



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



The calendar turns and your Federal Executive Board is as busy as ever! We are beginning our busiest season for the FEB staff office.

Directory information:

You may have already been contacted by Lisa Smith-

Longman to ensure all your information in our database is accurate. If you have not been contacted, please call the FEB office and provide your information to her because we will be formatting the 2014 directory in the next month or so and want to make every effort to have good listings!

Emergency Communication Test. We performed a test of our Communicator NXT system (the backup emergency communication system the FEB has available). We are preparing for our communication test that will occur during Eagle Horizon in the next few weeks, indicating that you have received the message will help us determine our success, more info is provided on page 6.

The deadline has passed for our annual award nomination process (I hope you have your submissions in). These will be organized and sent to the selection committee for rating and ranking. Please be sure that you have your nominees registered for the **Award Luncheon scheduled for May 5, 2014!** A registration is provided in this newsletter for your benefit and convenience.

The FEB has extended our MOU with the Oklahoma City/County Health Department in order to participate in their "Push Partner This agreement is signed by our FEB Executive Director, FEB Vice Chair and Transportation Safety Director, Kevin Donovan. We appreciate

Warden Kastner providing one of the largest POD sites to accommodate family members for BOP, FAA and other agencies, as well as his Secretary, Amber Harp for notarizing the agreement.



Kevin Donovan, Amber Harp, Warden Paul Kastner

The next initiative will have a great impact on our federal community, especially employees on lower-mid-level grades. Due to some agencies exercising furloughs, this may impact some employees who make more, but their salary was reduced due to furlough days.

The Oklahoma FEB has partnered with IRS Stakeholder Partnerships, Education and Communication (SPEC) to make **"MyFreeTaxes"** available for Oklahomans who made less than \$58,000 in 2013 (individual or family). Detailed information is provided on page two with active weblinks to get one started!

Julie Gosdin
Julie Gosdin, Chairperson

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Oklahoma FEB now has information on our website for the “My Free Taxes” Program

The Oklahoma FEB has partnered with IRS Stakeholder Partnerships, Education and Communication (SPEC) to make "MyFreeTaxes" *available for federal employees and their families in Oklahoma who made less than \$58,000 in 2013 (individual or family). We also wish to extend this opportunity to contractors who work in federal space and their family members.*

The MyFreeTaxes Partnership provides free state and federal tax preparation and filing assistance for qualified individuals. It's easy, safe, secure, and 100% free.

You will be able to:

- Use free tax preparation and e-filing of your federal and state return
- Get assistance; if you have questions, you can call a certified tax coach using the toll free number or email address provided; Monday-Saturday 9:00 a.m.-9:00 p.m.
- If unable to contact the certified tax coach immediately, you can leave a message and your call will be returned within 24 hours.
- Obtain knowledge and understanding about filing your return.
- Build confidence to file without assistance in the future.

To e-file your 2013 tax return or other electronic forms, you must verify your identity with your Self-Select PIN or Adjusted Gross Income from your 2012 tax return. For help, click the blue box at the bottom right of this page.

Each of the colored boxes below has an active link that takes you directly to the site for the identified specific assistance:

This link will provide information and all the following <http://www.oklahoma.feb.gov/MyFreeTaxes.htm>

Optional: Click Here for Interactive Tax Assistant (IRS.gov)		Optional: Link to Federal Application for Federal Student Aid (FAFSA)
http://www.irs.gov/uac/Interactive-Tax-Assistant-(ITA)-1		http://www.fafsa.ed.gov/index.htm
Civil Rights Notification—Please Read Before Starting! (IRS.gov)		Optional: Return accepted by IRS? Click Here for Where's My Refund (IRS.gov)
http://www.irs.gov/pub/irs-pdf/p4053.pdf		http://www.irs.gov/Refunds/Where's-My-Refund-It's-Quick,-Easy,-and-Secure
Click Here for Electronic Filing PIN Assistance (IRS.gov)		Proceed to MyFreeTaxes Website
http://www.irs.gov/Individuals/Electronic-Filing-PIN-Request		http://www.myfreetaxes.com/OKFEB



The importance of your High-3

Whoopie! You just got a 1 percent pay raise, the first increase in several years. It may not sound like much, but in the long run it will pay off. That's because once you meet the age and service requirement to retire, it's your length of service and high-3 that will determine what your annuity will be.

