



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



With the end of the fiscal year, comes the end of my term as Chairman of the Federal Executive Board of Oklahoma.

I have enjoyed the two terms as Chairman of this organization and thank all of you for making it enjoyable, productive, and

fun!

Over the past two years, our organization has continued its long-standing record of accomplishments by capitalizing on opportunities to coordinate resources for the agencies, leaders, and employees in Oklahoma. YOU pitched in by providing the ideas, resources, and support for each of these events and activities to ensure their success. Be sure to watch for our annual report which will outline the numerous activities hosted by the FEB this fiscal year and know that you are a vital ingredient to the multiple successes outlined in the report.

August 27-28th, the Oklahoma FEB had another opportunity to represent FEBs in a briefing. Our Executive Director was asked to provide a briefing to Martha Rainville, FEMA HQ Director, National Continuity Programs. While LeAnn provided the FEB National perspective, the other 5 FEBs, located within FEMA's Region VI area, provided information on their respective FEBs, and activities in their area that supported Emergency Preparedness and Continuity of Operations.

In Oklahoma, we all know that our FEB is special; and as members, *we* have a certain pride in affiliation. However, in the past two years, I have had the opportunity to attend national FEB functions, briefings, and conferences and have witnessed first hand the high regard in which our FEB is held. This is a testament to the interagency and intergovernmental support and involvement that you provide. I've seen the importance and role of FEB member involvement and how it relates to the success of our organization.

The nomination process for our upcoming FEB officer elections was not complete as of the day this newsletter went to print; however, I can tell you that we have a number of strong nominations so far.

I have been honored to serve as Chairman of this organization. I will remain involved and supportive of our Federal Executive Board because I believe in the value of our FEB and the overall FEB network. I ask that you provide our incoming Chairperson, with the same support and encouragement that you have extended to me. These qualities maintain our FEB's strength and vibrancy, enabling us to continue meeting the needs of our federal community.

Mike Roach, Chairman

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FDA offers these tips when dealing with foods that may have come in contact with flood waters.
<http://www.cfsan.fda.gov/~dms/fsdisas.html#s4>

Communications sent to the federal leaders in Oklahoma after the severe weather in August provided information and services available to Oklahoma residents affected. Included in that was info provided from our local Food & Drug Administration, Oklahoma City Resident Post:

Food Safety

1. Do not eat any food that may have come into contact with flood water.
2. Discard any food that is not in a waterproof container if there is any chance that it has come into contact with flood water. Food containers that are not waterproof include those with screw-caps, snap lids, pull tops, and crimped caps. Also, discard cardboard juice/milk/baby formula boxes and home canned foods if they have come in contact with flood water, because they cannot be effectively cleaned and sanitized.
3. Inspect canned foods and discard any food in damaged cans. Can damage is shown by swelling; leakage; punctures; holes; fractures; extensive deep rusting; or crushing/denting severe enough to prevent normal stacking or opening with a manual, wheel-type can opener.
4. Undamaged, commercially prepared foods in all-metal cans and retort pouches (for example, flexible, shelf-stable juice or seafood pouches) can be saved if you do the following:
 - Remove the labels, if they are the removable kind, since they can harbor dirt and bacteria.
 - Thoroughly wash the cans or retort pouches with soap and water, using hot water if it is available.
 - Brush or wipe away any dirt or silt.
 - Rinse the cans or retort pouches with water that is safe for drinking, if available, since dirt or residual soap will

reduce the effectiveness of chlorine sanitation.

- Then, sanitize them by immersion in one of the two following ways:
 - i. place in water and allow the water to come to a boil and continue boiling for 2 min., or
 - ii. place in a freshly-made solution consisting of 1 tablespoon of unscented liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available) for 15 min.
 - Air dry cans or retort pouches for a minimum of 1 hour before opening or storing.
 - If the labels were removable, then re-label your cans or retort pouches, including the expiration date (if available), with a marker.
 - Food in reconditioned cans or retort pouches should be used as soon as possible, thereafter.
 - Any concentrated baby formula in reconditioned, all-metal containers must be diluted with clean, drinking water.
5. Thoroughly wash metal pans, ceramic dishes, and utensils (including can openers) with soap and water, using hot water if available. Rinse, and then sanitize them by boiling in clean water or immersing them for 15 min. in a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available).
 6. Thoroughly wash countertops with soap and water, using hot water if available. Rinse, and then sanitize by applying a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available). Allow to air dry.



