



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

*Strategic Connections resulting in Unique Solutions*

## Chair's Corner



At the time I am writing this article, many Federal employees have experienced challenging times!

Fortunately, our Federal Executive Board office staff were unaffected by the furlough so information continued

to flow. I have included some of that useful information (that was previously sent to Federal Agency Heads) in this newsletter. We've also posted much of it on our Facebook page for easy access.

Agencies in Oklahoma affected by the shutdown:

- Department of Agriculture agencies
- Department of Commerce agencies
- Department of Homeland Security agencies
- Department of Housing & Urban Development
- Department of Interior agencies
- Department of Justice agencies
- Department of Transportation agencies
- Department of Treasury agencies
- Environmental Protection Agency
- Equal Employment Opportunity Commission
- General Services Administration (partial, since some funding comes from fees)
- Small Business Administration

During the furlough, affecting many federal employees in Oklahoma, our Federal Executive Board has reached out to the Food Banks across the state and coordinated "Pantry" events. Through these events, furloughed employees have been and are able to obtain food for their family. The Food Banks intend on seeing us through the entirety of the furlough. You can call the FEB Office at 405-231-4167 or follow us at [www.facebook.com/OklahomaFEB](http://www.facebook.com/OklahomaFEB).

The United Way of Central Oklahoma is also assisting employees who need additional help by

connecting them with available resources to assist with utilities, daycare needs, etc. During our coordinated event on January 21<sup>st</sup>, we had 755 households come through, representing over 2,600 people (counts people provided in their households).

We have also coordinated MyFreeTaxes, again, this year! This is a free, safe and easy way for individuals and households earning less than \$66,000 to e-file their federal and state taxes for free through United Way's partnership with H&R Block. It is available in all 50 states with one simple income cap, includes the federal and up to three state returns, all major forms, no age restrictions, no hidden fees, and no upsells. We care about making taxes free and less complicated in a safe and convenient online experience! Get started at:

[www.oklahoma.feb.gov/MyFreeTaxesAddtlInfo.html](http://www.oklahoma.feb.gov/MyFreeTaxesAddtlInfo.html)

Our newly developed Inter-agency Mentoring program was to begin in January; it has been put on hold until after the government is fully functional in our area to provide maximum opportunity for both mentors and mentees to participate.

This year's Leadership FEB program will occur; however, the design may be altered in order to accommodate agencies that have been impacted by the Government Shutdown and funding, as well as the time we will have to coordinate it.

Since the Leadership Series begins in late Spring, we anticipate that it will be unaffected and have included a registration form in this newsletter. I hope you will consider sending employees to these valuable training sessions to sharpen their skills, boost morale and increase knowledge!

*Basharat Siddiqi*  
Basharat Siddiqi, Chair

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## Why Retirement Processing Takes So Long

The busiest time of the year for retirement claims processing at the Office of Personnel Management is fast approaching. At the end of November, OPM had an inventory of 19,162 unprocessed retirement applications. This will most likely significantly increase over the next few months, because many federal employees plan their retirements at the end of the year in order to maximize their lump sum payout of unused annual leave.

The spike in end-of-leave-year retirements presents a number of challenges for retirement processing. According to a recent [OPM inspector general report](#), the timely processing of initial retirement payments remains a challenge for the agency. OPM's 2018-2022 strategic plan sets a target of achieving an average case processing time of 60 days or less. The agency's Retirement Services unit appears to have met that goal in fiscal 2018, with an average of 59 days. But its claims backlog as of September was 17,628, more than 4.5 percent higher than at the same time a year ago.

According to the IG report, the steps Retirement Services is taking to address delays in processing include:

- Continue to integrate improvements for correspondence and claims processing.
- Enhance reporting tools to monitor and address Retirement Services workloads.
- Use overtime to assist with timely processing.
- Work with the agency's chief information officer to explore new uses of technology to help improve processing and reduce wait times.
- Provide monthly feedback to agencies and payroll offices and alert them of trends and improvement opportunities.
- Identify training needs for agencies and conduct workshops on the retirement application process.

