INTERAGENCY CONNECTION

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

Chair's Corner

In the month of February, I feel the urgency to remind you of our Federal Executive Board's (FEB) deadline for award nominations! If you are nominating employees for recognition during Public Service recognition week, you must have complete packages to the FEB office no later than February 22nd. Please be aware of the deadline and have your nomination packages in the FEB office in time to ensure your high-performing employees are included in this wonderful recognition event! We have included the May luncheon registration form in this newsletter for the convenience of you and your staff. If the nomination forms are needed, they are available on our website for your convenience.

Also in February, the **FEMA Region VI** office is celebrating 50 years; I want to congratulate our Region VI folks on 50 years of success!

50th Anniversary

Current: The Oklahoma FEB is now accepting applications for the 2014 Leadership FEB class. This will be the 12th year for this nontraditional leadership development program. Comments from past participants give it raving reviews! This is a great opportunity for those currently in leadership roles, as well as those aspiring to leadership positions to participate in an interagency training program. A one-page registration is provide on page three for your convenience; however, the full program with details is provided on our website: www.oklahoma.feb.gov/Forms/2014Leadership_FEB_Registration.docx

Upcoming: In March, the FEB will host a Leadership Luncheon at which we will hear about the new "Workforce Transformation" initiative from GSA Regional Administrator, Sylvia Hernandez. Also at this luncheon we will discuss a Stanford video on "How Great Companies Achieve Extraordinary Results with Ordinary People". Watch for the registration form in an FEB members only email.

Also watch future newsletters and our website for pre-retirement seminars and other training opportunities! I look forward to seeing you at some of our events in the near future!

Julie Gosdin, Chairperson

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The Four Keys to TSP Success

Taken from "Career & Benefits" article in Federal Times dated 12-16-13

Using your Thrift Savings Plan to maximize your retirement standard of living isn't complicated if you'll ignore all of the lousy "advice" swirling around out there. Twenty years ago, federal employees were ignored by the investment industry.

Most advisers and brokers need to take custody of large sums of your money to take their fees and commissions. They are either investment sellers charging sales commissions or "asset gatherers," skimming a percentage each quarter from every dollar you invest.

But until recently, federal employees were assumed to have their retirement wealth tied up in pensions, with little left over to invest elsewhere. Now that the TSP has grown so large, however, you have become a target of opportunity for salespeople and asset gatherers.

In order to protect yourself from bad advice and put your money to work for you and not some agent, broker, banker or corporate stockholder, you'll need only to diligently follow four simple but important rules concerning your TSP account. Respect all four and you can't go wrong.

1. **Maximize your contributions**. Do this by saving for retirement to the TSP before you save anywhere else. Thinking about saving to an IRA or Roth IRA? Not until you've maxed out you TSP contributions. If you're saving for something other than retirement, then it's OK to save elsewhere. It doesn't make sense to contribute to the TSP for a car purchase, new home, wedding or college tuition, but when it comes to saving for retirement, the TSP is numero uno.

If you have a traditional IRA, 401(k), 403(b) or other employer-sponsored retirement plan account that contains only pre-tax money, you should transfer it into the TSP as soon as you can. For some, this can be a way to improve the performance of large amounts of money that otherwise could not be contributed.

2. **Leave your money in the TSP as long as possible**. Spend from your other accounts before you begin to invade your TSP account. Once you reach age 70 ½ and you're no longer a federal employee, you'll have to begin withdrawing your money, but you should withdraw only what you need, or must take, if it's less.

3. **Select the right asset allocation model**. It might not be enough to have money in the TSP. If you want to get the most of what you want out of it over a lifetime, you'll need to manage it prudently along the way. Unless you are nearly ready to withdraw the money, or have other accounts that are managed in coordination with your TSP account, that should mean being invested in all five basic TSP funds all the time. No market timing. No hiding under the bed until the scary times blow over. Guess what? They won't.

Instead of trying to predict the next market move or economic trend, which only adds risk to your account, diversify your holdings among cash, bonds and stocks to hedge the risk lower. There are effective ways to determine which mix of funds is right for you, but it takes certain analytic skills that aren't exactly common—even among financial services professionals. It requires specialized pension fund management techniques that must be applied on a regular basis to account for changing conditions and goals. If you're not sure what to do, and aren't willing to find out, then your best bet is probably to pick the L Fund that most closely corresponds to your life expectancy.

