



# INTERAGENCY CONNECTION

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## Chair's Corner



In my first newsletter article as Chair of the Oklahoma Federal Executive Board, I want to thank the members for their vote of confidence and ask that you assist me in implementing initiatives in response

to the needs of our federal agencies.

As Vice-Chair of our FEB, I've had the opportunity to be involved in many of our projects and work along the Chair and members of our Executive Policy Council. I am excited to carry on the efforts that began under Julie's leadership and begin new ones as we identify areas of opportunity in response to national initiatives.

Our Federal Executive Board is active and successful due to the efforts, involvement and support of its members! I ask that you continue your support of our FEB and invite you to let me know if there is anything we may do to assist through development programs or ideas that would provide a collaborative, interagency response to issues facing the federal workforce in Oklahoma.

I am pleased to introduce our incoming FEB Vice Chair, John Fox. John Fox is the Warden of the Federal Transfer Center in Oklahoma City. Mr. Fox has been involved in our Federal Executive Board in past years while in Oklahoma and we are fortunate to have him back with us.

In addition to Warden Fox, Julie Gosdin (now

Ex-Officio), and I, the members of our Executive Policy Council for FY 2016 are:

- Adrian Andrews, US Secret Service,
- David Andra, National Weather Service,
- Michelle Coppedge, Director, FAA Mike Monroney Aeronautical Center
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Jeffrey Allen, Executive Director, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Betty Tippeconnie, Superintendent, BIA Concho Agency

*We have two vacancies created by retirements from our Executive Policy Council that need to be filled. If you are interested in serving, please contact LeAnn Jenkins in the FEB office so she can compile a roster of eligible candidates.*

*Requirements: you must lead a federal agency in Oklahoma and be willing to serve.*

By now, each federal Leader in Oklahoma has received their annual assessment of "cost avoidance" from participation in FEB activities, meetings, and trainings. This will provide you specific feedback on your agency's cost avoidance through utilizing FEB resources, compared to similar training available on the market. Each year, I find the "cost avoidance" number to be enlightening. The assessment provides additional validation of the benefits my employees and Agency receive as a direct result of an active FEB.

*Joe Gallagher*  
Joe Gallagher, Chairman

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## HOW TO BE AUTHORITATIVE WITHOUT BEING A JERK

Fear only works when the big bad leader is present. The sigh of relief when jerk-leaders leave the room signals disengagement.

The most effective leaders are authoritative, not authoritarian.

### Authoritative:

Authority is permission to act without asking permission while being held accountable.

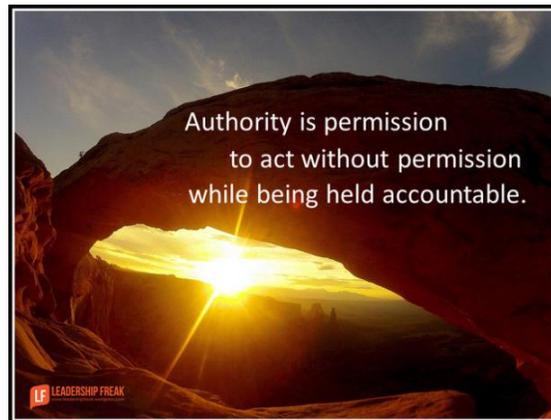
Successful leaders know how to take the bull by the horns – be authoritative – in ways that engage and energize organizations. They don't trample people. They point the way and "go with" at the same time.

Authoritarian leaders believe leadership is about power rather than service.

### 7 ways to be an authoritative leader:

1. Purpose. Leaders exist to serve. The purpose of authority in organizations is effective service.
2. Parameters. Authority is made safe by boundaries and accountability.
  - a. Align and explain your role in terms of organizational mission and vision.
  - b. Define what you don't do. Boundaries focus energy and protect.
  - c. Exemplify organizational values.
3. Learn. Authority often makes people feel

they know when they don't. You become authoritative when you learn from people who know more than you. Leaders become coercive jerks when they always the smartest person at the table. (Sarcasm intended.)



