



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 always a busy season! It is no different for our Federal Executive Board. We are in the “full-swing of Spring”!

Our 2016 training schedule is complete

with things planned from March – September.

Back by popular demand is the FEB’s **Leadership SERIES** (five different classroom days of leadership development training). This is popular due to maximum flexibility for government training budgets. An agency can register for the full package (all five days) and receive a discounted rate. Another flexibility is the agency can identify one person to attend all five sessions or they can “spread the training” among five different employees. Topics, trainers and location are different from last year so those who attended have the opportunity to attend again this year with no duplication. A registration form is provided on page 11 of this newsletter for your convenience (providing dates, topics & location).

2016 Leadership FEB class is already underway! They met for their first forum in March, visiting the multiple National Weather Service agencies in Norman. With a total of 33 participants, this promises to be another robust class. I want to personally thank the agencies that support this program by hosting the groups each year! This year they will visit NOAA agencies, FAA, FCI-El Reno, US Postal Service, FTC-OKC, Citizenship & Immigration Service, VA agencies in Muskogee, Fort Sill, and one unidentified visit. Congrats to all the

participants of the 2016 class!

FEB Annual Awards Program will be on Monday, May 2, 2016 at the US Postal Service National Center for Employee Development. This is our annual event to recognize the accomplishments of federal employees from across the state, employed by various Departments and Agencies. If you have never nominated an employee, plan to attend this event. You will be inspired to nominate in future years! A registration form is provided in this newsletter for your convenience.

FEB Member Executive Luncheon is scheduled for August 17th. Watch your email for the registration form and additional details. This is an opportunity for FEB members to gather, receive information and network. Please plan to attend.

Full-day Pre-retirement Workshops are scheduled in August (one day for CSRS and one day for FERS employees). Due to issues that have surfaced across the nation, these instructors must have the financial background and knowledge but cannot hold a certificate or license as a financial adviser NOR have the ability to sell any financial products. This avoids some of the ethical issues that have come to light and have been evaluated by Regulators. Registration is provided in this newsletter.

I hope to see you at many of our events!

Joe Gallagher, Chairman

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HOW THREE TIME FILTERS IMPACT LEADERSHIP

Your view of time impacts relationships and decisions.

Time is a way of seeing.

Some leaders make decisions with the past in mind, others focus on the present. Still others, perhaps the most dangerous, make decisions with the future in mind.



present responsibility. They admire discipline in others and judge people by how well they complete tasks.

Consistency and reliability are the benefits

present thinking leaders bring to organization.

#3. Future thinking leaders:

Some leaders look into the future when choosing

what to do. They love new ideas and creative thinking. They ask:

1. What could be?
2. Who might people become?
3. Who cares about resources? Let's get going.

These leaders are ping-pong balls bouncing from one thing to the next. They despise repetition.

Disruption is a future thinking leader's contribution to organizational life.

Applications:

There was a time when I judged leaders who had different time orientations from mine. Now I seek and respect their perspectives.

Tensions between leaders are often rooted in differences in their time orientation. Effective decisions answer key concerns of past, present, and future orientations.

You're better when your view of time is broader.

<https://leadershipfreak.wordpress.com/2016/01/26/how-three-time-filters-impact-leadership/>

Three time filters:

#1. Past thinking leaders:

Some leaders lean toward history when making decisions. They think about how things were. They ask,

1. What happened?
2. What went wrong?
3. How can we protect gains?

These leaders need certainty to try new things. They admire people who don't make waves.

Stability and systems are the benefits past thinking leaders bring to organizations.

#2. Present thinking leaders:

Some leaders focus on the present when making decisions. They're practical thinkers. I'm not thinking of people who live *for* the moment. Present thinking leaders live *in* the moment. They ask,

1. What's happening now?
2. What needs to be done?
3. What resources do we currently have?

These leaders neglect the future because of



Spotlighting Information in Public Service

Did you Know?

Air Force Reserve – 513th Air Control Group

While the 513th Air Control Group may only be one of many agencies to call Tinker Air Force Base home, it stands out as the only unit in the Air Force Reserve that flies and maintains the E-3 Sentry.

The E-3 is an Airborne Warning and Control System aircraft that provides surveillance, warning and tactical control of U.S. and allied military aircraft. In its more than 19-year history at Tinker, the 513th has deployed in support of the Iraq and Afghanistan wars, the counter-drug effort, homeland security and even presidential support.

The 513th is primarily made up of Reservists who work part time but also work and live in the local community. Even though these Airmen are teachers, police officers, college students and parents, they also train to the same standards as active-duty Airmen and are constantly ready to deploy anywhere on the globe.



