



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

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

(405) 231-4167

Chair's Corner



Our Federal Executive Board has continued with the planning of activities throughout the summer.

In regard to the two main business lines of Federal

Executive Boards, the following information is provided:

Emergency Preparedness and COOP:

Our FEB participated in the June FEMA Region VI workshop for FEMA/FEBs and State Emergency representatives to discuss continuity of operations in the event of an emergency or disaster and share information on available resources.

We will have an Executive Forum for the federal leaders in Oklahoma to discuss our partnership with the Oklahoma State Department of Health in the event of an infectious disease outbreak or Pandemic Influenza. All agency leaders should mark their calendars for September 8th; further details will be emailed to you.

Determined Accord, an interagency-intergovernmental tabletop exercise with a Pan Flu scenario, is scheduled for Wednesday, September 24, 2008.

Human Capital Readiness:

Tools for Successful Supervisors: In response to our Strategic Planning at the beginning of the fiscal year, a supervisory training session is scheduled for new supervisors or those wishing to 'refresh' on the general topics of

supervision: how to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance. This one-day training opportunity is scheduled for August with a registration form included in this newsletter.

Pre-Retirement Training: Again, in response to needs identified in our strategic planning session, our FEB has coordinated full-day pre-retirement training for each of the retirement systems (CSRS and FERS) with the training scheduled for August 5th and 6th, respectively.

Other Outreach Efforts:

The Public Manager Magazine and American Society of Public Administrators will host a national conference in Baltimore in July. They have asked our FEB for a speaker to participate in a panel on Communicating Across Networks, speaking highly of the communication success of our particular FEB!

The National FEB Conference is scheduled in late July which will be attended by Barry Dodson, Vice-Chair, LeAnn Jenkins, Executive Director, and me, in the capacity of Chairman. We will let you know of interesting items upon our return.

Kevin McNeely, Chairman

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Presidential Transition Guide to Federal Human Resources Management

The Presidential Transition Guide to Federal Human Resources Management offers a comprehensive look at the merit system principles which govern all federal employees' personal and professional conduct, areas that are magnified during transitions.

The six-chapter guide is an invaluable aid to members of the President-elect's transition teams assigned to each Executive Branch agency. Transition team members lay the ground work for the next administration to provide the nation's citizens and businesses with uninterrupted services upon the inauguration.

The first chapter in the guide, "Standards of Ethical Conduct," contains specific sections on lobbying disclosure and post-employment restrictions.

All executive branch employees are subject to the Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR part 2635. The standards include 14 basic principles of ethical conduct and provide uniform rules about gifts from outside sources, gifts between employees, conflicting financial interests, impartiality in performing official duties, seeking other employment, misuse of position, and outside activities. Some employees also are subject to supplemental regulations promulgated by their agencies.

Each agency head is responsible for administering that agency's ethics program and for appointing a Designated Agency Ethics Official (DAEO) and an Alternate DAEO who, along with their supporting ethics officials, administer the agency's ethics program. The agency's ethics program office is generally responsible for the following:

- Providing counseling and advisory

services;

- Providing ethics education and training programs;
- Reviewing financial disclosure reports;
- Monitoring administrative actions and sanctions for ethics violations; and
- Communicating with the U.S. Office of Government Ethics (OGE).

The OGE provides overall policy leadership for executive branch departments and agencies.

OGE reviews public financial disclosure reports of executive branch Presidential appointees requiring Senate confirmation and certain White House officials to determine whether any entries on the forms may give rise to potential or actual violations of applicable laws or regulations and to recommend any appropriate corrective action. OGE also provides advice on other ethics matters for new Presidential appointees, Senior Executive Service (SES) appointees, and Schedule C employees. Schedule C employees are those who are excepted from the competitive service because they have policy-determining responsibilities or are required to serve in a confidential relationship to a key official.

Contents in subsequent chapters focus on personnel practices during the transition; political, expert and consultant appointments; compensation; and, personal identity verification.

OPM prepares and issues the Presidential Transition Guide to Federal Human Resources Management months before each presidential election.

The 66-page guide can be found at:

<http://www.chcoc.gov/Transmittals/Attachments/trans1300.pdf>



Spotlighting Information in Public Service

Did You Know...



The Postal Accountability and Enhancement Act is the first major legislative change to the Postal Service since 1971.

