



# INTERAGENCY CONNECTION

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## Chair's Corner



Our Federal Executive Board's Annual Activity Report has been compiled and I am proud to report that we have been good stewards of the public trust. In FY 2014, our activities and

events created a **cost avoidance of \$1,503,388.32** and an **economic impact of \$3,521,029.00** through our Combined Federal Campaign efforts throughout the state.

No sooner have we calculated our impact from FY 2014 and we are planning FY 2015 activities!

**"Leadership Series"**: This will be a multiple-day, classroom, leadership development program. Training will be provided in one-day formats from April through August (one day in each month). We are calling it our **inFLuential Friday series**. It is designed for Government Managers, Supervisors and Aspiring Leaders who:

- Are responsible for leading, supervising or implementing major changes in an organization;
- Are seeking to build upon existing strengths
- Are looking for additional thoughts and strategies to increase effective leadership; and
- Are seeking efficient, low-cost, solution-focused training in the local area at which you can network with other government leaders.

**Leadership FEB Class**: This is our nontraditional leadership development

program that runs from March-October. 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. It is intended to develop talents and broaden perspectives of present and future federal leaders.

**2015 Congressional Handbook**: We are updating our Congressional Handbook to reflect the changes from recent elections. We are awaiting Committee assignments and district office information. Once this is completed, you will receive a copy.

**2015 Annual Awards**: Our award program was established in an effort to recognize outstanding federal employees for their efforts, leadership and/or initiative. This program encourages innovation and excellence in government, reinforces pride in federal service, and helps call public attention to the broad range of services provided by federal employee in Oklahoma. Watch for the nomination package to come out in January; FEB members will receive an email with a link to the nomination package and it will also be posted on our website for easy access.

I look forward to our 2015 activities and look forward to seeing you!

*Julie Gosdin*  
Julie Gosdin, Chairperson

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## ***Reverse the scandal trend by building character***

*Taken from "Solutions & Ideas" article in Federal Times dated 11.3.14*

Perhaps the most consistently pervasive and unfortunate news stories in the federal sector today are about failures of character. Over the past year, there's been an ongoing stream of scandals coming out of the federal sector...from cheating, sexual harassment and abuse, to fraud and more.

Leaders throughout both the federal and private sectors are extremely concerned. There has been a considerable dialogue with customers and others in government and industry about what can or should be done to address this trend and turn it around.

The good news is, as a country, we have an enormously talented pool of extremely intelligent, passionate and dedicated leaders who are part of our government system. They recognize we are facing a critical challenge. They realize important steps need to be taken to address it, reverse it and ensure a future in which our institutions are better able to prevent these kinds of failures from occurring.

Our military leaders are taking such steps. During the appointment of the military's new ethics officer, Rear Adm. Peg Klein, Defense Secretary Chuck Hagel said, "Ethics and character are the foundation of an institution and a society. ...They must be emphasized at every level.

Additionally, the Office of Government Ethics recently launched several new programs focused on reinvigorating discussions about ethics and addressing how to achieve common goals of transparency, integrity and accountability.

The building, or rebuilding, of an organizational culture based on character doesn't happen overnight, but it can be done.

Lack of trust seems to be the heart of the issue, and this is proving to have a negative impact on our ability to be competitive and successful, which results in a tremendous weakness in our government and our society.

We need to address these negative impressions and turn them around before the decline continues. How can we expect to remain a leading, competitive nation if feelings of distrust and dissatisfaction within our own institutions continue to spread and build?

To restore trust, we must create a strong culture of

character, re-establish standards and values, strengthen leadership practices and inspire character in the next generation.

- **Create cultures of character.** Culture is established by its leaders with foundation documents that state an organization's mission, values and guiding principles. They are reinforced by organizational codes of conduct and ethics, which should be reviewed regularly. The key is to use an organization's values as a framework for decision-making and to help an organization embrace culture as a competitive advantage.