Spotlighting Information in Public Service

Did You Know...

Agricultural Research Service (ARS)

Agricultural Research Service (ARS) is an agency within the Department of Agriculture. Their mission is to provide wheat, peanut, sorghum and barley producers with new technologies to protect their crops from insect pests and diseases.

Their research programs produce alternatives to chemical pesticides to control insects and diseases. These alternatives include genetically resistant crop plants and biological control of insect pests using their natural enemies. These technologies, and others, are integrated into a package of pest management tactics for low-input sustainable cropping systems.

Reducing crop producer's dependence on chemical pesticides increases productivity and decreases the cost of agricultural production. This is good for the producer, the consumer, and the environment.

Accomplishments: The Wheat, Peanut, and Other Field Crops Research Unit has a long history of developing crop plants resistant to insect pests.

Genetic improvement for pest resistance in wheat, peanut, sorghum, and barley has been accomplished using classical genetics and through the latest techniques of biotechnology.

They search worldwide for new sources of genetic resistance to pests and then transfer new genes into high performance crop plants for use by U.S. producers.

ARS conducts research on the pest populations attacking our crops. The genetics, ecology, and biology of aphids and diseases are studied to help us better design pest management systems to protect our crops.

Improved pest-resistant crops produced from their work have been planted extensively throughout the United States and around the world.

Federal Emergency Management Agency

DISASTER. It strikes anytime, anywhere. It takes many forms -- a hurricane, an earthquake, a tornado, a flood, a fire or a hazardous spill, an act of nature or an act of terrorism. It builds over days or weeks, or hits suddenly, without warning. Every year, millions of Americans face disaster, and its terrifying consequences.

On March 1, 2003, the Federal Emergency Management Agency (FEMA) became part of the U.S. Department of Homeland Security (DHS). The primary mission of the Federal Emergency Management Agency is to reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism, and other man-made disasters, by leading and supporting the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation.

FEMA has more than 2,600 full time employees. They work at FEMA headquarters in Washington D.C., at regional and area offices across the country, the Mount Weather Emergency Operations Center, and the National Emergency Training Center in Emmitsburg, Maryland. FEMA also has nearly 4,000 standby disaster assistance employees who are available for deployment after disasters. Often FEMA works in partnership with other organizations that are part of the nation's emergency management system. These partners include state and local emergency management agencies, 27 federal agencies and the American Red Cross.



Postal Service deserves our stamp of approval

With machines' help, most letters delivered for a paltry 41 cents

Reprinted with permission of Bob Dyer, Columnist, *Akron Beacon Journal*

The U.S. Postal Service is the most underrated organization in the world. Seriously, what other group is so routinely maligned but does its job so consistently well?

Let's boil it down to the basics: For a mere 41 cents - the cost of about 17 ounces of gasoline -- somebody will pick up an envelope at my house and, in about three days, take it all the way to my buddy's house in San Diego. That's 2,036 miles. For 41 cents! Cost per mile: two one-hundredths of a penny.

For comparison, this year's IRS business mileage reimbursement rate is 48.5 cents. For one mile. Best of all, my envelope will get where it's supposed to get almost every time. And if it doesn't get there, it's probably my fault.

More than 2 million pieces of mail zoom through the main Akron post office every day. The envelopes and cards flow through a seemingly endless series of brightly colored machines laid out with military precision on the concrete floor of a mammoth building on Wolf Ledges Parkway, just off the Akron Expressway.

Back behind the public service counter, through locked doors, the sprawling plant looks like a calorie-free version of Willy Wonka's chocolate factory, with conveyor belts and rollers and lifters and dumpers and picker-uppers. One machine senses the presence of a stamp by detecting a chemical in the ink and flips the envelope right side up if it isn't already. Another machine cancels the stamps -- at a rate of about 10 pieces per second.

