



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



Your Federal Executive Board is in the midst of planning and coordinating a host of upcoming events that will be useful to all of our federal employees, but particularly personnel at the executive or senior management level. Those in the immediate future are listed below.

Wednesday, April 5th: The FEB will be hosting the Chief Administrative Judge of EEOC, St. Louis District Office. This will be an interactive session to share information, as well as learn of any differences that may exist as a result of the agency's redistribution of responsibilities. Federal agencies in Oklahoma are no longer being served by the Dallas District Office, but rather the office located in St. Louis.

Be sure to send your EEO Specialists, personnel managers or employees assigned EEO as a collateral duty, in order to keep your agency informed as to possible changes. Additional information regarding the realignment is provided on page 3 of this newsletter, as well as the agency's website. More detailed information will be provided in the future regarding the location, time, etc., of the meeting.

Wednesday, April 12th: We will be hosting a luncheon, featuring Dee Ann Batten, Ph.D., who will address recent studies of the U.S. Merit Systems Protection Board. Two additional publications are due out in the next few weeks.

One of the upcoming studies deals with the management of Contracting Officer Representatives and how to improve on the information, requirements and guidelines mandated by the contract. Dr. Batten led the project study and will discuss the group's findings during the luncheon. It is their hope this report will generate considerable interest in the responsibility of contract management.

This is one of the first presentations on this subject and we are fortunate to be involved. Registration information can be found on page 11 of this newsletter.

Monday, May 1st: This is the Federal Executive Board's Annual Awards Program. Please be sure to forward your nominations to the FEB office by Friday, March 3rd! This is the event that provides you the opportunity to recognize the federal employee who continually goes "above and beyond." Whether you submit a nomination or not, this is a great luncheon to attend. You can find additional information on page 9.

As you can see, there are some great things in the making. I look forward to seeing you at each of these events.

Mike Roach
Mike Roach, Chairman

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American Society for Public Administration - Oklahoma Chapter Administrator of the Year Award 2006



The Administrator of the Year Award is an annual tribute that recognizes an administrator whose career exhibits the highest standards of excellence, dedication, and accomplishment. Nominees may work for any level of government, nonprofit organization, or educational institution. Nominees are judged based on outstanding leadership qualities, high professional and ethical standards, superior record of achievement, and strong commitment to public service.

NOMINATION FORM

NOMINEE

Name / Organization

Title Work Phone

Work Address City State Zip

NOMINATOR

Submitted By Organization

Work Phone Work Email Address

Work Address City State Zip

Home Phone Home Email Address

**Nominations must be postmarked or emailed
no later than Friday, March 24, 2006.**

Email: bsharp@ucok.edu

Postal mail:

Administrator of the Year Award
University of Central Oklahoma
Political Science Department
100 N. University
Edmond, OK 73034
American Society for Public Administration -
Oklahoma Chapter
Administrator of the Year Award 2006

Award Criteria for Administrator of the Year-2006

The Administrator of the Year Award recognizes a public servant whose career exhibits the highest standards of excellence, dedication, and accomplishment. Nominees may work for organizations at any level of government, nonprofit organization, or educational institution. A nomination should present evidence of the nominee's outstanding

leadership qualities, high professional and ethical standards, admirable record of achievement, and strong commitment to public service. A nominee's career should reflect a degree of accomplishment in these areas that far exceeds normal expectations.

Components of the Nomination:

A nomination consists of four parts, which should be submitted at the same time. They are:

1. An Administrator of the Year Award nomination form.
2. A 2-3 page cover letter which summarizes how the nominee has met the award criteria of excelling in leadership qualities, professional and ethical standards, record of achievement, and commitment to public service.
3. A 2-3 page resume which describes the nominee's educational background, professional experience, and volunteer work.
4. Three to six letters of support. All of the letters should focus on describing examples of how the nominee has exceeded one or more of the award criteria. A support letter should be limited to two pages. No more than three of the letters should be written by supporters who work under the supervision of the nominee.