- **Stand by standards.** Character means being trusted to do the right thing. Accountability is ownership over our decisions, our actions, and the consequences. Demand action and enforce consequences when rules are broken. And honor ethical excellence as the expectation, not the exception. This is how the organization and its members earn their reputation and credibility.

- **Cultivate strong leaders.** Organizations need to make ethical leadership a priority. The most essential function of leadership is the demonstration and communication of character. These leaders have positive attitudes, unquestionable integrity and a commitment to the mission. Studies show that trust in the person leading an organization is inextricably linked with trust in the organization itself.

- **Inspire character in the next generation.** Sustaining good character and ethics is an ongoing commitment. We need the leaders and teams of tomorrow to understand and uphold this commitment to ensure the success of our industry and society.

Character is not a trend, a political platform or a stance; it is not cyclical. Character should be considered a constant regardless of leadership in the industry or the country. There may be turnover in the workforce, budgets may be tighter, contracting pressures may increase, and programs may be delayed or even canceled. However, it's during these times of change or challenges that strong values are in highest demand. Doing the right thing is everyone's responsibility and good character will always lead the way.

*Article written by Phillip "Jack" London, Executive Chairman of CACI International Inc.*



## Spotlighting Information in Public Service

### Did you Know?



## US Coast Guard Institute

Commanding Officer: LCDR Lisa Garcez



*Located at the Mike Maroney Aeronautical Center in Oklahoma City, OK, the Coast Guard Institute has a long and proud history of assisting Coast Guard Active Duty, Reserve, Civilians and Auxillarist, in meeting their respective education and advancement needs. Comprised of four Divisions consisting of a small staff of 17 Active Duty members, and 10 Civilians, the Coast Guard Institute's exemplifies unwavering commitment to superior customer service and support, directly contributing to a more prepared and educated organization.*

**The Registrar's Office (RO)** provides Coast Guard members with a variety of educational resources to assist members achieve their educational goals. The Registrar's Office provides superior assistance for Coast Guard course accreditation reviews by the American Council on Education (ACE), DANTES examinations, degree plans from the Service members Opportunity College (SOCS) and Quality Assurance reviews for transcripts through the Joint Services Transcript system (JST).

**The Tuition Assistance and Grants Division (TAG)** is designed to assist eligible personnel in their professional

development by providing the funding for off-duty voluntary education through either Tuition Assistance (TA), or various Grant programs. Annually, TAG provides over 5 million dollars in Tuition Assistance to over 3900 members, and over 200 thousand dollars in grants to 700 members.

**The Course Support & Testing Division (CST)** serves as a conduit between the Coast Guard's Enlisted Rating Advancement process, enlisted members and Education Service Officers (ESO's) throughout the Coast Guard. CST verifies and implements policies and requirements for all End of Course and Rating Advancement Test, while also creating and distributing testing resources to over 800 ESO's throughout the Coast Guard.

**The IT Division (IT)** provides superior technical support to the Coast Guard Institute's essential's database and test tracking systems, Training and Academia Customer Care Tracking System (TACCTS) and Questionmark Perception (QMP). The IT Division's commitment to mission critical testing support enables ESO's throughout the Coast Guard the ability to successfully test and qualify members for advancement.

***"FACILIUS REDDO TEMPUS - Facilitate Opportunity."***



## Security Screening Benefits and Tips for U.S. Military and Veterans

As the holidays approach, sharing TSA’s Veterans Day message may be beneficial for those who missed it...services we offer for veterans as well as current members of the U.S. Armed Forces.

