



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Strategic Connections resulting in Unique Solutions

Chair's Corner



With the passing of January, tax preparation begins to occupy our thoughts. Our Federal Executive Board has coordinated a partnership with the Internal Revenue Service to provide the

“MyFreeTaxes” initiative to benefit our federal employees, contract employees and their family members who made less than \$66,000 in 2017. This partnership provides state and federal tax preparation and filing assistance for qualified individuals. It's easy, safe, secure and no cost those who meet the income limit. Additional information is provided on our website with a link providing direct access to the tax preparation resource. Begin the process at: <https://www.oklahoma.feb.gov/MyFreeTaxes.html>

We have begun accepting registrations for the 2018 Leadership FEB class! The full brochure was emailed to our electronic distro list on January 11th; the one-page registration form is provided on page 11 of this newsletter for your convenience. If you are interested in reading over the full program with detailed information about this effort, please visit: https://www.oklahoma.feb.gov/Documents/2018Leadership_FEB_Brochure.pdf

According to the National Safety Council, vehicle collisions are the top cause of work-

related death in Oklahoma. To address this concern, our FEB has partnered with the Oklahoma Safety Council to provide a “train-the-trainer” driving safety course. Because seats are limited, we are targeting Managers, HR professionals and safety instructors to attend. The intention is for the attendees to return to their agency and teach the course to agency employees in an effort to multiply the effort and increase the number of Federal, State & Local Government employees who are reached with this message. A registration form is provided on page 10 of this newsletter, for your convenience.

Through our FEB/FEMA partnership, we are able to offer the L-141, Instructional Presentation and Evaluation Skills, three-day class, here in Oklahoma. After the successful completion of this course coupled with IS-242: Effective Communication, participants will be eligible for a Basic Instructor Certificate through FEMA’s Master Trainer Program. Watch our newsletter and website for additional information on this class that will be offered March 27-29, 2018!

I look forward to seeing you at our events.

Michelle Coppedge
Michelle Coppedge, Chair

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Exercise and the Common Cold

If you're looking for a safe way to prevent colds, regular exercise may be the ticket. And you don't have to run a marathon, either. Moderate activity is all you need.

Exercise improves your overall fitness, which can help boost your immune system - - the body's defense against infections.

Some studies show that "moderate intensity" exercise may cut down the number of colds you get. That type of activity includes things like a 20- to 30-minute walk every day, going to the gym every other day, or biking with your kids a few times a week.

In one study in the **American Journal of Medicine**, women who walked for a half-hour every day for 1 year had half the number of colds as those who didn't exercise. Researchers found that regular walking may lead to a higher number of white blood cells, which fight infections.

In another study, researchers found that in 65-year-olds who did regular exercise, the number of T-cells -- a specific type of white blood cell -- was as high as those of people in their 30s.

Should You Exercise When You Have a Cold?

It's usually safe to do it as long as you listen to your body. You'll need to watch out for certain risky situations.

Physical activity increases your heart rate, but so can some cold medicines. So a combo of exercise and decongestants can cause your heart to pump very hard. You may become short of breath and have trouble breathing.

If you have asthma and a cold, make sure you talk with your doctor before you exercise. It may cause you to cough and wheeze more and make you short of breath.

When your cold comes with a fever, exercise could stress your body even more. So wait a few days to get back to your regular exercise program.

Also be careful about working out too hard when you have a cold. It can make you feel worse and slow down your recovery.

Too Much Exercise May Increase Colds

It's not a problem for most of us, but if you're an exercise fiend, make sure you take time for rest and recovery after periods of intense training.

Your immune system works best when it isn't stressed. Scientists say athletes who train intensely without building in recovery time are more likely to get colds or flu.

When workouts get too strenuous, the number of infection-fighting white blood cells in your body can go down. At the same time, your stress hormone cortisol may go up, which may interfere with the ability of certain immune cells to work right.

When Should You Call the Doctor About Exercise and Colds?

If you exercise with a cold, call your doctor if you notice:

- Your chest is more congested.
- You cough and wheeze.

Stop your activity and get emergency medical help if you:

- Feel chest tightness or pressure
- Have trouble breathing or get very short of breath
- Get lightheaded or dizzy
- Have problems with balance

<https://fepblue.webmdhealth.com/newsletters?id=AClyQ5n5oQhs e0HVV7YuiHJ5f3S6lvkUwDL7FqplMhxxw0&s=14148&mrid=37 b17510-44ce-e711-8b14-a0369f37142e>

Spotlighting Information in Public Service

Did you Know?