Responsibilities of a Nominator

A nominator assumes the responsibilities for putting together a complete nomination package. In addition to filling out the nomination form, he or she is usually the one who solicits and collects the resume and the letters of support. The nominator also will write the cover letter or select someone to write it. The ASPA Awards Committee will let the nominator know when it has received the nomination material and when a recipient has been chosen.



Spotlighting Federal Agencies Did You Know...?

Mark your calendars today for the GSA EXPO 2006!

May 15-18, 2006 in San Antonio, Texas

You are invited to experience the GSA 2006 EXPO in exciting San Antonio, May 15-18, at the Henry B. Gonzales Convention Center. The EXPO is a **FREE** dual Training Conference/Trade Show Exposition designed for all levels of federal and military personnel who make or impact procurement decisions. Choose from over 200 hours of very effective and relevant training (most classes grant Continuous Learning Points (CLPs) to help fulfill purchasing professionals' annual training requirements).

This is a unique training opportunity for the federal procurement community to gain valuable knowledge and insight on a vast array of topics taught by federal experts in their respective fields. You can also visit over 600 commercial vendors, each featuring their wide range of products and services available to federal agencies through GSA contracts. Over 100 JWOD partners will also be exhibiting.

GSA is offering a very diverse training package featuring 180 classes (some are updated favorites and some are brand new) over a three-day period and an on-line e-Learning room. Our goal is to meet your distinct training needs with the widest range of topics to support the widest range of job specialties. Topics include: procurement regulations, e-Tools (including GSA Advantage), GSA Global Supply, facilities management, financial management, building and workplace solutions, personal property management, government purchase card program management, performance-based acquisition, reimbursable work authorizations, GSA-assisted contracting, travel & transportation, and much, much more.

Blocks of great hotels have been contracted on & near the Riverwalk at per diem or the conference rate. Free lunch will be provided Monday through Thursday. For more info, and to register to attend, go to www.expo.gsa.gov or call 1-888-272-5565. Or call Brian Talley, the Customer Service Rep. for Oklahoma, at 405.231.4825.

EEOC APPROVES PLAN TO ENHANCE AGENCY PRESENCE

The Commission has been engaged in a comprehensive review of its organizational structure and operations for three years. Chair Dominguez was guided by the President's requirement that agencies be structured to be customer-centered and results-driven.

Chair Dominguez, Chief Operating Officer Leonora Guarraia and other top EEOC officials have met with a host of groups representing the civil rights community, the bar, and labor unions; and with numerous Members of Congress, to discuss the plan and field questions.

All input received was carefully reviewed and assessed. As a result of that review, certain changes to the plan were made including: Moving various counties to jurisdictions of other EEOC offices; and providing that each state and local fair employment practice agency (FEPA) will have a relationship with only one EEOC district office for the purposes of administration of its contract and file review of its cases.

The realigned structure is designed to enhance service levels by placing more employees on the front line to work in conjunction with the recently established nationwide call center. These steps can be expected to provide necessary efficiencies.

The EEOC enforces the nation's laws in the private and federal sectors prohibiting employment discrimination based on race, color, gender, religion, national origin, age and disability. These statutes include Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, sections of the Rehabilitation Act of 1973, the Equal Pay Act of 1963, Title I of the Americans with Disabilities Act of 1990, and sections of the Civil Rights Act of 1991. Further information about the Commission is available online at www.eeoc.gov.



Burying the Hatchet—Once and for All!



Organizational psychologists and family therapists agree on one thing: The most common reasons individuals have conflict with one another is either, (1) they are just alike one another or (2) they don't know or understand one another.

Compounding conflicts is the inability of many individuals to get beyond the surface and effectively and non-combatively deal with the real substance of a conflict for final resolution. To effectively deal with conflict and *bury the proverbial hatchet*, focus your efforts on three steps. Here is a powerful matrix that will aid you in facilitating a dialogue with others to reach final resolution.

