



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

## Chair's Corner



Summer is here! With the warmer temperatures come some of our 'hottest' FEB programs!

In June, we hosted interagency training to further develop the following programs:

**COOP:** Continuity of Operations Planning (COOP) Program Manager training was held the first week of June to increase the number of federal agencies in Oklahoma who have FEMA-trained employees to expand their 'in-house' COOP expertise. In return for the no-cost training, each participant will conduct one-day awareness training sessions on COOP. Please call the FEB Office if you are interested in a one-day program in your area.

This training will be available again the first week of August. Complete the training registration provided on page 10, along with the required FEMA Form 75-5 if you are interested in attending.

**EEO Counselors:** We hosted a one-week training session, meeting the Equal Employment Opportunity Commission's requirement for EEO Counselor training. This training was an interagency effort with instructors from various federal agencies in Oklahoma and the participants from different agencies.

This new program is under development to respond to an emerging need in our federal community. This program will make trained, interagency EEO Counselors available, upon request to provide services at no cost for federal agencies in Oklahoma. Watch for additional

information on this program in future newsletters and our website.

**Leadership Training:** Our interagency leadership training is well underway with three of the five sessions completed. Probably the most unique session was held in May when 68 participants gathered in a horse barn at the El Reno Redlands Community Equine Center. Critiques continue to show the value of these training opportunities for: value, networking, introducing new ideas and reinforcing ideas that we know with a reminder to renew our commitment.

**Leadership FEB:** This program, in its second year, has provided unusual opportunities for the participants to interact with various agency heads, becoming familiar with the variety of agency missions, interacting with employees of the agency, and being introduced to the management challenges of each agency visited. In the past few months they have visited federal prisons and participated in a military refueling flight.

With many activities unfolding and new programs developing, be sure to watch this newsletter and our website for registration information.

Dottie Overal, Chairperson

<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
EPA Lab wins Award	2	Summer Safety Tips	8
Showcasing FEB Council	3	Leadership Book Review	9
Telework Requirement	4	COOP Training	10
MSPB Article	5	Leadership Development	11
Upcoming Events	6	Series	
Loosening Iron Grip	7	Calendar at a Glance	12



## EPA LAB RECEIVES NAT'L AWARD

EPA's Robert S. Kerr Environmental Research Center in Ada, Oklahoma, has received the prestigious Federal Energy Saver Showcase Award from the U.S. Department of Energy's Federal Energy Management Program (FEMP). The award is a result of an upgrade to the center's heating, ventilation and air conditioning (HVAC) system that has resulted in energy savings exceeding 50 percent.

Energy saver showcase facilities are federal buildings that are determined to be operating at their peak efficiency by using energy resources wisely. This is one of the first EPA facilities to be retrofitted in conjunction with the Laboratories of the 21st Century (Labs21) Initiative. Labs21 is a voluntary program established by the EPA and U.S. Department of Energy and focuses on improving the environmental performance of public and private sector labs in the U.S.

Detailed information about Labs21 may be found at this Web site: <http://www.labs21century.gov/>.

"We now have a system specifically designed to deliver reliable service and use much less energy," said Steve Schmelling, director of administration at the EPA facility in Ada. "It will save money and minimize impacts on the environment." Schmelling added, "It's an honor to receive this energy award and I want to congratulate

EPA staff in Ada, Cincinnati, and Washington who worked as a team to make this project a success."

The project included complete replacement of the laboratory exhaust and air conditioning and heating systems with energy efficient heat pumps and digitally controlled components. A ground source heat exchanger consisting of 175 bore holes drilled to a depth of 300 feet is a key component of the award winning system.

The Ada facility is also the first EPA "Zero Emissions" lab, a phrase coined by the EPA's Sustainable Facilities Practices Branch in Washington, DC. This was achieved with the recent purchase of 3 million kilowatt hours of wind power under a three year contract. The EPA uses this green electricity to reduce the need for electricity from power plants and other sources that may produce air pollution.

