



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



The old saying “April Showers bring May Flowers” (and tornadoes) is the very nature of my article this month.

While **marijuana** is not considered a “flower”, it is a plant

and it is still illegal if you are a federal employee. It is important for federal employees: Military, Civilian, Law Enforcement and Postal Service to understand that even in the numerous states that have legalized this drug, it is **STILL** illegal for you to consume in any fashion.

Federal workforce rules remain unchanged for the millions of federal employees and military personnel across the United States. Marijuana is still considered an illegal drug by the federal government (your employer), and **possessing or using it is a crime**.

A full page (page 5) in this newsletter has been dedicated to this subject for your awareness, along with citations of Presidential memos, OPM documents, etc. Please read and be informed. Also pass it along to others who may not receive this newsletter so we can maximize information flow to the federal workforce in Oklahoma.

The month of May historically provides Oklahoma with some **weather excitement**. Tornado season is getting into full swing,

which means anyone in a storm-prone area (Oklahoma) should be making preparations to stay safe if one comes their way.

Since most employees have a Smart Phone, an accessible **FREE** resource for them to download is **Tornado by Red Cross** (Free, iOS and Android). This is a go-to app for basic tornado information with weather radar, official alerts from NOAA and a nice loud siren that should wake you up if danger strikes while you're asleep. It also has a guide to help with preparations, listing resources to keep on hand, items to keep in an emergency kit and the locations of nearby shelters.

For those who enjoy some of the background of such things, read page 3 of this newsletter, covering our NOAA National Severe Storms Laboratory. They have endeavored to be the world's leader in severe weather research and its transition into NWS operations, resulting in highly significant improvements and saving thousands of lives.

Also, please look at the registration forms for our Leadership Training Series and Pre-Retirement Seminars provided toward the back of this newsletter and take advantage of the offerings of **YOUR FEB**.

Joe Gallagher, Chairman

<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
Millennials	2	Critical Skills that	7
Spotlighting Agency	3	Pay dividends	8
Coaching Leaders	4	Accountability	9
Marijuana & Feds	5	Pre-Retirement	10
Upcoming Events	6	Leadership Series	11



TEACH MILLENNIALS WORK-SMARTS BY USING THESE 5 KEYS

Lonnie works as an analyst at a financial services firm. He graduated with a finance degree and a 3.35 GPA. But in spite of his training, Lonnie feels like he's in over his head. It dawned on him a few days after starting that the recommendations he makes are the real deal. The firm could lose big money if someone follows his judgment and it doesn't pan out. That really unnerved him. So he's made a practice of checking in with his boss on anything he's unsure of. But this week his boss took him aside and said, "You've got to think on your own. If I have to review every decision you make, I might as well do the work myself."

In the past several years, I've heard countless employers complain that the Millennial generation struggles with making decisions. While this perception is may be unfair, the constant "checking in" they are known for contributes to this belief. One source of this behavior is the difference between what I call "book smarts" and "work smarts." For most college graduates, the road to a full-time professional job has consisted of 16 years of formal schooling. They've learned to study, take notes, write papers, take texts and work on small group projects. The ones with the highest grades got this down to a science. But decisions on the job are far different than those in the classroom.

One of the elements missing for many Millennials has been the experience of working in the marketplace. Those in past generations found themselves working one or more jobs while in high school and college. These positions ranged from delivering newspapers and waiting tables, to mowing lawns and working in factories. While these jobs weren't glamorous, they provided two things, spending money and experience in what it takes to navigate the work world. Sadly, many of these jobs have disappeared due to technology or assumed by older individuals trying to support a family on these traditionally part-time or seasonal positions.

The result is a generation of college students largely lacking in work smarts. I've had more than one manager lament that many new professionals don't know what work "looks like." When they enter the marketplace, they possess the academic skills but not the experience in discernment and problem solving required to thrive in the

uncertainty of everyday business. So what can you do to help these emerging professionals adapt? Here are the five keys for doing so:

#1. Help them understand the context. Ask most Millennials to explain their employer's business model and they'll be at a loss for words. If you teach someone the big picture, they will naturally look for ways to solve the problems around them. Explain the larger context from the first day on the job. When young contributors see how their work affects the whole, they will begin to troubleshoot and solve problems on their own.