Several stages later, yet another amazing machine sorts the letters into the order the carrier will deliver them. It all starts with a contraption universally referred to as "Barney." (It's big and it's purple. Enough said.)

Barney smoothes out the clumps of mail dumped on his conveyor belt and, in theory, kicks out anything too thick or ragged to go through the fast-moving machinery farther down the line. But Barney's only human -- er, but machines aren't foolproof.

The place where things are mostly likely to go wrong is at one of the five "AFCs." I'm referring, of course, to the Automatic Facer Cancellers, machines that use high-powered bursts of air to shoot through nearly 600 envelopes a minute. If you use a standard envelope to mail your friend an advertising pen or a lollipop or a thick homemade greeting card, or if you don't bother to seal the envelope, the AFC might not

only chew up your envelope but destroy a bunch of others nearby.

Each day, between 200 to 400 pieces of mail are mangled right here in Akron. That sounds like a lot until you compare it to the daily volume of 2 million. That means the mangling rate is a mere 0.015 percent -- even lower than the Cavs' shooting percentage during the NBA Finals.

Just one bulky envelope can jam the machine and bring the entire process to a halt. Sometimes the machine's operator can fish out the offending piece with tweezers. Other times, on-site techs must be summoned, and those guys swoop in with the urgency of "a NASCAR pit crew," as senior manager George Malone puts it. So what happens to a mangled envelope? Depends how mangled it is.

First, it is dropped into a bucket and delivered to the Torn Mail Recovery Area, where triage is performed. One of the mail docs is Jim Molnar, 55, a resident of Canal Fulton. For the last 20 years, Molnar has spent eight hours a day looking at screwed-up mail.

Wearing cloth gloves with rubber on the fingers and palms, he fishes through his bucket and tries to figure out what went with what and where it was supposed to be sent -- or, failing that, where it came from. After two decades, he still enjoys it: "It's like doing puzzles every night."

If Molnar solves the puzzle, he puts the pieces in a clear plastic bag whose cover has a preprinted note of apology and mails it off. If there's no address or return address visible, that piece of mail is declared "dead" and has to be shipped to a regional office in Atlanta. Those folks are authorized to look inside and try to solve the mystery. The local folks are not authorized "because of the sanctity of the mail," Molnar says.

Are you like me? You never bother to put your return address on a bill-payment envelope because, hey, it's not as if the electric company is going to move and not leave a forwarding address? Well, we need to get our minds right. If our envelope is partially chewed up, we'll have a much better chance of getting it back promptly -- and thereby explaining to the electric company why we didn't pay on time.

And while we're at it, let's lighten up on these much-maligned postal workers. Most of them never "go postal." Most of them sit around all day with Barney, singing, "I love you, you love me, we're a happy family...." OK, maybe not.



UPCOMING EVENTS September 2007

- Sep 3, 2007** **Labor Day**
- Sep 12, 2007** **Leadership FEB**
All Day Federal Prisons
- Sep 12, 2007** **Mayors Committee on Disability Concerns**
7:30 a.m. 222 NW 15th St, Rm 203, OKC
POC: FEB Office, 405-231-4167
- Sep 15, 2007** **CFC Race for Freedom**
- 
- Sep 18, 2007** **Federal Employees Care Council**
2:00 p.m. Allegiance Credit Union
4235 N. Meridian, OKC
POC: Tom Burton, 405-954-0625
- Sep 19, 2007** **Interagency Training Council**
10:00 a.m. OKC-County Health Dept
921 NE 23, Rm 310, OKC
POC: Ellen Parrott, 405-419-4291
- Sep 20, 2007** **American Indian Council**
2:30 p.m. Allegiance Credit Union
4235 N. Meridian, OKC
POC: Katy Lantagne, 405-522-5409
- Sep 26, 2007** **Shared Neutrals Councils**
8:00 a.m. Jimmy's Egg Restaurant
7741 S. Walker, OKC
POC: FEB Office, 405-231-4167
- Sep 27, 2007** **Black Program Council**
3:00 p.m. VA Medical Center
921 NE 13th, Rm 1A106, OKC
POC: Zeb Willie, 405-734-3089
- Sep 28, 2007** **Naturalization Ceremony**
12:00 noon 200 N.W. 4th St, OKC
POC: FEB Office, 405-231-4167
- TBA** **Emergency Preparedness Council**
POC: LeAnn Jenkins, 405-231-4167
- Agency Visits:** Sep 10, OKC Sep 13, Muskogee
Sep 14, Tulsa & Broken Arrow
Sep 19, OKC
Sep 21, Lawton & Altus
Sep 25, Stillwater

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
- 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.



