



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

## Chair's Corner



Summer is in full swing and I want to remind everyone of the danger and possibility of heat-related illness.

When you're working in the heat, safety comes first. With the **OSHA-NIOSH Heat Safety Tool**, you

have vital safety information available whenever and wherever you need it - right on your mobile phone (Android and iPhone). Download from the Google Play Store or iTunes at no charge.

Also with Summer comes our **National FEB Strategic and Operational Meeting** in Washington, DC. On August 2-3, 2017, Federal Executive Board Chairs, Vice Chairs, Executive Directors, and other Board members are invited, and encouraged, to attend. The meeting will provide a valuable opportunity to discuss how FEBs can contribute to a more efficient and effective government through support of Government-wide initiatives, share best practices, and network with representatives from other FEBs to enhance communication and collaboration across the FEB Network of 28 Boards.

With the end of the fiscal year approaching, our FEB will be **focusing our attention on next year's activities**. If you have issues you would like to see addressed in an FEB meeting, an activity designed for our geographic area or special training requests, please contact our FEB

office at 405-231-4167. Outline your thoughts or agency needs with LeAnn Jenkins so that she can ensure they are addressed in our planning phase.

One class we will continue in our 2018 schedule is our **Leadership FEB** class. We have had 14 classes of this nontraditional leadership development course and look forward to the 15<sup>th</sup> Class in 2018! This year's 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 FAA for hosting our class in June. Future forums will include: US Postal Service, Bureau of Prisons, National Park Service, Fish and Wildlife Services, and the three agencies within Veterans Affairs.

**UPCOMING:** 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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### **THREE LEADERSHIP COMMITMENTS THAT COST LITTLE BUT PAYOFF BIG**

The unimaginative and uncommitted blame lack of money for lack of action. But you don't need money, position, or resources to make a positive difference where you work.



All you need to bring out the best in others is a simple belief, a deep commitment to three behaviors, and a little time.

#### ***Simple belief:***

You have to believe you have something to offer before you find courage to make a difference.

If you don't believe you matter *before you succeed*, success won't help much.

Lack of money, resources, or position is an excuse for inaction from those who don't believe in themselves. *Action expresses worth.*

The difference between self-importance and self-worth is work.

Jack Welch stutters. He said that his mother taught him to bring his "good stuff." He didn't allow frailty to prevent him from making a difference. Believe in your "good stuff" or go home and play videogames.

#### ***Deep commitment:***

You need a little skill and a lot of commitment to make a difference for your team.

#1. Commit to see and be seen. Walk around in search of things to praise. Monday morning, walk around complimenting and thanking. Say thank you three times before lunch.

#2. Commit to listening.

1. Look at people. You listen with your eyes.
2. Nod.
3. Don't interrupt.
4. Ask two questions before making one statement.
5. Count out six seconds when someone stops talking.

#3. Commit to celebratory touch. Pat people on the back. Give high fives and fist bumps. The need for touch is in our DNA. Avoid any type of touch that suggests familiarity or intimacy. Also, consider your culture.

#### ***A little time:***

How much time could you dedicate to your three commitments. Fifteen minutes? Most can be fulfilled in the normal course of your day.

You can't make a difference by doing nothing and blaming others.

<https://leadershipfreak.blog/2017/06/11/three-leadership-commitments-that-cost-little-but-payoff-big/>



## Spotlighting Information in Public Service

### Did you Know?

#### Housing and Urban Development Office of Inspector General

The U.S. Department of Housing and Urban Development's (HUD) Office of Inspector General (OIG) is one of the original 12 Inspectors General authorized under the Inspector General Act of 1978. Over the years, we have engaged with HUD personnel in recommending ways to improve departmental operations and addressing program abuses. We strive to make a difference in HUD's performance and accountability by focusing our efforts on preventing abuses, mitigating exposure to the Department when abuses are discovered, and finding solutions to prevent recurrence.

