



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



Summer is coming to an end. And so are some of our annual FEB programs.

The **2016 Leadership FEB** class has only three forums remaining until their class year is concluded. They have

completed five forums, visiting various federal agencies, receiving information on mission and management challenges of each agency visited.

Our **FEB Leadership Series** training only has two remaining training days before this year's series is completed.

While these programs are winding down for this year, we are beginning several initiatives!

The first week of this month, John Fox, Vice-Chair of our FEB; LeAnn Jenkins, Executive Director; and I will represent our Federal Executive Board at the **National Strategic meeting for FEBs** in Washington, DC. We look forward to obtaining information on national initiatives and how we may be able to implement for the benefit of our federal community!

It is time for federal agencies to begin recruiting **Loaned Executives for our Combined Federal Campaigns (CFC)**! I am requesting your support in identifying candidates to serve as LEs for the 2016 CFC. The most successful former LEs have been top performing individuals with a sincere desire to use their executive skills to make a real and positive impact for the CFC supported charities and the communities they serve through the CFC. Individuals must have good communication skills; self-motivation; coordination skills and tolerance for varied processes for various Departments and agencies

they may serve. This is an opportunity for your best & brightest to receive high quality leadership development without a registration fee or leaving their commuting area!

Inter-governmental partners:

The Oklahoma State Department of Health and the Department of Health and Human Services will be hosting a Summit entitled: **Medical Countermeasures Dispensing—Leveraging Best Practices and Enhancing Capabilities**. Our FEB will be represented as an invited speaker on August 23-24th, to discuss how we have coordinated medical countermeasures for the federal workforce in Oklahoma through an inter-agency/inter-governmental effort. The summit will include a combination of plenary sessions and break-out workshops customized to the priorities of jurisdictions within Oklahoma. Contact the FEB office for the no-fee registration information.

Oklahoma Emergency Management will be having an **“Earth Wind & Fire” tabletop exercise** to test State EOC operational coordination in November. Agencies, as part of the Oklahoma FEB, have an opportunity to participate virtually to test your internal responses. An email has been sent to each Federal Agency Head in Oklahoma, outlining how you can engage, if you so choose.

I encourage you to be involved in as many of these opportunities as possible, thus strengthening our federal community!

Joe Gallagher, Chairman

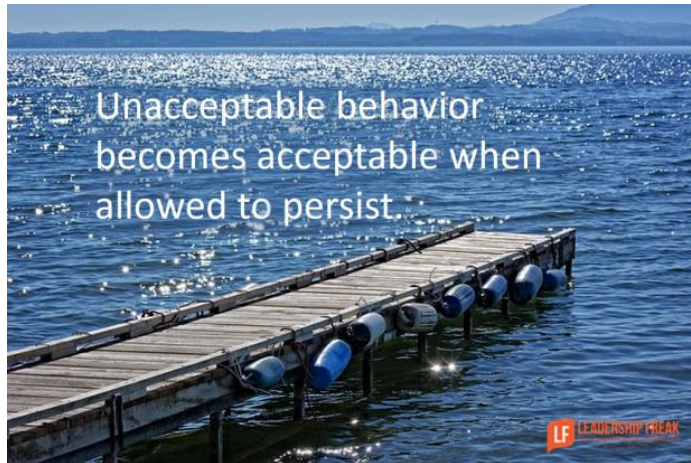
<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
Tough Conversations	2	Successful Interruptions	7
Spotlighting Agency	3	Complaints	8
TSP withdrawals	4	Productive People	9
Upcoming Events	5	Productive People-cont'd	10
Second Thing	6	Pre-Retirement	11

12 DON'TS OF TOUGH CONVERSATIONS

Success includes not shooting yourself in the foot.

