



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 approach of summer, you may receive Ozone Alerts from the Federal Executive Board (FEB) office.

The Oklahoma FEB partners with the Oklahoma Department of Environmental Quality and the Association of Central Oklahoma Governments to send notices to federal agencies in Lawton, Oklahoma City, and/or Tulsa when conditions warrant.

This notification will occur when forecasted weather conditions indicate a risk of violating the Environmental Protection Agency's standard of air pollution in the Oklahoma City, Tulsa, Stillwater and Lawton areas. Using advanced computerized information, a team of meteorologists, health department professionals and regional government representatives monitor weather conditions and distribute alert day notices the day **before** weather conditions are expected to aggravate pollution levels. Clean Air Alerts will be faxed from the FEB office to agencies in the form of a one-page flyer that can be duplicated and attached to exit doors for ALL employees to see. On "Alert Days" citizens are encouraged to reduce carbon monoxide or ozone levels by:

- carpooling or utilizing public transportation,

- wait until evening hours to refuel cars, as sunlight increases the effect of engine emissions on ozone levels,
- postpone mowing your lawn,
- reduce the use of gasoline operated machinery.

If we challenge our federal employees to participate, we can create a positive impact on Oklahoma's ozone compliance.

Additions to Training Schedule:

In addition to the upcoming leadership training the end of this month, we have organized a supervisory training day in August.

The August training is offered in response to many requests for this particular training. During this day, issues will be covered such as how to boost worker productivity, enthusiasm, and commitment; how to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance.

Annual Awards: I hope to see you at the Awards Program on Monday, May 5th!

Kevin L. McNeely
Kevin McNeely, Chairman

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SURVEY SHOWS AGENCIES HAVE STRENGTHS TO COMPETE FOR HIGHLY SKILLED WORKERS

Chairman Neil A. G. McPhie released the latest U.S. Merit Systems Protection Board (MSPB) report today. Titled "In Search of Highly Skilled Workers: A Study on the Hiring of Upper Level Employees from Outside the Federal Government," the report presents the findings of a study on the hiring of new employees at the upper level grades 12, 13, 14 and 15 in the General Schedule or equivalent in fiscal year 2005.

"Our findings suggest that Government service has strengths that agencies can capitalize to compete for highly skilled workers," said Chairman McPhie. The survey of upper level new hires shows that they hold favorable views of their agencies compared to their last employers. For example, they viewed their agency's workplace flexibilities, such as telework and alternative work schedules as better or the same than their last employers. They also indicated that their Federal work is more challenging than their previous non-Federal jobs and that working for their new agencies gives them a better chance of making a difference. They also viewed their agencies as more ethical than their previous employers.

The MSPB conducted this study to find ways to improve the Federal Government's ability to compete with other employers for highly skilled, well experienced and much sought after workers. Chairman McPhie stated that the "hiring of upper level employees from outside the Government has steadily increased in the last 15 years, but especially since 2000." This trend is likely to continue as more employees retire and must be replaced. As the senior or journeyman-level specialists, analysts, supervisors and managers, these new upper level employees have critical roles in the effective and efficient operation of Government.

Although survey data from the study also shows that the Government can compete for highly skilled workers, Chairman McPhie notes that "some hiring practices agencies use can make it more difficult to hire the best possible workforce." For example, other than posting their job vacancies on USAJOBS, agencies rarely use other tools to ensure they have a highly qualified diverse applicant pool. Instead, many new hires relied on their network of friends, their relatives, and their new Federal supervisors and co-workers to learn about job opportunities. While word of mouth can be an effective tool for some applicants and for agencies trying to find high-quality applicants, it has a limited reach and cannot be relied upon to ensure a diverse applicant pool. Based upon the findings on this report, the MSPB offers a number of recommendations that agencies and policymakers may consider to improve the hiring of highly skilled workers.