Storm Prediction Center

NOAA / National Weather Service

Severe weather can happen any month of the year across the United States with Oklahomans knowing that spring often brings threatening weather to our part of the country. While fall typically marks an end to Oklahoma's hot temperatures, a second peak in severe storms can occur in October or November, including the threat for tornadoes. In addition to severe weather, an increased potential for grass fires in the fall in the Great Plains to Santa Ana wind events in southern California and eventual ice storms or heavy snowfall shuttering commerce across the nation are all monitored and forecast at NOAA's Storm Prediction Center (SPC), based in Norman, OK. They alert the American public when and where these dangerous storms and weather events are expected.

The SPC is one of nine national forecast centers within the National Weather Service (NWS). While the 123 local NWS Warning and Forecast Offices (WFO) across the country provide forecasts and warnings for their specific area, the SPC has responsibility for severe thunderstorm and tornado watch issuances across the lower 48 states. The SPC also issues daily outlooks for severe storms and fire weather as well as short term forecasts of impending hazardous weather (including heavy snow, freezing rain, and blizzards).

SPC's very specialized mission requires meteorologists with a high level of expertise in convective storm forecasting, along with a strong background in winter and fire weather. Since severe weather can occur during the day or night, the SPC operates around the clock, with four forecasters on duty at all times, 24 hours a day. These forecasters are supported by very talented Science Support and Administrative personnel who are constantly improving the technology, systems, and creating new tools for forecasters.

The roots of SPC's existence can be traced back to an accurate tornado forecast issued by the Tinker Air Force Base staff on March 25, 1948. After this event, in 1952, a severe local storms forecast unit was created in Washington, D.C. The unit was then relocated to Kansas City, MO in 1954 and became known as the National Severe Storms Forecast Center (NSSFC). One reason for moving to Kansas City was in response to media pressure for the office to be located closer to the "tornado belt" in the central portions of the country. Another reason was Kansas City had a major teletype circuit switching center, which allowed the severe weather forecasters more timely access to surface observations and transmission of severe weather messages. In 1996-97, NSSFC moved to Norman, OK and was renamed the Storm Prediction Center. This move resulted in SPC forecasters being co-located with other severe weather related entities of NOAA (including Norman WFO, Warning Decision Training Division, and National Severe Storms Laboratory) and the University of Oklahoma's School of Meteorology. This move has resulted in an accelerated exchange of severe weather research and new scientific methods into SPC and NWS forecast operations. Outreach to the School of Meteorology provides opportunities for students to work on an SPC-focused research project, attend a class led by the SPC staff, or job shadow within SPC operations allowing them to apply what they learn in the classroom to real-time weather forecasting.

All watches and forecasts issued by the Storm Prediction Center are available on the Internet (<http://www.spc.noaa.gov>). A social media presence includes Facebook (<https://www.facebook.com/NWSSPC>) and Twitter (<https://twitter.com/NWSSPC>) with over 200,000 and 50,000 followers, respectively.

Submitted by jeffrey.peters@noaa.gov

A Time to Think

Three of the questions in the *Senior Leadership item* in the Baldrige Excellence Builder are: 1. How do senior leaders set your organization's vision?; 2. How do senior leaders create a focus on action that will achieve the organization's mission?; and 3. How do senior leaders create an environment for success now and in the future? The last question includes considerations of organizational and personal learning and innovation.



they conclude that a leader needs to schedule unstructured thinking time. Yana Kakar, Global Managing Partner of Dalberg reserves 3 two-hour blocks of time each week for reflective thinking. She states, "Thinking is the only thing you can't outsource as a leader."

Scott Eblin in a recent Government Executive blog(link is external) states that there are five steps to creating time for reflective thinking:

1. Commit to a topic
2. Block some time
3. Go somewhere else
4. Immerse yourself
5. Take notes to document your thoughts and add to them as ideas occur

I do not believe any leader can do justice to these important questions without devoting time to reflection, contemplative thinking, and challenging basic organizational and personal assumptions. The time many leaders spend in reactive thinking, firefighting, and solving problems does not substitute for reflection and "future" thought. Frequently fires and problems can and should be delegated to those with direct responsibility. And frequently, those issues become an excuse for having no time for the more important strategic thinking.