Supervisors must be trained to lead

By Sen. Daniel Akaka

Taken from Federal Times July 30, 2007

For federal managers and supervisors, better training translates to better job performance. Training programs improve communication, reduce conflict, cultivate efficiency and reduce the overall organizational challenges in the work force. These improvements become more critical as employees are assigned new duties or moved into new positions.

Promotions are seen as rewards for strong performance, but too often a promotion into management puts a strong performer into unfamiliar territory. While the employee proved himself or herself capable and deserving of the promotion, it is prudent for an agency to ensure all managers have the tools to be good managers. This requires that they are trained to motivate employees, communicate effectively, review job performance accurately and respect employees' rights. When employees are properly engaged and feel confident in their management, the work environment, morale and employee performance improve.

For example, employees and managers cite training as a critical needs area for job performance. According to a 2005 survey of federal employees by the Merit Systems Protection Board, nearly 50 percent believe they need more training to perform their jobs effectively and more than 50 percent believe that they need updated training to refresh their skills to be proficient in their jobs.

The problem is that training is one of the first items cut when budgets are tight, and the need for managers to do more with less places an additional burden on producing results.

Moreover, there is no consistency or clear priority for management training. While each agency has its own management challenges, there are some universal management skills that all supervisors should know, and there should be some consistency across government in learning those skills.

One of the greatest problems that I hear from managers and supervisors in Hawaii is the lack of ongoing training. New supervisors are required to go through initial management training within three years of their promotions. This is an insufficient timeframe for management training to have a meaningful impact.

There is no requirement for ongoing training to keep supervisors abreast of management trends and ensure their skills are fine-tuned. Agencies must prioritize ongoing management training to prepare for the challenges ahead.

I believe mandatory initial and ongoing management training can mitigate many of these obstacles. To address these deficiencies, I introduced the 2007 Federal Supervisor Training Act, S 967.

My bill requires agencies to provide new supervisors initial management training within the first year of promotion and then renew the training at least once every three years. The

training must cover three areas:

- Developing and discussing relevant goals and objectives with the employee, communicating and discussing progress on performance goals and objectives, conducting performance appraisals, mentoring and motivating employees, and improving employee performance and productivity, effectively managing employees with unacceptable performance, and addressing reports of a hostile work environment, reprisal or harassment.
- Informing managers on prohibited personnel practices and processes to enforce employee rights.
- Requiring experienced supervisors to mentor new supervisors.

Under the bill, agencies are required to work with the Office of Personnel Management to devise standards for supervisors to ensure effective management and be accountable for managing the performance of employees.

The fear, I hear from managers in Hawaii, is that the training will be perfunctory or simply another box to check off. The best kind of training is instructor-based interactive sessions that engage the student and encourage questions. My bill requires that all management training be interactive and instructor-based to avoid insufficient training programs.

The 2005 MSPB survey revealed that nearly 70 percent of employees and supervisors listed online classroom learning with an instructor as being an effective training method and the highest-rated form of effective training was face-to-face classroom learning.

This does not preclude the many other forms of training such as Internet-based, computer-based or teleconference. Rather, it encourages agencies and trainers to develop dynamic programs that encourage interaction and to designate instructors to answer any questions the trainee has.

A program is only as strong as its results. To assess the effectiveness of the training programs, my bill also asks agencies, in conjunction with OPM, to measure the impact of managerial training.

When agencies are distributing training dollars, management training should top the list. The Federal Supervisor Training Act will bring strong management to the forefront of agency operations and improve the performance of the agency and the morale of its employees.