### Assistance for Injured Service Members /Veterans and Wounded Warriors

- Injured, wounded service members, veterans and Wounded Warriors may contact TSA Cares to request assistance with the screening process. TSA Cares ([www.tsa.gov/traveler-information/travelers-disabilities-and-medical-conditions](http://www.tsa.gov/traveler-information/travelers-disabilities-and-medical-conditions)) is a help line to assist travelers with disabilities and medical conditions. Call TSA Cares 72 hours prior to traveling with questions about screening policies, procedures and what to expect at the airport security checkpoint. Phone: 855-787-2227; Federal Relay: 711; Email: [TSA-ContactCenter@tsa.dhs.gov](mailto:TSA-ContactCenter@tsa.dhs.gov) Hours: Weekdays 8 a.m. to 11 p.m. ET - Weekends/Holidays 9 a.m. to 8 p.m. ET
- TSA verifies the status of individuals identifying themselves as a Wounded Warrior, through the appropriate military branch. Following verification, the travel information is provided to the departing/arriving U.S. airports where Wounded Warriors may use [TSA Pre✓®](#) expedited screening at available locations or experience other expedited screening procedures.
- Injured service members/veterans requesting assistance will have their travel information and type



of assistance required provided to the departing/arriving U.S. airports to ensure they receive proper assistance at the security checkpoint.

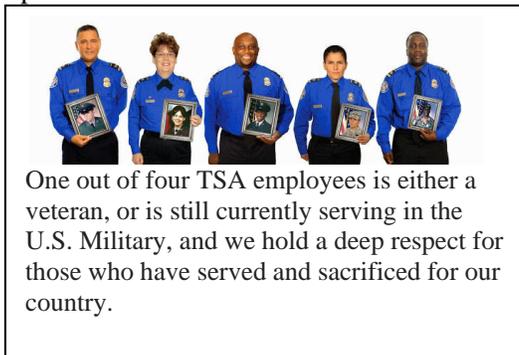
- Learn about the [security screening procedures for persons with disabilities and medical conditions.](#)

### TSA Pre✓® Benefits for US Armed Forces

All members of the U.S. Armed Forces, including those serving in the U.S. Coast Guard, Reserves and National Guard can benefit from TSA Pre✓® expedited screening at select airports when flying on participating airlines. Use the official Department of Defense identification number as your know traveler number when making flight reservations. Accompanying family members ages 12 and under can be processed through expedited screening as well. Learn how to receive TSA Pre✓® at [www.tsa.gov/tsa-precheck/members-military](http://www.tsa.gov/tsa-precheck/members-military).

### TSA Pre✓® Benefits for Four Military Academies

U.S. Military Academy, Naval Academy, Coast Guard Academy and Air Force Academy cadets/midshipmen are now eligible to enjoy the benefits of the TSA Pre✓® expedited screening program at more than 120 participating airports when flying on 11 major airlines.



One out of four TSA employees is either a veteran, or is still currently serving in the U.S. Military, and we hold a deep respect for those who have served and sacrificed for our country.

### Follow These Tips for a Smooth Screening Process:

- Keep your boarding pass and ID available.
- Remove class A uniform jackets, metal items in pockets, and metal belt buckle and submit them for

X-ray screening.



## Security Screening Benefits and Tips for U.S. Military and Veterans (cont'd)

- If you are in uniform and have a valid military ID, keep on your footwear unless it alarms the walk through metal detector.
- Check for prohibited items listed at: [www.tsa.gov/traveler-information/prohibited-items](http://www.tsa.gov/traveler-information/prohibited-items).
- If you're checking a duffle bag, put all of your clothing and lighter items at the bottom of the bag, and place your boots, helmet, books, and other larger more dense items at the top. This makes it easier for us to neatly repack your bag if we have to search it.
- If you wish to lock your checked baggage, use a TSA-recognized lock, otherwise the lock could be cut.

### Transport of Weapons by a Military Unit

- The unit must declare weapons and ammunition to the aircraft operator.
- Weapons must be unloaded.
- Weapons must be collectively secured in a crate and banded or individually locked in a hard-sided case.
- Ammunition must also be securely packed in fiber (such as cardboard), wood or metal boxes or other packaging specifically designed to carry small amounts of ammunition.
- Firearm magazines/clips for packing ammunition must be completely and securely enclose any ammunition (e.g., by securely covering the exposed portions of the magazine or by securely placing the magazine in a pouch, holder or holster).
- You may carry the ammunition in the same hard-sided case as the firearm, as long as you pack it as described above.
- A unit representative must submit the unit's



official travel orders and an inventory of weapons and ammunition being transported.