The MSPB is an independent, quasi-judicial agency with responsibility for deciding Federal employee appeals from personnel actions taken against them, protecting the integrity of the civil service and other Federal merit systems, and conducting studies of the civil service and other merit systems in the Executive Branch. To request a printed copy of the report, send an e-mail to STUDIES@mspb.gov; call (202) 653-6772, extension 1350; or write to the U.S. Merit Systems Protection Board, Office of Policy and Evaluation, 1615 M Street, NW, Washington, DC, 20419. The report may be downloaded from the Board's website at www.mspb.gov.

For your personal copy of the report, e-mail STUDIES@mspb.gov; call (202) 653-6772, extension 1350; or write: Merit Systems Protection Board, Office of Policy and Evaluation, 1615 M Street, NW, Washington, DC, 20419.



Spotlighting Information in Public Service Did You Know...

What is USDA ARS?

The United States Department of Agriculture (USDA), was established in 1862 by President Lincoln who called it the “people’s department”. The Agricultural Research Service (ARS), which is the chief research agency in the USDA was established in 1953.

The overall mission of ARS is to conduct research to develop and transfer solutions to agricultural problems of high national priority and provide information access and dissemination to: 1) ensure high-quality, safe food, and other agricultural products; 2) assess the nutritional needs of Americans; 3) sustain a competitive agricultural economy; 4) enhance the natural resource base and the environment, and 5) provide economic opportunities for rural citizens, communities, and society as a whole. The ARS undertakes 1,200 research projects within 22 National Programs; has 2,100 scientists and 6,000 other employees at 100 research locations in the continental US. The ARS is administratively distributed into areas throughout the United States, and has work sites overseas.

The Southern Plains Area includes Arkansas, Oklahoma, New Mexico and Texas. There are 16 locations doing agricultural research in the Southern Plains Area: Arkansas has four; New Mexico has one; Oklahoma has four (with five units), and Texas has seven. The personnel at these locations work under 28 research

titles with a diversified group of crops and animals as test subjects.

The locations in Oklahoma are at: El Reno (The Grazinglands Research Laboratory), Lane (South Central Agricultural Research Laboratory), Stillwater (Wheat, Peanut and Other Crops Research Unit; Hydraulic Engineering Research Unit) and Woodward (Range and Pasture Research Unit). The scope of the research at these locations encompasses (alphabetically): alternative crops; crop production; crop protection; hydraulic engineering; integrated farming systems; plant genetic resources, genomics and genetic improvement; plant diseases; rangeland, pasture and forage; quality and utilization of agricultural products; vegetable production methods; water availability; water management; and weed control. All of the Oklahoma locations have varied and diverse programs. The laboratory at Lane has the unique ability to design production systems that begin with the soil and continue through post-harvest quality of the harvested materials and the development of value-added products from those products. All ARS laboratories, whether in the Southern Plains Area, or at other locations in the system, strive to answer questions of concern to the varied stakeholders they serve.

Thank you to Vincent Russo with USDA-ARS Lane Research Center for contributing this article for our newsletter!



Using Federal Records and Services for Information, Family History and Recreation

Look Up 19th-Century Passenger Arrival Records

Did any of your relatives land in the U.S. in the latter half of the 19th century? You can now do an online search of more than 5.2 million records from passenger arrivals at the ports of Baltimore, Boston, New Orleans, New York, and Philadelphia.

The records were transcribed from original ship manifests from 1834 through 1900. About 93 percent of the passengers in these sets of records identified their country of origin as Germany, Italy, or Russia. Records include data such as name, age, sex, occupation, town of last residence, literacy, and destination.

Visit the National Archives and Records Administration

(<http://origins.usa.gov/external/external.jsp?url=http://www.archives.gov/press/press-releases/2008/nr08-69.html>) to learn more about this new resource; and check out USA.gov's Family History and Genealogy (<http://www.usa.gov/Citizen/Topics/History/Family.shtml>) page to research your family background.