#2. Share your experiences. The experience of trial and error marries book smarts to work. Every well-placed example helps emerging professionals understand and accept that all decisions are based on judgment and calculated risk. When they understand that you've been willing to fail in order to succeed, they will be emboldened to do the same.

#3. Compel them to make judgments and decisions. The potential consequences of a business decision can be intimidating. But at some point that decision has to be made. Provide a strategy for making these choices. Help Millennials consider the options and possible outcomes. Have a heart-to-heart talk with them. Whatever you do, compel them to act.

#4. Process what goes right and wrong. Millennials lead the pack when it comes to impatience. There is great value, however, in taking time to consider the outcomes of decisions made. Make it an expectation that decisions of substance be discussed. What went right? What could have gone better? What's going well? What can be improved? What specific steps can be taken? What does success look like?

#5. Celebrate the good outcomes and commiserate about the bad. It is human nature to remember more of the failures than the successes. Take time to consider both with your people. Failure inhibits the urge to take future action. Success sometimes emboldens carelessness. An effective decision maker maintains a balance between the two. This comes through discussion, reflection and experience. Little will build the confidence of Millennials more than knowing that you're in their corner when making decisions, regardless of the outcomes.

*Written by Bob Wendover and posted to:
<https://commonsenseenterprises.net/teach-millennials-work-smarts-using-these-5-keys/>*



Spotlighting Information in Public Service

Did you Know?

The National Severe Storms Laboratory



Severe weather impacts thousands of people every year across the United States, damaging property and threatening lives. Forecasts and warnings provided by the National Weather Service (NWS) help communities prepare for oncoming severe weather by prompting citizens to take cover and secure valuable equipment and other property. However, deficiencies in our understanding and capability to predict severe weather processes, together with the Nation’s inability to monitor key elements of the atmosphere before and during severe weather, greatly hamper the ability of the NWS to issue accurate and timely forecasts and warnings, leaving communities vulnerable.

Since its formation 50 years ago, NOAA’s National Severe Storms Laboratory has endeavored to be the world’s leader in severe weather research and its transition into NWS operations, resulting in highly significant improvements and saving thousands of lives. NSSL pioneered development and use of Doppler radars to monitor convective storms and detect signatures of severe weather, which eventually led to the establishment of a national network of Doppler radars (WSR-88D). Our subsequent work demonstrated the ability of polarimetric radar to improve precipitation estimates and identify hydrometeor types, leading to a powerful recent enhancement of the WSR-88D capabilities. NSSL’s basic research with lightning strike mapping systems contributed to incorporation of lightning strike data into NWS operations and provided a foundation for the development of applications for the future Geosynchronous Lightning Mapper (GLM). Experience with data integration systems led to the recent implementation of the Multi- Radar/Multi-

Sensor System (MRMS) into NWS operations, resulting in improvements to warnings for flash floods and other high impact weather. NSSL scientists have worked closely over the past two decades with the Storm Prediction Center (SPC) and NWS Forecast Offices at the Hazardous Weather Testbed (HWT) to demonstrate the value of cutting-edge ensemble weather prediction systems to determine the probability of a severe weather event.

Advancements in observing system capabilities and physical understanding of processes that produce hazardous convective weather are core to NSSL research. Numerous gaps in our knowledge of these processes remain. NSSL provides the Nation with leadership in improving understanding of severe storm structure, processes, and evolution, and the use of polarimetric radar observations to understand interrelationships among microphysics, dynamics, electrification, and lightning activity across a broad spectrum of convective storms. At the same time, we place tremendous value on the cultivation of collaborations and continue to invest in these relationships, both new and old. Collectively, these collaborations with other NOAA researchers and operational forecasters, other federal and state agencies, academia including the University of Oklahoma in particular, and the private sector provide a strong foundation for NSSL’s basic research. This allows our research initiatives to be driven by the needs of stakeholders such as NWS forecasters, to provide a clear pathway for the transfer of science and technology to operations and applications. This framework allows NSSL to have significant societal impact, ultimately saving lives and reducing the economic impact of severe weather.