Group photo of the 513th Air Control Group Airmen in front of an E-3 Sentry, the aircraft flown and maintained by the 513th's Reservists.

Most recently, the 513th has partnered with the 552nd Air Control Wing at Tinker to train and certify Airmen for the Block 40/45 update, the biggest update so far to the aging fleet of E-3 Sentry aircraft.

"Block 40/45 improves the jet's ability to identify and track land, sea and air targets," said Lt. Col. Louis Fournier, the assistant director of operations at the 970th Airborne Air Control Squadron, the operations unit for the 513th. "It also improves the human and machine integration by using a modern, Windows-based system."

The upgrade to the Air Force's fleet of E-3s has been ongoing, reaching initial operational capability July 2014. The upgrade is scheduled to be completed to the entire fleet in fiscal year 2020, Fournier said.

The 970th's first crew finished certification on block 40/45 in August 2014. Fournier said this crew will now be able to certify their fellow aircrew members, increasing the flexibility of the squadron. The 970th's certification rate is nearly 90 percent now, leading the way for both the Air Force Reserve and active duty.

"This certification keeps us on the forefront of the fight," he said. "We're now able to use all jets on the ramp and aren't limited to the shrinking pool of older aircraft."

When the group was activated in 1996, it was the first of its kind in the realm of airborne command and control. It is a part of the Reserve's associate program, which merges Reserve unit with active-duty units at Air Force Bases through the U.S.



Job Burnout: The “Dark Side” of Job Stress

Do you ever get the sense that a person you work with is drained mentally, emotionally, or physically? Does a coworker seem withdrawn or detached from the job? Does an employee you supervise have a negative attitude about the work, the organization, the people he/she works with, or customers and stakeholders?

Does a coworker ever hint—or actually say—that they are accomplishing little or nothing? Do *you* ever feel like this? Almost everyone has had a bad day at work. But if this happens frequently, you may be witnessing (or experiencing) *burnout* at work. This article provides a summary of insights from research to help readers recognize, understand, and address burnout.

How do you recognize burnout?

Research has identified three common characteristics of burnout:¹

- *Exhaustion*—an intense and enduring sense of overload from work matters or work-related interpersonal dynamics;
- *Cynicism*—negativity or indifference towards matters or people at work; and
- *Inefficiency*—a persistent sense of futility or failure at work.

Thus, burnout is both a way that a person experiences work and a response to that experience.² This means that burnout should be addressed by understanding and improving the work experience, as outlined below, rather than ignoring or suppressing the response (*e.g.*, hoping employees will “adjust their attitudes” or telling employees to “get over it”).

What can cause burnout?

Burnout typically results from aspects of the work environment rather than an employee’s personal characteristics.³ Very broadly, burnout is caused by persistent stress and overload related to work, work-related interpersonal exchanges, or the work setting. Examples of situations that can lead to burnout are:

- Too much work to do and too little time to do it, coupled with a shortage of supervisory support and an excess of supervisory criticism;
- Too much responsibility, conflicting expectations, and a lack of direction and clarity on priorities;
- Work that is emotionally stressful in and of itself or requires emotionally challenging interpersonal exchanges; and
- Persistent conflict in the workplace.⁴

The key, though, for understanding the causes of burnout is to focus on the “fit”—or lack thereof—between the employee and the job and job context. A particular aspect of the work context can have different effects on different people. Six aspects that are important to this “fit” include:

- *Workload*—whether the amount, types, and emotional demands are appropriate;
- *Control*—whether the employee has a sufficient level of autonomy and responsibility, participation in work-related decisions, and necessary resources;
- *Rewards*—whether the employee receives pay and benefits commensurate with the work’s value, feels positive about work (*e.g.*, finds it enjoyable, meaningful, purposeful), and receives appropriate appreciation and recognition;
- *Community*—whether the work environment and personal interactions are positive and supportive;
- *Fairness*—perceived equity in outcomes/treatment; and
- *Values*—congruence between the employee’s personal beliefs, values, and ethics and the employer’s requirements and expectations.⁵

What can be done to prevent or mitigate burnout?

Federal work and missions can be highly demanding, especially in an era of fiscal and hiring austerity. Supervisors cannot relieve employees of every workplace demand or stress. Supervisors can, however, take steps to understand the challenges employees face, assess the risk of burnout, and try to eliminate or reduce mismatches between job demands and employee capacity. The key to understanding and effective action is *communication*. Supervisors should have regular conversations with employees about their work experience and attend to both what employees say, and do not say, as well as what such responses may imply. Below are four areas of conversation that can be a starting point for understanding and addressing employees’ risk for burnout.