Consider Buying Federal Recreation Passes

If your weekend or vacation plans include visits to Crater Lake, the Great Smoky Mountains, Sequoia National Forest, or some other part of America's beautiful outdoors, you might consider purchasing a recreation pass (<http://origins.usa.gov/external/external.jsp?url=http://www.store.usgs.gov/pass/>)

Passes cost \$80 and include admission to recreational areas managed by the National Park Service, U.S. Forest Service, U.S. Fish and Wildlife Service, Bureau of Land Management, and Bureau of Reclamation. There are significantly discounted passes for seniors (62 years and older) and free passes for some volunteers and people with disabilities (children under 16 are admitted for free).

Visit USA.gov's Recreation and Tourism (<http://www.usa.gov/Citizen/Topics/Travel/Recreation.shtml>) page for help finding fun, safe, and interesting travel and recreational activities.

Check the Status of Your 2007 Tax Refund

Are you waiting to receive a refund for your 2007 federal tax return? Check the status of your refund

(<http://origins.usa.gov/external/external.jsp?url=https://sa.www4.irs.gov/irfof/lang/en/irfofgetstatus.jsp>) if it's been more than a week since you e-filed your taxes, or more than six weeks since you filed a paper return.

If you haven't yet filed a 2007 return, visit the Internal Revenue Service (IRS)

(<http://origins.usa.gov/external/external.jsp?url=http://www.irs.gov>) to find forms and



UPCOMING EVENTS May 2008

May 1-2, 2008 All Day	Shared Neutrals Academy OKC Public Works Training Center POC: FEB Office, 405-231-4167
May 5, 2008 11:30 a.m.	FEB Awards Luncheon Clarion Hotel 737 S. Meridian, OKC POC: FEB Office, 405-231-4167
May 8, 2008 2:30 p.m.	American Indian Council Allegiance Credit Union 4325 N. Meridian, OKC POC: Aletha Bolt, 405-297-4575
May 13, 2008 2:00 p.m.	Emergency Prep/COOP Council 300 N. Meridian, OKC—FHWA POC: LeAnn Jenkins, 405-231-4167
May 14, 2008 7:30 a.m.	Mayors Committee on Disability Concerns POC: Diana Hubbard, 405-297-4544
May 15, 2008 10:00 a.m.	CAP Training OKC Public Works Training Center 3738 SW 15 th Street POC: LeAnn Jenkins, 405-231-4167
May 15, 2008 3:00 p.m.	Federal Employees Care Council NOAA-Norman POC: Tom Burton, 405-954-0625
May 21, 2008 10:00 a.m.	Interagency Training Council OCCC Campus POC: Ellen Parrott, 405-419-4291
May 22, 2008 All Day	Leadership FEB Forum FAA POC: FEB Office, 405-231-4167
May 26, 2008	Memorial Day
May 28, 2008 10:00-1:00	Executive Policy Council Mtg POC: FEB Office, 405-231-4167
May 29, 2008 All Day	Dealing with People in Difficult Situations (training) OSU-OKC Student Union Bldg POC: FEB Office, 405-231-4167
May 30, 2008 12:00 noon	Naturalization Ceremony 200 N.W. 4 th St, OKC POC: FEB Office, 405-231-4167

Your Federal Executive Board

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

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

- Jim Akagi, US Drug Enforcement Administration
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71st MSG, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- 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

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.

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: Vacant

Program Support: Julie Murray

Communication—Collaboration—Commitment



Public Service Recognition Week: Employees of the Year Awards Celebration

The Federal Executive Board of Oklahoma hosted our annual Employee of the Year Celebration in which numerous federal employees from around the state were recognized in various categories. We wish to thank the raters who donated their time to read through and rank all the nominees!