THE 10 PRACTICES OF COACHING-LEADERS PT. 3

Leaders who neglect their team's energy, inevitably encounter an energy crisis.

Energy management is people management.

The ten practices of coaching-leaders part 3:

#7. Monitor and manage energy.

Energy makes results possible.

1. Spend more time exploring solutions than problems.
2. Have coachees list de-energizers down one side of a sheet of paper. On the other side, list energizers.
 - a. How might you minimize or eliminate de-energizers?
 - b. How might de-energizers be transformed to energizers?
 - c. How might you maximize energizers?
3. Talk about what's working, more than what's not.
 - a. Tell me about a time when you did the right thing.
 - b. Tell me about a time when you went beyond the call of duty.
 - c. How might you let colleagues know you respect/appreciate them?
4. Turn falling short into positive aspiration, not billy clubs. *Beatings seldom energize.*

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

1. Reflect on your week. What did you do that makes you feel proud?

2. How do you feel about your recent achievements?

What did you do to reach them?

3. When coachees feel awkward talking about strengths, ask, "What might need to shift in your thinking?"

#9. Establish

and clarify goals. You can either focus on the distance you have to go and complain, or choose progress today.

1. Get to positive goals quickly. Talk about problems only long enough for coachees to understand them. Generate possible solutions early in coaching conversations.
2. Goals generate and harness energy. Running around with your hair on fire squanders energy and makes things worse.
3. *Translate distant goals into daily behaviors.* It's easy to set a goal. Leader-coaches ask, "What behaviors will help you reach your goals?"

Goals need behaviors like fish need fins.

#10. Establish self-designed

accountability. Ultimately, we hold ourselves accountable. Anything else is coercion. Ask coachees, "With your goals in mind, what would you like me to ask you next time we meet?"

<https://leadershipfreak.wordpress.com/2016/01/23/the-10-practices-of-coaching-leaders-pt-3/>





Legalized pot? Not for federal employees

If you live in Washington, DC or one of the 23 states that have legalized marijuana, think twice before lighting a joint if you work for the federal government:

Pot is still illegal for you.

US Office of Personnel Management’s (OPM) Director’s May 26, 2015 guidance is quite clear...and stern.

Federal workforce rules remain unchanged for the millions of federal employees and military personnel across the United States. Marijuana is still considered an illegal drug by the federal government (your employer), and ***possessing or using it is a crime.***

The 1986 executive order from President Ronald Reagan requiring the federal workplace and workforce to be drug-

free remains in place, applying to medicinal as well as recreational use of marijuana. “Executive Order 12564, Drug-Free Federal Workplace, mandates that (a) Federal employees are required to refrain from the use of illegal drugs; (b) the use of illegal drugs by Federal employees, whether on or off duty, is contrary to the efficiency of the service; and (c) persons who use illegal drugs are not suitable for Federal employment.”

OPM’s 2015 memo goes on to say: *Federal law on marijuana remains unchanged.* Marijuana is categorized as a controlled substance under Schedule I of the Controlled Substance Act. Thus knowing or intentional marijuana possession is illegal, even if an individual has no intent to manufacture, distribute, or dispense marijuana. In addition, Executive Order 12564, Drug-Free Federal Workplace, mandates that (a) Federal employees are



AP Photo/Jeff Chiu, File

required to refrain from the use of illegal drugs; (b) the use of illegal drugs by Federal employees, whether on or off duty, is contrary to the efficiency of the service; and (c) persons who use illegal drugs are not suitable for Federal employment. The Executive Order emphasizes, however, that discipline is not required for employees who voluntarily seek counseling or rehabilitation and thereafter refrain from using illegal drugs. ”

This activity can also play a role in consideration for future federal employment affecting “suitability determinations”.

