INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102 **http://www.oklahoma.feb.gov/** **(405) 231-4167**

Chair's Corner

The U.S. Government Accountability Office (GAO) released their study of Federal Executive Boards in June. The study was conducted in response to a Congressional request regarding the utilization of FEBs in the event of an emergency.

GAO described FEBs as "interagency coordinating groups designed to strengthen federal management practices, improve intergovernmental relations, and participate as a unified federal force in local civic affairs... the boards are composed of the federal field office agency heads and military commanders in their cities. Although membership by agency heads on the boards is required, active participation is voluntary in practice."

They went on to recognize that, "The FEBs have no congressional charter and receive no congressional appropriation but rather rely on voluntary contributions from their member agencies. Although the boards are not intended to be first responders, the regulations that guide the FEBs state that emergency operations are one of their functions."

Seeing the value of FEB relationships within the federal community and with local government agencies, they recommend that the Office of Personnel Management (OPM) and the Federal Emergency Management Agency (FEMA), with other stakeholders discuss the feasibility of integrating FEBs into national emergency plans.

Highlights of the GAO study are provided on page two of this newsletter with the complete study available on our FEB website.

Along these lines, our FEB will be hosting another Continuity of Operations (COOP) Program Managers training in October. The registration form is provided in this newsletter; however, individuals will also need to complete the FEMA 75-5 which is available on our website. If you have employees interested in attending, submit the registration forms as soon as possible because this class is filling quickly.

Our FEB's Emergency Preparedness and COOP Council is currently undertaking a project to identify actions to accomplish in the event of an Influenza Pandemic. Their meetings are on a monthly basis; however, due to the National FEB conference in July, they will not be meeting in July. The meetings of this group are listed in this monthly newsletter; if you have an employee(s) interested in participating, please pass on the meeting dates and times, beginning in August. This project promises to be interesting with the involvement of federal, state and local government participants.

Mike Roach, Chairman

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GAO
Accountability*Integrity*Reliability

Highlights

Highlights of GAO-07-515, a report to the Subcommittee on Oversight of Government Management, the Federal Workforce, and the District of Columbia, Committee on Homeland Security and Governmental Affairs, U.S. Senate

Why GAO Did This Study

OPM, which provides direction to the FEBs, is now emphasizing that in the post-9/11 environment, the boards have a transformed emergency support role. The report discusses the boards' emergency preparedness roles and responsibilities and their potential role in preparing for and responding to pandemic influenza. GAO selected 14 of the 28 FEBs for review because they coordinate the greatest number of federal employees or had recent emergency management experience.

What GAO Recommends

Particularly given the threat of pandemic influenza, GAO recommends that the Director of OPM discuss with FEMA and other stakeholders the feasibility of integrating FEBs in national emergency plans. In completing the FEB strategic plan, OPM should also establish accountability for the boards' emergency support activities and develop a proposal to address the uncertainty of funding sources for the boards. While not commenting specifically on the recommendations, OPM said it is building a business case through which to address the resources FEBs need to continue operations and that institutionalized relationships with partners such as FEMA can help address funding issues. FEMA said that it welcomed the opportunity to work with OPM to formally define the FEB role in emergency planning and response.

www.gao.gov/cgi-bin/getrpt?GAO-07-515.

To view the full product, including the scope and methodology, click on the link above. For more information, contact Bernice Steinhardt at (202) 512-6806 or steinhardtb@gao.gov.

May 2007

THE FEDERAL WORKFORCE

Additional Steps Needed to Take Advantage of Federal Executive Boards' Ability to Contribute to Emergency Operations

What GAO Found

Located outside Washington, D.C., in 28 cities with a large federal presence, the federal executive boards (FEB) are interagency coordinating groups designed to strengthen federal management practices, improve intergovernmental relations, and participate as a unified federal force in local civic affairs. Created by a Presidential Directive in 1961, the boards are composed of the federal field office agency heads and military commanders in their cities. Although membership by agency heads on the boards is required, active participation is voluntary in practice. The boards generally have staff of one or two full-time personnel, including an executive director. The FEBs have no congressional charter and receive no congressional appropriation but rather rely on voluntary contributions from their member agencies. Although the boards are not intended to be first responders, the regulations that guide the FEBs state that emergency operations is one of their functions.

