



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



In my first newsletter article as Chair of the Oklahoma Federal Executive Board I want to thank the members for their vote of confidence

and ask that you assist me in implementing the initiatives identified for 2010 to respond to the needs of our federal agencies in Oklahoma.

As Vice-Chair of our FEB, I've had the opportunity to be involved in many of our projects and I'm excited to pick up where LCDR David Nikodym left off. I want to thank all of you for your continuing support of our Federal Executive Board and the progressive programs we implement!

I am pleased to introduce our incoming FEB Vice-Chair, voted into position by our Executive Policy Council in March. Jon Worthington, Administrator of the Southwestern Power Administration in Tulsa, Oklahoma has been



a member of our Executive Policy Council for a short while and will be serving the remainder of my term as Vice Chair and we welcome him as a new officer of our FEB!

In April our Federal Executive Board will celebrate Administrative Professionals Day with a day of personal and professional development for the clerical and support staff of our agencies. The training is designed to motivate, energize, and allow these individuals to look at their jobs and lives with new considerations and ideas of improving performance and/or processes for efficiency. This is a well-planned day for individuals to network with their peers in other agencies in the federal and state government. A registration form is provided in this newsletter for your convenience. If you have not yet registered your staff, you may want to do so, as soon as possible.

I look forward to seeing you at some of our activities!

Samuel D. Jarvis

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How to Be a Magnificent Public Servant: Strategies That Get Results

Being a magnificent public servant is a marvelous mission! This “hands-on, how-to” article will provide five career strategies for you.

1. Be radically transparent. Nothing is more empowering or liberating than being honest, forthright and authentic. Be a public official who lives these words . . . “I do what I say and I say when I don’t!” There can be no substitute for managing change with unchanging values and playing the role of respectful rebel when you need to. As a city clerk once observed, “I know that I am an integral, trusted component in my community and no amount of money can ever replace that feeling.”
2. Realize that people always want more and less government at the same time. This leaves you with only one option . . . produce superb government and tout your accomplishments. As a county supervisor once noted, “Good government simultaneously serves as a freeway and a stoplight. It is akin to computer software. Without good computer software, the rest of the computer does not function. We are the software that makes our area of jurisdiction terrific! We are not egomaniacs who brag about our accomplishments, but we strategically let our constituents know about them.”
3. The process (of public service) is the product. Public servants are counted upon to make sound decisions. A magnificent public servant knows that people support what they help create. Public servants may not always have a

vote, but they do want a voice. Provide that forum. As an insightful supervisor in a state agency said, “I spend seventy percent of my time listening and thirty percent talking. This ratio seems about right. My people want to feel significant, involved and engaged. This approach has always paid high dividends for me.”

4. A seasoned and wise federal government supervisor shared this: “I have a farming background and I enjoyed improving the process of baling hay. Some days were more challenging than others. Sometimes we were very effective and on other days, the hay was wet and we were slower. But I never tired of making the hay baler function as well as possible. I feel the same about doing my job each day. ” So it is with you . . . improve the process daily.
5. You’ve made a decision to serve others as a fine public servant. Please remember that success dies and significance never dies. Your work is significant and will last long after you are gone. Enthusiastically exude pride and never see your job as a series of tasks. See it as a responsibility.

In summary, let me simply say . . . thank you for what you do each day. Continue to enjoy doing the people’s work and being a magnificent public servant!

© Mark “Tenacious” Towers 817-421-4744
Email: mark@speakoutseminars.com



Spotlighting Information in Public Service Did You Know...

SURVEY OF FEDERAL COMMUNITY

I am pleased to support the survey, Federal Agencies & Employees: Motivation, Work Environment & Organizational Change, developed by Soon-Jeong Kwon, a doctoral candidate in political science at the University of Oklahoma.

Action Request (approximately 25 minutes):

1. I am asking that YOU complete the survey, when it is convenient for you,
2. Please forward to supervisors, middle managers to complete when convenient,
3. Also share with front line workers to complete

The survey will categorize by these groupings to differentiate responses.

I am excited about information the results from this survey may provide us regarding how Federal Executives, Supervisors and front line workers actually impact how policy is shaped through their actions in the implementation of policy.

Your participation in the survey will help us develop personnel policies on the basis of an enhanced understanding of the motivation of individual members.

If you have a willingness to participate in the survey, please complete it by April 2, 2010.