The new law directs the Department of the Treasury to resume funding of military pensions for postal employees, returning the Postal Service to the same status as the majority of other agencies. It also abolishes a legally mandated escrow requirement. It reconstitutes the former Postal Rate Commission into the Postal Regulatory Commission, and grants it greater authority and responsibility.

The Act also establishes two separate product categories: Market-Dominant products and Competitive products. It prescribes a new process for setting prices, with increases for Market-Dominant products capped at the Consumer Price Index, by class. For Competitive products, the law creates new pricing flexibility. Many of the provisions of Sarbanes-Oxley will now also apply to the Postal Service.

Read the Postmaster General's comments on the guiding principles for implementation of the new postal law at www.usps.com/postallaw/_html/GuidingPrinciplesFinal.htm.

Review the comments filed with the PRC on RM2007-1, Advance Notice of Proposed Rulemaking on Regulations Establishing a System of Ratemaking. Go to www.prc.gov and click on "Review Filed Documents" in the box titled "A New System of Ratemaking." Then select "Orders/Response to Orders."

View the New Law PowerPoint presentation given by Postal Service officials at the National Postal Forum, March 25-28, 2007 www.usps.com/postallaw/_pdf/NewPostalLawNationalPostalForum3-23-07.pdf.

Read the transcript from the Ratemaking

Summit held March 13, 2007. Go to www.prc.gov and click on "Transcript of USPS-PRC Joint Summit on Ratemaking" in the box titled "A New System of Ratemaking."

Read the Postal Accountability and Enhancement Act (P.L. 109-435) at www.usps.com/postallaw/_html/PostalLaw.html

On May 12, 2008, in Washington, DC, the Postal Service™ re-issued the non-denominated First-Class Mail definitive Forever Stamp™ (Liberty Bell). The stamp was designed by Carl T. Herrman of Carlsbad, California. The stamp was first issued in 2007.



The Forever stamp will always be valid as First-Class postage on standard envelopes weighing one ounce or less, regardless of any subsequent increases in the First-Class rate. The stamp art depicts the Liberty Bell, which is perhaps the most prominent and recognizable symbol associated with American independence. Over the years, the historic significance of the bell's message has transcended our national borders, and today the Liberty Bell is an international icon of freedom. Replicas of the Liberty Bell exist in all fifty states and the District of Columbia.

The stamp art features a computer-generated image of the Liberty Bell by nationally acclaimed artist Tom Engeman of Brunswick, Maryland. His previous projects for the Postal Service include stamped cards for Carlsbad Caverns National Park (2002), Ohio University (2003), and Columbia University (2003), as well as the 2003 American Eagle definitive stamp, and the National World War II Memorial stamp issued in 2004.



The Three Bottom Lines of Leadership: What People Want from You

Over the past several years, we have done tons of leadership training. We have interviewed workshop participants, read books that addressed leadership, attended other people's seminars and scanned the internet. We believe that your colleagues want three things from you at work (in this order of priority)—

- Be authentic.
- Deliver praise.
- Challenge me when I need challenging.

The purpose of this article is to provide “hands-on, how-to” skills in relation to each of these critical concepts.

(1) Be authentic. Ultimately, workplace leadership is about two issues—character and competence. We believe that your character is more important than your competence. Recently, an email was sent to both of us by a colleague. It read: *I do what I say and I say when I don't.* We both like this snippet and felt it oozed authenticity, a strong sense of character and transparency.

Throughout history, terrific leaders have had the ability to do what they say (execute) and admit/apologize when they drop the ball (say when they don't). Linda, a respected and top-notch leader noted: *I consider myself to be very competent. I have been doing my job as a supervisor for over 26 years. I am proud of my accomplishments and my competence, but I am more proud of my character. When I was first getting started on the job, a mentor told me that ultimately my career would be about only two things—my reputation and my relationships. He stressed the reputation would be the more important of the two. I never forgot his words. I always strived to be a person of integrity, and there have been times that I have had to make tough decisions. But I credit my success, my happiness at work and my long career to adhering to his words of wisdom.*

Enough said! Be authentic and transparent—value character over competence.

(2) Deliver praise. Intuitively, you know that people crave kind words from you. But do you follow through and deliver them?