We are committed to our statutory mission of detecting and preventing fraud, waste, abuse, and mismanagement and promoting the effectiveness and efficiency of government operations. While organizationally we are located within the Department, we operate as an independent body. This independence allows for clear and objective reporting to the HUD Secretary and Congress. Our objectives are (1) promoting fiscal responsibility and financial accountability, (2) safeguarding the integrity of public and Indian housing, (3) improving HUD's execution of and accountability for grant funds, and (4) protecting the integrity of housing insurance and guarantee programs.

**The Office of Audit** plans and conducts audits of departmental activities, which include (1) headquarters programs and operations and the activities of HUD's field offices located in 10 regions, (2) hundreds of HUD programs and initiatives, and (3) thousands of contractors and program participants doing business with the Department. The Office of Audit's significant workload is generally divided into four primary categories: performance audits, information system audits, financial audits, and advisory and assistance services.

**The Office of Evaluation** plans and conducts independent assessments of the design, implementation, and results of HUD's operations, programs, or policies. The Division provides a flexible and effective mechanism for the oversight and review of Department and agency programs by using a multidisciplinary staff and multiple methods for gathering and analyzing data. It can be used to

determine the efficiency, effectiveness, impact, and sustainability of operations, programs, or policies and provide information that is timely, credible, and useful for agency managers, policy makers, and others.

**The Office of Investigation** plans and conducts investigations that vary in purpose and scope and may involve alleged violations of criminal or civil laws, as well as administrative requirements. The focus of an investigation may include the integrity of programs, operations, and personnel in agencies at Federal, State, and local levels of government; program, procurement, and grant fraud schemes; mortgage fraud, financial fraud, and whistleblower retaliation; and other matters involving alleged violations of law, rules, regulations, and policies.

**The Office of Legal Counsel** provides independent legal and policy advice to all components of OIG on a variety of substantive and procedural matters relating to OIG's audit, program evaluation, and investigation activities. The Office of Legal Counsel also represents OIG in administrative litigation; manages the OIG ethics program, providing training, advice, and financial disclosure reviews; and coordinates OIG responses to Freedom of Information Act and other document requests.

**The Office of Management and Technology** is responsible for developing, implementing, managing, and supporting a strategic plan for OIG that aligns planning, resources, policies, processes, reporting, and performance measures for internal efficiency. It is also responsible for budget and administrative services, human resources, training, program integrity, infrastructure services, information management, data and predictive analytics as well as information technology evaluations of HUD IT and IT security programs. As the public affairs liaison point and manager of the OIG hotline, this office receives, analyzes, and reviews complaints and allegations; communicates with the public and the media; and maintains the OIG Web page.

Report suspected fraud, waste, abuse, or gross mismanagement in HUD programs or operations to the OIG hotline at [HOTLINE@hudoig.gov](mailto:HOTLINE@hudoig.gov)

Submitted by [TWallinger@hudoig.gov](mailto:TWallinger@hudoig.gov)

### 3 Simple Steps to becoming a Superhero!

I've always loved superheroes and the superhero comics. As a kid, my favorite hero was Popeye the Sailor Man. I had a metal Popeye lunchbox. I might have stolen it from my brother, but since he was 10 years older, I'm going with the story that he had out grown it and passed it down to me. Even if you don't believe that Popeye belongs in the category of superhero, please stick with me.

Why was I drawn to Popeye? It surely wasn't for the spinach! I loved that he always took up for the underdog. He saved his friends. He worked out and ate his spinach so he was ready to strike into action at a moment's notice. He always smiled his crooked smile and laughed his silly chuckle. Popeye the Sailor Man was committed to doing what was right. Do you want to be a superhero?

