



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



Fall is upon us and our FEB is as busy as ever.

The beginning of the fiscal year creates a unique level of activity for many agencies; however, we hope you'll find time to participate and take advantage of the activities we have scheduled this month.

Tuesday, October 7, 2003 will be our "Transition of Officers" luncheon at Embassy Suites, 1815 S. Meridian, OKC, beginning at 11:30a.m. In addition to the transition of officers, each of our FEB Council Chairpersons will have the opportunity to showcase their plans for the coming fiscal year. Be sure to put this networking opportunity on your calendar!

Cmdr (Sel) Rob Dews, Vice-Chair for the latter half of FY 03 anticipates leaving Oklahoma during 2004. In consideration of the succession design established by the FEB, he decided not to run for a successive term as Vice Chair. Instead, he will provide a valuable service for our Board by serving as a strategic advisor to our Special Emphasis Councils, assisting in guiding them toward innovative activities and creative solutions to provide additional services to federal agencies in Oklahoma.



Tallying the ballots received in the FEB office, I am honored to serve you again as Chair of the FEB.

Dorothy "Dottie" Overall is the Oklahoma state

director for the U.S. Small Business Administration (SBA). A long time, SBA employee, Overall accepted the Oklahoma position in late 2000. With a staff of 19, she oversees the delivery of SBA services throughout the state. Since her arrival in Oklahoma, she has been an active member of our Federal Executive Board and has served on the Executive Policy Council since her arrival in Oklahoma.



During her 33 year tenure with SBA, she has worked in Mississippi, Washington, DC and Los Angeles, California, before accepting the Oklahoma assignment. She is a graduate of the SBA's district director development program. Oklahoma.

Be sure to add the October 7th FEB luncheon to your calendar. The FEB Council Chairs are also invited to attend so they can provide a brief overview of their activities and initiatives for the upcoming year during the luncheon. Oklahoma.

We also have other FEB activities you'll be sure to want to add to your calendar.

(see page 2, Chair's Corner)

<i>Inside Stories</i>	Pg	<i>Inside Stories</i>	Pg
Chair's Corner (cont'd)	2	Upcoming Events	7
Spotlight--Federal Agencies	3	TableTop Registration Alternate Facilities	8
CFC Fun Run	4	TableTop Registration Emergency Communication	9
Telework	5	Basic Course on Explosives	10
Volunteer Voice	6	FEB Luncheon	11



Chair's Corner (cont'd)

Thursday, October 23, 2003, we will host a one-day **basic course on explosives and incendiary devices**. This training course is open to federal, state, and local government employees. The course will be taught by John Clark. Mr. Clark has 30 years of law enforcement experience with specialization in officer survival, firearms training, field training and evaluation, the incident command system, community policing, handling mass fatalities, counter terrorism planning, developing emergency response teams, emergency planning, crime scene safety, responding to bombings and weapons of mass destruction. He is a retired lieutenant from Oklahoma City Police Department and recently retired as the Director of Emergency Management and WMD coordinator for Oklahoma City. The registration form for this event is provided on page 10 for your convenience.

Critique forms completed after our June table top discussion indicated a strong interest in the topics of Emergency Communications and Alternate Facilities, in addition to other topics. In response to your interest, we have coordinated two events to address each of the topics. Both events are scheduled at the Federal Transfer Center's Training Facility, 7500 S. MacArthur Blvd., Oklahoma City:

Friday, October 24, 2003, we will host a **table top discussion** in our series of such events. The topic will be Emergency Communications with guest speakers:

- David Barnes, 911 Coordinator for Edmond,
- Lance Terry, 911 Coordinator for Norman, and
- Dennis Mitchell, Communications Director for the Oklahoma Highway Patrol.

The individuals listed above will discuss their work and the efforts of the "Interoperability Committee" in Oklahoma. In addition to this panel, we will have members of our Emergency Preparedness Council discuss emergency communications within your agency and what you can do.

