



# INTERAGENCY CONNECTION

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

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(405) 231-4167

## Chair's Corner



Spring has sprung and the days are beginning to be longer! That is a GOOD thing, because our Federal Executive Board (FEB) needs the extra hours to fit everything into our busy Spring/Summer schedule!

**RECAP:** Before I begin discussing everything we have planned, let me first discuss a few things we have done.

March 14<sup>th</sup> our FEB hosted the first joint meeting of Federal Protective Service (FPS) and FEB members in the Nation. We had Federal Leaders from Oklahoma and FPS Regional Commanders from Regions I, IV, VI, VII, as well as representatives from FPS Headquarters, participate. This was coordinated during the week of the orchestrated "Blue Surge" that FPS conducted in Oklahoma. Along with receiving information about that effort, we received a Threat briefing that was useful in utilizing for our threat assessments.

By the time this is printed, we will have hosted our first Leadership FEB forum for 2017! This year's class is comprised of 20 individuals from a variety of agencies. We visited the multiple National Oceanic and Atmospheric Administration agencies in Norman in March, learning from the National Weather Service Forecast Office, Storm Prediction Center, Radar Operations Center, National Severe Storms Lab, Warning Decision Training Division, and heard

from FEMA who has a representative assigned to the National Weather Service in Norman.

**UPCOMING:** We have numerous initiatives underway!

**MyFreeTaxes:** As the tax filing deadline quickly approaches, I want to remind everyone of the FEB coordinated effort that allows federal employees, contractors and their family members who have an adjusted gross income of \$64,000 or less to complete both Federal and State income taxes, online, at no cost for filing. Visit our website for additional info.

**FEB Awards Program:** We are currently in the rating/ranking cycle of our Awards with our Luncheon scheduled for Monday, May 1, 2017.

**Leadership Series:** This FEB offering of five classroom training days spread out over five months, providing five different topics by five different instructors. Each day coordinated to meet more than one Executive Core Qualification (ECQ).

**Pre-Retirement Seminar:** In August we have one day planned for CSRS employees and one day for FERS employees. This full day is instructed by an individual well versed in each and does NOT hold a certificate or license for financial products, educational ONLY.

Registrations for all of our events are provided in the newsletter for your convenience.

John B. Fox, Chairman

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### 3 SECRETS TO GIVING CORRECTIVE FEEDBACK WITH EASE AND CONFIDENCE

Every time you shoot yourself in the foot, you do it with good intentions. Someone needs to say, “If you do that again, you’re going to shoot the other foot.”

Corrective feedback enables average performers to improve and top performers to excel.

less useful and more difficult the conversation becomes.

Wait for a ‘good’ moment, not a perfect moment to give corrective feedback.

When you wait too long it feels like you’re gathering evidence for a conviction. It’s also embarrassing. “Why did you let me walk



If you have an important point to make, don’t try to be subtle.

Sir Winston Churchill

#### **3 secrets to giving corrective feedback:**

##### **#1. Provide abundant positives:**

In a recent workshop, one leader asked, “How can we maintain the practice of giving three positives for one negative? I suggested that he show up everyday looking for behaviors to affirm. Don’t worry. The bad stuff will find you.

One leader prints business cards with, “You are ‘Incredible’,” on the front. He writes the affirmation on the back and hands it to team members. He’s averaging two a day.

“Employees who report receiving recognition and praise within the last seven days show increased productivity, get higher scores from customers, and have better safety records.” Tom Rath

##### **#2. Choose a ‘good’ moment:**

Timeliness is more important than the perfect moment. The longer you wait, the

around with food in my teeth for two weeks?”

##### **#3. Tear the bandage off quickly:**

“If you have an important point to make, don’t try to be subtle or clever.” Winston Churchill

Don’t judge. Just say what you see. “I notice that you....” After saying what you see, explain the impact of their behavior.

Don’t:

1. Socialize.
2. Discuss other issues.
3. Begin with compliments. *An affirmation given before corrective feedback goes in one ear and out the other.*

<https://leadershipfreak.blog/2016/12/15/3-secrets-to-giving-corrective-feedback-with-ease-and-confidence/>



## Spotlighting Information in Public Service

### Did you Know?

As an organization with diverse functions, the US Department of Labor carries out its mission through a number of offices and agencies. These are organized into major program areas, and headed by an Assistant Secretary or other official. One such agency is the Wage and Hour Division (WHD).

