INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102 http://www.oklahoma.feb.gov/ (405) 231-4167

Chair's Corner

Fall timeframe brings many activities! We have attempted to address many of these in this newsletter.

October is Disability Employment Month. With approaching winter and challenges that weather, power outages, and other situations present, we want to be mindful of our employees with disabilities and how these challenges may affect them. There is an article submitted by the Oklahoma City Mayor's Committee on Disability Concerns that provides information on this very issue.

Combined Federal Campaigns in Oklahoma are well underway with loaned executives already having received their training and ready to begin contacting agencies. The Central Oklahoma CFC had a kickoff at the Chickasaw Bricktown Ballpark with a pancake breakfast. You'll see some of our federal leaders flippin' pancakes in the article on page four of this newsletter. Please be sure to have your Key Workers (employee[s] within your agency who will coordinate your agency's campaign) prepared and ensure they have all the support needed for you to have a successful campaign!

Financial Wellness is an issue we want to address before the temptations of holiday shopping. We have a "Case for Financial Wellness" article on page ten which supports the reason that we are hosting Financial Wellness Workshops in October. This is a free workshop for federal employees on:

- How Money Works – basic fundamentals you were definitely never meant to "know"
- Debt Solutions – alleviate unnecessary stress of too much month and not enough money
- Retirement Planning – protecting your money and never running out
- Long-Term Care – fastest growing need of people over 50

Effective Leadership: I want to recognize my peer, Dr. Todd Fore, the Chairman of the San Antonio FEB, for allowing us to reprint his article written for the Joint Base-San Antonio and Randolph AFB newsletter. While there are references specific to military, *effective leadership* is an issue that spans across civilian and military workforces.

If you have suggestions on activities or events, please contact the FEB office!

A. D. Andrews, Chairman

Executive director explains effective leadership

Commentary by Todd Fore
Air Force Personnel Center

7/26/2012 - **Joint Base San Antonio-Randolph, Texas** -- Are you an effective leader?

The characteristics of a great leader are often difficult to define and subject to opinion. Numerous books attempt to define and teach the characteristics of great leadership, all varying in their philosophy. However, one identifiable trait that cannot be argued is the ability of great leaders to lead others to successful action.

Air Force leaders - military and civilian - are charged with caring for and developing Airmen so they can be successful. This core responsibility forms the foundation of our great service, but we must do more than meet today's needs. We must constantly seek ways to shape Airmen so they will succeed in tomorrow's environment. Our actions today will set the tone for tomorrow's Air Force leaders.

Three relatively simple activities can ensure you build successful Airmen today, for tomorrow.

· ***Be a good listener***

An integral part of leading Airmen to succeed starts with open communication. How can we bring out the best in our subordinates if we don't know what makes them tick? Be accessible to your people and, above all, listen to them. Seek to understand their passions, insights and diverse opinions and let them know you value their contributions to the mission. Know when they are facing challenges and help them understand the power they have to resolve their challenges.

· ***Be a mentor***

As you get to know your people, seek opportunities to mentor them. Empower them with the knowledge of all the professional development opportunities the Air Force offers. Our Airmen and civilians should pursue advanced academic degrees, request career broadening assignments and attend leadership and development seminars as they progress through their careers.

There are a host of online tools available to help Airmen manage and grow their careers including My Development Plan, the Airman Development Plan and the Career Path Tool. These tools include discussion forums where you may interact with members and offer recommendations and advice.

· ***Be the example***

The Airmen who look to you for information and guidance also want to know that you have "walked in their shoes." Your people will watch your actions to see if they are in line with the leadership philosophies you have shared. Have you completed your degree? What professional military leadership courses are you taking? Do you set the leadership tone in your office? Oftentimes what you say is not as empowering as what you do.

Take a moment and reflect on your leadership style. Ask yourself what you have done to lead your subordinates to succeed. Do you communicate openly, mentor them so they will grow and behave in a way that makes them proud to follow you?

There's no magical formula that will make you a great leader, but great leaders share certain qualities, and as you develop those qualities, people will recognize a great leader when they see you.

While this was written for an Air Force publication, the author is the Chairperson of the San Antonio FEB and the concepts are universal to leadership in all agencies and areas of employment.

DO YOU KNOW THIS PERSON?

