



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 349, Oklahoma City, OK 73102

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

(405) 231-4167

Chair's Corner



the Mike Monroney Aeronautical Center, for serving as our Master of Ceremonies and doing the difficult work of calling out each of the nominees by name.

We've had a total of 31 requests for access to the Dropbox Folder of photos taken during the Ceremony, in addition to the agencies who had individuals taking photos. I also saw some of you using the QR code at the luncheon to download the program on your mobile device! We hope that by utilizing the QR code and Dropbox Folder, you were able to share the highlights of the program and Ceremony with your co-workers and friends. I want to thank everyone again for nominating such high-performing employees!

In May we also hosted the Interagency Security Committee for training with 30 federal employees in attendance. We appreciate Craig Weller, Jay



Last month, we recognized 75 nominees from a variety of Federal agencies throughout the State of Oklahoma at our Public Service Recognition Week Ceremony. I want to thank our FEB Vice-Chair, Michelle Coppedge, Director of



Robinson, Jessica Otto, and Daryle Hernandez for travelling from Washington, DC to instruct this course

and provide information on the Interagency Security Committee.

In May our **Leadership Training Series** also kicked off. Our first day of training was on a timely topic, entitled, Neuroscience of Leadership. We will have one day of Leadership classroom training each month through September; check the registration form on page 11 for other topics we will offer.

Our **Leadership FEB** class is continuing with their monthly forums, visiting agencies and learning "best practices and lessons learned" from various agencies that host our group each month. I want to personally thank the Federal agencies that have agreed to host our group this year. So far they have visited the NOAA agencies in Norman; the USDA-APHIS agencies and Social Security in Oklahoma City; and the US Army at Fort Sill. In the following months, they will visit FAA, US Postal Service, Bureau of Prisons, National Park Service, Fish and Wildlife Services, and the three agencies within Veterans Affairs.

Our annual one-day **Pre-Retirement training** is scheduled in August. One day specified for each of the Retirement Systems. If you register, you also need to indicate if you are covered by a special retirement provision such as fire fighter, law enforcement or air traffic control. These training days are well worth the investment and the critiques we receive have told the story that we need to continue these training days!

I hope to see you at one of our scheduled events!

John B. Fox, Chairman

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Beating Business Jargon, Banish Obscure and Confusing Language

The business world is overflowing with unnecessary jargon – words that do more to confuse co-workers and customers than to help them.

Here are three examples: "punch a puppy" (do a bad thing that's good for business); "peel the onion" (look at an issue in detail); and "take a thought shower" (come up with some ideas).

The words may be familiar, but the phrases ask more questions than they answer. And you risk alienating your team members, or losing their good will, if your choice of words is baffling or annoying. This is especially true when you're trying to give them important information.



But jargon is not all bad. Technical language can actually be an aid to good communication, if it is delivered in the right setting and to the right people. The important thing is to know your audience and to know the difference between good and bad jargon.

In this article, we'll examine how jargon can reduce the clarity of your communication, and how it can affect your authority as a leader. We'll look at ways to stamp out the wrong kind of jargon, but also how to use the right kind effectively... when it is appropriate.

What is Jargon?

The [Merriam-Webster Dictionary](#) is a good starting point for understanding what jargon is, because it offers two definitions that immediately help us to distinguish between good and bad jargon. The first is, "confused unintelligible language," and the second is, "the technical terminology or characteristic idiom of a special activity or group."

Business jargon that comes under the first definition is the kind that is criticized. It might be just slightly irritating: "Let's run that up the flagpole, and see if anyone salutes," for instance. But, why not simply say, "Let's try this out and see what people think"? Sometimes the words just sound silly: "Let's open the kimono on that." Let's not. Let's just tell people about it.

However, technical terms, or "the right kind of jargon," can quickly and effectively explain a specific activity or meaning to a specialized audience. The key here is knowing who you are delivering the message to. A group of project managers would greet words such as [agile](#), [sprint](#) and [scrum](#) with a collective nod. An audience of people with no

knowledge of project management, on the other hand, would likely be left scratching their heads.

But, using specialist jargon or language, is appropriate – or even preferable – as long as you match your audience's level of knowledge. This is because, in one short word or phrase, you can convey a complex concept or a technical process to them quickly and efficiently.

However, it is vital that you prepare the right words for the right people, and that you don't allow your message to become muddled.

