



INTERAGENCY CONNECTION

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Chair's Corner



The beginning of a new Fiscal Year! October brings new challenges and new hope. Our FEB planning for FY 15 activities will result in a couple of changes for this newsletter:

- We will try to have a “Federal Benefits” column each month to outline information on the various benefits of federal employees. While we are fortunate to have these benefits, sometimes they can be confusing and complicated. We hope to share information that will help you in your journey through your federal career and the many choices you will face.
- We will continue the columns on retirement planning and information from various sources to assist you and your employees with the myriad of details involved in pre-retirement planning, and
- We will also bring back the monthly “Spotlighting Federal Agencies” article that ran for approximately 15 years. The article is intended to provide information on the numerous federal missions in Oklahoma. *All federal agencies in Oklahoma are invited to submit articles to the Executive Director for inclusion throughout the year.*

exploring training in a different way and focusing on the leadership competencies (i.e. interpersonal communication, leading change, etc.) for front line managers, leaders and executives. Watch this newsletter for registration forms for these training events when they are coordinated.

We are also beginning to coordinate next year’s Leadership FEB class. It is expected to be complete and ready to publish in the January timeframe, after each of the forums is coordinated and host agencies have committed.

Also in the January timeframe, watch for the email that you will receive to nominate your employee(s) for our annual awards recognition program! Each year we host a recognition banquet for the high-performing employees nominated by their agencies. You will want to be prepared and perhaps solicit your managers now as to who should be nominated. And PLEASE remember that agencies are limited to one nominee per category.

I look forward to this year of challenges and possibilities!

Julie A. Gosdin
Julie Gosdin, Chairperson

Our Federal Executive Board will also be

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When can I retire, part I

Taken from Retirement Matters article in Federal Times dated 8.25.14

It's that time of year, when employees start thinking hard about retiring. If you are one of them, you need to know the two factors that determine if you'll be able to do that. The first is age. The second is years of service. In this column I'll run over the rules for Civil Service Retirement System, and in the next one, Federal Employees Retirement System.

CSRS requirements

Immediate retirement

- Age 62, five years of service.
- Age 60, 20 years of service.
- Age 55, 30 years of service.

Early Retirement

- Age 50, 20 years of service.
- Any age, 25 years of service.

Deferred Retirement

- Age 62, five years of service.
- Age 60, 20 years of service.

Immediate retirement means that you have the age and service needed to retire on an immediate annuity. Once you've got that combination, you can retire whenever you feel like it. Early retirement is an option, if your agency is offering you that opportunity through the Voluntary Early Retirement Authority and/or a Voluntary Separation Incentive Payment. It's also an option if you are being separated through reduction-in-force or for poor performance. A deferred retirement is one where you leave government before being eligible to retire and apply for an annuity when you meet the eligibility requirements.

Service credit rules

Under CSRS, creditable service includes any service for which retirement deductions were taken from your pay and not refunded. With one exception, if it was refunded, the time will be creditable as long as you repaid the refund. Here's the exception: If you got a refund for service performed before Oct. 1, 1990, and didn't make a redeposit, it will still be used in determining your length of service; however, your annuity will be reduced actuarially based on your age at retirement and the amount you owe.

You'll also get service credit for any period of civilian employment where retirement deductions weren't taken from your pay, but only if it was performed before Oct. 1, 1982. If it was

performed on or after that date, you'll only get credit for the time in your annuity computation if you make a deposit. If you don't, your annuity will be actuarially reduced based on the amount you owe, plus accrued interest.

If you were on active duty in the armed services before Jan. 1, 1957, you'll get full credit for that time. If it was performed after Dec. 31, 1956, and you were first hired before Oct. 1, 1982, you'll also get credit for it; however, if you are retired and eligible for Social Security at age 62 and haven't made a deposit for that time, those years will be deducted and your annuity reduced. If you retire on or after age 62, haven't made a deposit, and are eligible for a Social Security benefit, the reduction will be made when you retire.

If you were first employed on or after Oct. 1, 1982, you'll have to make a deposit in order to get credit for that time. If you are receiving military retired pay, you'll usually have to make a deposit for that time and waive that pay before retirement in order to get credit for it. On the other hand, if you are receiving reserve retired pay, you'll still have to make a deposit to get credit for your active duty service, but you won't have to waive your reserve retired pay.

Time in a nonpay status is also creditable if it doesn't exceed six months during any calendar year.

Once you have enough years of creditable service to retire, any unused sick leave will be added.