Step One

Draw a large plus sign on a piece of paper. Using this as your matrix, guide the conversation to determine the data necessary for each quadrant conversationally and avoid the temptation to defend or challenge any specific quadrant. First, one must gain the basic information out in the open between the involved parties.

Let the vertical axis line represent the difference between the left side representing you and your needs and the right side representing the other person and his or her

needs. Let the horizontal line represent the difference between position statements (what one wants or needs) above the line and interest statements (why—also seen as one's motivation—one wants what he or she has identified as needing) below the line.

Step Two

As you obtain the information from step one, listen for an unfolding scale of acceptable resolutions or need levels that each side will reveal. This scale is called one's *scale of flexibility!*

Step Three

As an outgrowth of all of the information gathered in step one and step two, a common ground between the two sides will become obvious. This is where you begin to reach a lasting and sustained resolution and closure. By identifying the common ground, each person tends to move away from the obvious differences of just looking at the position statements alone.

Now parties can dialogue non-combatively with one another. Many times the parties involved may have more in common and more to lose by not coming together, than what one may gain by separating.

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Jeff Magee, Ph.D., PDM, SCP, CMC is a highly sought after, content-rich platform speaker, author and consultant, who works with individuals and businesses that wish to greatly increase their productivity and profitability through business and leadership training without limits. He can be reached at Jeffrey@JeffreyMagee.com, toll free 877-90-MAGEE or www.JeffreyMagee.com for more information.



How to Have Critical Conversations in the Workplace

Superior employees do not shy away from critical conversations with fellow employees. They do know it is important to “pick their battles” and talk with their co-workers. Superior employees first seek to build trust, respect and an “air of safety” with their colleagues. They praise and encourage them and build solid relationships with their co-workers. They realize that it takes at least three positive comments to “balance out” one negative or confrontational comment. Indeed, superior employees proactively cultivate workplace relationships.

When the time then comes to have an engaging, meaningful and critical conversation with their associates, they are not afraid to initiate them. They know that honesty and openness serve as the foundation for building great teams. Indeed, teams cannot become fully functioning, magnificent teams unless they are consistently able to deal with conflict and differences of opinion accordingly: (A) Discuss important issues at a non-superficial level (B) Decide on a specific course of action and (C) Support one another—regardless of the decision that has been made.

Here are some “hands-on, how-to” tips that you can use to have critical conversations with your colleagues.

(1) Realize that the three key reasons for having a critical conversation are to tackle the tough issues, promote learning and enrich the relationship(s). Before plunging into a critical conversation, ask yourself what you are trying to accomplish by having this exchange take place.

(2) Closely examine your side of the issue. Seek also to see the other person’s side of the issue before the dialogue begins. Consider making a list of your key items of concern. This will help you get very clear as to your intentions and desired end result. As a mentor once shared with me: “There is my side of the story and there is your side of the story. Between us we can find the truth.” This is a magnificent attitude to carry into a critical conversation.

(3) Be hard on the issue and soft on the person. Listen well. Don’t interrupt. Keep your eye contact steady. Don’t raise your voice. Remember that the word **but** looks backward and the word **and** looks forward. Consistently use the word **and** in order to expand the dialogue and work toward a higher

understanding of each other’s frame of reference. Here’s an example of how to respond to someone during a critical conversation: “I acknowledge that **and** here’s what I think.....”

(4) Use the Complete Message Model to deliver your message directly. Here it is:

- What did you **NOTICE**?
- What did you **THINK**?
- How did you **FEEL** about it?
- What do you **NEED** or want to happen?

Here’s an example of how to use the Complete Message Model:

- NOTICE:** I heard that you were complaining to other staff members about some of my new policies. *(Describe what you have observed.)*
- THINK:** I think you should bring these complaints to me *(Share your thoughts.)*
- FEEL:** I am disappointed that you did not come directly to me. *(Share your feelings.)*
- NEED:** I need you to have face-to-face conversations with me in regard to how this department functions. *(Ask for what you need.)*

The beauty of the Complete Message Model is that it allows you to express your thoughts, your feelings and provides you an opportunity to assertively ask for what you need. More importantly, it creates an opportunity for shared dialogue and greater understanding between both parties.