Your high-3 is an average of your highest rates of basic pay over any three consecutive years of creditable civilian service, with each pay rate weighted by the length of time it was received. That three-year period starts and ends on the dates that produce the highest average pay. Therefore, the counting doesn't have to start on Jan. 1 or any particular date.

For most of you, your highest three years of basic pay will be the ones that immediately precede the day on which you retire. All you need to do to find the starting date for your high-3 calculation is to subtract three years from the date you plan to retire plus a day.

If you are a Civil Service Retirement System, CSRS Offset or Federal Employees Retirement System employee with a CSRS component in your annuity, periods of service that are creditable in determining your length of service but not in your annuity computation can still be used in determining your high-3. That includes, for example, periods of non-deduction service on or after Oct. 1, 1982, for which you didn't make a deposit or CSRS service that ended on or after Oct. 1, 1990, for which you took a refund of your retirement contributions and failed to make a redeposit.

The rules are different if you are covered by FERS. If a period of service isn't creditable for determining your length of service, it can't be used in computing your high-3. On the other hand, service that is creditable

includes time under FERS when retirement deductions were taken and not refunded; non-deduction service (such as temporary or intermittent) performed before Jan. 1 1989, but only if a deposit is made for that time; service under CSRS Offset, if the CSRS deductions weren't refunded after you transferred to FERS; and periods of military service for which a deposit has been made.

Your high-3 won't be affected if you had to take leave without pay, unless it exceeded six months in a calendar year. Any LWOP beyond that will cause your three-year period to be extended. So, for example, if you had taken nine months of LWOP in a calendar year, your high-3 period would be three years and three months long, to account for those three months of excess LWOP. The six-month limitation on LWOP doesn't apply if you were called to active military duty.

The FERS formula for calculating your annuity is simple: It's 1 percent of your high-3 average salary for each year of service, or 1.1 percent if you retire at age 62 or later with at least 20 years of service.

The CSRS formula is more involved: It's 1.5 percent of your high-3 for your first five years of service, plus 1.75 percent of your high-3 for your second five years, plus 2 percent of your high-3 for all remaining years. If you are a FERS employee who will have a CSRS component in your annuity, you figure each period of service separately and add the results. The formulas are different for special category employees, such as law enforcement officers, firefighters and air traffic controllers.

This article was taken from Federal Times Career & Benefits dtd 1-20-14, written by Reg Jones.



The 5 Biggest Time Wasters for Chief Executives

I constantly hear from executives that they have way too much work to do and can never seem to catch up and actually get their job done. After years of watching this behavior and analyzing the root causes, I've found that there is plenty of time to get things done if people stop doing the wrong things.

Here are the most common time wasters for CEOs and how to avoid them:

Meetings

Specifically, meetings that you don't need to be in. Leaders have to jealously protect their time and only attend the meetings they really need to be in. Instead, have someone else attend and brief you on what you need to know.



(Image via bikeriderlondon/Shutterstock.com)

PowerPoint Presentations

Unfortunately this application has become embedded in corporate America. The purpose of presentations should be discussion, brainstorming, and collective intelligence, yet too many executives have fallen victim to extensive slide presentations, which are a terrible waste for executive teams.

It may be hard to muster the strength to banish PowerPoint altogether, so here are my five rules for using it.

- Anything to be presented at an executive team meeting has to be sent out five days in advance.
- No more than five slides in any presentation.
- No more than five bullet points on a slide.
- If you are asking for people, money, or other resources, it must be stated on the first slide.
- Do not read the slides or you will be asked to leave—everyone has read them ahead the meeting of and it is an insult to have them read again.

Answering Questions

It's not the CEO's job to give employees all the answers. As an executive, if you allow your employees to ask you questions every time they have a doubt, you'll end up spending a chunk of your day doing your employees' work for them. Plus, having your employees find the answers themselves allows them to think more deeply, grow, and become leaders themselves. When asked

a question by a subordinate, the best answer often is, "I don't know; what do you think?" My rule: for every 20 questions, I answer one.

Coddling Employees

Executives spend too much time trying to fix the C players in their companies, a nearly impossible mission to accomplish. There is a much better return on investment by coaching a B- to become a B+ or a B+ to become an A than trying to fix all the C players in the world. Further, A players don't want to work with C players. By wasting time trying to fix the Cs you may lose the As.

