



INTERAGENCY CONNECTION

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

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

(405) 231-4167

by LeAnn Jenkins, Executive Director

The National Federal Executive Board (FEB) Conference was held from July 31-Aug 2, 2007. The Oklahoma FEB was represented by our Chair (Michael Roach, US Marshal, Western District of Oklahoma) and Executive Director, LeAnn Jenkins.

Many topics presented and discussed were timely, such as proposed legislative actions, locality pay proposals for various areas out of the contiguous U.S., and Pandemic Flu.

Of concern to the FEB network are the three FEBs currently under funding threats. If a solution is not found by October 1st, the San Antonio FEB, Dallas/Ft. Worth FEB, and Boston FEB are in danger of closing.

During the conference a “value proposition” was developed for the Office of Personnel Management to use in an effort to secure funding for those FEBs in danger of losing their funding support. Hopefully, this effort can also be leveraged into a longer term solution for the entire network of 28 FEBs, nationwide.

In the past two years, the Oklahoma FEB has been asked to provide information and briefings regarding the value of FEBs. The Oklahoma FEB Chair and Executive Director provided information on the two lines of business developed by the FEB network to new leaders within the US Office of Personnel Management in December 2005. And most recently, they were called upon to present information on the value of FEBs to the Deputy Chief Human Capital Officers (CHCO) Council. LeAnn talked about what FEBs can accomplish in their respective areas and Mike Roach talked about the value from an agency perspective.

These efforts were recognized by OPM Director, Linda Springer, during the FEB conference by

presenting the first ever, FEB Chair Award to the Oklahoma FEB Chair, Michael W. Roach.



Michael Roach and Linda Springer
U.S. Marshal Director, US Office of
Western District Personnel Management
of Oklahoma

Mike was recognized for going “above and beyond” for the good of the FEB network. As Linda Springer, Director of OPM presented the award; she stated that “He is recognized as a true advocate for Federal Executive Boards and an inspiration. The award recognizes his outstanding service to the Oklahoma FEB and the FEB National Network”.

Having the opportunity to hear from many federal agencies’ headquarter representatives, White House representatives, and other federal leaders, we feel comfortable and confident that the activities of our FEB reflect the priorities of current national initiatives.

<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
Benefit Programs	2	Retirement Information	6
Pan Flu Impact	2	Upcoming Events	8
Spotlighting Agencies	3	Health Flyer	9
Supervisory Training	4	Property Mgmt Seminar	10
SES options	5	COOP Training	11



Innovative Web Site Helps You Locate Benefit Programs



GovBenefits.gov, www.govbenefits.gov, is the official benefits Web site of the U.S. Government and provides citizens with quick access to the most accurate information on more than 1,000 Federal and Federally-funded State benefit and assistance programs. GovBenefits.gov was designed to help all citizens navigate the often complicated process of finding benefit and assistance programs, determine their eligibility and obtain specific contact information for applying.

“Rather than trying to figure out what assistance they may be eligible for, and which agency to call, all citizens can visit GovBenefits.gov from any location with Internet access and quickly get all the information they need from one website,” said Curtis Turner, GovBenefits.gov Program Manager.

After completing GovBenefits.gov’s free and confidential questionnaire, you are provided with a list of benefit programs that you may be eligible to receive based on your individual needs. Each listing gives you a program description, eligibility criteria and contact information for applying. The site also provides you with the ability to search for benefit programs by state, keyword, and benefit category. GovBenefits.gov encourages you to visit the site regularly, particularly when life events – applying for college, retirement, starting a business, etc. – occur that could make you eligible for assistance programs.

Managers and Supervisors: Plan for the impact of a pandemic on your employees and customers:

Tasks
Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.
Implement guidelines to modify the frequency and type of face-to-face contact (e.g. handshaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers (refer to CDC recommendations).
Encourage and track annual influenza vaccination for employees.
Evaluate employee access to and availability of healthcare services during a pandemic, and improve services as needed.
Evaluate employee access to and availability of mental health and social services during a pandemic, including corporate, community, and faith-based resources, and improve services as needed.
Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan.

Taken from the Pandemic Flu website: <http://www.pandemicflu.gov/plan/businesschecklist.html#1.2>



Spotlighting Information in Public Service

Did You Know...