More information about EPA use of green power may be viewed at <http://www.epa.gov/greeningepa/>.

EPA relies on quality science as the basis for sound policy and decision-making. EPA's laboratories and research centers, and EPA's research grantees, are building the scientific foundation needed to support the Agency's mission to safeguard human health and the environment.

*Throughout the centuries there were men who took first steps down new roads...Their goals differed, but they all had this in common: that the step was first, the road new, the vision unborrowed,...The great creators—the thinkers, the artists, the scientists, the inventors—stood alone against the men of their time. —Ayn Rand*



## **Pride in Public Service**

### **Did You Know About FEB Councils...**

#### **“Shared Neutrals” Program**

The Shared Neutrals Program is a project of the Oklahoma Federal Executive Board (FEB) to provide mediation as an alternative to resolve disputes in the federal workplace. The shared resources of the Oklahoma federal community form a cadre of interagency mediators, trained in partnership with the State Supreme Court of Oklahoma, Oklahoma City VA Medical Center (VAMC), the Equal Employment Opportunity Commission (EEOC) and various other participating federal agencies throughout Oklahoma. The vision is to resolve disputes at the earliest possible date to increase the quality of communication within the workforce, resulting in maintaining a productive work environment and reducing cost and time involved with formal processes.

The FEB Shared Neutrals Program uses mediation as an economical and expeditious option by which disputes can be resolved. This method of dealing with workplace disputes is favorable to all parties, without bias. Neither party surrenders legal rights or entitlements when using the Shared Neutrals Program. Mediation is one way by which disputes may be resolved. Government agencies and private sector companies are using a variety of Alternate Dispute Resolution (ADR) processes in increasing numbers and with great success.

Mediation is provided as an informal method of resolving disputes with a fellow employee, manager or colleague. In mediation, a neutral person (a mediator) helps two or more persons explore ways to resolve their differences and reach an agreement to best address their mutual interests. All parties must be willing to resolve the problem for this process to be successful. Mediation, unlike arbitration or court proceedings has no focus on “placing blame” with the mediator having no authority to force a decision on the parties involved. Those involved in the dispute decide what is important and make decisions based on those factors. A mediator assists the parties in becoming “decision-makers” by establishing communication that leads to an understanding of each other and allows the individuals to create options and solutions to address their concerns.

Helps individuals involved in a dispute to communicate with each other; encourages the persons affected to create their own solutions and

examine unique solutions to a problem instead of referring the problem to a judge, arbitrator or another outside decision-maker; thus maintaining control by the individuals involved; and helps the persons involved develop realistic and mutually satisfactory solutions.

If there is a negotiated agreement with a union to use mediation within their grievance process, a union representative can be present during the mediation session. The union’s involvement should be stated upon requesting mediation to establish a clear understanding of the involvement beforehand. For more information on the Shared Neutrals Program, contact Connie Ward, in the FEB Office, at (405) 231-4167.

#### **Interagency Training Council**

The Interagency Training Council, (ITC) operates as an extension of and in support of the Oklahoma Federal Executive Board (FEB) and the Tulsa Federal Executive Association (TFEA). The mission of the council is to work in partnership with all local, state, county and Federal Government Agencies to enhance cooperation, reduce training cost, improve efficiency and the quality of training provided to government employees thus enabling them to better serve the customers and meet their needs.

The Interagency Council strives to become second to none for providing state of the art training to our personnel to they can more efficiently meet the needs of the customer. The ITC meets regularly to keep members informed on the latest opportunities in training and employee development, changes in applicable training methods, laws and regulations, and relevant initiatives of the Administration.

The objectives of the council is to maximize training dollars by sharing resources; exchange information and ideas among members; explore practical solutions to training and development problems; and identify improvements in the policies and procedures which affect the training of employees of government agencies.

The meetings are held on the third Wednesday of the month and meeting locations rotate among the ITC members. For more information on the Interagency Training Council, contact Sherry Anderson-Beasley at (405) 231-5458.