4. Competence. Celebrate the competence of *others* without degrading your role.

5. Engage. Authoritarian leaders say, "Do what I tell you." Authoritative leaders get their hands dirty. *Participation indicates authoritative. Isolation indicates authoritarian.*

6. Explain. Authoritative leaders explain what we are doing and why. Jerk-leaders just want it done.
7. Forward. Focus more on where you're going than what went wrong. Backward facing leaders only lead into the past. They're great at blame and repetition. Never point out negatives unless you're ready to reach toward positives.

Push-overs can't lead. Authoritative leaders are confident but not domineering, empathetic but not weak.

The power of authoritative leadership is respect; authoritarian is fear.

Taken from Leadership Freak blog at: <https://leadershipfreak.wordpress.com/2015/08/13/how-to-be-authoritative-without-being-a-jerk/>



## Spotlighting Information in Public Service

### Did you Know?



## National Park Service

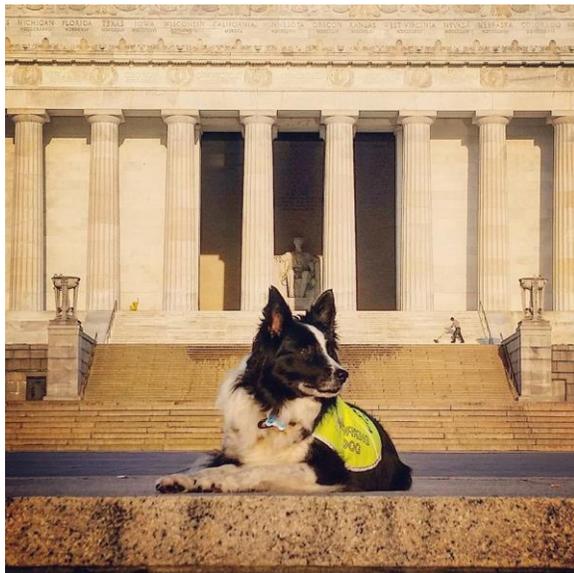
### On Patrol

#### *Don't Mess with the Geese Police*

The National Park Service wants to make sure Washington doesn't become a dumping ground for unwelcome guests who indiscriminately swoop in to do their business and leave.

No, we're not talking about politicians.

Canada geese—anywhere from several hundred to 1,000 at a time—have been making their mark across the National Mall at an alarming rate. Each Canadian honker can produce up to two pounds of poop a day, leading to slippery walkways and algae blooms in the Reflecting Pool, among other unsavory outcomes.



In May, the National Park Service commissioned a team of Border Collies to establish a no-fly zone over the Washington Monument grounds, the Reflecting Pool and nearby JFK hockey fields. Employed by Geese Police DC, the four-legged contractors are responsible for keeping the areas “100 percent goose free, 95 percent of



the time,” says National Park Service spokesman Michel Stachowicz. The annual performance-based contract starts at \$28,500 for the first year, with four option years.

Now, Stachowicz says, only the occasional gaggle of geese pop in—a real testament to government performance improvement.





## Inconsiderate Ignorance: Mindless Public Use of Technology

In a memorable scene in the movie *Star Trek IV*, Mr. Spock delivers the famous Vulcan neck pinch to a kid who's blasting rock music on a boom box at obnoxious levels. As he turns off the music, his fellow bus passengers applaud. I've sometimes wished I could do the neck pinch on the drivers of those cars who think their stereo bass should rattle my bones. I shouldn't be able to feel music through steel and glass from a dozen feet away.

A few weeks ago, I published a blog about how some people inconsiderately disrupt other people's lives through sheer mindlessness. This includes inconsiderate use of technology. I learned of an excellent example recently, when my office manager Jin shared a story about taking her family out to eat at Olive Garden one Saturday. They heard talking and music and couldn't figure out where it was coming from...until Jin noticed the man in the booth next to them had his iPad propped open on its stand, watching a movie—without headphones.

They had to listen to his movie the entire time they were in the restaurant, and it ruined their lunch. When I asked her why she didn't ask him to use a headset or have the manager speak to him, she said it was a public place, so she didn't feel it was her place to say anything. I shared one of my favorite sayings with her: "If you never ask, you never get!" My mother used that phrase over and over when I was young, encouraging me to advocate for myself, express my opinions, and make requests.

