



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



The interagency training opportunities coordinated through the Federal Executive Board are plentiful this time of year!

Our **Leadership FEB** Program has been underway for a few months now and is progressing well. Watch for Leadership Book Reviews in future articles authored by members of this group.

In this newsletter you will see our abbreviated version of the **Leadership Development Series** registration; I encourage you to visit our website to obtain additional information on the topics to be presented and the instructors.

This year's **Administrative Professional Day** training has an exciting menu of topics! The theme for the day is political savvy, providing instruction on topics that affect the daily success of our employees.

Leveraging our combined resources allows the FEB Staff to coordinate these interagency training events at cost-effective rates within a day's travel of any federal agency in Oklahoma.

The FEB is soliciting agencies to participate in a **Small Business Conference**. This is an effort to provide outreach to woman and veteran-owned businesses and share information on how they may compete for government contracts.

The **March Luncheon** format is a new endeavor for us! During times when the budgets are dwindling and the time to find sources for services are short, we thought an information-sharing forum would be useful. Our luncheon

will be a combined format of luncheon and trade show. A few questions that have been asked:

Who should attend the March luncheon?

- ✓ Any leader responsible for the smooth operation of an agency or organization;
- ✓ Federal employees responsible for finding and identifying sources of needed services;
- ✓ Federal employees responsible for contracting for services needed by their organization.

Who should exhibit at the March luncheon?

- ✓ Any federal agency with available reimbursable services
- ✓ Cooperative Administrative Support Units (CASUs)
- ✓ Agencies with the ability to provide interagency services through a Franchise Fund or other vehicle

Registration forms for the collaborative training opportunities are provided within this newsletter, as well as the registration form for the March luncheon.

Be sure to add these events to your calendar!

Dottie Overall, Chairperson

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DOD Plans to Link Pay and Performance

<http://www.fcw.com/fcw/articles/2005/0124/mgt-dodpay-01-24-05.asp>

By Judi Hasson Federal Computer Week

- Defense Department (DOD) officials will change their civilian personnel system during the next few years, affecting how hundreds of thousands of civilian workers are hired and paid. Pentagon officials are preparing to use a new kind of pay and job classification system for 600,000 civilian employees.
- The first phase of the National Security Personnel System (NSPS) is called Spiral One, which will affect 300,000 U.S.-based Army, Navy, Air Force and DOD agency civilian employees and managers. It is scheduled to start next summer as one of Defense Secretary Donald Rumsfeld's initiatives to transform the military to better meet 21st-century needs.
- Mary Lacey, program executive officer for NSPS and other officials say the current system needs to be improved because it is more than 50 years old. It sets pay scales based on specific skills and gives raises based on seniority rather than merit. DOD officials intend to begin giving merit raises later this year.
- NSPS would give Rumsfeld more flexibility in hiring, classifying, paying, promoting and firing employees. It would bypass aging employee management policies and make it easier to hire technical employees and scientists, often some of the most difficult people to find and retain.
- Rules for the new system will be published first in the Federal Register. There will be a public comment period before final rules are implemented.
- Aspects of the system already have drawn union protests. Pentagon officials have indicated that they want to limit appeals and reduce collective bargaining powers. A coalition of more than 30 national unions representing DOD employees is keeping an eye on activities in the coming months to make sure workers do not lose benefits. They have held rallies nationwide.

E-Mentoring: A Tool for Federal Workers

<http://www.fcw.com/fcw/articles/2005/0124/mgt-mentor-01-24-05.asp>

January 24, 2005 By Megan Lisagor Federal Computer Week

Mentoring is an increasingly popular trend in government. Now, federal officials are offering mentoring as an online service. The Office of Personnel Management (OPM) has added electronic mentoring, or e-mentoring, to OPM's multiagency Web portal, GoLearn.gov. Portal users can find experts in their fields in minutes. About 20,000 visitors have used this feature since its introduction in January 2004, according to OPM officials, who have recently upgraded the service.

A survey conducted last year shows that senior-level executives recognize the value of mentors. More than half said a mentor helped them succeed. But 60 percent of the women and 72 percent of the men didn't have one.

By folding e-mentoring into the larger e-Training initiative, which is part of the President's Management Agenda, OPM officials have linked e-mentoring to other courses and programs. To use GoLearn's tool, federal employees enroll in a free GoLearn course. Once logged on or in the portal's virtual classrooms, they click on a mentoring icon for a specific topic. Then, they connect with a specialist in that area.