The link to the survey is:
<http://www.surveymonkey.com/s/8DPYTMW>

Your participation in the survey requires about 25 minutes. All responses will be anonymous and reported in aggregate.

Thank you in advance for your time!

U.S. FLAG PRESENTED TO FEB

Jerry Hyden with the US Department of Housing and Urban Development is developing a legacy of public service for his sons.

Both of Jerry's sons have become public servants and serve our country, not only in a civilian capacity, but also in uniform.

Kyle Hyden, in uniform, is in the Oklahoma Army National Guard and is a Correctional Officer for the Federal Transfer Center in Oklahoma City.

1LT Drew Hyden, Oklahoma Army National Guard just returned from a year deployment in Afghanistan where he was involved in training the Afghan National Police Force.

While in Afghanistan, Drew had an American Flag flown over their Forward Operating Base Lightning which is located by Gardez Afghanistan for the Oklahoma Federal Executive Board. Drew started his public service in a civilian capacity at the FAA in mid-March.



Jerry Hyden, HUD; Kyle Hyden, Nat'l Guard & FTC; LeAnn Jenkins, FEB; & Drew Hyden, Nat'l Guard & FAA



SUPERCOMPETENT KEY #3: ATTENTION (taken from Laura Stack's E-Letter, dtd March 2010)

This month's article correlates to the third key in my newest book *SuperCompetent: The Six Keys to Perform at Your Productive Best* (Wiley), to be released on August 16: ATTENTION. Simply put, attention is the ability to concentrate and not get distracted.

SuperCompetent workers are always tightly focused: on getting the job done, on their department's success, on their company's success, on the success of their own careers. They home in like a bloodhound on the task at hand, rather than flitting from one thing to another. Distractions are ignored or shunted aside. They avoid negative chat and whining and are proud of what they've accomplished at the end of the day.

SuperCompetent people don't have nifty time-stretching devices like the one Hermione uses in the Harry Potter series to cram in extra courses at Hogwarts. Nope, they have the same number of hours and minutes we do, but they use them more efficiently. They know how to pay Attention to their work, and nothing else, when it's necessary--so they can stop paying Attention when they need to devote time to other important parts of their lives.

When fine-tuning your ability to pay Attention, it's especially important to avoid an overdependence on business technology. You must school yourself to ignore the Internet, except where it's necessary to do your job. Don't take a few minutes to check your eBay auctions or Facebook page when you should be working, and for heaven's sake, don't let your email rule your life.

Modern technology can be a phenomenal productivity tool, but it will eat your day alive if you let it. So don't. Learn to turn off Outlook, block out those distractions any way you can, and get to work. You don't have to be a social pariah, but don't let your social interactions (online or in real life) take over your workday, either.

To achieve a SuperCompetent Attention level, you have to constantly work on these five factors (which also correspond to the chapters in my new book):

1. Stay focused consistently on your work. Don't get distracted. No, do not open Outlook, and turn off all your email alerts. Sure, it may only take a few seconds to check your mail or go for a cup of coffee, but any interruption breaks your concentration, wasting valuable minutes as you refocus on your task.
2. Leave the distractions for your downtime. Most

people lack the ability to refuse attractive distractions, and this costs Corporate America billions of dollars per year. When you're supposed to be working, work. Wait for lunch or break time to check YouTube or your social media sites.

3. Limit your multi-tasking in order to maximize your productivity. Despite our technological achievements, it's difficult for the human mind to focus on more than one thing consciously at a time. Rather than achieving more, you end up slowing down because your perceptual channels get jammed. Stop opening 17 browsers.

4. Don't allow socializing to overwhelm your productivity. Human beings are social creatures, so of course you'll need to interact with the people around you--but don't let it get out of hand. This is especially a problem now that it's so easy to go online and lose yourself in social media of all kinds.

5. Don't let your productivity technology take over your life. Realize that your handheld, cell phone, laptop, and other forms of business technology are just tools to help you become more productive--end of story. You need to be able to turn all these things off at the end of the day; how else can you ever be off work?

It all boils down to time. Do you really have time to check your social media accounts constantly, especially if they have nothing to do with work? Of course not, but doing so is tempting, particularly when it takes you away from tasks that are boring or onerous. The fact that we can be constantly connected makes it even easier to lose track of what we're doing and waste time enjoying ourselves with our shiny new technology and social interaction.