Once your retirement application is in the hands of OPM, there's not much you can do but wait. But there are steps you can take beforehand to

help ensure the process runs as smoothly as possible:

- Double-check your application to make sure you've answered all of the questions on it. Complete your application electronically, if possible. OPM will not accept corrections in certain sections of the application form.
- Keep a copy of your completed application.
- Be sure to complete the Marital Information and Annuity Election sections of the application. That applies whether you're married, single, widowed or divorced. If you're married, be sure to include a copy of your marriage certificate with your application. If you're divorced, you only need to include a copy of your court order or divorce decree if there was a portion of your retirement or survivor annuity awarded to your former spouse.
- If you're married and your spouse is waiving their right to the maximum spousal survivor annuity, be sure to have their signature notarized on the Spouse's Consent to Survivor Election portion of the application.
- If you've performed active duty military service, be sure you've included the documentation of your service and information related to military retired pay in Schedules A and B of the application.
- Be sure to document that you've had five years of coverage under Federal Employees Health Benefits Program, especially if you were covered under your spouse's FEHBP plan or you're using coverage under TRICARE within five years of your retirement. According to an [OPM training video](#), 20 percent of all retirement errors involve not documenting five years of FEHBP coverage.

Article written by Tammy Flanagan, published at <https://www.govexec.com/pay-benefits/retirement-planning/2018/12/why-retirement-processing-takes-so-long/153529/>

## Spotlighting Information in Public Service

### Did you Know?

#### AYA fitness app released to public *Users walk to unlock historical insight*



ADA, Okla. – An application which fuses health and history is now available to download on iPhone and Android smartphones.

AYA is an interactive mobile walking app designed to keep users moving while learning about Chickasaw history and culture.

Chickasaw Governor Bill Anoatubby announced the app during his 2018 Chickasaw Nation State of the Nation Address – the same day it launched.

“We are pleased to introduce AYA, a walking app that integrates Chickasaw history, language and culture,” said Gov. Anoatubby. “We keep our culture alive through language, culture and songs as well as through the games we play.”

Much like the games of chunky and stickball, AYA gets participants moving, prompts them to compete, offers a venue to improve and reaches back to traditional Chickasaw lifeways.

The Chickasaw word “AYA” means “to go” or “to journey.” Using step-tracking technology, the app rewards users as they move throughout their day.

The app tells a historical story, through walking partners brought to life by voice actors. These partners are fictional Chickasaw characters living at important periods in Chickasaw history. Their stories unfold as users unlock new chapters with their steps.

Characters were voiced by Chickasaw citizens and include: Eliza, voiced by Cameron Mitchell; Solomon, voiced by Ace Greenwood; Akanowa, voiced by Virginia Bolen; and Hikatubby, voiced by Vincent Baptiste. LaDonna Brown voiced the narration over points of interest.

Chickasaw citizen Monica Copeland of Ardmore voiced the character Mah Wah Ta. As part of the

character’s introduction in the app, Copeland explains “Mah Wah Ta” means to hunt or find, and the character gathers plants to use as food and medicine for her people.

“As your walking partner, I will be with you every step of the way,” says Mah Wah Ta, voiced by Copeland. “Along our walking path we will find important pieces of Chickasaw history--treasures, landmarks and keepsakes from the past. I will tell you about each one, so as we walk together, we learn together.”

More motivation to maintain momentum appears as educational unlockable content, which consist of items like traditional prayers, hymns, locations and Chickasaw words.



Users take an active role in walking to the Homeland. Their journey is mapped along the same route Chickasaw ancestors walked during Removal from the Chickasaw Homeland to Indian Territory, a path that is reversed for the app from current-day Oklahoma to Mississippi. Along the way, users will get acquainted with historical sites and landmarks.

In addition to the learning journey, AYA users can compete for position on the leaderboard and discover hidden Chickasaw treasures.

AYA syncs to step counters in Fitbit devices or directly to phones with Apple Health kit.

The app is now available for download in the Apple App Store and with Google Play. For more information and updates, visit [AYAWalk.com](http://AYAWalk.com), [Facebook.com/AYAWalkApp](https://Facebook.com/AYAWalkApp), [Twitter.com/AYAWalkApp](https://Twitter.com/AYAWalkApp) or [Instagram.com/AYAWalkApp](https://Instagram.com/AYAWalkApp).

