



# INTERAGENCY CONNECTION

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

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(405) 231-4167

## Chair's Corner



SEPTEMBER!

Not only is it the end of the fiscal year, but September has been declared "National Preparedness Month".

How perfect is it that our FEB has two events scheduled during the month to support this national initiative?

This makes it easy for you to participate, collect information and perhaps enjoy the benefit of reporting your involvement.

**September 8th: Executive Forum** discussing the proposed Infectious Disease and Pandemic Influenza Plan for the Federal Executive Board (all federal agencies in Oklahoma). We will discuss proposed FEB activities that will help in supporting your agency's Pan Flu plans. Plan to attend to provide input/feedback to ensure this will meet the needs of your agency.

Attendance is restricted to the highest ranking member of each federal agency/activity/entity in the area (or your designee). Information on the registration form has been emailed to the FEB members. If more information is needed, please contact the FEB office at 405-231-4167.

**September 24th: Pan Flu Tabletop Exercise** is scheduled with the purpose of inviting federal agencies and state agencies so that interaction during the discussions will increase the sharing of information.

This registration form is available on our website and in this newsletter, or by contacting the FEB Office.

*As we approach the end of the fiscal year, I am also approaching the end of my term as FEB Chairman. I want to thank all of the members of our FEB and tell you how honored I have been to serve. I also wish to share how YOU increase the integrity and quality of our particular Federal Executive Board.*

*Through your support, involvement and participation, our FEB enjoys a quality environment of sharing information, ideas and best practices that does NOT exist in all locations. It is due to your efforts that this occurs and we enjoy the level of success we have experienced. I sincerely appreciate all of those who come and freely share their experience, background, history, and knowledge...and those of you who will "pitch in" to assist with any request we present for your consideration. Please accept my sincere appreciation! I look forward to our continued success and hope to support the next Oklahoma FEB Chairperson in the reliable fashion in which you have all supported me!*

Kevin McNeely, Chairman

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## ***Time for Telework***

By Alyssa Rosenberg [arosenberg@govexec.com](mailto:arosenberg@govexec.com) *Government Executive* August 1, 2008

As fuel prices, traffic and pollution peak, managers are becoming more open to letting employees work from home.

Gas prices are up \$1.13 per gallon since the summer of 2007. Agencies are struggling to inculcate cultures of performance. Hackers and employee carelessness have made information technology security a major concern. A new generation of federal recruits wants workplace flexibility. Labor and management find it hard to agree on just about anything. Ensuring continuity of operations has more urgency in a post-Sept. 11 world.

In the face of all these challenges, the federal government is turning to the little workforce policy that could. Telework might not solve all the federal government's workforce ills, but it's providing relatively cheap and easy relief for agencies struggling to make themselves more resilient and performance-oriented. And telework is a major weapon in the fight to make the federal government an ahead-of-the-curve employer.

There's no denying that increased attention to the environment and spiking gas prices have cast telework in a new light. The numbers are startling. In June, the nonprofit Telework Exchange called telework "the other fuel," reporting that if 53 percent of America's white-collar employees teleworked two days a week, they would save 9.7 billion gallons of gasoline and \$38.2 billion at current gas prices annually.

Those figures are getting the attention of managers, many of whom viewed telework with skepticism in the past. People on all sides of the telework debate say supervisors have felt real concerns about overseeing employees who work from home instead of in an office where it is easy to check up on them. But those managers also understand that their employees are feeling the economic pinch from commuting - and could be feeling that

pinch themselves. "Just last week, I got a call from a manager who said, with gas going up, I'd like to let my employees know that I'm open to more telework," says Susan H. Whitney, labor relations officer and telework coordinator at the National Science Foundation. "I thought that was wonderful because it came from the manager. . . . Now I can use that as an example for other managers."

The incentives aren't all short term, and they're not just economic. A November 2007 MonsterTRAK survey revealed that 92 percent of young professionals are interested in working for an environmentally friendly company, and 80 percent would be interested in a job that had a direct positive impact on the environment.

As the government seeks to recruit a generation of employees, "you can use green as a competitive advantage," says Joel Brunson, president of the federal division of Tandberg, a videoconferencing company. "This plays right into the hands of telework."

It's not just individuals or agencies that can benefit from growing adoption of telework. Rep. John Sarbanes, D-Md., has pushed to expand telework in federal government in part because he thinks it would ease traffic in the congested parts of his district, including Howard and Ann Arundel counties and the Baltimore-Washington corridor. "You have quality of life, flexibility, environmental awareness and gas prices . . . translate that into communities where you have high numbers of federal workers and others, and I think it begins to have a significant impact," Sarbanes says. "You get less pollution going into the air; you get less traffic and congestion."