- The unit representative must provide written certification that the weapons are unloaded.

### Transport of Weapons by an Individual Soldier

- Firearms, ammunition and firearm parts are prohibited in carry-on baggage and may be transported in checked baggage only. If you have just returned from overseas duty or any assignment where you carried a firearm or ammunition, check your carry-on bag and other belongings to ensure firearms, parts or ammunition are not present.
- Read the rules for individually transporting firearms and ammunition at [www.tsa.gov/traveler-information/firearms-and-ammunition](http://www.tsa.gov/traveler-information/firearms-and-ammunition).

- Read the rules for transporting sharp objects and tools at [www.tsa.gov/traveler-information/prohibited-items#4](http://www.tsa.gov/traveler-information/prohibited-items#4).

- Read the list of prohibited hazardous materials at [www.faa.gov/about/office\\_org/headquarters\\_offices/ash/ash\\_programs/hazmat/regulation\\_policy/](http://www.faa.gov/about/office_org/headquarters_offices/ash/ash_programs/hazmat/regulation_policy/).

### Military Family Member Gate Passes

- Family members who want to accompany a military service member being deployed to the boarding gate or greet them returning from deployment at the arrival gate may receive passes to enter the secure area of the airport.
- Contact the air carrier representative at the departure/arrival airport to obtain passes and instructions.

Reprinted from <http://blog.tsa.gov/2014/11/security-screening-benefits-and-tips.html>



## THE EASIEST – MOST DANGEROUS – THING LEADERS NEGLECT

Dirty culture distracts, repels, and destroys organizations.

The most important thing about us is the way we treat each other while we fulfill our mission.

People run from bad organizational culture, even when the mission is noble. They walk through hell for good.

The easiest – most dangerous – thing to neglect is organizational culture.

Leaders who neglect organizational culture end up in crisis-mode wondering what happened.

### **Culture building:**

Culture building is working on the way we treat each other *while we work together* – it's keeping the water we swim in fresh.

1. Prolongs success.
2. Increases productivity.
3. Enhances satisfaction.
4. Retains top talent.
5. Woos great talent to you.

### **Filter:**

You can't clean dirty water by pouring in fresh. Start filtering out the bad if you want to feel good about work. Eliminate culture killers that pollute your environment.

1. Stop dropping the ball. Teams meet and

talk, but nothing gets done. Culture killer!

2. Terminate perks based on position not performance, reserved parking, for example.

3. End rudeness.

Busyness isn't an excuse for rudeness. It doesn't matter who you are.

4. Eradicate isolation.

5. Put an end to depersonalization.

Business is personal.

6. Stop sweeping tough issues under the carpet. They drain energy and distract focus.

7. Ignore or eliminate squeaky wheels. Send your perennial complainers to the competition.

The things you *don't* tolerate explain what matters. Building great culture includes the removal of pollution.

### **Compassion:**

Begin the filtering process with compassion. Don't send a memo. Start talking about who you want to become. Point out stuff that prevents you from getting there. Make practices and behaviors the enemy, not people.

### **The questions:**

1. Who do we want to be?
2. What blocks the way?
3. How do we get there?





## Retirement Information—Who, What & When

With so many retirements to be effective this month, I thought it would be appropriate to provide information from the US Office of Personnel Management regarding application processing and what you can expect (as well as “who does what”).

### Applying for Retirement

To qualify for payments from the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), you must submit a retirement application, [Standard Form 2801](#) (external link) *Application for Immediate Retirement (CSRS)* or [Standard Form 3107](#) (PDF file) [754.87 KB] *Application for Immediate Retirement (FERS)*.

### Where to Send the Application

If you have been separated from federal service for more than 30 days, submit your application to the U.S. Office of Personnel Management (OPM).

U.S. Office of Personnel Management  
Retirement Operations Center  
Post Office Box 45  
Boyers, PA 16017

If you are still working, submit it to your employer.

