



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



The calendar year is half over. July is here, along with the traditional vacation season peppered with budget challenges and the promise of more for the

upcoming fiscal year.

One of our Federal Executive Board's initiatives during this difficult budget environment is to provide low cost and no cost training.

Unfortunately, the low cost "Team Building" training we had scheduled did not have sufficient registrations to make the class; therefore was cancelled.

The no cost training opportunities:

Full-Day pre-retirement workshops (one day each for CSRS and FERS) scheduled for August are active in registration, indicative of a popular topic and/or popular price.

Diversity and Inclusion workshop scheduled for September is receiving a lot of registrations. This class has a seating limitation of 75, so you will want to register soon, if you have not yet registered!

Half-day pre-retirement workshops are scheduled in October for those individuals who would prefer an abbreviated version of the material provided in the full-day forums.

In the area of emergency preparedness and

continuity of operations: our Federal Executive Board received an invitation to meet with Department of Transportation Deputy Secretary, John Porcari, FAA Administrator, Michael Huerta, DOT RITA Deputy Administrator, Gregory Winfree and DOT Senior Advisor, Chris Rocheleau while they were in Oklahoma City on May 31st. While the discussion was in the form of an after action review of actions taken by the FEB in response to events created by the May 19 and May 20 tornadoes that impacted many communities, these gentlemen were interested in assisting in any way possible. Fortunately, our visitors were able to fly out of Oklahoma, ahead of the deadly tornadoes that evening, striking even more communities.



Adrian Andrews, John Porcari, Michael Huerta

A.D. Andrews, Chairman

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The 10 Key Components of Crisis Communication

Posted by Dannielle Blumenthal on May 15, 2013
www.govloop.com/profiles/blogs/the-10-key-components-of-crisis-communication?elq=174524b377b24f72b85f5d74615fc33a&elqCampaignId=3097

The biggest mistake you can make with a crisis is not to expect one to happen in the first place.

Here are 10 elements that should be common to any crisis communication plan:

- 1. Transparency:** Make information and documentation available as much as possible.
- 2. Accountability:** Leadership "owns" the problem, apologies are made, and person/s responsible are disciplined.
- 3. Immediacy:** There is very little pause between incoming questions and outgoing answers.
- 4. Rationality:** There is no handwringing or drama but rather an objective provision of information.
- 5. Neutrality:** Absence of ideological or other bias - only the truth matters.
- 6. Objective Third Party:** Someone with no stake in the game is empowered to investigate and bring findings.
- 7. Accessibility:** Firsthand witnesses and participants are made available to answer questions.
- 8. Legality:** An attorney explains to the public what they have a right to know and what information may not be shared.
- 9. Interactivity:** Genuine back-and-forthing between the institution and the inquiring minds who want to know.
- 10. Positivity:** Negative situations are also teachable moments - therefore emphasize progress and the way forward.

Update: See downloadable self-scoring metrics template (Excel format)

http://api.ning.com/files/Uj4kxRolt48TmWE0evSvQHMvoM0f67c6b*jGTMm9IK-d1hkWEQ3fDib0ZlYQm*kCC5O6g0qJw92XmYWzi3J17DRo96EtQrrL/MetricSheetCrisisCommunicationBlumenthal.xlsx

How to get help with FEGLI coverage

For Current Federal Workers:

The Office of Personnel Management (OPM) advises active employees to contact their human resources office. "The office that maintains your official personnel folder or its equivalent is the only office with access to your FEGLI life insurance records. If you do not know what office that is or how to contact it, check with your supervisor," OPM states on its website, www.opm.gov.

In addition, a "FEGLI calculator" on the OPM website is designed to allow federal employees to determine the value of various combinations of life insurance coverage, to calculate premiums for various combinations of coverage, to determine how selecting different options can change the amount of insurance and premium withholdings, and to determine how life insurance carried into retirement might change over time.

For Federal Retirees:

OPM's Retirement Office "is the only office with access to your FEGLI life insurance records," OPM states on its website. "Your FEGLI records are not available online."

OPM encourages retirees to contact the Retirement Office by calling 888-767-6738 or by sending an email to retire@opm.gov. In addition, retirees can request that a Verification of Life Insurance document be mailed to them. That document will provide information on life insurance coverage.