Five Ways That Bad Jargon Hinders Good Communication

It excludes people. Jargon can be a code that people use to impress others or to deliberately make the point that they are part of "the club." But it is baffling and alienating to those who don't know. These people can be made to feel foolish or part of an "[out-group](#)" for no good reason.

It is complex. You risk sounding pompous by over-complicating your language. For instance, you could say "contact" rather than "reach out to," or "analyze" rather than "drill down." And always opt for simplicity, especially for an audience of non-experts.

It can be confusing. You can lose your team members' attention, especially if you're working globally or remotely, or if your team is culturally or linguistically [diverse](#).

It may be misleading. Saying, "Our exploratory research points to a range of balanced options going forward, and we're currently assimilating the datasets as a priority to create some top-line metrics," may seem like a smart way to avoid saying, "Sorry, I don't yet know." But making your communications unclear in this way is unlikely to enhance your reputation or credibility.

It can be undermining. If you use jargon in this way, you risk losing your power or authority within your team by failing to communicate accessibly and understandably. People will likely detect you're hiding behind a screen of tortuous technical terms. But, if they do understand what you're saying, and feel that they can trust your words, it will likely create a more [collaborative](#) working environment and better relationships.

https://www.mindtools.com/pages/article/ beating-jargon.htm?utm_source=nl&utm_campaign=newclicktest&utm_medium=email&utm_content=mb1

Spotlighting Information in Public Service

Did you Know?

The **Radar Operations Center (ROC)**, located in Norman, Oklahoma, is a tri-agency organization comprised of the Department of Commerce (National Weather Service), Department of Defense (U.S. Air Force), and the Department of Transportation (Federal Aviation Administration). The ROC is responsible for the maintenance and operational support of more than 160 weather radars (WSR-88D) across the United States and a few overseas locations.



Above: WSR-88D (Weather Surveillance Radar – 1988 Doppler) supported by the ROC.

The ROC's mission is to provide depot-level maintenance and sustaining engineering support, maintain a 24/7 help desk, and implement the transfer of new science into the system. More than 130 employees, representing all three federal agencies, support the ROC's mission from two campuses in Norman: the main facility near Max Westheimer Airport and a small branch stationed at the National Weather Center. The unique positioning of the ROC in the Norman weather community allows the organization to leverage the radar engineering expertise at the University of Oklahoma and the National Severe Storms Laboratory, as well as the forecasting and operational support communities of the National Weather Service Weather Forecast

Office, Storm Prediction Center, and the Warning Decision Training Division.



Above: The Radar Operations Center main campus near Max Westheimer Airport in Norman.

The WSR-88D (Weather Surveillance Radar – 1988 Doppler) was first deployed in the mid-1990s, and the network is now reaching 20 years old. The ROC led several major improvement programs, including the recent upgrade to Dual Polarization capabilities. Dual Polarization enables trained forecasters to better discern types of precipitation (rain and hail versus freezing rain and snow) and non-meteorological returns (birds, insects, smoke, and chaff). Within the last two years, this technology has proven to improve weather forecasting and support of major snow storms and severe weather outbreaks.

As the radar network reaches maturity, major components are no longer supported by the manufacturer or need refurbishment. The ROC is currently undertaking a 7-year project to refresh technology and refurbish equipment. This project, called SLEP (Service Life Extension Program) will enable the WSR-88D to remain viable, producing high-quality data through at least 2030.

Since establishment of the NEXRAD network, there have been significant improvements in severe weather warnings and flood forecasts: 70% increase in tornadoes warned and 80% increase in tornado lead time with 45% less casualties and 40% less injuries. The ROC's staff serves a unique tri-agency mission providing high quality data from the best weather radar network in the world.

5 Critical Competencies for Public Administration Leadership

The work of city and county managers is complex and dynamic – complex due to the many challenges facing local governments across the country and dynamic due to the dizzying changes impacting communities and their citizens. These challenges and changes come at a time when public confidence in elected officials remains historically low (Pew Research Center, 2015). Given these various factors, city and county managers have both an opportunity and obligation to build trust with their various constituents through the practice of effective leadership.