ANYTIME, ANYWHERE

The 3rd Combat Communications Group, commonly referred to as the 3rd Herd, is a unit of Air Combat Command's 12th Air Force at Tinker Air Force Base, Oklahoma. The 3rd Herd provides deployable communications, computer systems, navigational aids, and even air traffic control services anywhere in the world. The 3rd CCG consists of four mission squadrons and one support squadron. These mission squadrons (31st, 32nd, 33rd, and 34th) are self-sustaining throughout the initial phase of the expeditionary mission, or until relieved by follow-on forces and supplies.

In each mission squadron, there are four flights with different communication specialties: voice and data services, technical control, ground radio, and satellite/wideband communications. Each squadron also has airfield systems technicians, air traffic controllers, and RADAR technicians. In order for these flights to do their jobs, every mission squadron has a power production/heating, ventilation, and air conditioning flight. Within each mission squadron, there is a support flight which is made up of power production, HVAC, and MOC. The Maintenance Operations Center (MOC) includes a training manager, job controller, supply manager, duty sergeant, and mobility officers. Having all of these distinct capabilities, one squadron is able to set-up a bare base with no commercial power. This ability has been demonstrated previously, most recently during Joint Task Force Katrina. Because of its special capability to respond quickly, the 3rd CCG provides emergency services to many federal agencies.

The motto of the 3rd Combat Communications Group is "Anytime, Anywhere!" These airmen continually prove this motto to be true, whether it be during the Air Expeditionary Force rotation, humanitarian missions, or disaster relief. Every airman in the group is educated in specific subjects to support the deployment, operation and sustainment of communications assets for anyone at anytime, anywhere in the world.

Construction of Postal Training Building



Construction is progressing on a third, on-campus training building at the Postal Service's National

Center for Employee Development (NCED) in Norman.

Scott Morgan, NCED Manager, will oversee the training that the postal center's new Northeast Learning Center will accommodate.

"This building will support training for Postal Service systems that electronically sort and process flat mail such as magazines and large envelopes," Morgan said. The 128,000 sq. ft. facility is designed with 20-foot ceilings (2-stories high), to handle large-scale flats equipment that is too large for NCED's existing training buildings.

"When the building is ready, training for an existing flat sorting system will be moved to NCED from a vendor facility in Baltimore," Morgan said. "And in 2008, we will begin maintenance training on a massive new Flat Sequencing System (FSS).

"The FSS will sort flats mail into mail carriers' route sequence, like letters are processed now by smaller automation systems," Morgan said. "That means carriers can spend less time hand-sorting mail into their route order."

The U.S. Postal Service sorts and delivers 212 billion pieces of mail a year – to more people over more distance than in any other country.

The postal center draws nearly 20,000 postal employees a year to Norman; and delivers advanced technology, business education, and management development courses for both postal employees and public groups. Programs range from one-day to five weeks long, and cover computer network technology, building systems, and fleet maintenance; plus maintenance training on high-technology equipment for sorting, tracking, and routing mail. The Center also brings thousands more to Oklahoma as a host site for business and postal conferences

The new facility is targeted for completion in September 2007. www.nced.com



Senate committee OKs bill mandating supervisor training

Amy Doolittle

FederalTimes, June 18, 2007

A bill that would require tough new training requirements for federal supervisors took a big step toward passage.

The Senate Homeland Security and Governmental Affairs Committee on June 13 unanimously passed the Federal Supervisor Training Act, which would require agencies to set performance standards and train new supervisors within their first 12 months on the job. All current supervisors would have to take the training within three years of the bill's enactment. Additionally, all managers would need to repeat the program every three years.

The bill would also require that new supervisors be mentored by more experienced managers. They would also be taught how to mentor employees and receive training on enforcement of whistleblower and anti-discrimination rights.

“Good leadership begins with strong management training,” said Daniel Akaka, D-Hawaii, the bill's author. “It is time to ensure that federal managers receive appropriate training to supervise federal employees.”

The only requirements placed on training in the bill are that it be instructor-based and interactive. Training could be in the classroom or Internet-based, and each agency would be allowed to develop its own training and performance standards that

would be subject to yearly Office of Personnel Management and congressional review.

It is unclear when the full Senate will consider the bill.

Among other bills that were approved by the committee is one that would allow nonexecutive service employees – GS 15s and above – access to the same pay as Senior Executive Service employees if they are a part of a performance-based pay system. Currently, those employees are capped at Executive Schedule Level III, which has a cap of \$154,600 for 2007.