OPM’s 2015 Memo states that “Involvement with marijuana may be considered when agencies make suitability determinations for covered positions under 5 C.F.R. part

731. Drug involvement can raise questions about an individual’s reliability, judgment, and trustworthiness or ability or willingness to comply with laws, rules, and regulations, thus indicating his or her employment might not promote the efficiency or

protect the integrity of the service. However, the individual’s conduct must be evaluated on a case-by-case basis.”

In other words:

If you are a Federal employee (military, civilian or law enforcement), and you wish to maintain your federal employment status,

POT IS “OFF LIMITS”

1986 President’s Memo: <http://www.archives.gov/federal-register/codification/executive-order/12564.html>

2014 ODNI Policy Guidance: <https://www.chcoc.gov/sites/default/files/ODNI-policy-guidance-adherence-to-federal-laws-prohibiting-marijuana-use.pdf>

2015 OPM Memo: <https://www.chcoc.gov/content/federal-laws-and-policies-prohibiting-marijuana-use>



UPCOMING EVENTS May 2016

- May 2, 2016** **FEB Award Banquet**
11:00 a.m. US Postal Service, NCED, Norman
POC: FEB, 405-231-4167

- May 9, 2016** **Tabletop Exercise with Oklahoma City
County Health Department**
8:30 a.m. OKC County Health Department, NE 63rd St
POC: FEB Office, 405-231-4167

- May 18, 2016** **Dealing with Difficult People**
All day Leadership Training
Remington Park
POC: FEB, 405-231-4167

- May 23, 2016** **FEB Network Workforce Development &
Support Conference Call**
1:00 p.m. POC: FEB, 405-231-4167

- May 25, 2016** **Leadership FEB Forum**
All Day Federal Correctional Institution, El Reno
POC: FEB, 405-231-4167

- May 30, 2016** **Memorial Day**



INSPIRATION CORNER

Not all readers are leaders, but all leaders are readers.
— Harry S. Truman

It's always worthwhile to make others aware of their worth.
— Malcolm Forbes

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

Those who bring sunshine to the lives of others cannot keep
it from themselves. — James M. Barrie

One machine can do the work of fifty ordinary men. No
machine can do the work of one extraordinary man.
— Elbert Hubbard

It is amazing what you can accomplish if you do not care
who gets the credit. — Harry S. Truman

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 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 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



Critical Skills You Should Learn That Pay Dividends Forever

By [Dr. Travis Bradberry](#), Coauthor Emotional Intelligence 2.0 & President at TalentSmart
<https://www.linkedin.com/pulse/critical-skills-you-should-learn-pay-dividends-dr-travis-bradberry>

The further along you are in your career, the easier it is to fall back on the mistaken assumption that you've made it and have all the skills you need to succeed. The tendency is to focus all your energy on getting the job done, assuming that the rest will take care of itself. Big mistake.

New research from Stanford tells the story. Carol Dweck and her colleagues conducted a study with people who were struggling with their performance. One group was taught to perform better on a task that they performed poorly in. The other group received a completely different intervention: for the task that they performed badly in, they were taught that they weren't stuck and that improving their performance was a choice. They discovered that learning produces physiological changes in the brain, just like exercise changes muscles. All they had to do was believe in themselves and make it happen.

When the groups' performance was reassessed a few months later, the group that was taught to perform the task better did even worse. The group that was taught that they had the power to change their brains and improve their performance themselves improved dramatically.

The primary takeaway from Dweck's research is that we should never stop learning. The moment we think that we are who we are is the moment we give away our unrealized potential.

The act of learning is every bit as important as what you learn. Believing that you can improve yourself and do things in the future that are beyond your current possibilities is exciting and fulfilling.

Still, your time is finite, and you should dedicate yourself to learning skills that will yield the greatest benefit. There are nine skills that I believe fit the bill because they never stop paying dividends. These are the skills that deliver the biggest payoff, both in terms of what they teach you and their tendency to keep the learning alive.

Emotional intelligence (EQ). EQ is the "something" in each of us that is a bit intangible. It affects how we manage behavior, navigate social complexities, and make personal decisions that achieve positive results. EQ is your ability to recognize and understand emotions in yourself and others and your ability to use this awareness to manage your behavior and

relationships. Decades of research now point to EQ as the critical factor that sets star performers apart from the rest of the pack. It's a powerful way to focus your energy in one direction, with tremendous results.