Conversations about work: Do employees think that their work expectations and demands are realistic given their available resources, both personal (*e.g.*, time and skills) and organizational (*e.g.*, funds and staff)? Are employees receiving the right feedback, mentoring and developmental opportunities to be effective?

Conversations about engagement: Are employees doing the kinds of work that they find meaningful



Job Burnout: The “Dark Side” of Job Stress (cont’d)

and purposeful? Do employees perceive their jobs to have positive features like important work, variety in tasks, and autonomy?”⁶ Is the work environment conducive to engagement through good leadership, performance management, and opportunities to develop? Do employees perceive fairness in formal compensation and informal recognition such as gratitude and appreciation?

Conversations about well-being: Ask employees to tell you if they experience prolonged weariness, fatigue, and exhaustion related to work. Are there chronic job stressors that are causing adverse effects? Do employees perceive that they have appropriate work/life balance?

Conversations about the work environment: Look for signs of persistent workplace conflict and interpersonal hostilities and follow-up with employees to learn more and address issues. Are there signs of frequent systematic interpersonal aggression, particularly harassment or bullying?⁷ Do employees feel included and “safe” in their workplace? Are they receiving the support necessary from you and their coworkers to be effective in their jobs?

This article is meant to complement, rather than redirect, a heightened attention to employee engagement from Federal agencies and managers. The supervisors most successful at sustaining employee engagement will not only accentuate the *positive*, but will strive to understand—and reduce or eliminate—the *negative*. Thus, managers are encouraged to be sensitive to signs of burnout and promote a better work experience for all.

1. Maslach, C., Schaufeli, W.B., & Leiter, M.P. (2001). Job Burnout. *Annual Review of Psychology*, 52, pgs. 397-422.
2. *Id.*
3. *Id.* See pp 407-416 for additional factors.
4. For more information on emotional strain in jobs, see U.S. MSPB, Emotional Labor: Often Overlooked, Always Present. *Issues of Merit Newsletter*, Winter 2015, pgs. 1 & 7.
5. Maslach, C., Schaufeli, W.B., & Leiter, M.P. (2001). Job Burnout. *Annual Review of Psychology*, 52, pgs. 397-422.
6. See U.S. MSPB, Federal Employee Engagement: *The Motivating Potential of Job Characteristics and Rewards*, December 2012.
7. Burnout is just one of several adverse correlates of workplace bullying. Additional correlates include mental and physical health problems, intent to leave, and reduced job satisfaction and commitment. For a review see: Nielsen, M.B. & Einarsen, S. (2012). Outcomes of exposure to workplace bullying: *A meta-analytic review*, *Work & Stress*, 26, pgs. 309-332.

Reprinted from the Issues of Merit, Winter 2016 edition, a publication of the U.S. Merit Systems Protection Board, Office of Policy and Evaluation

What You Should Know About Digital Wallets

The term “digital wallet” is a phrase being tossed around frequently, but maybe you still aren’t sure what it is. Here are the basics of a digital wallet and how you can take advantage of its features, according to CO-OP Credit Unions.

A digital or virtual wallet is essentially an app that enables you to make mobile payments from your smartphone. A digital wallet allows you to store the information from credit and debit cards in one convenient place. You can easily make purchases and payments with a swipe of your finger.

There are many great benefits to digital wallets. One benefit is the security it provides to your personal card information. Digital wallets use a technology called tokenization, which is a process that substitutes non-sensitive information for sensitive, personal information like your credit card number.

Digital wallets are great for budgeting, too. It allows you to keep track of where your money is going and how frequently you are spending it. With a digital wallet, you can look at past and current purchases and adjust accordingly to stay on track with your budget and future spending. They are also a good way to store all of your loyalty cards and member rewards information to help you save even more money.

<https://www.tinkerfcu.org/index.php/what-you-should-know-about-digital-wallets/>



THE 10 PRACTICES OF COACHING-LEADERS PT. 2

You're a jerk-leader if you aren't passionate about developing people.

Develop your coaching skills in order to effectively develop people.



The ten practices of coaching-leaders pt. 2:

(Part one was provided in our March newsletter.)

#4. Cling to forward-facing curiosity. *If you aren't curious, you can't coach.* Therapists and counselors may dig into the past, but coaches focus primarily on behaviors in the present.

Coaching concerns itself with present behaviors that produce long-term change. The distant future is a compass, but the *only* thing that changes the future is what you do today.

Inquire about the past to help coachees gain perspective on the present.