“This bill would enhance our ability to keep these people in those key jobs in the federal government,” said Sen. George Voinovich, R-Ohio, who authored the legislation. “We have to recognize that we are going to have to really hustle if we are going to be able to attract the people we need to run this federal government,...This is the biggest business in the United States and, you know what, if you don't have good people, it ain't going to work.”

The committee also approved the Federal Employee Protection of Disclosures Act, a bill approved in the House, which would, among other things, expand whistleblower protections to intelligence agency employees and private-sector contractors.

Adaptable as human beings are and have to be, I sometimes sympathize with the chameleon who had a nervous breakdown on a patchwork quilt. –John Stephen Strange



Charting your course to SES

Lily Whiteman

FederalTimes June 22, 2007

If your goal is to land a Senior Executive Service job, you would be wise to develop a strategy for your ascent. Entry into SES requires specific, extensive experience — the type of experience you may be able to gain only through strategically targeted long-term efforts rather than through quick and easy happenstance.

In other words, you won't be able to slap together the necessary prerequisites for entry into SES in the last minute, the night before your application is due.

Start your strategizing by reviewing the Office of Personnel Management's Web site for SES at <http://www.opm.gov/ses> — particularly the section on the five Executive Core Qualities (ECQs) that define the criteria for acceptance into SES: leading change; leading people; results driven; business acumen; and building coalitions.

Your SES application must include essays addressing each of these ECQs.

You must demonstrate significant experience in all five areas to qualify for SES.

Evaluate how you stack up against the ECQs and identify any gaps by taking the following steps:

- Conduct a hard-nosed self-assessment of how your credentials compare with the ECQs. Should you, for example, seek supervisory experience, experience managing a budget or experience leading a change management initiative?
- Take the Senior Executive Assessment Program at OPM's Federal Executive Institute — a five-day program that helps participants evaluate their ECQ levels.
- Ask your supervisor, current SESers and other mentors to help you identify your strengths and gap areas. Solicit the advice of managers inside and outside your chain of command.

Why? Because, says an Energy Department executive, while managers inside your chain of command are positioned to evaluate your productivity, managers outside the chain of command are particularly likely to provide you with the "brutally, honest feedback" that you need about your deficiencies.

You will receive different and complementary advice from the various managers whom you consult.

To chart his own climb to the top, the Energy executive says he "sat down with my boss, various mentors and two human resources directors who gave

me candid assessments of my skills. They told me where I should be to get into the SES."

In addition, the executive recommends analyzing the winning ways of federal leaders you admire, and identifying how you could acquire their expertise.

Once you identify your skills gaps, work to eliminate them:

- Request from your boss new assignments that would help you round out your experience. Also, aggressively search for projects that would provide you with necessary experience and volunteer to lead them.

Opportunities to do so may be particularly abundant during reorganizations and after other professionals in your organizations quit or retire.

In addition, look for unrecognized needs in your organization that you could fill.

For example, I know a writer at the National Oceanic and Atmospheric Administration who volunteered to offer a one-time seminar to agency scientists on how to communicate scientific information to the public.

The result: She received so many requests for more seminars that providing such training became a regular part of her job.

- Apply for new jobs, even lateral jobs, if your current job does not offer opportunities for you to fill your ECQ gaps.
- Take training courses on leadership and other ECQ-related topics at OPM's Federal Executive Institute, Graduate School Agriculture Department or through private vendors.
- Assume leadership positions in organizations unrelated to your job.

Your nonwork experience can help you qualify for SES.

For example, you could gain budget experience by becoming the treasurer of your condo board, gain business experience by running fundraisers for a nonprofit, or gain communications experience by managing public relations projects for a professional organization.

- Have references who can do more than verify your reliability and effectiveness; they should attest to your leadership and management abilities. All the better if your references are from SESers themselves.

So as you advance, cultivate your high-level contacts by keeping them informed of your activities, being as helpful as you can to them and staying in touch with them.



Retirement: Deferred vs. Postponed

By Tammy Flanagan

National Institute of Transition Planning

Deferred Retirement Defined

A deferred retirement is payable to an employee who left federal service with at least five years of creditable civilian service and before being eligible for immediate retirement. The former employee must not have applied for a refund of Civil Service Retirement System or Federal Employees Retirement System contributions.