Clerical/Administrative Support-DoD

Awilda "Chile" Rodriguez	US Army Fires Cntr of Excellence Fort Sill
Angela M. Washburn	Altus AFB

Winner: Susan J. Cotton, Tinker AFB

Clerical/Administrative Support

Nancy A. Perry	VAMC OKC
Ruth Wood	VAMC Muskogee

Winner: Kimberly Kuhlman, Secret Service

Outstanding Community Service

John Christopher & Allen Babcock	Mike Monroney Aeronautical Center
Derek (Andy)Blackford	Aviation System Standards
Jana Busey	SSA OKC
Dan Houston	DISA OKC
Lt Col Kyna R McCall	72 ABW OC-ALC
Steven R. Orwig, M.D.	VAMC OKC
Terri Presa	71 MSS/DPF Vance AFB
Nanette Waller	VAMC-Muskogee

Winner: Dawn Garcia Evans, USDA Stillwater

Outstanding Customer Service

Sandra K. Egan	Army Corps of Engineers Tulsa
James W. Garland	Tinker AFB
Kimber Gipson	SSA OKC
Karen A. Jones	SSA Shawnee
John Knight	VAMC Muskogee
Lori Ponder	DISA OKC
Mary Roberts	SSA Moore
William "Billy" Rogers	VARO Muskogee
Stanley Shore	Mike Monroney Aeronautical Center
Jill Wahouske	VAMC OKC

Winner: Bobbie White, Vance AFB

Outstanding Diversity Contribution

Spencer D. Parker	Vance AFB
George M. Shores, Jr.	IRS OKC
Carl Thomas	VAMC OKC
Cynthia Work	Mike Monroney Aeronautical Center

Winner: Adam C. Walmus, VAMC Muskogee

Outstanding Employee with a Disability

Charlette Ellis	VAMC Muskogee
Roena Renee Greuel	Tinker AFB
Bill Hooks	DISA OKC
Carol Wilson	Mike Monroney Aeronautical Center

Winner: Larry Wayne Dalton, DLA

Outstanding Law Enforcement

Kevin Watson	VAMC Muskogee
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Winner: Dennis Moore, VAMC Oklahoma City

Supervisory-DoD

Terrance J. Clark	NEXRAD ROC
Michael E. Hill	Altus AFB
Evelyn A. Nye	Fort Sill
Sandra D. Ott	Vance AFB
Johna Scott	Military Entrance Processing Station
Ronald Spence	DISA OKC

Winner: Eric Guttery, 545 ACSS, OC-ALC

Supervisory

Russell D. Cook	NEXRAD ROC
Joseph Doubleday III	Aviation System Standards
Dallas Ann Miller	VAMC OKC
Linda Miller	Jack C. Montgomery VAMC
Karen O'Neill	IRS - OKC
Donnie Sawyer	VARO Muskogee

Winner: Dr. Melchor J. Antuñano, Civil Aeronautical Institute

Technical-Professional-Administrative GS-8 and below-DoD

Virginia "Gini" Crofford	DISA OKC
Toni R. Grant	Military Entrance Processing Station

Winner: Christy J. Austin, Fort Sill



**Technical-Professional-Administrative
GS-8 and below**

Ronda Engelbrecht	VARO Muskogee
Nicole Rodriguez	SSA Moore
Mark Ryan Webb	SSA OKC
Leona Wicks	VAMC Muskogee

Winner: Tammy Buie, NEXRAD ROC, Norman

**Technical-Professional-Administrative
GS-9 and above-DoD**

Joe E. Alford	Office of Staff Judge Advocate Fort Sill
Wes Doughty	DISA OKC
Kenneth R. Maerten	Tinker AFB
James A. Malachowski	Vance AFB
Charles R. Parish	NEXRAD ROC
Douglas P. Winters	Altus AFB

Winner: Douglas Eugene (Gene) Lilly, Army Corps of Engineers, Tulsa

**Technical-Professional-Administrative
GS-9 and above**

Kelly A. Berhalter	SSA OKC
Tracy R. Breslin	VARO Muskogee
Rita A. Crews	US Dept HUD
Robert "BoB" Crumrine	Aviation System Standards
Daniel Demoss	SSA Moore
Jon D. Hall	Mike Monroney Aeronautical Center
Jessica Lantagne	SSA Shawnee
Dennis R. Roofe	NEXRAD ROC
Anthony Smith	VAMC Muskogee