Do you have a friend or neighbor that would be in trouble if a power outage occurred? Loss of electricity and telephone communication are a couple of things that we see as an inconvenience, but to a lot of people it is not just an inconvenience but a potential disaster.

The Oklahoma City Mayor's Committee on Disability Concerns is a group of individuals appointed by the Mayor for the purpose of advocating for those who have cognitive or physical disabilities. Earlier this year, an elderly woman in a wheelchair contacted our organization concerned about what she should do in an earthquake. We did not have a good answer for her question, assuming that passage out of her home might be blocked by a fallen bookcase or other furniture and her phone was not working.

Not wanting to give her this answer, OKC MCDC leaders assigned several members of the committee to work on this problem. The answer was the formation of the Emergence Response Sub-Committee. This group, along with OKC Police Department Emergency Management, developed a plan to organize local groups and civic organizations to identify and help those in the community that may be in need of help before emergency responders can arrive.

This is not an attempt to replace the normal emergency response organizations, just help a distressed individual until professional responders arrive. This distressed individual may need something as simple as moving a piece of overturned furniture so they can exit the home or maybe just using your cell phone to contact family members to assure them that they are alright.

This sub-committee has members who are willing to speak to your organizations and explain the plan. They will also provide published data related to the plan.

For additional information or if you would like to schedule a speaker, contact Ken Wyatt at 405-410-9060 or email ken@nwcd.net or go to http://okc.gov/help/ada.html

The OKC Mayor's Committee on Disability Concerns' mission is raising awareness to improve the quality of life for people with disabilities and advocating removal of physical and attitudinal barriers. The Committee meets the second Wednesday of each month at 7:30 a.m. at St. Luke's United Methodist Church, 222 Northwest 15th, Room 203.

Diana Hubbard, IRS, 405-297-4544, is the FEB representative and liaison with the OKC Mayor's Committee on Disability Concerns.

Spotlighting Information in Public Service

Did you Know……

The mission of the Combined Federal Campaign (CFC) is to promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing all federal employees the opportunity to improve the quality of life for all. CFC is the world's largest and most successful annual workplace charity campaign, with more than 200 CFC campaigns throughout the country and internationally to help to raise millions of dollars each year. Pledges made by Federal civilian, postal and military donors during the campaign season (September 1st to December 15th) support eligible non-profit organizations that provide health and human service benefits throughout the world. The Director of OPM has designated responsibility for day-to-day management of the CFC to its CFC Operations office.

There are a total of six Campaigns in Oklahoma (info provided in the next table). Federal leaders participated in the kickoff breakfast for Central Oklahoma.

CDR Duehring prepares to flip pancakes for the CFC!

Tucker Blythe, National Park Service, flips pancakes with Former Lt. Gov. Jari Askins and Deputy Chief Marc Woodard, Okla. City Fire Department.

Campaign#	Campaign Name / Boundaries
0709	**Fort Sill-Lawton CFC** Comanche County in Oklahoma
0710	**McAlester Area CFC** Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, Le Flore, Marshall, McCurtain (except Red River Army Depot), McIntosh, Pittsburg, and Pushmataha Counties in Oklahoma
0712	**Central Oklahoma CFC** Caddo, Canadian, Cleveland, Garfield, Garvin, Grady, Kingfisher, Lincoln, Logan, McClain, Murray, Oklahoma, Payne, Pontotoc, Pottawatomie, and Seminole Counties in Oklahoma
0715	**Green Country CFC** Cherokee, Craig, Creek, Delaware, Mayes, Muskogee, Okfuskee Okmulgee, Osage, Ottawa, Rogers, Tulsa, Wagoner, and Washington Counties in Oklahoma
0854	**Greater Texarkana Area CFC** Red River, Morris, Cass, and Bowie Counties in Texas; Miller, Sevier, and Hempstead Counties in Arkansas; and Red River Army Depot in McCurtain County in Oklahoma.
0857	**CFC of North Texas and Jackson County, OK** Sheppard AFB; Wichita, Wilbarger, Clay and Montague Counties in Texas; Jackson and Tillman Counties in Oklahoma

CDR Duehring, Military Entrance Processing Station and Julie Gosdin, US Postal Service make pancakes for the Kickoff Breakfast on September 7, 2012 at the Chickasaw Bricktown Ballpark.