I accidentally followed in my father's footsteps and worked for the Department of Housing and Urban Development (HUD). It wasn't my goal in life to follow him, but I did, a lot actually. After a disastrous three-day stint at McDonald's, I followed Dad to the TG&Y Stores. He was a store manager years before and I was a checker and front desk clerk. A few years later, I followed him into the housing industry leading me to HUD. Early in my career, he told me that it was very rare to see someone exceed as a technician when they did not perform well as a clerical employee. Likewise, it was rare to have an excellent manager rise from a mediocre technician.

Several years after I began my career at HUD, a colleague from another office told me that my only job was to make my boss look good. She said I needed to keep my head down, nose to the grindstone, and do even better than what was expected. Sometimes that was a hard pill to swallow. Sometimes it felt like I was never going to garner the recognition that I so

desperately thought I had earned. Being a superhero employee is HARD, with a capital H!

Do you want to be the best? Do you want to rise to the top of your game? If so, you need to be a superhero. I love a quote I heard during an interview of Mary Barra, CEO of General Motors. "Do every job you're in like you're



going to do it for the rest of your life, and demonstrate ownership of it." That is an eloquent way of sharing similar lessons from my dad and my friend. Ms. Barra never dreamed of being the first female CEO of a major American automotive manufacturing company. She dreamed of doing each job she

was assigned to the best of her abilities.

Each day, we need to put on our superhero capes, or suits, and seize the day. We never know who will be watching us, just waiting to catch us doing something awesome, so we can be elevated to the next level. Are you up for the challenge of being a superhero at the office? Being a superhero is only for those committed to excellence. Many say they want to be a superhero, be the best, but they don't do what it takes to make it there. You can't take shortcuts. You have to eat your spinach. If you dream of being the Superhero Boss, you must start by being the Superhero Employee.

1. Build others up.
2. Commit to being excellent.
3. Take ownership of the job you've been assigned.

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## 10 WAYS TO BUILD A GO-FOR-IT CULTURE

It's difficult for go-for-it leaders to imagine that people are waiting for permission to act. What's wrong with them?

You take action without asking permission. Why doesn't everyone else?



### **10 ways to build a go-for-it culture:**

- #1. Acknowledge that fear of overstepping prevents people from stepping out.
- #2. Understand the connection between authority and permission. Authority is permission to act without asking permission. The more authority you share, the less permission you need to give. Lousy leaders grasp authority – great leaders give it.
- #3. Adopt an ‘intend to’ model. Train people to explain what they intend to do, rather than waiting to be told to do it. “Tell me what you intend to do.”
- You're a failure as a leader if people sit around waiting for you to tell them what to do.
- #4. Leap for joy when people act without asking permission, even if they screw up.

Celebrate failure as learning. Concern yourself more with patterns of failure, not individual occurrences. Learn from both.

#5. Recognize that rules enable boldness. *An organization without rules of engagement is chaotic or paralyzed.*

One rule might be, ‘We solicit suggestions from people closest to the work.’ In this case, accountability is asking, “What suggestions have our front-line people made?”

#6. Realize that new team

members need more permission than experienced.

#7. Explore limits and boundaries openly. Bump up against each other's turf and have conversations. Explore artificial boundaries. *Once boundaries are clear, everything else is permission.*

Boundaries enable boldness.

#8. Look within when people keep waiting for permission. Leadership is the issue.

#9. Give permission before people ask for permission. Walk around saying, “Go for it.”

#10. Ask timid teammates, “What would embolden you to take action without asking permission?”

<https://leadershipfreak.blog/2017/06/04/10-ways-to-build-a-go-for-it-culture/>

## 19 simple social skills that will make you more likable

Being likable is entirely under your control.

All it takes is the ability to pick up a few key social skills that build [emotional intelligence](#).

To help you out, we sifted through the Quora thread "[What are useful social skills that can be picked up quickly?](#)," talked to an etiquette expert, and looked to some social psychology researchers.