Sen. **Daniel Akaka**, D-Hawaii, chairs the Senate Homeland Security and Governmental Affairs subcommittee on oversight of government management, the federal work force and the District of Columbia.



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. 15th 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



PandemicFlu.gov



AvianFlu.gov

Individuals & Families Planning

Community strategies that delay or reduce the impact of a pandemic (also called non-pharmaceutical interventions) may help reduce the spread of disease until a vaccine is available.

As you plan, it is important to think about the challenges that you might face, particularly if a pandemic is severe. It may take time to find the answers to these challenges. Below are some situations that could be caused by a severe pandemic and possible ways to address them. A checklist and fill-in sheets for family health information and emergency contact information have been prepared to help guide your planning and preparation.

Social Disruption May Be Widespread

- Plan for the possibility that usual services may be disrupted. These could include services provided by hospitals and other health care facilities, banks, stores, restaurants, government offices, and post offices.
- Prepare backup plans in case public gatherings, such as volunteer meetings and worship services, are canceled.
- Consider how to care for people with special needs in case the services they rely on are not available.

Being Able to Work May Be Difficult or Impossible

- Find out if you can work from home.
- Ask your employer about how business will continue during a pandemic. (A Business Pandemic Influenza Planning Checklist is available at www.pandemicflu.gov/plan/business/businesschecklist.html.)
- Plan for the possible reduction or loss of income if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.

Schools May Be Closed for an Extended Period of Time

- Help schools plan for pandemic influenza.

Talk to the school nurse or the health center. Talk to your teachers, administrators, and parent-teacher organizations.

- Plan home learning activities and exercises. Have materials, such as books, on hand. Also plan recreational activities that your children can do at home.

Consider childcare needs.

- People Will Need Advice and Help at Work and Home
- Think about what information the people in your workplace will need if you are a manager. This may include information about insurance, leave policies, working from home, possible loss of income, and when not to come to work if sick. (A Business Pandemic Influenza Planning Checklist is available at www.pandemicflu.gov/plan/business/businesschecklist.html.)
- Meet with your colleagues and make lists of things that you will need to know and what actions can be taken.
- Find volunteers who want to help people in need, such as elderly neighbors, single parents of small children, or people without the resources to get the medical help they will need.
- Identify other information resources in your community, such as mental health hotlines, public health hotlines, or electronic bulletin boards.
- Find support systems—people who are thinking about the same issues you are thinking about. Share ideas.

Be Prepared

Stock a supply of water and food. During a pandemic you may not be able to get to a store. Even if you can get to a store, it may be out of supplies. Public waterworks services may also be interrupted. Stocking supplies can be useful in other types of emergencies, such as power outages and disasters. Store foods that:

- are nonperishable (will keep for a long time) and don't require refrigeration



- are easy to prepare in case you are unable to cook
- require little or no water, so you can conserve water for drinking

Stay Healthy

Will the seasonal flu shot protect me against pandemic influenza?

- No, it won't protect you against pandemic influenza. But flu shots can help you to stay healthy.
- Get a flu shot to help protect yourself from seasonal flu.
- Get a pneumonia shot to prevent secondary infection if you are over the age of 65 or have a chronic illness such as diabetes or asthma. For specific guidelines, talk to your health care provider or call the Centers for Disease Control and Prevention (CDC) Hotline at 1-800-232-4636.
- Make sure that your family's immunizations are up-to-date.

Take common-sense steps to limit the spread of germs. Make good hygiene a habit.

- Wash hands frequently with soap and water.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put used tissues in a waste basket.

- Cough or sneeze into your upper sleeve if you don't have a tissue.
- Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.
- Stay at home if you are sick.

It is always a good idea to practice good health habits.

- Eat a balanced diet. Be sure to eat a variety of foods, including plenty of vegetables, fruits, and whole grain products. Also include low-fat dairy products, lean meats, poultry, fish, and beans. Drink lots of water and go easy on salt, sugar, alcohol, and saturated fat.
- Exercise on a regular basis and get plenty of rest.
- Get Informed
- Knowing the facts is the best preparation. Identify sources you can count on for reliable information. If a pandemic occurs, having accurate and reliable information will be critical.