Retiring soon? Don't overlook these crucial steps

Reprinted from Federal Times, PersonalAdviser article, dated September 3, 2012 by Reg Jones

In a previous article, I described an ideal world in which you had five years to plan ahead for retirement. However, there are times when you have to cram planning into a year or less—for example, if you are given an opportunity to retire early or offered a buyout. Even a little time wisely spent can produce a big payoff. So here's my "to do" list for you.

Attend a pre-retirement seminar. If your agency offers one, sign up for it. If it doesn't, ask if it will foot the bill for one offered by a private-sector provider. If not, enroll in one at your own expense. Pre-retirement seminars are the best place to get answers to your questions and to raise your awareness of issues you might not have considered

Visit your personnel office to:

⇨ Review your Official Personnel Folder (OPF). Make sure it includes a complete record of your federal employment, including any active-duty military service, records of your Federal Employees Health Benefits Program and Federal Employees' Group Life Insurance coverage, the effective dates of each pay adjustment, and your designations of beneficiaries, if you should die. Work with the benefits specialist to make any corrections.

⇨ Verify your FEHBP coverage. As a rule, you must have been enrolled in FEHBP for the five consecutive years before you retire—or from your first opportunity to enroll—to be able to carry that coverage into retirement. There is an exception to this rule if the Office of Personnel Management has granted your agency a waiver because it is offering early retirements or buyouts. Then you only need to be enrolled before the beginning date of your agency's latest early retirement or buyout authority. There is also an exception if you have had health insurance through the military and are enrolled in an FEHBP plan when you retire.

⇨ Verify your FEGLI coverage. You must have been enrolled in FEGLI for the five consecutive years before you retire—or from your first opportunity to enroll—to be able to carry that coverage into retirement. However, unlike FEHBP, there are no exceptions to the rule.

⇨ Verify when you'll be able to retire. Under both the Civil Service Retirement System and Federal Employees Retirement System, you can retire at agae 62 with five years of service or at age 60 with 20 years. If you are offered an opportunity to retire early, you can do it at age 50 with 20 years of service or at any age with 25.

While CSRS employees can retire at age 55 with 30 years of service, FERS employees can retire with 30 years of service only if they have reached minimum retirement age (MRA), which ranges between 55 and 57 depending on year of birth. FERS employees can retire at MRA with as few as 10 years of service, but the annuity will be reduced by 5 percent for every year under age 62. You can reduce or eliminate that penalty by postponing receipt of your annuity to a later date. If you were entitled to carry your FEHBP or FEGLI coverage into retirement, you can re-enroll when your annuity begins.

If you are a CSRS employee who is taking an early retirement, you face a 2 percent reduction for every year you are under age 55.

If you owe any deposits or redeposits to the retirement fund to get credit for prior service, either in determining your eligibility to retire or in your annuity computation, the specialist can help you find out how much you owe. Then you can decide if it makes financial sense to do that.

⇨ Get a retirement annuity estimate. If your benefits specialist doesn't have the software to do that, you can do it on your own by using online calculators, such as the ones at www.FEDbens.us.

Set your retirement date. Fill out an Application for Immediate Retirement—SF 2801 for CSRS, SF 3107 for FERS. Keep one copy and submit the other to your personnel office.

Reg Jones was head of retirement and insurance programs at the Office of Personnel Management.

UPCOMING EVENTS
October 2012

Oct 4, 2012 **10:30-12:30**	**Oklahoma Field Federal Safety & Health Council Meeting** NWS, Norman, POC: Stephanie Schroeder, 405-954-0371
Oct 11, 2012 All Day	**Leadership FEB** VA Agencies in Muskogee POC: FEB Office, 405-231-4167
Oct 17, 2012 9:00 am-Noon	**Financial Wellness Workshop** 3738 Southwest 15th Street POC: FEB Office, 405-231-4167
Oct 17, 2012 10:00 am	**Interagency Training Council** NW Library, 5600 NW 122 St, OKC POC: Stacy Schrank, 405-606-3823
Oct 17, 2012 1:00-4:00 pm	**Financial Wellness Workshop** 3738 Southwest 15th Street POC: FEB Office, 405-231-4167
Oct 26, 2012 12:00 noon	**Naturalization Ceremony** 400 NW 4th Street, OKC POC: FEB Office, 405-231-4167

Agency Visits are being scheduled for October. If there is a new federal leader at your agency that has not yet been visited by the Oklahoma FEB Director, please call the FEB Office so we are sure to provide priority scheduling!