The Office of Personnel Management (OPM) and the FEBs have designated emergency preparedness, security, and employee safety as a core function of the boards and are continuing to work on a strategic plan that will include a common set of performance standards for their emergency support activities. All of the selected FEBs were performing emergency activities, such as organizing preparedness training, and FEB representatives and Federal Emergency Management Agency (FEMA) officials reported that these activities mutually advanced their missions.

The FEBs, however, face key challenges in carrying out their emergency support role. First, their role is not defined in national emergency plans. According to several FEMA officials, FEBs could carry out their emergency support role more effectively if it was included in national emergency management plans. The framework within which the FEBs operate with member agencies and OPM also poses challenges in holding the boards accountable for their emergency support function. In addition, the funding sources for the boards are uncertain, affecting their ability to plan for and commit to providing emergency support services.

Despite these challenges, the nature of pandemic influenza, which presents different concerns than localized natural disasters, makes the FEBs a particularly valuable asset in pandemic preparedness and response. Many of the selected boards had already hosted pandemic preparedness events, which included their member agencies and local community organizations. With the greatest burden of pandemic response resting on the local communities, the FEBs' outreach and their ability to coordinate across organizations suggest that they may be an important resource in preparing for and responding to a pandemic.

United States Government Accountability Office

Spotlighting Information in Public Service

Did You Know…

OPM to allow pre-tax contributions to Health Savings Accounts

Federal employees enrolled in high-deductible health plans will be able to use pre-tax dollars to schedule automatic contributions to their health savings accounts by the beginning of next year.

Currently, employees with such plans make contributions on their own with after-tax earnings and then declare the contributions on their annual tax returns to get the tax benefit. The new service, announced by the Office of Personnel Management in an April 6 benefits administration letter, will allow employees to schedule the payments so they're automatically drafted from their paychecks before taxes are taken out.

Payroll providers will roll out the pre-tax service gradually through Jan. 1.

After their covered payroll provider switches to the new system, employees will be able to make pre-tax contributions using the same method they would use to establish other allotments, such as through the payroll Web sites Employee Express or MyPay. Employees will be able to modify their allotments at any time.

For 2007, employees can set aside $2,850 in a health savings account for single coverage or $5,650 for family coverage, while those who are 55 or older can make an additional catch-up contribution of $800. The maximum contribution includes the premiums contributed to the health savings account by each health plan.

Taken from Federal Times article dated 4-30-07

Frequently asked questions about Federal Retirement

The Office of Personnel Management (OPM) has a wealth of information available on their website regarding retirement information. Find information about the Federal retirement programs, make changes to the withholdings from your monthly annuity payment, calculate special options, or request specialized services. You'll find information on the most frequently asked questions such as: *How do I begin planning for retirement?*

Answer: "You should begin planning several years before the date you have set for retirement so that you will know what is required to continue certain benefits into retirement. There are many factors related to retirement planning, and it is literally never too early to begin. The federal annuity is only one element to consider in today's complex financial scene. You may need to start a Thrift Savings Plan or IRA schedule many years before considering actual retirement. Other considerations, such as Social Security may affect your benefits.

However, the best place to begin is with your local personnel service center. They can provide personalized assistance and they have your employment records.

Your health and life insurance coverages are of immediate concern now because you must carry coverage continuously for at least five years before your retirement or you may be ineligible to continue them."

http://www.opm.gov/retire/html/faqs/faq9.asp

Retirement pamphlets and publications are also available at the OPM website in friendly, downloadable fashion. They are even separated by retirement system for your convenience:

http://www.opm.gov/retire/html/library/index.asp

Jobs database lists disabled students

Hiring managers and recruiters can find candidates who meet their job specifications through a new online database of college students with disabilities.