There is much written about leadership, and this blog in particular provides an excellent venue for some of the contemporary thinking and writing on the subject. Based on our work in the Center for Organizational Development and Leadership at Rutgers University, we have come to define leadership as a process of social influence that is shaped by verbal and nonverbal communication and co-

constructed between leaders and followers (Ruben & Gigliotti, 2016). This definition, along with many other similar definitions, highlights the importance of both the leader and the follower in shaping the process of leadership. Put another way, the follower is what makes leadership possible, and leaders must regularly assess the impact of their behaviors on the various followers to whom one represents.

As we consider the complex and dynamic context facing city and county managers, Brent Ruben’s (2012) leadership competencies scorecard provides a useful overview of the knowledge and skills required for effective leadership during this important moment. This scorecard is the result of Ruben’s synthesis of the extensive professional literature on leadership, leading him to develop a diverse portfolio of requisite competencies based on five broad areas:

1) analytic competencies
2) personal competencies

- 3) communication competencies
- 4) organizational competencies
- 5) positional competencies

Each of these broad competency areas encompasses a number of themes, as illustrated in the figure below. As Ruben describes these broad and expansive competencies, he suggests that the many challenges that leaders face require a diverse portfolio of knowledge and skills, “and the ability to analyze situations and employ those competencies as needed”.

Leadership involves a combination of both “vertical” competencies – the knowledge and skills needed to lead that are specific to one’s role as a local government official – and “horizontal” competencies – the generic knowledge and skills that cut across these competency areas. For example, your role as a public administrator likely requires an intimate understanding of local issues, but your success as a leader also very much hinges upon your analytical problem-solving skills, your organizational abilities, your enthusiasm for public service, and your effectiveness in communicating with the diverse constituents in your community.

As you think about your own leadership effectiveness, take time to review the various competency areas in the scorecard, and consider in which of these areas you are most and least proficient. As will be addressed in a future blog post, your development as a leader calls for both a deep self-awareness and an intentional commitment to improvement.

LSC 2.0: Five Major Competency Themes, Each Including a Number of Specific Competency Areas

Analytic	Personal	Organizational	Positional	Communication
Self-Assessment	Character, Personal Values, and Ethics	Vision-Setting, Strategy Development, Goal-Setting	Education	Credibility and Trust
Problem-Definition	Cognitive Ability and Creativity	Management and Supervision	Experience	Influence and Persuasion
Stakeholder Analysis	Enthusiasm	Information/Knowledge Management and Boundary Spanning	Expertise	Interpersonal and Group Relations, and Team Building
Systems/Organizational Analysis	High Standards	Technological Capability	Knowledge of Sector	Listening, Attention, Questioning, and Learning
Analysis of Technology to Support Leadership	Personal Conviction and Persistence	Collaborative Decision Making and Empowerment	Knowledge of Organization	Writing and Public Speaking
Problem-Solving	Self-Discipline and Self-Confidence	Teaching and Coaching	Familiarity with Work	Diversity and Intercultural Relations
Review and Analysis of Results	Role Modeling	Change, Risk, and Crisis Management	Professional Involvement	Facilitation, Negotiation, and Conflict Resolution

RALPH A. GIGLIOTTI, PHD IS ASSISTANT DIRECTOR OF THE CENTER FOR ORGANIZATIONAL DEVELOPMENT & LEADERSHIP AT RUTGERS UNIVERSITY, WHERE HE IS ALSO A PART-TIME LECTURER IN COMMUNICATION

http://icma.org/en/icma/knowledge_network/blogs/blogpost/5532/5 Critical Competencies for Public Administration Leadership

WHERE THE PATH ENDS AND THE FOREST BEGINS

The only way to change your future is to step off the path and step into the forest. No one is going to do it for you.

A fixed mindset congeals your future in the past.

The great tragedy of leadership is being so busy leading that you neglect your own development.

Where the path ends and the forest begins:

#1. Concept versus reality: The concept of growth is easier than the reality.

Growth requires:

1. Not knowing. *There's nowhere to grow if you already know.*
2. Making mistakes. Success solidifies who you are. Failure changes you.
3. Feeling like an impostor. You have to try on new behaviors to ignite growth.

We never grow until we do something we've never done.

#2. Relationship: You're where you are today because you let someone change your leadership.

The people who change us:

1. Often reach out to us first. We don't find them. They find us. Be watchful and open.
2. Seek our best interests. The people who change us aren't self-serving.
3. Speak uncomfortable truths. You wouldn't intentionally hit yourself in the face, but it's not unusual for leaders to sincerely hinder their own progress.