This obvious technological disregard for other people is rampant in our society: on the subway, in restaurants, on airplanes...and at work. I hear complaints from employees all the time about selfish co-workers who think other people should just have to put up with their rude communication habits. Don't be that person. Before you hit play, ask yourself, "Will this bother anyone?" Earphones should be *de rigueur* by now. If not, speak up and ask for the following:

1. Turn down your phone's ringer. The open-plan offices most of us have are already full of

phones. We hear enough ringing all day; no one appreciates an especially loud, strident ring.

2. Keep your voice down. You don't need to speak loudly on your phone, in front of everyone—sitting at the bar, in the club, or in your cube. If you must speak loudly to be heard, go outside or behind a closed door.

3. Turn off your alerts. No one needs to know you just got an email or Tweet but you. We get annoyed with your "importance."

4. Hold conference calls in conference rooms. Don't listen to calls or voicemail in public places with a speakerphone. We aren't trying to eavesdrop but can't help it. Beware, lest someone hires an actor to leave a very embarrassing message for the whole office to hear—just to teach you a lesson. It's happened.

5. Talk on your cell phone outside or in the break room, NOT in the hall next to someone's office or cubicle. Your problems are private, and your business issues aren't more important than ours.

We need to all actively advocate for common courtesy at work: if you never ask, you never get. Talk openly about these techno-annoyances at your next staff meeting, so innocent bystanders won't be forced to give you the Vulcan neck pinch!

© 2015 Laura Stack. Laura Stack, a.k.a. The Productivity Pro®, helps professionals achieve Maximum Results in Minimum Time®. For over 20 years, her keynote speeches and workshops have helped leaders boost personal and team productivity, increase results, and save time at work. Laura is the author six books, most recently *Execution IS the Strategy*. Widely regarded as one of the leading experts in the field of performance and workplace issues, Laura has been featured in the *Wall Street Journal*, the *New York Times*, and *USA Today*.

Located at:

<http://theproductivitypro.com/blog/2015/04/inconsiderate-ignorance-mindless-public-use-of-technology>



## 7 SIGNS YOUR CULTURE IS SICK

I don't want to be a pessimist, but I think there's more sickness in organizational cultures than health.

Healthy organizational culture results from focused attention.

Sick cultures indicate distraction and neglect.

### 6 signs your organization is sick:

1. Isolation prevails. Leaders and employees work in silos.
2. CYA dominates. The first thing people think about when something goes wrong is how to cover their asses. *CYA translates into, "Who can we blame?"*
3. Gravy stays at the top. Leaders keep the good jobs for themselves and delegate crap to everyone else.
4. Gossip is endorsed. I'll never forget a leader endorsing the practice of talking about people behind their back under the guise of confidentiality.
5. Secrets abound. *Organizations that need secrets have too many inequities.*
6. Politicians prevail. When brown-nosers, butt kissers, and credit-stealers prevail, self-serving and mediocrity wins.

### 7 signs your organization is healthy:

1. Organizational success trumps personal success. Team members commit to do what's best for their team and organization. *It's time to leave if what's*

*best for the organization isn't also good for you.*

2. Elephants dance. *Healthy cultures discuss tough issues with optimism, toughness, and kindness.*
3. Diversity abounds. Cross-functional teams, diverse age groups, and the

presence of female participants is expected and normal.

4. Open minds win. Alternatives are invited, honored, and explored. *Teams committed to one solution can't adapt as they go.*

5. Leaders lift others. *The spotlight points to performance not position in healthy organizations.*

6. People know and respect each other's strengths. One of the best things you can do for your team is take the Clifton Strengthsfinder and publically discuss results.
7. Everyone knows what matters. Boldness requires confidence. *Confidence is born in knowledge of and alignment with mission and vision.*

Bonus: *Forgiveness fuels innovation in healthy organizations.* Mistakes are learning opportunities. Innovation requires failure.

Leadership challenge: Make healthy culture a leadership priority.