Not all managers have spread the word about the resource. As of early December 2004, only 10 percent of GoLearn's registered users had tried e-mentoring, according to OPM officials. Agency officials are trying to publicize the service and increase its visibility on the Web site. Anecdotal evidence indicates that e-mentoring will become more popular.

But the tool has limitations. OPM's e-mentoring service "is a good step moving forward, but when you meet in person, face to face, that is a different feeling," said Anitha Raj, vice chairwoman of the Women in Technology International's mentor/protigi program. "In terms of really getting the mentorship, it has to be going back and forth instantaneously."

GoLearn also doesn't offer instant messaging. But guidance, whether online or off-line, is essential to recruiting and retaining talent. "Mentoring is on the rise," Raj said. "Many companies are introducing it."



Spotlighting Federal Agencies *Did You Know....?*

Social Security Administration

Social Security is much in the news today and with good reason. This federal entitlement program has been called the most successful domestic program in the history of the United States. The reason for that designation is due to the fact that it helps so many people nationally and in Oklahoma. The Social Security Act was signed into law, August 14, 1935, by then president Franklin Roosevelt with the expressed intent of providing assistance to elderly Americans based on their contribution into the system.

In those early days, the administration worked so well that other areas of the program were added including provisions for surviving children, widows and widowers in 1939, a complete disability program in 1956, Medicare federal health insurance in 1965 and a federal needs based program called Supplemental Security Income (SSI) in 1972. When those first checks were issued in the early 1940s, about 200,000 people were on the rolls to receive benefits. Today, over 50 million Americans nationwide receive benefits every month from all areas of Social Security including over 600,000 here in Oklahoma.

Social Security is in excellent financial shape at this time, taking in more money than is actually returned to those receiving benefits each month. Changes to Social Security will be required in the future because in 2018, based on present law, we would begin paying out more in benefits than we have coming in. This is based on the fact that a large baby boom generation, totaling about 78 million people, is aging and will eventually enter the benefit rolls. Again, based on present law, another key date is 2042 where we would only be able to honor about 73 percent of our obligations. Proposed changes are on the table at this time to avoid these dates and Congress is considering modifying and improving the program which celebrates its 70th birthday this August.

You might be surprised to know the impact of this program on our population:

- * Social Security benefits represent 40 percent of income for the elderly.
- * About two-thirds of aged Social Security beneficiaries receive 50 percent or more of their income from Social Security.
- * Social Security is the only source of income for approximately 18 percent of senior Americans.
- * Without Social Security, nearly 50 percent of the elderly would be living in poverty.

It's obvious that this program is important to every American and must be preserved for generations to come. To find out more about Social Security call toll-free (800) 772-1213.

Small Business Administration

The SBA is an independent federal agency with the mission of helping people start, build, and grow small businesses. The SBA's programs and services can assist small business owners and start-ups with almost every aspect of business development, including business counseling and training, help in obtaining capital, and access to federal contracts. Some of SBA's programs and services are:

- * **Advocacy** – SBA serves as a voice for small business in the federal government and a source for small business statistics and economic studies.
- * **Small Business Development Centers** – These centers offer small business seminars and workshops on a wide variety of topics, including starting a business, developing a business plan, marketing, basic bookkeeping and employer's payroll taxes. They also offer one-on-one counseling, libraries of business publications and many other resources.
- * **Women's Business Centers** – SBA sponsored Women's Business Centers provide small business training and counseling for women who desire to start and build their businesses.

SBA Guaranteed Loans

7(a) Loans – SBA's primary loan program provides guarantees to participating lenders to encourage access to capital that would not otherwise be available to small businesses.

LowDoc Loans – The low documentation loans feature a one-page SBA application and fast turn around for loans under \$150,000.

Caplines – This program provides for short-term working capital needs such as seasonal lines of credit, contract lines of credit, and builders' lines of credit.

504 Loans – These loans for long-term, fixed asset financing are made through and SBA-approved community development companies in conjunction with a private lenders.

Federal Contracting Assistance

- * 8(a) Business Development
- * Small Disadvantaged Business Certification
- * PRO-Net
- * HUBZone Empowerment Contracting Program
- * Federal Procurement Assistance

SBA Disaster Assistance – SBA offers financial assistance through low-interest loans to individuals and businesses trying to rebuild their homes and businesses in the aftermath of a disaster.