(5) Summarize your critical conversation before leaving the presence of the other person. Say something like, “Thanks, I have appreciated this opportunity to talk with you. I learned the following things.....and let’s make it a point to talk again like this if we have a misunderstanding in the future.” It has been said that life is about hellos and goodbyes. Summarize and say goodbye with class. Set the stage for even better communication in the future.

Critical conversations create stronger relationships. Stronger relationships create greater tolerance. Greater tolerance creates stronger teams. Stronger teams create better internal and external customer service, enhanced morale and increased productivity. Now those are three things that every workplace desires!



Federal Diary: Survey Highlights Employees' Hankering for Training

http://www.washingtonpost.com/wp-dyn/content/article/2006/01/11/AR2006011102281_pf...

By Stephen Barr

The Washington Post

- Most federal employees like their jobs and even more are motivated by pride in their work, but almost half would like additional training to improve their job performance, according to preliminary results of a survey by the Merit Systems Protection Board.
- Nearly 37,000 full-time government employees from 24 agencies participated in the survey, conducted last year. A summary of the findings appears in this month's Issues of Merit newsletter, published by the board's office of policy and evaluation, headed by Steve Nelson.
- Although 64 percent of survey respondents said they have received sufficient training to do their jobs, 46 percent said they would like additional training so that they can improve on their work.
- A huge majority, 81 percent, said the extra career development should be financed by their agencies and provided through formal training sessions. Slightly fewer, 77 percent, supported on-the-job developmental programs, the newsletter said.
- Still, only 33 percent indicated that they had used career development plans to alert supervisors to their training expectations. Only 48 percent saw their supervisors as providing opportunities to improve their skills and performance, the survey found.
- In the MSPB survey, 71 percent of the employees said they liked their jobs, and 98 percent said they took pride in their work.
- Interestingly, only 60 percent said they think their jobs are secure, possibly a sign that efforts to reduce federal spending and contract out work might be changing perceptions about federal employment. In the survey, 57 percent of rank-and-file employees and 62 percent of supervisors said their offices had been downsized in the past five years.
- About 70 percent of survey respondents said they would be motivated by a hypothetical cash award of \$1,000 or increased chances of promotion. Only 40 percent said they were satisfied with the recognition and awards they receive, and 61 percent said they were satisfied with their pay, according to the newsletter.
- The MSPB findings, for the most part, appear in line with other recent surveys.
- A 2004 report from the Office of Personnel Management found 55 percent of employees were satisfied with the training they had received for their current jobs. But only 35 percent of the employees were satisfied with their opportunities to get a better job, and only 40 percent told OPM that they were satisfied with the policies and practices of their senior leaders.



UPCOMING EVENTS March 2006

Mar 1, 2006 11:00 a.m.	Shared Neutrals Council FHWA, 300 N. Meridian, OKC POC: FEB Office, 405-231-4167
Mar 2, 2006 Throughout Day	OU Job Fair POC: FEB Office, 405-231-4167
Mar 3, 2006	Deadline for Award Nominations POC: FEB Office, 405-231-4167
Mar 8, 2006 7:30 a.m.	Mayor's Committee on Disability Concerns POC: FEB Office, 405-231-4167
Mar 8, 2006 2:00 a.m.	Emergency Prep & COOP Mtg 215 Dean A. McGee, 3 rd Fl Conf Rm POC: FEB Office, 405-231-4167
Mar 9, 2006 11:30 a.m.	Society of Govt Meeting Professionals Renaissance Convention Center
Mar 9, 2006 All Day	Leadership FEB POC: FEB Office, 405-231-4167
Mar 15, 2006 10:00 a.m.	Interagency Training Council DHS, 5020 S. Meridian, OKC POC: Sherri Beasley, 405-231-5854
Mar 16, 2006 12:00 noon	Black Program Council Mtg Ralph Ellison Library, 2000 NE 23rd POC: Rick Romain, 405-553-8873
Mar 21, 2006 2:00 p.m.	Federal Employees Care Council FAA POC: Tom Burton, 405-954-0625
Mar 22, 2006 10:00 a.m.	American Indian Council VAMC, 921 NE 13 th , Rm 1F109, OKC POC: Mary Culley, 405-270-0501 x3876
Mar 31, 2006 12:00 noon	Naturalization 200 NW 4 th St. POC: FEB Office, 405-231-4167