12 Don'ts of Tough Conversations:

1. Don't use "we" when you mean "you".
2. Never allow fuzzy language. Exercise candor and precision when fuzzy feels safe.
3. Don't press through when emotion is high. Emotional stress limits creative solution-finding. Self-justification is inevitable.
4. Don't drag things out. Take a break for emotions to cool (#3 above.), but don't wait till next week. Urgency is appropriate if it's an important issue. Why all the emotion if things can drag out for a month or two? Emotional stress may indicate that things have dragged on too long.
5. Never have the same conversation three times. *Unacceptable behavior becomes acceptable when allowed to persist.* Impose higher controls and granular accountability if problems persist.
6. Forget about offering options when you aren't willing to discuss them. If you're going to give direction, do it.
7. Don't adopt an adversarial posture. Help teammates get what they want. *You lose when you try to win a tough conversation.*
8. Don't take responsibility to fix someone. No one enjoys being fixed. People grow. They don't need fixed.
9. Don't expect someone to excel where they lack aspiration, talent or strength. If this is dragging on for months, adjust their responsibilities, reassign them, or manage them out.
10. Never offer suggestions before others design their own. Don't solve problems for people. "What would you like to do about this?" Develop three or four possible solutions and choose one.
11. Don't keep controlling. Give freedom as you see progress. The rule of thumb is controls go up as problems persist and down as progress is achieved.
12. Don't speak down. Poor leadership skills contribute to nagging issues. Maybe procrastinating – on your part – has made the situation worse. *If you think you have it all together, you don't.*



Taken from the Leadership Freak:
<https://leadershipfreak.wordpress.com/2016/06/10/12-donts-of-tough-conversations/>

Spotlighting Information in Public Service

Did you Know?

Tishomingo National Fish Hatchery

Station Facts

- The Tishomingo National Fish Hatchery was established in 1928.
- The hatchery holds 50 ponds, two nursery buildings, a turtle building, six 20-foot diameter fiberglass tanks, and six large concrete raceways on 235 acres.
- The hatchery's water source is high-quality water from Pennington Creek. One of the oldest water rights in the state allows us to divert 10 cfs for fish culture.
- The hatchery employs 8 full-time, 1 part-time, and 3 student workers.
- Fish reared at the hatchery are primarily for federal waters in Oklahoma, but fish are also reared for Kansas and Texas waters.
- The primary species reared at the hatchery include paddlefish, channel catfish, alligator gar, alligator snapping turtles, and largemouth bass.

Who We Are

The National Fish Hatchery System (NFHS) is comprised of a network of 71 National Fish Hatcheries which propagate imperiled species for restoration and recovery programs, provide emergency refugia for species whose habitat is threatened, provide fish to benefit Tribes, and mitigate for federal water projects.

How We Help

The Tishomingo National Fish Hatchery raises species known to be in decline or completely removed from areas of their native habitat such as paddlefish, alligator snapping turtles, and alligator gar. The hatchery also rears sport fish such as channel catfish, largemouth bass, and sunfish for stocking waters on National Wildlife Refuges, military bases, and Tribal waters.

Landscape Conservation Cooperative

The Tishomingo NFH is involved in three Landscape Conservation Cooperatives. Hatchery

staff are involved in scientific investigations and development of management strategies to protect aquatic species in each of these cooperatives.

Hatchery Operations

The Tishomingo National Fish Hatchery has ample space and facilities to fulfill numerous objectives for both imperiled aquatic species and sport fish. The imperiled aquatic species reared here (paddlefish, alligator snapping turtles, and alligator gar) require specialized equipment, facilities, culture techniques, and knowledge that have been developed here. Additionally, this hatchery is on call to rear other listed species such as the Arkansas River shiner, leopard darter, and peppered chub as needed.

Requests for sport fish are ever increasing as fishing pressure in waters on National Wildlife Refuges, military bases, and Tribal lands overcomes natural recruitment.

Visitors and Outreach

The hatchery has over 10,000 visitors per year. Each summer Boy Scouts from the nearby Slippery Falls Scout Ranch earn badges after a tour of the facility. The hatchery has a self-guided Nature Trail that winds by Pennington Creek and is available to visitors during daylight hours. Also of interest is the restored Historic Water Wheel.



Partial and lump sum TSP withdrawals

Here's a pop-quiz question for you: How many partial lump-sum withdrawals are you allowed to take from your Thrift Savings Plan account during your lifetime? Go ahead, write down your answer.

Everyone knows that the answer is one, right? In fact, that is the stated limit in every TSP publication that I can remember seeing. This limit is also one of a number of common reasons that TSP participants decide to roll their account assets from the best retirement investment vehicle in the United States into an individual retirement account after retiring. But, while the TSP's withdrawal restrictions are inconvenient, and maybe even unacceptable in some situations, they are not as restrictive as they appear at first glance.

