



INTERAGENCY CONNECTION

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

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Chair's Corner



Before I begin with what our Federal Executive Board has before us, I want to take a moment and applaud the efforts of all the federal employees we honored during Public Service Recognition

Week!

Our FEB hosted an **Award Banquet** on May 2nd with an audience of more than 300 to recognize the accomplishments of federal employees nominated by various federal agencies around Oklahoma. For those unable to attend, we have developed a QR code so that you can access the **Award Program**, electronically. Scan this square with any smart phone and it will access our program.



Congratulations to all the nominees and special applause for the winners!

Photos of each nominee, the winners and group photos of each category have been made available through Dropbox. If you have not yet requested access to those photos and would like to, please send a request to LeAnn.Jenkins@gsa.gov.

We have a busy summer and fall planned with activities every month. Our **Leadership FEB** program has been underway since March and will continue through October with sessions each month. They will visit a number of federal agencies across the State of Oklahoma.

In addition, we have our **Leadership Training Series** returning. Five different leadership development training days, configured for maximum agency savings and flexibility for participants. A registration form is provided in this newsletter for your convenience.

Back by popular demand is the **full-day pre-retirement training** offering!

Due to issues that have surfaced across the nation, our FEB has gone to a new training model for retirement classes (for both Oklahoma and Houston).

The instructors must have the financial background and knowledge AND not 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 in other locations which have been evaluated by Regulators with suggestions to the FEBs.

Joe Gallagher
Joe Gallagher, Chairman

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OVER-LED AND UNDER-MANAGED

Last night I coached a successful leader who turned an organization around. Now he wonders if he's the one to solve the problems success has created.

Successful leadership creates management challenges.

Successful management creates leadership challenges.

You can't manage your way out of crisis. You can't lead your way into stability.

Leaders disrupt. Managers stabilize.

Chaotic organizations are over-led. Stagnant organizations are over-managed. Warren Bennis put it this way, "Failing organizations are usually over-managed and under-led."

The swing:

Organizations swing between being over-managed and over-led. One creates the need for the other.

Over-managed organizations have systems and processes with no

passion. Over-led organizations have heart with instability and chaos.

Over-managed:

1. Systems drain energy. You have three requisition forms for a box of paper clips.
2. People go through the motions but have forgotten their purpose.
3. Procedures turn into bureaucracy. You haven't deleted a procedure since the

Great Depression.

4. No one challenges the way things are done.
5. People become cogs in the machine. Everyone is lost in the weeds.

Over-led:

1. Leaders struggle to keep all the balls in the air.
2. Passion runs high. Processes run low.
3. No one is really sure who does what?
4. Training is learn-as-you-go. "Go figure it out."
5. Systems are the enemy. "Just do it."

Drucker said, "***Management is doing things right; leadership is doing the right things.***"

The answer is who:



A collision of opposites is the answer to over-managed or over-led. Find some leaders who scare you. Hire some managers who drive you crazy.

Over-managed organizations need disruptors. Over

-led organizations need system builders.

The tension:

Management without leadership becomes efficient stagnation.

Leadership without management becomes inefficient chaos.

<https://leadershipfreak.wordpress.com/2016/04/27/over-led-and-under-managed/>



Spotlighting Information in Public Service

Did you Know?

Chickasaw Nation Department of Health

The Chickasaw Nation Department of Health strives to provide an exceptional customer experience that focuses on health promotion and disease prevention with a vision to be the health care provider of choice.

The last five years have brought on tremendous growth for the Chickasaw National. This growth has provided the opportunity to expand healthcare and bring in new services to benefit Native Americans in surrounding communities such as the Oklahoma Caring Foundation, Oklahoma Hospital Association, Oklahoma State Department of Health, United States Department of Agriculture, and the Oklahoma Department of Education, Child Nutrition Program.

A partnership with the Oklahoma Caring Foundation has allowed implementation of the Caring Van program which is designed to provide basic preventative healthcare services to citizens in rural areas who have difficulties traveling to the Chickasaw National Medical Center or outlying clinic locations. Since September 26, 2015 the Chickasaw Caring Van has conducted 18 flu clinics where 766 vaccines have been administered and 44 dental screenings performed. Flu vaccination outreach is still going with continued scheduled efforts throughout the Chickasaw Nation.

