INTERAGENCY CONNECTION

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

Chair's Corner

Spring is here and our Federal Executive Board has many things to offer!

Directory information: Our FEB Office has compiled the 2014 Directory which will be mailed to the Federal Agency heads in Oklahoma. These are being printed and will be distributed this month; agency leaders should watch for your copy in the mail.

Emergency Communication Test. We performed a test of our Communicator NXT system (the backup emergency communication system the FEB has available) in support of the National Exercise, Eagle Horizon.

Limited time before the tax filing deadline of April 15th! 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! As of the writing of this newsletter, we have 189 individuals (or families) who have filed their taxes through this special effort!

The Annual FEB Awards program is underway! The nominations have been received and are already in the hands of the selection committee! Our FEB Staff are busy preparing for the luncheon to be held on Monday, May 5th. Registrations are being receieved and luncheon tickets are being sent out; the awards are being ordered and the many details that go along with coordinating volunteers for the day to ensure our nominees receive the recognition deserved of their many accomplishments!

We have partnered with FEMA Region VI to provide the **L-550, Continuity of Operations (COOP) Planner's Training Course**, April 15-17, 2014. The purpose 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.

Encore Entrepreneur Workshop. We find that many federal employees wish to pursue something else after they retire from Federal Service. This workshop is a partnership between our Federal Executive Board and the U.S. Small Business Administration. Registration is open to all federal employees interested in possibly establishing a small business. The workshop will provide information on: how to turn your entrepreneurial idea into a business, describe components to forming a new business, and sharing resources to help your business succeed.

Registrations for all of the training opportunities or workshops mentioned in this article are provided in this newsletter for your convenience.

Julie A. Gosdin

Julie Gosdin, Chairperson

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

Be sure to file before April 15th! 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

Spotlighting Information in Public Service

Did You Know…

TSA Pre✓™ Application Program—Now accepting applications at select locations

The TSA Pre✓™ application program is a DHS Trusted Traveler program. TSA began accepting taking TSA Pre✓™ applications on Wednesday, Dec. 4, 2013. TSA Pre✓™ allows pre-approved, low-risk travelers the opportunity to apply for expedited screening at participating U.S. airports.

How it works

- An applicant must be a U.S. citizen, U.S. national or Lawful Permanent Resident (LPR) and cannot have been convicted of certain crimes. If an applicant has a record of any of the crimes identified in the eligibility requirements, they may choose not to apply, as the application fee is nonrefundable.
- Interested applicants must visit an enrollment center to provide biographic information that includes name, date of birth and address. An applicant will be fingerprinted and will be required to provide valid required identity and citizenship/immigration documentation. An applicant also has the option to pre-enroll online to provide basic information and make an appointment before visiting an enrollment center. There is a nonrefundable application processing fee of $85.00.
- After completing enrollment, successful applicants will receive a Known Traveler Number (KTN) via U.S. mail approximately 2-3 weeks following the visit to the application center. An applicant also may check status online by visiting https://universalenroll.dhs.gov/ and clicking on "Service Status." The Known Traveler Number is valid for five years.
- Once approved as eligible for TSA Pre✓™, the enrollee must enter the provided KTN in the 'Known Traveler Number' field when booking travel reservations on any of the nine participating airlines. The KTN also can be added when booking reservations online via a participating airline website, via phone call to the airline reservation center, or with the travel management company making reservations. Additionally, the KTN can be entered in participating airline frequent flyer profiles, where it will be stored for future reservations.
  - Please make sure the name used when applying for the TSA Pre✓™ application program matches the name used when booking travel.
  - TSA Pre✓™ eligibility will be identified with a TSA Pre✓™ indicator on the boarding pass.
- TSA is accepting applications at select locations.

Locations in Oklahoma:

Enrollment Center: 1407 S. Council Road, Oklahoma City, OK 73128

Enrollment Center: 111 S. 147th East Ave., Ste I, Tulsa, OK 74116

Enrollment Center: 5202 SW 11th Street, Lawton, OK 73501

Please note, appointments may only be made for a date within a 30 day window of completing the online application, and if all available appointments are booked in that period, appointments would not be accepted, requiring the applicant to check back for availability. The applicant also may visit an enrollment site as a "walk-in" without an appointment but could experience a longer wait time.

Ready to pre-enroll? Visit the TSA Pre✓™ application website.

Counting Creditable Service

In order for military service to be considered creditable for civilian retirement purposes, you must have done one of the following:

- Served on active duty in the armed forces, which are defined as the Army, Navy, Air Force, Marine Corps or Coast Guard and, after June 30, 1960, in the Commissioned Corps of the Public Health Service or, after June 30, 1961, in the Commissioned Corps of the National Oceanographic and Atmospheric Administration;
- Served as a cadet in the Army, Air Force or Coast Guard academies or as a midshipman at the U.S. Naval Academy;
- Been called to active duty or active duty for training while in the Army Reserve Officers Training Corps or the Naval or Marine Corps Reserve Officers Training Corps.