Basically, there are two kinds of withdrawals you may take from a TSP account: partial and full. Each of these is allowed once during the lifetime of each participant. A partial withdrawal is accomplished using form TSP-75, TSP-76 or TSP-77 to request an age-based, in-service withdrawal, a financial hardship withdrawal, or a partial withdrawal when separated, respectively. A full withdrawal is requested using form TSP-70.

Generally, as a participant, you may submit one form TSP-75, TSP-76 or TSP-77 during your lifetime, and it must be done before you have submitted TSP-70. Once you have submitted form TSP-70, your option to submit any of the three partial withdrawal request forms is gone, and your only option is to take a full and final distribution of the remaining account balance. I do count this as a partial lump-sum withdrawal since it is the completion of a full withdrawal which will end your participation in the TSP.

These rules appear to make it impossible to

take more than one partial lump-sum withdrawal from a TSP account during the life of the account. But, if you plan ahead, there are ways around this limitation. It's possible to extract as many as 3 partial lump-sum payments from your TSP account, if you do it right.

If you haven't yet retired, you can take a loan from your account and then leave a balance unrepaid after you have retired. After 90 days of separation from service, an unpaid loan balance will be declared a taxable distribution—effectively a partial lump-sum distribution. But, this distribution does not count against your lifetime limit. You may still file one of the three partial distribution request forms either before, or after, the loan balance is declared to be taxable.

If you'll take a look at form TSP-70, the form used to request a full withdrawal, you'll find that in section IV on page 2 there is a space to specify a percentage of your account's balance to be paid to you in a lump-sum as part of a full withdrawal. The other options that may be elected as part of a full withdrawal are a life annuity contract and monthly payments. Each of these three options are applied to a percentage of your account balance, and the total of the percentage you enter here must equal 100 percent. That's what makes it a full withdrawal.

If you want the single payment right away, but don't need the monthly payments yet, you can set the amount of the monthly payments to as little as \$25 per month and leave it there for as long as you like.

Taken from Federal Times April 2016 article written by Mike Miles, a Certified Financial Planner licensee and principal adviser for Variplan LLC.

**UPCOMING EVENTS
August 2016**

Aug 2, 2016 All Day	Managing Multiple Projects Remington Park, OKC POC: FEB, 405-231-4167
Aug 2-3, 2016 All Day	National FEB Conference Eisenhower Executive Building, DC POC: FEB, 405-231-4167
Aug 11, 2016 All Day	Leadership FEB Forum Veterans Affairs, Muskogee, OK POC: FEB, 405-231-4167
Aug 17, 2016 10:00 a.m.	Interagency Training Council Rose State @ OKC Innovation Station, 133 West Main St., #102, OKC POC: Javier Solis, 405-739-7538
Aug 17, 2016 11:00 a.m.	FEB Member Luncheon POC: FEB, 405-231-4167
Aug 23, 2016 All Day	CSRS PreRetirement Seminar Remington Park, OKC POC: FEB Office, 405-231-4167
Aug 24, 2016 All Day	FERS PreRetirement Seminar Remington Park, OKC POC: FEB Office, 405-231-4167
Aug 23-24, 2016 All Day	Oklahoma Health Department Medical Countermeasures Conference (Feds, State and Local Govt) Embassy Suites OKC Medical Center POC: FEB Office, 405-231-4167
Aug 23-25, 2016 All Day	FEMA L-141 training 3738 SW 15 th Street, OKC POC: FEB Office, 405-231-4167

INSPIRATION CORNER

Nothing in life is to be feared. It is only to be understood.
–Marie Curie

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

The brighter you are, the more you have to learn.
–Don Herold

Whatever is worth doing at all is worth doing well.
–Philip Dormer Stanhope

The best career advice given to the young is, “Find out
what you like doing best and get someone to pay you for
doing it.” –Katharine Whitehorn

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

MANAGING THE SECOND THING

Obstacles make leaders relevant. Exemption is not an option.

Positive thinking never eliminates obstacles.