But let's face it. There's a time for work and a time for fun, and most of the time, you can't do both effectively at the same time--and accomplish anything worthwhile. Focus, focus, focus. For the working professional, social media, handheld devices, email, and the like are tools. You need to learn to learn to use these tools for what they're intended, instead of letting their expanded purposes of entertainment get out of hand in the workplace.

You shouldn't let their utility trick you into trying to do too much at once, either. Just because it's easy to communicate via email and social media and to get more work through your contacts, don't get sucked into the multi-tasking trap. You're only human; you can only do so much. (C) Copyright 2009 Laura Stack. All rights reserved. (reprinted with permission from the *Mar 2010 E Letter*) www.theproductivitypro.com



Making Sense of two types of Annuities

Taken from Federal Times, 2-22-10 issue, Personal Adviser article by Reg Jones

Postponed annuity

A postponed annuity is one where you retire after meeting the age and service requirements and postpone the receipt of your annuity until a later date.

This option is only available to employees under the Federal Employees Retirement System who have reached their minimum retirement age (MRA) and have at least 10 years of creditable service.

If you retire under the MRA+10 provision, you can avoid the stiff age reduction penalty that goes along with it by postponing the receipt of your annuity to a later date.

If you have fewer than 20 years of service, that penalty is 5 percent for every year (5/12 percent per month) that you are under age 62. If you have at least 20 years of service but fewer than 30, the penalty applies until you reach age 60.

The annuity you eventually receive will be based on your years and full months of service and your high-three salary on the day you retire. It will not be increased by any cost-of-living adjustments that have been given to other retirees since your retirement date. However, once you begin receiving your annuity, you will be treated the same as all other retirees.

If you retire and postpone the receipt of your annuity, you can't continue your coverage under the Federal Employees' Group Life Insurance Program. Nor can you continue your coverage under the Federal Employees Health Benefits Program, other than through the Temporary Continuation Provision of law, where you pay the entire premium plus 2 percent.

However, if you were enrolled in FEGLI or FEHBP for the five continuous years before you retired, you may re-enroll in them when your annuity begins. If you re-enroll in FEHBP, you may choose any plan, not necessarily the one in which you were enrolled when you retired. Your FEGLI coverage will be limited to the amount you had when you retired.

Deferred annuity

A deferred annuity is one where you don't meet the age and service requirements to retire, you have at least five years of creditable service when you leave the federal government, you don't take a refund of your retirement contributions, and you apply for an annuity when you reach the right age.

If you are a former Civil Service Retirement System employee, the right age is 62. If you are a former FERS employee, you have more options. You can retire at age 62 with at least five years of service, at age 60 if you have at least 20 but fewer than 30 years of service, and at your MRA with 30 years of service.

You may also receive a deferred annuity under the MRA+10 provision, but with the same age reduction penalty mentioned above, unless you postpone the receipt of your annuity to a later date.

Your annuity will be based on your years and full months of service and your high-three salary on the day you left government. No unused sick leave will be added to the calculation of your service time. Nor will your annuity be increased by any COLAs that were given to retirees after you left.

However, once you begin receiving your annuity, you'll be treated the same as all the other retirees.

There are other downsides to a deferred annuity. Even if you were enrolled in FEHBP and FEGLI for five years before you left government, you won't be able to re-enroll in them when you begin receiving your deferred annuity.

Reg Jones was head of retirement and insurance programs at the Office of Personnel Management. He and Mike Miles, Federal Times Money Matters columnist, answer readers' questions on the Federal Times Website. Go to "Ask the Experts" at www.federaltimes.com.



UPCOMING EVENTS April 2010

Apr 1, 2010	Census Day
Apr 6, 2010	Agency Visits-Tulsa
Apr 7, 2010	Langston Career Fairs
Apr 7, 2010 2:00 p.m.	Emergency Preparedness Council Oklahoma City/County Health NE 23 rd & Kelly, OKC POC: FEB Office, 405-231-4167
Apr 13, 2010 9:00-11:00am 1:00-3:00pm	Pre-Retirement Seminars Oklahoma City Public Works 3738 SW 15 th , OKC POC: FEB Office, 405-231-4167
Apr 14, 2010 07:30 a.m.	Mayors Committee on Disability Concerns POC: Diana Hubbard, 405-297-4544
Apr 14, 2010 10:00-noon 2:00-4:00pm	Pre-Retirement Seminars Oklahoma City Public Works 3738 SW 15 th , OKC POC: FEB Office, 405-231-4167
Apr 15, 2010	Agency Visits-Ada Agency Visits-McAlester
Apr 15, 2010 11:30 a.m.	Shared Neutrals Lunch-n-Learn Denny's Restaurant I-40 & Douglas Blvd, MWC POC: FEB Office, 405-231-4167
Apr 21, 2010 All Day	Administrative Professional Training Crowne Plaza Hotel, OKC POC: FEB Office, 405-231-4167
Apr 21, 2010 10:00 a.m.	Interagency Training Council TBD POC: Carol Smith, 405-425-4499
Apr 22, 2010 11:00 a.m.	Federal Employees Care Council LaLuna Restaurant, OKC POC: Tom Burton, 405-954-0625
Apr 27, 2010 All Day	Leadership FEB NOAA POC: FEB Office, 405-231-4167
Apr 29, 2010 12:00 noon	Naturalization US District Court, 200 NW 4 th St, OKC POC: FEB Office, 405-231-4167