The Wage and Hour mission is to promote and achieve compliance with labor standards to protect and enhance the welfare of the Nation's workforce. The agency is currently headed by Dr. David Weil, who is an internationally recognized expert in public and labor market policy; regulatory performance; industrial and labor relations; transparency policy; and supply-chain restructuring and its effects.

WHD enforces the Fair Labor Standards Act, which includes Federal minimum wage, overtime pay,

recordkeeping, and child labor requirements. WHD also enforces the Migrant and Seasonal Agricultural Worker Protection Act, the Employee Polygraph Protection Act, the Family and Medical Leave Act, wage garnishment provisions of the Consumer Credit Protection Act, and a number of employment standards and worker protections as provided in several immigration related statutes. Additionally, WHD administers and enforces the prevailing wage requirements of the Davis Bacon Act and the Service Contract Act and other statutes applicable to Federal contracts for construction and for the provision of goods and services.

The laws enforced by WHD apply to 7.3 million establishments and protect 135 million workers. WHD has over 200 offices

across the country and of approximately 1000 investigators, over half are bilingual. Since we will never have enough investigators to examine every business, the Wage and Hour Division takes a vigorous, strategic approach to enforcement. We prioritize and direct our resources to where the data and evidence show the problems are largest, where emerging business models lead to violations, and where workers are least likely to exercise their rights.

Workers covered by the laws that WHD enforces are entitled to the protections of the laws regardless of immigration status. If you work in this country, you should get paid.

The Wage and Hour Division will continue to lead the charge on behalf of vulnerable workers who deserve to be paid every penny they have rightfully earned, and on behalf

of the law-abiding employers who deserve to compete on a level playing field – not at a disadvantage to those who ignore or skirt the law for financial gain. The [numbers](#) tell us that we've been making progress. But our ultimate measure of success will be finding greater and greater compliance in the workplaces and industries we investigate in the days and years ahead.

For more information about federal wage laws, or to file a complaint, call the Wage and Hour Division's toll-free helpline at 866-4US-WAGE (487-9243). Information is also available at [www.dol.gov/whd](http://www.dol.gov/whd).

*Submitted by Michael Speer  
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## ***INTEGRITY AT THE MOMENT OF CHOICE***

### **Why it is important to our organization:**

Integrity, the one value that trumps all other values (small "t". No political statement here). We could probably fit every other core value under it. When all else about us is gone, the only three things we still have is our name, our freedom to choose, and our integrity. Collectively as an organization it is the same. Our integrity in what we do, what we produce, is paramount to our success. It is how the rest of the world, our customers and our suppliers, sees and measures us against, not the competition, but against what is right or wrong, good or bad. It is how we are being judged. You are fooling yourself if you think you are not being judged. You are. We are. Our success or failure depends on what happens in the space between stimulus and response. It's called, "Integrity at the moment of choice".

I want to remind all of you, you are going to be faced with choices. Some will be easy, some difficult-moral dilemmas. It is in that moment, what you say to yourself and the action you take, that will speak to your integrity. Do you leave early to go out with the girls, or do you stay late and finish the report? Do you go home to catch the recital you promised your 9-year-old daughter, or stay late to finish the report? You are trying to lose weight; do you open the refrigerator and reach for the Hagan Das, or a healthier snack? You and a coworker are up for a promotion. You discovered a significant flaw in a project they are responsible for. You have the ability to correct it immediately. Do you fix it or let them take the fall? Integrity at the moment of choice. We can't afford to make the wrong call. Moving forward for us as an organization I want to

a. ) encourage each of you, when faced with choices, to take a moment to contemplate the decision you make between doing what YOU know to be right or what you know to be wrong.

b. ) Take time, before you are faced with those dilemmas, to reflect and be introspective of what integrity means to you.

### **The Story:**

We can often think of stories where individuals failed to exercise integrity at the moment of choice. . . cheating athletes, less than honest politicians, and small business owners to fortune 500 CEOs. But today I want to share with you a story about one of our own. She probably doesn't know that I know this but that's part of what makes it so important.