Here are 19 simple ways to start crafting a "million-dollar personality" and become the most likable person in the room:

### Keep eye contact



As Heidi Grant Halvorson explains in her book "[No One Understands You And What To Do About It](#)," the very first

thing people will try to decide about you when they meet you is if they can trust you — and it's fairly hard to like someone if you don't trust them.

Their decision is made almost entirely unconsciously, and [it usually comes down to](#) how well you can balance conveying two things: warmth and competence.

"Above all else, really focus on what is being said to you — people need to feel that they have been heard, even when you can't give them what they are asking for or can't be of particular help," Halvorson writes. One simple way to show you're paying attention is to make eye contact and hold it.

"It is an idiotically simple thing, but it remains one of the most impactful life hacks around," [writes Quora user Brad Porter](#).

Halvorson says that making eye contact is also an effective way to convey competence, and [studies have shown](#) that those who do so are consistently judged as more intelligent.

Start this habit immediately, says Porter. It requires no practice or special skill — just the commitment to meet someone's gaze and look them in the eye while conversing.

### Smile

Don't underestimate the power of smiling, another simple and effective way to convey warmth.

Additionally, laugh and tell jokes, [recommends Quora user Craig Fraser](#). People unconsciously mirror the body language of the person they're talking to. If you want to be likable, use positive body language and people will naturally return the favor.

### Show enthusiasm

"Along with a smile, show some enthusiasm and energy, also known as charisma," suggests Rosalinda Oropeza Randall, an [etiquette and civility expert](#) and the author of "[Don't Burp in the Boardroom](#)."



"This not only draws people to you, but it is contagious," she says. "After spending time with you, people will walk away with a warm and fuzzy

feeling, which most likely, they'll pass on to someone else."

Put your smartphone in your pocket

And keep it there until your conversation or meeting is over. [Quora user Basil Chiasson puts it simply](#): "Pay attention. Look at them. Stop what you're doing. No interruptions."

This is another simple yet effective habit that can be executed immediately and does not require any effort or skill.

### Give a firm handshake



"Not too hard, certainly not limp and soft, and with no dominance play," [writes Quora user Tony Vincent](#).

Research shows that [people decide whether or not they like you within seconds of meeting you](#). A firm handshake can contribute largely to that first impression.

Call people by their name

The next time someone greets you by name or uses your name mid-conversation, remember how great that feels.

If you have trouble putting names to faces, try different strategies, such as using imagery or rhymes associated with the name.

Former Business Insider Careers editor [Jacquelyn Smith learned the art of remembering names](#) from her dad, who taught her a few key tips:

- Repeat people's names numerous times as you speak to them
- Tell someone else these people's names, in case you do forget and need a reminder
- Write names down in your phone with a short description of who they are/how you met them.

**19 simple social skills that will make you more likable (cont'd)**

"In life, and at work, remembering people's names can help you build stronger relationships and avoid awkward situations," [Smith says](#). "People also appreciate when you remember their name — as it's a sign of respect and thoughtfulness."

**Listen**

Listen more than you speak, [says Quora user Mark Bridgeman](#): "You have two ears, only one mouth. That's the ratio you should use them with."

Don't just listen — actively listen

Simply hearing words doesn't cut it. Likable people show that they're listening to the person they're talking to.

Active listening requires four steps, [writes Quora user Chiasson](#): hearing, interpreting, evaluating, and responding.

Step one requires dropping what you're doing and paying attention. Next, "paraphrase what you've heard and ask clarifying questions," she suggests. Evaluating means steering clear of quick judgment and jumping to conclusions: "Make sure you have all the pertinent information before forming or expressing an opinion." Finally, "give feedback to let the speaker know that you heard them," she writes.

**Know how to accept a compliment**



Accepting a compliment can be tricky because you don't want to seem egotistical.

But you also don't want to mumble a, "Thanks, you too," because that makes you seem self-conscious and socially inept.

So instead of giving phrases like, "You look 10 times better than me" or "It was all thanks to you," [Reisinger suggests](#) accepting the compliment with confidence by using phrases like "Thanks! Hearing that feels really good" or "Thank you! What an amazing experience."