Doing great work doesn't give you a pass on challenges, resistance, frustrations, complications, disadvantages, impediments, or hurdles.

Obstacles are two things:

Everything that happens to you is made of two things.

The first is the thing that happened. The second is the way you think about the thing that happened.

Managing the second thing:

The most important thing you do is manage the second thing – the way you think about obstacles.

#1. Opportunities.

Every obstacle is an opportunity, if you choose to make it so.

Clear thinking, not feeling, transforms obstacles into opportunities. Emotion is baggage when it comes to obstacles. You'll hate leading until you *think* of obstacles as opportunities.

Viewing obstacles as opportunities changes *you*, not the obstacles. The profound question of leadership is, "How do you need to change?"

Your greatest opportunity is developing your ability to serve. When you view obstacles as enemies, resentment destroys the opportunity of self-development.

Resistance blocks development.

#2. Lean in.

The obstacle you run from today, meets you around the corner tomorrow.

Marcus Aurelius wrote,

"Our actions may be impeded, but there can be no impeding our intentions or dispositions. Because we can accommodate and adapt. The mind adapts and

converts to its own purposes the obstacle to our acting. The impediment to action advances action. *What stands in the way becomes the way.*"

#3. Optimism.

Never minimize challenges in the name of optimism.

1. Optimism is looking the darkness in the eye with resolve to be better; to learn, grow, adapt, rise, and move forward.
2. Optimism is whispering into the darkness, "Who are you calling me to become?"
3. Optimism is realizing you aren't able right now, but you will be.



Taken from

<https://leadershipfreak.wordpress.com/2016/05/16/managing-the-second-thing/>

7 WAYS SUCCESSFUL MANAGERS INTERRUPT

Successful managers have bad manners, sometimes.

You aren't going far if you don't learn how to interrupt people who talk too much. Managing isn't therapy.

Interrupt:

Successful managers have bad manners when team members talk on and on.

People who talk on and on want sympathy, not solutions.

7 ways successful managers interrupt:

Use one of these seven questions to interrupt people who are talking too long. Don't wait. Interrupt.

1. "What's your question?"
2. "What's next?"
3. "What would you like to do about this?"
4. "What are you trying to accomplish?"
5. "If things were going perfectly, what would it look like?"
6. "And what do you want?"
7. "What's your conclusion about this?"

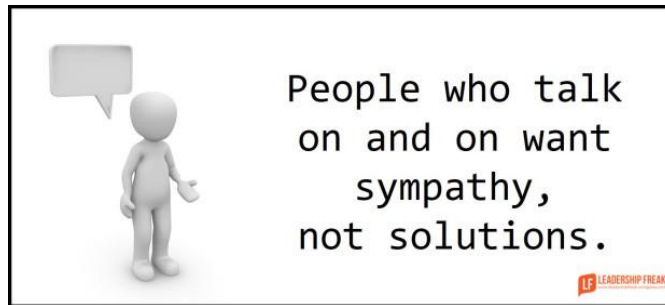
I used #1 while answering questions after a recent presentation. There was a long line of people who had questions. I decided to interrupt one participant who was sharing too much information.

"What's your question?"

Without taking a breath, she asked her question. I answered and said, "Thank you." I fear we might still be sitting there if I hadn't interrupted.

4 tips for having bad manners:

1. Speak gently. Tone matters. Frustration doesn't create connection.
2. Set a time limit when the conversation begins. "I'm sorry, but I only have ten minutes right now. What's your question?"
3. Insert an "and" or "so" before you interrupt. "So I'm just wondering what you want?"
4. Don't say, "How can I help?" until they offer their own solutions (unless it's to help them find solutions).



Successful managers learn how to interrupt in productive ways.

Warning:

Some of us could use a little more patience when it comes to listening. You may need to practice saying, "And what else?" rather than interrupting.

Taken from LeadershipFreak post:

<https://leadershipfreak.wordpress.com/2016/05/13/7-ways-successful-managers-interrupt/>

Critical Things Organized and Productive People Do Every Day

We often confuse being productive with working as fast as we can, every second of the day. We fear that slowing down to get organized will kill our productivity, but the facts suggest otherwise:

- The average office employee spends over one hour each day just looking for things.
- The average U.S. executive spends six weeks per year searching through messy desks and disorganized files for misplaced information.
- 23% of adults say they're late paying their bills because they lose them.