Watch for Upcoming Events:

Apr 5, 2006 TBA	EEOC Information Exchange 301 NW 6 th Street, 2 nd Floor Training POC: FEB Office, 405-231-4167
Apr 12, 2006 11:30 a.m.	FEB Luncheon Biltmore Hotel POC: FEB Office, 405-231-4167

FEBs promote & support national initiatives and respond to local needs of federal agencies & the community.

Your Federal Executive Board

"Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community." (GAO-04-384)

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

- Jim Akagi, US Drug Enforcement Administration
- Ron Berryhill, Director, USDA Risk Management Agency
- 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, Representative for the District Director, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Patti Ford, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center

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: Mike Roach, U.S. Marshal
US Marshals Service
Western District of Oklahoma

Vice-Chair: Kevin McNeely
OKC Field Office Director
US Department of Housing and Urban Development

Staff:

Director: LeAnn Jenkins
Assistant: Vacant
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.



FEB's Federal Employees Care Council

What a glorious beginning to 2006! An all-time record attendance of 80,000 at Opening Night started 2006 off with a bang. Opening Night is one of the premier events for the Oklahoma City community for which the Federal Employees Care Council (FECC) provides volunteers. For the second consecutive year, Opening Night was co-chaired by a Federal employee, Mike Birdsong, IRS; 15 Federal employees served on various planning committees. Three FECC Council members (Tom Burton, FAA; Steve England, IRS-retired; and Suzie Carter, VAMC) were site managers for three of the 11 entertainment venues. Over 60 Federal employees and their families volunteered as button checkers.



Daniel and Kimberly Deaver, FAA, check entry buttons at one of the Opening Night venues.

The FECC is all about showing the Oklahoma City community that Federal employees are committed to using their time and talents to the benefit of all. This is done through providing volunteer assistance on a variety of projects and community events throughout the year.

In 2005, we manned the phones for the annual OETA fundraising drive. FECC volunteers worked on a wide variety of tasks for the Festival of the Arts, from set up to tear down and everything in between. We also provided workers for the CFC Race for Freedom, with folks working registration, parking, awards, and helping the runners during the race itself. We provided volunteers to help in the Red Cross Found Children's Booth at the state fair.

In addition to these events, in which we participate every year, the FECC is also available to help when other needs arise. For example, we provided volunteers for the VA's Golden Age Games, which were held in the OKC metro area in 2005. The Council also provides dinner at least once a quarter for the people staying at the Ronald McDonald House

We can all be proud of the reputation Federal employees have earned for their contributions to the OKC community.



FECC volunteer Debbie Martin, TAFB, is all decked out for the new year at Opening Night.



Oklahoma Federal Executive Board

2006 Public Service Recognition Week Employee of the Year Awards Banquet



American Society for Public Administration

The 2006 National Theme was not yet identified as of the printing of this brochure and will be provided in future material.
Our luncheon speaker will be identified in future newsletter registrations.

Event information:
Date: Monday, May 1, 2006
Time: 11:30am-1:00pm
Location: Waterford Marriott
6300 Waterford Blvd

Driving Directions to Event from the North: Take I-44 west to Exit 126, turn RIGHT onto Ramp, Turn West onto NW Grand Blvd Turn West onto NW 63rd St, Turn South onto Waterford Blvd.

Driving Directions to Event from the South: Take I-35 north to I-235 north; take NW 63rd exit and turn west. Turn South onto Waterford Blvd.