According to the Office of Personnel Management, about 3,000 deferred applications are processed annually.

In CSRS, if you have been covered under the retirement system for at least one of the last two years of your federal service, you are eligible to apply to the Office of Personnel Management for a deferred annuity at age 62 as long as you have at least five years of creditable civilian service. Regardless of how much service you have when you resign, a deferred retirement is not payable until age 62.

Under FERS, you are eligible for a deferred basic retirement benefit at age 62 if you have more than five and less than 10 years of creditable civilian service. If you have more than 10 years of service, you can apply for a reduced benefit at your FERS minimum retirement age (55 to 57, depending on your year of birth). If you have at least 20 years, you're eligible at age 60 for an unreduced benefit. With 30 or more years, you would receive an unreduced benefit at your minimum retirement age.

Postponed Retirement Defined

Postponed retirement is only available to employees under FERS. If you have at least 10 years of creditable service and already are at the minimum retirement age, you can get an immediate, but reduced, basic retirement benefit. These benefits are reduced by 5 percent for each year the individual is under age 62.

Employees may choose to postpone receiving this benefit in order to avoid some or all of the reduction. If the employee is eligible to maintain his or her federal health insurance and life insurance, these benefits will be eligible for reinstatement upon receiving the postponed

benefit. The application is the same as the application for a deferred FERS annuity.

TSP and Social Security

The terms "deferred" or "postponed" do not apply to Thrift Savings Plan benefits. Your contributions to the government's 401(k)-style investment plan are yours. If you have at least three years of creditable service, the entire TSP account belongs to you, including the agency automatic 1 percent matching contribution.

You can transfer your TSP funds to an Individual Retirement Account or keep the money in the TSP for future growth. If you leave before the year you turn 55, you may incur an early withdrawal penalty of 10 percent if you receive any of the money in your TSP account as a cash payment.

Remember, the money in TSP accounts has never been taxed, so any cash withdrawals will be subject to income tax in the year they are taken out. In most cases, employees can transfer the funds to their new employer's 401(k) plan without penalty or tax.

If you're in CSRS, you also should remember that since you have been exempt from paying Social Security taxes during your federal career, you may find that leaving government for the private sector will have an adverse effect on your future Social Security benefits. Social Security computes benefits on the highest 35 years of Social Security taxed wages. Having less than 35 years of Social Security covered wages will bring the average down by including years with no earnings.

Deferred CSRS Retirement: An Example

Suppose Georgia has 32 years of creditable service under CSRS. Her current salary is \$80,000 and her high-three average salary is \$76,000. If she resigns at age 52, she will be eligible for a deferred CSRS retirement benefit of \$45,790 per year at age 62. CSRS benefits are paid for life with an annual cost of living adjustment.

The cost of this decision for Georgia is steep. If



she waits until age 55 to retire, she will be entitled to an immediate retirement of about \$50,350, based on 35 years of service. Receiving this benefit seven years longer would result in \$352,450 more retirement income, not counting future cost of living adjustments or salary increases.

In addition, Georgia will not be entitled to reinstate her health insurance, life insurance or receive any credit for unused sick leave on her deferred retirement benefit. There would be no cost of living adjustments until after her benefit begins at age 62 and the high-three used in the computation is the same high-three as when she left at age 52.

If Georgia begins a second career in the private sector, she will have a 32-year "hole" in her Social Security record for the years she worked under CSRS where she was exempt from Social Security taxes. If she applies for a deferred CSRS retirement benefit, her Social Security benefit will be computed under a modified formula due to the Windfall Elimination Provision.

Deferred FERS Retirement: An Example

Suppose Bryan was born in 1955, has 25 years of service under FERS and is resigning at age 52. His salary is \$80,000 and his high-three average is \$76,000. He will be eligible for a deferred annuity at age 60 that will be worth 25 percent of \$76,000, or \$19,000 per year (payable for life with an annual cost of living adjustment). If he chooses to apply when he reaches his minimum retirement age (56, in his case) the benefit would be reduced by 30 percent (5 percent for each year under age 62).

Let's assume Bryan has \$300,000 invested in his TSP. He can leave it there or transfer it to a new employer's 401(k) plan. He will continue to pay into Social Security at his next job. The cost of leaving federal service early for Bryan is the consideration that his next employer may not offer retiree health insurance or a defined benefit pension.

