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of CSRS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement 	<p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement
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TIME: 8:00 a.m. - 4:00 p.m. (each day) Registration will begin at 7:30 am
Please allow sufficient time to clear security; bring drivers license or federal ID

LOCATION: Federal Building, 301 NW 6th Street, Lower level conference rooms.

COST: No Registration Fee

I am registering for the CSRS Only session on Tuesday, August 13, 2013.

I am registering for the FERS Only session on Wednesday, August 14, 2013.

Seating is limited to 50 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 if attending)

AGENCY: _____

ADDRESS: _____

PHONE: () _____ EMAIL: () _____

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 153 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, please notify the FEB office no later than August 9th to accommodate individuals who may be on a waiting list.



UPCOMING EVENTS May 2013

- May 5, 2013** **Cinco de Mayo** 
- May 6, 2013** **FEB Award Program**
- May 9, 2013** **Leadership FEB**
All Day FAA
POC: FEB Office, 405-231-4167
- May 12, 2013** **Mother's Day**
- May 15, 2013** **Interagency Training Council**
10:00 am Rose State College
POC: Stacy Schrank, 405-606-3823
- May 22, 2013** **Central Oklahoma LFCC**
12:00 pm POC: FEB Office, 405-231-4167
- May 27, 2013** **Memorial Day** 
- May 30, 2013** **Financial Wellness Workshops**
8:30 a.m. OKC Public Works Training Ctr
1:00 p.m. 3738 Southwest 15th Street, OKC
POC: FEB Office, 405-231-4167

INSPIRATION CORNER

One machine can do the work of fifty ordinary men.
No machine can do the work of one extraordinary man.
—Elbert Hubbard

Tell me to what you pay attention and I will tell you who you are.
—Jose Ortega y Gasset

By going over your day in imagination before you begin it, you can begin acting successfully at any moment.
—Dorothea Brande

Money motivates neither the best people nor the best in people. It can move the body and influence the mind, but it cannot touch the heart or move the spirit; that is reserved for belief, principle, and morality.
—Dee Hock

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:

- Michelle Coppedge, Director, FAA Mike Monroney Aeronautical Center
- 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 Overall, Director, Small Business Administration
- 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) 231-4058 or email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

Officers

Chair: **Adrian Andrews**
Special Agent in Charge,
US Secret Service, Oklahoma City

Vice-Chair: **Julie Gosdin**
Director,
US Postal Service District,
Oklahoma City

Director: Staff
Assistant: LeAnn Jenkins
Nichole James



2013 Public Service Recognition Week Employee of the Year Awards Banquet



<p>Public Service Recognition Week: May 6-12, 2013!</p>		<p>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 <i>Nominees should arrive no later than 11:00 a.m. for pre-brief.</i></p>
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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!



Financial Wellness Workshop



Date:	Thursday, May 30, 2013
Time:	Three Hour Sessions (morning and afternoon, please identify your choice below)
Location:	Oklahoma City Public Works Training Facility, 3738 Southwest 15th Street, OKC
Why?	With Federal Salaries remaining flat and cost of living increasing, it is more important than ever for federal employees to be equipped with information on how to maximize their incomes.
Topics:	How Money Works – basic fundamentals you were definitely never meant to “know” Debt Solutions – alleviate unnecessary stress of too much month and not enough money Software & Apps – tools to assist you in tracking expenditures, calculate interest on loans and keep you on track for “paying on time” Retirement Planning – protecting your money and never running out Long-Term Care – fastest growing need of people over 50
Instructor:	Eric Dubbell, Senior Vice President of Primerica

Registration

Name _____ Agency _____

Phone _____ Email _____

Please sign me up for the following session:

May 30, 2013, 9:00 a.m. - 12:00 noon

May 30, 2013, 1:00 p.m. - 4:00 p.m.

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:	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, cancellations will be permitted through May 23, 2013. Since this is a “no-cost” training, we ask your courtesy to cancel early so that we can accommodate people on the waiting list, if one exists.



SUN	MON	TUES	WED	THUR	FRI	SAT
May 2013			1	2	3	4
5 Cinco de Mayo	6 Awards Banquet	7	8	9 All Day: Leadership FEB-FAA 10:30 OFFSC	10	11
12 Mothers Day	13	14	15 10am ITC	16	17	18
19	20	21	22 12:00 Central OK- LFCC	23	24	25
26	27 Memorial Day	28	29	30 8:30 Financial Wellness Workshop 12:30 Financial Wellness Workshop	31	

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 153
 OKLAHOMA CITY, OK 73102-3422
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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.