Here is my approach to reflective thinking that has helped me over the years:

It is well known among Baldrige Performance Excellence Program staff that as Director I used my grass mowing time each week (a four-hour riding mower experience) as my time to reflect and do "future-thinking." There was a running joke where I would be asked on Monday mornings if I had mowed over the weekend and then people would wait for my new ideas, hair-brained or otherwise. The first thoughts about a Baldrige Executive Fellows Program was a result of mowing and contemplating how we could attract senior leaders who don't know about Baldrige to the opportunities the Baldrige Framework and community can offer their organization's journey to excellence. The idea started with blowing up the boundary condition that our education mission was restricted to training examiners and sharing best practices through writing and conferences.

1. Define the problem or opportunity you want to explore
2. Ask 5 why's(link is external) to make sure you are addressing the problem or opportunity at its root.
3. Define existing boundary conditions that might be limiting or defining current approaches or that might be framing your current thinking
4. Blow up those boundary conditions and consider new approaches; think outside the domain of current norms, industry sector, customers....
5. Accumulate random ideas
6. Sort and prioritize, if appropriate/needed
7. Let it rest for a day
8. Revisit the ideas with "refreshed eyes"
9. Share the idea and let colleagues build on it

According to Reeves, Torres, and Hassan in a recent HBR blog (link is external), Albert Einstein came up with his theory of relativity while riding his bicycle and Warren Buffett reads for six hours a day to inform himself. They state that, "reflective thinking (slow and deliberate) and reactive thinking (fast and instinctual) effectively exist at opposite ends of a switch." Only one process can be on at any given time. As with others who have written on the topic,

Do you make time for reflective thinking? How do you avoid distractions? What is your process for reflective thinking?

Taken from the *Official Baldrige blog*,
<https://www.nist.gov/blogs/blogrige/time-think>
By: Harry Hertz "The Baldrige Cheermudgeon"

HOW TO MAXIMIZE THE SEVEN LEVELS OF LEADERSHIP

Leaders rise or fall at points of execution and completion.

7 levels of leadership:

#1. Believe you can make a difference.

Roots of belief:

1. Someone saw something in you that inspired you to believe in yourself.
2. Small successes helped you believe you could take on bigger challenges. Belief grows *after* taking action.
3. Failure and falling short lose their ability to hobble.



#2. Passion for excellence.

1. Dedicate yourself to personal leadership development.
2. Realize pursuit isn't attainment. Today's achievement is tomorrow's starting point.
3. Acknowledge that you have a narrow band where excellence is easy. Everything else is hard work.

#3. Dedication to learning.

Master methods of management and personal strategies for leadership.

Tip: Pour your energy into those who are dedicated to pursuing excellence (#2).

#4. Commitment to execution and completion through people.

The practice of leadership is about getting things done through others. Practice requires self-control and self-awareness.

1. Self-control is the urgent need to get things

done – combined with the ability to ignore distraction.

2. Self-awareness is recognition of the impact your behaviors and attitudes have on others.

#5. Humility.

There comes a point when humility is more than a good idea. The higher you go in organizational life, the more you rely on others.

Arrogant leaders manipulate, meddle, and over-manage. Humble leaders enable, empower, release, and practice mutual accountability.

#6. Kindness.

1. Kindness flows from humility (#5).
2. Kindness lets

others know it's safe to follow you.

#7. Passion to serve the best interest of others.

One reason leaders become jerks is they haven't humbly worked through difficulty and adversity. Disruption, adversity, and disappointment are all connected to commitment to execution and completion (#4).

The fire of adversity (#4) is an essential opportunity to develop humility. Lack of humility (#5) accounts for unkind (#6), self-serving leaders (#7).

The last three levels of leadership – humility, kindness, and selfless service – emerge when leaders successfully wrestle with execution and completion (#4).

<https://leadershipfreak.blog/2017/11/14/how-to-maximize-the-seven-levels-of-leadership/>



The Oklahoma FEB has partnered with IRS Stakeholder Partnerships, Education and Communication (SPEC) to make "MyFreeTaxes" available for federal employees and their families in Oklahoma who made less than \$66,000 in 2017 (individual or family). We also wish to extend this opportunity to contractors who work in federal space and all family members (yep, even extended family).

The MyFreeTaxes Partnership provides no-cost state and federal tax preparation and filing assistance for qualified individuals. It's easy, safe, secure and 100% free.

If an employee is asked for payment information to prepare their federal or state tax return and their income is \$66,000 or less STOP and call 855-698-9435.