Read this full article on GovExec.com at: [www.govexec.com/features/0808-01/0808-01s6.htm](http://www.govexec.com/features/0808-01/0808-01s6.htm)



## Spotlighting Information in Public Service

### Did You Know...

#### September is National Preparedness Month

Sponsored by the U.S. Department of Homeland Security's *Ready* Campaign, and with support from Coalition Members across the nation, National Preparedness Month (NPM) is held each September to increase public awareness about emergency preparedness.

The year, the *Ready* Campaign and DHS partner, Citizen Corps, are focusing on four important steps Americans can take to prepare:

- Get a Kit
- Make a Plan
- Be Informed
- Get Involved

During the month, organizations are encouraged to participate by hosting activities and initiatives promoting emergency preparedness. The *Ready* Campaign has asked Federal Executive Boards to join them for the National Preparedness Month's fifth year; they have also asked that we share information with our members in the hopes that agencies will be part of the 2008 NPM Coalition.

You can register your organization at <http://ready.adcouncil.org> to be part of the 2008 Coalition.

Agencies who register will receive a NPM toolkit with information on how to promote emergency preparedness, including sample pre-written materials and templates along with ideas for organizing events and activities.

To learn more about *Ready* and NPM, visit [www.ready.gov](http://www.ready.gov).



#### FY 09 Per Diem Highlights

How does GSA establish per diem rates for the continental United States (CONUS)?

GSA establishes the CONUS per diem rates providing the maximum reimbursement allowances up to which federal employees are reimbursed by their agencies for expenses incurred while on official travel. The CONUS per diem rate for an area is actually three allowances in one: the lodging allowance, the meals allowance and the incidental expense allowance. Most of the CONUS (about 3,000 counties) are covered by the standard CONUS per diem rate of \$109 (\$70 lodging, \$39 meals and incidental expenses). In Fiscal Year (FY) 09, there are about 400 Non-Standard Areas (NSA) that have per diem rates higher than the standard CONUS.

Since FY 05, NSA rates have been based on the Average Daily Rate (ADR). This data is obtained through a GSA contract with a leading provider of lodging industry economic data. The ADR is a widely accepted lodging-industry measure based upon a property's room rental revenue divided by the number of rooms rented as reported by the hotel property to the contractor. This calculation provides us with the average rate that rooms rent in a given area.

For rate setting, GSA is required by law to use only properties that are certified as being "fire safe" and in compliance with the Hotel & Motel Fire Safety Act of 1990. This requires smoke detectors and automatic sprinkler systems in each guest room.

As in FY 08, GSA still uses:

- Only "fire safe" properties;
- Properties that fall within the mid-price range. This range includes all properties from the lowest to the highest of the mid-price, upper and upper-upscale properties in an area;
- Data from the prior 12-month period. For FY 09, this is from April 2007 through March 2008;
- Business travel week data (Monday through Thursday); and
- Ceilings and floors.



### Shared Neutrals “Breakfast-n-Learn”

A continuing education session is scheduled for the FEB Shared Neutrals mediators.

<b>Date:</b>	September 17, 2008
<b>Time:</b>	8:00 a.m.-9:30 a.m.
<b>Location:</b>	Pioneer Pies, 2201 SW 74th St. <i>(Just west of Pennsylvania, exit on N Frontage Rd)</i>
<b>Cost:</b>	Your own breakfast, ordered off the menu
<b>Topic:</b>	When the plot twists: how to co-mediate in real time
<b>Presenter:</b>	Gail Puckett

In co-mediation, have you ever wondered:

- when to jump in?
- when to stay quiet?
- what to do if you disagree with your co-mediator?
- how to coordinate your plans in real time during the mediation?
- how to use your both your strengths to the advantage of the parties?
- how to have a smooth, professional relationship when you just met each other 2 minutes ago?

If you have answered “yes” to any of these questions, you should attend this breakfast workshop!

Who should attend: This mini-workshop is designed for the Federal Executive Board Shared Neutrals; however, if you are a mediator in the federal sector, this may be a valuable investment of your time.