INSPIRATION CORNER

Know your job, set a good example for the people under you and put results over politics. That's all the charisma you'll really need to succeed.

–Dyan Machan

Keep things informal. Talking is the natural way to do business. Writing is great for keeping records and putting down details, but talk generates ideas. Great things come from our luncheon meetings which consist of a sandwich, a cup of soup, and a good idea or two. No martinis. –T. Boone Pickens

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:

- Kevin Donovan, Federal Security Director, TSA
- Jeremy Duehring, LCDR, Military Entrance Processing Station
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Jim Finch, Special Agent in Charge, FBI
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Ross Marshall, Executive Director, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency

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: **Adrian Andrews**
Special Agent in Charge,
US Secret Service, Oklahoma City

Vice-Chair: **Julie Gosdin**
Director,
US Postal Service District,
Oklahoma City

Staff

Director: LeAnn Jenkins
Assistant: Nichole James

How to Manage a difficult Supervisor **(taken from Federal times article dated 9-3-12**

With so much written about handling the problem employee, the difficult or problem supervisor sometimes is overlooked.

One issue is identifying when or if a difficult supervisor is really a problem. Is the supervisor just tough and demanding or is the supervisor abusive, retaliatory or discriminatory? Sometimes the subordinate feels put upon by the supervisor's demands. Sometimes these demands are reasonable, but harsh. Where is that line between George Patton and Attila the Hun?

Sometimes a supervisor's expectations are appropriate, but a lack of supervisory skills may inhibit him—particularly if he is new—from effectively overcoming resistance to changing a longstanding, but inefficient culture.

On occasion, a new supervisor recognizes a problem with an immediate subordinate who happens to be well-connected to the supervisor's boss. A situation like this—with end runs past the supervisor to the second level—can create a particularly toxic work environment for both the supervisor and supervisee.

There are many variations on the theme of the difficult supervisor, but let's assume your supervisor is loud and abusive, plays favorites, sends mixed messages and then yells when you follow his direction that he changed midstream without notice. What can you do about it?

Assess whether you are the only one who believes you have a difficult supervisor. Is it a systemic problem, or are you the victim of discrimination? Next, assess higher-level managers' support of your supervisor. Do they want your office cleaned up, or do they seem unaware of the abusive environment?

Several remedies are available to deal with the issue.

First, a grievance can be filed. If you decide to file, look at the procedures, whether you are using the administrative grievance procedure or the collective bargaining agreement negotiated by your union.

You do not want to miss time limits, and you want to be able to provide enough detail to satisfy grievance procedure requirements.

If you are in a bargaining unit, the union can be helpful in raising the issue of a difficult supervisor to the attention of higher-level management, particularly in agencies with healthy labor-management relationships.

Sometimes all that is needed is some supervisory or leadership training. Other times, minor disciplinary action may be sufficient to get the supervisor's attention and change his or her ways.

Second, consider an equal employment opportunity complaint. The difficulty with EEO is that in the long run you have to prove discrimination based on a prohibited category such as race, gender or ethnicity.

Also, in the absence of major actions against you such as a suspension or failure to select for promotion, many EEO complaints concerning difficult supervisors are based on a hostile work environment theory, and this can be difficult to prove.

Despite these legal barriers, the EEO system can be helpful in bringing a difficult supervisor's abuses to higher-level management's attention.

Third, you can file a complaint with the inspector general's office. While the decision to investigate your complaint is within the IG's discretion, often the substance of the complaint is at least forwarded to a higher level of management for consideration.

When higher-level management hears about employee discontent and specific examples of inappropriate supervisory behavior, a frequent response is to hire an independent investigator for a workplace environment assessment.

Typically, all employees are interviewed and assured confidentiality. The results of the survey are then used to determine future supervision of the office.

Working for a difficult supervisor can be frustrating and stressful. The above strategies are no guarantee, but they have resulted in workplace changes and are appropriate for dealing with a difficult supervisor.

The one bad strategy that is likely to never work is to be insubordinate or disrespectful to the difficult supervisor. Do not take on the supervisor yourself. That will just allow the supervisor to overcome your legitimate complaints by saying to his or her higher-ups that you are the problem.