<https://leadershipfreak.wordpress.com/2015/09/15/7-signs-your-culture-is-sick/>



## Providing an annuity for a nonspouse 2015

When you began working for the government, you filled out a designation of beneficiary form. If you die, that form will settle the question about who is entitled to receive any benefits based on your employment.

If you don't remember who you designated, you need to go to your personnel office, dig the form out of your official personnel file and make sure that whoever you designated back then is still who you want to receive those benefits in the event of your death.

While you can designate anyone to receive the proceeds of your Federal Employees' Group Life Insurance or Thrift Savings Plan account, the rules are much stricter about who is eligible to receive a survivor annuity.

Only a lawfully wedded spouse or former spouse (when there is a court order) is entitled to a survivor annuity. As a rule, a non-spouse—companion, significant other, life partner, etc.—of a federal employee or retiree isn't entitled to a survivor annuity. However, there is an exception. The Office of Personnel Management will recognize common-law marriages for survivor benefit purposes if the state in which you live either recognizes it or if that common-law marriage was contracted in a state which does recognize common-law marriage and you now live in a state that doesn't.

There also is a little known provision of law that allows you to provide a survivor annuity to someone who has "an insurable interest" in you.

Individuals who are presumed to have an insurable interest in you are your current spouse (if blocked by a court order), a blood or adoptive relative closer than a first cousin, a former spouse, someone to whom you are engaged to be married, or someone with whom you would be considered to be in a common-law marriage in a place that recognizes such arrangements.

When there is no automatic presumption of insurable interest, you can establish one by submitting affidavits from one or more people who have personal knowledge of your relationship. The affidavits need to confirm that relationship, the extent to which the nonspouse is dependent on you, and the reasons he or she might reasonably expect to derive a financial benefit from your continued life. Other than that, at retirement you'll need to prove that you are in good health. You can do that at your own expense by having a medical exam. The cost to you of an insurable interest annuity depends on two things: the difference between your age and that of the beneficiary and the amount of your annuity that can be used as a base. The latter will vary depending on whether there is anyone else who has an entitlement to a survivor benefit, such as a current or former spouse.

To compute the reduction in your own annuity, you need to determine how much of that annuity is available. If there are no other claimants, that would be your entire basic annuity before any deductions are taken. Multiply the figure you come up with by the following percentages:

- 10 percent if the survivor is the same age, older than, or less than 5 years younger
- 15 percent if 5 but less than 10 years younger.
- 20 percent if 10 but less than 25 years younger.
- 25 percent if 15 but less than 20 years younger
- 30 percent if 20 but less than 25 years younger
- 35 percent if 25 but less than 30 years younger
- 40 percent if 30 or more years younger

The product will be the amount by which your own annuity will be reduced. Regardless of the size of that reduction the survivor benefit will always be 50 percent of the available annuity base.

*Article was written by Reg Jones, previously the head of retirement and insurance policy at the Office of Personnel Management. Article was taken from "Your Career & Benefits" column of Federal Times, dated August 2015.*



## THE SEVEN LAWS OF THE RUT

Taken from LeadershipFreak posting dated August 31, 2015

What you do when you're tires are spinning determines your future.

**Law #1. Stop spinning your tires.** The first law of the rut is the most important. When you're stuck, the more you spin your tires, the more stuck you become. *To get unstuck, first stop doing things that got you stuck.* If possible, take time off for reflection.



What old dream needs to die?

**Law #2. Stop lying to yourself.** Your choices got you into this mud hole. Blame prolongs stuckness. An excuse is a fabricated reason for why it's OK to stay the same.

The first responsibility is taking responsibility for yourself.

**Law #3. Reflect on patterns.**

- Do relationships often end in the same place?
- Are you persistently unhappy about the same thing?
- Have you dropped the ball in the same way, repeatedly?

What patterns need to change?

**Law #4. Find someone who will tell you the unvarnished truth.** If you're stuck,

you're listening to coddlers and ignoring confronters. The things that change us often hurt.

What are you afraid to let go?

**Law #5. Ask yourself who you want to become.** If you're stuck and happy, stop reading right now. Go play in the mud. But, if you're unhappy, think

about who you want to become.