Tuesday, November 18, 2003 we will host another **table top discussion** in our series. The topic will be Alternate Facilities with guest speakers:

- Brad McDannald, FEMA, Region VI, COOP Program Manager, Denton, TX and
- Bob Hominick, GSA Federal Emergency Coordinating Officer, Regional Office, Ft. Worth, TX.

Both of these gentlemen were in Oklahoma to roll out the first FEB-hosted COOP training in August 2002. We are pleased that they are coming back to our area to speak on the specific topic of alternate facilities. In addition, we will have a panel of our own members, previously located in the Murrah Building, who have experience in this particular effort:

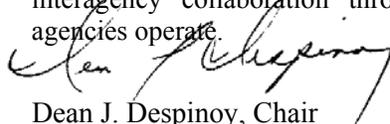
- Sherry Hunt, Dept of Housing and Urban Development,
- Dr. Brian Espe, USDA, Animal, Plant, Health Inspection Services, Veterinary Services, and
- James Hargrove, HHS, Office of Inspector General and Audit Services.

This will be a practical discussion to establish realistic expectations in the event of an emergency. What you need to plan for and for how long.



I would also like to thank the members of the Oklahoma FEB Executive Policy Council who are going through the first coordinated series of Leadership FEB activities. Their input will ensure a first rate program

when it is rolled out in FY 2005! This program is designed to expose federal leaders to other agencies within Oklahoma and their unique missions, as well as the common challenges we share. Groups will visit a cross section of federal agencies in Oklahoma, to examine the nature and inner workings of our federal community and the interagency collaboration through which many agencies operate.


Dean J. Despinoy, Chair



**SPOTLIGHTING INFORMATION --
Did you Know?...**



The Federal Aviation Administration's (FAA's) Civil Aviation Registry (AFS-700) is responsible for developing, maintaining, and operating national programs for the registration of United States civil aircraft and certification of airmen.

The Registry's Aircraft Registration Branch (AFS-750) issues approximately 70,000 aircraft registration certificates and processes approximately 225,000 documents affecting title to or interest in aircraft, engines, propellers, and air carrier spare part locations annually. The Registry reserves and assigns all U.S. identification marks (N-Numbers) to U.S. civil aircraft.

The Registry maintains the permanent records of over 320,000 active civil aircraft and provides electronic access to those records for review to users of the Public Documents Room located in the Registry Building at the Mike Monroney Aeronautical Center in Oklahoma City, Oklahoma.

The Registry is responsible for the review, evaluation, and development of any new or amended regulations pertaining to aircraft registration and the recordation of documents contained in the FAR, Parts 47 and 49, and petitions for exemptions thereof.

The Registry's Airmen Certification Branch (AFS-760) has final authority for the issuance of permanent airmen certificates, maintenance of certification records, and issuance of over 240,000 certificates each year. Of the more than 4.2 million airmen records, approximately 635,000 are considered to be active pilots. Certificates are issued for pilots, flight engineers, flight and ground instructors, aircraft dispatchers, mechanics, repairmen, parachute riggers, control tower operators, and flight navigators.

The Registry assists in programs affecting aviation safety such as the National Aviation Safety Program by providing statistics and aiding in publicizing the safety programs held in the various FAA regions. The Registry also assists law enforcement agencies by providing technical advice and certified copies of records. The Registry represents the FAA in Federal Court hearings as custodian of the official agency records for both aircraft and airmen.



Small Business Administration

Over the past 10 years, (FY 1991-2000), the SBA has helped almost 435,000 small businesses get more than \$94.6 billion in loans, more than in the entire history of the agency before 1991. No other lender in this country – perhaps no other lender in the world – has been responsible for as much small business financing as the SBA has during that time.

Since 1958, SBA's venture capital program has put more than \$30 billion into the hands of small business owners to finance their growth.

Last year alone, the SBA backed more than \$12.3 billion in loans to small businesses. More than \$1 billion was made available for disaster loans and more than \$40 billion in federal contracts were secured by small businesses with SBA's help.