Computing your length of service

Your length of service is based on all the years you've worked, plus any full months that don't add up to a year. Any days that don't add up to a full month are converted to hours and added to unused sick leave. If you have enough of those hours to create one or more months, they'll be used to compute your annuity.

So what are "enough hours"? In order to produce 12 equal annuity payments, each month is treated as if it was 30 days long. To convert those leftover hours into additional retirement months, 2,087 (the number of hours in a work year) is divided by 360. As a result, each additional month is roughly 174 hours long.

Article written by Reg Jones, who was head of retirement & insurance programs at the Office of Personnel Management.



Spotlighting Information in Public Service

Did you Know?

The mission of USDA APHIS Wildlife Services (WS) is to provide Federal leadership and expertise to resolve wildlife conflicts to allow people and wildlife to coexist. WS conducts program delivery, research, and other activities through its Regional and State Offices, the National Wildlife Research Center (NWRC) and its Field Stations, as well as through its National Programs.

Program biologists apply the integrated wildlife damage management approach to provide technical assistance and direct management operations in response to requests for assistance. WS NWRC research scientists are dedicated to the development of wildlife damage management methods.

The Program's efforts help people resolve wildlife damage to a wide variety of resources and to reduce threats to human health and safety. Funding for the WS Program is a combination of federal appropriations and cooperator-provided funds.

In the United States, wildlife is a publicly-owned resource held in trust and managed by State and Federal agencies. Government agencies, including WS, are required by law to conserve and manage wildlife resources while being responsive to public desires, views and attitudes. In so doing, agencies must also respond to requests for resolution of damage and other problems caused by wildlife.

Wildlife sometimes causes significant damage to agricultural crops and livestock, forests, pastures, property and infrastructure in urban and rural areas, and threatened and endangered species and their habitats. Wildlife also can threaten human health and safety through animal-borne diseases and hazards to aircraft, or affect quality of life. Prevention or management of wildlife conflicts is an essential and responsible part of wildlife management. Before

wildlife damage management programs are undertaken, careful assessments should be made of the problem and all options for resolving or mitigating the problem. Actions considered and employed should be biologically sound, environmentally safe, scientifically valid, and socially acceptable. The WS program also strives to reduce damage caused by wildlife by emphasizing control methodologies designed to minimize risks to humans, the potentially affected wildlife species, non-target species, and the environment. WS research and methods development provide the scientific information and management techniques necessary to achieve this high standard. WS uses an integrated wildlife damage management (IWDM) approach to resolving conflicts with wildlife. IWDM includes the integration and application of all practical methods of prevention and control to minimize wildlife damage.

A responsive and effective WS program addresses the wildlife damage management problem, promotes more tolerance toward wildlife, and avoids the likelihood of management actions by an unqualified or untrained public. Failure to provide scientifically sound and acceptable solutions to damage caused by wildlife may force the public to attempt solutions on their own, which may be detrimental to wildlife, the environment and people.

WS' vision is to improve the coexistence of people and wildlife, while considering a wide range of public interests that can conflict with one another. These interests include wildlife conservation, biological diversity, and the welfare of animals, as well as the management of wildlife for purposes of enjoyment, recreation and livelihood.

Taken from
http://www.aphis.usda.gov/wildlife_damage/ws_dir_ch1.shtml



New Year, New Routine to Be a Better Leader

September 12, 2014 by [Anna Mauldin](#)

No matter how many years you've been out of school, it is hard to ignore the back-to-school frenzy. For some, it is nostalgic to think about buying brand new school supplies, retracing the long walks you made to class each Fall as the weather turned cool, or how your mind would race after learning something new and fascinating.

For others, this time of year may make you slightly nervous. The carefree days of summer are really over and it is time to get back to routines and business so to speak.

The Government Fiscal Year is coming to an end and the new one is about to start. I would be remiss if I didn't say this time of year might also remind you of the professional development you've been putting off...for months or even years. Don't be hard on yourself — we've all been there — but I want to challenge you to start a new routine this Fall.

Do it now!

For those of you that read Gretchen Rubin's bestseller *The Happiness Project*, the "one minute rule" might be familiar. One of the tips she follows to stay organized each day is to immediately tackle anything that takes less than a minute. Throughout your day there are literally dozens of small things you can accomplish in the moment that will save you time and effort if you don't let them pile up.