The only way to get unstuck is to grow out of it by adopting new behaviors.

**Law #6. Define life in terms of contribution.** Credentials are nice, but contribution is better. Where is your greatest contribution to people? Do more of that.

What did you do last week that made life better for others?

Think about making a difference where you are. Put the idea of changing the world on the back burner. *Just make a difference – in small ways – now.*

**Law #7. Try stuff.** See what you enjoy. Adopt the good. Reject the bad.



## How to Quit Being Such a Negative Boss

Like it or not -- and this one's really hard to like -- we all have a negativity bias. While we appreciate positive experiences, we are much more finely attuned and give much greater weight to negative experiences like fear, threats, or even just bad news.

According to neuropsychologist Rich Hanson, our "brain is like Velcro to negative experiences and Teflon to positive ones." (Or as my non-neuropsychologist dad used to say, "It takes five pats on the back to make up for one, 'Oh, crap.'")



That's also why we tend to dwell on what other people do wrong. Every mistake, every misstep, and every slight is like a threat or potential loss, if only to our self-esteem.

And that can definitely impact your ability to lead people -- and to see them for the potential they possess and not the "problems" they create.

Unfortunately, as Hanson writes, we're built that way: Negative stimuli produce more neural activity than positive stimuli. Negative events are also quickly stored in your long-term memory while you need to actively think about positive events for twelve seconds or more in order for them to be transferred to your long-term memory.

And that's why an otherwise good day can be so easily spoiled. We give tremendous weight to negativity.

And so do the people around us -- especially the people we work with and are close to, because to them our words and actions already carry substantial weight.

But we can fight back. Today let's all try an experiment. Make it a "No Negatives Day." Commit to focusing on the positive and discarding negative thoughts or feelings as quickly as possible.

Granted, that won't be easy. We have centuries of evolution to overcome.

One trick is to take on a difficult task, because when we focus on something mentally

challenging, our brains divert resources that were previously devoted to experiencing a negative emotion. (That's one occasion where our inability to multitask effectively is actually a good thing.)

Shankar Vedantam suggests performing a quick mental exercise when you get upset. Count backwards from 100 in steps of seven. Multiply 14 times 23. Try to remember the lines of a poem you memorized in school. When you do, you "forget" to be angry or sad: It's like counting to 10, only harder.

Another trick is to just pause for a second and apply a little perspective. Even though they sometimes do hurt your feelings, your family loves you. Even though they do occasionally make mistakes, your employees and co-workers accomplish amazing things. Even though you had to wait a couple minutes longer than you wanted for the check, your meal was superb.

Today, do your absolute best to focus only on the good. Dwell on every positive thing that happens for at least 10 or 20 seconds. Make sure the experience transfers to your long-term memory. If something really bad happens, do a little mental exercise and then toss in a dose of perspective to help you calm down and refocus.

Just as importantly, don't say anything bad about anyone or anything. No gossip, no snippy comments, no complaints -- only positives. That will not only help you feel better, it will help others feel better, too.

Then tell other people what you're doing. Ask them to hold you accountable. Ask them to adhere to No Negatives Day, too. Turn it into a game that everyone wins.

While all of our lives could be better, the lives you're already living is pretty amazing. If only for one day, fight your negativity bias and let yourself -- and the people around you -- enjoy what you have.

Authored by Jeff Haden, reprinted from <http://www.govexec.com/excellence/promising-practices/2015/09/how-quit-being-such-negative-boss/121088/?oref=river>



## UPCOMING EVENTS October 2015

- Oct 12, 2015**      **Columbus Day**  

- Oct 13, 2015**      **Executive Policy Council mtg**
- Oct 15, 2015**      **Comprehensive Emergency Management Program (CEMP)**  
1:00 p.m.      Special Meeting with FEMA to discuss  
Tabletop development  
OCCHD, 2600 NE 63<sup>rd</sup> St, OKC  
POC: FEB, 405-231-4167
- Oct 21, 2015**      **CSRS Full-Day training**  
All Day      One Remington Place, OKC  
POC: FEB, 405-231-4167
- Oct 22, 2015**      **FERS Full-Day training**  
All Day      One Remington Place, OKC  
POC: FEB, 405-231-4167
- Oct 27, 2015**      **Agency Visits: OKC**
- Oct 29, 2015**      **Leadership FEB Forum**  
All Day      Training & OEM  
POC: FEB, 405-231-4167