Technology Changes

Most entrepreneurial companies (and even larger ones) spend way too much time trying to implement technology systems. Often, small to mid-size companies don't have the experienced talent at the executive level, like a CIO, who has led multiple system integration projects in the past. CEOs try to make these critical changes with a current staff that may have little experience with technology, processes, and change management.

Unfortunately, large technology projects can be a "you bet the company" phase of evolution. The world is littered with companies that started enterprise resource planning projects and failed, even going out of business or customer management systems that cost substantial dollars only to be abandoned. And of course, during these implementations, very few people pay attention to the customers—everyone is focused internally, trying to learn how to operate with the new software.

Virtually every company I have ever met with has plenty of time to run the business if it would just stop doing the things that no longer add value. In my opinion, more important than any "to-do" list is a "stop doing" list. Come up with one every quarter—it'll help you identify unnecessary tasks, delegate, and uncover hidden time that could be re-deployed into productive and relevant activities.

Reprinted with permission from [Quartz](http://Quartz.com). The original story is at <http://qz.com/178236/the-biggest-time-wasters-for-ceos/>.



The TSP's New Millionaires

By Tammy Flanagan, www.govexec.com/pay-benefits/retirement-planning/2014/02/tsps-new-millionaires/79145/

Saving a million dollars for your retirement is quite an accomplishment. Saving a million dollars in an average of 25.7 years in the federal Thrift Savings Plan is a really big accomplishment. As of December 2013, more than 1,600 TSP participants can say that they have done just that. Some of these balances were started with seed money from other investments transferred from 401(k) plans, but there are some pure TSP millionaires. One TSP account holder has a balance of more than \$3 million.

As for the rest of the more than 4.6 million participants in the TSP, the breakdown of balances looks like this:

- Under \$50,000: 2,798,820
- \$50,000 - \$249,999: 1,424,999
- \$250,000 - \$499,999: 335,638
- \$500,000 - \$749,999: 71,272
- \$750,000 - \$999,999: 11,063

So the reality is that 98 percent of the TSP participants have less than \$500,000 in their accounts. But many of them are still early in their careers, and thus are in position for outstanding growth in their account balances. One key is to start investing early. Even if you aren't contributing 10 percent or even 5 percent of your salary to your TSP account, try to do 3 percent. When you get a pay increase, increase the percentage you contribute.

Another key is to be consistent. College, vacations, cars and other big ticket items should be funded in separate accounts from your TSP savings. And don't try to time the stock market. Jumping in and out of the market based on what happened yesterday or today is risky business. Stay diversified and periodically rebalance your funds. If you're not sure how to do this, use the

Lifecycle (L) funds to do it automatically as you progress through your career or hire a financial adviser to help you set realistic goals.

And remember, you might not need \$1 million in your TSP account to reach your retirement goals. Everyone's situation is different. Consider how much of your income will be replaced with your basic retirement benefit and Social Security. For many people, these benefits will cover living expenses. For some, especially those in the Civil Service Retirement System, the retirement benefit will provide even more than needed to meet day-to-day expenses. Others will have military retirement or other pensions to rely on.

Hitting the Million Mark

Jim, a NASA employee from California, told me he hit the \$1,000,000 mark in his TSP just last week. And he admits he made several mistakes along the way. For example, he was fully invested in the C Fund right before 2000 and didn't diversify into other accounts until 2002. (Jim is perhaps being a little hard on himself

here: His approach allowed him to ride the stock market to big gains from 1995 to 1999. And from 2000 to 2002, he was buying stocks when they were down, allowing him to get more shares at lower prices.) Then he did the same thing in 2007, returning 100 percent of his TSP balance to the C Fund

and not diversifying until he had lost close to half the value of his account. And he waited until the market was six months into the recovery before he began to put money back in stocks.

You might say Jim had some luck in his efforts to time market gains, but nonetheless, in the end he succeeded. Jim will be retiring this year, so now he will need to manage his account in his



Africa Studio/Shutterstock.com



TSP's New Millionaires (cont'd)

retirement years. It will be even more critical to make wise choices for rebalancing and reallocating his funds. He will need continued growth to allow for many years of retirement.

Leave it to the Lifecycle Funds

Jim was obviously paying attention to his account, even if by his own admission he didn't always make the best investment decisions. For those with less tolerance for risk, the Lifecycle funds can keep you diversified into all five of the TSP investment choices. Not only that, but the L Funds adjust automatically to invest more aggressively when you are farther from needing the money and get more conservative as you get closer to the target date of the fund (roughly timed to your projected retirement date).

