



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

## Transitional Corner

With the beginning of the fiscal year, there will be a change in officer positions of the Oklahoma Federal Executive Board. Elected officers and members of the Executive Policy Council are as follows:

- Chair:** **Kevin McNeely**  
OKC Field Office Director  
US Department of Housing  
and Urban Development
- Vice-Chair:** **Barry Dodson**, Director  
USDA Risk Management  
Agency
- Ex Officio:** **Mike Roach**, U.S. Marshal  
US Marshals Service  
Western District of Oklahoma

- Jim Akagi, US Drug Enforcement  
Administration
- Michael Deihl, Administrator, Southwestern  
Power Administration, Tulsa
- Larry Flener, Representative for the District  
Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71<sup>st</sup> MSS, Vance AFB
- Sam Jarvis, Director, VA Regional Office,  
Muskogee
- Joe Keffer, Warden, Federal Transfer Center
- Scott Morgan, Director, US Postal Service  
National Center for Employee Development,  
Norman
- LCDR David Nikodym, Commander, Military  
Entrance Processing Station
- Dottie Overall, Director, Small Business  
Administration

- Lindy Ritz, Director, FAA Mike Monroney  
Aeronautical Center
- Stephen Schmelling, Director, EPA National  
Risk Management Research Laboratory,  
Ada
- David Wood, Director, VA Medical Center

A “Transition of Officers” luncheon is scheduled for November 8, 2008. Be sure to register for the luncheon so that you show appreciation for the outgoing officers and encourage those coming into leadership positions. The registration form for the luncheon is provided at page 10 of this newsletter for your convenience.

ALSO....This group of individuals will soon be gathering to participate in a strategic planning session to outline the activities and objectives of our Federal Executive Board (FEB) for FY 2008. If you have suggestions or input regarding what you would like to see from your FEB this next fiscal year, contact the FEB Office or one of these individuals.

With your input, participation, and support, we will continue the rich history and valuable contributions of our FEB to the federal community in Oklahoma.

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## Gotta Move?

By Brian Friel

The government encourages but does not require senior executives to move among agencies to gain leadership experience. Most stay at one agency for the majority of their careers, building expertise in a particular field. Indeed, many stay in one office at one agency. Would mobility make them better leaders?

That question is stirring much debate across government as the 30th anniversary of the Senior Executive Service approaches. Congress established the SES in 1978 to encourage the formation of a cadre of executives who would switch agencies and assignments, responding to the government's needs with talents and skills honed during a career full of varied experiences. Instead, most SESers rise through one office, developing specialized and technical knowledge that grooms them for top jobs there.

There are obvious advantages to the system as it has evolved, rather than as it was envisioned. Executives who stay in one place become carriers of vast institutional knowledge, seemingly indispensable to the operations of their offices. They provide continuity of knowledge and management, as political appointees and military officers cycle through the temporary slots that oversee the career bureaucracy. They understand the highly technical work that their agencies undertake. They develop long-term relationships within their agencies, and with executives at other agencies, contractors, congressional staff and outside groups in their fields. Such strong connections cannot be overrated.

Nonetheless, several agencies this year have taken up reviews of the SES, and the mobility factor in particular. "To be successful as SES members and fully support the enterprise,

[executives] need to acquire a progressively broad, diverse and complex portfolio, undertaking whatever development activities are necessary to perform at an ever higher level," said a summary report produced at an Office of Personnel Management forum in April.

Some executives contend that mobility would help make the SES stronger. They point to the military officer system, in which leaders are required to move around to develop broad perspectives and experiences, and to the private sector, where executives commonly switch employers and fields.

Through their reviews this year, both OPM and the Defense Department appear to be moving toward the idea of two tracks within the SES. One would be for executives who stay at one agency their entire careers because they need highly specialized knowledge. Another would be for executives whose specialties are cross-cutting, meaning they are needed at every agency, not just one. Chief information officers, procurement chiefs and human resources leaders are examples of cross-cutting executives for whom mobility would be a smart move. Their specialized knowledge is functional, rather than technical.

The Defense Department is encouraging all executives to develop an "enterprise perspective," or an understanding of how their work fits into the overall mission of defending the nation. Some of them still will be single-office executives. Others will be "enterprisewide," expected to move around in the department.

So would mobility make executives better leaders? One answer: no for technical executives and yes for functional ones.