SBA continues to branch out to increase business participation by women and minorities along new avenues such as the minority small business program, microloans and the publication of Spanish language informational materials.

There are those who argue that big businesses, profiting from "economies of scale," can produce far more efficiently than small businesses. But small business is where the innovations take place. Swifter, more flexible and often more daring than big businesses, small firms produce the items that line the shelves of America's museums, shops and homes. They keep intact the heritage of ingenuity and enterprise and they help keep the "American Dream" within the reach of millions of Americans. Every step of the way, SBA is there to help them.

Since its' founding on July 30, 1953, the U.S. Small Business Administration has delivered about 20 million loans, loan guarantees, contracts, counseling sessions and other forms of assistance to small businesses.



1st Annual CFC Fun Run/Walk *Race for Freedom*



CFC Race For Freedom Profile

Although the CFC Race for Freedom was a government-sponsored event, it was open to the public. One member of the public who showed up was 5K runner Burt Emson of Hendersonville, TN. He was driving to Oregon to visit a friend and knew he would be in OKC around September 6th. A frequent 5K racer in Tennessee, he checked the Oklahoma Runner web site to see if anything was happening in this area on the date he'd be passing through town. ***And he found us.***

Burt was pleased that he finished the race in 23.45-not his personal best of 23.04, but respectable. He complimented the race, saying he particularly liked that the course was flat; he also really enjoyed the scenery.

Burt Emson, Hendersonville, TN participated in the CFC Race for Freedom.



The Navy Chiefs, stationed at TAFB participated as a group in the CFC Race for Freedom. Shown (r to l) are Glenn Erkenbrach, Tony Glover, Roger Summerville, Stephanie Urquhart, and Brian Urquhart holding his youngest supporter Ursula.





Welcome to Telework.gov

Telework (also called telecommuting) is the ability to do your work at a location other than your "official duty station." With portable computers, high speed telecommunications links, and ever-present pocket communications devices, many employees today can work almost anywhere at least some of the time. Using the flexibility to work in a home office or telework center when it is effective to do so is clearly the wave of the future, and for many of us the future is already here.

The Office of Personnel Management (OPM) and the General Services Administration (GSA) have established this joint web site on Telework to provide access to guidance issued by both agencies. Here you will find information for employees who think they might like to telecommute (or are already doing so), for managers and supervisors who supervise teleworkers, and for agency telework coordinators.

Resources for Supervisors

The OPM Telework Manual contains information to help people who supervise teleworkers, or are going to need to do so. Here are links to some of the most popular helpful resources you'll find in the manual:

- Frequently Asked Questions.
- Hints for determining who should telework
- Hints for helping your employees adapt
- Telework agreement
- Maintaining balance in the office
- Performance Appraisal
- Supervisor Checklist

Questions asked by Employees

- Should I telework?
- What is teleworking?
- Am I a good candidate to be a teleworker?
- How should I ask permission to telework?
- What will have to happen before I can telework?
- How can I make sure that my teleworking works for both me and my agency?

To learn more about this initiative, visit www.telework.gov

Register for FEB events *on-line!*



Through an interagency and intergovernmental collaboration, the FEB now has online registration capability for our members.

Thanks to the University of Oklahoma's Masters' students in Management Information Systems and the Mike Monroney Aeronautical Center, you can now register for Federal Executive Board luncheons and events online!

You must register as a member, identifying your own user name and password. Upon successful completion, you may register for events, cancel a registration, or view the list of upcoming events for which you are registered.

When you register, the system will automatically send you a confirmation of your registration. If you register for an event that is 'sold out', you will receive an e-mail notification that the event is full and you have the option to be added to the waiting list.

In consideration of our busy members, a function is even available so your assistant can make arrangements for you!

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



Training offered by the National Archives and Records Administration in the Oklahoma area:

- November 4, 2003: Introduction to Records Management
- November 5, 2003: Records Transfer and Reference Services
- November 6, 2003: Advanced Records Operations

Classes are \$150 each and may be taken separately.