Character consists of what you do on the third and fourth tries.
—James Michener

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:

- Jim Akagi, US Drug Enforcement Administration
- Adrian Andrews, Special Agent in Charge, US Secret Service
- Laura Culberson, Director of Staff, Tinker AFB
- Larry Flener, Representative for the District Director, US Postal Service
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency
- David Wood, Director, VA Medical Center

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

Officers:

Chair: **Sam Jarvis**
Director, VA Regional Office
Muskogee

Vice-Chair: **Jon Worthington**
Administrator, Southwestern
Power Administration, Tulsa

Ex Officio: **Kevin McNeely**
US Department of Housing and
Urban Development
Mike Roach, U.S. Marshal
US Marshals Service
Western District of Oklahoma

Staff:

Director: LeAnn Jenkins
Assistant: Julie Murray



Continuity of Operations (COOP) Excellent Series I Practitioners Certification



FEMA

In an effort to further support Continuity of Operations efforts of the federal agencies in Oklahoma, the Federal Executive Board is providing information on a FEMA developed certification program available to employees completing specific COOP training. There are two levels of COOP certification available and some of the required training is available through independent study, online.

Individuals completing the pre-requisites can apply for certification:

1. The FEMA Emergency Management Institute will issue all certificates
2. Send certificate requests and supporting information to LeAnn Jenkins, LeAnn.Jenkins@gsa.gov or fax to 405-231-4165
3. Please include your name, organization (spelled out), work address, email address and phone number
4. Expect to wait up to six weeks to receive your certificate

Submission for Certification Consideration

Name:	Agency:
Agency Address:	
Mailing Address:	
Phone:	Email:

Submit copies of training completion for each of the following courses, along with this registration form to the Federal Executive Board (info below). *No certificates have been issued for the Determined Accord exercise; provide date and location of attendance for verification.*

	COURSE TITLE	Completed
<input type="checkbox"/>	IS 546 or IS 546a: COOP Awareness Course,	
<input type="checkbox"/>	IS 547 or IS 547a: Introduction to COOP,	
<input type="checkbox"/>	IS-242 or equivalent E/L course: Effective Communication	
<input type="checkbox"/>	E/L/G 548: COOP Manager's T-t-T Course <u>or</u> E/G/L 549: Continuity of Operations (COOP) Program Manager Course <u>or</u> University of Maryland Preparing the States Continuity Courses <u>or</u> MGT 331 University of Maryland Preparing the States Continuity Course	
<input type="checkbox"/>	E/L 550: COOP Planner's T-t-T Workshop or IS 550: Continuity Planner's Workshop	
<input type="checkbox"/>	IS 100: Intro to Incident Command System (ICS) or ICS 100: Intro to Incident Command System or ICS 200: Incident Command System for Single Resources and Initial Action Incidents	
<input type="checkbox"/>	IS 230 or equivalent E/L course: Principles of Emergency Management or IS 230a: Fundamentals of Emergency Management	
<input type="checkbox"/>	IS 700a: Intro to National Incident Management System (NIMS) or IS 700	
<input type="checkbox"/>	IS 800-B: A National Response Framework (NRF), An Introduction	
<input type="checkbox"/>	E 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP Exercise Design/ Development T-t-T Course,	
<input type="checkbox"/>	Complete attendance in continuity exercise Determined Accord (Pandemic Preparedness) or IS 520: Intro to Continuity of Operations Planning for Pandemic Influx and IS 522: Pandemic Influenza Exercise Course (both independent study courses are required)	
<input type="checkbox"/>	NARA/CoSA Vital Records Training (optional recommended)	