Forward-facing curiosity asks about the past to improve the near future.

What did you do to accomplish your goal?

How did it work?

What did you learn?

What did you learn about yourself?

What would you like to try next time?

Practice active listening, but mostly just talk less.

Few things hinder coaching more than trying to change something that can't be changed like the past, for example.

#5. Engage in calm listening. Inner agitation suggests you've stopped listening and

started fixing. Radically improve listening by calming your spirit.

Slow your breathing.

Transfer ownership of problems and solutions to coachees.

Remind yourself that the solution they own is better than one you give. (Even if it isn't quite as good.)

#6. Provide vulnerable reflections. Say things others are afraid to say. Compassionately let coachees know what you and others really see.

Be willing to compassionately offend in order to address tough issues.

Reveal your own struggles when it enhances connection and affirms their journey. But remember that coaching is about them, not you. Avoid one-upmanship like bad breath.

Confess confusion, when you don't understand something. "You lost me."

Make observations about apparent inconsistencies, even if it stings.

Which coaching practice do you find most challenging? How do you address those challenges?

What coaching practices might you add to the list?

The remaining four practices. *(Look for in our May newsletter)*

#7. Carefully monitor energy.

#8. Inspire ownership by aligning values, strengths, and purpose.

#9. Clarify goals – goals in the coaching context are ultimately about behaviors.

#10. Establish self-designed accountability.

<https://leadershipfreak.wordpress.com/2016/01/2/the-10-practices-of-coaching-leaders-pt-2/>



Raising Awareness of Opioid Addiction FBI, DEA Release Documentary Aimed at Youth: Chasing the Dragon

Every day, the nation's law enforcement agencies at the local, state, and federal levels—including the FBI and the Drug Enforcement Administration (DEA)—use investigative resources to target the supply side in the war against drugs.

But even with numerous law enforcement successes in this area, the demand for drugs continues. And one of the more worrisome trends is a growing epidemic of prescription opiate and heroin abuse, especially among young people.

Today, in an effort to help educate students and young adults about the dangers of opioid addiction, the FBI and DEA unveiled a documentary called *Chasing the Dragon: The Life of an Opiate Addict* at the Newseum in Washington, D.C., before an audience of educational leaders from the region. The 45-minute film, whose title refers to the never-ending pursuit of the original or ultimate high, features stark first-person accounts told by individuals who have abused opioids or whose children have abused opioids, with tragic consequences.

“This film may be difficult to watch,” explains FBI Director James Comey, “but we hope it educates our students and young adults about the tragic consequences that come with abusing these drugs and that it will cause people to think twice before becoming its next victim.”

And according to Acting DEA Administrator Chuck Rosenberg, “The numbers are appalling—tens of thousands of Americans will die this year from drug-related deaths, and more than half of these deaths are from heroin and prescription opioid overdoses. I hope this [documentary] will be a wakeup call for folks.”

The individuals featured in the film—a few of whom are highlighted below—chose to tell their stories to help stop others from going down the same destructive path.

- Katrina, a former business executive and mother who became addicted to opiates after self-medicating with pain pills and alcohol and

whose own daughter died of a drug overdose. “You can't go back and say, ‘I'm sorry,’ or set a better example, or talk ‘em out of it,” she says. And of her own addiction, she explains, “The spiral down is so fast...and I lost everything. I lost my daughter first and foremost. So all the work I did, all those dreams I had, it's like I'm starting over again with a huge weight on my shoulder...all for a pill.”

- Matt, who began using marijuana at age 11 and became addicted to opiates at age 15. “In the beginning,” he explains, “I would always try to get pills because you know what you're getting. Eventually, that just got too expensive....so then you'd go for heroin because it's cheaper.”
- Trish, whose daughter Cierra—an honor roll student at her high school—died after a heroin overdose. “Cierra did not take life for granted until she started using,” says her mother. “It is much stronger than you, and it will win.” Noting the broader impact of addiction, Trish adds, “It affects everyone in your family for the rest of their life...we're the ones stuck missing you.”

Chasing the Dragon also features interviews with medical and law enforcement professionals discussing a variety of issues, including how quickly addiction can set in, how the increasing costs of prescription opioids can lead to the use of heroin as a less expensive alternative, the horrors of withdrawal, the ties between addiction and crime, and the fact that, contrary to popular belief, opiate abuse is prevalent in all segments of society.

The 49 minute documentary is available on this website for viewing or downloading. Copies can also be obtained by contacting your local FBI or DEA field office.