The Retirement Office's phone lines are open Monday through Friday, 7:40 a.m. to 5p.m. ET. However, "the phone lines get extremely busy, so we recommend calling early in the morning or late in the evening when the lines are less busy. Have your retirement claim number (CSA/CSF) or Social Security number handy," the website advises.

The OPM website includes a PDF document to use for changing life insurance beneficiaries.

(info taken from Narfe July 2013 magazine article)



How CSRS employees can grow their annuities

A 1939 law allows federal employees to increase their annuities and earn tax-deferred interest by voluntarily contributing to the Civil Service Retirement and Disability Fund. But few Civil Service Retirement System employees have signed up for the Voluntary Contributions Program, in large part because few personnel offices and even fewer employees know the program exists. In this column, I'll fill in the blanks.

Who can participate? CSRS and CSRS Offset employees who don't owe any deposits or redeposits to the retirement fund may invest up to 10% of lifetime federal civilian earnings and earn market rate interest on deposits. Those deposits can be made at any time and in any amount, as long as they are in multiples of \$25.

Federal Employees Retirement System employees can't participate in the VCP because the law setting up FERS didn't include a provision allowing that.

How are lifetime earnings determined? Since lifetime earnings continue to increase while you are employed by the government, you are dealing with a moving target when it comes to making deposits. The Office of Personnel Management has a mechanism that can protect you from overcontributing. When your VCP account reaches \$50,000, OPM will send you a letter asking you to provide your salary history. You can estimate that by looking at your Standard Form 50s, which report every change in salary. If your history shows you have contributed more than the 10% limit, OPM will stop accepting deposits until your earnings increase sufficiently to bring you under the limit.

If you make contributions that exceed the limit, the excess will be refunded to you, without interest, when you close your VCP account. You can do that at any time and for any reason. However, once you close your account, it can only be reopened if you resign from the government and later return in a position covered by CSRS or CSRS Offset.

What are my VCP options? At retirement, you can use your account to buy additional annuity. If you are age 55, every \$100 in your VCP account will buy you an additional \$7 per year of annuity. You get 20 cents more than that for each full year you are over age 55. So, for example, if you were

60 at retirement, each \$100 would buy \$8 of annuity. That may not sound like much, but depending on how much you invested, how much you earned in interest and how long you live, it could be significant.

If you purchase additional annuity, you may also elect a survivor benefit. If you do, your own annuity will be reduced, just as it is when you elect a survivor annuity under CSRS or CSRS Offset. However, unlike those survivor annuity elections, you can name anyone to be your beneficiary. Your VCP survivor election doesn't require spousal consent, nor is it subject to garnishment.

Although buying additional annuity appeals to some CSRS and CSRS Offset employees, many who invest in the VCP do so to earn tax-deferred interest. Their goal is to let the investment grow until needed or at retirement, whichever comes first. Be aware that when you retire, your VCP account no longer earns interest.

Is the VCP a good investment? One advantage of the VCP is that you can earn the same interest rate whether you invest small or large amounts. And you'll know what the interest is before you put your money in because rates are set for the year ahead. In the past, the rate has been as high as 13%. However, for 2013, it is only 1.625%. While it's not that good, it's better than many banks are offering.

Obviously, there are plenty of places other than the VCP to put your investment dollars. Most financial advisers recommend that you maximize your contributions to the Thrift Savings Plan before considering other investments. However, one advantage of the VCP is that, like the TSP G Fund and U.S. Savings Bonds, your investment is backed by the government.

How can I participate? Submit Standard Form 2804 "Application to Make Voluntary contributions," to your agency. Once the form is approved, OPM will send you instructions for making contributions. SF 2804 is available at www.opm.gov, along with additional information in Publication RI 83-10.

This article was taken from PersonalAdviser article in Federal Times, April 15, 2013 written by Reg Jones, who was head of retirement and insurance programs at US OPM.



TSA Travel Tips Tuesday - Travel Tips for Campers and Fishers

Article taken from the TSA Blog dated Tuesday, May 14th



We are well into the Spring travel period where avid campers are dusting off their gear. You either like to rough it like Bear Grylls, or you go to your local sporting goods store and max out your plastic on all the latest camping gear. Either way, if you're flying commercial to your camping destination, this post is for you!