Using the FEB link, a filer will be able to:

Use free tax preparation and e-filing of their federal and state return. Also have access to assistance; if they have questions, they can call a certified tax coach using the toll free number or email address provided. If unable to contact the certified tax coach immediately, they can leave a message and the call will be returned within 24 hours. Obtain knowledge and understanding about filing their return and build confidence to file without assistance in the future.

Additional information is provided on the FEB website:
www.oklahoma.feb.gov/MyFreeTaxesAddtlInfo.htm

Earned Income Tax Credit: Through this site, they can also file, claiming the Earned Income Tax Credit, if eligible due to adjusted gross income limits. They can use the EITC Assistant and answer questions about them and other family members to see if they qualify and estimate the amount of their credit. EITC eligibility depends on several factors, including income and family size.

If you have family members that live in other states, they can still utilize this resource! As long as they meet the income criteria, once they put in their address, it will calculate utilizing their State of residence's filing requirements.

SEVEN WAYS TO BE THANKFUL LIKE A LEADER

Gratitude dies when you think it but don't say it.

Problems and pressure suck gratitude out of your soul. But the practice of aspirational gratitude elevates you and energizes the people around you.

Fear-filled organizations have forgotten the practice of gratitude.

Seven ways to be thankful like a leader:

Think of gratitude as pouring energy into others.

#1. Make a list of 5 people and find one expression of gratitude for each one. (Do this in the parking lot before you enter the shop or office.)

If you find it challenging to express gratitude, practice in the car before walking into the office or shop.

#2. Let gratitude be the first thing out of your mouth. Begin conversations and meetings with, "I'm thankful for ..."

#3. Ask team leaders, "What praiseworthy qualities do you see in the people on your team?"

#4. Don't wait for exceptional results to say thank you. Where would you be if everyone stopped doing the every-day-good-job they do everyday?

Negativity dominates organizations when gratitude is reserved for exceptional results.

#5. Pause, look someone in the eye, and smile, when saying thank you. (If smiling is too much for you, try curving the corners of your mouth just a little.)

#6. Add skin. Pat someone on the back. Shake hands. If you're adventurous, pat their hand when you shake it.

#7. Walk out of work expressing gratitude.

Let gratitude be the last thing out of your mouth at the

end of the day.

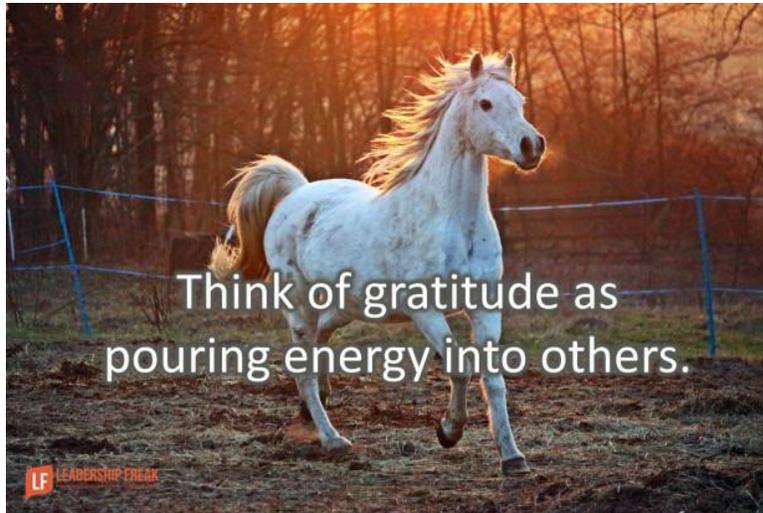
Gratitude tips:

Get specific. Stop using "good job" as your expression of gratitude. Notice character, skills, behaviors, energy, attitudes, and progress, not just results.

When you reserve gratitude for endings, people feel they've arrived. Notice the work that produces endings if you want to energize work.

Bonus benefit:

Gratitude opens hearts and enables commitments.



<https://leadershipfreak.blog/2017/11/28/seven-ways-to-be-thankful-like-a-leader/>

Three Basic Truths About People That Busy Leaders Should Not Ignore



Lately, I've been working with a company that's about to make a big leap. They have a potentially world-changing product and are on the cusp of scaling up in a big way. It's very exciting stuff.

Everyone from the CEO on down is super busy. There is a lot of work to do both internally and externally. With all the demands, time and attention are scarce.