Mike, a seasoned executive and fine leader, shared this: *People need to be praised. But they don't want it to be false or fake. They want it to be sincere, immediate and specific. I keep a stack of note cards and thank you cards on my desk. When I have time, I prefer to write a few lines of praise and hand it to the person. I find this is more powerful than saying it because my colleagues keep these written notes.*

When someone truly goes above and beyond, I will mail a thank you note home to the spouse, the significant other or the parent. This is truly the most powerful recognition of all. Believe me, the power to praise pays nothing but high dividends.

Here are our favorite quotations in regard to delivering praise—

- *People want two things more than sex and money. That's praise and recognition.* –Mary Kay Ash, Founder of Mary Kay Cosmetics
- *People will forget what you do. They will forget what you say. But they will never forget how you make them feel.* –Anonymous

Step out and deliver praise now! You'll be glad you did and so will the recipients of your good will.

(3) Challenge me when I need challenging. Terrific workplaces are characterized by robust communication. Robust communication can only occur in environments where it is “safe” to do so. An outstanding leader must challenge colleagues and embrace the notion that through conflict comes growth.

Jennifer, a young employee in a large organization had this to say about Jim, her boss: *I love working for Jim. During my first week on the job, he told me that trust was the most important thing in this office. And the next most important thing is the ability to speak your mind. He constantly reminds us that we must be hard on the issue and soft on the person. In meetings or one-on-one, he encourages us to challenge him or challenge one another. At first, I thought this would create turmoil. It's just the opposite. Our straight talk builds stronger team bonds and enables us to be more accountable with one another.*

Take heed! Recently, many books have been written in regard to having critical conversations and rightfully so. Terrific leaders do not shy away from them.

SUMMARY: Be authentic, deliver praise and challenge me when I need challenging. This is what people want from you. Leadership is not a position nor is it a skill. It is a relationship. It is our invitation and our request that you be yourself in regard to your workplace relationships. Don't follow any guru. You are valuable as you are—consistently strive to deliver your services at the next higher level. Indeed, that is the very essence of leadership.

© Mark “Tenacious” Towers (817 421-4744) and Mark Stephans (314-676-0229)



Don't delay dealing with problem employees

Managing a problem employee is never easy, and the bureaucracy of the federal workplace doesn't make it any easier. As a result, many managers ignore problems until they become severe.

There are options for dealing with the situation early on that can create a positive result for both the employee and manager. And when these resolutions don't work out, there are steps you need to take to ensure that neither you nor your agency could be held liable if the employee files a grievance against the termination.

According to the Office of Personnel Management, managers should have a three-step process in addressing performance problems: counsel, provide opportunity to improve, and take removal action.

Communicate expectations

A counseling session is an opportunity to clarify expectations and discuss performance issues.

Keep in mind that issues such as tardiness fall more in line with workplace misconduct and formal counseling may not be the most effective form of communication. Poor performance is the failure of an employee to do his or her job at an acceptable level. This level of expectation should be documented in written performance standards and is typically defined in terms of quality, quantity or timeliness.

Conduct the counseling session in a private place so that co-workers will not overhear the conversation. Be sure to reference the employee's performance standards and explain your expectations. Provide clear examples of where the employee is failing. Choose several points throughout your comments where you can stop and get confirmation from the employee that he or she understands the problems and your expectations. Providing opportunities for a response allows the employee to be active in the discussion and may lessen the negative connotation of a "lecture" from the boss. Document the date of the discussion and any agreements you reach with the employee regarding changes to the way work is assigned or structured. Provide the employee with a written summary of these details.

Provide an opportunity to improve

After counseling an employee, provide a formal

opportunity period to assess the improvement of his or her performance. This period is designed to give the employee an opportunity to bring his or her performance up to the level outlined in the counseling session.

Inform the employee in writing of the critical elements in which he or she is failing and what is needed to bring performance up to an acceptable level, what assistance will be provided, and the consequences of failing to improve during the opportunity period. Be sure to outline how long the period will last.

It may be appropriate to offer assistance in a variety of ways. For example, an employee may be given a checklist, paired with another employee, or given closer supervision. Not every employee will require every type of assistance, but once assistance is offered, be sure to follow through with it.

Document successes and failures, slip-ups and exceptional moments. These documents will protect your liability if the employee's performance does not improve and you are forced to seek further action.