**Stroke egos**

Flattery "grabs people directly by their ego and is therefore extremely effective," [writes Quora user Julian Reisinger](#).

Flattery comes with a caveat though. Too much can be a huge turn-off, especially if it doesn't seem genuine and it feels too treacly.

For those uncomfortable about doling out praise, Halvorson says that a particularly effective method of affirmation, which makes another person feel effective and valuable, is to ask questions that allows them to focus on what is meaningful about themselves and their lives.

Reisinger suggests using conversation openers that make the other person feel like an expert, such as "You know a lot about social marketing, don't you?" or "Do you know why I always get this error message?"

This way, you learn something new and the other person gets to feel needed. "It's as easy as that, it's a win-win, and it works 100% of the time," Reisinger says.

**If someone is interrupted, ask them to continue**



Everyone has been that person who is telling a story, gets interrupted, and then has to awkwardly stand by, wondering if anyone was even listening to you.

[Quora user Milena Rangelov says](#) that you can be that person's liberator by saying something like, "Hey, can you please finish your story about the bicycle ride? The last thing you mentioned is that dogs started following you. Can I hear the rest, please?"

You will instantly put the speaker at ease and make them feel appreciated, she writes.

**Say you're sorry**



Of course, taking accountability for your mistakes is instrumental in changing someone's bad impression of you. But an

"I'm sorry" when you're not to blame for something can also be surprisingly helpful.

Saying "I'm sorry" when someone tells you about something bad that happened to them is an effective way to show that you're putting yourself in their shoes and are trying to relate, otherwise known as showing empathy, [according to Halvorson](#).

In fact, [researchers at Harvard Business School and Wharton](#) found that people were far more likely to lend someone their cell phone when subjects first said, "I'm so sorry about the rain!"

Expressing you understand someone's experience and hope the best for them produces tangible increases in trust.

## **19 simple social skills that will make you more likable (cont'd)**

### **Skip the small talk**

[Quora user Pete Zbrojkiewicz](#) recommends to forgo "polite conversation" and get a little vulnerable with the other person, if you're looking to become friends.

"We may not have experienced the same activities, but we have experienced the same emotions," he argues. "So when I say you need to find common interests, I mean you need to find something that sparks similar emotions in both of you."

### **Practice good posture**

Stand and sit up straight, Randall recommends.

Bad posture sends a message that you're apathetic or unapproachable, she tells Business Insider, and if you convey negative body language, no one will get close enough to find out if you're likable.

Halvorson also writes that sitting up straight is an effective method of conveying competence.

[According to social psychologist Amy Cuddy](#), standing or sitting in an expansive way (legs apart, arms spread wide, leaning forward) not only conveys your confidence to others, but it also triggers immediate changes in your body chemistry that make you more powerful, which [Halvorson explains](#) goes hand-in-hand with competence.

### **Be true to your word**



Sometimes, the behaviors that convey warmth and those that convey competence can be at odds with each other.

"If you appear too warm, people may question your competence — so you come across like a doormat," [Halvorson writes](#). "And if you appear too competent, people may assume you're cold — so you end up looking like a jerk." Neither doormat nor jerk are particularly likeable qualities.

The key to finding the sweet spot between "love-dovey" and "arrogant bastard," [Halvorson says](#), is to simply be a person of your word.

"Be sure to take ownership of your own mistakes, avoid deceit at all costs, and be someone your coworkers can always count on to do the right thing. After all, this is ultimately what trust is actually about," she says.

### **Don't complain**

Being around negative people is draining.

That's why [Rangelov calls](#) them "energetic vampires" — "because they suck your energy."

Being a "Negative Nancy" is an instant turnoff. If you notice yourself complaining while everyone else starts to look distracted, do yourself a favor and pick a new topic.