Service in the U.S. Merchant Marine is not considered to be military service. Nor, as a rule, is service in a reserve component of the armed forces or the National Guard, unless you were called to active duty in the service of the United States.

How Social Security affects credibility

Since January 1, 1957, everyone serving in the military has been covered by Social Security. And, since January 1, 1984, every civilian newly hired by the federal government (or returning to work after a break in service) has been covered by Social Security. In 1982 the law was changed to prevent employees from getting credit twice for the same period of employment—once from Social Security and the other from a civilian annuity. The result was two sets of rules. One for those first hired before October 1, 1982, and another for those hired on or after that date.

If you were first hired before October 1, 1982, you will get credit for your military service time in determining your eligibility to retire. You'll also have the option of making a deposit to the civilian retirement system to get credit for that post-1956 service in the computation of your annuity.

Whether you actually need to make a deposit depends on your eligibility for a Social Security benefit. OPM only checks once: at age 62 if you are retired before that age *or* when you retire, if it's on or after the date on which you are 62.

If you are eligible for a Social Security benefit when OPM checks and you haven't made a deposit for your active-duty service, those years will be deducted from your total years of creditable service and your annuity recomputed without them. If you haven't made a deposit and aren't eligible for a Social Security benefit when OPM checks, your annuity won't be affected.

If you were hired on or after October 1, 1982, you will only get credit for your military service if you make a deposit to the civilian retirement system for that time. If you don't, it won't be used either to determine your eligibility to retire or in your annuity computation. So, when you do retire, your annuity will be based solely on your years of civilian employment.

Special rules for retired military

If you are receiving military retired pay for your active-duty service, it doesn't make any difference when you were hired as a civilian. You'll have to make a deposit to the civilian retirement system to get credit for that service and, with one exception, waive your military retired pay before you retire.

Here's the exception. You can keep your military retired pay if you were awarded it because of a service-connected disability either incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in the line of duty during a period of war.

On the other hand, if you are receiving—or will be receiving—reserve retired pay, you won't have to waive that pay.

Article taken from the Retirement article in Federal Times, dated 2-24-14, written by Reg Jones, a retirement planning expert.

The TSP is hard to beat

Taken from Money Matters article in Federal Times, dated 3-10-14, written by Mike Miles

Why shouldn't you trust your money to a broker or agent who claims to be able to successfully pick winning stocks or funds?

Let's say you have $100,000 to invest. An investment manager—a mutual fund manager, stock broker or private account manager—will offer, for a fee, to manage your money. That is called active professional investment management. The typical fee for this management is 1% of the account's balance per year, but this rate can vary widely and often runs up to 1.5 to 2%. Mutual fund managers typically take their fee daily, while private money managers usually bill quarterly.

Why would you agree to pay? What are you paying for? Going down this path requires that you pay, without regard to results. On a $100,000 balance, at 1% you're agreeing to pay $1,000 per year, no matter what happens with your investment. The manager will say it's for "professional management," but there is no universal definition of professional management. The fact is that you're agreeing to pay for something without any real knowledge of what you'll get in return. You're making an expensive bet, and like all bets, you shouldn't make it unless you know its odds.

You have the option of investing in the market itself through index funds, like the funds offered in your Thrift Savings Plan account. My aggressive advocacy for the TSP over past 15 or so years is largely based upon its use of index funds. Index funds give you lowest-cost access to the investment risk and return of the entire investment market, or any submarket you might want, in a single security.

In the TSP, you can invest in the stock and bond markets, easily and almost for free. If the S&P 500 index of stocks goes up by 10% next year, your C Fund shares will increase in value by that same 10%, less the tiny 0.05% cost they bear. You'll realize a 9.95% return.

If, instead, you invest in that same market and pay 1% in management fees, your realized return will drop to 9%. The extra 0.95% fee you pay for active investment management—stock picking, and timing—becomes a hurdle that the manager must overcome just to break even with the C Fund. You will lose money by paying for active investment management, unless the manager is successful enough to make it over the cost hurdle.

Charles D. Ellis, a leading institutional investing consultant and author of "Winning the Loser's Game," researched the track records of mutual fund managers and found that 60% failed to clear the hurdle in any given year, 70% failed over 10 years, and 80% failed over 20 years.

Why is this? Why can't the best minds in the investing world, with the best resources and access to information and analysis, reliably beat the market? Investing is a zero-sum game. Take the S&P 500 index tracked by the C Fund as an example. That market for the stocks of 500 leading U.S.-based corporations will produce some return over the coming 12 months. You can own nearly all of this return by investing in the C Fund.

And, like a poker game, every dollar made by one investor is a dollar taken from another. The investment markets are a competitive game for profits that is dominated by professional institutional investment managers. For any of these managers to consistently win the game, year after year, they would have to corner the market on some special skill or resource. They would need to be, in effect, the best player in the game.