Here's a list of common camping and fishing related items that you can and can't bring on a plane:

Insect Repellents – They are permitted in your carry-on bags and checked baggage. The liquid limits apply when carrying these in your carry-on bags.

Animal Repellents - You can bring chemical repellants in your checked luggage if the volume is less than four ounces and less than 2% active ingredient of either CS or CN. Most bear repellants exceed these limitations. We suggest that you buy these items once you arrive at your destination and leave them behind when your trip is over.

Insecticides – Ant killers, cockroach killers, spider killers, etc., are prohibited from both carry-on and checked baggage.

Camp Stoves – These can go in either your carry-on or checked bag. If you have a liquid-fuel stove, be sure to empty the fuel. There can also be no fumes emitting from the stove. The same goes with propane stoves. Propane tanks are prohibited from both checked and carry-on bags. Empty propane or gas cylinders are allowed in checked or carry-on bags as long as our officers can see inside.

Flare Guns – These are allowed in your checked baggage, but they have to be stored and declared just like a firearm. The flares are a no go.

Fishing Rods/Poles/Tackle - TSA allows fishing poles, but if you're taking them as a carry-on, you might want to give your airline a call and see if the pole exceeds their carry-on limits. Tackle is OK as a carry-on, but be sure that you don't have any knives or large deep sea fishing hooks. Also, tools can't be larger than seven inches.

Spear Guns - These can't go in the cabin, but you can check them in the belly of the plane.

Bows and Arrows - These items should be packed in checked luggage. Any sharp objects packed in checked luggage should be sheathed or securely wrapped to prevent injury to baggage handlers and security screeners.

Guns & Ammo - Allowed to be checked in the belly of the plane as long as you follow the guidelines outlined here: [Traveling with Firearms and Ammunition \(www.tsa.gov/traveler-information/firearms-and-ammunition\)](http://www.tsa.gov/traveler-information/firearms-and-ammunition).



Safety Matches - Permitted in your carry-on luggage one pack per passenger per FAA safety regulations. Strike anywhere matches are not ever permitted.

Lighters are permitted in your carry-on. Torch lighters are still prohibited.

Hatchets & Knives - These are permitted in your checked baggage, but not in your carry-on.

If you're planning on participating and camping out at a renaissance festival this summer, we ask that you kindly not carry your crossbow, battle hammer, or mace through the checkpoint. Believe it or not, we have intercepted items similar to these and many other unusual items.

Bob Burns TSA Blog Team



Understanding TSP Beneficiary Rules

When a surviving spouse chooses to continue an inherited Thrift Savings Plan (TSP) account as a TSP beneficiary participant account, he or she must follow some quirky rules that may result in thousands of dollars in unnecessary taxes. In some instances, the surviving spouse would be better off transferring the inherited TSP account to an individual retirement account (IRA). Let's take a look at why that may be.

If a spouse inherits a TSP participant account, a TSP beneficiary participant account will be established for the surviving spouse. The beneficiary participant account may look the same, but many of the rules governing the beneficiary participant account are different. For starters, while a participant doesn't need to worry about required minimum distributions (RMDs) until he or she turns age 70-1/2, a beneficiary participant may have to start taking RMDs as soon as the year following the year the participant died.

If the participant dies before his or her required beginning date (RBD) (April 1 following the year he or she turns age 70-1/2 or separates from government service, whichever is later), the beneficiary participant must begin taking RMDs by the later of December 31 of the year the deceased owner would have turned age 70-1/2 or December 31 of the year following the year of death.

If the participant died on or after the RBD, the beneficiary participant must begin taking annual RMDs by December 31 of the year following the year of the participant's death. The beneficiary participant also must be sure to take any year of death RMD (based on the deceased participant's life expectancy) if the participant had not already done so.

If the surviving spouse were older than the deceased participant, these RMD rules might be beneficial because the spousal beneficiary may be able to delay any RMDs until well past the date he or she turns age 70-1/2. For example, if a TSP participant dies at age 65 and leaves his TSP account to his 70-year-old wife, she is not required to take RMDs from her TSP beneficiary participant account until five years later, when her deceased husband would have been age 70-1/2.