### Application Processing

Both the personnel and payroll office in your agency, and OPM are responsible for processing your annuity claim.

### Reducing Delays in Processing

You can help reduce delays in processing by submitting your application in advance and by making sure your Official Personnel Folder (OPF) is complete. If you submit your paperwork early, your personnel and payroll offices will be able to complete their

action before your retirement date.

### Steps Your Personnel Office Takes to Process Your Application

Your personnel office must take the following actions to process your retirement application:

- Complete the "Agency Checklist of Immediate Retirement Procedures", Standard Form 2801, Schedule D (CSRS) or 3107, Schedule D (FERS).
- Prepare and obtain your signature on the "Certified Summary of Federal Service," Standard Form 2801-1 (CSRS) or 3107-1 (FERS).
- Verify any service not fully documented in your OPF. If documentation is missing, verification may be obtained by contacting federal record centers. If the personnel office is unable to obtain verification, OPM will complete verification upon receipt of your retirement application and records. However, this process will cause a delay in processing.
- Certify and transfer your coverage under the Federal Employees' Group Life Insurance (FEGLI) program to OPM.
- Transfer your enrollment under the Federal Employees' Health Benefits (FEHB) program to OPM.
- Prepare Standard Form 50, "Notification of Personnel Action."
- Send all of your retirement materials to your payroll office.

### Steps Your Payroll Office Takes to Process Your Application

After your personnel agency takes action, your agency payroll office:

- Authorizes your final pay check and lump sum payment for unused annual leave



## Retirement Information—Who, What & When (cont'd)

- Prepares your "Individual Retirement Record," Standard Form 2806 (CSRS) or 3100 (FERS) which reflects service, salary history, and annual retirement contributions.
- Forwards all retirement documents to OPM.

### When OPM Receives Your Application

When your retirement application is received, OPM will notify you and will provide a civil service claim identification number (a seven-digit number preceded by "CSA"). You must use that identification number whenever you contact OPM about your annuity.

### If You Have Questions Before You Receive Your Claim Number

If you need to contact OPM before you receive your claim number, first contact your former payroll office to find the date your records were transferred to OPM. Your payroll office should provide you with the number and date of the Register of Separations and Transfers. You will also need your Payroll Identification Number.

### What OPM Does to Process Your Claim

- Obtains any information missing from your retirement documents.
- Determines your eligibility for an annuity and continued health and life insurance coverages.
- Computes the amount of your annuity.
- Sends you materials concerning:
  - your survivor benefit election;
  - the alternative form of annuity;
  - rollover to an IRA, or;
  - if you are a FERS MRA+10 retiree, your annuity commencing date.
- Authorizes your annuity payment which is paid by the Department of the Treasury.
- Sends you an annuity statement.

### Annuity Payment Schedule

Regular monthly payments are due the first business day of the month. The payment covers annuity due for the month before the month in which the payment is made.

### Time Frame for Processing Application

As of August 2013, the average processing time is 102 days from the date we receive your final paperwork from your human resources office and payroll office. If your retirement records are complete upon receipt and we do not need additional information from you or your former employing agency, your claim might be processed sooner than the average time. An additional three to four weeks may be needed if we need to contact you to make a benefit election, such as your decision on making a service credit deposit, or if we need to contact your former employing agency for necessary information which was not included with your retirement package.

Taken from OPM's Retirement website:

[http://www.opm.gov/retirement-services/csrs-information/planning-and-applying/#Your\\_Personnel\\_Office](http://www.opm.gov/retirement-services/csrs-information/planning-and-applying/#Your_Personnel_Office)

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### Federal Ballpark E\$timate

The Federal Ballpark E\$timate (FBE) includes projected Federal annuity and Thrift Savings Plan benefits to help you quickly identify approximately how much you need to save to fund a comfortable retirement.