4. **Rebalance regularly**. Regardless of how you make your investment decisions, there is not benefit in ignoring your account for long periods of time. Things change and you must make adjustments. Rebalance your account to the appropriate fund allocation at least once per year, and no more than four times per year. Don't try to pick the best times to do it, just set a regular schedule and stick to it. Pay attention and you'll catch problems early, manage your account toward your goals, and give yourself a better chance to succeed without the cost of big mistakes.

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

Leadership FEB
2014 Class Registration Form

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

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 will showcase federal agencies and their leaders. Intended to develop talents and broaden perspectives of present and future federal leaders. Each year a class of approximately 20 participants from diverse ethnic, cultural, and career field backgrounds is exposed to issues and organizations affecting life in federal government across this great state of Oklahoma. While emulating other "Leadership" models, the participants of this program will interact with federal executives. Executives and participants will participate in dialogue, exchange ideas, and explore the unique challenges associated with federal leaders in Oklahoma. The participants will engage in a series of activities designed to enhance their leadership potential.

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.

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, 2014. Cancellations will be processed at no charge to the agency through that date. After February 22, 2014, 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 check, credit card, or government voucher.

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 or Lisa.Smith-Longman@gsa.gov

5 federal apps to make 2014 a productive year

Taken from federaltimes.com dated Jan. 2, 2014

Did 2013 not work out as well as you would hope? Are you recycling all of the resolutions you left unfinished last year? These apps from federal agencies will help you have a more productive 2014.

1. National Renewable Energy Laboratory: Alternative Fueling Station Locator

If your agency has a fleet of electric, propane or hydrogen-powered vehicles, it can be difficult to find a place to fill up the proverbial tank on the fly. But with this app you can use your current location to find the 20 closest stations that have the fuel you need.

You can adjust by type of fuel, public or private facilities and the types of payments accepted. The app, drawing on a database of more than 15,000 fueling stations, displays a map or list of your results.

For: iPhone: http://apps.usa.gov/alternative-fueling-stationp-locator.shtml

2. General Services Administration: Per Diem for Continental United States

This app is as simple as it is vital. It contains the per diem information for all locations within the continental United States for lodging and meal expenses. It is automatically updated when new per diem information is released. However, don't try it in Alaska or Hawaii. The Defense Department sets the rates in those states. It also foreign travel information from the State Department. Within the lower 48, though, it's very helpful.

For: iPhone, Android: http://apps.usa.gov/per-diem-for-continental-u-s-federal.shtml

3. Office of Personnel Management: OPM Alert

If you're a fed, a contractor or anyone who does business with the government, then you need this app. It alerts you when there is a change in the operating status of the government, whether it's a shutdown or blizzard.

In case you are unclear on what that means, it provides detailed explanations for who is affected and for how long, so you can stay at home instead of figuring out who will still be around to take your calls.

For: Apple, Android, Windows, Blackberry: www.opm.gov/policy-data-oversight/snow-dismissal-procedures/mobile-app/

4. National Library of Medicine: MyMedList

This app allows you to keep an ongoing list of current and past medications. Its not just for personal recordkeeping either, the list can be shared with a doctor's office or relative. It also serves as a reminder tool for when you should take the medication.

For: iPhone:
http://apps.usa.gov/mymedlist.shtml

5. General Services Administration: SFMobile

As you roll into 2014, it might be a good idea to download this sustainability app. The SFMobile tool provides information and resources to help your agency meet its sustainability goals and to help cut down on greenhouse gas emissions. All of these items will be an important part of meeting your agency greenhouse gas reduction goals set out by President Obama in 2009 and it is easily customizable to meet your needs.

And if you are having trouble making sure your agency procurements are considered environmentally friendly, there is no need to worry – this app comes with a variety of lists in all product categories.