On the other hand, the beneficiary participant RMD rules may force a younger surviving spouse to take

distributions well before the date he or she turns age 70-1/2. For example let's switch the ages in the previous example so that the deceased participant is age 71, and the surviving spouse is age 65. Although the surviving spouse has not yet reached age 70-1/2, she'll be required to take minimum distributions starting by December 31 of the year following the year her husband died. This means that the RMDs are starting at age 66 for the surviving spouse, rather than age 70-1/2.

Furthermore, a TSP beneficiary participant's RMDs are calculated using the IRS' Single Lifetime Table, which results in much larger RMDs when compared to the Uniform Lifetime Table TSP participants get to use. For example, assuming a \$250,000 account balance, the RMD for a 70-year-old participant using the Uniform Lifetime Table is \$9,124, whereas the RMD for a 70-year-old beneficiary participant is \$14,706—60 percent more!

These rules result in larger distributions at potentially earlier ages. If the surviving spouse doesn't need the money, he or she is forced to pay unnecessary taxes and will lose out on future tax-advantaged growth. Perhaps one of the most detrimental outcomes occurs when a beneficiary participant dies with money remaining in the TSP beneficiary participant account. In this situation, a beneficiary of a beneficiary participant has no choice but to take a lump-sum distribution from the inherited TSP beneficiary participant account. The distribution cannot be transferred to a beneficiary IRA, so it's fully taxable, and any future tax deferral is lost forever. Any Roth money in the TSP account would be distributed tax-free; however, the benefits of a tax-free account are gone. If it is financially advantageous to do so, the surviving spouse may want to transfer the inherited TSP account to an IRA of his or her own. He or she will then be subject to the RMD rules for account owners, including RMDs based on the more favorable Uniform Lifetime Table. In addition, the surviving spouse will be able to pass the tax-advantaged account down to future generations.

This article is reprinted from the NARFE magazine article, "Managing Money" written by Mark Keen, Partner, Keen & Pocock and an investment adviser representative and registered principal of the Strategic Financial Alliance, Inc. (SFA).



UPCOMING EVENTS July 2013

- July 1, 2013** **FEB/OPM Conference Call**
1:00 p.m. POC: FEB Office, 405-231-4167
- July 11, 2013** **Oklahoma Field Federal Safety & Health Council Meeting**
10:30-12:30 POC: Stephanie, 405-954-0371
- July 16, 2013** **FEB Executive Director Meeting**
Half Day Virtual
POC: FEB Office, 405-231-4167
- July 17, 2013** **Leadership FEB**
All Day Oklahoma Emergency Mgmt
POC: FEB Office, 405-231-4167
- July 24, 2013** **Local Federal Coordinating Committee Mtg, Central Oklahoma**
12:00 noon POC: FEB Office, 405-231-4167
- July 31, 2013** **National FEB Conference**
2 hours Webcast
POC: FEB Office, 405-231-4167

INSPIRATION CORNER

When neighbors feud, lovers quarrel or nations war, the predictable remedy prescribed by the voices of reason is communication.
—Robert M. Krauss and Ezequiel Morsella

I don't think success is a place or a definition, I think it's a direction. It's very important to look at how you're living your life—and it should be pointed in the right direction.
—Charles Wang

Leadership means resisting our own urge to be the brilliant one.
—Diane Branson

Victory is much more meaningful when it comes not just from one person, but from the joint achievements of many. The euphoria is lasting when all participants lead with their hearts, winning not just for themselves but for one another. —Howard Schultz

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:

- Michelle Coppedge, Director, FAA Mike Monroney Aeronautical Center
- Kevin Donovan, Federal Security Director, TSA
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Jim Finch, Special Agent in Charge, FBI
- Joe Gallagher, Deputy to Commanding General, Fires Center of Excellence, Fort Sill
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Ross Marshall, Executive Director, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- 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) 231-4058 or email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

Officers

Chair: **Adrian Andrews**
Special Agent in Charge,
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Director,
US Postal Service District,
Oklahoma City

Staff

Director: LeAnn Jenkins
Assistant: Nichole James



Life Insurance the Forgotten Benefit

Extracted from the Narfe July magazine article

For many federal employees, only the jump in the payroll deduction that occurs when they reach age milestones that are multiples of five—such as ages 50, 55 and 60—tips them off that life insurance is still in their benefits portfolio and that it has gradually transformed from reasonably affordable to extremely expensive....