## What the Shutdown Means for Your Retirement

By [Tammy Flanagan](#)

Due to the ongoing partial government shutdown, more than 300,000 federal employees are currently on furlough without a guarantee of back pay. An additional 500,000 are working but facing delayed paychecks.

Because the end of the year is a popular time to retire, some employees may have spent their last days on the job in a furlough status, and may be in the dark as to how their retirement processing is coming along. This information is also very important for people who are planning to retire or who are simply wondering about their benefits while waiting out the furlough period.

The Office of Personnel Management has posted [guidance on shutdown furloughs](#) and their effect on federal benefits. It contains insights from the 2013 government shutdown. (Of course, there's no guarantee the current furlough will have the same end result as that one.)

Here are some highlights of the guidance:

- For retirement planning, a furlough period in a non-pay status is treated as a period of leave without pay. Employees receive credit for leave without pay periods up to six months in a calendar year without impacting their service credit for retirement or their high-three average salary.
- If your retirement was effective during the furlough period, you will be credited with service through your effective date of retirement as if there wasn't a furlough going on. For example, if your retirement was effective on Dec. 31, 2018, you will receive service credit through close of business that day, but not beyond the date that you chose to retire.
- Keep in mind that there may be a delay in the processing of your retirement, because the employees responsible for finalizing your retirement package at your agency may be furloughed. That means they won't be able to send your retirement application to OPM.
- Lump-sum payments for annual leave at affected agencies will be delayed until funds are available.
- If you are already receiving retirement benefits, you can make changes to your account [online](#) or by calling OPM's Retirement Services unit at 888-767-6738.
- If you are already retired, the cost-of living adjustment due on Dec. 31 was included with

your retirement payment on Jan 1.

### Insurance and Other Benefits

For current employees, enrollment in the Federal Employees Health Benefits Program continues for up to a year in a nonpay status, and the government continues to pay its share of the contribution. The effective date of an open season enrollment change will still be the first day of the first full pay period in January for employees (Jan. 6 for most workers) and Jan. 1 for retirees.

Coverage under the Federal Employees Group Life Insurance program continues for a year for those in a nonpay status, without cost to the employee.

Health care expenses covered under flexible spending accounts will not be reimbursed until the employee returns to a pay status. Eligible dependent care expenses incurred during the nonpay status may be reimbursed up to whatever balance is in the employee's dependent care account, as long as the expenses incurred during the nonpay status allow the employee (or employee's spouse if married) to work, look for work, or attend school full-time.

Coverage under the Federal Long Term Care Insurance Program continues as long as premiums are paid. If Long Term Care Partners, which manages the program, does not receive any premiums for three consecutive pay periods, they will begin directly billing the enrollee. Coverage under the Federal Employees Dental and Vision Insurance Program will continue, but employees will get a direct bill for past due premiums if no premium is paid for two consecutive pay periods.

For information on the effect of furloughs on your Thrift Savings Plan account, see this [fact sheet](#). You can make interfund transfers of your existing account balance during the furlough period, and you may be entitled to make up contributions when you return to a pay status. You can request an in-service withdrawal if you are age 59 ½ or older or if you are experiencing a financial hardship.

The shutdown should have little effect on Social Security checks. Most Social Security offices are open, and processing of payments continues because the agency has full-year funding in place.

<https://www.govexec.com/pay-benefits/retirement-planning/2019/01/what-shutdown-means-your-retirement/153917/?oref=voices-module>

## Snippets from the January 11, 2019 FACT SHEET: Pay and Benefits Information for Employees Affected by the Lapse in Appropriations

This information covers pay and benefits matters that may be important to employees if the lapse in appropriations continues past payroll processing deadlines. Payroll deadlines vary from agency to agency, so the actual timing of when an employee’s pay and benefits may be impacted will vary. This information is only for employees who are: • Furloughed (a type of nonpay status), or • “Excepted” from furlough (i.e., continuing to work and earn pay, but their pay is delayed until appropriations are authorized). Employees who are “exempt” from the lapse in appropriations (e.g., because they are not paid from annually appropriated funds) are not impacted.