## Spotlighting Information in Public Service

### Did You Know...

#### Oklahoma Farmers and Ranchers to Receive USDA Assistance



Office of Governor Brad Henry  
State of Oklahoma  
State Capitol - Oklahoma City OK 73105  
(405) 521-2342  
*September 07, 2007*

(Oklahoma City) In response to a request from Gov. Brad Henry, U.S. Secretary of Agriculture Mike Johanns has declared 75 of Oklahoma's 77 counties disaster areas, making farmers and ranchers eligible for assistance from the United State Department of Agriculture.

The two counties not included in the disaster declaration—Pontotoc and Pushmataha—will be named as contiguous counties, making farmers and ranchers in every county eligible for low-interest emergency loans from the USDA, provided eligibility requirements are met.

“This designation will not solve every problem that confronts Oklahoma farmers and ranchers, but it is a step in the right direction,” Gov. Henry said. “Oklahoma has seen some remarkable weather this year, and that has taken a toll on Oklahoma’s individual agricultural producers and an industry that is vital to our state.”

The action by the USDA is in response to a letter sent July 11, 2007 from Gov. Henry to Sec. Johanns requesting assistance in the wake of extraordinary weather since January 1, 2007, including excessive rainfall, flooding, high winds, tornadoes and a late freeze.

Public Debt is an agency within the Department of the Treasury. If you have ever bought any type of Treasury security for yourself or, as millions have done in the case of savings bonds, as a gift, you have interacted with this federal agency.

Their task is to borrow the money needed to operate the Federal Government and to account for the resulting debt. In a nutshell, they borrow by selling Treasury bills, notes, and bonds, as well as U.S. Savings Bonds; pay interest to investors; and, when the time comes to pay back the loans, redeem investors' securities. Every time they borrow or pay back money, it affects the outstanding debt of the United States. It's important that the Bureau keep careful track of this debt. You can see the results of their calculations at: [www.treasurydirect.gov/NP/BPDLLogin?application=np](http://www.treasurydirect.gov/NP/BPDLLogin?application=np)

Public Debt borrows about \$2 trillion each year by conducting some 140 auctions, as well as through the continuous sale of savings bonds at 40,000 locations throughout the country. They have something for everyone. Major securities dealers and financial institutions regularly buy hundreds of millions of dollars of the securities. Other investors loan \$50 or \$100 at a time, when they purchase savings bonds. The Bureau of Public Debt strives to provide high-quality service to all their customers, regardless of the size of their purchase. They do this with the strong support of their dedicated employees, who are located mostly in Parkersburg, West Virginia, and Washington, D.C. They also receive help in carrying out the tasks from Federal Reserve Banks throughout the country, who act as agents.

On the web site, [/www.publicdebt.treas.gov](http://www.publicdebt.treas.gov) you'll find loads of information about savings bonds, including their nifty, free Savings Bond Wizard. Download him and he'll help you keep track of your bonds and what they're currently worth. Interested in buying T-bills, notes, or bonds? Check out Treasury Direct – a really simple way to buy and hold these securities. You'll also find information about upcoming auctions, results of past auctions, and a lot more.



## Who benefits from your life insurance?

By [Reg Jones](#), Federal Times  
August 27, 2007

The Federal Employees' Group Life Insurance program provides peace of mind for you and your family. In this column, I want to talk about who gets the money from your FEGLI policy and how it can be applied for.

If you were to die while covered by FEGLI, any proceeds would be paid out according to the standard order of precedence, beginning with the beneficiary or beneficiaries you designate on Standard Form 2823, Designation of Beneficiary, available from your personnel office or on the Office of Personnel Management's web site —[www.opm.gov](http://www.opm.gov)—under Forms.

If you did not designate a beneficiary, the proceeds would go to your widow or widower. Failing that, they would go to your child or children, with the share of any deceased child distributed among the descendants of that child.

If you had no children, proceeds would next go to your parents in equal shares or the entire amount to your surviving parent. If your parents are deceased, proceeds would go to the executor or the administrator of your estate.

And, if you had none, they would go to your next of kin as determined under the laws of the state where you lived.

The law requires that this specific order be followed when determining who is entitled to your life insurance benefits, unless there is a valid court order on file with specific instructions as a result of a divorce or legal separation or you have already assigned ownership of your life insurance.

If you aren't barred from filing a designation of beneficiary and have done so, make sure to keep it up to date.