For example, take a minute to wash your coffee cup and place it back in the cupboard rather than tossing it in the sink to deal with when you return home exhausted from the day. Take a minute to respond to a colleague's email while you wait for a meeting to begin rather than flagging it for response later in the day. I'm sure you can instantly think of at least five tasks you do each workday that fall into this category.

One minute each day...

Here's the challenge. I think the one minute rule can be applied to leadership development. Many people put off leadership development, or other professional development goals for that matter, because it seems too overwhelming or time consuming. All too often people think you need to engage in a lengthy and all-consuming leadership development experience to jump-start a personal leadership transformation. While those types of programs have tremendous value, it is not the only way to meet your goals. *The best*

leaders find ways to make ongoing learning part of their daily routine.

Nothing is static in government today. In order for leaders to be able to navigate constant change and remain adaptable, you need to stay engaged and train your brain to ponder different ways of tackling leadership challenges. The best way to build that mental stamina is consistently introduce new ideas, tools, and concepts you can test out as situations emerge.

For that reason, one minute a day can make a huge difference. If you take one minute each day to read a blog you have bookmarked, scan a personalized newsfeed, or flip through a magazine (with the swipe of a finger or by turning actual pages), chances are the rest of the day you will process and practice applying whatever tip or nugget of new learning caught your eye during that one minute. That means the one minute you spend each day amounts to far more than 60 seconds of learning, and over time you've incorporated a great deal of new knowledge and experience into your repertoire of leadership skills.

<http://blogs.managementconcepts.com/new-year-new-routine-better-leader/#.VBhs7ZSzf6E>





Federal Employees Group Life Insurance (FEGLI) Program

The Federal Employees' Group Life Insurance (FEGLI) Program is a life insurance program for Federal and Postal employees and annuitants, authorized by law (Chapter 87 of Title 5, United States Code). The Office of Personnel Management (OPM) administers the Program and sets the premiums. The FEGLI regulations are in Title 5 of the Code of Federal Regulations, Part 870.

FEGLI is group term life insurance. It does not build up cash value. You cannot take a loan out against your FEGLI insurance.

OPM has a contract with the Metropolitan Life Insurance Company (MetLife) to provide this life insurance. MetLife has an administrative office called the Office of Federal Employees' Group Life Insurance (OFEGLI). OFEGLI is the contractor that adjudicates claims under the FEGLI Program. Basic Insurance

As an eligible employee, you are automatically enrolled in Basic insurance unless you waive this coverage. Basic insurance covers your life for *whichever is greater*:

- 1) Your annual rate of basic pay, rounded up to the next even \$1,000, plus \$2,000; or
- 2) \$10,000.

This is called the Basic Insurance Amount, or BIA. The Government pays one-third of the premium cost for Basic and you pay two-thirds. The U.S. Postal Service pays the entire cost of Basic insurance for its employees.

If you are under age 45, you automatically have extra coverage without paying any additional premium. This Extra Benefit increases the amount of Basic insurance payable at the time of your death if you die before age 45.

Optional Insurance

If you have Basic insurance, you may also elect Optional insurance. You are not automatically covered by Optional insurance like you are with Basic insurance. You must take action to elect Optional insurance. You pay the full cost for all Optional insurance you elect. You must have Basic insurance to elect any Optional insurance. Optional insurance provides coverage in addition to what you have with Basic insurance.

There are three types of Optional insurance: Option A-Standard, Option B-Additional, and Option C-Family.

- Option A insures your life for \$10,000.

- Option B insures your life for 1, 2, 3, 4, or 5 multiples of your annual rate of basic pay rounded up to the next even \$1,000.
- Option C insures the lives of your spouse and eligible dependent children. It comes in 1, 2, 3, 4, or 5 multiples of coverage. Each multiple is equal to \$5,000 for a spouse and \$2,500 for each eligible dependent child.

Accidental Death & Dismemberment Benefits

Accidental death and dismemberment (AD&D) coverage is an automatic part of Basic insurance and Option A insurance (if elected) for employees, at no additional cost. There is no accidental death and dismemberment coverage with Options B and C, and there is none for annuitants or enrollees on workers' compensation ("compensationers").

Accidental death benefits are payable when you sustain injuries by accidental means and, within one year afterwards, you die resulting directly from those injuries. Under Basic insurance, accidental death benefits are equal to your BIA (without the Extra Benefit). Under Option A, accidental death benefits are equal to your Option A coverage.