TOPIC	WHAT YOU SHOULD KNOW
<b>Pay</b>	<p><b>Furloughed employees:</b> You cannot receive pay during a lapse in appropriations if you are furloughed, and Congress will determine whether you will receive retroactive pay for furlough hours.</p> <p><b>Excepted employees:</b> You are entitled to be paid for hours worked, but you cannot receive pay until funding is provided.</p>
<b>Annual and Sick Leave Accrual</b>	<p>Any leave you had previously scheduled during the lapse period is cancelled, so you won’t be charged leave. In addition, per OPM guidance, if you had properly scheduled “use-or-lose” annual leave that you weren’t able to use because of the lapse in appropriations, that leave must be restored to you. Your agency will provide instructions on any action you may need to take.</p> <p><b>Furloughed employees:</b> You won’t accrue annual and sick leave during the furlough once you’ve been in a nonpay status for 80 hours (for full-time employees with a regular 80-hour biweekly tour of duty). Congress may, however, authorize retroactive accrual of leave.</p> <p><b>Excepted employees:</b> You will continue to accrue leave, but accrued leave will not be available for use until funding is provided.</p>
<b>Retirement</b>	<p>No retirement deductions will be made if you aren’t receiving pay. Generally a period of nonpay status will have no effect on an employee’s retirement creditable service or high-3 average pay unless the nonpay status is for more than 6 months during the calendar year.</p>
<b>Allotments from Pay</b>	<p>Since no allotments can be made if you’re not receiving pay, you may want to review your allotments to determine whether you’ll need to make alternative arrangements (e.g., if you are using allotments to pay loans, alimony, etc.)</p>
<b>Federal Employees Health Benefits (FEHB)</b>	<p>FEHB coverage continues even if you don’t receive a paycheck. Your share of premiums will accumulate and be withheld later when the lapse ends and employees can be paid.</p>
<b>Federal Employees’ Group Life Insurance (FEGLI)</b>	<p>Coverage continues for up to 12 consecutive months of nonpay status, but premiums are collected only for pay periods for which you receive pay.</p>
<b>Federal Employees Dental and Vision Insurance Program (FEDVIP)</b>	<p>Your coverage will continue. However, if the lapse period is less than two consecutive pay periods, your premiums will accumulate and be withheld later when the lapse ends. If you do not receive pay for two consecutive pay periods, BENEFEDS will begin to bill you directly for premium payments. You must pay those bills on a timely basis in order to continue your coverage.</p>
<b>Thrift Savings Plan (TSP)</b>	<p>For information on the effect of a furlough on your Thrift Savings Plan contributions, loans, and investments, please refer to <a href="https://www.tsp.gov/index.html">https://www.tsp.gov/index.html</a></p>

Note: This guidance should not be considered time and attendance instructions. Guidance on documenting time and attendance will be provided by each agency and payroll provider.

To see the full Fact Sheet with all the topics addressed, visit: <https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/fact-sheet-pay-and-benefits-information-for-employees-affected-by-the-lapse-in-appropriations.pdf>

## ***Eight Things That Set Truly Confident People Apart***

Successful people often exude confidence—it's obvious that they believe in themselves and what they're doing. It isn't their success that makes them confident, however. The confidence was there first...

With proper guidance and hard work, anyone can become more confident. Embracing the following behaviors of truly confident people will help get you there.

### **1. They Take an Honest Look at Themselves**

Johnny Unitas said, "There is a difference between conceit and confidence. Conceit is bragging about yourself. Confidence means you believe you can get the job done." In other words, confidence is *earned* through hard work, and confident people are self-aware. When your confidence exceeds your abilities, you've crossed the line into arrogance. You need to know the difference.

True confidence is firmly planted in reality. To grow your confidence, it's important to do an honest and accurate self-assessment of your abilities. If there are weaknesses in your skill set, make plans for strengthening these skills and find ways to minimize their negative impact. Ignoring your weaknesses or pretending they're strengths won't make them go away. Likewise, having a clear understanding of your strengths enables you to shake off some of the more groundless feedback and criticism you can get in a busy, competitive work environment—and that builds confidence.

### **2. They Don't Seek Attention**

People are turned off by those who are desperate for attention. Confident people know that being yourself is much more

effective than trying to prove that you're important. People catch on to your attitude quickly and are more attracted to the right attitude than what, or how many, people you know. Confident people always seem to bring the right attitude.