Small Business Administration offices are located in all 50 states, the District of Columbia, Puerto Rico, the US Virgin Islands and Guam. To contact the Oklahoma District Office, call (405) 609-8900.



Why New Year's Resolutions Don't Last and How to Make them Work

Let's face it. You set new resolutions every year, with all good intentions, but they rarely last out the month. So why don't they last?

Recognize that a resolution is only another word for a goal. What you are actually doing is committing to a new goal you wish to accomplish sometime within this new year.

Let's take a look at ten reasons why they don't last, and how you can have more success this year. These apply equally for a personal goal or a business goal.

1. You haven't made room in your life for a new priority. Your life is probably already very full. Now you want to add a new goal. If you're really serious about reaching it, something else will have to be eliminated for the time being. Decide what that is and replace it with this new resolution.

2. You want to change something. You may decide that you need to eliminate a bad habit like smoking, or you want to lose weight by rearranging your eating habits. Changing habits is difficult, and takes a great deal of discipline and persistence. Get support from friends and family to help you through the tough times.

3. You are changing something because you think you should change it, and not necessarily because you want to change it. You may be putting pressure on yourself to "do the right thing." If you are not totally committed to the change, it will not happen.

4. Your resolution appears too big, and you are overwhelmed. You started out very excited about the thought of accomplishing this goal, but now it seems insurmountable. To overcome this and stay on track, set a deadline for when you want to reach this goal. Then break it down into small steps, with a deadline for completing each step. Remember, inch by inch, life's a cinch.

5. You are not saying "no" to tasks and people who will distract you. Keep in mind that this new goal is a priority in your life. Don't give your precious time and energy to other people's priorities that take time away from yours. Stay focused on what is important to you and learn to say "no" to others.

6. You don't have a plan for reaching this new goal. If you don't know how you are getting there, you will surely end up someplace else. You need a plan for reaching your new goal. Schedule the time and tasks into your daily life for this.

7. You don't seek out support from others. Find someone who will support you and to whom you will be accountable. Let them know what your new goal is, your target for accomplishing it, and how they can help and support you. They will be there to keep you focused.

8. You allow this new resolution to rule your life. If you become obsessed with pursuing this new goal, it will control everything you do. This will create too much pressure on you and you will find it difficult to maintain. Planning and scheduling the time to work on your new resolution will allow you to incorporate it into your life and give your life balance.

9. You don't work on it consistently. If you just work on your resolution only at irregular intervals, you are setting yourself up for failure. That is why planning and scheduling time is so important. Commit to doing something every day, no matter how small, that puts you closer to your goal.

10. You don't celebrate the small victories. If you are only focused on the end goal, you miss the small accomplishments along the way. Each time you reach a small goal, celebrate. You have the satisfaction that you are getting closer to the big goal, and it gives you the incentive to continue.

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GOVEXEC.COM

OPM to set up centralized personnel records system

By Daniel Pulliam
dpulliam@govexec.com

Federal workers soon will be able to access their personnel records from a centralized online database, and managers will be able to make long-term personnel projections using information from electronic personnel folders.

Leaders of the Office of Personnel Management's Enterprise Human Resources Integration e-government initiative announced last week that Chantilly, Va.-based Integic Corp. would provide the software for the initiative, known as Quicksilver. Agencies will contract with Integic on a fee-for-services basis.

The Health and Human Services Department already has contracted with Integic for the personnel record-keeping system, and about 50,000 employee records have been scanned into the database.

Electronic folders would replace agencies' current paper filing systems. The new system is designed to speed up delivery of records, cut the cost of delivering them and allow managers to project future personnel needs electronically.

The project is expected to save \$740 million over the next 10 years.

Rhonda Diaz, OPM's EHRI manager, said the program will help eliminate paper, create a central data repository, and provide analytical methods for identifying personnel trends.

Diaz said agencies' current system for mailing personnel folders - -for reasons ranging from an employee transfer to another agency to an employee's request to view their personnel folder - -is expensive and cumbersome. By centralizing and standardizing the personnel folders, information for long-term personnel planning is easily compiled, Diaz said.

Other agencies preparing to switch to the EHRI system are the Education and Homeland Security departments, OPM, the Agricultural Research Service, the Pension Benefit Guaranty Corporation and the Forest Service.