I'm not just talking about making sure that the name of the person you want to receive the benefits is correct but also that the address is current. If the FEGLI Office can't find your beneficiary, it can't pay out the benefits.

### Filing a claim

If you die while still employed by the federal government and are covered by Basic, Standard or Option A insurance, your beneficiary or other survivor should complete Form FE-6, Claim for

Death Benefits, available from your agency's personnel office or the OPM web site. Once it has been filled out, it must be returned to your agency's personnel office.

If you die while retired, your beneficiary or other survivor can contact OPM in one of the three ways:

- Call the Retirement Information Office, (888) 767-6738 or, in Washington, (202) 606-0500.
- Write OPM, Retirement Operations Center, P.O. Box 45, Boyers, PA 16017-0045
- Click on the Retirement Information section of the OPM web site. Follow the links to death benefits, and how to report a death.

Regardless of which approach is used, whoever makes the contact will need to provide your full name, your civil service retirement claim number or Social Security number, and your dates of birth and death.

OPM will then send a copy of Form FE-6. After it is filled out, it must be sent to the FEGLI Office at the address on the form.

FEGLI Option C coverage provides benefits in the case of the death of your spouse or one or more of your children. If an insured family member dies, and you are still employed, you should ask your personnel office for or go to OPM's web site to obtain Form FE-6 DEP, Statement of Claim; Options C—Family Life Insurance.

If you are retired, contact OPM using one of the options mentioned above.

### How benefits are paid

If you die, the FEGLI Office will offer your beneficiary the choice of a check for the full amount or an interest-bearing money market account in his or her name. If the latter is chosen, checks can be written on it in any amount from \$250 up. Benefits under Options C coverage are paid directly to you in a lump sum.

If at least 30 days have passed since a claim for life insurance benefits was submitted, the status of that claim can be checked by calling FEGLI at (800) 633-4542. Overseas beneficiaries would have to call (212) 578-2975.



## Change the World one light at a time

Changing the world starts with simple actions. When you replace light bulbs or entire light fixtures in your home with ones that have earned the government's ENERGY STAR, you help preserve energy resources and reduce the risks of global warming while saving money and time buying and changing lights in your home.

ENERGY STAR qualified lighting provides bright, warm light but uses about 75% less energy than standard lighting, produce 75 percent less heat, and lasts up to 10 times longer.

### Did you know?



To save the most energy and money, replace your highest used fixtures or the light bulbs in them with energy-efficient models. The five highest use fixtures in a home are typically the kitchen ceiling lights, the living or family room table and floor lamps, and outdoor porch or post lamp. ENERGY STAR qualified lighting fixtures and replacement bulbs can be found at home improvement and hardware stores, lighting showrooms, and other retail stores, including on-line outlets. Find a retailer in your area with the Find a Store feature at [www.energystar.gov/index.cfm?fuseaction=store.store\\_locator](http://www.energystar.gov/index.cfm?fuseaction=store.store_locator)

The smallest things can add up to a real difference. We encourage you to change out the light fixtures or bulbs at home that you use most with ENERGY STAR qualified models. If every American home replaced their 5 most frequently used light fixtures or the bulbs in them with ones that have earned the ENERGY STAR, we would save close to \$8 billion each year in energy costs, and together we would prevent the greenhouse gases equivalent to the emissions from nearly 10 million cars.

**FACT:** The energy used in the average home can be responsible for more than twice the greenhouse gas emissions of the average car. When you use less energy at home, you reduce greenhouse gas emissions from power plants and help protect our environment from the risks of global climate change.

<http://www.energystar.gov>

## Open Season for Federal Employees

FEGLI: Established in 1954, the Federal Employees' Group Life Insurance (FEGLI) Program is the largest group life insurance program in the world, covering over 4 million Federal employees and retirees, as well as many of their family members.

Visit [www.opm.gov/insure/life/index.asp](http://www.opm.gov/insure/life/index.asp) to get answers to questions such as

- How much FEGLI coverage do I have?
- Who is my beneficiary?
- When is the next FEGLI Open Season?

FEHB: The Federal Employees Health Benefits (FEHB) Program became effective in 1960. It is the largest employer-sponsored group health insurance program in the world, covering over 9 million Federal employees, retirees, former employees, family members, and former spouses. As a Federal employee, you are entitled to enroll yourself and any eligible family members in a health plan offered under the FEHB Program, unless your position is excluded from coverage by law or regulation. If you meet the requirements, you will be eligible to continue group coverage into retirement.