Taking action

Deciding what comes next depends on the employee's performance at the conclusion of the opportunity period. If the employee reaches an acceptable level of performance, be sure to provide positive feedback and encouragement for the job well done.

However, if an employee is still performing unacceptably, you must determine the best solution.

According to OPM, your options include reassignment, demotion or removal. Your agency's internal rules may differ. For example, you may need to reassign employees to other positions before demoting or terminating them.

Speak with your agency's personnel office to see what your responsibilities are before reaching a decision or taking final action.

Taken from 6-9-08 Federal Times, "Ask the Lawyer" by Greg Rinckey, a former military and federal attorney, is managing partner of Tully, Rinckey and Associates of Albany, NY.



UPCOMING EVENTS July 2008

- July 8, 2008** **Agency Visits-OKC**
POC: FEB Office, 405-231-4167
- July 9, 2008** **Mayors Committee on Disability Concerns**
7:30 a.m. POC: Diana Hubbard, 405-297-4544
- July 10, 2008** **American Indian Council**
2:30 p.m. Allegiance Credit Union
4325 N. Meridian, OKC
POC: Katy Lantagne, 405-522-5409
- July 16, 2008** **Interagency Training Council**
10:00 a.m. Arvest Bank
POC: Ellen Parrott, 405-419-4291
- July 16, 2008** **Emergency Prep/COOP Council**
2:00 p.m. 300 N. Meridian, OKC—FHWA
POC: LeAnn Jenkins, 405-231-4167
- July 18, 2008** **Federal Employees Care Council**
3:00 p.m. Allegiance Credit Union
4325 N. Meridian, OKC
POC: Tom Burton, 405-954-0625
- July 25, 2008** **Naturalization Ceremony**
12:00 noon 200 N.W. 4th St, OKC
POC: FEB Office, 405-231-4167
- July 31, 2008** **Leadership FEB Forum**
All Day US Postal Service
POC: FEB Office, 405-231-4167
- July 28-29, 2008** **Public Manager Magazine/ASPA National Conference**
Baltimore, MD
POC: LeAnn Jenkins, 405-231-4167
- Jul 30-Aug 1** **National FEB Conference**
Washington, DC
POC: LeAnn Jenkins, 405-231-4167

Communication—Collaboration—Commitment

It's virtually impossible to communicate too much. I've never heard a single employee anywhere complain that he or she is being kept too informed.
—Jim Broadhead

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
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71st MSG, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- LCDR David Nikodym, Commander, Military Entrance Processing Station
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- 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:** **Kevin McNeely**
OKC Field Office Director
US Department of Housing and
Urban Development
- Vice-Chair:** **Barry Dodson**, Director
USDA Risk Management Agency
- Ex Officio:** **Mike Roach**, U.S. Marshal
US Marshals Service
Western District of Oklahoma

Staff:

- Director:** LeAnn Jenkins
- Assistant:** Julie Murray



Healthier Feds Initiative

HealthierFeds provides information and education to Federal employees and retirees about healthy living, greater individual responsibility for personal health, and best-treatment strategies. Through this initiative, the U.S. Office of Personnel Management (OPM) is working with Federal agency fitness and wellness leaders to promote healthy behavior decisions among Federal employees.

HealthierFeds fully supports President Bush's *HealthierUS* initiative for a healthier America. The "Four Pillars," or key elements, of this initiative are:

- Be physically active every day;
- Eat a nutritious diet;
- Get preventive screenings;
- Make healthy choices.

As envisioned by *HealthierFeds*, effective worksite health promotion programs in Federal workplaces have the potential to influence a number of important factors:

- Reduce increases in health care costs;
- Enhance employee productivity;
- Shift health care from a "treatment" paradigm;
- Reduce absenteeism and presenteeism;
- Help employees take responsibility for lifestyle choices.

Four Pillars

HealthierFeds is based on the four key concepts that shape the President's HealthierUS initiative:

- **Physical Activity**
Be physically active every day. Many chronic diseases can be prevented with modest exercise. Learn how to make regular physical activity a routine part of your life.
- **Nutrition**
Eat a nutritious diet. Healthy eating is not a fad - it's a lifestyle. Avoiding excessive portions, increasing fruit and vegetable consumption, and good overall nutrition lower the risk of getting heart disease, stroke, cancer, and osteoporosis.
- **Prevention**
Get preventive screenings. Screening can protect you and your family from illnesses you can prevent. A simple test like a cholesterol screen or a blood pressure check can reveal current health status and identify a need to adjust diet or behavior.
- **Healthy Choices**
Avoid risky behaviors. Avoid tobacco and drugs as well as the abuse and underage use of alcohol and make smart and safe choices in your everyday life.