Diaz said other benefits to putting the folders online include protection from fire and paper damage.

"It's very expensive to recreate [a personnel folder]," Diaz said. "We have a very robust backup plan."

Jim Fraley, vice president for Integic's Civilian Federal Practice, said the program will provide a standardized method for integrating agencies' human resources records and addresses the complex personnel issues within the federal workforce.

"This changes how we manage human capital across the globe for geographically dispersed agencies," Fraley said. "[Managers] can look at trends towards retirement and get a better look at what's going on."

Fraley said agencies' current human resources systems fail to provide a clear view of employees' tenure and transfers, and retirements aren't accurately predicted. By providing the personnel records electronically, the process for gathering the data is simplified, and administrators are freed from having to copy personnel information, allowing them "to do the higher level thinking and step away from the paper folder work."

"It's the foundation of moving to the 21st century in human capital management," Fraley said. "What you will take out is the space required to store the folders, the retrievers for the filing systems, the copying, mailing, recreation costs and lost file costs."



The Politically-Savvy Administrative Professional



Date:	Administrative Professionals Day, April 27, 2005		
Time:	7:30a.m.-8:00a.m. Registration 8:00a.m.-4:30p.m. Training Seminar		
Location:	Holiday Inn, 1000 N. Interstate Dr, Norman, OK		
Who Should Attend?	This training is designed for the front-line worker and support staff. Topics chosen are to address challenges they face and skills they need to successfully accomplish their duties. Topics addressed throughout the day could be useful to an employee at any level within the organization.		
Topics:	Subject	Presenter	Agency
	Emotional Impact of Conflict	Dr. John Tassej	VA Medical Center
	Personal & Professional Value of Diversity	Eugene Talley	US Postal Service
	Professional Writing Skills	Joyce Smith	Oklahoma Office of Personnel Management
	Intense Conversations	Gwen Sneed	EEOC
Intent:	This training is designed to introduce the 'soft-skills' that most employees must pick up as they progress in their careers. These skills are the very tools which can help them become more successful or hinder their possibility for success (personally and for the organization).		

Cost: \$75.00

Name: _____ **Agency:** _____

Address: _____ **Phone:** _____

_____ **Email:** _____

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 April 20, 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!



Small Business Procurement Conference & Exposition

Making the Connection: Selling to Government

General Information

Dates:	Monday and Tuesday, May 23-24, 2005
Time:	8:00 a.m. to 3:00 p.m. (both days)
Location:	737 South Meridian Oklahoma City, OK 73108 Clarion Meridian Hotel & Convention Center

Seminars will be available throughout the day exploring many aspects of the ever changing procurement process.

Newcomers to the federal marketplace can learn how to make their way through the procurement process for prime contracts and subcontracts with large business contractors

Conference Content:

Conference sessions, keynotes, one-on-ones are designed to meet the following objectives:

Advancing policy & outreach initiatives of small business programs that support & encourage veteran, woman & minority-owned businesses in locating & securing business opportunities with government agencies & private corporations having procurement authorities/programs

Highlighting the diverse, comprehensive range of agencies and their programs through a forum not previously available

Provide small businesses essential information, education, training and unique opportunities to build/expand their network of relationships/key contacts within public & private sectors, and with peers.

The conference agenda can be viewed at: <http://www.fbcinc.com/wvo2005>

Call 800/878-2940 for more information!

Who Should Exhibit?

All small businesses, prime contractors with mentor-protégé/small business programs, government agencies, or other organizations looking for an unprecedented opportunity to find potential new suppliers and build on their base of resources should exhibit at this conference. This is a perfect occasion to find qualified, eager small businesses who want to help you solve your challenges effectively and to network with buyers from agencies and companies from across the nation.

Hosting Organizations:

- ✓ FAA Mike Monroney Aeronautical Center-Office of Small and Disadvantaged Business Utilization
- ✓ Tinker AFB Small Business Office
- ✓ Terry Neese Ctr for Entrepreneurial Excellence
- ✓ Francis Tuttle Technology Center
- ✓ Oklahoma Federal Executive Board
- ✓ Oklahoma Bid Assistance Network
- ✓ Federal Business Council

Special note:

- There is no fee for federal government agencies wishing to exhibit during this conference.
- Conference planners are still seeking government speakers for various sessions on procurement rules, contracting, and how businesses should seek out federal contracts.