Providing commercial tobacco treatment services for patients was also expended through partnerships with the Oklahoma Hospital Association and the Oklahoma State Department of Health. The Chickasaw Nation Medical Center is the first hospital in Oklahoma to send electronic referrals to the Oklahoma Tobacco Help Line for patients who are interested in quitting. The Help Line provides free services to all Oklahomans and

is funded by the Tobacco Settlement Endowment Trust. With that being said, the program also allows treatment to non-native spouses or members within the home that are also interested in quitting commercial tobacco products.

In December 2014, the Chickasaw Nation was approached by the United States Department of Agriculture with an offer to become the first tribal hospital to provide free meals to children ages 1-18 through USDA sponsored *At Risk and Summer Food Service Programs*. With this being one of many programs as a result of a partnership with the USDA, the Chickasaw Nation Okchamali's (nutrition services) was excited to establish the mission and serve healthy meals and educate consumers. Okchamali's began offering free meals to all children that visit the Chickasaw National Medical Center, through the *At Risk* program on March 1, 2015. The children enjoy this and look forward to getting a "kid's meal" when they visit the hospital.

The Chickasaw Nation Department of Health is excited about the existing programs and services provided and look forward to more expansions and partnerships in the future.



Chickasaw Nation Governor Bill Anoatubby and Secretary of Health Dr. Judy Goforth-Parker at the unveiling of the Chickasaw Nation Caring Van, Friday, June 26 at Chickasaw Nation Medical Center, Ada.



15 Body Language Blunders Successful People Never Make

Forbes 2.0 article by Travis Bradberry



Our bodies have a language of their own, and their words aren't always kind. Your body language has likely become an integral part of who you are, to the point where you might not even think about it.

If that's the case, it's time to start, because you could be sabotaging your career.

TalentSmart has tested more than a million people and found that the upper echelons of top performance are filled with people who are high in emotional intelligence (90% of top performers, to be exact). These people know the power that unspoken signals have in communication and they monitor their own body language accordingly.

What follows are the 15 most common body language blunders that people make, and emotionally intelligent people are careful to avoid.



1. Slouching is a sign of disrespect. It communicates that you're bored and have no desire to be where you are. You would never tell

your boss, "I don't understand why I have to listen to you," but if you slouch, you don't have to—your body says it for you, loud and clear.

The brain is hardwired to equate power with the amount of space people take up. Standing up straight with your shoulders back is a power position. It maximizes the amount of space you fill. Slouching, on the other hand, is the result of collapsing your form—it takes up less space and projects less power.

Maintaining good posture commands respect and promotes engagement from both ends of the conversation.

2. Exaggerated gestures can imply that you're stretching the truth. Aim for small, controlled gestures to indicate leadership and



confidence, and open gestures—like spreading your arms apart or showing the palms of your hands—to communicate that you have nothing to hide.

3. Watching the clock while talking to someone is a clear sign of disrespect, impatience, and inflated ego. It sends the message that you have better things to do than talk to the person you're with, and that you're anxious to leave them.



4. Turning yourself away from others, or not leaning into your conversation, portrays that you are unengaged, uninterested, uncomfortable, and perhaps even distrustful of the person speaking.



Try leaning in towards the person who is speaking and tilt your head slightly as you listen to them speak. This shows the person speaking that they have your complete focus and attention.

5. Crossed arms—and crossed legs, to some degree—are physical barriers that suggest you're not open to what the other person is saying. Even if you're smiling or engaged in a pleasant conversation, the other person may get a nagging sense that you're shutting him or her out.



Even if folding your arms feels comfortable, resist the urge to do so if you want people to see you as open-minded and interested in what they have to say.

6. Inconsistency between your words and your facial expression causes people to sense that something isn't right and they begin to suspect that you're trying to deceive them, even if they don't know exactly why or how.



For example, a nervous smile while rejecting an offer during a negotiation won't help you get what you want; it will just make the other person feel uneasy about working with you because they'll assume that you're up to something.

7. Exaggerated nodding signals anxiety about approval. People may





15 Body Language Blunders Successful People Never Make (cont'd)

perceive your heavy nods as an attempt to show you agree with or understand something that you actually don't.