Confident people are masters of attention diffusion. When they're receiving attention for an accomplishment, they quickly shift the focus to all the people who worked hard to help get them there. They don't crave approval or praise because they draw their self-worth from within.

### **3. They Seek Out Small Victories**

Confident people tend to challenge themselves and compete, even when their efforts yield small victories. Small victories build new androgen receptors in the areas of the brain responsible for reward and motivation. This increase in androgen receptors increases the influence of testosterone, which further increases your confidence and your eagerness to tackle future challenges. When you have a series of small victories, the boost in your confidence can last for months.

### **4. They Speak With Certainty**

It's rare to hear the truly confident utter phrases such as "Um," "I'm not sure," and "I think." Confident people speak assertively because they know that it's difficult to get people to listen to you if you can't deliver your ideas with conviction.

### **5. They Exercise**

A study conducted at the Eastern Ontario Research Institute found that people who exercised twice a week for 10 weeks felt

## ***Eight Things That Set Truly Confident People Apart (cont'd)***

more competent socially, academically, and athletically. They also rated their body image and self-esteem higher. Best of all, rather than the physical changes in their bodies being responsible for the uptick in confidence, it was the immediate, endorphin-fueled positivity from exercise that made all the difference. Schedule your exercise to make certain it happens, and your confidence will stay up.

### **6. They Dress for Success**

Like it or not, how we dress has a huge effect on how people see us. Things like the color, cut, and style of the clothes we wear—and even our accessories—communicate loudly. But the way we dress also affects how we see ourselves. Studies have shown that people speak differently when they're dressed up compared to when they're dressed casually. To boost your confidence, dress well. Choose clothing that reflects who you are and the image you want to project, even if that means spending more time at the mall and more time getting ready in the morning.

### **7. They Are Assertive, Not Aggressive**

Aggressiveness isn't confidence; it's bullying. And when you're insecure, it's easy to slip into aggressiveness without intending to. Practice asserting yourself without getting aggressive (and trampling over someone else in the process). You won't be able to achieve this until you learn how to keep your insecurities at bay, and this will increase your confidence.

### **8. They Get Right with the Boss**

A troubled relationship with the boss can destroy even the most talented person's confidence. It's hard to be confident when your boss is constantly criticizing you or undermining your contributions. Try to identify where the relationship went wrong and decide whether there's anything you can do to get things back on track. If the relationship is truly unsalvageable, it may be time to move on to something else.

### **Bringing It All Together**

Your confidence is your own to develop or undermine. It's the steadfast knowledge that goes beyond simply "hoping for the best." It ensures that you'll get the job done—that's the power of true confidence.

<https://www.linkedin.com/pulse/eight-things-set-truly-confident-people-apart-dr-travis-bradberry/>

### **ABOUT THE AUTHOR:**

Dr. Travis Bradberry is the award-winning co-author of the #1 bestselling book, *Emotional Intelligence 2.0*, and the cofounder of [TalentSmart](#), the world's leading provider of [emotional intelligence tests](#) and [training](#), serving more than 75% of Fortune 500 companies. His bestselling books have been translated into 25 languages and are available in more than 150 countries.

## The 2 Rare Skills You Need to Be A Great Leader

At some time or another, most of us have experienced a boss, manager, or leader who made us feel recognized and valued. And as a result, we were able to do more than we ever thought we could.

More than anything else, that's the sign of a true leader—

someone who makes you feel, think, act beyond the limits you imagined to your own capabilities and capacity. What's more, they make you feel you are valued and that you're part of something bigger than yourself.

What skills do these leaders have that allow them to help others become their best? Fundamentally, there are only two. Even the first is far from common on its own, and because the second builds on the first, it's especially rare.

But here's the good news: rare as they are, they're attainable. You can learn them and practice them and master them, and go on to help and empower others to exceed their self-imposed limits.

First, great leaders have a strong foundation of self-awareness. All great leaders draw strength from a well-built foundation of self-awareness. To lead from within requires a comprehensive understanding of yourself. That includes the ability to identify your own strengths and weaknesses—in terms of skills, which you can leverage by hiring people who make up for your weak spots, and also in terms of emotional triggers. Managing these triggers requires a high level of emotional awareness, plus the knowledge of how to be adaptable and the willingness to alter your behavior to be an effective leader.