The final Lifecycle fund is the L Income Fund, aimed at those who are currently withdrawing monthly payments from their TSP accounts. It invests very conservatively. From its inception in 2005 through 2013, the L Income fund never went above a 9 percent annual rate of return or below a 9 percent loss. The fund is invested at the following balance:

G Fund: 74%	F Fund: 6%
C Fund: 12%	S Fund: 3%
I Fund: 5%	

On the other hand, look at the L2040 Fund, aimed at those far away from retirement. This fund gained a 15 percent to 32 percent rate of return in

some of the good years since its inception in 2005, but also lost more than 30 percent in 2008. The L2040 fund started out with the following diversification of investments:

G Fund: 5%	F Fund: 10%
C Fund: 42%	S Fund: 18%
I Fund: 25%	

By January 2014, this same fund had gradually become more diversified, but still not too conservative, since the 2040 target date is still 26 years away:

G Fund: 14.35%	F Fund: 9.15%
C Fund: 38.6%	S Fund: 16.30%
I Fund: 21.60%	

By 2040, the balances will roll into the L Income fund when they reach their target date. But note that even the L Income Fund is not 100 percent allocated to the ultra-safe government securities G Fund. And conversely, even the L 2050 Fund -- the farthest target date fund -- maintains 4.5 percent of its balance in the G Fund, just to provide a hedge against market dips.

Overall, the L funds allow participants to sleep better at night. So if you're not comfortable diversifying and rebalancing funds yourself, check them out at https://www.tsp.gov/investmentfunds/lfundsheets/fundPerformance_L.shtml. They might just provide you a little peace of mind.

FEB MEMBERS ONLY: We ran a test of our Communicator NXT system (the backup emergency communication system the FEB has available). We are preparing for our communication test that will occur during Eagle Horizon in the next few weeks, indicating that you have received the message will help us determine our success.

If you have caller ID, the number will come up with an 855 area code, please make a note that a call from [855-704-2327](tel:855-704-2327) is a call I really would appreciate you answering.

To make it faster, press any numeric key when the phone message starts, this will start the actual message that is being sent:

If you do not press a numeric key to retrieve the message, the system thinks it has not reached you.

If you hang up when the system asks if you want the message repeated, it will think it has not reached you.

Please listen to the entire message, and when prompted about whether you want the message repeated, respond accordingly, and wait until you hear "Thank you, goodbye" before you hang up. This will indicate to the system that you have received the message.

The messages that come in via e-mail will direct you to reply with "YES" which will indicate that you have received the message.

Taking these steps will enable us to identify e-mail addresses and phone numbers that may be incorrect, and help determine whether we have met all the people we need to reach with these messages.



F.E.B. EXECUTIVE FORUM

THE EXCEPTIONAL LEADER



Date:	Thursday, August 7, 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

Workshop includes a 52 minute DVD presentation by Jack Zenger, author and co-author of six books, including “Results-Based Leadership” and “Handbook for Leadership”, serving as an adjunct faculty member at the Stanford Graduate School of Business.

Empirical data shows a distinct correlation between quality of leadership and business performance. While formal leadership development programs have often failed to achieve measurable results, Jack Zenger believes that average managers can develop the specific traits shared by exceptional leaders—traits that improve retention, customer satisfaction, employee engagement, and bottom-line profitability. Based on the best practices of leading organizations, Zenger defines these characteristics, and offers ten specific recommendations proven to enhance leadership development.

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: Leading Change, Leading People, Results Driven

REGISTRATION

Name:	Phone:
Agency:	City:
Email:	

Cost: \$15.00 per person

Buffet Luncheon:

Method of payment: Check Credit Card

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

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



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

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

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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
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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.

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



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 63 rd 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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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 63 rd Street.
Objectives	This exercise is designed to increase organizational awareness of the need for cybersecurity considerations. <i>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.</i> 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
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SUN	MON	TUES	WED	THUR	FRI	SAT
March 2014						1
2	3 1:00 OPM Conf Call	4	5	6 11:00 Executive Forum	7	8
9	10	11 Agency Visits-OKC	12	13 10:30 OFFSHC	14	15
16	17 St Patrick's Day	18	19 10:00 ITC mtg	20	21	22
23	24	25 Leadership FEB Day- NOAA	26	27 Resilient Accord	28	29
30	31					

OKLAHOMA FEDERAL EXECUTIVE BOARD
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