For: iPhone, Android, Blackberry:
http://apps.usa.gov/sf-mobile.shtml

UPCOMING EVENTS
February 2014

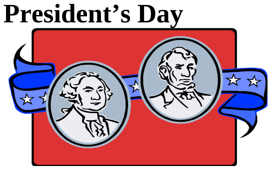
Feb 10-12, 2014 **FEB Executive Director Conference-Atlanta, GA**

Feb 12-13, 2014 **National CFC Training Atlanta, GA**

Feb 13, 2014 **OFFSHC Meeting**
11:00 a.m.
Billy Sims Restaurant
1732 S. Meridian
POC: Barbara Kiespert, 405-815-2262

Feb 14, 2014 **FEMA Region VI 50th Anniversary!**
Denton, TX

Feb 17, 2014 **President's Day**



Feb 20, 2014 **Executive Policy Council**
FBI Office
POC: FEB Office, 405-231-4167

Feb 21, 2014 **Agency Visits-OKC & Surrounding Area**

INSPIRATION CORNER

The ability to deal with people is as purchasable a commodity as sugar or coffee and I will pay more for that ability than for any other ability under the sun.
–John D. Rockefeller

A smooth sea never made a skilled mariner.
–English Proverb

A good leader is one who leads by example and who has the ability to accomplish goals by delegation.
–David Welch

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
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Jim Finch, Special Agent in Charge, FBI
- Joe Gallagher, Deputy to Commanding General, Fires Center of Excellence, Fort Sill
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Ross Marshall, Executive Director, Tinker AFB
- Dottie Overal, 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) 231-4167 or email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

Officers

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

Vice-Chair: **Kevin Donovan**
Federal Security Director
Transportation Security Administration

Ex-Officio: **Adrian Andrews**
Special Agent in Charge,
US Secret Service, Oklahoma City

Staff

Director: LeAnn Jenkins
Assistant: Lisa Smith-Longman

3 Tips for Pain Free Performance Reviews

By Scott Eblin, 12-18-13 http://www.govexec.com/excellence/executive-coach/2013/12/3-tips-pain-free-performance-reviews/75679/

This is the time of year that instills fear and loathing in the hearts of managers everywhere. The good news is that you may be planning on taking some extended time off during the holiday season. The bad news is you may also be planning to spend some of those precious hours writing up annual performance reviews for the people that report to you.

If that sounds like what you'll be doing over the next couple of weeks, I'm here with three tips to help make it at least somewhat pain free for you as you write the reviews and, more importantly, as you deliver them in the weeks to come.

I understand that you likely have an app, format or template that your organization requires you to use as you prepare the reviews. No matter what format you have to use, you should be able to use the following tips:

1. **Be specific.** In your review, cite two or three things your direct report did well this past year. Be specific in terms of what they did that stood out for you and the specific behaviors they demonstrated that you would like to see them continue to do this year. Tie their achievements back to the difference they made in achieving the big goals for your organization. Explain why what they did mattered. Conversely, when you have constructive feedback to deliver, focus on the behaviors they need to adjust or skills they need to acquire to be more effective next year. Again, tie those improvement opportunities into why they matter to the overall success of the organization.
2. **Less is more.** People can only process so much in one conversation. If at all possible, practice the principle of less is more in writing up and delivering the performance review. Focus on the two or three things that you really want them to keep doing and build on and the one or two (no more than two!) things you really need for them to improve. Focus, focus, focus if you want the review to actually make a difference.
3. **More is more.** Yes, I know this seems to contradict the previous point but I'm actually going in a different direction. The annual performance review is a fundamentally flawed premise. The reason why was best explained to me years ago in a speech by Robert Townsend, former CEO of Avis and author of the classic leadership book, *Up the Organization*. Townsend said that the annual performance review is the equivalent of whacking your dog on the rear with a newspaper once a year for every time he peed on the carpet in the preceding 12 months. You're just not going to get your point across. Far better is the "more is more" approach. Do yourself and your team a favor in 2014 and make a resolution to have regular conversations about performance (in real time or at least monthly) throughout the year. Even if your organization's HR department doesn't require it, establishing the norm of talking about performance throughout the year is the best way to keep everyone continuously improving and focused on what matters most.