**GOVEXEC.COM**

## **House panel again tells agencies: Increase telework or lose funds**

**By Daniel Pulliam**  
[dpulliam@govexec.com](mailto:dpulliam@govexec.com)

Congressional appropriators are intensifying efforts to allow federal employees the opportunity to work away from their offices.

Language in a spending bill approved by the House Appropriations Committee this week requires five agencies to prove that the number of teleworkers in their agency is increasing or give up \$5 million in funding. The measure is sponsored by Rep. Frank Wolf, R-Va., and according to his office, the measure will go to the full House on Tuesday.

Wolf said in a statement that he regrets "having to be so heavy handed" by threatening to withhold funding, but he believes that it is necessary in order to increase the number of federal employees allowed to telework.

"The federal government should be leading the way when it comes to teleworking, instead of being pushed into it," Wolf said. "There simply is just no magic in strapping ourselves in a metal box every day and driving ourselves to the office only to sit behind a computer or talk on the phone for eight hours."

The effort to allow more federal workers to work away from their main offices has picked up a number of supporters, including key members of Congress, but agency managers have been slower to back the idea. The General Service Administration funds and sponsors 14 telework centers in the Washington metro area. The centers are furnished with computers, high-speed Internet access, phone service, printers, faxes, copiers, conference rooms and break areas.

Supporters cite studies that show that the option to telework makes for happier and more productive employees, while cutting down on

traffic and benefiting the environment. Telework also is mentioned as a means for continuing the government's work in the event of an emergency.

Last year, an omnibus spending bill required the departments of Commerce, Justice and State, the Small Business Administration and the Securities and Exchange Commission to make telework available to all eligible workers. Agencies also were required to designate a telework coordinator.

But the bill did not define which employees were eligible for telework, and it placed no requirements on how often employees certified to telework would be allowed to work away from the office.

According to Wolf spokesman Daniel Scandling, the numbers that some agencies have reported back to Congress on teleworking have been questionable. He said the Government Accountability Office has been asked to check the agencies' numbers report on how they were determined. Scandling said the agencies' telework numbers would not be released until they are certified by GAO.

Once agencies meet the certification requirements, they must show an increase in the amount of teleworking within the agency, according to the bill. An increase in teleworking is not defined by the measure.

Because NASA and the National Science Foundation are now under the jurisdiction of the Science-State-Justice-Commerce Appropriations Subcommittee, they also will be required to certify that eligible workers are allowed to telework or stand to lose \$5 million in funding.



## Replace Warm Bodies with Working Bodies

Taken from MSPB's Issues of Merit, April, 2005 *It pays to invest in good recruitment and assessment practices.*

It's a quandary many supervisors face. They advertise a vacancy and find that the candidates don't meet their expectations for the position. At the same time, the work is piling up, the office is short-staffed, and the cost and time it will take to re-advertise the position will set the work back even further. They wonder if a warm body—someone who can at least do some of the work—is better than no body.

Public service is a public trust. Each employee has a responsibility to the United States Government and to its citizens. For supervisors, this responsibility includes ensuring that all employees are fully contributing members of the workforce. Yet, hiring a warm body is tempting. One supervisor told us, in response to a recent survey question, "Government organizations want you to overlook a lot for the sake of filling a position. The philosophy is 'any body' to fill the position regardless of whether they are qualified or suited for the job."

But what price do we pay for these employees who do not perform up to expectations? Bodies that are warm, but not particularly effective, can be expensive. Over the course of a career, a marginal performer can harm the productivity and morale of the office, the effectiveness of co-workers, the reputation of the work unit or agency, and the ability of the organization to accomplish its goals. This is aside from the financial cost of years of salary and benefits paid to an underperforming individual.

Ignoring the problem is not a solution. Once employees complete the first year of probation, they are actually quite likely to remain in the Civil Service for many more years. And the more time employees invest

in the Government, the greater the likelihood that they will choose to remain for the rest of their career.