8. Fidgeting with or fixing your hair signals that you're anxious, over-energized, self-conscious, and distracted. People will perceive you as overly concerned with your physical appearance and not concerned enough with your career.



9. Avoiding eye contact makes it look like you have something to hide, and that arouses suspicion. Lack of eye contact can also indicate a lack of confidence and interest, which you never want to communicate in a business setting.



Looking down as you talk makes it seem like you lack confidence or are self-conscious, causing your words to lose their effect. It's especially important to keep your eyes level if you're making complicated or important points.

Sustained eye contact, on the other hand, communicates confidence, leadership, strength, and intelligence. While it is possible to be engaged without direct, constant eye contact, complete negligence will clearly have negative effects on your professional relationships.

10. Eye contact that's too intense may be perceived as aggressive, or an attempt to dominate. On average, Americans hold eye contact for seven to ten seconds, longer when we're listening than when we're talking. The way we break contact sends a message, too. Glancing down communicates submission, while looking to the side projects confidence.



11. Rolling your eyes is a fail-proof way to communicate lack of respect. Fortunately, while it may be a habit, it's voluntary. You can control it, and it's worth the effort.



12. Scowling or having a generally unhappy

expression sends the message that you're upset by those around you, even if they have nothing to do with your mood. Scowls turn people away, as they feel judged.



Smiling, however, suggests that you're open, trustworthy, confident, and friendly. MRI studies have shown that the human brain responds favorably to a person who's smiling, and this leaves a lasting positive impression.



13. Weak handshakes signal that you lack authority and confidence, while a handshake that is too strong could be perceived as an aggressive attempt at domination, which is just as bad. Adapt your handshake to each person and situation, but make sure it's always firm.

14. Clenched fists, much like crossed arms and legs, can signal that you're not open to other people's points. It can also make you look argumentative and defensive, which will make people nervous about interacting with



you.



15. Getting too close. If you stand too close to someone (nearer than one and a half feet), it signals that you have no respect for or understanding of personal space. This will make people very uncomfortable when they're around you.

Reprinted from <http://www2.forbes.com/leadership/15-body-language-blunders-successful-people-never-make/>



UPCOMING EVENTS June 2016

- June 2, 2016** **Agency Visit: OKC**
- June 6, 2016** **Agency Visit: McAlester**
- June 8, 2016** **Agency Visit: Lawton**
- June 9, 2016** **Leadership FEB Forum**
All Day US Postal Service-Norman/OKC
POC: FEB, 405-231-4167
- June 14, 2016** **Flag Day**
- June 16, 2016** **Hard Skills of Leadership**
All day Leadership Training
Remington Park
POC: FEB, 405-231-4167

INSPIRATION CORNER

Fame is a vapor, popularity is an accident, riches take wings, those who cheer today may curse tomorrow and only one thing endures - character. — Harry S. Truman

Knowledge is a process of piling up facts; wisdom lies in their simplification. —Martin H. Fischer

You cannot help men permanently by doing for them what they could and should do for themselves. —William J.H. Boetcker

Delegating work works, provided the one delegating works too. —Robert Half

Start building trust on Day One

The best time to make connections with your employees is on their first day.

The best time to make connections with your employees is on their first day. When you hire people, spend a little one-on-one time with each one early on. Get to know them as people: What they like to do in their spare time, what they liked and disliked about previous jobs, and so forth. Don't make it a one-sided interrogation, though. Share the same kind of information with your new hires so you start off on an equal footing. Employees will remember what you tell them about yourself and trust you more for being willing to share your personal perspectives with them.

http://www.managebetter.biz/Main/Articles/Start_building_trust_on_Day_One_29472.aspx

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.