The database, available free to federal employers, features about 2,000 undergraduate and post-graduate students from more than 250 college campuses who are searching for summer internships or full-time jobs, according to a Labor Department news release. The students were interviewed and screened by recruiters from the Workforce Recruitment Program for College Students with Disabilities, which is co-sponsored by the Labor and Defense departments.

The program has helped nearly 3,000 students find federal jobs since 1995, but the Web site marks the first time agencies can tap into the list of candidates on their own. Agencies using the database can narrow the list of candidates by location, degree program, position type or length of appointment to find applicants who meet their specific needs.

Federal human resources professionals, equal employment opportunity specialists and other hiring officials can sign up for the database at http://www.wrp.gov.

Information was taken from Federal Times article dated April 30, 2007.

Leaders must have the courage to follow their vision, to believe the invisible, to work for something that's still only a possibility, while others often wring their hands in despair. –Diane Dreher

Accident Coverage: Personal Time or Official Government Business?

By Lynnette Simpson

Question: If I get into an accident with a rental car, will the government cover the damages?
Answer: The government will not reimburse damages to a rental car if the car was driven for personal use at the time.

Rental cars can be an approved expense for a temporary duty assignment. However, not all costs associated with the vehicle are reimbursable. Only those expenses related to the use of the car for official business may be paid by agencies, as demonstrated in the following case. Tassos Abadiotakis, of the National Aeronautics and Space Administration (NASA) in Cape Canaveral, Fla., was authorized TDY in Ogden, UT. NASA approved airfare and the use of a rental car for the assignment.

Abadiotakis was scheduled to depart Wednesday, June 9, and return on Friday, June 11. Prior to his departure, however, Abadiotakis requested to extend his stay in the area for personal reasons. NASA amended his travel orders and set his return date for Sunday, June 13.

Upon conclusion of his TDY, Abadiotakis drove the rental care to Jackson Hole, WY, for the weekend. On his return to Ogden to catch his 10:10 a.m. return flight, he hit an elk. The accident occurred at 4:00 a.m. about 120 miles from the airport. Abadiotakis was not injured, but the car incurred damages. The rental car company billed Abadiotakis for $2,627.77, apparently representative of the collision deductible.

Abadiotakis asked NASA to reimburse him that cost. NASA was not sure if it should or should not pay, so the agency requested an advance decision from the General Services Board of Contract Appeals (GSBCA).

The Board determined that NASA should not reimburse Abadiotakis. The Federal Travel Regulation (FTR) clearly states that an agency may only pay those expenses essential to the transaction of official business (FTR 301-2.2). Moreover, GSBCA noted that employees may only be paid "deductible amounts paid by [an employee]…if the damage occurred while [the employee was] performing official business" (FTR 301-10.451).

Here, Abadiotakis had already completed his TDY. He was not performing official government business when the accident occurred. In fact, GSBCA explained that if Abadiotakis had returned as originally planned, the incident would not have taken place. Therefore, any expenses Abadiotakis incurred in using the rental car after Friday were his responsibility.

In the case of Tassos Abadiotakis, GSBCA 16477-TRAV (Oct 13, 2004) Reprinted from Government Meetings Advantage magazine.

UPCOMING EVENTS
July 2007

July 4, 2007	**Independence Day**
July 11, 2007 7:30 a.m.	**Mayors Committee on Disability Concerns** 222 NW 15th St, Rm 203, OKC POC: FEB Office, 405-231-4167
July 17, 2007 2:00 p.m.	**Federal Employees Care Council** Allegiance Credit Union 4235 N. Meridian, OKC POC: Tom Burton, 405-954-0625
July 18, 2007 10:00 a.m.	**Interagency Training Council** Atkinson Heritage Center 10000 NE 10th Street, OKC POC: Ellen Parrott, 405-419-4291
July 19, 2007 2:30 p.m.	**American Indian Council** Allegiance Credit Union 4235 N. Meridian, OKC POC: Katy Lantagne, 405-522-5409
July 26, 2007 12:00 noon	**Black Program Council** VA Medical Center 921 NE 13th St. POC: Zeb Willie, 405-734-3089
July 31-Aug 2	**FEB National Conference** Washington, DC
Agency Visits:	July 12, Woodward July 13, Navy Change of Command July 16, Muskogee July 17-18, OKC