A few weeks back I was walking past the break room

on the way to Dorothy's office when I overheard a couple of employees discussing another employee's failure to perform. They weren't being very nice about it and I was going to step in to address it. Instead I heard Cindy join the conversation. She asked the two if this person was aware of how they felt about her. How will she ever improve if no one takes time to talk to her about these real or perceived failures? Cindy went on to suggest that perhaps there are reasons we are not aware of, reasons that, as co-workers, we could help her overcome. Rather than getting into a discussion with them about this person's performance, Cindy instead suggested they speak with her and see what we can do as a team to best get the project(s) done. She asked one of the individuals to approach this person and set aside a time they could all get together to have this conversation so we can have successful project going forward.

When it comes to integrity it's about having the courage to step up. Be open-minded to different ideas. Be a team, even when it appears to be difficult. The initial conversation should have perhaps not occurred in the first place, but because it did, somebody, Cindy, had the integrity to address the situation in a safe, professional manner, eliminating potential for work place drama and, as such, further reducing our team productivity and effectiveness.

### **Final Thoughts:**

If you don't think discussing organizational core values are important, consider this - James Weber, PhD, in his research of the relationship between organizational leader's value orientation and that of the employees, found that 85.9 percent of managers claim that they draw their moral standards at work from the expectations perceived in the work environment. Trevino adds that organizational norms that are embodied by the corporation's culture are strong determinants of individual thought and behavior in the workplace. Gillespie notes that corporate culture (values) is recognized as a key contextual influence in establishing and maintaining norms.

**Extraordinary Leaders have Extraordinary Character; with Extraordinary Character they are Not Afraid.**

**Reprinted with permission:** Anthony Tormey, President & CEO, Leader Development Institute. <http://www.lidiworld.com/success-rules.html>



## 13 Leadership Skills You Didn't Need A Decade Ago That Are Now Essential

Leadership skills aren't stagnant. Different generations moving in and out of the workforce dictate changes to the ways people lead.

This is one reason leaders need to be constantly updating their skills. If you're wondering what skills have come into play lately for the modern leader, read on for insights from 13 professional coaches of [Forbes Coaches Council](#).

### 1. Executive Presence

Executive presence is a relatively new leadership concept. It is a must for CXOs as well as their direct reports. Executive presence is more than charisma; it shows up in how leaders trust and are trusted, how leaders communicate, how leaders develop strategy, and how leaders carry themselves under pressure. Executive presence can be developed through thoughtful and actionable development. - Leslie Mizerak, Lead Coach Mentor, LLC

### 2. Resiliency

Over the past decade, the pace of change and the growing complexity of the business environment has increased dramatically. Leaders often find themselves overworked and overwhelmed in response to these challenges. Building up their resilience is an essential skill set. Resilient leaders are able to manage personal and organizational anxiety effectively and exude calm and confidence. - [Irvine Nugent](#), Sonos Leadership

### 3. Culture Management

Since 2014, the word "culture" has been a top trending word on Merriam-Webster.com. People are looking for bigger purpose, more involvement in communities, excitement to walk through the doors, and something to be proud of. Leaders have to have the skill of creating culture,

maintaining it, and growing it. Check out Zappos for an example. They have a "culture book" called [The Fool Rules](#). (<http://thefoolrules.com/>) - [MaryAnne Gillespie](#), Red Apple Coaching

### 4. Navigation of Ambiguity

Rapidly increasing rates of change and growing complexity has made navigating ambiguity essential in leadership. We've begun to see disruptive change in all directions, and leaders must be agile to navigate the ambiguity and stay competitive. Leaders who can remain calm and relaxed and continue to inspire their teams in the face of increasing complexity give their companies a tremendous advantage. - [Rey Castellanos](#), Feed Your Wolf

### 5. Hybrid Of Skills

Versatility across multiple areas of business is proving to be a coveted leadership trait, especially within the C-suite. Gone are the days of singular expertise; businesses covet skill diversity now. The greater the exposure to various job functions, the better leaders can navigate the ever-evolving world of business, climb the career ladder, and take the helm. - [Adrienne Tom, CERM, CPRW, MCRS](#), Career Impressions

### 6. Multigenerational Management

It is now the norm for organizations to have employees ranging from age 16 to 75. And while this scenario is commonplace, managing a multigenerational workforce is quite a challenge. Leaders must be versed in helping employees examine generational stereotypes about their coworkers. Leaders will also be forced to extinguish their own preconceived notions on how to effectively lead a diverse team. - Linette Montae, Profitable CEO