The likelihood of being removed is also diminished with time. Once the probationary time is completed, agencies tend not to take action to remove an employee, even if performance is marginal or poor. Even in probationary and trial periods, removals of these employees are rare. This needs to change. If you have an employee with conduct or performance problems, or an employee who just isn't as effective in the job as he or she should be, the facts are clear: the problem will not just go away.

Removing an employee and recruiting a replacement costs time and money. However, if you look at the length of a typical Federal employee's career, keeping a marginal performer costs the Government much more.

Therefore, agencies must do a better job recruiting, assessing, and selecting candidates. This means investing the resources up front to make sure that recruitment strategies target necessary skills and that quality assessments are used to evaluate which candidates will best fit. In addition, managers need to use the final phase of the assessment process—the probationary period—to its full advantage. The probationary period provides the easiest avenue for separating employees who cannot perform well on the job. Using the probationary period appropriately also means a culture change for some who have long believed that a warm body is better than no body. In the end, the warm body just can't compare to the value of an effective employee.



## UPCOMING EVENTS July 2005

<b>Jul 4, 2005</b>	<b>Independence Day</b> 
<b>Jul 12, 2005</b> All Day	<b>Faster, Quicker, Better (Training)</b> Express Events Center POC: FEB Office, 405-231-4167
<b>Jul 13, 2005</b> 7:30 am	<b>Mayors Committee</b> POC: FEB Office, 405-231-4167
<b>Jul 13, 2005</b> 11:00 am	<b>Shared Neutrals</b> Grandison POC: FEB Office, 405-231-4167
<b>Jul 14, 2005</b> 9:00 am	<b>Faith-based and Community Initiatives</b> 301 NW 6 <sup>th</sup> St, SBA Conf Rm, 1 <sup>st</sup> Floor POC: FEB Office, 405-231-4167
<b>Jul 19, 2005</b> 10:00 am	<b>Interagency Training Council</b> OKC County Health Department POC: Sherri Beasley, 405-231-5854
<b>Jul 19, 2005</b> 11:00 am	<b>Federal Employees Care Council</b> POC: Tom Burton, 405-954-0625
<b>Jul 25-26, 2005</b>	<b>Excellence in Government Conference</b> Washington, D.C. POC: FEB Office, 405-231-4167
<b>Jul 26-28, 2005</b>	<b>National FEB Conference</b> Washington, D.C. POC: FEB Office, 405-231-4167
<b>Jul 29, 2005</b> 12:00 noon	<b>Naturalization</b> US Courthouse, OKC 

*"Pleasure in the job puts perfection in the work." –Aristotle*

*Rowing harder doesn't help if the boat is headed in the wrong direction.*

*–Kenichi Ohmae*

## 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 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:*

- Ron Berryhill, Director, USDA Risk Management Agency
- Dennis Callahan, Warden, Federal Transfer Center
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507<sup>th</sup> Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Larry Flener, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Chris Puckett, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service, Western District

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](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

### Elected Officers:

**Chair:** Dottie Overal, Director  
Small Business Administration

**Vice Chair:** Chris Puckett, Director of Staff  
Oklahoma City Air Logistics Center

### Staff:

**Director:** LeAnn Jenkins

**Assistant:** Trish Plowman

**Program Support:** Constance Ward

**Program Development:** Janice Kurak

*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*



## Loosening the Iron Grip

Workplace micromanagement is an increasing problem for employees—and especially for the micromanagers who can't relinquish enough control to let good work get done. Here's how HR can make a difference.  
By Judith Stock *Reprinted from HR Innovator, May 2005*

There's no shortage of employee complaints in corporate America. So it's no surprise to learn that micromanagement is increasingly bemoaned in large and small companies, according to surveys and research. Experts say that micromanagement's behavioral impact on workers contributes to low morale, high turnover, inefficiency, and unresolved conflict—not to mention having an adverse affect on the micromanager's career!

How to avoid the micromanagement trap? You'll need practical, actionable tips and strategies for defining the behaviors involved, becoming aware of micromanagement tendencies, along with ways to overcome the behavior.