The Federal Ballpark E\$timate can be used by employees covered by the Civil Service Retirement System (CSRS), CSRS-Offset, or the Federal Employees Retirement System (FERS) who plan to retire under the voluntary age and service rules. The current version does not perform estimates for employees planning to retire under the Minimum Retirement Age (MRA) + 10 rules, or those who are covered by special computation rules such as law enforcement officers and firefighters, or former Federal employees who may be entitled to a deferred retirement.

[www.opm.gov/retirement-services/calculators/federal-ballpark-estimator/index.html](http://www.opm.gov/retirement-services/calculators/federal-ballpark-estimator/index.html)



## **Settlement agreements: Be clear and specific**

If you work in the arena of labor-employment relations or are a manager or supervisor, then you've likely had to negotiate a settlement with an employee who filed some sort of claim in connection with his or her employment. If the negotiations are successful, the terms are reduced to a written instrument. When the agreement is finally signed by both parties, it often brings a sense of relief to each side that the litigation has been resolved. But buyer beware. Even after years of litigation before the Merit Systems Protection Board and Equal Employment Opportunity Commission, agencies still enter into settlement agreements with employees that result in litigation over the intention of the parties and whether there has been compliance with its terms.

Last year, the MSPB published a study entitled "Clean record settlement agreements and the law." This study focused on settlements that used a promise of a clean record as its main term. There had been years of litigation over what constitutes a "clean record" and whether agencies in particular instances had complied with the promise contained in the clean record provision. If you are a proponent of this type of settlement term, then read this study. In addition to providing law and explanation on the clean record term, the study offers several general tips for drafting any settlement agreement.

With that in mind, I offer a few general tips for either settling party on some basic principles:

◆ Be specific in the negotiations about each party's true intentions for each term. Obtain a clear understanding of what the agency is offering because you will not be able to trick the agency into doing something it did not intend to do in the first instance. If you don't have a clear, precise understanding of what each term is designed to do, you don't have a deal.

◆ Write the terms in clear, precise language such that each party knows exactly what the party has agreed to do. The more precise the terms are in writing, the more likely the agreement will do what the parties intended.

◆ If you represent the agency, then make it clear during negotiations which "boiler plate" terms you intend to include in the written instrument. In my experience, many agencies believe that the waiver and release of claims term and a confidentiality term are boiler plate. That means to them that it's a standardized, technical, nonsubstantive term that does not require negotiations. I disagree. What claims an employee releases and whether the agreement will be subject to a nondisclosure is substantive and requires negotiation. Not doing so creates ill will and a sense of deceit when the parties are close to the finish line.

◆ Set a deadline on the performance of each term. For example, when will the agency cancel the suspension and pay the back pay or issue payment for the attorney's fees? Without deadlines, there is no incentive or mechanism for agency compliance. Setting a deadline on agency compliance is in the agency's interest. It ensures that someone will get the job done. Surely the agency wants to have compliance on its part to avoid secondary litigation. Likewise, any obligation on the employee should have a respective deadline.

One last word on deadlines: Make them reasonable.

The guiding principle here is clarity and precision both in your negotiations and settlement drafting.

*Taken from Federal Times "Ask the Lawyer" article written by Debra Roth, Federal Legal Expert and partner in the law firm Shaw Bransford & Roth in Washington, D.C. She is general counsel to the Senior Executives Association and the Federal Managers Association. .*



## Thrift Savings Plan

### What is the Thrift Savings Plan (TSP)?

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees and members of the uniformed services, including the Ready Reserve. It was established by Congress in the Federal Employees' Retirement System Act of 1986 and offers the same types of savings and tax benefits that many private corporations offer their employees under 401(k) plans.

The TSP is a defined contribution plan, meaning that the retirement income you receive from your TSP account will depend on how much you (and your agency, if you are eligible to receive agency contributions) put into your account during your working years and the earnings accumulated over that time.

### How Does the TSP Fit into My Retirement Package?

If you are covered by the Federal Employees' Retirement System (FERS), the TSP is one part of a three-part retirement package that also includes your FERS basic annuity and Social Security.