### **Make everyone feel included**



It stinks to feel left out when you're talking in a group. You can avoid this by making sure you look at everyone

involved, [according to Reisinger](#).

"Make everyone feel like they are a part of the conversation and their attention will be yours," he says.

If it appears that someone in the group is trying to say something but keeps getting cut off, take it upon yourself to help them jump in. You can try, "Jim, did you want to say something?" But never put anyone on the spot of make them feel uncomfortable.

### **Don't jump to conclusions**

Sometimes, our brains can cause us to jump to conclusions about people. This can cause us to become more closed off. In order to avoid getting the wrong impression of anyone, [Quora user John Roldan](#) argues that it's important to get familiar with nonverbal communication.

"The problem with making a 'snap judgment' is we make them with a 'low level structure' in our brain. This implies that little reasoning is employed when we initially attribute character traits to someone."

### **End a conversation right**



Your final words can leave a lasting impression on a person, so use them right.

Randall suggests sending people off with a genuine remark like, "I enjoyed getting to know you," "I hope you enjoy the rest of your day," Or, "I'll remember our conversation."

It's so easy to do, and can make all the difference.

<http://www.businessinsider.com/social-skills-that-will-make-you-more-likable-2017-6/#end-a-conversation-right-19>



**UPCOMING EVENTS  
July 2017**

- Jul 4, 2017**      **Independence Day**
  
- Jul 14, 2017**      **Decommissioning of the US Coast  
10:00 a.m.**      **Guard Institute**  
POC: USCG Institute, 405-954-7230
  
- Jul 18, 2017**      **Agency Visits: Oklahoma City**  
POC: FEB, 405-231-4167
  
- Jul 20, 2017**      **Leadership Series Training  
All Day**      **Problem Solving**  
Remington Park  
POC: FEB, 405-231-4167
  
- Jul 21, 2017**      **Leadership Series Training  
All Day**      **Problem Solving**  
FAA  
POC: FEB, 405-231-4167
  
- Jul 25, 2017**      **Leadership FEB**  
All Day      US Postal Service  
POC: FEB, 405-231-4167
  
- Jul 25, 2017**      **Oklahoma Emergency Mgmt**  
10:00 a.m.      Final planning meeting for tabletop  
exercise  
POC: FEB, 405-231-4167

**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

**INSPIRATION CORNER**

Yesterday’s answer usually has nothing to do with today’s problem.      –Bill Gates

The Wright brothers flew right through the smoke screen of impossibility.      –Charles F. Kettering

Opportunities multiply as they are seized.      –Sun Tzu

The man who does not read good books has no advantage over the man who cannot read them.      –Mark Twain

There are only two tragedies in life: one is not getting what one wants, and the other is getting it.      –Oscar Wilde

If you don’t think every day is a good day, just try missing one.      –Cavett Robert

**Officers**

**Chair:**      **John Fox**  
Warden  
Federal Transfer Center  
Oklahoma City

**Vice-Chair:**      **Michelle Coppedge**  
Director  
FAA Mike Monroney Aeronautical  
Center

**Ex-Officio:**      **Joe Gallagher**  
Deputy to Commanding General  
Army Fires Center of Excellence  
Fort Sill

**Staff**

**Director:**      LeAnn Jenkins  
**Assistant:**      Lisa Smith-Longman



# 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!*

	<p><b>FEB Leadership Series-2017</b>  <b>Registration and Enrollment information</b></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 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!*

SUN	MON	TUES	WED	THUR	FRI	SAT
<b>30</b>	<b>31</b>	July 2017				<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> Independence Day	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Decommissioning of US Coast Guard CITAT	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b> Agency Visits: OKC	<b>19</b>	<b>20</b> Problem Solving Training	<b>21</b> Problem Solving Training-FAA	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> Leadership FEB US Postal Service	<b>26</b>	<b>27</b> Okla Emergency Mgmt final planning-tabletop	<b>28</b>	<b>29</b>

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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