"Micromanaging is a legitimate managerial behavior taken to the extreme. These managers interfere with people being able to do their job," says Harry Chambers, president of Atlanta based training and consulting company Trinity Solutions and author of "My Way or the Highway: The Micromanagement Survival Guide" (2005; Berrett-Kohler, San Francisco).

According to Chambers, a typical micromanager character outline looks like this:

- Requires excessive reports to prove the employee has been busy
- Seeks total control over how things are done
- Requires prior approval for each step or decision in the work process
- Holds employees responsible without granting authority to complete the job
- Has little regard for the time of others
- Has urgent timelines that usually aren't necessary
- Thrives in a crisis situation

The behavioral profile is one thing, but what really motivates managers to use micromanagement practices on employees?

It's Chamber's conviction that managers simply resort to learned behavior. "Management and leadership development are among the least taught skills," Chambers says. "In the absence of appropriate training, many people default to excessive control."

A 2004 survey conducted for Chambers by Katherine M. Wilson, Ph.D., found that only 22% of managers who responded actually admitted they demonstrated micromanaging behavior, "which is an amazing

disconnect," Chambers says.

The three root causes of micromanaging, says Chambers, are fear, comfort, and confusion. Fear is an attempt to avoid a possible negative outcome. Comfort is rejecting change or falling back on old habits. Confusion is sending mixed messages, not establishing clear roles and responsibilities, and clinging blindly to old habits.

The price tag could be significant, as micromanagement drives talent away, and managers and employees lose time and energy.

"It's like you put all your employees in handcuffs. Micromanaging behavior has a profound effect on the bottom line," says Kenneth Sole, Ph.D., president of Sole and Associates Inc., in Durham, New Hampshire.

It's easy to believe micromanaging behavior is a personality issue, but the opposite is true, according to Dr. Sole. He says it's an issue of skill, and people can get better with practice: "No one was born a gifted manager. I have seen incredible changes with a little learning and practice. Ignoring it does not make it get better."

In fact, he says micromanaging is often a perceptual issue: "An employee might feel they are being micromanaged today but if we ask them next week they might have a different opinion.

"The concept I teach my clients is managerial distance—how close should we be to the work of our subordinates?" Dr. Sole says, "Good managers are constantly adjusting that distance based upon their perceptions and observations of their subordinates."

He says managers should ask themselves, "What do I observe and how can I adjust my behavior accordingly? The most sophisticated managers are constantly 'swinging' that distance depending on what their subordinates need at the time."

It's easiest to juggle that distance if a manager remembers everyone is an individual and will react differently to situations. In addition, every environment incorporates its own diversity.

The first step in overcoming micromanaging tendencies is to understand you must be aware of your negative feelings about relinquishing control—and then maintain an open dialogue with subordinates about managerial distance.



# Summer Safety Tips



<http://www.redcross.org/services/hss/sumsafety/>

School's out, pools are open and people across the country are looking for fun ways to cool down as summer temperatures heat up. As you head to the beach, to the pool, or to the mountains for a camping vacation, the American Red Cross encourages you and your family to keep safety in mind!

## Water Safety

The Red Cross is brimming with water safety tips to keep your family safe this summer. The most basic: Learn to swim! Take some lessons at your local pool. The best thing anyone can do to stay safe in and around the water is to learn to swim. And always swim with a buddy; never swim alone.

The American Red Cross has swimming courses for people of any age and swimming ability. To enroll in a swim course, contact your local Red Cross chapter.

- Swim in supervised areas only.
- Obey all rules and posted signs.
- Don't mix alcohol and swimming. Alcohol impairs your judgement, balance, and coordination, affects your swimming and diving skills, and reduces your body's ability to stay warm.
- Pay attention to local weather conditions and forecasts. Stop swimming at the first indication of bad weather.

## Boating Safety

Whether you're the captain of a schooner or a passenger on a skiboat, following safety guidelines ensures your safety and that of other seafarers.