How FEGLI works

The federal government established FEGLI in 1954. It is the largest group life insurance program in the world, covering more than four million federal employees, retirees and family members. FEGLI offers only term insurance, which is a form of temporary insurance. It carries no cash value—unlike whole life insurance, a form of permanent insurance available from private companies. The Office of Personnel Management (OPM) contracts with MetLife to underwrite the insurance and with a private entity, the Office of Federal Employees' Group Life Insurance, to administer and adjudicate claims.

There are few opportunities to add FEGLI coverage. Other than when hired or during a scheduled Open Season—the most recent was in 2004—employees can add coverage only after a life event: marriage, divorce, death, birth or adoption. Coverage can be reduced or canceled at any time.

FEGLI will insure any federal employee, regardless of health status, unlike private insurance, which typically will charge elevated rates or refuse coverage for people with high health risks. FEGLI offers Basic coverage and three types of optional coverage:

Basic life insurance is equal to the employee's annual salary rounded up to the next even thousand dollars, plus two thousand dollars. It rises automatically as the worker's salary climbs throughout his or her career, and the cost is not impacted by the employee's age. Federal employees pay two-thirds of the premium; the government picks up the other one-third. The U.S. Postal Service pays the entire Basic premium for its employees. Employees are enrolled automatically in Basic insurance unless they waive it. They are not enrolled in optional insurance unless they apply for it. They pay the full cost of

optional coverage.

Option A is Standard life insurance, available in the amount of \$10,000. Premiums increase at five-year intervals after the employee or retiree reaches age 35, with the steepest increases beginning at age 50.

Option B is Additional life insurance. It is available in increments of one, two, three, four or five times the employee's annual salary, rounded up to the next even \$1,000. As with Option A, premiums start to rise at age 35.

Option C is Family life insurance. For the potential death of a spouse, it is available in multiples of one to five times \$5,000. For the potential death of each eligible dependent child, it is available in multiples of one to five times \$2,500. Again premiums start rising when the sponsor reaches age 35.

As noted, the cost of optional FEGLI premiums rises as the employee reaches age milestones at five-year intervals. These premium increases accelerate, reflecting the increasing odds of the employee's death as he or she ages. For example, as of May 2013, Option A, Additional life insurance, costs 65 cents a month for a 34-year-old but \$13 a month—20 times as much—for a 60-year-old.

At retirement, if an employee continues FEGLI coverage, the value of his or her insurance is based on the coverage in effect for the previous five years. If he or she is retired and older than age 65, the retiree can continue to pay premiums to maintain coverage or can allow the coverage to scale back automatically. Basic and Option A coverage will reduce by 75%, but no more premiums will be paid by the retiree.

"FEGLI is fairly priced for what it is," says Tammy Flanagan, senior benefits director of the National Institute of Transition Planning, which conducts federal retirement planning workshops and seminars. "FEGLI is run well. It serves the purpose it was designed for." However, she notes that young, healthy employees typically can save money by buying private insurance instead of purchasing FEGLI Option B coverage.

"How to Get Help with FEGLI coverage" on pg 2



Half-Day Pre-Retirement Training Seminar-2013

CSRS session topics: <ul style="list-style-type: none"> ➤ Overview of CSRS ➤ Survivor Benefit ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Identity Theft Solutions ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Thrift Savings Plan Allocation Strategies 	FERS session topics: <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Identity Theft Solutions ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Thrift Savings Plan Allocation Strategies
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TIME: 8:30am–Noon OR 1:30pm-5:00pm (each day) Registration will begin 30 minutes prior to the training

LOCATION: OKC Public Works Training Center, 3738 SW 15th Street, Oklahoma City

COST: No Cost

- I am registering for the CSRS session on Tuesday, October 29, 2013, 8:30 am-Noon
- I am registering for the CSRS session on Tuesday, October 29, 2013, 1:30 pm-5:00 pm
- I am registering for the FERS session on Wednesday, October 30, 2013, 8:30 am-Noon
- I am registering for the FERS session on Wednesday October 30, 2013, 1:30 pm-5:00 pm

Seating is limited to 50 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

AGENCY: _____

ADDRESS: _____

PHONE: () _____ EMAIL: _____

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
Or email to:	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, substitute attendees are authorized and encouraged!