Accidental dismemberment benefits are payable when you sustain injuries by accidental means and, within one year afterwards, you lose a limb or sight in one or both eyes resulting directly from those injuries. Under Basic insurance, accidental dismemberment benefits are equal to one-half of your BIA for the loss of one limb or sight in one eye. Under Option A, accidental dismemberment benefits are equal to one-half of your Option A coverage for the loss of one limb or sight in one eye.

Termination of Insurance

Your life insurance stops when:

- You cancel it;
- You separate from service;
- You complete 12 months in nonpay status;
- You move to a position that is excluded from FEGLI coverage;
- You retire and are not eligible to continue coverage into retirement;
- Your annuity terminates;
- Your compensation stops (or when OWCP finds that you are able to return to duty); or
- You die.

The FEGLI Program Handbook is a 248 page document that is available online at:

<http://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/handbook.pdf>



12 famous people and their not-so-famous careers as federal employees

Sep. 23, 2014 -By ANDY MEDICI

Federal employees have taken a lot of heat over the last few years. Some people have called them overpaid and underworked and have demanded cuts to their pay and benefits.

But some of the most famous people in America got their start working in the federal government or had long federal careers before they became recognizable across the country. So here are some now very famous people who at one point would have been considered federal employees and worked for an agency as a civilian employee.



Before she became a successful professional comedian and actress, Wanda Sykes was a contracting specialist at the National Security Agency for about five years. According to a 2010 article in the Washingtonian Magazine, she had a

high level clearance as well. Wanda Sykes has made the lists of top comedians for years and has been voted one of the funniest comedians by polls of her peers.



Before he became a regular contributor on the Daily Show, and before he was the

bumbling boss on the American adaptation of "The Office", Steve Carell was a mail carrier in Littleton, Massachusetts. But he only held the job for about six months, according to an interview Carell gave on the TV Guide Channel, because his boss told him he was not fast enough to deliver the mail.



Julia Child was a cooking inspiration to millions of people through her television shows and her books, and perhaps one of the

world's most famous chefs. During World War II she was turned down by the Women's Army Corps

because she was too tall, so instead she worked for the Office of Strategic Services, the precursor to the CIA. She rose through the ranks and traveled the world, from Sri Lanka to China. It was after the war, when she and her husband were living in France, that she attended culinary school and began the path that would make her a household name.



Gerald Ford might be most famous for being the president who pardoned Richard Nixon. In 1936, decades before he took a seat in the Oval Office, he served as a seasonal park ranger at Yellowstone National Park. He later

described this experience as "One of the greatest summers of my life." Ford's responsibilities included meeting and greeting VIPs, a concept he told his supervisor was "undemocratic and un-American" because it gave special deference to certain people, according to the National Park Service.



You might know her as the Barefoot Contessa, a world famous chef and TV personality. But before she decided to wow us with her self-taught culinary ability, Ina Garten was a nuclear energy budget analyst at the Office of Management and

Budget, serving under presidents Ford and Carter. Now she makes amazing meals and travels the world educating us on culinary issues.



The famous singer and songwriter is best known for his country and folk music songs, such as "Angel from Montgomery,"

"Paradise" and "Sam Stone." But during the late 1960s he was a letter carrier for the Postal Service, a position he held for five years.



12 famous people and their not-so-famous careers as federal employees (cont'd)



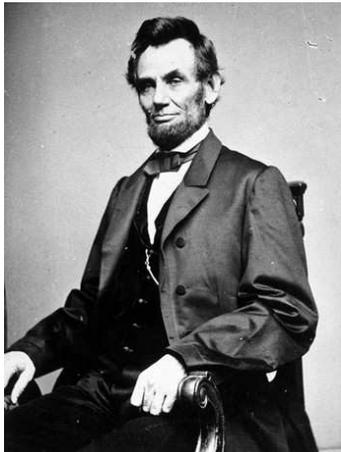
Mickey Mouse, Goofy, Donald Duck and others. Walt Disney created a gigantic media empire that spans the gambit of amusement parks, new stations and even ESPN. He won dozens of Oscars (animated shorts category) and his empire was so powerful, it literally spun off other famous people. Just the Mickey Mouse

Club alone helped give rise to Justin Timberlake, Britney Spears and Christina Aguilera. But before all that, Walt Disney was a substitute mail carrier in Chicago, Ill.



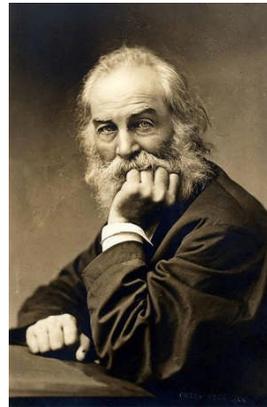
Best known for founding the American Red Cross and her courageous feats in nursing during the Civil War, Clara Barton also worked as a clerk in the U.S. Patent Office in 1855 before her position was cut. She worked again at the Patent Office as

a temporary copyist in 1861.