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

The leader must have infectious optimism…The final test of a leader is the feeling you have when you leave his presence after a conference. Have you a feeling of uplift and confidence?
–Bernard Montgomery

Once we have appointed our managers, we let them reinvent the wheel…The world is changing so fast you'll always be needing different wheels for changing terrain. –Paul van Vlissingen

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 Overal, 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.

The West Wing

The history of the West Wing dates to the early

White House Photo by Paul Morse

years of the White House. President Thomas Jefferson, the first full-term occupant of the White House, proposed one-story extensions to the east and west to connect the President's house with adjacent office buildings. President Jefferson's design concepts survive in part through the terraces that connect the Residence of the White House with the East and West Wings.

The terraces, as constructed, were used for household functions and did not provide additional office space. The president continued to live and work in the White House proper for the remainder of the century with his executive offices taking up much of the second floor, the same floor as the living quarters. Official and family needs, however, made this arrangement unsatisfactory.

For example, in 1860 a state visit by Edward, Prince of Wales, distressed the Buchanan administration because of the lack of appropriate guest accommodations. Elaborate schemes were set forth to alleviate the crowded conditions under the Harrison, Cleveland and McKinley administrations, but it was not until 1902, under the direction of President Theodore Roosevelt, that the presidential offices were removed from the Residence to the addition that became known as the West Wing.

Today, the West Wing is the center of activity at the White House. The West Wing houses the President's Oval Office, the offices of his executive staff, the Cabinet Room, the Roosevelt Room, and the James S. Brady Press Briefing Room.

Federal Cyber Service: Scholarship For Service

DEFENDING AMERICA'S CYBERSPACE

Become part of an elite cadre of specialists dedicated to protecting the nation's information technology infrastructure as an information assurance professional. If you attend a participating institution selected by the National Science Foundation (NSF) and designated by the National Security Agency (NSA) and the Department of Homeland Security (DHS) as a Center of Academic Excellence in Information Assurance Education (CAE/IAE) you may be eligible to participate in the Scholarship for Service (SFS) program.

Costs Covered: The SFS program covers your tuition, room and board, and fees for the final two years of undergraduate studies, or graduate work while you pursue a master's or Ph.D. The scholarship also includes an annual stipend.

How it Works: Scholarships are awarded based on merit, evidence of intensive academic training in the information assurance field, and clear indicators that you can apply your education to real-world work experiences in the public sector. The SFS program is avail-able only for students enrolled or planning to enroll at a participating institution (see back panel). A Principal Investigator (PI) at your institution will nominate you for the program. Once nominations are reviewed for eligibility and merit, your participation will be approved by the SFS Program Office in the San Antonio Ser-vices Section of OPM. As a student participant, you will receive scholarship funding for up to two years in exchange for service at a Federal agency for the period equivalent to the length of the scholarship or one year, whichever is longer.

Service Agreement: Once you have been approved for the SFS program, you will sign a service agreement that sets forth participant responsibilities. This agreement is a binding contract and you should go over its contents carefully.

Placement: You will be required to register on the SFS program website (www.sfs.opm.gov) and complete the online resume which will be available to Federal agencies. Once you complete the registration, you can begin to explore the Federal agencies with which you would like to intern and seek long-term placement. Early registration is important because you are required to serve an internship followed by an academic term before you begin your full-time position. Agency matches must be made early so that students have enough time to get security clearances processed if needed.