Visit [www.opm.gov/insure/health/index.asp](http://www.opm.gov/insure/health/index.asp) for in-dept information regarding the Federal Employees Health Benefits.

FEDVIP: The Federal Employees Dental and Vision Insurance Program is available to eligible Federal and Postal employees, retirees, and their eligible family members on an enrollee-pay-all basis. This new Program allows dental and vision insurance to be purchased on a group basis which means competitive premiums and no pre-existing condition limitations. Premiums for enrolled Federal and Postal employees will be withheld from salary on a pre-tax basis.

For in-depth information regarding the Federal Employees Health Benefits, visit OPM's site: [www.opm.gov/insure/dentalvision/08/vision.asp](http://www.opm.gov/insure/dentalvision/08/vision.asp)

Visit [www.opm.gov/insure/](http://www.opm.gov/insure/) for information above AND information on Long Term Care and Flexible Spending Accounts (FSAFEDS).



## UPCOMING EVENTS

### October 2007

<b>Oct 8, 2007</b>	<b>Columbus Day</b>
<b>Oct 10, 2007</b> 7:30 a.m.	<b>Mayors Committee on Disability Concerns</b> 222 NW 15 <sup>th</sup> St, Rm 203, OKC POC: FEB Office, 405-231-4167
<b>Oct 16, 2007</b> 2:00 p.m.	<b>Federal Employees Care Council</b> Allegiance Credit Union 4235 N. Meridian, OKC POC: Tom Burton, 405-954-0625
<b>Oct 17, 2007</b> All Day	<b>Leadership FEB</b> Veterans Administration
<b>Oct 17, 2007</b> 10:00 a.m.	<b>Interagency Training Council</b> Arvest Bank 3900 N. Lincoln Blvd, OKC POC: Ellen Parrott, 405-419-4291
<b>Oct 18, 2007</b> 11:30 a.m.	<b>Shared Neutrals Councils</b> Boulevard Cafeteria 525 Northwest 11th St, OKC POC: FEB Office, 405-231-4167
<b>Oct 18, 2007</b> 2:30 p.m.	<b>American Indian Council</b> Allegiance Credit Union 4235 N. Meridian, OKC POC: Katy Lantagne, 405-522-5409
<b>Oct 22-24, 2007</b> All Day	<b>COOP Program Manager Training</b> POC: FEB Office, 405-231-4167
<b>Oct 25, 2007</b> 3:00 p.m.	<b>Black Program Council</b> VA Medical Center 921 NE 13 <sup>th</sup> , Rm 1A106, OKC POC: Zeb Willie, 405-734-3089
<b>Oct 24-25, 2007</b>	<b>Pre-Retirement Seminars</b> See page 9 for details
<b>Oct 26, 2007</b> All Day	<b>Leadership FEB</b> US District Courts/US Marshals Svc
<b>Sep 26, 2007</b> 12:00 noon	<b>Naturalization Ceremony</b> 200 N.W. 4 <sup>th</sup> St, OKC POC: FEB Office, 405-231-4167
<b>TBA</b>	<b>Emergency Preparedness Council</b> POC: LeAnn Jenkins, 405-231-4167
<b>Agency Visits:</b>	Oct 2, Altus                      Oct 4, El Reno Oct 9, McAlester              Oct 10, OKC Oct 16, Muskogee Oct 30, OKC

FEBs promote & support national initiatives and respond to local needs of federal agencies and 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
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71<sup>st</sup> MSS, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Joe Keffer, Warden, Federal Transfer Center
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- LCDR David Nikodym, Commander, Military Entrance Processing Station
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Stephen Schmelling, Director, EPA National Risk Management Research Laboratory, Ada
- 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](mailto:LeAnnJenkins@gsa.gov) no later than the 15<sup>th</sup> of each month.

### Officers:

- Chair:** **Kevin McNeely**  
OKC Field Office Director  
US Department of Housing and Urban Development
- Vice-Chair:** **Barry Dodson**, Director  
USDA Risk Management Agency
- Ex Officio:** **Mike Roach**, U.S. Marshal  
US Marshals Service  
Western District of Oklahoma

### Staff:

- Director:** LeAnn Jenkins
- Assistant:** Karen Harrington
- Program Support:** Constance Ward



## Managers urged to give forward-looking performance advice

By Elizabeth Newell

*enewell@govexec.com* August 23, 2007

When it comes to enhancing employees' job performance, federal managers should take a comprehensive approach and not rely solely on annual evaluations, a new IBM Center for the Business of Government report recommended.