Being disorganized is costly, in terms of both money and time. But if you can convince yourself to slow down and get organized, the ROI will shock you.

While Benjamin Franklin's estimation is overstated, spending time getting organized is still a valuable investment.

Experts estimate that every hour spent in planning and organizing saves three to four hours of time that would otherwise be wasted.

There's a reason why people who are the calmest and least stressed are the ones who get the most done—they understand the importance of organization, and they've adapted their habits accordingly. The good news is that you can become more organized and productive too, just by emulating the habits that they rely on.

They don't let their desks get cluttered. You may think you know exactly where, and in which stack of paper, you can find a particular document. But you're kidding yourself if you don't think you'd be more productive with a clean and organized desk. Just the act of organizing the stuff on your desk helps you organize it in your mind. In addition, research conducted at Princeton University revealed that the more our brains are bombarded by the

competing stimuli on a cluttered desk, the less we're able to focus. And this wasn't just subjective evidence; they were able to see the difference in MRIs of the subjects' brain activity.

They never touch things twice. Organized and productive people never put anything in a holding pattern, because touching things twice is a huge time-waster. Don't save an e-mail or a phone call to deal with later. As soon as something gets your attention, you should act on it, delegate it, or delete it.

They don't respond to e-mails as they arrive. Productive people don't allow their e-mail to be a constant interruption. In addition to checking their e-mail on a schedule, they take advantage of features that prioritize messages by sender. They set alerts for their most important vendors and their best customers, and they save the rest until they reach a stopping point in their work. Some people even set up an

autoresponder that lets senders know when they'll be checking their e-mail again.

They work from a single to-do list. Remember the days when people used to buy those expensive, leather-bound planners and fill them up with a to-do list color-coded by priority? Those might seem a bit old school now, but no one can deny that it was effective. Why were those planners effective? They reminded us how important it is to keep a single to-do list. When you consolidate everything into one list, you always know where to look, and you can stop wasting time trying to remember which list has the information you need.

They have a high level of self-awareness. Highly productive and organized people have a clear sense of who they are. They know their weaknesses, and they put organizational structures in place to overcome them. If they tend to let meetings run too long,



"For every minute spent organizing, an hour is earned." – Benjamin Franklin

Critical Things Organized and Productive People Do Every Day (cont'd)

they set a timer. If they have trouble keeping meetings productive, they make an agenda. If they forget to check their voicemail in the morning, they set a reminder. The details don't matter; what's important is that they think carefully and use specific aids and routines that work with their organizational weaknesses.

They make time for lunch. We've all been there—you're head-down busy, and by the time you look up, it's way past lunchtime. You end up either going without, or grabbing a donut or a bag of chips from the snack machine. Both are really bad ideas. The donut will give you an energy boost for about 20 minutes, but after that, your focus will drop like a rock. As far as skipping meals, not only does it affect your concentration, productivity, and problem-solving skills, it also affects your waistline—and not in the way you might expect. Research from Ohio State University shows that the weight you lose by skipping meals is muscle weight that you regain later as fat.

They eat frogs. "Eating a frog" is the best antidote for procrastination; ultra-productive people start each morning with this tasty "treat." In other words, they do the least appetizing, most dreaded item on their to-do list first, before they do anything else. After that, they're freed up to tackle the stuff that excites and inspires them.

They tidy up at the end of each day. The best remedy for clutter is to set aside about 10 minutes at the end of each day to organize your desk. Although we know that it's best to touch things only once, we've all stopped halfway through a task because the phone rang or somebody stopped by to chat. You really can't prevent such things, but you *can* end the day by resolving all of the things you left half-finished.

They plan their days the night before. Organized and productive people go to bed each night, secure in the knowledge of what they'll accomplish the following day. They get

their priorities straight the night before, so that once the day starts, they're less likely to get distracted by the "tyranny of the urgent"—those little fires that pop up and get in the way of their real priorities.