More program info at: https://www.sfs.opm.gov/

Fourth Quarter Blues

GOVEXEC.COM By Mark A. Abramson

The fourth quarter of an administration can be problematic for career civil servants. Many of the starting players and regulars begin to leave. Substitutions become frequent and agency teams start to lose energy as plans and missions wind up in a holding pattern.

As the Bush administration approaches the end of its game, many will focus on the 2008 election and beyond, when a new team will head to Washington. It's no wonder so many managers and executives catch the fourth quarter blues. Here are three rules to keep you in the game.

- Stay focused; you still have a job to do. Regardless of what you read in the newspapers, the American public has not sent you a message. They might have sent your bosses a message, but they expect you to keep doing your job. Citizens expect continuity in government and the continued delivery of high-quality service.
- The administration might be slowing down at the policy level, but there can be no slowdowns on the career side of government. There will be fewer new initiatives and less excitement in the halls, but your job has not changed. Statutory laws still must be administered. The agency's strategic plan has not gone away, and you have an obligation to complete it as successfully as you can. In fact, you might even need to put extra effort into bringing initiatives such as the President's Management Agenda to fruition in the fourth quarter.

Use your time wisely. You have an opportunity to start thinking and planning for the next administration, which will begin on Jan. 20, 2009. This is a good time to assess the state of your organization. Have you updated your workforce plan? Do you have the right staffing mix for the remainder of the decade, or should you hire people with certain skill sets? Does the agency's strategic plan need a review?

Creative thinking and planning is vital for the next game. Don't waste time simply waiting for the next team to show up and give you a new plan. You should have an agenda to present to them. The new team will appreciate your guidance.

- If you are appointed in an acting capacity, take the position seriously. Career civil servants often are named as acting officials until a new political appointee arrives, which can take a long time, if ever at this point in the administration.
- Even in these unsettled times, it is critical to assess the state of your organization and attempt to actually improve it during your tenure. Acting officials tend to avoid tough decisions. If you have a tough personnel decision to make, make it, and if you have to sign off on a controversial new regulation, do it, instead of handing off a pile of unfinished business.
- It's always easier to wait for the guy in charge. But quarterbacks don't quit calling plays just because they might not start in the next quarter. There is simply too much to do, and the stakes are too high to wait for the next person to show up.

It's natural and understandable to catch the fourth quarter blues. But it is unacceptable to stay in a funk for the next two years. Take time to review your strategy, catch your breath and stay in the game. There is still much to do.

This column is published at http://www.govexec.com/dailyfed/0407/042507mm.htm

Supervision 101

Mark your calendar for meeting with your employees

taken from Issues of Merit, April 2007, a publication of the U.S., Merit Protection Board, Office of Policy and Evaluation

Supervision is a tough job, and may Federal Supervisors have not received the training and mentoring they need to prepare them for the challenges they face. In the Merit Principles Survey 2005, only 55% of employees stated that their supervisors have good management skills while only 30 percent felt their supervisors deal effectively with poor performers. About half the employees said their supervisors provide timely performance feedback and provide coaching, training, or other assistances to help them improve their performance. This article is the first in a series dedicated to helping supervisors develop the basic skills they need to effectively manage their work groups. Here, we discuss the importance of meeting face-to-face each individual employee on a regular basis.

One of the most critical elements of managing performance is the interaction between the supervisor and employee. Meeting regularly with each employee for an individual update helps to create and sustain an ongoing, personal dialog with each team member. As you spend time with your employees reviewing their progress and providing coaching and feedback, you are both providing practical assistance and developing a trusting working relationship.

Regular meeting ensure that there are no surprises for employees in mid-year or year-end appraisal discussions when the supervisor brings up deficiencies. Rather, problems are identified and discussed early and can be solved thoughtfully and collaboratively. Regular meetings also prevent unwelcome surprises for supervisors. Instead of discovering problems weeks or months into a project, individual updates provide an opportunity for supervisors to review the employee's work and for employees to discuss difficulties they are having before trouble occurs.