Successful completion of the above criteria will make you eligible to become a certified Professional Continuity Practitioner

Submit registration and copies of training certificates by fax to: 405-231-4165 (Attn: LeAnn Jenkins)



The Changing Face of Federal Supervisors

The evolving workplace and workforce is changing the roles and characteristics of Federal supervisors and managers. Federal jobs, employees, and supervisors look much different than they did a decade ago. It is important to understand how the terrain has changed so that we can anticipate, prepare for, and even capitalize on these changes. MSPB's recent report, *As Supervisors Retire: An Opportunity for Organizational Change*, examines the characteristics of Federal supervisors and managers to identify how the face of Federal supervisors is changing. We found several noteworthy trends.

First, the representation of women and minority group members among the supervisory and management ranks is increasing and is anticipated to continue to increase as these employees are provided more advancement opportunities across their careers.

Second, the average length of service is decreasing among supervisors. Therefore, as younger employees enter Federal service to replace a retiring senior base, the proportion of experienced leaders is diminishing. As less experienced employees enter the workforce, there will be a greater need for good supervision. In response, agencies should find ways to transmit institutional knowledge to the emerging leadership corps. Mentoring and coaching programs, succession plans, and job rotations have been used successfully to deepen and broaden organizational knowledge.

In addition, non-supervisors are becoming educated at rates faster than supervisors and managers. This increase in education level coincides with the emergence of a knowledge-based workforce. Supervisors face new challenges in managing a more educated workforce and will need to adapt their leadership style to capitalize on the

abilities of increasingly independent, professional, and educated workers. This may include developing more collegial supervisor-subordinate relationships and empowering workers. The shift toward knowledge-based work also affects how supervisors are selected, trained, and appraised. Each of these activities must take into account competence and comfort with these changing supervisor-subordinate dynamics.

Data from the Central Personnel Data File indicates that over the past decade, the ratio of employees to supervisors has decreased from about 8 to 7.5. This may be the result of supervisors spending more of their time on supervisory, rather than technical responsibilities. It is important for agencies to examine supervisory ratios to ensure that supervisors have appropriate time to devote to the number of non-supervisors under their direction.


The face of the Federal supervisor and manager is changing, along with the conditions under which they lead. Supervisors are increasingly likely to be women and minority group members. They will likely have fewer years of experience. Additionally, those they supervise will be more professional, better educated, and have changing expectations and motivations. In response, Federal supervisors must adapt to meet the challenges of the dynamically evolving workplace. For more information on supervisory trends, see our report at www.mspb.gov.

Taken from the Issues of Merit, a publication of the U.S. Merit Systems Protection Board, Office of Policy and Evaluation, February 2010 edition.



Taking Control of Your Daily Demands: Are You Challenging Life or Is Life Challenging You? (a leadership/supervisory development program)



Date:	June 15, 2010
Time:	7:30 a.m. Registration 8:00-4:00 Training
Location:	Clarion Hotel & Convention Center, 737 S. Meridian, Oklahoma City
Cost:	\$135.00
Instructor:	 <p>Mark Towers is the founder of Speak Out Seminars. He has been educating people in change management workshops throughout the United States, Europe, South Africa, Mexico and Canada for eighteen years. His educational, motivational and entertaining programs have provided people with the tools to truly transform their lives.</p> <p>Mark combines his background as a consultant, manager, teacher, coach, professor, therapist, broadcast personality and professional speaker to help you become a more polished, powerful and profitable individual, team or company. He is the author of eight books, three audiocassettes and one compact disc.</p> <p>Mark has earned two degrees from the University of Iowa. He received his bachelor's degree in Secondary Education in 1972 and his master's degree in Counseling Psychology in 1977. After spending several years in the education field he became a professional speaker for audiences such as ABC-TV, Hallmark Card, AT&T, Merrill Lynch, GTE and many government agencies.</p> <p>Mark Towers' research has been very extensive. Change in today's only constant. In order to cope with the current environment of "permanent white water," one must be able to continuously reinvent. Mark applies his intelligence, experience, humor and wisdom to nudge you in a new direction. Listen to the expert in managing change and you will be impacted with his positive and creative strategies for comparing with change.</p>
Topic:	<p>Living and working in today's do-more-with-less-and-do-it-faster world requires that you have your "act together." This "hands-on, how-to" seminar will provide tools that can be immediately implemented in your personal and working life. This (1) Educational (2) Motivational and (3) Entertaining session will promise a lot and deliver more. Come join us for a one-of-a-kind event. <i>During this high-content program, these are some of the things that you will learn:</i></p> <ul style="list-style-type: none"> *The best model for managing your time and energy. *How to deal with setbacks as well as successes. *Secrets of success from "movers and shakers" who get things done and positively impact those around them. *How to stay focused and not get distracted from the important stuff. *Communication skills that get the results you desire.