<https://www.fbi.gov/news/stories/2016/february/raising-awareness-of-opioid-addiction/raising-awareness-of-opioid-addiction>



UPCOMING EVENTS April 2016

- April 14, 2016** **Executive Policy Council Mtg**
10:00 a.m. Small Business Administration, OKC
POC: FEB Office, 405-231-4167
- April 15, 2016** **Emergency Contact List update due to OPM HQ**
POC: FEB, 405-231-4167
- April 21, 2016** **Leadership FEB forum**
All Day **FAA**
POC: FEB, 405-231-4167
- April 25-26** **FEB Executive Director Conference**
All Day Baltimore, Maryland
POC: FEB, 405-231-4167
- April 27, 2016** **Emergency Preparedness Council mtg**
1:00 p.m. After Action Meeting for Tabletop Exercise held on March 30th.
- April 27-28** **Combined Federal Campaign training and 2017 updates to Campaign changes**
All Day Baltimore, Maryland
POC: FEB, 405-231-4167

INSPIRATION CORNER

Anyone who has a legitimate reason, who will be affected by a decision, ought to have the feeling that people want to know how he or she feels. *—Donald E. Petersen*

The first thing a young officer must do when he joins the Army is to fight a battle, and that battle is for the hearts of his men. *—Viscount Montgomery of Alamein*

Do not choose to be wrong for the sake of being different. *—Lord Samuel*

It is wonderful what a different view we take of the same event four-and-twenty hours after it has happened. *—Sydney Smith*

Talent isn't always enough. You need a sense of timing— an eye for seeing the turning point, for recognizing the big chance when it comes along and grabbing it. *—James Mason*

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
- Michelle Coppedge, Director, FAA Mike Monroney Aeronautical Center
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- 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 email to LeAnnJenkins@gsa.gov no later than the 15th 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



2016 Public Service Recognition Week Employee of the Year Awards Banquet



<p>Public Service Recognition Week: May 2-8, 2016!</p>		<p>Date: Monday, May 2, 2016 Time: 11:30am-1:00pm Location: US Postal Service Nat'l Center for Employee Development 2801 E. State Highway 9, Norman, OK</p>
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Location: The facility is approximately 5 miles east of I-35 on Highway 9. NCED is on the north side of the road (specific directions can be obtained from www.mapquest.com)

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

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

Name: _____ Agency: _____
Address: _____ Phone: _____

Cost: \$25.00 per person

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

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

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

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 22, 2016. 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!



Full-Day Pre-Retirement Training Seminars-2016



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



<p>CSRS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of CSRS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Federal Long Term Care Program ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement 	<p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Federal Long Term Care Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement
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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: Instructor is compensated by First Command-these sessions are educational ONLY. Instructor holds neither license nor affiliation with any financial products.

Sign me up for the CSRS Only (or CSRS offset) session on **Tuesday, August 23, 2016.**

I am also covered by a special retirement provision (Firefighter/Law Enforcement/Air Traffic Controller)

Sign me up for the FERS Only session on **Wednesday, August 24, 2016.**

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

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FEB Leadership Series-2016 Registration and Enrollment information



Name of Participant: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

\$\$ Price Saver Series \$\$
 Full Series—All 5 Days 750.00

Pick three for \$500.00
 May 18th **June 16th** **July 7th** **August 2nd** **September 8th**

Individual Training Day “Menu Prices”

- Secrets for Dealing with Difficult People – May 18, 2016 – \$175.00
- The Hard Skills of Leadership – June 16, 2015 – \$175.00
- Leadership Toolkit – July 7, 2016 – \$175.00
- Managing Multiple Projects, Objectives & Deadlines – August 2, 2016 – \$175.00
- Better to Eat Twinkies Together than Broccoli Alone – September 8, 2016 – \$175.00

Location: Remington Park, One Remington Place, Oklahoma City, OK

Agency/Registrant may pay by:

- check
- credit card
- government voucher

Contact for Payment: _____ Phone: _____

Please mail to:	Federal Executive Board, 215 Dean A. McGee, Ste 320, Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Or Email to:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov
Call to provide payment info:	FEB Office voice line: 405-231-4167

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SUN	MON	TUES	WED	THUR	FRI	SAT
	April 2016				1	2
3	4	5	6 Nat'l Walking Day	7	8	9
10	11	12	13	14 10:00 Executive Policy Council mtg	15	16
17	18	19	20	21 Leadership FEB @ FAA	22	23
24	25	26	27	28	29	30
	FEB Executive Director meeting and CFC training in Baltimore, MD					
			Administrative Professionals Day			

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 153
 OKLAHOMA CITY, OK 73102-3422
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