For additional information contact John Garza at (817) 978-0818.



THE VOLUNTEER VOICE



Federal Employees Care Council (FECC)
Article written by FECC member, Pam Downs

The inaugural CFC Race for Freedom was held Saturday, September 6th, at Stars and Stripes Park. By all accounts, it was a great success, particularly for a first-of-its-kind event. Although the final numbers are not in, it appears the Run attracted 305 runners, and 65 walkers and earned profits of \$5,000 to \$7,000. The profits will be disbursed to the agencies and applied toward their CFC goals. Ninety-nine Federal employee volunteers donated a total of 705 hours to ensure the Race was run efficiently.



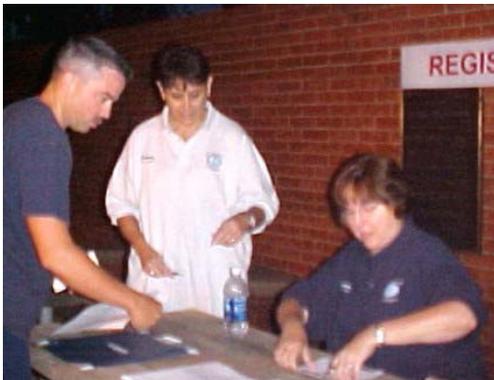
And the Race is on!



Volunteer Coordinator Mike Birdsong, IRS, and Race Chair Kim Dermody, FAA, give final instructions to registration volunteers.



Volunteers Dot and Dan Tharnish, FAA, and Kim Dermody present trophies to the 5K winners: Lt. Kristie Robson and Nathan Barman.



Connie Wells, IRS and Karen Steele, USGS, help runner Michael Threet with last-minute registration.



FEB's own LeAnn Jenkins, with daughter Jennifer and volunteer Karen Steele, participated in the Race.

Events On the Horizon

October

CFC Day of Caring: This event, part of the CFC/United Way community improvement efforts, is similar in function to Rebuilding Together and uses volunteers to build, repair, paint, and improve homes or public buildings, such as schools. *Mike Birdsong/IRS/297-4014*

December

Salvation Army Toy Store: A Christmas season event to collect toys for needy children and adults. *Connie Wells/IRS/297-4740*

OKC Opening Night: At the annual New Year's Eve celebration in downtown OKC, volunteers take admission tickets and assist revelers. *Mike Birdsong/IRS/297-4014*

For more information about the FECC, please visit our web site at:

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



UPCOMING EVENTS
October

Oct 7, 2003 9:30 am	Workforce Diversity Federal Highway Administration POC: Dave Bonnick, 405-954-5537
Oct 7, 2003 11:30 am Open Mtg	FEB Luncheon, Transition of Officers Embassy Suites Hotel, 1815 S. Meridian POC: FEB Office, 405-231-4167
Oct 7, 2003 2:00 pm	Shared Neutrals Council LaLuna, OKC POC: Stephen Kovash, 580-436-8708
Oct 7, 2003 5:00pm	Turning Point Metro Tech, OKC POC: FEB Office, 405-231-4167
Oct 8, 2003 All Day	Leadership FEB Designed for and by FEB Executive Policy Council members Law Enforcement Day
Oct 9, 2003 11:30 am	SGMP Meeting NCED, Norman POC: FEB Office, 405-231-4167
Oct 15, 2003 10:00 am	American Indian Council Cherokee Nation Tribal Complex, Tahlequah POC: Mary Lou Drywater, 405-790-1040
Oct 16, 2003 10:00 am	Interagency Training Council Military Entrance Processing Station POC: Joyce Smith, 405-521-4539
Oct 16, 2003 2:00 pm	Council on Disability Concerns Federal Highway Administration POC: Shannon Dumont 405-605-6166
Oct 16, 2003 3:30 pm	Federal Black Program Council Federal Highway Administration POC: Eddie Allen 405-734-3438
Oct 21, 2003 2:00 pm	Federal Employees Care Location to be announced POC: Mike Birdsong, 405-297-4014
Oct 21, 2003 5:00pm	Turning Point Metro Tech, OKC POC: FEB Office, 405-231-4167
Oct 23, 2003 9:30am-3:00pm Pre-registration required	Basic Awareness Course on Explosives and Improvised Devices 6200 N. Robinson, OKC POC: FEB Office, 405-231-4167
Oct 24, 2003 11am-2pm	Tabletop Discussion-Communications Federal Transfer Center, OKC POC: FEB Office, 405-231-4167
Oct 24, 2003 2:00 pm	Emergency Preparedness Committee Immediately following Table Top POC: FEB Office, 405-231-4167
Oct 31, 2003 12:00 noon	Naturalization Ceremony US District Courthouse, Oklahoma City