UPCOMING EVENTS

March 2005

Mar 1, 2005 2:30 p.m.	FEB provides OU Career Services Workshop on How to Apply for Government Jobs POC: FEB Office, 405-231-4167
Mar 3, 2005 All Day	Government Career Fair @ OU POC: FEB Office, 405-231-4167
Mar 3, 2005 11:30 a.m.	Federal Womens Program Council Luncheon @ VA Medical Center POC: Tammie Kierstead 405-270-0501x4115
Mar 7, 2005	Agency Visits-Tulsa POC: FEB Office, 405-231-4167
Mar 9-11, 2005	FEB Executive Directors Conference
Mar 10, 2005 11:30 am	SGMP POC: FEB Office, 405-231-4167
Mar 16, 2005 All Day	Leadership FEB POC: FEB Office, 405-231-4167
Mar 16, 2005 10:00 am	Interagency Training Council Tinker AFB POC: Sherri Beasley, 405-231-5854
Mar 17, 2005 11am-1pm	FEB Luncheon Holiday Inn, Norman, OK POC: FEB Office, 405-231-4167
Mar 22, 2005 All Day	Leadership Development Day #1 Managing the Performance of Others Express Events Center POC: FEB Office, 405-231-4167
Mar 23, 2005 2:30 pm	Emergency Preparedness/COOP Council US Customs, 5020 S. Meridian POC: FEB Office, 405-231-4167
Mar 24, 2005 11:00 a.m.	FEB Staff In-Service Training
Mar 28-Apr 1 2005 All Day-All Week	Shared Neutrals Academy POC: FEB Office, 405-231-4167

GSA raises mileage reimbursement rates by 3¢

Extracted from GovExec.com article by Daniel Pulliam

The General Services Administration announced new mileage reimbursement rates Friday, February 4, 2005, raising the rate 3 cents per mile for federal workers who travel in their own cars on government business to 40.5 cents for 2005.

According to GSA, the new rate reflects current vehicle operating costs based on government reviews of commercial cost information, the Consumer Price Index and consultation with the Defense and Transportation secretaries.

The IRS contracts to conduct a study to examine the costs of operating a vehicle, which includes gas prices, oil, tires and general maintenance costs.

Under federal travel regulations, workers may use their own vehicles for government travel if their agency authorizes that form of travel. If travel is authorized by other means, such as by plane, and workers use their personal cars instead, reimbursement rates are limited to the cost of the authorized means of travel.

The federal government will also reimburse employees for approved use of personal motorcycles and airplanes for government business. The reimbursement rate for motorcycles in 2005 is 30.5¢ per mile, up from 28.5¢. The airplane reimbursement rate is \$1.07 per mile, up from 99.5¢.

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, 507th 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 no later than the 15th 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
- Financial Intern:** Scott Waldenville

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 and Agreement for Employee Participation in the Oklahoma FEB Alternative Dispute Resolution Consortium, "Shared Neutrals Program"

In accordance with the Oklahoma Federal Executive Boards Strategic Plan to organize special initiatives to reduce costs and maximize savings for our members, the Shared Neutrals Program was established in 1998.

Important to the success of this program is employee involvement and availability to provide mediation for other federal agencies. Supervisory support of their involvement is critical to the program's success. Please indicate (by your signature below) your support of the identified employees(s)' participation for at least one year, including 10 hours per year in the Oklahoma State Supreme Court system (qualifying the individual for State Certification). The employee's involvement may be terminated or extended at the end of their year of service.

The supervisor's signature certifies each nominee meets the following criteria:

- Possesses strong receptive and expressive skills; is a good communicator.
- Is able to suspend advice-giving.
- Availability: must be willing and able to commit to the program for one year (on an as-needed basis), including 10 hours per year to work with the Oklahoma Supreme Court.
- Has a tolerance for conflict.
- Demonstrates confidence, possesses leadership qualities.

Maintenance of Program Integrity: mediators shall accept and carry out their assignments consistent with Shared Neutrals policies and procedures.

- Mediators should not accept assignments from an agency unless the assignment is generated through the Oklahoma FEB's Shared Neutrals program or the program within their employing agency; mediators who knowingly do so, are not functioning as Shared Neutral mediators.
- Mediators should be aware that mediating outside the Oklahoma Federal Executive Board Shared Neutrals program and/or their employing agency could result in a charge of abuse of official time and/or otherwise affect their rights and benefits as federal employees.