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- Director:** LeAnn Jenkins
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TSI Gets A Thumbs Up from the Oklahoma FEB

The Transportation Safety Institute (TSI) On April 22, 2016, TSI was next to the last stop on the agenda for the Leadership Federal Executive Board (FEB) students during this session, but they will forever remember the “boneyard”. The Transportation Safety Institute’s (TSI) Aviation Division Manager, Brian Rochester, and National Aircraft Accident Investigation School team members, D Smith, Eric Meyn, John Roberts, Linda Nichols, Jeff Coe, Lisa Colasanti, and Gelinda Lambert, hosted a tour of the aircraft accident investigation school and aircraft wreckage “boneyard” for students in the FY16 Leadership FEB Series. Led by Ms. LeeAnn Jenkins and designed to give executives, senior managers and aspiring federal leaders an in depth look and broad perspective by touring a broad range of federal agencies, the topic of this Leadership FEB session was management challenges that Federal Leaders of the 21st Century face, and how to make extraordinary things happen in organizations.

Mr. Rochester described the challenges that small organizations without a Congressional Appropriation face in meeting their cascading missions, “Many people assume they can manage their way out of a crisis or resolve complex organizational issues. But in reality, we [managers and leaders] cannot do it alone. We depend upon each team member’s contributions in order to meet the mission. I can say that I manage TSI’s Aviation Safety and National Aircraft Accident Investigation School that has nearly 150 team members, a rather large team by any standard. But in reality, I really only lead a small group of 7 full-time Federal employees. I empower and trust them to make the magic happen. By reinforcing the sound principles of our common core values, mission focus, teamwork, and volunteering, my team impresses those same principles upon the nearly 130 volunteer adjunct instructor staff and 10 contract instructors who teach

for the TSI Aviation Division. It just works better that way. And, no one is here because they have to be. Everyone is here because they want to be a part of this team..... We have so many subject matter experts who want to teach here and it’s truly an honor to be part of all this.... I make it a practice to shake the hand and thank each of our adjunct and contract staff for supporting our mission. D Smith, who is not only a legend in the field of aviation safety and one of the great training managers on my team, is my mentor. From day one, he has challenged me to make people on the inside and outside of this organization volunteer to be part of the team. That is easier said than done, but when you get close to it, you can feel it working. Next thing you know, you hit a homerun off the sweet spot on the bat and everyone on the team wins. It is truly a great feeling.”

True to his leadership style, Mr. Rochester was able to convince the nearly 40 students to break into teams and volunteer to investigate an aircraft accident..... And, everyone wanted a group photo to remember the moment.

A list of our current course schedule can be found at: www.tsi.dot.gov

To Contact the Transportation Safety Institute Aviation Safety Division in Oklahoma City: AviationSafetyTraining@dot.gov, (405) 954-3614





Filling Big Shoes: Living Up To and Surpassing Your Predecessor's Reputation

"I've got big shoes to fill. This is my chance to do something. I have to seize the moment."— Andrew Jackson, seventh President of the United States.

In just about every field of endeavor, you start out at or near the bottom (depending on the extent and quality of your education), and have to work your way up from there. According to the Peter Principle, you also rise to your highest level of incompetence; this takes quite a while for the best of us.



When you're promoted into a new position, you'll most likely fill the gap left by someone who's either lost their job due to incompetence, or who was competent enough to win a rung slightly higher up. It doesn't really matter which; you still want to wow your superiors with your sheer ability and high performance levels. But on occasion, you may find yourself trying to fill big shoes left behind by a rising star, someone so good at their job or so beloved it seems impossible to live up to their reputation and the lingering ghost of their presence.

This can prove a daunting task, but the supercompetent among us thrive on such challenges. Use these tips to help you handle the transition.

Be Yourself

First: make it clear that while you have great

respect for the "rock star" you've replaced, you're not his or her clone. Although you'll honor the parts of your predecessor's legacy that match your own goals and vision, you are NOT that person, and the stamp you'll put on the job will inevitably be different. Some people seem to use occasion as an opportunity to root out and destroy every trace of their predecessor's style, processes, and accomplishments, a pattern I see depressingly often. But that's foolish and counterproductive.

Keep what works for you in place, but continue to grow your job, team, or division toward better alignment with company goals, greater efficiency, and higher productivity. Don't reinvent the wheel or smash things just so you can rebuild them in your own image. It's a terrible waste.

Start Slowly

You probably won't fit your new role perfectly when you start, unless you're a lateral transfer from elsewhere in the organization or have come in from outside to fill a role where management felt they needed fresh blood. Even then, the job will likely fit you like an off-the-rack suit. You'll have to tailor it to guarantee a good fit.