How often you meet with each employee—weekly, biweekly, or monthly—will depend on a number of factors, including the number of employees you supervise, their jobs and level of experience, your workload and the work environment. The important thing is to regularly set aside time for individual updates.

Are you thinking that you don't have time to meet regularly with each employee? Research has shown that the time invested in carefully reviewing employees' progress and giving them feedback will result in higher productivity and far fewer performance problems—saving you time and increasing your effectiveness.[1] Suggestions for preparing for and conducting individual updates are listed below. Together, they provide a framework you can adapt to meet your and your employees needs.

Prepare for the Update

- Establish a schedule for meeting regularly with each employee, and stick to the schedule
- Ask employees to prepare a brief summary of their progress on each assignment, including key milestones achieved, successes, their support and information needs, and problems or obstacles.
- Spend a few minutes reviewing what you want to discuss with the employee. Note key points such as:
  - Positive feedback for recent accomplishments;
  - Constructive feedback and coaching for behaviors or actions that need improvement;
  - Information on new assignments'
  - An explanation of priorities;
  - Information regarding resources;
  - A review of the employee's developmental progress or training needs

Conduct the Update

- Take notes of key points during the meeting.
- Ask the employee to9 review his or her work since your last update. Provide positive or constructive feedback and coaching to the employee on each item as needed.
- Discuss the items you noted when you prepared for the meeting.
- Ask the employee if there is anything else he or she would like to discuss.
- Express appreciation for the employee's contributions

After the Meeting

- Review and refine the notes you took. Write points to cover in the next meeting or new future.
- File your notes and your copy of the employee's summary in the employee's performance folder.
- Follow-up as promised during the update by providing the employee with the support or information needed.

Regular meetings with individual employees may seem like a time intensive activity, but the rewards include higher productivity and effectiveness.

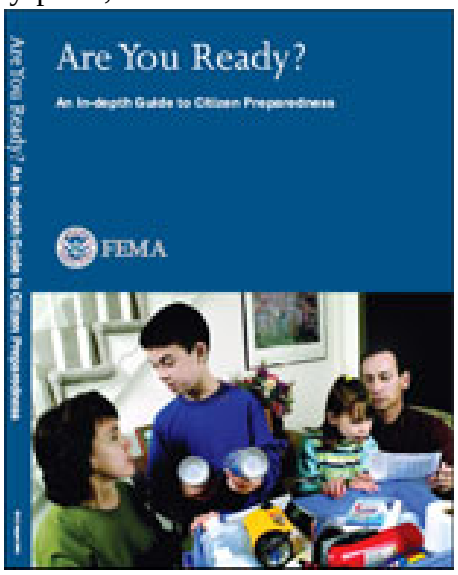
[1]For instance, see Buckingham & Coffman, *First Break All the Rules: What the World's Greatest Managers Do Differently, 1999* and Hale, *Performance-Based Management: What Every Manager Should Do To Get Ready,* 2004

Are You Ready?

An In-depth Guide to Citizen Preparedness

Are You Ready? An In-depth Guide to Citizen Preparedness (IS-22) is FEMA's most comprehensive source on individual, family, and community preparedness. The guide has been revised, updated, and enhanced in August 2004 to provide the public with the most current and up-to-date disaster preparedness information available.

Are You Ready? provides a step-by-step approach to disaster preparedness by walking the reader through how to get informed about local emergency plans, how to identify hazards that affect their local area, and how to develop and maintain an emergency communications plan and disaster supplies kit. Other topics covered include evacuation, emergency public shelters, animals in disaster, and information specific to people with disabilities.



Are You Ready? also provides in-depth information on specific hazards including what to do before, during, and after each hazard type. The following hazards are covered: Floods, Tornadoes, Hurricanes, Thunderstorms and Lightning, Winter Storms and Extreme Cold, Extreme Heat, Earthquakes, Volcanoes, Landslide and Debris Flows (Mudslide), Tsunamis, Fires, Wildfires, Hazardous Materials Incidents, Household Chemical Emergencies, Nuclear Power Plant, and Terrorism (including Explosion, Biological, Chemical, Nuclear, and Radiological hazards).