Extracted from:

<http://www.pandemicflu.gov/plan/individual/index.html>

Reminder for Federal Executive Board Members

You will be receiving ballots for FY 2008 FEB officer elections, this month.

Be sure to return these to the FEB office via email to LeAnn.Jenkins@gsa.gov or via facsimile to 405-231-4165.



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
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	<p>Mail Registration Form & Payment to: GEICO Race for Freedom Attn: Kim Sheppard, AMP-1 P.O. Box 25082 Oklahoma City, OK 73125 Register online at: http://www.signmeup.com/57082</p>
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Event (Check one): [] 2 Mile Run/Walk [] 5K Run [] 10K Run

Sex: Male Female Age (on 9-15-07): _____

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Area Code: _____ Day Phone: _____ Night Phone: _____

E-mail: _____

T-Shirt Size (Adult S, M, L, XL, XXL) : _____ (T-shirts may be picked up at The Runner located at 9644 N. May Ave. on Friday, September 14th from 12:00 p.m. – 6:00 p.m. or at the registration table at the event on Saturday, September 15th.)

I am a federal agency employee/contractor or affiliated with a federal agency via family relationship or friendship (please specify agency including city): _____

Entry Fee: (Make checks Payable to the Combined Federal Campaign)
\$15 thru September 13th \$20 September 14th – 15th

*Supports KPF (Kids Participate Free), KPF allows kids, 15 and under, to run free with a parent or guardian entry at regular price. There is a limit of 2 kids per parent or guardian. Kids will not receive a t-shirt.

Waiver: 2 Mile Run/Walk, 5K & 10K

I know that walking/running a road race is a potentially hazardous activity. I should not enter unless I am medically able and properly trained. I also know that there will be a possibility of traffic on the course. I assume the risk of walking/running in traffic. I also assume any and all other risks associated with entering this event including, but not limited to, falls, contact with other participants, the effects of the weather and the conditions of the roads, all such risks being known and appreciated by me. Furthermore, I agree to yield to all emergency vehicles. **I am also fully aware that baby strollers and wheels of any kind (except wheelchairs for physically disabled individuals), animals, and headphones are strictly prohibited, and I agree not to have them on the course.** **Furthermore, I agree not to go back onto the course after finishing. I am fully aware that it is a fraudulent act to switch race numbers with anyone or allow anyone other than myself to wear my race number, and I agree not to do this.** Knowing these facts, and in consideration of your accepting my entry, I hereby for myself, my heirs, executors, administrators or anyone else who might claim on my behalf covenant not to sue, and waive and release and discharge any and all race sponsors, race officials, volunteers, local and state police including any and all of their agents, employees, assigns or anyone acting for or on their behalf from any and all damages or liability for death, personal injury or property damage of any kind or nature whatsoever arising out of, or in the course of, my participating in this event, whether same be caused by negligence or fault. This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown. The undersigned grants permission to sponsors and or agents authorized by them to use any photos, video tapes, motion pictures, or any other record of this event for any purpose. Minors accepted only with a parent or guardian's signature. I understand that there are no refunds.

THIS WAIVER IS A LEGAL DOCUMENT. READ ALL TERMS AND CONDITIONS BEFORE SIGNING.

Signature: _____ Date: _____

Parent's Signature if under 18 years: _____ Date: _____



SUN	MON	TUES	WED	THUR	FRI	SAT
30	September 2007					1
2	3 Labor Day	4	5	6	7	8
9	10 Agency Visits OKC	11	12 Leadership FEB 7:30 Mayors Committee	13 Agency Visits Muskogee	14 Agency Visits: Tulsa/Broken Arrow	15 CFC Race
16	17	18 2:00 FECC	19 Agency Visits OKC 10:00 ITC 2:30 AIC	20 2:30 AIC	21 Agency Visits Lawton/Altus	22
23	24	25 Agency Visits Stillwater	26 8:00 Shared Neutrals	27 3:00 BPC	28 Naturalization	29

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OFFICIAL BUSINESS ONLY

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