- Be weather wise:  
Sudden wind shifts, lightning flashes and choppy water all can mean a storm is brewing. Bring a portable radio to check weather reports.
- Bring extra gear you may need:  
A flashlight, extra batteries, matches, a map of where you are, flares, sun tan lotion, first aid kit, extra sunglasses. Put those that need to be protected in a watertight pouch or a container that floats.
- Tell someone where you're going, who is with you, and how long you'll be away.
- Then check your boat, equipment, boat balance, engine and fuel supply before leaving.

- Every two seconds, someone in this country needs blood.
- We need 25,000 volunteer donors each day to meet the rising blood needs of this country.
- Supplies are stable, but summer is a challenging time, because college and high schools are in recess.
- Call 1-800-GIVE-LIFE and schedule an appointment.

## Sun Safety

Summer means fun in the sun! But be safe — don't let a heat-related illness ruin your day. Always drink plenty of water and take frequent breaks when working or playing in the hot weather.

## Hiking and Camping Safety

Many families will head to our national parks and forests this summer to enjoy the great outdoors. But if you're not prepared to rough it in the woods, hiking or camping can be a rough experience. The best way to help guarantee a good time for all is to plan ahead carefully and follow commonsense safety precautions.



## How to deal with Dilbert's Monkey

A leadership book review by Estrella Forster, Leadership FEB Class 2 participant



According to **The One Minute Manger Meets the Monkey** (1M4), authored by Kenneth Blanchard, William Oncken, and Hal Burrows (ISBN 0-688-06767-0), there are 3 types of organizational time:

1. Boss-Imposed Time - the time we spend doing things we would not be doing if we did not have bosses.
2. System-Imposed Time - red tape, bureaucracy, adminstrivia, and
3. Self-Imposed Time - the time we spend doing things we decide to do.

Self-imposed time is increased by the successful management of other people's monkeys, other people being your staff, family, friends, etc. This involves the following understanding: "At no time while I am helping you will your problem become my problem. The instant that your problem becomes mine, you will no longer have a problem. I cannot help someone who hasn't got a problem. You may ask me to help at any appointed time, and we will make a joint determination of what the next move will be and who will make it."

A monkey is "the next move" in any problem-solving process. 1M4 teaches you how to respond to efforts by others to delegate their "next move" to you. Consider how many times you have responded to someone's problem statement with: "I'll get back to you on that;" effectively taking ownership of the "next-move" and releasing him/her from responsibility for the same. Too often we grab the monkey so that the matter is resolved quicker or to protect ourselves. Check how many emails in your inbox are a result of you deciding to place the "ball on your court" when it was unnecessary. Indeed, taking ownership of the monkey may inspire people to bring you some more monkeys and limits their self development (professional and otherwise). It also limits your maturing as an empowering manager.

The key to monkey management is to engage in a dialogue that must not end until:

1. All Monkeys have been specified. This means that all potential avenues for action have been identified. Some of the benefits to this step are better planning in preparation for the dialogue and driving the situation towards action. Also, it breaks the problem into bite-size pieces and answers the question of "Why are we doing this?" If there is no viable answer, "there is no point of doing more efficiently things that should not be done in the first place."
2. All monkeys have been assigned to the right person; ensuring that they are "handled at the lowest organizational level consistent with their welfare."
3. The Risk is covered. That is, insuring the monkey so that only affordable mistakes are possible. For example, defining levels of insurance based on how much operating freedom you are prepared to grant a particular person.
4. The time and place for a follow up is specified. This involves a "monkey checkup," which ensures the monkey's health is properly monitored and that it "becomes the monkey you envisioned when it was born." That is, the issue is being resolved as planned.

The gist of the book is to guide you how to work for your people, rather than doing their work for them. 1M4 is fun, quick to read, and gives you immediate guidance to shed the monkey(s) to its appropriate owner (or shoot it if it does not deserve to live!).

"You must use the stars as your management guide."

"Does that work?"