Name of Employee	Signature	Date
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Name of Supervisor	Signature	Date
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Agency	Employee's Work Ph #	Email Address
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Please register the above employee for the March 28—April 1, 2005 Shared Neutrals Training: Workshop attendance is limited: everyone is encouraged to register as soon as possible. The FEB office should receive registration NLT March 10, 2005.

Cost of \$150 will be paid by:	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
	<input type="checkbox"/> Check	<input type="checkbox"/> Govt Voucher

Mail this completed registration form to: Oklahoma Federal Executive Board
215 Dean A. McGee, Ste 320
Oklahoma City, OK 73102

Or fax to: (405) 231-4165

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Professional Development Series Registration and Enrollment information

Name: _____

Agency: _____

Address: _____

Phone: _____

Fax: _____

Individual Training Day "Menu Prices"

<input type="checkbox"/>	Essentials for Managing the Performance of Others	March 22, 2005	\$139.00
<input type="checkbox"/>	Horse Sense for Leaders *	May 24 & 25, 2005	\$195.00
<input type="checkbox"/>	Professional Development	June 14, 2005	\$139.00
<input type="checkbox"/>	Faster, Quicker, Better	July 12, 2005	\$139.00
<input type="checkbox"/>	Courageous Communication & Conversations in the Workplace	August 23, 2005	\$139.00

*This class is one and one-half days.

Location of training for each day (except May 24th) will be at:

Express Events Center, 8512 NW Expressway, OKC

May 24th session will be held at the Redlands Community College Equine Center

\$\$ Price Saver Series \$\$

<input type="checkbox"/>	Full Series—5 ½ Days <i>March 22, May 24-25, June 14, July 12, & Aug 23</i> \$650.00	<input type="checkbox"/>	Executive Series <i>March 22, May 24-25, & July 12</i> \$425.00	<input type="checkbox"/>	Manager Series <i>May 24-25, June 14, & Aug. 23</i> \$425.00
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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>



Federal Executive Board Luncheon and Federal Services Trade Show!



Thursday, March 17th, 2005 11am-1pm
Holiday Inn, 1000 N. Interstate Dr, Norman



REDUCED BUDGETS, REDUCED MANPOWER, LOSS OF EXPERTISE, AND IN-NEED OF QUALITY SERVICE! WHAT'S A FEDERAL MANAGER TO DO?

This luncheon is designed to connect providers of service with users of services and products.



TOPICS:

- Reimbursable Agreements for Federal Resources
- How to Purchase Needed Services through CASUs
- What Services are available through quick contracts/agreements?

Why attend this luncheon?

- ✓ Learn of developed expertise within the federal community that you can access through reimbursable agreements;
- ✓ Learn of the variety of unique, unexpected services available within the federal community.
- ✓ Make contacts with service providers who understand the unique operational needs and challenges of Federal Government.

Who should attend this luncheon?

- ✓ Federal Executives, Managers and Employees who are responsible for finding, authorizing, or purchasing products and/or services.

Cost: \$12.00 per person for this event

Payment Method:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check made payable to the FEB	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Govt Voucher
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Luncheon Registration

Name: _____ Agency: _____

Phone/Fax: _____ Email: _____

Every individual manning an agency's display should also register for the luncheon. This is a great opportunity for networking!

Display Registration (no cost to exhibit, but a registration fee of \$12 per person applies)

Contact: _____ Agency: _____

Phone/Fax: _____ Email: _____

Size of Your Display (if pre-constructed): _____ I will need use of a 6' table.

Indicate how much space you need (i.e. 3'x6'): _____

Do you need electricity for your display? Yes No

Display space is limited. Register as early as possible!

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

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<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THUR</i>	<i>FRI</i>	<i>SAT</i>
		1 Govt Application Workshop @ OU	2	3 Govt Career Fair @ OU	4	5
6	7 Agency Visits-Tulsa	8	9	10 11:30 SGMP	11	12
			FEB Executive Directors Conference			
13	14	15	16 Leadership FEB 10am ITC	17 11:30 FEB Lunch	18	19
20	21	22 Managing Performance of Others	23 2:30 COOP Council	24 11:00 FEB Staff In-service	25	26
27	28 ADR Workshop		March 2005			

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OFFICIAL BUSINESS ONLY

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