TalentSmart tested EQ alongside 33 other important workplace skills and found that EQ is the strongest predictor of performance, explaining a full 58% of success in all types of jobs. Of all the people we've studied at work, we've found that 90% of top performers are also high in EQ. On the flip side, just 20% of bottom performers are high in EQ. You can be a top performer without EQ, but the chances are slim. Naturally, people with a high degree of EQ make more money, an average of \$29,000 more per year than people with a low degree of emotional intelligence. The link between EQ and earnings is so direct that every point increase in EQ adds \$1,300 to an annual salary. Increasing your EQ won't just pad your bank account, it'll make you happier and less stressed as well.

Time management. One of the biggest things that gets in the way of effective time management is the "tyranny of the urgent." This refers to the tendency of little things that have to be done right now to get in the way of what really matters. When you succumb to it, you spend so much time putting out fires that you never get any real work done. How many times have you left work at the end of the day, only to realize that you didn't move the important things along even one inch? Learning to manage your time effectively frees you up to perform at your absolute highest level, and it does so every single day of your life.

Listening. This one should be easy. If we're not talking, we're listening, right? Well, not exactly. A lot of times, we *think* we're listening, but we're actually planning what we're going to say next. True listening means focusing solely on what the other person is saying. It's about understanding, not rebuttal or input. Learning how to suspend judgment and focus on understanding the other person's input is one of the most important skills you can develop.

Listening is a bit like intelligence—most everyone thinks they're above average (even though that's impossible). A study at Wright State University surveyed more than 8,000 people from different verticals, and almost all rated themselves as listening





as well as or better than their co-workers. We know intuitively that many of them were wrong.

There's so much talking happening at work that opportunities to listen abound. We talk to provide feedback, explain instructions, and communicate deadlines. Beyond the spoken words, there's invaluable information to be deciphered through tone of voice, body language, and what isn't said. In other words, failing to keep your ears (and eyes) open could leave you out of the game.

"Live as if you were to die tomorrow. Learn as if you were to live forever."
— Mahatma Gandhi

Saying No. Research conducted at the University of California, San Francisco, showed that the more difficulty that you have saying no, the more likely you are to experience stress, burnout, and even depression. Saying no is indeed a major challenge for many people. *No* is a powerful word that you should not be afraid to wield. When it's time to say no, avoid phrases such as *I don't think I can* or *I'm not certain*. Saying no to a new commitment honors your existing commitments and gives you the opportunity to successfully fulfill them. When you learn to say no, you free yourself from unnecessary constraints and free up your time and energy for the important things in life.

Asking for help. It might seem counterintuitive to suggest that asking for help is a skill, but it is. It takes a tremendous amount of confidence and humility to admit that you need assistance. This skill is critical because the last thing a leader wants are employees who keep on trucking down the wrong path because they are too embarrassed or proud to admit that they don't know what they're doing. The ability to recognize when you need help, summon up the courage to ask for it, and follow through on that help is an extremely valuable skill.

Getting high-quality sleep. We've always known that quality sleep is good for your brain, but recent research from the University of Rochester demonstrated exactly how so. The study found that when you sleep, your brain removes toxic proteins, which are by-products of neural activity when you're awake, from its neurons. The catch here is that your brain can only adequately remove these toxic proteins when you have sufficient quality sleep. When you don't get high-quality deep sleep, the toxic proteins remain in your brain cells, wreaking havoc and ultimately impairing your ability to think—something no amount of caffeine can fix. This slows your ability to process information and solve problems, kills your creativity, and increases your emotional reactivity. Learning to get high-quality sleep on a regular basis is a difficult skill to master, but it pays massive dividends the next day.