Thrift Savings Plan

Maximize Your Retirement Savings: The Power of Compounding

Taken from https://www.tsp.gov/planningtools/strategies/powerOfCompounding.shtml

How Compounding Works

Compounding is powerful because it allows you to make money not just on the money you contribute to your TSP account every year, but also on the money that it earns. Compounding makes it possible for your retirement savings to increase exponentially.

> **Every Dollar Counts.**
> The power of compounding can work for you whether you contribute $10 to your TSP account or $10,000. The most important thing you can do is to start saving as soon as you can and be consistent.
> Compound earnings is a simple concept that could potentially reap big rewards for you.

For example, if you start with $100 and, over the course of a year, you earn a 5% rate of return, at the end of the first year, you'll have $105. If you leave that money alone, and the next year you also earn a 5% rate of return, you'll have $110.25 at the end of year two.

So, in the second year, you earned 5% on your original $100 contribution and another 5% on the $5 you earned during the first year. At this rate, your original investment is doubled in less than 15 years.

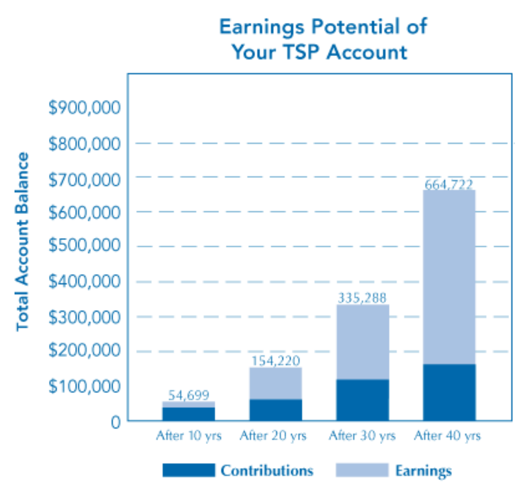
Benefits of Compounding

Of course, it is impossible to know what your rate of return will be in any particular year, but it is important to understand how the power of compounding works in your favor.

The more years you have to save, the more effective it is. So the earlier you begin contributing to the TSP, and the longer you are able to leave the money in your account, the greater the opportunity you have to enjoy the benefits of compounding.

Earnings Potential of Your TSP Account

Whether you are covered by the FERS retirement system, by CSRS, or you are a member of the uniformed services, participating in the TSP can significantly increase your retirement income. As the chart below shows, the earlier you start making your own contributions, the more time your account has to increase in value through the compounding of earnings.



Information in this chart assumes an annual salary of $40,000, employee and agency contributions of 5% each, and a 6% average annual rate of return.

You can also generate your own results using the TSP calculator [How Much Will My Savings Grow?](https://www.tsp.gov/planningtools/retirementplanning/howMuchWillGrow.shtml) (https://www.tsp.gov/planningtools/retirementplanning/howMuchWillGrow.shtml)

2014 Public Service Recognition Week
Employee of the Year Awards Banquet

Public Service Recognition Week: May 5-11, 2014!	***Event information:*** **Date: Monday, May 5, 2014** **Time: 11:30am-1:00pm** **Location: US Postal Service** **Nat'l Center for Employee Development** **2801 E. State Highway 9, Norman, OK**

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.

Nominees should arrive no later than 11:00 a.m. for pre-brief.

Name:______________________________ Agency: _____________________________

Address: ___________________________ Phone: _____________________________

Cost: $25.00 per person

Payment must be made in advance

[ ] Cash [ ] Check [ ] Credit Card
Phone #:

If you wish to utilize a credit card for payment, please provide the contact number for the credit card information.

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 with payment to:	**Fax to:**	**Email to:**
Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102	405-231-4165	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov

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 22, 2014. 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!

F.E.B. EXECUTIVE FORUM

THE POWER OF PERSUASION

Date:	Thursday, June 5, 2014
Location:	Public Works Training Center, 3738 SW 15th Street, OKC
Time:	11:00 a.m.—1:00 p.m.
Cost:	$15.00 per person to cover lunch (must be paid in advance)
Who should attend:	Federal Leaders & Managers

The workshop includes a 55 minute DVD featuring a Stanford University Executive Briefing given by Dr. Robert Cialdini, Regent Professor Arizona State University. Dr. Cialdini is the most frequently cited living social psychologist in the world.