Over 20 years, any professional manager will win some years and lose some. In the end, the wins and losses will tend to even out, and a good manager's performance will likely wind up matching the market's average, *before costs and fees*. After costs and fees, all portfolios are more likely to lag the market than to beat it, or even match it. The expected return for any portfolio, managed or index, is the market's return for the period, minus the costs and fees. So, the smart bet is on the investment portfolio with the lowest cost, and on this measure, the TSP can't be beaten.

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-auther 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

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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!

Encore Entrepreneur Workshop

This effort is hosted by the Oklahoma Federal Executive Board with content provided by the U.S. Small Business Administration.

Date:	Wednesday, June 25, 2014
Time:	10:00 a.m.-12:00 noon
Location:	OKC Public Works Training Center, 3738 SW 15th Street, Oklahoma City
Cost:	$0.00
Who Should Attend:	Federal Leaders & Managers interested in Business Ownership after Retirement

Growth in Encore Entrepreneurs: Government statistics show that 15% of workers ages 50 to 64 are self-employed. Advanced technology is leveling the playing field for small businesses, and many individuals approaching retirement are now able to realize their personal ambition to be the boss and reap the rewards.

Program Highlights:

- Discover how to turn your entrepreneurial idea into a business reality.
- Define and describe components to forming a new business.
- Sharing resources to help your business succeed.

Owning a small business can be an exciting change of pace, as well as a terrific way to stay engaged and productive. As a workforce veteran, you bring a great deal to the table: maturity, strong finances, and a wide network of professional contacts and associates. This two-hour program will cover the basics of starting a business in retirement. In addition to specific steps that need to be taken, attendees will also be exposed to SBA programs and resource partners that can assist them in taking their business from concept to reality.

About the Presenter: Bob Steinerd is currently a small business counselor with the Oklahoma City Chapter of SCORE, a resource partner of the U.S. Small Business Administration. His expertise is in strategic planning, business plans, marketing and management. Bob held a variety of executive positions at IBM and Gartner Group Consulting, founded a Quality Management consulting firm in Connecticut called IsoMetrics, Inc., and was an Assistant Professor with the N.J. college system teaching business courses at colleges in New Jersey and China. In 2005, Bob became the first dean of the DeVry University Center in Oklahoma City and opened the center in September of that year. He remains an adjunct DeVry faculty -member and contributor to the school's development. Bob earned his Bachelor's Degree in marketing at Connecticut State University and completed his Graduate Degree in Business at Columbia University in New York.

Executive Core Qualifications: Leading Change, Leading People, Business Acumen, Building Coalitions

REGISTRATION

Name:	Phone:
Agency:	City:
Email:	

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

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through June 1, 2014. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged if within the appropriate management structure!

2014 Public Service Recognition Week
Employee of the Year Awards Banquet

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

Location: The facility is approximately 5 miles east of I-35 on Highway 9. NCED is on the north side of the road.(specific directions can be obtained from www.mapquest.com)

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

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

Name:______________________________ Agency: _____________________________

Address: ___________________________ Phone: ______________________________

Cost: $25.00 per person

Payment must be made in advance

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

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

Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.

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

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 22, 2014. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

FEMA-certified "Train the Trainer" COOP Training Courses

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

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

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

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

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

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

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

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

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

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

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

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

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

Employee   Date

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

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

Federal Recycling Programs

USPS BlueEarth

USPS BlueEarth is a group of recycling programs coordinated by the US Postal Service® to support sustainability initiatives that make it easy for federal agencies and their employees to properly dispose of items, like empty ink cartridges and unwanted small electronics.

The Federal Recycling Program is A Simpler Way® to ensure proper disposal of agency resources and personal property.

Benefits of participating…

- Easy to manage
- Free to federal agencies
- Supplements existing sustainability programs
- Complies with R2 and e-Stewards certification standards
- Measurable results available through online reports
- Recycler follows protocols for wiping data from all items

Are you a federal employee?
Help reduce your impact on the environment by recycling your unwanted personal property. Employees may be able to earn cash back on items, like smartphones, tablets, and other small electronics.

Welcome to FedRecycling.com!

The Federal Recycling Program allows participating government service agencies to recycle empty printer cartridges and various small electronics. We also encourage employees to recycle their own items through this simple recycling program.

How Does It Work?

1. Fill out and submit the electronic form at www.fedrecycling.com
2. Print a prepaid USPS® label and tape it to your shipping box
3. Give the box to your postal carrier

This program is free so visit often and help keep these items out of our Nation's landfills.

http://www.fedrecycling.com/

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	**2**	**3** Leadership FEB Day-USPS	**4**	**5**
6	**7**	**8** Agency Visits-OKC	**9**	**10** Executive Policy Council mtg	**11**	**12**
13 Palm Sunday	**14** Passover	**15** L-550 COOP Planners Course	**16**	**17** 10:30 OFFSHC	**18** Good Friday	**19**
20 Easter	**21**	**22**	**23** 10:00 ITC mtg *Administrative Professionals Day*	**24**	**25**	**26**
27	**28**	**29**	**30**	April 2014		

OKLAHOMA FEDERAL EXECUTIVE BOARD
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