To learn more about this initiative, visit:
<http://www.healthierfeds.opm.gov/index.asp>.



Senior Executive Service

The Senior Executive Service (SES) is comprised of the men and women charged with leading the continuing transformation of government. These leaders possess well-honed executive skills and share a broad perspective of government and a public service commitment which is grounded in the Constitution. The keystone of the Civil Service Reform Act of 1978, the SES was designed to be a corps of executives selected for their leadership qualifications.

Members of the SES serve in the key positions just below the top Presidential appointees. SES members are the major link between these appointees and the rest of the Federal work force. They operate and oversee nearly every government activity in approximately 75 Federal agencies.

The U.S. Office of Personnel Management (OPM) manages the overall Federal executive personnel program. OPM staff provides the day-to-day oversight of and assistance to agencies as they develop, select, and manage their Federal executives.

The U.S. Office of Personnel Management (OPM) has launched its revamped Senior Executive Service (SES) website. The site includes new web technology and is designed for easier navigation by members of the SES, executive resources staff, and other interested parties.

"The SES is a committed and qualified group of people dedicated to their work on behalf of the American people," said OPM Director Linda M. Springer. "This new site will help our executives to have easy access to important information sources."

In addition to the updated technology, the website includes new content in the following areas:

- Recruitment and Selection: Scientific or Professional Positions
- Recruitment and Selection: Senior Level Positions
- Executive Development: Types of Leader Development
- Executive Development: Executive Development Community
- Executive Development: Other Developmental Opportunities
- References: Statutes
- References: Code of Federal Regulations
- References: Other Legal References

The SES website may be found at www.opm.gov/ses/.

FEB Funding Mechanism Proposal

Discussion is underway for a new FEB funding mechanism. Under the current plan, various agencies provide support for the 28 FEBs from the Headquarter level. The new model would determine funding by percent of agency employees in all FEB areas. All participating agencies would contribute according to a formula (from HQ funding level). GSA would process the funds and distribute to agencies willing to staff the FEBs. Further agreements (MOUs) between OPM/OMB/GSA and staffing agencies will be developed by OPM.

This funding concept has been approved by the President's Management Council and Chief Human Capital Officers (CHCO) Council and will hopefully resolve the funding difficulties of a few in the FEB network. OPM and OMB must still brief the Chief Financial Officers Council on the funding model and FY 2009/FY 2010 budget language; however, more information will be provided as this effort progresses.



Determined Accord Pandemic Tabletop Exercise



FEMA

Date:	Wednesday, September 24, 2008	(no cost)
Time:	9:00 a.m. – 4:00 p.m.	
Location:	OKC Municipal Maintenance Facility, Training Bldg 3738 SW 15 th Street, Oklahoma City	
Objectives	This exercise is designed to increase participant understanding and requirements for Continuity of Operations (COOP) planning and readiness for a pandemic event. We apologize, but the content limits participation to 20 Agencies, allowing 3 people from each agency: Agency leader or senior manager, 1 COOP Manager, and 1 other, for a total of 60 participants. Because there are several more agencies that need to attend this type of exercise, we have included a short train-the-trainer module at the end of the day for those COOP Managers who attend, so they can provide additional tabletop exercises within their agency or for other agencies in your area. This exercise covers information on how to mitigate vulnerabilities during a pandemic influenza outbreak; participants should be able to identify gaps or weaknesses in organizational COOP plans, policies, and procedures.	

Directions: Take I-44 and exit SW 15th Street, travel west, just past the stop light at Portland Ave. The Municipal Maintenance Facility is located on the south side of the street, pull into the drive and continue through Gate D. The Training Center building is directly in front of you, parking is available on either side.