"If you believe it works, then you are not bright enough to make your own decisions anyway. So randomness is probably an improvement."

"Q.E.D."

- *Dogbert the Astronomer-Consultant & The Pointy Haired Boss* (Scott Adams)



**OKLAHOMA FEDERAL EXECUTIVE BOARD**  
215 DEAN A. MCGEE, STE 320  
OKLAHOMA CITY, OK 73102  
(405) 231-4167  
[www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)



**FEMA-certified “Train the Trainer” course for COOP Program Managers**

Through a partnership of FEMA and the Oklahoma FEB, we will be hosting the above training in Oklahoma City. This training is a 2-1/2 day format intended to leverage resources and multiply results. Upon successful completion of the training, the attendee receives FEMA certification.

**In return:** The employee agrees to attend the 2-1/2 day training, understanding that in return, he/she must provide a one-day interagency training on the topic for agencies served by the Oklahoma FEB prior to September 30, 2005 (if taking the June course) and December 31, 2005 (if taking the August course). *(FEB Staff will assist in coordinating facilities, A/V, distribution of information, etc. The employee will be responsible for the instruction and should possess the necessary skills to speak before a group and successfully instruct the material.)*

<b>Course title:</b>	L548: COOP Managers Training Course (train the trainer format)
<b>Location:</b>	OKC Police Training Academy, 800 N. Portland, Oklahoma City
<b>Date:</b>	[ ] August 2-4, 2005
<b>Time:</b>	8:00 a.m.–4:30 p.m. on first 2 days and 8:00 a.m.—12:00 noon for last day

We wish to utilize one of the forty “Train the Trainer for COOP Managers” slots available for the following individual:

Name: _____	Agency: _____
Address: _____	_____
Phone/Fax: _____	Email: _____

*A signed copy of FEMA Form 75-5 must also accompany this form (available on our website at [www.oklahoma.feb.gov/Forms/FEMA75.pdf](http://www.oklahoma.feb.gov/Forms/FEMA75.pdf)) Call the FEB Office at (405) 231-4167 to have this form faxed to you if you do not have internet access.*

\_\_\_\_\_  
Employee Date

We as the agency will support the time necessary for our employee to attend the 2-1/2 day training and instruct the material for a one-day awareness session coordinated by the FEB within fiscal year 2005-2006.

\_\_\_\_\_  
Agency Leader Date

Please return this registration form to the FEB Office **no later than May 15, 2005** for June class and **July 15, 2005** for August class.

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



## Professional Development Series Registration and Enrollment information

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### *Individual Training Day “Menu Prices”*

[ ]	<b>Faster, Quicker, Better</b>	<b>July 12, 2005</b>	<b>\$139.00</b>
[ ]	<b>Courageous Communication &amp; Conversations in the Workplace</b>	<b>August 23, 2005</b>	<b>\$139.00</b>

### *Location of training for each will be at:*

*Express Events Center, 8512 NW Expressway, OKC*

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

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 10, 2005. 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 call the FEB Office, 405-231-4167 with questions regarding this training series.

**For more information regarding these training days, the instructors, and maps, please visit our website at <http://www.oklahoma.feb.gov/Forms/2005LeadershipSeries.pdf>**



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THUR</i>	<i>FRI</i>	<i>SAT</i>
<b>31</b>	July 2005				<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>  <i>Independence Day</i>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> FEB Training	<b>13</b> 7:30 Mayor's Committee 11:00 Shared Neutrals	<b>14</b> 9:00 Faith Based & Community Outreach	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> 10:00 ITC	<b>20</b>	<b>21</b>	<b>22</b> SGMP	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> 12:00 Naturalization	<b>30</b>
Excellence in Govt Conf		Nat'l FEB Conference-Washington, DC				

OKLAHOMA FEDERAL EXECUTIVE BOARD  
 215 DEAN A. MCGEE AVENUE, STE 320  
 OKLAHOMA CITY, OK 73102-3422  
 OFFICIAL BUSINESS ONLY

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