### INSPIRATION CORNER

When the crunch comes, people cling to those they know they can trust—those who are not detached, but involved.  
—James Stockdale

Plenty of men can do good work for a spurt and with immediate promotion in mind, but for promotion you want a man in whom good work has become a habit.  
—Henry L. Doherty

That some achieve great success, is proof to all that others can achieve it as well.  
—Abraham Lincoln

Do not walk through time without leaving worthy evidence of your passage.  
—Pope John XXIII

The secret to achieving inner peace lies in understanding our inner core values—those things in our lives that are most important to us—and then seeing that they are reflected in the daily events of our lives. —Hyrum W. Smith

## 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
- David Andra, Meteorologist-in-Charge, National Weather Service Forecast Office, Norman
- Adrian Andrews, Special Agent in Charge, US Secret Service
- Michelle Coppedge, Director, FAA Mike Monroney Aeronautical Center
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Dottie Overall, 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 email to LeAnnJenkins@gsa.gov no later than the 15<sup>th</sup> of each month.

### Officers

**Chair:**                      **Joe Gallagher**  
Deputy to Commanding General  
Army Fires Center of Excellence  
Fort Sill

**Vice-Chair:**              **John Fox**  
Warden  
Federal Transfer Center  
Oklahoma City

**Ex-Officio:**                **Julie Gosdin**  
District Director  
US Postal Service, Oklahoma City

### Staff

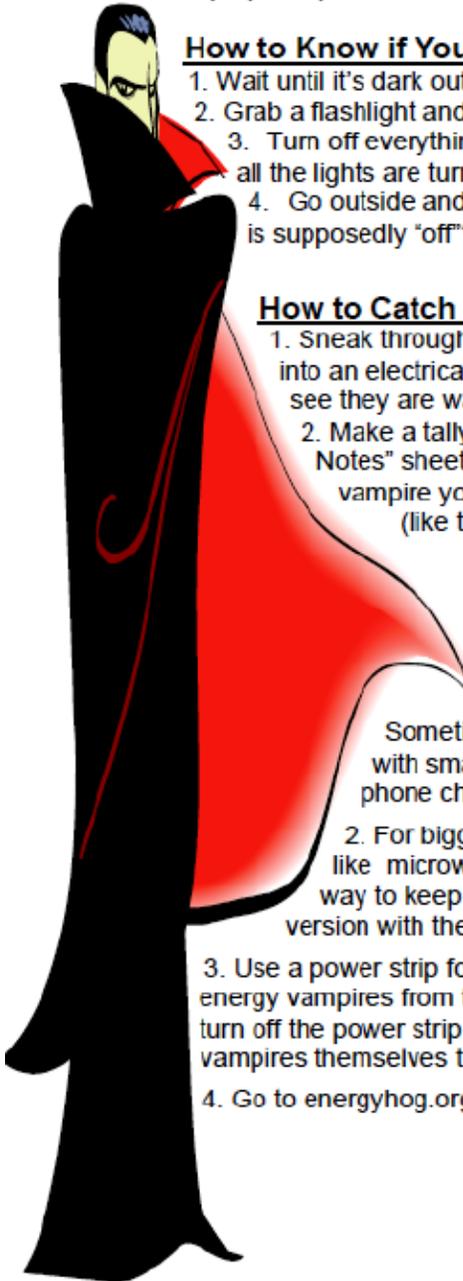
**Director:**                      LeAnn Jenkins  
**Assistant:**                    Lisa Smith-Longman



*A great way to heighten the family's knowledge of energy consumption! Just in time for a Halloween activity!*

# ENERGY VAMPIRE HUNT

Energy Vampires are electronic appliances that are constantly using energy- even when you think they are off! Instead of being all the way off, they go into "stand-by mode" and suck energy when you're not using them! Sometimes, these vampires have a tell-tale sign that can help you catch them — some give off a little light (like DVD players or microwave oven clocks) and some make noise like a laptop computer. Others (like a cell phone charger), might be warm to the touch.