With the private and public sectors renewing their emphasis on performance management, federal agencies should take broad steps to better coach employees, the report's authors, Howard Risher and Charles Fay, concluded. Risher is a consultant; Fay is a professor and chairman of the Human Resource Management Department at Rutgers University's School of Management and Labor Relations.

According to Risher and Fay, the terms "performance appraisal" and "performance management," often are used interchangeably, but they are critically different. While performance appraisals generally occur once a year and "are not designed to improve performance," performance management "is a broader, more comprehensive process that is future-oriented," they wrote in the report.

The Bush administration has pushed pay-for-performance measures, but the initiative has been met with resistance from labor groups like the National Treasury Employees Union and the American Federation of Government Employees. The report attributes that resistance to employees' lack of trust that they will be treated fairly in performance appraisals. Before pay for performance can be seriously discussed, "the emphasis should be placed first on putting effective performance management practices in place," the report stated.

"NTEU supports making the performance management process, and the resulting appraisals, more transparent, credible and fair ..." said Colleen Kelley, the union's president. "As the report acknowledges, a pay-for-performance system cannot ever be successful without a fair, transparent and credible performance management system, and the pay determinations must be linked directly to the results under the performance management system."

The authors included recommendations for how the government could avoid appraisal tunnel vision and implement effective performance management practices. One of their suggestions was to better define what "performance management" means.

"A very real part of the problem in addressing performance issues is the use of poorly defined and loosely used words and phrases," they stated. They also recommended involving employees in the process of defining what successful performance is. According to Kelley this interaction is key.

"Agencies' efforts at improving performance management would be greatly aided if managers would listen to employees and their representatives about the best way to do the work of the federal government," she said.

The report advised agencies to lay the groundwork before embarking on performance management programs: Agencies first must change existing cultures and involve and prepare individuals who will be affected the most.

*Extracted from:* [http://www.govexec.com/story\\_page.cfm?articleid=37845&dcn=e\\_wfw](http://www.govexec.com/story_page.cfm?articleid=37845&dcn=e_wfw)



# Oklahoma Fun Facts

- The word "Oklahoma" comes from two Choctaw Indian words meaning "red man." More American Indian tribes are headquartered in Oklahoma than any other state and 39 of those are federally recognized nations.
- The aerosol can was invented in Bartlesville; the parking meter in Oklahoma; and the shopping cart in Ardmore.
- Oklahoma City is the third largest city in land area (608 sq miles), just behind Jacksonville FL (759 sq miles) and way behind Anchorage AK (1698 sq miles).
- Oklahoma's state capitol building is the only capitol in the world with an oil well under it. Although its legal description is Capitol Site #1, it is referred to as Petunia #1 because it was originally drilled in the middle of a flower bed.
- Oklahoma's Cimarron county is bordered by more states than any other U.S. county: Oklahoma, Texas, New Mexico, Colorado and Kansas.
- Oklahoma ranks fourth in the nation in the production of all wheat, fourth in cattle and calf production, fifth in the production of pecans, sixth in peanuts and eighth in peaches.
- The tallest building in Oklahoma is Williams Center in Tulsa. The second tallest building is CityPlex Towers, also in Tulsa. The Williams Center (also known as BOK Tower) is 667 feet tall, the CityPlex Tower is 648 feet tall.
- According to the National Restaurant Association, the most popular month to dine out is August, followed by July, May, June, October and December. The least popular month to dine out is February.
- Oklahoma has a statewide area of 69,919 square miles, ranking 18th in the United States in terms of size.
- Oklahoma's two most populous cities are Oklahoma City, with 472,220 residents, and Tulsa, with 390,437. The next largest cities are Norman, population 87,290 and Lawton, population 86,028.
- The highest point in Oklahoma is Black Mesa, located in the Panhandle at 4,973 feet. The lowest point in the state is east of Idabel in southeast Oklahoma at 287 feet above sea level.
- Oklahoma has four mountain ranges: Ouachita, Arbuckle, Wichita and Kiamichi, all in the southern half of the state. Forests cover approximately 24 percent of the state.
- Oklahoma is second only to California in the size of its Native American population. Many of the 252,420 American Indians living in the state (8 percent of population) are descended from 67 tribes who inhabited Indian Territory (what is now the state of Oklahoma). Tribal headquarters for 39 tribes are in Oklahoma. The city of Tulsa ranks second in the United States for total number of American Indian residents with 48,196. Oklahoma City ranks fourth, with 45,720 American Indian residents.
- Oklahoma has a statewide population of 3,258,000, the 27th most populated state in the United States.
- Oklahoma ranks fourth out of 50 states for Americans who say they are of two or more races. The state with the largest population of multiracial people is Hawaii (21.4%), followed by Alaska (5.4%), California (4.7%) and Oklahoma (4.5%). *Source: 2000 Census*
- The parking meter was invented in Oklahoma City.