If you are covered by the Civil Service Retirement System (CSRS) or are a member of the uniformed services, the TSP is a supplement to your CSRS annuity or military retired pay.

If you are not certain which retirement system you are covered under, you should check with your personnel or benefits office.

### Who Administers the TSP?

The Federal Retirement Thrift Investment Board (FRTIB or "Board") Administers the TSP

The assets of the TSP are held in trust in the Thrift Savings Fund. The financial statements of the Thrift Savings Fund are required by law to be audited annually.

The FRTIB is an independent Government agency that is managed by five presidentially appointed board members and an Executive Director who are required by law to manage the TSP prudently and solely in the interest of the

participants and their beneficiaries.

The FRTIB also consults with the Employee Thrift Advisory Council (ETAC), a statutorily created Advisory Committee comprising representatives of employee organizations, unions, and the uniformed services. The Council provides advice to the Board and the Executive Director on matters relating to the investment policies and administration of the TSP.

### The FRTIB Is Also Supported by Private Sector Companies

The record keeper handles the day-to-day maintenance and administration of all TSP accounts, processes requests for benefits, and provides call center support.

### Your Agency or Service Plays an Important Role in the TSP

Your agency or service is responsible for determining your retirement coverage and reporting to the record keeper the dollar amount of contributions to your account each pay period. It also distributes TSP materials and answers your questions about the TSP.

While you are employed, your agency or service is your primary TSP contact. You should inform your agency or service representative about any changes or corrections to personal information that might affect your TSP account including address changes.

After you separate from Federal service, the TSP becomes your primary point of contact.

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### TSP Regulations

The TSP regulations can be found in title 5 of the Code of Federal Regulations, Parts 1600-1690, and are periodically supplemented and amended in the Federal Register.

Summary of the Thrift Savings Plan brochure is available at:

<https://www.tsp.gov/PDF/formspubs/tspb08.pdf>



### UPCOMING EVENTS December 2014

- Dec 3, 2014**      **Executive Policy Council Mtg**  
10:00-1:00      POC: FEB Office 405-231-4167
- Dec 4, 2014**      **Agency Visits-Jet**
- Dec 10, 2014**     **Agency Visits-Altus**
- Dec 11, 2014**     **Agency Visits-Lawton**
- Dec 11, 2014**     **OFFSHC Mtg**  
11:30 a.m.      Olive Garden, 6330 SW 3<sup>rd</sup> St, OKC  
POC: Barbara Kiespert, 405-815-2262
- Dec 16**            **Hanukkah Begins**      
- Dec 17, 2014**     **Interagency Training Council**  
11:30 a.m.      Location TBD  
POC: Javier Solis, 405-739-7538
- Dec 25, 2014**     **Christmas**              
- Dec 26, 2014**     **Kwanzaa**                
- Dec 26, 2014**     **Boxing Day (Canada)**
- Dec 31, 2014**     **New Year's Eve**        

### 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:

- Jeffrey Allen, Executive Director, Air Force Sustainment Center
- 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 15<sup>th</sup> of each month.

#### INSPIRATION CORNER

Good humor is a tonic for mind and body. It is the best antidote for anxiety and depression. It is a business asset. It attracts and keeps friends. It lightens human burdens. It is the direct route to serenity and contentment. —Grenville Kleiser

Without change there is no innovation, creativity, or incentive for improvement. Those who initiate change will have a better opportunity to manage the change that is inevitable. —William Pollard

A healthy attitude is contagious but don't wait to catch it from others. Be a carrier. —Tom Stoppard

#### 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



SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3 Executive Policy Council mtg	4 Agency Visits-Jet	5	6
7	8	9	10 Agency Visits-Altus	11 11:30 OFFSHC Mtg Agency Visits-Lawton	12	13
14	15	16  Hanukkah Begins at Sundown	17 11:30 ITC	18	19	20
21	22	23	24	25  Christmas	26  Kwanzaa Boxing Day (Canada)	27
28	29	30	31  New Year's Eve	December 2014		

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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