Winner: Sara Perdue, MD, RD, LD, VAMC, Oklahoma City

Trades and Crafts-DoD

Winner: Timothy R. Condon, Altus AFB

Trades and Crafts

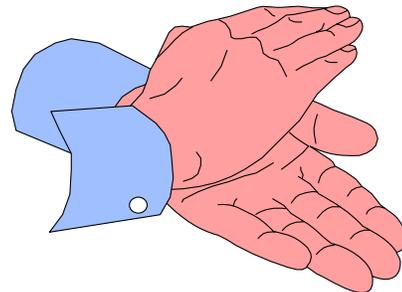
Winfred Graham	VAMC OKC
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Winner: James Hudson, VAMC Muskogee

Outstanding Team Awards

71st Military Personnel Flight	Vance AFB
Aircrew Flight Equipment Team	Altus AFB
Automated Tactical Ammunition Classification System Team	Army Defense Ammunition Center McAlester
Central Flight Procedures Team	Aviation System Standards
Constructive Simulations Branch	Fires Battle Lab, Fort Sill
Global Content Delivery Services	DISA OKC
Military Construction Transformation Team	US Army Corps of Engineers Tulsa
Reliability Improvement Team	NEXRAD ROC
Student Education Employment Program Committee	VAMC Muskogee
Warehouse Management System Post Development Team	Mike Monroney Aeronautical Center

Winner: Oklahoma City Economic & Identity Crimes Task Force, Secret Service



We applaud the efforts and accomplishments of all the worthy nominees and wish to thank their management staff for taking the time to complete the nomination process!



TOOLS FOR SUCCESSFUL SUPERVISORS



SUPERVISORS! They have the title. Now give them the tools! *Tools for Successful Supervisors* will provide each participant with what they need to hit the ground running. Make the leap from worker to supervisor and earn the respect and confidence of those you lead, boost worker productivity, enthusiasm and commitment. Learn how to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance.

In this seminar, Anthony Tormey will provide you with the following tools:

- Leadership and Management Qualities You Need
- How to Set the Stage
- Seven Key Elements in Building Trust
- Two Questions to Ask About Motivation
- Learn the “Hot Stove” Rule of Discipline
- How to Conduct Productive Meetings
- Eight Characteristics of an Effective Delegator
- When to Coach – How to Discipline
- Understanding New and Old Relationships
- Better Manage Priorities and Deadlines
- The Importance of Values, Vision, Mission and Goals
- How to Delegate More Effectively
- Avoid the Pitfalls of Being a New Supervisor
- Create an Environment of Success and Winners



Who Will Benefit?

Newly promoted supervisors, supervisors supervising less than 3 years, team leaders, employees in line for promotion, non-supervising project managers

Tools for Successful Supervisors are what the participant needs to get their feet on the ground and start running. How to make the leap from worker to supervisor. How to boost worker productivity, enthusiasm, and commitment. How to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance.

Date:	Wednesday, August 20, 2008
Time:	7:30am registration; Seminar is from 8:00am-4:30pm
Location:	National Center for Employee Development Conference Center, 2801 East State Hwy 9, Norman, OK 73071-1104
Cost:	\$145.00 per person

Lodging: Govt rate of \$70 for single occupancy. If you pay using your government card, no tax will be charged. If using a personal credit card, tax will be charged. Call the NCED Conf Center (Norman) for reservations: 405-366-4703 and identify yourself as attending the OK Federal Executive Board training.

REGISTRATION

Name: _____	Agency: _____
Phone: _____	Fax: _____

Method of payment: Cash Government Voucher Credit Card

Mail registration to:	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 August 8, 2008. 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!



Leadership Development Training May 29, 2008



Dealing with People in Difficult Situations



Participants will learn some of the styles we use to deal with conflict and people who present themselves to us as difficult.

Participants will learn and practice ways of communicating with difficult people in order to get what we want without sacrificing the relationship with the other person.