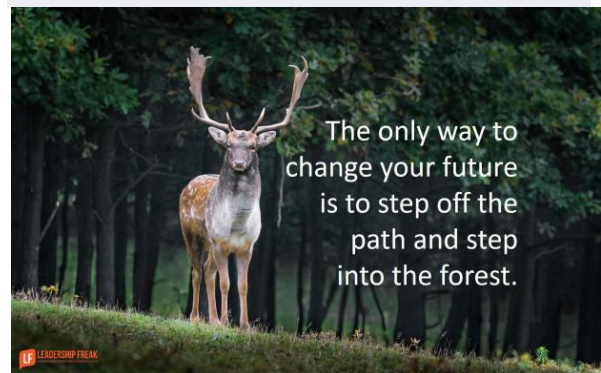
You grow in community. Growth always includes quiet reflection, but long-term isolation strangles your future.

1. Hang with people who are growing.
2. Say yes to someone who pushes you into discomfort. Growth results from engaging in new activities *with someone*. *You behave your way into the leader you hope to become.*
3. Evaluate experiences after, not during. Don't judge quickly. Effective reflection and evaluation take time.

#3. Gaps: Growth happens in the gap between achievement and aspiration.

Most leaders want to grow, but not everyone wants to step from the known into the unknown.

Growth occurs where the path ends and the forest begins. You can't grow and cling to the comfort of the status quo.



<https://leadershipfreak.blog/2017/04/27/where-the-path-ends-and-the-forest-begins/>

Coaching Done Right—4 Steps that Set People Up for Success

It's important to ensure that people who are about to receive coaching are set up for success. When using coaching as a development methodology, an experienced coach will take four steps to make sure the engagement has the best chance to achieve desired outcomes. Here's what to look for in the coaching interactions you set up.

Step 1: What is the goal? What outcomes do you want coaching to achieve? Is a behavior change required? Is a shift in thinking necessary? What exactly has to change? Being specific about outcomes is surprisingly hard for people. Earlier this year, we worked with an organizational sponsor to set up coaching for an executive. When we asked the desired outcome, the sponsor replied, "I'll know it when I see it." Needless to say, the target was constantly changing. Coaching is an exploratory process but it must be done with a clear target in mind.

Step 2: Prepare the person to be coached. This includes going over a set of expectations prior to the launch of coaching. Be sure to include expectations around feedback. Share that requests for behavior change will be made in a clear and specific manner along with discussions that ensure feedback is understood and acted upon. Discuss how to create the space for the person being coached to reflect how they might best use coaching and what outcomes they want to achieve.

Step 3: Stick with it. Discuss follow-up.

Organizations often expect overnight results. Coaching does not replace the need for internal organizational support—in other words, the manager of the person being coached is not off the hook. In fact, this is a time for the manager to step up, lean in, and follow through. Set up a plan to recognize and acknowledge the growth of the coachee and then support that growth with positive and specific feedback.

Step 4: Gather success stories. Ensure your coaching interventions have some method or process to capture the successes brought about by coaching. Use a post-coaching interview process to capture the changes made and their impact on not only the person being coached but also those around her. Help the coachee to link those successes to business strategies or imperatives. Document the successes and leverage them as a way to influence others to take advantage of coaching.

Coaching will have an impact on people who engage in the process. Careful thought, planning, and follow-through can dramatically increase the effectiveness of coaching, which will pay off a hundred fold in your organization.

About the Author



Patricia Overland is a Coaching Solutions Partner with The Ken Blanchard Companies' Coaching Services team. Since 2000, Blanchard's 150 coaches have worked with over 14,500 individuals in more than 250 companies throughout the world. Learn more at [Blanchard Coaching Services](#). And check out Coaching Tuesday every week at Blanchard Leader Chat for ideas, research, and inspirations from the world of executive coaching.



THE PUZZLE WITHOUT THE COVER

Leading is like working on a puzzle without the cover. In turbulent times, throw three puzzles in the same pile. In crisis, hide the edges.

Certainty about the future is illusion.

At best, leaders experience a life of ambiguity, punctuated with guiding moments of clarity.

The picture:

Mission, vision, and values are the colors of your future.

1. Mission: What value do you bring to others? *A mission that centers on your organization is only compelling to you.*
2. Vision: Where are you going?
3. Values: What behaviors best achieve mission and vision? Choose three to five behaviors that you'll always exemplify, regardless of the situation.