That's true for many of the leaders I work with. It can be really exciting when you're running at a hundred miles per hour to get big things done. The challenge is that, in that kind of situation, it's easy to lose sight of some basic truths about people that you just intuitively get when you're not so absorbed by everything else you have to do.

Here, then, are three basic truths about people that busy leaders should not ignore:

People care about where you are and what you're doing. When you're running hard, you're likely to be in a lot of meetings and, possibly, on a lot of airplanes. You're getting stuff done but it can feel to your team like you're missing in action. Keep doing what you need to do but let them know what you're doing and why you're doing it. Set the context and tell the story. Nature abhors a vacuum. In the absence of solid information, people make stuff up. That's hardly ever helpful. Avoid that by letting your people know where you are, what you're doing and why you're doing it.

People want predictability. To do their best work, most people need some amount of

predictability. They need to know what's expected of them, what others are working on and how it all hangs together. This is especially true for leadership teams. They need an operating rhythm that ensures that they can stay well informed and in sync with each other. That requires regular and consistent communications. It can be hard to stick with the rhythm of that when you're running flat out, but it needs to be a priority. Without the predictability of that kind of communication, your team will likely lose their way.

Don't ask, "Are there any questions?" because people rarely speak up. How many times have you been in a town hall meeting (or, worse, leading one) when, after all the presentations, someone asks, "Are there any questions?" and the response is crickets. That's because most people are never going to step up and ask the first question in front of a room. Again, that's especially true when there is a lot going on and a lot of change. If you really want to know what people think (and you should), don't ask, "Are there any questions?" Instead, ask "What are we missing?" or "What's going on that we need to pay more attention to?" If you really want to grease the skids, pose one of those questions and then give people ten minutes to talk about it in small groups and then ask for some spokespeople from each group. You'll almost certainly get better information that way.

So, be busy and get big stuff done. Just don't ignore the basic truths about what people need while you're doing it. Your team will be a lot more engaged and productive if you tend to what they need.



Taken from

<http://www.govexec.com/excellence/executive-coach/2017/10/three-basic-truths-about-people-busy-leaders-should-not-ignore/142141/?oref=recentposts>

Written by Executive coach, Scott Eblin. A former government executive, Scott is a graduate of Harvard's Kennedy School of Government and is the author of *The Next Level: What Insiders Know About Executive Success*.

**UPCOMING EVENTS
February 2018**

- Feb 2, 2018** **Agency Visits—Altus**
- Feb 5, 2018** **FEB/OPM Conference Call-
12:00 noon** **nationwide**
- Feb 6, 2018** **Conference call regarding Tulsa
Federal Parking**
- Feb 7, 2018** **Recovery Committee Mtg
1:30 p.m.** **POC: FEB Office, 405-231-4167**
- Feb 9, 2018** **OPM/CFC Conference Call
12:00** **POC: FEB Office, 405-231-4167**
- Feb 13, 2018** **Agency Visits—Oklahoma City**
- Feb 19, 2018** **President’s Day**
- Feb 23, 2018** **OPM/CFC Conference Call
12:00** **POC: FEB Office, 405-231-4167**

INSPIRATION CORNER

Heroes may not be braver than anyone else. They’re just braver five minutes longer. –Ronald Reagan

Good leadership involves responsibility to the welfare of the group, which means that some people will get angry at your actions and decisions. It’s inevitable—if you’re honorable. --Colin Powell

Leadership is a state of mind and a way of life, not something that one turns on and off. –Steve Adams

Ideas are a dime a dozen. The person who puts them to use is priceless. –Joe Sabah

Great leaders are almost always great simplifiers, who can cut through argument, debate and doubt, to offer a solution everybody can understand. –Colin Powell

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:

- David Andra, Meteorologist-in-Charge, National Weather Service Forecast Office, Norman
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Joe Gallagher, Deputy to Commanding General Army Fires Center of Excellence, Fort Sill
- Julie Gosdin, District Director, US Postal Service, Oklahoma City
- Dottie Overal, Director, Small Business Administration
- Rose Roberson, Superintendent, BIA-Anadarko Agency
- Kevin Stamey, Executive Director, Air Force Sustainment Center
- Ken Valentine, Special Agent in Charge, US Secret Service