Registration Form (up to 3 individuals from the same agency can attend, if pre-registered)

Name:	Agency:
Title:	Email:
Phone:	Fax:

Name:	Agency:
Title:	Email:
Phone:	Fax:

Name:	Agency:
Title:	Email:
Phone:	Fax:

Mail to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165



TOOLS FOR SUCCESSFUL SUPERVISORS



SUPERVISORS! They have the title. Now give them the tools! *Tools for Successful Supervisors* will provide each participant with what they need to hit the ground running. Make the leap from worker to supervisor and earn the respect and confidence of those you lead, boost worker productivity, enthusiasm and commitment. Learn how to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance.

In this seminar, Anthony Tormey will provide you with the following tools:

- Leadership and Management Qualities You Need
- How to Set the Stage
- Seven Key Elements in Building Trust
- Two Questions to Ask About Motivation
- Learn the “Hot Stove” Rule of Discipline
- How to Conduct Productive Meetings
- Eight Characteristics of an Effective Delegator
- When to Coach – How to Discipline
- Understanding New and Old Relationships
- Better Manage Priorities and Deadlines
- The Importance of Values, Vision, Mission and Goals
- How to Delegate More Effectively
- Avoid the Pitfalls of Being a New Supervisor
- Create an Environment of Success and Winners



Who Will Benefit?

Newly promoted supervisors, supervisors supervising less than 3 years, team leaders, employees in line for promotion, non-supervising project managers

Tools for Successful Supervisors are what the participant needs to get their feet on the ground and start running. How to make the leap from worker to supervisor. How to boost worker productivity, enthusiasm, and commitment. How to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance.

Date:	Wednesday, August 20, 2008
Time:	7:30am registration; Seminar is from 8:00am-4:30pm
Location:	National Center for Employee Development Conference Center, 2801 East State Hwy 9, Norman, OK 73071-1104
Cost:	\$145.00 per person

Lodging: Govt rate of \$70 for single occupancy. If you pay using your government card, no tax will be charged. If using a personal credit card, tax will be charged. Call the NCED Conf Center (Norman) for reservations: 405-366-4703 and identify yourself as attending the OK Federal Executive Board training.

REGISTRATION

Name: _____	Agency: _____
Phone: _____	Fax: _____

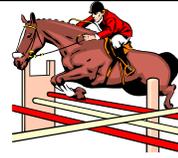
Method of payment: Cash Government Voucher Credit Card

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 8, 2008. 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!



One-Day Pre-Retirement Training Seminar-2008



Be sure you are financially prepared to do all the things you've planned for your retirement!!

<p>CSRS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of CSRS ➤ Survivor Benefit ➤ Thrift Savings Plan ➤ Federal Employee Health & Life Insurance Programs ➤ Flexible Spending Accounts 	<p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Thrift Savings Plan ➤ Federal Employee Health & Life Insurance Programs ➤ Flexible Spending Accounts
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TIME: 8:30 a.m. - 4:00 p.m. (each day) Registration will begin at 8:00am
LOCATION: USPS National Center for Employee Development, 2801 East State Highway 9
COST: [] \$75.00 per person if registered by close of business 6/30/2008
 [] \$90.00 per person if registered after close of business 6/30/2008
 [] \$50.00 for spouses (if materials are shared)

- [] I am registering for the CSRS Only session on Tuesday, August 5, 2008.
 [] I am registering for the FERS Only session on Wednesday, August 6, 2008.

Seating is limited to 80 per session. Once a session is filled, future registrants will be notified and provided the opportunity to be placed on a waiting list for the next Pre-Retirement session.

NAME(S): _____
 List name of employee and spouse on same form to receive the discounted price for spouse

AGENCY: _____

ADDRESS: _____

PHONE: () _____ FAX: () _____

Agency/Registrant may pay by [] cash, [] check, [] credit card or [] government voucher.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through July 25, 2008. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



SUN	MON	TUES	WED	THUR	FRI	SAT
July 2008		1	2	3	4	5
6	7	8	9 7:30 Mayors Committee	10 2:30 AIC	11	12
13	14	15	16 10:00 ITC 2:00 Emgcy Prep	17	18 3:00 FECC mtg	19
20	21	22	23	24	25 Naturalization	26
27	28	29	30	31 Leadership FEB		
Public Manager/ASPA Conference, Baltimore			Nat'l FEB Conference, Washington DC			

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OFFICIAL BUSINESS ONLY

We wish to thank the FAA Franchise Print shop for their monthly assistance in the duplication and distribution of this newsletter.