(specific directions can be obtained from www.mapquest.com)

Complimentary on-site parking (additional parking is available in parking garage across the street,NW). Valet parking is available at a rate of \$8 per day.

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

Name: _____

Agency: _____

Address: _____

Phone: _____

Cost: \$20.00 per person

Payment:

Cash Check Credit Card Voucher

Enclosed Pay at the Door

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

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

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 2006. 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!



2006 Leadership Series

A Local Approach to Improving Leadership Competencies

	<ul style="list-style-type: none"> ▪ Project Management ▪ Bridging the Generational Divide ▪ Leading First, Manage Second ▪ Leadership Strategies (near and far) ▪ Ethics (oh yeah....it'll be fun)
--	--

Name: _____

Agency: _____

Address: _____

Phone: _____ Fax: _____

Email _____

<p align="center">\$\$ Price Saver Series \$\$ <input type="checkbox"/> Full Series—5 Days \$650.00</p> <p align="center"><input type="checkbox"/> Pick three for \$435.00 <input type="checkbox"/> March 22 <input type="checkbox"/> May 23 <input type="checkbox"/> June 13 <input type="checkbox"/> July 12 <input type="checkbox"/> August 22</p> <p align="center">Individual Training Day “Menu Prices”</p> <p><input type="checkbox"/> World Class Project Management - March 22, 2006 \$159.00 <input type="checkbox"/> Bridging the Generational Divide - May 23, 2006 \$159.00 <input type="checkbox"/> Lead First, Manage Second - June 13, 2006 \$159.00 <input type="checkbox"/> Leadership Strategies (Near & Far) - July 11, 2006 \$159.00 <input type="checkbox"/> Ethics, Fact or Fiction - August 22, 2006 \$159.00</p>	<p align="center">A Quality Organization</p> <p><i>The main difference between happy and unhappy people is that happy people mostly evaluate their own behavior and constantly attempt to improve what they do. Unhappy people, on the other hand, mostly evaluate the behavior of others and spend their time criticizing, complaining and judging in an attempt to coerce them into “improving” what they do. A quality organization, therefore, will consist of many more happy people than unhappy people.</i></p> <p align="right">—William Glasser</p>
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Agency/Registrant may pay by:

cash check credit card 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, 2006. 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!



Federal Executive Board Luncheon April 2006



Date:	Wednesday, April 12, 2006
Time:	11:30am-1:00pm
Location:	Biltmore Hotel
	401 S. Meridian, Oklahoma City
Speaker:	Dee Ann Batten, Ph.D., Office of Policy and Evaluation, MSPB

The U.S. Merit Systems Protection Board (MSPB) has published numerous studies; they will have two additional studies coming out in the next few weeks. One of the studies about to be published involves managing contracting officer representatives (CORs) to improve contract outcomes. Dr. Batten was the lead for that project and will present their findings on this topic at the Federal Executive Board luncheon. They are hopeful that this report will create considerable interest in the important issues involving COR management. The Oklahoma FEB is to be one of the first places the study is presented.

Salad, Baked Italian Lasagna with Marinara Meat Sauce, vegetables, rolls, and Iced Tea or Coffee
If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: _____ Agency: _____
Address: _____ Phone: _____

Cost: \$12.00 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

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 7, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



SUN	MON	TUES	WED	THUR	FRI	SAT
MARCH 2006			1 11:00 Shared Neutrals	2 OU Job Fair	3 Deadline for Award nominations	4
5	6	7	8 2:00 Emgcy Prep	9 Leadership FEB 11:30 SGMP	10	11
12	13	14	15 10:00 ITC	16 12:00 BPC	17	18
19	20	21 2:00 FECC	22 10:00 AIC	23	24	25
26	27	28	29	30	31 Naturalization	

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OKLAHOMA CITY, OK 73102-3422
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We wish to thank the FAA Franchise Print shop for their monthly assistance in the duplication and distribution of this newsletter.