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Oklahoma City

Staff

Director: LeAnn Jenkins
Assistant: Lisa Smith-Longman



Our Driving Concern Train-the Trainer



Date:	Wednesday, April 25, 2018
Time:	8:30 a.m.- 12:30 p.m.
Location:	Oklahoma Safety Council, 2400 S. Vermont Ave., Oklahoma City, OK 73108
Why?	Traffic crashes exact a heavy toll on their victims and on businesses. According to the National Safety Council, vehicle collisions are the top cause of work-related death in Oklahoma. Injuries result in costly lost-time workers' compensation claims, and fatalities leave businesses exposed to liability and the possibility of paying multi-million dollar settlements.
Topics:	Our Driving Concern provides your managers, HR professionals and safety instructors with the resources you need to address distracted driving, drowsy driving, aggressive driving, passenger restraint, impaired driving, and other traffic safety topics in your workplace. Our Driving Concern also offers tools and resources to help you build a company-wide traffic safety program.
Instructor:	Betsey Kulakowski, CSHO, COSS, Oklahoma Safety Council
Who Should Attend?	Managers, HR professionals and safety professionals and/or instructors who are willing to return to your agency and teach the "Our Driving Concern" Curriculum, in-house, multiplying the effort and benefit!
Cost:	Thanks to a grant from OHSA, this 4-hour course is provided free of charge

In Guidelines for Employers to Reduce Motor Vehicle Crashes, the Oklahoma Highway Safety Office (OHSA) says the real tragedy is crashes are largely preventable. Recognizing the opportunity that employers have to save lives, a growing number of employers have established traffic safety programs in their companies. No organization can afford to ignore a major problem that has such a serious impact on both their personnel and the agency budget.

Registration

Name _____ Agency _____

Phone _____ Email _____

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 349 Oklahoma City, OK 73102
Fax to:	405-231-4165
Email to:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, cancellations will be permitted through April 18, 2018. Since this is a "no-cost" training, we ask your courtesy to cancel early so that we can accommodate people on the waiting list, if one exists.



2018 Leadership FEB Class Registration

Return this portion to FEB



In order to maximize the benefits and expand the cohesive networking opportunities, no alternates will be authorized to attend single sessions. However, if an identified participant becomes unable to honor their commitment to the program, the employing agency is authorized to replace that individual for the duration of the program.

Participants **must attend a minimum of five sessions** in order to receive a certificate of completion for this program. The majority of sessions will occur in the Central Oklahoma area; however, to illustrate the diversity of the nature and geographic areas of our federal community, a couple of sessions will be to visit federal agencies in outlying areas.

Forums may involve agencies with missions that require background investigations prior to the visit. If a registered employee has findings, their participation in that particular forum may be denied.

Due to limited availability, register as early as possible to reserve a slot for your participant. It is suggested that registrations be submitted no later than Friday, March 9, 2018. Cancellations will be processed at no charge to the agency through that date. After that, we ask the agency to honor their obligation due to cost incurred; however, a substitute participant is authorized and encouraged. *Tuition for the program is \$750.* This covers *Leadership FEB* program expenses for each forum, leadership books, parking fees for designated forums, and other materials. Personal expenses, lodging, and mileage are not included in this cost. Tuition is payable by the individual, the employer, or the sponsoring organization. Tuition paid with the application will be held until the selection process is completed. Tuition will be refunded if the applicant is not selected. ***Agency/Registrant may pay the course fee (\$750) by check, credit card, or government voucher***

Name: _____

Title: _____

Dept & Agency: _____

City: _____

Phone: _____ **Cell:** _____

Email: _____

Participant's Signature *Date*

Agency Director/Commander Review/Approval *Date*

Registrations may be submitted by one of the following methods

Mail:	Fax:	Email	Questions? Call:
Federal Executive Board 215 Dean A. McGee, Ste 349 Oklahoma City, OK 73102	405-231-4165	LeAnn.Jenkins@gsa.gov Or Lisa.Smith-Longman@gsa.gov	405-231-4167

SUN	MON	TUES	WED	THUR	FRI	SAT
February 2018				1	2 <small>Agency Visits- Altus</small>	3
4	5 <small>1:00 OPM/FEB</small>	6 <small>Conf call on Tulsa Federal parking</small>	7 <small>Recovery Committee</small>	8	9 <small>12:00 OPM/CFC call</small>	10
11	12	13 <small>Agency Visit-OKC</small>	14	15	16	17
18	19 <small>President's Day</small>	20	21	22	23 <small>12:00 OPM/CFC call</small>	24
25	26	27	28			

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 349
 OKLAHOMA CITY, OK 73102-3422
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We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.