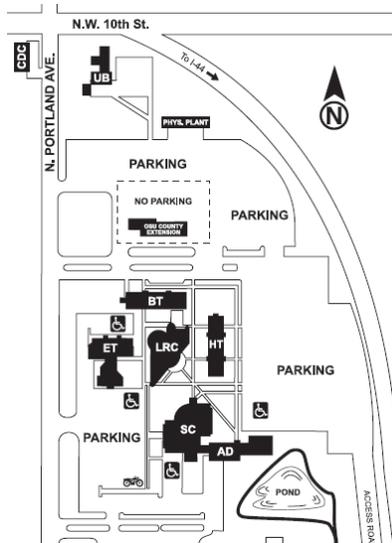
This day-long workshop utilizes presentation, discussion, small group dynamics, and role playing to achieve the objectives.

Date:	Thursday, May 29, 2008
Time:	7:30 a.m. Registration, 8:00 a.m. - 4:00 p.m. Training
Location:	OSU-OKC Campus, Student Center, 900 N. Portland, Oklahoma City
Cost:	\$125.00
Who Should Attend?	Supervisors, managers, team leaders and team members. Anyone in a working environment that relies heavily on communication and relationships with co-workers, stakeholders, and customers.

Registration

Name _____ Agency _____

Phone _____ Fax _____



Method of payment: Cash Government Voucher
 Credit Card Pay at the door

Training will be held in the Student Center (SC), 3rd floor.

Mail registration to: Federal Executive Board
215 Dean A. McGee, Ste 153
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 May 22, 2008. 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!



CAP Training

Real Solutions for Real Needs



The Computer/Electronic Accommodations Program (CAP), established by the Department of Defense (DoD), is the Federal government's centrally funded accommodations program. CAP provides assistive technology and related services, free of charge, for individuals with visual, hearing, dexterity, and cognitive disabilities.

Join the Federal Executive Board for a Free CAP Training Seminar: Leading the Way with Accommodations

When

May 15, 2008 10:00 – 12:00 PM

Where

Oklahoma City Public Works Training Facility
3738 SW 15th Street
Oklahoma City, OK

Agenda

- CAP Mission, Scope, Services
- Assistive Technology Overview
- OPM's Schedule A Hiring Authority
- Workforce Recruitment Program
- Wounded Service Members Initiative

Please **RSVP** to Elisa.Gonzalez.ctr@tma.osd.mil to attend this free event by May 1, 2008. Please also identify any accommodation needs (i.e. Sign Language Interpreter, Alternate Format Request, etc).

Hosted by the Oklahoma Federal Executive Board



www.tricare.mil/cap



Oklahoma Federal Executive Board

2008 Public Service Recognition Week Employee of the Year Awards Banquet



American Society
for Public
Administration

Public Service Recognition Week: May 5-11, 2008!		Event information: Date: Monday, May 5, 2008 Time: 11:30am-1:00pm Location: Clarion Meridian Hotel & Convention Center 737 S. Meridian <i>Nominees should arrive no later than 11:00 a.m. for pre-brief.</i>
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Driving Directions to Event: Take I-40 west from I-35 to Exit 145, turn LEFT onto S. Meridian, Clarion is on the right. (specific directions can be obtained from www.mapquest.com)

Complimentary on-site parking is available.

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

Name: _____

Agency: _____

Address: _____

Phone: _____

Cost: \$20.00 per person

Payment:

Cash

Check

Credit Card

Voucher

Enclosed

Pay at the Door

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

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 2008. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



SUN	MON	TUES	WED	THUR	FRI	SAT
	May 2008			1	2	3
				Shared Neutrals Academy		
4	5 FEB Awards Banquet	6	7	8 2:30 AIC	9	10
11	12	13 2:00 Emgcy Prep	14 07:30 Mayors Committee	15 10:00 CAP Training 3:00 FECC	16	17
18	19	20	21 10:00 ITC	22 Leadership FEB	23	24
25	26 Memorial Day	27	28 Exec Policy Mtg	29 FEB Training	30 Naturalization	31

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 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.