You have permission to be human—that is, sometimes flawed and vulnerable—but you

must never allow inner turmoil to wreak havoc upon those you lead.

True leaders understand that their attitudes toward themselves set the tone to which others respond.

Second, they have the single-mindedness to instill power within others. It's one thing to understand yourself and to be aware of who you are. But the highest leadership quality is knowing how to empower others. A true leader is able to inspire their team, to encourage them to go beyond excellence and accomplish far more than anyone expects of them—or than they expect of themselves. A good leader may take people where they want to go, but a great leader takes them where they don't necessarily want to go but ought to be.

A true leader doesn't create more followers; they create more leaders.

A good leader may ask, "Is this working for me?" But a great leader will ask, "Is this working for my people?"

Great leaders can change the world, but first they must learn to lead from within. It's only after they've developed that level of self-awareness that they can lead and others to greatness.

Lead from within: Leaders become great when they are able to find their inner power and use it to inspire, strengthen and empower others.

<https://www.lollydaskal.com/leadership/the-2-rare-skills-you-need-to-be-a-true-leader/>







## 2019 Public Service Recognition Week Employee of the Year Awards Banquet



Date: Monday, May 6, 2019  
Time: 11:30am-1:00pm  
Location: Remington Park  
One Remington Place, Oklahoma City, OK 73111

**Location:** . If you are traveling on I-35, exit west on NE 50<sup>th</sup> (also known as Remington Place). If you are traveling on I-44, exit south on M.L. King Boulevard. (specific directions can be obtained from [www.mapquest.com](http://www.mapquest.com) or [www.google.com/maps](http://www.google.com/maps)). Enter the door marked CASINO; walk straight back, just left of the escalators, to our event.

### *Valet parking will be available for our Awards Program*

If you require a special dietary accommodation, please contact the FEB Office at 405-231-4167.

*Nominees should arrive no later than 11:00 a.m. for pre-brief.*

Name: \_\_\_\_\_ Agency: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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### **Cost: \$25.00 per person**

Payment must be made in advance

Cash                                       Check                                       Credit Card  
Phone #:

*If you wish to utilize a credit card for payment, please provide the contact number for the credit card information in the space above.*

*Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.*

Please mail with payment to: Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 349 Oklahoma City, OK 73102	Fax to: 405-231-4165	Email to: <a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> or <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>
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Make checks payable to: Oklahoma Federal Executive Board

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 19, 2019. 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!*

	<p><b>FEB Leadership Series-2019</b>  <b>Registration and Enrollment information</b></p>	
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Name of Participant: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\$\$ Price Saver Series \$\$**  
 **Full Series—All 5 Days \$750.00**

**Pick three for \$500.00**  
 **May 16<sup>th</sup>**    **June 18<sup>th</sup>**    **July 10<sup>th</sup>**    **August 6<sup>th</sup>**    **September 10<sup>th</sup>**

**Individual Training Day “Menu Prices”**

- Keeping Everyone Safe and Secure – May 16, 2019 – \$175.00
- Leading a Diverse Organization – June 18, 2019 – \$175.00
- Working with you is Killing Me —July 10, 2019 – \$175.00
- Thriving in the “C” Suite (ECC) – August 6, 2019 – \$175.00
- Managing Change –Tools for Leading Successful Transitions – September 10, 2019 – \$175.00

**Location: Remington Park, One Remington Place, Oklahoma City, OK**

Agency/Registrant may pay by:

- check       credit card       government voucher

Contact for Payment: \_\_\_\_\_ Phone: \_\_\_\_\_

Please mail to:	Federal Executive Board, 215 Dean A. McGee, Ste 349, Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Or Email to:	<a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> or <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>
Call to provide payment info:	FEB Office voice line: 405-231-4167

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 3, 2019. 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
<b>February 2019</b>					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> FEB Conf Call	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Valentine's Day	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> President's Day	<b>19</b>	<b>20</b> Agency Visits-OKC	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> OEM Tabletop Planning Mtg		

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