Are You Ready?, also available in Spanish, can be used in a variety of ways including as a read-through or reference guide. The guide can also be used as a study manual guide with credit awarded for successful completion and a 75 percent score on a final exam. Questions about the exam should be directed to the FEMA Independent Study Program by calling 1-800-238-3358 or by going to www.training.fema.gov/emiweb/is.

Also available is the *Are You Ready? Facilitator Guide* (IS-22FG). *The Facilitator Guide* is a tool for those interested in delivering *Are You Ready?* content in a small group or classroom setting. *The Facilitator Guide* is an easy to use manual that has instruction modules for adults, older children, and younger children. A resource CD is packaged with the *Facilitator Guide* that contains customizable presentation materials, sample training plans, and other disaster preparedness education resources.

Copies of Are You Ready? and the Facilitator Guide are available through the FEMA publications warehouse (1.800.480.2520). For large quantities, your organization may reprint the publication. Please visit FEMA's reprint page for more information.

FEMA-certified "Train the Trainer" course for COOP Program Managers

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

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

Course title:	L548: COOP Managers Training Course (train the trainer format)
Location:	OKC Public Works Training Center, 800 N. Portland, Oklahoma City
Date:	October 22-24, 2007
Time:	*8:00 a.m.–4:30 p.m. on first 2 days and 8:00 a.m.—12:00 noon for last day*

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

Name:_____ Agency:_____

Address:_____ _____

Phone/Fax:_____ Email:_____

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

_____

Employee Date

We as the agency will support the time necessary for our employee to attend the 2-1/2 day training and instruct the material for a one-day awareness session coordinated by the FEB within fiscal year 2007-2008.

_____

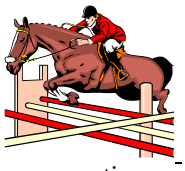
Agency Leader Date

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

Join us for an informational seminar on pre-retirement planning

For Those in the First OR Last Six Months of their Careers



Be sure you are financially prepared to do all the things you've planned for your retirement!!

Pre-Retirement Planning Session Topics:

- How to get the most from your Thrift Savings--before and after retirement
- Military Catch 62 Penalty—Payback (Possibly Unnecessary)
- Deposit and Re-deposit
- Social Security--Windfall Elimination and Public Pension Offset
- Little known methods of maximizing your monthly pension (Considerably)
- Retirement and survivor benefits for CSRS and FERS
- Life insurance options FEGLI Alternatives

I am registering for: **July 17th** **[ ] 9:00am-11:00am**
[ ] 1:00pm-3:30pm

July 18th **[ ] 10:00am-12:00 pm**
[ ] 2:00pm-4:00 pm

Location Both Days Federal Building
301 NW 6th Street, Conference Room A, OKC

There is no cost for these informational seminars; however, registration is required due to limited seating.

NAME(S): _____

AGENCY: _____ PHONE: _____

REGISTER EARLY: Seating is limited. Registrations will be accepted in the order received—when room capacity is reached, registrations will be refused.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

PLEASE POST FOR ALL EMPLOYEES

SUN	MON	TUES	WED	THUR	FRI	SAT
1	**2**	**3**	**4**	**5**	**6**	**7**
8	**9**	**10**	**11** 7:30 Mayors Committee	**12** Agency Visit-Woodward	**13** Navy Change of Command	**14**
15	**16** Agency Visit-Muskogee	**17** 2:00 FECC Agency Visit-OKC	**18** 10:00 ITC Agency Visit-OKC	**19** 2:30 AIC	**20**	**21**
22	**23**	**24**	**25**	**26** 12:00 BPC	**27** Naturalization	**28**
29	**30**	**31** Nat'l FEB Conference				

July 2007

OKLAHOMA FEDERAL EXECUTIVE BOARD
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