*Wherever we look upon this earth, the opportunities take shape within the problems.*

*–Nelson A. Rockefeller*

### Privately Owned Vehicle (POV) Mileage GSA’s Reimbursement Rates

Current Privately Owned Vehicle Reimbursement Rates		
Modes of Transportation	Effective Date	Rate per mile
Airplane	August 1, 2008	\$1.26
Automobile		
If no Government Owned Vehicle available	August 1, 2008	\$0.585
If Government Owned Vehicle available	January 1, 2007	\$0.285
If committed to use Government Owned Vehicle	January 1, 2007	\$0.125
Motorcycle	August 1, 2008	\$0.585

Previous automobile rates	
Effective Date	Rate per mile
March 19, 2008	\$0.505
February 1, 2007	\$0.485
January 1, 2006	\$0.445
September 1, 2005	\$0.485
February 4, 2005	\$0.405
January 1, 2004	\$0.375
January 1, 2003	\$0.360
January 21, 2002	\$0.365
January 22, 2001	\$0.345
January 14, 2000	\$0.325
April 1, 1999	\$0.31
September 8, 1998	\$0.325
June 7, 1996	\$0.31
January 1, 1995	\$0.30

The shortcut to this page is [www.gsa.gov/mileage](http://www.gsa.gov/mileage).



## ***Disabled employees make up less than 1% of the federal workforce***

By Alyssa Rosenberg [arosenberg@govexec.com](mailto:arosenberg@govexec.com) July 25, 2008

Disabled employees represent 0.92 percent of the federal workforce, a decrease of nearly 15 percent since 1997.

"There are laws and regulations [on] the need to go out and hire and recruit people with disabilities," said Equal Employment Opportunity Commissioner Christine Griffin, who announced the new statistics on Wednesday at Two Percent by 2010, a conference in Washington. "We have more of a hook, frankly. Our hook is that we actually have laws and regulations that say to the federal government, you need to do a good job in this area. And frankly, despite these laws, we're doing a terrible job."

Griffin and other leaders called on the federal government to set a goal of increasing the representation of disabled people in the workforce to 2 percent by 2010. The three Cabinet-level departments with the highest number of disabled workers are Treasury with 1.73 percent, Veterans Affairs with 1.49 percent and Education with 1.36 percent. Those departments with the fewest disabled employees are Homeland Security with 0.42 percent, Justice with 0.39 percent and State with 0.36 percent.

Disability advocates face a challenge in reversing the current downward trend. Even as the size of the permanent federal workforce increased by 135,732 people between fiscal years 1997 and 2006, the number of disabled employees fell 4,229 from 28,671 to 24,442 -- a drop of 14.75 percent.

Dinah Cohen, director of the Defense Department's Computer/Electronic Accommodations Program, which provides assistive technologies to disabled federal employees, was frustrated by the government's lack of progress. That failure is especially discouraging, she said, because federal agencies have access to a whole range of programs not available in the private sector

that make it easier to recruit, hire and accommodate disabled employees.

"Why is it that I have all these great programs, I'm very accountable, and we haven't reached that 2 percent?" Cohen asked conference participants. "How many have you ever watched the show *The Biggest Loser*? That's how I feel sometimes. I do all this work, and I don't see the change in the numbers."

In addition to Cohen's program, federal agencies can hire disabled employees noncompetitively under Schedule A. Under that hiring authority, employees are on probation for two years instead of the one year required for employees hired through the competitive process. Employees who want to be hired under Schedule A must provide a written statement of disability. Griffin is working on standardizing the requirements for those statements so they will be easier to obtain.

Defense and the Labor Department's Office of Disability Employment Policy also run the Workforce Recruitment Program for disabled students who are eligible for part-time or summer jobs. WRP pre-interviews candidates, and posts comprehensive information about them in a database, which is available to all federal hiring managers.

"It's a brilliant way to fill those needs, because everyone's retiring," said Betsy Kravitz, a senior program specialist at the Office of Disability Employment Policy. "You bring them in as a summer hire or a temp, but the manager gets used to them, the workforce gets used to them, and they break down barriers. You've been working with them for two years, so hire them."

[www.govexec.com/story\\_page.cfm?articleid=40547&dcn=e\\_gvet](http://www.govexec.com/story_page.cfm?articleid=40547&dcn=e_gvet)