Postponed FERS Retirement: An Example

Suppose Anne has 25 years of service under FERS and is resigning at age 56. Her salary is

\$80,000 and her high-three average is \$76,000. She is eligible for an immediate annuity worth 25 percent of \$76,000, or \$19,000 per year, but taking this benefit at age 56 would cause it to be reduced to \$13,300. If she postpones receiving the benefit until age 60, she would receive the benefit unreduced at \$19,000 per year (payable for life with an annual cost of living adjustment that begins at age 62). When she applies for the postponed benefit, she may elect to reinstate her health and life insurance benefits, as long as she was covered during the last five years of her federal service.

Anne may leave her TSP investments in the plan or begin an immediate withdrawal. There is no early withdrawal penalty if she is at least 55 the year she leaves federal service.

Things to Consider

Before deciding to leave your federal career early, consider the following:

Since 1978, the number of defined-benefit plans plummeted from 128,041, covering 41 percent of private-sector workers, to only 26,000 today, according to the Employee Benefit Research Institute. The Bureau of Labor Statistics reports that just 21 percent of workers in the private sector have defined benefit pensions.

Courtney Coile, an assistant professor of economics at Wellesley College and a research associate of the Center for Retirement Research at Boston College, says the number of companies with 200 or more workers that offer retiree health insurance fell from 66 percent in 1988 to 33 percent in 2005.

If you leave federal service early, you may have to save more in your employer sponsored savings plan to make up for the fact that many employers do not offer a basic pension benefit. Did you know that if you want \$200,000 to last 35 years, you can only withdraw \$767 per month (assuming you get a 6 percent rate of return, and allowing for a 3 percent inflation adjustment).

Taken from:

<http://www.govexec.com/dailyfed/0607/062907rp.htm>



UPCOMING EVENTS August 2007

Aug 1-3, 2007	FEB Conference Washington, D.C.
Aug 6, 2007 11:00 a.m.	Shared Neutrals Council Denny's Restaurant 3130 S. Douglas Blvd, Midwest City POC: FEB Office, 405-231-4167
Aug 8, 2007 7:30 a.m.	Mayors Committee on Disability Concerns 222 NW 15 th St, Rm 203, OKC POC: FEB Office, 405-231-4167
Aug 15, 2007 10:00 a.m.	Interagency Training Council Focus Federal Credit Union 420 NE 10 th Street, OKC POC: Ellen Parrott, 405-419-4291
Aug 16, 2007 All Day	Agency Visits Tulsa
Aug 17, 2007 All Day	Leadership FEB 507 th Air Refueling Wing
Aug 21-23, 2007	L156 Building Design Training FEMA certified course hosted by Oklahoma FEB
Aug 21, 2007 2:00 p.m.	Federal Employees Care Council Allegiance Credit Union 4235 N. Meridian, OKC POC: Tom Burton, 405-954-0625
Aug 23, 2007 2:30 p.m.	American Indian Council Allegiance Credit Union 4235 N. Meridian, OKC POC: Katy Lantagne, 405-522-5409
Aug 23, 2007 3:00 p.m.	Black Program Council VA Medical Center 921 NE 13 th , Conf Rm 1A106, OKC POC: Zeb Willie, 405-734-3089
Aug 27, 2007	FEMA/FEB meeting Dallas
Aug 29, 2007 2:00 p.m.	Emergency Preparedness Council Federal Highway Administration 300 N. Meridian, OKC POC: LeAnn Jenkins, 405-231-4167
Aug 30, 2007 10:00-1:00	Executive Policy Council POC: FEB Office, 405-231-4167
Aug 31, 2007 12:00 noon	Naturalization Ceremony 200 N.W. 4 th St, OKC POC: FEB Office, 405-231-4167

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
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Barry Dodson, Director, USDA Risk Management Agency
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Larry Flener, Representative for the District Director, US Postal Service
- Joe Keffer, Warden, Federal Transfer Center
- Dottie Overall, Director, Small Business Administration
- Patti Ford, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- David Wood, Director, VA Medical 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@gsa.gov 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: Karen Harrington
Program Support: Constance Ward

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



Healthy habits help keep your family well.

Take care: Cover coughs and sneezes. Keep hands clean.

Healthy habits can protect you and your children from getting germs or spreading germs at home, work and school. Simple actions can stop germs and prevent illnesses.