They make full use of technology. There's been a lot said about how modern technology extends the work day, making it so that we're always on the clock. While that may be true, technology can also make us more productive. Whether it's setting up an e-mail filter to keep your inbox spam-free, or using an app like Evernote to organize information you're going to need again, technology isn't always bad. Used properly, it can save a lot of time.

They don't ignore their snail mail. For this one, we go back to the "touch it once" philosophy. For most of us, there's not a lot of snail mail these days that we actually look forward to. But ignoring it can cause problems, especially when it comes to things like bills and tax notifications. Just go ahead and open it, and take care of it as soon as it arrives; otherwise, you'll end up digging under the sofa cushions searching for that overdue bill.

Bringing It All Together

Every minute you spend looking for something you misplaced, or trying to remember what you're supposed to do next, will harm your productivity. That, in turn, eats into your career potential. The good news is that there are many tools you can use to stay organized and productive, and so even the most disorganized among us can put a system in place to keep us in check.

Article written by **Dr. Travis Bradberry**, the award-winning co-author of the #1 bestselling book, *Emotional Intelligence 2.0*, and the cofounder of TalentSmart, the world's leading provider of emotional intelligence tests and training, serving more than 75% of Fortune 500 companies.



**Government Mail Day
August 17, 2016**

The Greater Oklahoma Postal Customer Council (GO-PCC) will be hosting a “Government Mail Day” on Wednesday, August 17, 2016, at the at the Allegiance Credit Union, which is located at 4235 N. Meridian Ave., Oklahoma City, OK 73112, from 8:30 am – 2:30 pm. The agenda will include Registration, Continental Breakfast, Vendor Exhibit Hall, Lunch, and Workshops. There is NO CHARGE to attend!

The Postal Customer Council® (PCC®) program is a valuable resource for business mailers, large and small. Local PCCs serve as an open channel for USPS-to-business communication, providing information and best practices for cost-effective and profitable mailing, education and training, and solving local challenges. Though most PCC members include large business mailers, government agencies, and business mail service providers, small businesses can benefit from PCC membership, too.

WORKSHOPS:

Shipping Products with USPS Visibility

Immerse yourself in the latest efforts that the USPS is making to increase the visibility of its shipping products and services, including Sunday Delivery, Same Day, MetroPost, Package Intercept, Hold For Pick-Up, and Print and Delivery Instructions. You’ll also learn about the enhanced tracking capabilities provided by Intelligent Mail package barcodes (IMpbs).

Getting the Most from Online Postal Resources

This session will take an in-depth look at many of the best Postal resources available on the Internet. We will examine the multitude of resources, guides, and other information accessible at the USPS Rapid Information Bulletin Board System website (RIBBS) and offer tips on how to find information easily.

Basic Mail Design

This interactive workshop highlights the necessary basic tools and tips for navigating today’s mailing requirements. Topics for this session include: correct physical characteristics of automation mail – size does matter; how to address your mail properly; bar coding; and common errors and proper formats for different types of addresses.

Mail Center Security

Is your mail center safe and secure? In this workshop, you’ll learn about physical security issues and the risk associated with your mailing operation, and the responsibilities of mail center employees. Learn from the expert to quickly identify potential hazards in the mail, keep employees safe, and minimize hazards.

Our keynote luncheon speaker will be Julie Gosdin, Oklahoma District Manager - U.S. Postal Service. Mrs. Gosdin began her Postal career in 1987 and has been the District Manager since 2006. She oversees 570 Postal facilities and 6,500 employees statewide.

Seating is limited! Make plans today to attend this educational event. For additional information or to register, please contact Sonya Dulan, Customer Relations Coordinator – USPS, at (405) 815-2302 or via email at sonya.r.dulan@usps.gov. Please register by Friday, August 12, 2016.





Full-Day Pre-Retirement Training Seminars



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
	1	2 Managing Multiple Priorities Trng	3	4	5	6
	Nat'l FEB mtg in DC					
7	8	9	10	11 Leadership FEB- Muskogee	12	13
14	15	16	17 10:00 ITC 11:00 FEB Member Lunch	18	19	20
21	22 Agency Visit-OKC	23 CSRS Training	24 FERS Training	25	26	27
		Medical Countermeasures Conference				
		FEMA L-141 Training				
28	29	30	31	August 2016		

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