Mission, vision, and values don't predict the future. They make it.

Stability:

3 factors of stability when the picture is missing:

#1. Character.

Successfully putting the leadership puzzle together is about character, more than the puzzle. *When the cover is lost, it's all about the person putting the puzzle together.* Think about patience, grit, courage, curiosity, and openness.

Think who before what.

#2. Relationships.

The people around you are the biggest factor of success. This is especially true when the

puzzle is mixed up and the box top is lost.

Surround yourself with people who:

1. Believe in the mission, embrace the vision, and exemplify your values. *Invite believers to join. Ignore or reject the rest.*
2. Honor each other's strengths.
3. Address adversity optimistically.
4. Speak with kind candor, courageous vulnerability, and forward-facing curiosity.

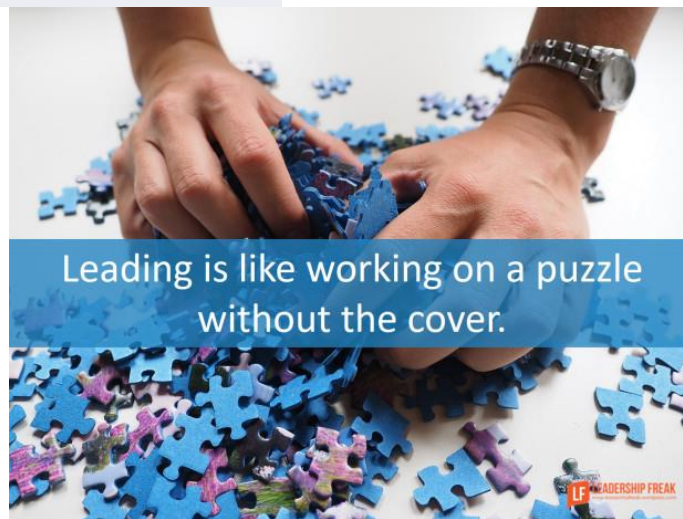
Surround yourself with true believers.

#3. Mentors, coaches, and the voice of experience.

Voices from the outside protect you from getting lost in the puzzle. No one knows the future, but a few have faced challenges similar to yours. Some are skilled at helping you find clarity.

You need someone to help you find your compass, not tell you what to do.

<https://leadershipfreak.blog/2017/05/15/the-puzzle-without-the-cover/>



Self Leadership—Challenging Assumed Constraints

The negative, almost nasty, comment to one of my LinkedIn posts bugged me. I spent 30 minutes formulating a clever response and then, another 30 minutes trying to figure out how to post it. I could see the man's comment in my notifications, but when I clicked "check it out" or "join the conversation," I couldn't find his comment. In pure frustration, I reached out for help from my Millennial social media guru, Kristin.

Her email back to me: *You clicked the correct links to respond. I checked the links as well, and I also logged into your profile to look for the comment notification. It appears that he deleted his comment!*

She had come to a plausible conclusion that I hadn't even considered! I am supposed to be a subject matter expert on self leadership, yet I fell prey to an assumed constraint. I held an assumption that I was woefully ignorant when it comes to social media and incapable of solving the problem. I let that belief limit my openness to another possibility—such as, the man deleted his comment.

We fall prey to insidious assumed constraints every day. The way we internalize facts influences our beliefs that shape our intentions, which ultimately leads to our behavior.

Virtually raise your hand if your manager makes more money than you do. Nod your head knowingly if your manager has more position power than you do. Now consider how these facts influence your beliefs about the workplace, shape your intentions, and ultimately determine your behavior—and your relationship with your manager.

- Comparing my manager's power and income to my own, I may conclude: *I don't have the power or ability to affect change.* This belief leads me to watch painfully as changes happen to me without my input or participation.
- I may believe that my manager should know when I need more direction for achieving my goal. This belief causes me to wait for her to provide me with an action plan and the resources I need.
- Even sadder, maybe I believe my boss should know what I need, but is so self-absorbed, she doesn't even notice. This belief leads me to resent my manager and sabotage the relationship

because I don't trust she has my best interests at heart.

Assumed constraints are beliefs that limit our experience. Self leadership demands the acknowledgement, exploration, and reframing of assumed constraints.

Challenging assumed constraints by flipping them into statements that lead to positive action is an essential mindset of a self leader. For example, what if I took the assumed constraint about power and flipped it? *I believe I have the power and ability to affect change.* This statement is more likely to lead to productive behavior, such as proactive problem solving or selling my solutions.