Information for Hiring Managers

Why Appoint Veterans

Ready Supply of Needed Skills: Veterans and transitioning military service members are ready to supply the very skills the Federal Government needs. Veterans have acquired a wealth of knowledge, skills, and competencies through practical workforce experience. The cutting edge training and education they have received during their military service is transferable to those skills oftentimes being sought by agencies in filling open positions. In addition to these intangible and valuable skills, the Veteran brings a unique sense of leadership and teamwork to your team. They understand the commitment to achieving organizational goals and objectives and have demonstrated the ability to work efficiently and effectively within multi-cultural environments.

In hiring a Veteran, you are helping to bring into your agency an individual who is committed to serving both your agency and this Nation through their continued service. The qualities of honesty, respect for others, pride, and a powerful sense of belonging enables Veterans to acclimate into the agency culture. Veterans and transitioning service members are eager to serve.

Besides the discipline and work ethic that military service instills, Veterans and transitioning service members have technical skills in areas of critical importance: acquisition, information technology, communications, security, information gathering, and medical technology. Many already hold required security clearances for some Federal positions.

Take a moment today and contact your agency Veterans Employment Program Office to find out how you can get one of America's Veterans on your team!

How to Use Special Appointing Authorities for Veterans

Veterans appointing authorities can bring qualified Veterans to the force and speed the selection process. This section presents guidelines for:

- Veterans' Recruitment Appointment (VRA)
- 30 Percent or More Disabled Veterans
- Veterans Employment Opportunities Act of 1998 (VEOA)

Veterans' Recruitment Appointment (VRA)

To hire an eligible Veteran under VRA:

- **Step 1:** For positions up to a GS-11 (the promotion potential of the position is not a factor), determine if the candidate is eligible under this authority.
  The following individuals are eligible for a VRA appointment:
  - Disabled Veterans;
  - Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized;
  - Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded; and
  - Veterans separated from active duty within the past 3 years.

There is no minimum service requirement, but the individual must have served on active duty, not active duty for training. (NOTE: For Veterans who have less than 15 years of education, there is a training or education requirement.)

- **Step 2:** Subject to Veterans' preference, appoint any VRA eligible who meets the qualifications requirements for the position. No announcement is required.
- **Applying Veterans' Preferences:** If an agency has two or more VRA candidates and one or more is a preference-eligible Veteran, the agency must apply the Veterans' preference procedures in 5 CFR part 302.

30 Percent or More Disabled Veterans

To hire a 30 Percent or More Disabled Veteran:

- **Step 1:** Determine if the candidate is eligible under this authority. A VA letter or military discharge papers substantiating the service-connected disability is required.
- **Step 2:** Appoint an eligible, disabled Veteran who meets the qualifications for the position to a temporary appointment of more than 60

days or to a term appointment. You may convert the appointment, without a break in service, to career or career-conditional at any time during the temporary or term appointment. Veterans' preference does not apply and no announcement is required.

Veterans Employment Opportunities Act of 1998 (VEOA)

Agencies must allow eligible preference eligibles and certain Veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. Veterans may be hired through the competitive process using the steps summarized below.

- **Step 1:** Consider the strategic benefit in filling the position using Veterans and transitioning service members.
- **Step 2:** Determine recruiting strategy. Consider posting announcement at Veterans Transition Centers or with Veterans organizations.
- **Step 3:** Announce the vacancy on USAJOBS.
- **Step 4:** Consider VEOA applicants with other status candidates.
- **Step 5:** Determine the most qualified candidates. Determine which applicants are qualified, rate them based on their qualifications, and issue a selection certificate in accordance with the agency merit promotion plan.
- **Step 6:** Select a candidate. If a VEOA eligible is selected, he/she is given a career-conditional or career (as appropriate) appointment.

Bite Sized Training for the Harried Professional: ***http://golearn.gov/HiringReform/index.htm***

Web-based training courses

Hiring People With Disabilities Made Simple

Your time is valuable, that's why the Office of Personnel Management has created a series of quick training videos on a range of subjects to help you achieve your mission and important recruitment, hiring and diversity goals. Follow the harried professional as she maneuvers through many of today's challenges, overcoming some of her concerns and learning a few things along the way.

The topics below are available on-line for quick instructional information; select a topic of interest, or watch all of them together. Be sure to check back often, because new material is added all the time!