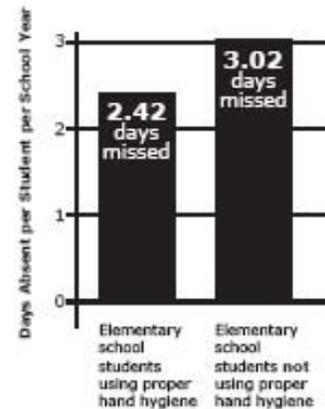
Cover your mouth and nose. Use a tissue when you cough or sneeze and drop it in the trash. If you don't have a tissue, cover your mouth and nose as best you can.

Clean your hands often. Clean your hands every time you cough or sneeze. Hand washing stops germs. Alcohol-based gels and wipes also work well.

Remind your children to practice healthy habits, too. Germs that cause colds, coughs, flu and pneumonia can spread easily.

Healthy habits help reduce illnesses and sick days. Feel good about doing the right things to stay well.

Cleaning Hands Keeps Students In School



Healthy habits stop germs. At home, work and school.

This message is from the Centers for Disease Control and Prevention and the Department of Health and Human Services. To learn more, please visit www.cdc.gov/germstopper.





GENERAL SERVICES ADMINISTRATION - GSA

PERSONAL PROPERTY MANAGEMENT SEMINAR

Topic:	Property Custodian 101
When:	Wednesday, August 29, 2007 9:00 a.m. – 4:00 p.m.
Location:	New Federal Building, OKC 310 NW 6 th Street, Oklahoma City Lower Level Conference Facility

You will meet key GSA personal property representatives. This training is applicable for all Federal Agencies except the Department of Defense.

The following topics will be covered during this training session:

- ❖ What GSA Does for You in Property Disposal
- ❖ Disposal of Computers/Electronics
- ❖ GSAXCESS.GOV guidelines
- ❖ The Responsibilities of Property Custodians
- ❖ The Steps in Reporting Your Property
- ❖ Abandonment/Destruction
- ❖ What To Do and What Not To Do During Inspection
- ❖ How To Segregate Property Into Lots
- ❖ How To Write Property Descriptions
- ❖ The Importance of Advanced Copies of Descriptions
- ❖ What To Do About Discrepancies After Property Is Reported
- ❖ Legal Issues

Bonus presentations from:

- GSA Fleet Manager – GSA Vehicle Issues
- GSA Customer Service Director – GSA Contracts & Schedules
- UNICOR Electronic Recycling Representative
- Oklahoma State Agency for Surplus Property (SASP)

REGISTRATION FORM

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

Fax: _____ Email: _____

Please register before Wednesday, August 22, 2007

Via e-mail to DONNA.RICE@GSA.GOV or EDDIE.PANKO@GSA.GOV
Or fax your registration to: 405-231-5348.



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 3 day format intended to leverage resources and multiply results. Upon successful completion of the training, the attendee receives FEMA certification.

The Continuity of Operations (COOP) Manager’s Training Course is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

Upon completion of this course, participants should be able to do the following:

- Define COOP;
- Explain the business benefits of COOP;
- Identify the elements of a viable COOP capability;
- Identify the processes, resources, and tasks necessary to implement and manage a successful COOP Program.

There is no cost for the training; however, the employee’s agency is responsible for all travel costs associated with this training.

Course title:	L548 – COOP Manager’s Training Course
Location:	Public Works Department Training Center located at 3738 S.W. 15th Street
Date:	October 22-24, 2007 8:00 a.m. - 4:30 p.m.
Time:	8:00 a.m.–4:30 p.m.

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) Call the FEB Office at (405) 231-4167 to have this form faxed to you if you do not have internet access.

Employee

Date

Please return this registration form to the FEB Office ***no later than October 1, 2007*** in order to ensure sufficient materials.

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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SUN	MON	TUES	WED	THUR	FRI	SAT
August 2007			1	2	3	4
				National FEB Conference		
5	6 11:00 Shared Neutrals	7	8 7:30 Mayors Committee	9	10	11
12	13	14	15 10:00 ITC	16 Tulsa Agency Visits	17 Leadership FEB	18
19	20	21 2:00 FECC	22 L156 Building Design Training	23 2:30 AIC 3:00 BPC	24 11:00 FECC	25
26	27 FEMA/FEB mtg	28	29 2:00 Emgcy Prep	30 10:00 Executive Policy Council	31 Naturalization	

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