Teambuilding and Leadership for Federal Leaders



Where:	US Postal Service, National Center for Employee Development 2801 E. State Highway 9, Norman, OK
When:	Monday, July 15, 2013
Time:	8:30 a.m. registration 9:00 a.m.-4:00 p.m. Workshop
Cost:	\$55.00
Intended audience:	FEB Members, Federal leaders, Senior Managers and Supervisors of teams.

This workshop is Hosted by the USPS National Center for Employee Development and the Oklahoma FEB.

This six-hour course presents tools and techniques designed to help leaders build skill in managing a team and improving both individual and group performance.

The course includes discussion of such principles as:

- Collaborative thinking,
- The determinants and correlates of behavior, and
- Achieving group balance.

Cancelled due to insufficient registrations

Registration

*To ensure we have enough participants for the class, please register as early as possible!
This class must have a minimum of 12 participants and will have a maximum of 20.*

Name:	Agency:
Phone:	Email:

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102
Fax to:	405-231-4165
Or Email to:	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, substitutes will be permitted through June 28, 2013; the number of registrants at that time will determine whether we have sufficient numbers for the workshop.



One-Day Pre-Retirement Training Seminars-2013



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 (to include Roth TSP) ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement 	<p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement
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TIME: 8:00 a.m. - 4:00 p.m. (each day) Registration will begin at 7:30 am
Please allow sufficient time to clear security; bring drivers license or federal ID

LOCATION: Federal Building, 301 NW 6th Street, Lower level conference rooms.

COST: No Registration Fee

I am registering for the CSRS Only session on Tuesday, August 13, 2013.

I am registering for the FERS Only session on Wednesday, August 14, 2013.

Seating is limited to 50 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 if attending)

AGENCY: _____

ADDRESS: _____

PHONE: () _____ FAX: () _____

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, please notify the FEB office no later than August 9th to accommodate individuals who may be on a waiting list.



Diversity and Inclusion Workshop for Federal Leaders

Where:	Oklahoma City Public Works Training Center, 3738 Southwest 15th Street, OKC
When:	Thursday, September 12, 2013
Time:	Registration begins at 1:00 p.m. Workshop: 1:30 p.m.-3:30 p.m.
Trainer:	Laura Liswood Secretary General, Council of Women World Leaders Senior Advisor, Goldman Sachs
Cost:	\$0.00 No Cost!
Supports:	Executive Order 13583—Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Federal Workforce



This workshop is Hosted by the Oklahoma FEB and OPM's Office of Diversity and Inclusion.

Intended audience for this workshop is GS-13 through SES; however, depending on your agency's field structure, grades may be less to be agency-appropriate.

Hear what other Federal agencies have said about Ms. Liswood's highly interactive workshops:

- ✓ Laura Liswood's message will help us to create high-performing and innovative organizations!
- ✓ This workshop is a new perspective on Diversity and Inclusion!
- ✓ She is an outstanding speaker who leaves you with tools for succeeding in a diverse workplace!

Attendees will receive a free copy of Ms. Liswood's book, [*The Loudest Duck*](#).

Registration

***In order to ensure we have sufficient copies of the book, please register as early as possible!
(The number of registrants we have on August 29 will be used to order the books.)***

Name:	Agency:
Phone:	Email:

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102
Fax to:	405-231-4165
Or Email to:	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, substitutes will be permitted through August 21, 2013; the number of registrants at that time will determine whether we have sufficient numbers for the workshop.



SUN	MON	TUES	WED	THUR	FRI	SAT
	1 1:00 FEB/OPM Conf Call	2	3	4 Independence Day	5	6
7	8	9	10	11 10:30 OFFSC	12	13
14	15	16 FEB Executive Director Meeting	17 10am ITC All Day: Leadership OEM	18	19	20
21	22	23	24 12:00 Central OK- LFCC	Virtual National FEB Conference		27
28	29	30	31 Nat'l FEB Mtg		July 2013	

OKLAHOMA FEDERAL EXECUTIVE BOARD
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