Knowing when to shut up. Sure, it can feel *so* good to unload on somebody and let them know what you really think, but that good feeling is temporary. What happens the next day, the next week, or the next year? It's human nature to want to prove that you're right, but it's rarely effective. In conflict, unchecked emotion makes you dig your heels in and fight the kind of battle that can leave you and the relationship severely damaged. When you read and respond to your emotions, you're able to choose your battles wisely and only stand your ground when the time is right. The vast majority of the time, that means biting your tongue.

Taking initiative. Initiative is a skill that will take you far in life. In theory, initiative is easy—the desire to take action is always there—but in the real world, other things get in the way. There's a big difference between knowing what to do and being too scared or lazy to actually do it. That requires initiative. You have to take risks and push yourself out of your comfort zone, until taking initiative is second nature.

Staying positive. We've all received the well-meaning advice to "stay positive." The greater the challenge, the more this glass-half-full wisdom can come across as Pollyannaish and unrealistic. It's hard to find the motivation to focus on the positive when positivity seems like nothing more than wishful thinking. The real obstacle to positivity is that our brains are hard-wired to look for and focus on threats. This survival mechanism served humankind well, back when we were hunters and gatherers and living each day with the very real threat of being killed by someone or something in our immediate surroundings.

That was eons ago. Today, this mechanism breeds pessimism and negativity through the mind's tendency to wander until it finds a threat. These "threats" magnify the perceived likelihood that things are going—and/or are going to go—poorly. When the threat is real and lurking in the bushes down the path, this mechanism serves you well. When the threat is imagined and you spend two months convinced that the project you're working on is going to flop, this mechanism leaves you with a soured view of reality that wreaks havoc in your life. Maintaining positivity is a daily challenge that requires focus and attention. You must be intentional about staying positive if you're going to overcome the brain's tendency to focus on threats.

Bringing It All Together

Research shows that lifelong learning pays dividends beyond the skills you acquire. Never stop learning.



4 WAYS TO FIX WHAT'S WRONG WITH ACCOUNTABILITY

The chief end of accountability is nudging people toward their potential by leveraging untapped talent. The secondary end of accountability is getting things done.

Who you are comes before what you do.

#1. Choose internal before external:

Accountability that energizes people is helping them live up to their talent, values, and aspirations. *Help people see who they might become.* De-

energizing accountability is imposed from the outside by people in power.

Hold people accountable to *their* highest aspiration and greatest contribution.

#2. Begin in the right place:

Accountability goes sideways when leaders impose expectations on reluctant followers. The starting point of accountability is where people want to go, not what you pressure them to do.

The ultimate starting point of accountability is what kind of horses are in the barn and where can they go.

The process of accountability begins by accepting people for who they are.

#3. Understand the power of commitment:

Commitment precedes accountability. Commitments are given, not forced.

Accountability is resisted until commitments are given.

Accountability without commitment is futile. People who aren't committed find fault. People who are committed find a way.

Commitments require:

1. Shared purpose. Why are we doing this in the first place?
2. Shared beliefs and values. They must believe in the goal before committing to work toward it. *Energizing accountability begins with belief; de-energizing begins with results.*



3. Actionable behaviors that align with talent and strengths. Exactly what are they committing to do?
4. Observable progress.
5. Motivation.
6. How are people developing and advancing yourself?
7. What's within their control?
8. How are they bringing value to colleagues and customers?

#4. Deal with the roadblock:

Talent wants – needs – to succeed. The obstacle of accountability is fear of failure. They won't commit until there's reasonable certainty that progress is possible.

Show people how they will succeed before expecting accountability.

Taken from the LeadershipFreak:

<https://leadershipfreak.wordpress.com/2016/03/29/4-ways-to-fix-whats-wrong-with-accountability/>



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
--	--

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 15, 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!



	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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 29, 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!



SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 FEB Awards Banquet	3	4	5	6	7
8 Mother's Day	9 Tabletop Exercise with OKC County Health Dept on Medical Countermeasures	10	11	12	13	14
15	16	17	18 Dealing with Difficult People (all day training)	19	20	21
22	23 1:00 Workforce Development/Support Conf Call	24	25 Leadership FEB- FCI El Reno	26	27	28
29	30  Memorial Day	31		May 2016		

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

We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.