Taken from [www.oklahoma.gov/2378/6382/6383/](http://www.oklahoma.gov/2378/6382/6383/)



# Informational seminar on Pre-Retirement Planning

## For Federal Employees in any stage 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
- FEGLI Alternatives (avoid increasing costs / decreasing benefits!)

Choose a session:

October 24, 2007	<input type="checkbox"/> 9:00 am --- 11:00 am
	<input type="checkbox"/> 1:00 pm --- 3:00 pm
October 25, 2007	<input type="checkbox"/> 10:00 am --- 12:00 pm
	<input type="checkbox"/> 2:00 pm --- 4:00 pm

Location Both Days:

Oklahoma City Public Works Training Center  
3738 S.W. 15<sup>th</sup> Street, Oklahoma City, OK

There is no cost for these informational seminars; however, registration is required due to limited seating. Any questions? Please call the FEB office (405) 231-4167

NAME(S): \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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



# FEB Transition of Officers Luncheon

Thursday, November 8, 2007  
11:30 a.m.—1:00 p.m.



The Zoo is located at Northeast 50th Street and Martin Luther King Boulevard directly across from Remington Park and just east of the Kirkpatrick Center.

**Directions from westbound I-40 including, Shawnee and Midwest City** Take I-35 north toward Wichita, exit at northeast 50th street, turn left at the stoplight and continue for about a mile. The Zoo will be on the left side of the road.

**From I-35 headed north from the Norman and Moore areas.** Take I-35 north to the northeast 50th street exit, exit and turn left, continue for about a mile, the Zoo will be on the left side of the road.

**From I-44 eastbound including Lawton, eastbound I-40, Will Rogers International Airport and beyond,** take I-44 following signs toward Wichita and Tulsa. Exit onto Martin Luther King Boulevard; turn right, the Zoo is approximately a mile on the left-hand side of Martin Luther King Blvd.

**We will meet in the Nautilus Room with an underwater view.**

*Please note: Attendees must enter through the Education Building by the far East end of the main parking lot to avoid paying admission to the Zoo. Once through the gate, follow the path that leads to the left of the Canopy Restaurant and go to the bottom floor of the Aquatics Building (by the lake on the East side of the Zoo).*

**Our luncheon will be a buffet:** Marinated chicken breast, garlic cheddar mashed potatoes, vegetable medley, rolls w/butter and iced tea.

**COST: \$12.00 per person**

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

Address \_\_\_\_\_

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

Payment Method:  Cash  Check made payable to the Oklahoma FEB  Credit Card  Govt Voucher

Please mail 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 November 1, 2007. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!*

**PLEASE POST FOR ALL EMPLOYEES**



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



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

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

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

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

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

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

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

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

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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
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SUN	MON	TUES	WED	THUR	FRI	SAT
	<b>1</b>	<b>2</b> Agency Visits-Altus	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> Agency Visits-McAlester	<b>10</b> 7:30 Mayors Committee Agency Visits OKC	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Agency Visits OKC	<b>16</b> Agency Visits Muskogee 2:00 FECC	<b>17</b> Leadership FEB 10:00 ITC	<b>18</b> 11:30 Shared Neutrals 2:30 AIC	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> 3:00 BPC	<b>26</b> Leadership FEB Naturalization	<b>27</b>
	COOP Program Manager Training		PreRetirement Briefings			
<b>28</b>	<b>29</b>	<b>30</b> Agency Visits OKC	<b>October 2007</b>			

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

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