Start by affirming the organization's purpose and goals. Have in-depth talks with your coworkers, subordinate managers, or others familiar with the role due to their association with your predecessor, and tap their professional knowledge. Genuinely consult and collaborate with them, taking their advice to heart as you learn your way around. You need a support team at work; think of them as your tailors. Every job is something you have to grow into, and while it may take a while, that new "suit" will soon become comfortable as you get up to speed. Meanwhile, your off-work support



Filling Big Shoes: Living Up To and Surpassing Your Predecessor’s Reputation (cont’d)

team of friends and family can help you blow off steam and ease into your new role. Continue developing your network in all aspects of your life.

The better you fit into and respect your new team, the easier it is to fill those shoes. Then it’s time to grow the shoes even bigger.

Stay Grounded

You may well be the best thing since sliced bread, but then again, you may not be. Just because you’ve risen to a position of higher power doesn’t mean you’ve got the grit and drive to keep it without putting in the time and effort required to succeed. Set aside your ego, and take cautious actions well-thought-out in advance. One way to do this is to share any authority that may have come with the job, serving and empowering your team rather than just leading it.

Meanwhile, don’t risk ruining your team or organization with unthinking actions or poor judgment. On the other hand...

Carpe Momentum

Sometimes you have to seize the moment to generate a quantum leap in productivity and excellence. If an opportunity can greatly help the team or organization if you grab it but doesn’t have much of a downside if you miss, then go for it—especially if you work within a non-punitive environment where the leadership

encourages initiative. Spectacular success can further your ambitions, but failure can prove just as helpful in its own way. One way you grow to fill those big shoes is by making mistakes and learning how to fix them, gathering character and hard-earned knowledge in the process.

Moving Forward

While you may have a tough act to follow, filling big shoes represents the sort of challenge we all need at some point in our professional lives. Sometimes the best thing to do is just bring in a new pair of shoes, but starting over is usually a mistake. When you step into the shoes your predecessor has left, don’t fear looking like a child clomping around in Daddy’s brogans. You can and will mature into the role.

And remember: just because you need to fill those shoes doesn’t mean you have to keep moving on the same path, unless it makes sense to you. Otherwise, strike out in a different direction, making your own distinct set of “footprints.”

Posted on 04/07/2016 by Laura Stack
© 2016 Laura Stack. Laura Stack, MBA, CSP, CPAE is an award-winning keynote speaker, bestselling author, and noted authority on employee and team productivity. She is the president of The Productivity Pro, Inc., a company dedicated to helping leaders increase workplace performance in high-stress environments.

Get bad news across without fear or anger



Remember these basics for getting a difficult message across clearly and effectively.

Communicating with employees doesn’t have to be tough, even when you have something negative to say. Remember these basics for getting a difficult message across clearly and effectively:

- **Be kind and direct.** Even if you have to reprimand an employee, be polite. People will listen to bad news if it’s delivered with tact and respect.
- **Listen well.** In any conversation, what you hear can shape what you say. Focus on listening closely to employees to understand their positions and concerns.
- **Stay professional.** You may like some employees and dislike others, but don’t let conversations get personal. Focus on business matters, especially when giving feedback.
- **Don’t rush away.** Give employees a chance to speak after you deliver bad news. They’ll feel frustrated if you run off immediately, and may wonder if you’re afraid of an honest conversation.
- **Focus on improvement.** Don’t leave employees feeling like losers. Talk about what they can do to make things better, and they’ll be inspired instead of angry or depressed.

http://www.managebetter.biz/Main/Articles/29966.aspx?utm_medium=email&utm_source=Savicom&utm_campaign=1462375818.33874&utm_term=http%3A%2F%2Fwww.managebetter.biz%2FMain%2FArticles%2F29966.aspx



	FEB Leadership Series-2016 Registration and Enrollment information	
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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!



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: _____
 Please list your agency, organization and office symbol.

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:	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!



SUN	MON	TUES	WED	THUR	FRI	SAT
June 2016			1	2 Agency Visit: OKC	3	4
5	6 Agency Visit: McAlester	7	8 Agency Visit: Lawton	9 Leadership FEB- USPS	10	11
12	13	14 Flag Day	15	16 Hard Skills of Leadership (training)	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 153
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