(Cont'd on page 6)



## 7. Collaboration

Because of the increased level of interconnection across boundaries and disaggregation (outsourcing), many problems can only be solved by working across functions and companies. Leaders must know when to collaborate, and how demonstrate the skills required — including clear communication and interpersonal skills when working with others who may have different agendas and perspectives. - Maureen Metcalf, Metcalf & Associates, Inc

## 8. Emotional Intelligence

EI is a new sought-after leadership skill. EI is the ability to be in tune with your own emotions and the emotions of others. All businesses involve some form of communication and relationship management. EI gives us the ability to regulate our emotions and understand one another, thereby bringing out the best in each other and the best possible outcome for the organization. - Gia Ganesh, Gia Ganesh Coaching

## 9. Social Media Presence

Demonstrating restraint, kindness, professionalism and moderation online never used to be a leadership requirement, but I believe it may be one of our most important to set an example at work, at home, and to others who watch what we say and do. Now more than ever, the lines are blurred between our social and professional selves. - John O'Connor, Career Pro Inc.

## 10. Authenticity

Leaders used to be able to keep a distance from the masses. Today, confidence and belief in leadership is directly correlated to engagement, productivity and retention. Authenticity is about connecting to all levels of your team, personally and professionally. Access to leadership has been a trend in

organizations. Leaders now need to let people see the person behind the curtain, not just the position. - Michelle Tillis Lederman, Executive Essentials

## 11. Mastery Of Crucial Conversations

The ability to engage in crucial conversations, absent from the pervasive authoritarian leadership style of the past, is now recognized as an essential leadership skill. Because emotionally charged conversations can get messy, some leaders still prefer to avoid them, which creates a gap in leadership and can significantly impact employee morale, retention, and the company's bottom line. - Jody Michael, Jody Michael Associates

## 12. Leadership Of Virtual Teams And Independent Contractors

Hiring professionals, then turning them into a team, has always been a challenge. It's even tougher when those people will never be in the same room. Yet, it's not just global businesses that have non-employee team members in different time zones. Now, even local or micro businesses commonly have remote teams of bookkeepers, VAs, SEO specialists and others. They need people who lead virtually. - Shauna C. Bryce, Bryce Legal Career Counsel

## 13. Co-Creative Leadership

In many organizations, management teams do not know how to co-create with their employees. If you want engaged teams, you need to empower team members and be in a position to create change with them instead of for them. The trouble is people do not take time to experience the growing pains associated with learning to collaborate. Co-creative leaders get engaged teams and better results. - Steffan Surdek, Pyxis Technologies

<http://www.forbes.com/sites/forbescoachescouncil/2016/12/13/13-leadership-skills-you-didnt-need-a-decade-ago-that-are-now-essential/#18c7c34969ad>





## Leading the Change

Management within the federal government is changing. If it isn't, it will be soon. Throughout my tenure as a federal employee and manager, if there was a change in direction of the mission, it was announced and then implemented. There might be grumbings amongst the rank and file, but the changes were implemented. This approach was often painful.

Over the past few years, I've learned that it didn't have to be that difficult and certainly doesn't need to be now. I typically was concerned with meeting the goals and not so much with employee satisfaction. Seeking employee buy-in was rarely a priority. Had I known then what I know now, changes could have been implemented with less resistance and frustration.

As the world has changed, the approach to management has also changed, or is changing. Managers take care of tasks by organizing and coordinating. However, it is no longer enough to manage. The workforce has changed and employees are no longer satisfied with a paycheck and benefits. They want to be a part of something great.

Great leaders mobilize people to achieve astonishing results through inspiration and motivation. Announcing a new policy or procedure without investing your time into how to bring your employees on board is paving a road to failure.

As a leader, you have at least 3, if not 4, generations in your office and each generation has a different business focus on work as well as ethics and values they bring to the table. It is your responsibility to provide leadership that is respected by all so that you inspire and motivate.

Traditionalists, born between 1900 and 1945, value quality and adhere to the rules. Baby Boomers, 1946-1964, learned to work long hours and challenge authority. Generation X, 1965-1980, focus on productivity and work/life balance since they saw their parents work such

long hours. Our newest generation to enter the workplace, The Millennials, 1977-1994, want to contribute to accomplishing the mission of the organization, but also to the world as a whole. They want flexibility to work on a project and not be measured by how, when or where the job is done.