Yes, yes, I know he was a member of Congress and one of our most famous presidents. But did you also know he was the Postmaster in New Salem, Ill, for almost three years? He became postmaster on May 7, 1833 and lost the position when the post office was

relocated May 30, 1836. How did Lincoln get the gig? The women of New Salem were irritated when Samuel Hill, the former postmaster, spent more time serving the men whisky instead of taking care of postal duties.



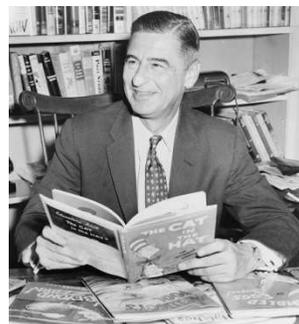
Walt Whitman was a famous poet, and many of us read at least some of his work in high school. In fact, there are at least a few schools named after him. But once again, it seems like Whitman had to make ends meet by working for the federal government. Whitman lived in Washington, DC, for a decade from 1863-1873.

To support himself and to help fund his work aiding soldiers, Whitman secured low-level government work--functioning mainly as a clerk, spending much of his time as a scribe or copyist. He worked in the Army Paymaster's office, the Bureau of Indian Affairs, and the Attorney General's office.



The famous cartoonist wrote and self-published the comic book series "American Splendor" as well as a series of comics based

around subjects such as the beat generation. After serving in the Navy he returned to his home town of Cleveland, Ohio, where he became a file clerk at the Veterans Affairs hospital there. He worked as a file clerk after becoming well known and retired in 2001.



Theodor Seuss Geisel brought us the Cat in the Hat and The Lorax, and dozens more. His works have been translated into more than 15 languages and have sold more than 200 million copies. They are still making

movies based off of his work. But Dr. Seuss was employed by the Treasury Department in 1942 to make illustrations for the war effort and to help sell war bonds. His federal career was brief, however: He joined the Army in 1943.



Phased Retirement

Phased Retirement is a human resources tool that allows full-time employees to work part-time schedules while beginning to draw retirement benefits. This new tool will allow managers to better provide unique mentoring opportunities for employees while increasing access to the decades of institutional knowledge and experience that retirees can provide.

This is yet another forward thinking policy that allows the Administration to continue its efforts to deliver a Government that is effective, efficient, and supportive of economic growth.

The final regulations are available on the Federal Register website and will take effect 90 days from August 8, 2014. This means that agencies can send their Phased Retirement applications to OPM for processing as early as November 6, 2014.

Guidance and other material about Phased Retirement will be posted here as it becomes available.

| Benefits Administration Letters (BALs) | | |
|---|---------|--|
| BAL Number | Date | Subject |
| 100 Series – Retirement Policy and Process Issues | | |
| 14-109 | 08/2014 | <u>Phased Retirement Instructions for Personnel and Payroll Offices</u> (PDF file) [570.98 KB] |

<http://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2014/14-109.pdf>

| Benefits Administration Letters (BALs) | | |
|--|---------|--|
| BAL Number | Date | Subject |
| 14-108 | 08/2014 | <u>Phased Retirement Employee Frequently Asked Questions</u> (PDF file) [287 KB] |

<http://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2014/14-108.pdf>

| Benefits Administration Letters (BALs) | | |
|--|---------|---|
| BAL Number | Date | Subject |
| 300 Series – Payroll and Financial Management Guidance | | |
| 14-307 | 08/2014 | <u>Phased Retirement Instructions for Payroll Offices</u> (PDF file) [246.4 KB] |

<http://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2014/14-307.pdf>

Taken from OPM website:
<http://www.opm.gov/retirement-services/phased-retirement/>



Three Traps People Fall Into That Limit Their Happiness

By Dr. Travis Bradberry Taken from TalenSmart Article

Almost every action we take in life is aimed at achieving or maintaining “happiness”—that elusive state where we feel contentment, satisfaction, and even bliss. TalentSmart has by now tested more than a million people and trained tens of thousands more, and we are often struck by the commonalities we see between people, particularly when they fall victim to the same traps that limit their ability to reach their full potential.

To that end, here are three prominent traps which people fall into. They are easily fixed, but until then they severely limit our potential for happiness.