Registration

Name _____ Agency _____

Phone _____ Email _____

Method of payment: [] Cash [] Government Voucher [] Credit Card

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165
Or email to:	Julie.Murray@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through June 8, 2010. 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!



Send your clerical and support staff to a day of training on Administrative Professional's Day that will provide ideas on how they can perform more efficiently, improve communication skills and leave them energized and ready to tackle their duties, refreshed.

Tell them you appreciate them in a way they'll remember!

Date:	Wednesday, April 21, 2010 -- (Administrative Professional's Day)
Time:	7:30 a.m. Registration, 8:00 a.m. - 4:00 p.m. Training
Location:	Crowne Plaza, 2945 NW Expressway, Oklahoma City, OK
Cost:	\$100.00

Topics	Presenter	Objective
Strategies for Financial Success	Eric Dubbell	Regardless of your income level, you can achieve financial security—if you take the time to learn a few simple principles about how money works.
Customer Service	Ellen Parrott, OCCHD	How to successfully deal with internal and external customers. How to successfully resolve issues with angry customers.
Taking Effective Meeting Minutes	Joyce Smith, Oklahoma Office of Personnel Management	Are you having trouble keeping up with "who said what?" Is it taking you days to type the meeting minutes? Minutes and transcripts of meetings are very different things, but they are sometimes confused. Learn the difference and make your minute-taking experiences better.
Diversity	Mary Pinkston, Tinker AFB	How to view your world differently
Organizing Financial Documents	Terri Talley, Allegiance Credit Union	Benefits of getting organized; Why some record-keeping systems fail; How to develop efficient bill-pay system; What records to keep, where, and how long; How to take a home inventory; What to have handy in case of natural disaster; Where to go for help

Registration

Name _____ Agency _____

Phone _____ Email _____

Method of payment: Cash Government Voucher Credit Card

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165
Or email to:	Julie.Murray@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 16, 2010. 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!



Join us for an informational seminar on Pre / Post Retirement Planning

For Federal Employees in any stage of their Careers



*Plan now to be sure you are financially prepared to do all the things you've wanted for
YOUR RETIREMENT!!*

Pre / Post Retirement Planning Session Topics:

- Gaining the most from your Thrift Savings--before and after retirement and avoiding losses!!
- Military Catch 62 Penalty—Payback (Possibly Unnecessary)
- Deposit and Re-deposit
- Social Security--Windfall Elimination and Public Pension Offset
- Little known methods of maximizing your monthly pension (Considerably)
- Retirement and survivor benefits for CSRS and FERS
- FEGLI Alternatives (avoid increasing costs / decreasing benefits!)

Please mark which session you wish to attend:

- [] April 13, 2010 9:00 am --- 11:00 am
- [] April 13, 2010 1:00 pm --- 3:00 pm
- [] April 14, 2010 10:00 am --- 12:00 noon
- [] April 14, 2010 2:00 pm --- 4:00 pm

Location Both Days: OKC Public Works Training Center, 3738 SW 15th Street, Okla. City

There is no cost for these informational seminars; however, registration is required due to limited seating. Any questions? Please call the FEB office (405) 231-4167

Name(s): _____ Agency: _____

Email: _____ Phone: _____

REGISTER EARLY: Seating is limited. Registrations will be accepted in the order received—when room capacity is reached, registrations will be declined.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 153 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

PLEASE POST FOR ALL EMPLOYEES



SUN	MON	TUES	WED	THUR	FRI	SAT
	April 2010			1	2	3
4	5	6 Agency Visits-Tulsa	7 Langston Career Fairs 2:00 Emgcy Prep	8	9	10
11	12	13 9:00 Pre-retirement 1:00 Pre-retirement	14 10:00 Preretirement 2:00 Preretirement	15 Agency Visit-Ada Agency Visit- McAlester 11:30 Shared Neutrals	16	17
18	19	20	21 Administrative Professional Trng 10:00 ITC	22 11:00 FECC	23	24
25	26	27 Leadership FEB- NOAA	28	29	30	

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