How are you going to manage such diverse views of the workplace, ethics and values? How are you going to lead your team? How are you going to implement change?

Step one of Dr. John P. Kotter's book *Accelerate* is to create a sense of urgency around a big opportunity. The other seven steps become somewhat of an exercise in futility if you don't nail step one. When everyone on your team fully understands the "why" of the change or the project that must be done, and "how" they fit into that big picture, you can begin to move to the next step.

As a leader in the federal workforce, you have the unique opportunity to do things differently, even better than your predecessors. You can choose to communicate with your staff. You can share all the information that you are allowed to share rather than only the bare bones. You can involve them in the process of change.

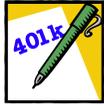
Reach out to your team of Traditionalists, Boomers, Gen X's and Millennials to develop best practices so that your office will be THE model office. Appreciate rather than bemoan the fact that you have a diverse team. Recognize that you have a group of bright and talented people who can bring about change that is sustainable, accepted, and beneficial to all.

For more information about change management and leadership, please visit my website at [www.takagiconsulting.com](http://www.takagiconsulting.com).

Jennifer Takagi  
CEO / Takagi Consulting  
Jennifer@jtokc.com



# Full-Day Pre-Retirement Training Seminars-2017



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



<p><b>CSRS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan (to include Roth TSP)</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Federal Long Term Care Program</li> <li>➤ Flexible Spending Accounts</li> <li>➤ Annuity Calculation</li> <li>➤ Phased Retirement</li> </ul>	<p><b>FERS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan (to include Roth TSP)</li> <li>➤ Federal Long Term Care Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> <li>➤ Annuity Calculation</li> <li>➤ Phased Retirement</li> </ul>
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**TIME:** 8:00 a.m. - 4:00 p.m. (each day) Registration will begin at 7:30 am  
**LOCATION:** **CSRS :** Oklahoma City County Health Department, 2600 NE 63<sup>rd</sup> St, OKC, OK  
**LOCATION:** **FERS :** 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 22, 2017.**  
 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 23, 2017.**  
 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 349, Oklahoma City, OK 73102
Email to:	<a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> or <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, 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-2017  
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 16<sup>th</sup> [ ] June 14<sup>th</sup> [ ] July 20<sup>th</sup> [ ] August 16<sup>th</sup> [ ] September 12<sup>th</sup>**

**Individual Training Day “Menu Prices”**

- [ ] Neuroscience, Techniques for the Seasoned Leaders – May 16, 2017 – \$175.00
- [ ] Intentional Leadership – June 14, 2017 – \$175.00
- [ ] Innovative Problem Solving – July 20, 2017 – \$175.00
- [ ] Ethics in the Workplace – August 16, 2017 – \$175.00
- [ ] About Face Leadership – September 12, 2017 – \$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 349, Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Or Email to:	<a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> or <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>
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 May 5, 2017. 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!*



## 2017 Public Service Recognition Week Employee of the Year Awards Banquet



*Event information:*

Date: Monday, May 1, 2017

Time: 11:30am-1:00pm

Location: Remington Park

One Remington Place, Oklahoma City, OK 73111

**Location:** . If you are traveling on I-35, exit west on NE 50<sup>th</sup> (also known as Remington Place). If you are traveling on I-44, exit south on M.L. King Boulevard. (specific directions can be obtained from [www.mapquest.com](http://www.mapquest.com) or [www.google.com/maps](http://www.google.com/maps)). Enter the door marked CASINO; walk straight back, just left of the escalators to our event.

*Valet parking will be available for our Awards Program*

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

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

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Cost: \$25.00 per person**

Payment must be made in advance

Cash

Check

Credit Card

Phone #:

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

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

Please mail with payment to: Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 349 Oklahoma City, OK 73102	Fax to: 405-231-4165	Email to: <a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> or <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>
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Make checks payable to: Oklahoma Federal Executive Board

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 2017. 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
<b>30</b>		April 2017				<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> Houston Training	<b>5</b> HeartWalk	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> Leadership FEB	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> OKC Memorial	<b>20</b> Possible ISC mtg	<b>21</b> Pickup awards	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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