1) We Hold Our Feelings In

One of the great misconceptions concerning emotional intelligence is that it is about repressing our feelings and holding them in. While it is true there are feelings that high EQ individuals do not allow to erupt on impulse, that does not mean those feelings are not expressed. Emotional intelligence means honoring our feelings and allowing ourselves to experience the catharsis that comes from embracing them for what they are. Then we express them in a manner that helps rather than hinders our ability to reach our goals.

2) We Fight Change

Change is an inevitable part of life, and those who fight it do so because they are struggling to remain in control. The problem with this approach is that fighting change actually limits our control over the situation by putting up a barrier between ourselves and the actions we need to take to improve our situation.

The idea here is to prepare for change. This is not a guessing game where we test our accuracy in anticipating what comes next, but rather it means thinking through the consequences of potential changes so that we are not caught off guard if they surface. The first step is to admit to ourselves that even the most stable and trusted facets of our life are not completely under our

control. People change, businesses go through ebbs and flows, and things simply do not stay the same for long. When we allow ourselves to anticipate change—and understand our options if changes occur—we prevent ourselves from getting bogged down by strong emotions like shock, surprise, fear, and disappointment when changes actually happen. While we are still likely to experience these negative emotions, our acceptance that change is an inevitable part of life enables us to focus and think rationally, which is critical to making the most out of an unlikely, unwanted, or otherwise unforeseen situation.

3) We Numb Ourselves with Technology

Everyone deserves the opportunity to binge-watch a TV show now and then or to switch on our Kindle and get lost in a book. The real question is how much time we spend plugged in (to video games, the TV, the tablet, the computer, the phone, etc.) and whether it makes us feel good or simply makes us numb. When our escape becomes a constant source of distraction, it is a sure sign we have fallen into the trap of too much of a good thing.

If we want to cut back on the amount of time we are plugged in, we have to choose blocks of time where we can cut the cord and go offline. It is amazing how refreshing these breaks are when we choose an alternative activity that is equally stimulating. As we grow more comfortable without the pacifier of technology, we can gradually increase the amount of time we spend away from it. August 2014

ABOUT THE AUTHOR: Travis Bradberry, Ph.D.

Dr. Travis Bradberry is the award-winning co-author of Emotional Intelligence 2.0 and the cofounder of TalentSmart, the world's leading provider of emotional intelligence tests, emotional intelligence training, and emotional intelligence certification, serving more than 75% of Fortune 500 companies.

<http://www.talentsmart.com/articles/Three-Traps-People-Fall-Into-That-Limit-Their-Happiness-1786942691-p-1.html>



Half-Day Pre-Retirement Training Seminar-2014



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 ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Identity Theft Solutions ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Thrift Savings Plan Allocation Strategies | <p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Identity Theft Solutions ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Thrift Savings Plan Allocation Strategies |
|---|---|

TIME: 8:30am–11:30am OR 1:30pm-4:30pm (each day)
 Registration will begin 30 minutes prior to the training

LOCATION: OKC Public Works Training Center, 3738 SW 15th Street, Oklahoma City

COST: No Cost

I am registering for the CSRS session on Tuesday, October 28, 2014, 8:30 am-11:30 am

I am registering for the CSRS session on Tuesday, October 28, 2014, 1:30 pm-4:30 pm

I am registering for the FERS session on Wednesday, October 29, 2014, 8:30 am-11:30 am

I am registering for the FERS session on Wednesday October 29, 2014, 1:30 pm-4:30 pm

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 on same form

AGENCY: _____

ADDRESS: _____

PHONE: () _____ EMAIL: _____

| | | |
|--|--|---------------------------|
| Mail this registration form to: Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102 | Email to: LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov | Fax to: (405) 231-4165 |
|--|--|---------------------------|

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, substitute attendees are authorized and encouraged!



| SUN | MON | TUES | WED | THUR | FRI | SAT |
|--------------|------------------------------|--|--|------------------------|-----|-----|
| October 2014 | | | 1 | 2 11 Emgcy Prep Mtg | 3 | 4 |
| 5 | 6 Agency Visits- Tulsa | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 10:00 ITC mtg 11:00 Exec Forum | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 LFCC | 23 | 24 | 25 |
| 26 | 27 | 28 8:00 PreRetirement Workshop-CSRS 1:00 PreRetirement Workshop-CSRS | 29 8:00 PreRetirement Workshop-FERS 1:00 PreRetirement Workshop-FERS | 30 | 31 | |

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