The flipped assumed constraint also leads to an exploration of power: What types of power do I have and how can I use my points of power to proactively achieve my goals and make greater contributions to others?

Research provides evidence that self leadership competencies can be learned—and that organizations would be better served by focusing budgets and training employees on self leadership. But learning the skillset also requires cultivating a mindset to challenge assumed constraints, activate your points of power, and be proactive.

Thinking about my assumed constraint for responding to comments on LinkedIn, I take heart that I proactively reached out to a subject matter expert using my relationship power. I feel confident that the next time I find myself frustrated over social media (probably sometime within the next hour or so), I will challenge my assumed constraints by mindfully exploring solutions I wouldn't have considered before receiving Kristin's insight. Then, if I really am stymied, I will reach out for direction and support.

Self Leadership is having the mindset and skillset for getting what you need to succeed. For true self leaders, accepting responsibility and taking initiative for the quality of your work and life experience is a continuous pursuit of learning, growing, and achieving. It is the saga that never ends.

About the Author

Susan Fowler is a senior consulting partner with The Ken Blanchard Companies and the coauthor of Blanchard's new [Self Leadership program](#). You can learn more about Susan and The Ken Blanchard Companies at <http://www.kenblanchard.com>



**UPCOMING EVENTS
June 2017**

Jun 5, 2017 1:00 p.m.	OPM/FEB Conference Call POC: FEB, 405-231-4167
Jun 6, 2017 1:00 p.m.	ICE training
Jun 7, 2017 9:30 a.m.	Houston FEB Executive Policy Council mtg SBA, Houston POC: FEB, 405-231-4167
Jun 9, 2017 9:00 a.m.	Agency Visit-OKC POC: FEB, 405-231-4167
Jun 13, 2017 10:00-1:00	Oklahoma FEB Executive Policy Council mtg SSA-Tulsa POC: FEB, 405-231-4167
Jun 14, 2017 All Day	Leadership Series Training Intentional Leadership Remington Park POC: FEB, 405-231-4167
Jun 19, 2017 9:00 a.m.	Agency Visit-OKC POC: FEB, 405-231-4167
Jun 19, 2017 1:00 p.m.	FEB Directors Conf Call POC: FEB, 405-231-4167
Jun 21, 2017 9:30 a.m.	Change of Command McAlester Army Ammunition Depot POC: FEB, 405-231-4167
Jun 28, 2017 All Day	Leadership FEB FAA POC: FEB, 405-231-4167

INSPIRATION CORNER

Be who you are and say what you feel, because those who mind don't matter, and those who matter don't mind.
—Bernard Baruch

Change means movement. Movement means friction. Friction means heat—and heat is required for growth.
—Dan Zadra

You ask me how I want to be remembered, what I want on my tombstone? “Si se puede—it can be done.”
—Dolores Huerta

Dreams come a size too big so that we can grow into them.
—Josie Bissett

Teamwork is less “ego” and more “we go.” —Brian Biro

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
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Julie Gosdin, District Director, US Postal Service, Oklahoma City
- Dottie Overal, Director, Small Business Administration
- Rose Roberson, Superintendent, BIA-Anadarko Agency
- Basharat Siddiqi, Division Administrator, Federal Highway Administration
- Ken Valentine, Special Agent in Charge, US Secret Service

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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>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: **CSRS :** Oklahoma City County Health Department, 2600 NE 63rd 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:	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!

	<p>FEB Leadership Series-2017 Registration and Enrollment information</p>	
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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 16th **June 14th** **July 20th** **August 16th** **September 12th**

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:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov
Call to provide payment info:	FEB Office voice line: 405-231-4167

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SUN	MON	TUES	WED	THUR	FRI	SAT
	June 2017			1	2	3
4	5 1:00 OPM/FEB conf call	6	7 9:30 Houston Exec Policy Council mtg	8	9 9:00 Agency Visits-OKC	10
11	12	13 Executive Policy Council mtg-Tulsa	14 Intentional Leadership Training	15	16 12:15 Zone 16 LFCC Conf call	17
18	19 9:00 Agency Visits-OKC	20	21 9:30 Change of Command-McAAP	22	23	24
25	26	27	28 Leadership FEB FAA	29	30	

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

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