Your Federal Executive Board

The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Director, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Cmdr (Sel) Rob Dews, Military Entrance Processing Station
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Gilbert Montoya, Director of Staff, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service
- Cliff Rucker, District Director, US Postal Service

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@juno.com no later than the 15th of each month.

Elected Officers:

Chair: Col Dean Despinoy, Cmdr
507th Air Refueling Wing

Vice-Chair: Dottie Overal, Director
Small Business Administration

Staff:

Director: LeAnn Jenkins

Secretary: Trish Plowman

Clerical Support: Savina Parks

Program Support: Constance Ward

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.



Registration for Table Top Discussions



****Alternate Facilities**** ***Emergency Preparedness Series IV***

This will be a “Table Top Discussion” style forum, including speakers from FEMA, GSA, and a panel of local agency representatives willing to share their experiences and ‘lessons learned’ of 1995. This topic is scheduled in response to the interest expressed on the feedback forms from the first ‘discussion’ hosted in June. For your convenience, the meeting will be scheduled to incorporate a working lunch; hopefully, making this more “schedule-friendly”.

Date:	Tuesday, November 18, 2003
Time:	11:00 a.m. -2:00 p.m.
Location:	Federal Transfer Center, Training Facility, 7500 S. MacArthur Blvd.
Who Should Attend?	Agency Leaders, their Emergency Coordinator and/or Facilities Manager
Cost:	\$10 per person

Travel instructions: The Federal Transfer Center (FTC), located on the west side of Will Rogers World Airport, may be reached from the north by driving west on Airport Road to Rockwell Ave., then south two miles to SW 74th St. Drive one mile east again to MacArthur Blvd. will bring you directly to the entrance of the FTC. The Training Facility is just south of the Federal Transfer Center.

Travelers approaching from the south, take SW 104th St west to MacArthur Blvd. then north on MacArthur to the Training Facility on the east side of the road.

Agency: _____

Agency Leader (or designee) to attend: _____

Phone: _____ **Fax:** _____

Emergency Coordinator and/or Facility Manager to Accompany Agency Leader:

<i>Please mail to:</i>	<i>Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102</i>
<i>Or Fax to:</i>	<i>(405) 231-4165</i>

Please register no later than November 11, 2003.



Registration for Table Top Discussions



****Emergency Communications **** ***Emergency Preparedness Series III***

This will be a “Table Top Discussion” style forum, including members of the Interoperability Committee: David Barnes, 911 Coordinator, Edmond; Dennis Mitchell, Communications Director for Okla. Highway Patrol; and Lance Terry, 911 Coordinator, Norman. This topic is scheduled in response to the overwhelming interest expressed on the feedback forms from the first ‘discussion’ hosted in June. For your convenience, the meeting will be scheduled to incorporate a working lunch; hopefully, making this more “schedule-friendly”.