Applying for Jobs using Schedule A

Category Rating

Introduction to Hiring Reform

Veterans Appointing Authorities

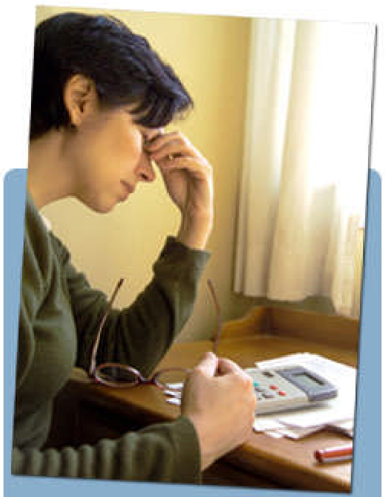
Military Spouse Employment

Manager Involvement

RIF Avoidance

The Case for Financial Wellness

In today's economy many of your employees are experiencing financial distress.



Almost 2/3 of Americans report having serious financial problems

In a study of 436 employees who had used a financial advisor through their EAP, 91% found the consultation to be effective, 74% had reduced stress, 67% had improved health and well-being, 39% had a reduced rate of absenteeism, and 36% had improved work productivity.

~"Employee Assistance Program Outcomes Similar for Counselor and Legal/Finance Consultation Clients," presented at the American Psychological Society Annual Conference.

Employee financial distress costs employers:

- Increased absenteeism
- Lower productivity
- Increased turnover
- Decreased employee health
- Diminished work environment

The numbers are daunting:

- Almost 2/3 of Americans (61%) report having serious financial problems[1]
- Less than 1/3 of employees (29%) say they have savings to cover six months of living expenses[2]
- Just over 1/2 of American families have a retirement account[3] (Median value = $43,000)[4]
- There are increases in:
    - Employees asking HR for financial help
    - Wage garnishments by debt collection agencies
    - Employees asking for pay advances
    - More employees than ever are interested in obtaining advice and guidance from their employers for the financial problems[5,6]

The good news is you can take steps to alleviate your employees' financial distress, help educate them, and reverse the effects of financial distress on your bottom line.

Notes:

- *Kaiser Family Foundation, April 2008 Survey*
- *Principal Financial Group, 2008 Survey of Companies with 10-1,000 employees.*
- *Federal Reserve 2007 Survey of Consumer Finances.*
- *Bucks et al., 2009*
- *Metlife Study of Employee Benefit Trends, 2008*
- *HR Magazine - "Easing the burden of employees' debt", Weaver, P., and Rollins, G. (2008)*

Article taken from the Foundation for Financial Wellness Organization's website: www.foundationforfinancialwellness.org/sample-page/

The Foundation for Financial Wellness is a non-profit organization whose goal is to promote financial wellness in the workplace through a behavior-based curriculum. Using a national network of instructors, it delivers financial wellness education courses in an objective, non-solicitous manner.

Financial Wellness Workshop

Date:	Wednesday, October 17, 2012
Time:	Three Hour Sessions (morning and afternoon, please identify your choice below)
Location:	Oklahoma City Public Works Training Facility, 3738 Southwest 15th Street, OKC
Why?	With Federal Salaries remaining flat and cost of living increasing, it is more important than ever for federal employees to be equipped with information on how to maximize their incomes.
Topics:	How Money Works – basic fundamentals you were definitely never meant to "know" Debt Solutions – alleviate unnecessary stress of too much month and not enough money Retirement Planning – protecting your money and never running out Long-Term Care – fastest growing need of people over 50
Instructor:	Eric Dubbell, Senior Vice President of Primerica

Registration

Name__________________________________ Agency___________________________________

Phone__________________________________ Email____________________________________

Please sign me up for the following session:

[ ] October 17, 2012, 9:00 a.m. - 12:00 noon
[ ] October 17, 2012, 1:00 p.m. - 4:00 p.m.

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:	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, cancellations will be permitted through October 10, 2012. 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.

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	**2**	**3**	**4** 10:00 OFFSHC	**5**	**6**
7	**8**	**9**	**10**	**11** Leadership FEB-VA Day in Muskogee	**12**	**13**
14	**15**	**16**	**17** 10:00 ITC 9:00 Financial Wellness Workshop 1:00 Financial Wellness Workshop	**18**	**19**	**20**
21	**22**	**23**	**24**	**25** 10:00 Executive Policy Council Mtg	**26** Naturalization	**27**
28	**29**	**30**				

October 2012

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

We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.