Dr. Cialdini provides fascinating insights on what makes individuals successful in their attempts to persuade all manner of other people. A vast body of research is the foundation of his six principles that lead to ethical and enduring influence.

Following the viewing of the DVD, there will be a facilitated discussion on the leadership lessons presented, as well as an opportunity to learn from and network with your fellow Federal Leaders.

Executive Core Qualifications: Building Coalitions and Influencing/Negotiating

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REGISTRATION

Name:	Phone:
Agency:	City:
Email:	

Cost: $15.00 per person

Buffet Luncheon: Caesar Salad; Penne and Rotini Pasta; Alfredo and Marinara sauces; Roasted Meatballs and Diced Chicken; Peas and Onions, French Bread, Assorted Dessert, Brewed Iced Tea.

Method of payment: [ ] Check [ ] Credit Card (pls provide ph#)

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 or Lisa.Smith-Longman@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through June 1, 2014. 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 if within the appropriate management structure!

Resilient Accord Cyber Security Tabletop Exercise

Date:	Thursday, March 27, 2014 (no cost)
Time:	8:30 a.m. registration 9:00 a.m. – 4:00 p.m. exercise
Location:	OCCHD Auditorium, 2600 NE 63rd Street.
Objectives	This exercise is designed to increase organizational awareness of the need for cybersecurity considerations. ***We apologize, but the content limits participation to 40 participants, with first consideration being given to agencies who send BOTH their IT representative and COOP representative.*** Because there are several more agencies that need to attend this type of exercise, we have included a short train-the-trainer module at the end of the day for those COOP Managers who attend, so they can provide additional tabletop exercises within their agency or for other agencies in your area.

Registration Form (up to 3 individuals from the same agency can attend, if registrants include the agency leader [or designee], IT and COOP representatives)

Name:	Agency:
Title:	Email:
Phone:	Fax:

Name:	Agency:
Title:	Email:
Phone:	Fax:

Name:	Agency:
Title:	Email:
Phone:	Fax:

Mail to: Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102	Fax to: 405-231-4165	Email: Leann.jenkins@gsa.gov Or Lisa.Smith-Longman@gsa.gov

FEMA-certified "Train the Trainer" COOP Training Courses

FEMA

Through a partnership between FEMA and the Oklahoma FEB, we will be hosting the L-550 course in Oklahoma City to leverage resources and multiply results. Upon successful completion of the course, the attendee receives FEMA certification.

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

There is no cost for the training; however, the employee's agency is responsible for all travel costs associated with this training. ***This event is NOT for industry, business developer or marketing personnel- only technical and management staffs are welcome from industry.***

Course title:	L550 – COOP Planner's Training Course
Location:	OCCHD Auditorium, 2600 NE 63rd Street, Oklahoma City
Date:	April 15-17, 2014 8:30 a.m. - 4:30 p.m.
Time:	*8:30 a.m.–4:30 p.m.*

Prerequisites for taking this class: Successful completion of COOP Managers Train-the-Trainer Course (E/L/G or IS548); and a COOP Plan (a final or draft plan will be required for activities during the course). Each student should bring a copy of their current plan or draft plan.

Name:	*Student ID:
Agency Address:	
Certificate mailing address:	
Phone:	Email:

***Obtain a FEMA Student Identification (SID) number:**

Step 1: To register, go to https://cdp.dhs.gov/femasid

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

Step 5: Utilize your SID in Block 3 of the Form 119-25-1 (a signed copy MUST accompany this form)

A signed copy of FEMA Form 119-25-1 must also accompany this form (available on our website at www.oklahoma.feb.gov/Forms/FEMA119-25-1.pdf)

Employee Date

Please return this registration form to the FEB Office ***no later than April 1, 2014*** in order to ensure sufficient materials.

Mail to: Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102	Fax to: 405-231-4165	Email: Leann.jenkins@gsa.gov Or Lisa.Smith-Longman@gsa.gov

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OKLAHOMA FEDERAL EXECUTIVE BOARD
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OKLAHOMA CITY, OK 73102-3422
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