Date:	Friday, October 24, 2003
Time:	11:00 a.m. -2:00 p.m.
Location:	Federal Transfer Center, Training Facility, 7500 S. MacArthur Blvd.
Who Should Attend?	Agency Leaders, their Emergency Coordinator and/or Communications Specialist
Cost:	\$10 per person

Travel instructions: The Federal Transfer Center (FTC), located on the west side of Will Rogers World Airport, may be reached from the north by driving west on Airport Road to Rockwell Ave., then south two miles to SW 74th St. Drive one mile east again to MacArthur Blvd. will bring you directly to the entrance of the FTC. The Training Facility is just south of the Federal Transfer Center. Travelers approaching from the south, take SW 104th St west to MacArthur Blvd. then north on MacArthur to the Training Facility on the east side of the road.

Agency: _____

Agency Leader (or designee) to attend: _____

Phone: _____ **Fax:** _____

Emergency Coordinator and/or Communications Specialist to Accompany Agency Leader:

<i>Please mail to:</i>	<i>Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102</i>
<i>Or Fax to:</i>	<i>(405) 231-4165</i>

Please register no later than October 17, 2003.



Emergency Preparedness Series II What is an improvised explosive?



**Basic
Explosive/
Incendiary
Information**



**Awareness
Level
Course**

This course is hosted by the Oklahoma Federal Executive Board and Department of Justice.
A valuable investment of your year-end dollars

This is an “awareness level” course designed to provide you with basic information concerning explosive and incendiary devices that could be used as terrorist weapons. The course is comprised of classroom presentations designed to familiarize you with commercial and military explosives, improvised explosive devices, and appropriate response procedures.

This training course is restricted to government employees ONLY. You must present government employee identification upon registration.

This course is CLEET certified

DATE: October 23, 2003	TIME: 9:30 a.m. - 3:00 p.m.
LOCATION: Holiday Inn 6200 N. Robinson, OKC, OK	COST: [] \$35 per person if registered by 9/19/03 [] \$45 per person if registered after 9/19/03

REGISTRATION

NAME: _____	ORGANIZATION: _____
ADDRESS: _____ _____	PHONE: _____ FAX: _____

Indicate method of payment:

Payment enclosed Govt voucher Credit Card Pay at the door

If paying with credit card, please call the FEB Office with Credit Card information, (405) 231-4167.

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 Register On-line	www.oklahoma.feb.gov/registrations/

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through October 10, 2003. 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!



October FEB Luncheon
Tuesday, October 7, 2003



Theme: Transition of Officers and FEB Council Updates	Event info:
	Date: Tuesday, October 7, 2003 Time: 11:30am-1:00pm Location: Embassy Suites 1815 S. Meridian Oklahoma City, OK 73108

In addition to the annual Transition of Officers, FEB Council Chairpersons have been invited to provide an overview of their Council's objectives for this next year, as well as planned events from which our members may benefit.

Name: _____ Agency: _____

Address: _____ Phone: _____

Cost: \$10.00 per person

Payment:

- Cash Check Credit Card Voucher
 Enclosed Pay at the Door

Please mail to: Oklahoma Federal Executive Board
215 Dean A. McGee, Ste 320
Oklahoma City, OK 73102

Or fax to: 405-231-4165

Or register online: www.oklahoma.feb.gov/registrations

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 October 1, 2003. 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!

PLEASE POST FOR ALL EMPLOYEES



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
October 2003			1	2	3	4
5	6	7 9:30 Wkf Div Council 11:30 FEB Luncheon 2:00 Shared Neutrals 5pm Turning Point	8 Leadership FEB <i>Law Enforcement</i>	9 11:30 SGMP	10	11
12	13	14	15 10:00 AIC	16 10:00 ITC 2:00 CODC 3:30 BPC	17	18
19	20	21 2:00 FECC 5pm Turning Point	22	23 9:30am-3pm Basic Awareness Trng in Explosives	24 11am-2pm Tabletop Discussion: Communications 2:00 Emergency Prep Council	25
26	27	28	29	30	31 12:00 Naturalization	
<i>Executive Director is out of the office this week.</i>						

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OKLAHOMA CITY OK 73102-3422
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We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.