## How to Know if You've Got Energy Vampires in Your Home

1. Wait until it's dark outside and you have an adult with you.
2. Grab a flashlight and turn off all the lights.
3. Turn off everything in your home the way you would normally at night. Make sure all the lights are turned off.
4. Go outside and look at your electric meter. Is it running, even though everything is supposedly "off"? If yes, you've got vampires.

## How to Catch an Energy Vampire

1. Sneak through each room in your home, and investigate each item plugged into an electrical outlet. Look for lights, listen, and touch possible vampires to see they are warm.
2. Make a tally in the "Vampires Found" column on your "Vampire Hunter's Notes" sheet for every vampire you find. Remember to make a mark for each vampire you see- so if you find more than one of the same kind of vampire (like two lighted alarm clocks) make a tally for each of them.

## How to Slay Energy Vampires

Energy Vampires can be hard to find, but they are easy to beat:

1. Turn vampires all the way off when you're done with them. Sometimes this means unplugging them. This works especially well with smaller appliances like toasters, CD players, and toothbrush or cell phone chargers.
2. For bigger vampires—things that can't be turned off all the way like microwave oven clocks or a DVD player it gets harder. One way to keep these vampires away is to replace them with a new version with the ENERGY STAR® label on it.
3. Use a power strip for all your computer equipment, to completely disconnect the energy vampires from the power source. When you're done using the computer, just turn off the power strip to turn everything all the way off. Beware of power strips that are vampires themselves though, as some have constant lights.
4. Go to [energyhog.org](http://energyhog.org) and learn more ways to save energy!



**ALLIANCE TO  
SAVE ENERGY**  
*Creating an Energy Efficient World*



# One-Day Pre-Retirement Training Seminars-2015



*Be sure you are financially prepared to do all the things you've planned for your retirement!!*



<p><b>CSRS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan (to include Roth TSP)</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Federal Long Term Care Program</li> <li>➤ Flexible Spending Accounts</li> <li>➤ Annuity Calculation</li> <li>➤ Phased Retirement</li> </ul>	<p><b>FERS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan (to include Roth TSP)</li> <li>➤ Federal Long Term Care Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> <li>➤ Annuity Calculation</li> <li>➤ Phased Retirement</li> </ul>
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**TIME:** 8:00 a.m. - 4:00 p.m. (each day) Registration will begin at 7:30 am  
**LOCATION:** Remington Park, One Remington Place, Oklahoma City, OK  
**COST:** \$65.00 per person to cover facility expenses  
**INSTRUCTOR:** Financial planner compensated by First Command, these sessions are educational ONLY. No solicitation is permitted during the training.

- Sign me up for the CSRS Only session on Wednesday, October 21, 2015.**  
 I am also covered by a special retirement provision (Firefighter/Law Enforcement/Air Traffic Controller)
- Sign me up for the FERS Only session on Thursday, October 22, 2015.**  
 I am also covered by a special retirement provision (Firefighter/Law Enforcement/Air Traffic Controller)

***Seating is limited to 75 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.***

Payment must be made in advance     Cash     Check     Credit Card—Phone #:

NAME(S): \_\_\_\_\_  
 Spouses are welcome to register, as well, this form can be used to register both; double the registration fee.

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_      EMAIL: ( ) \_\_\_\_\_

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

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, please notify the FEB office no later than October 14<sup>th</sup> to accommodate individuals who may be on a waiting list.



SUN	MON	TUES	WED	THUR	FRI	SAT
	October 2015			1	2	3
4	5	6	7	8	9	10
11	12  Columbus Day	13 Executive Policy Council-Ft Sill	14	15 1:00 CEMP	16	17
18	19	20	21 CSRS Training-All Day	22 FERS Training-All Day	23	24
25	26	27 Agency Visits: OKC	28	29 Leadership FEB	30	31

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