## UPCOMING EVENTS September 2008

<b>Sep 1, 2008</b>	<b>Labor Day</b>
<b>Sep 4, 2008</b>	<b>Leadership FEB-Federal Prisons</b> POC: LeAnn Jenkins, 405-231-4167
<b>Sep 8, 2008</b> 12:00-2:00	<b>Executive Forum</b> POC: FEB Office, 405-231-4167
<b>Sep 9-10, 2008</b> All Day	<b>Tribal Relations Workshop</b> Langston-OKC POC: FEB Office, 405-231-4167
<b>Sep 11, 2008</b> 2:30 p.m.	<b>American Indian Council</b> Allegiance Credit Union 4325 N. Meridian, OKC POC: Katy Lantagne, 405-522-5409
<b>Sep 13, 2008</b>	<b>CFC-Race for Freedom</b> POC: FEB Office, 405-231-4167
<b>Sep 17, 2008</b> 8:00 a.m.	<b>Shared Neutrals</b> Pioneer Pies, 2201 SW 74th St POC: FEB Office, 405-231-4167
<b>Sep 17, 2008</b> 10:00 a.m.	<b>Interagency Training Council</b> Rose State College POC: Ellen Parrott, 405-419-4291
<b>Sep 18, 2008</b> 11:00 a.m.	<b>Federal Employees Care Council</b> On the Border Restaurant Meridian & Reno, OKC POC: Tom Burton, 405-954-0625
<b>Sep 24, 2008</b> All Day	<b>Determined Accord</b> <b>Pan Flu Tabletop Exercise</b> OKC Public Works Training Center 3738 SW 15 <sup>th</sup> Street, Oklahoma City POC: FEB Office, 405-231-4167
<b>Sep 26, 2008</b> 12:00 noon	<b>Naturalization Ceremony</b> 200 N.W. 4 <sup>th</sup> St, OKC POC: FEB Office, 405-231-4167

*We know that employees mirror the attitudes and integrity of their leaders. This rule goes a step further. The higher you go, the more integrity and leadership you must show.*

*—Bruce Hyland and Merle Yost*

## 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, 71<sup>st</sup> 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 Overal, Director, Small Business Administration
- 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](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:** Julie Murray



## "Building Effective Government and Business Relations with American Indian Tribes™"

This professional development workshop, scheduled for September 9-10, 2008, is presented in Cooperation with:

- Langston University
- Oklahoma Federal Executive Board
- Southwestern Oklahoma State University

Presented and Instructed by:

- Larry Keown, President/Instructor, LDK Associates, LLC
- Velma Pretty On Top, Senior Associate /Instructor, LDK Associates, LLC
- Tribal Representatives

Join your instructors in a dynamic interactive workshop that will provide you the knowledge and principles of communicating in a diverse environment, trust and relationship building and effectively working with American Indian Tribes.

Space is limited to 50 participants per workshop to allow for maximum participant interaction and discussion. We encourage you to register early to reserve your space.

### Workshop Objectives

"The objective of this seminar/workshop is to provide Federal, state, and local government officials and business leaders the knowledge necessary to develop and conduct effective working relationships with American Indian Tribes and organizations (associations, coalitions, etc.).

Participants will acquire critical knowledge through interactive lecture, group

discussion, and video interviews of tribal representatives. Upon completion of the seminar/workshop, participants will leave with a deeper understanding of American Indian history and knowledge of how to develop and conduct an effective working relationship with American Indian tribes."

The Federal Executive Board has negotiated a reduced rate for our members and their employees of \$295.00 per person.

### REGISTRATION

Credit Card Payment:  Visa  Master Card

Amount Authorized: \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address (for billing purposes only): \_\_\_\_\_

Mail or Fax Your Registration (or Register Online at [www.ldkassociates.com](http://www.ldkassociates.com)) to:

LDK Associates, LLC

36 Pine Lane, Suite One

Sheridan, WY 82801

Phone: 307-751-0540, Fax: 307-673-4838

A confirmation letter will be sent to approximately 7 – 10 days prior to the workshop. If you do not receive a confirmation letter within 7 days of the workshop please contact LDK immediately at 307-751-0540.



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Strategic Human  
Resources Policy  
Division

JUL - 7 2008

MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:

*Nancy H. Kichak*

NANCY H. KICHAK  
ASSOCIATE DIRECTOR  
STRATEGIC HUMAN RESOURCES POLICY

Subject:

Human Capital Flexibilities to Reduce Fuel Consumption

With increasing gas prices, this is a good time to increase the use of telework and alternative work schedules (AWS) (i.e., flexible work schedules and compressed work schedules).

With today's technology, many employees can perform at least some of their work functions at their homes or at alternate worksites closer to their homes, eliminating or reducing the need to commute. This will make a significant contribution toward helping employees deal with the increased gasoline prices we are now facing.

I also urge you to consider implementing the human capital and workplace flexibilities available to your agency. Alternatives to face-to-face meetings, such as conference calls, videoconferencing, and email exchanges can be viable options for communication, eliminating the need for some travel. Among the AWS options available are various models of flexible work schedules (e.g., flexitour, gliding, variable day, variable week, and maxiflex schedules) and compressed work schedules. Additional information on AWS is available in the Handbook on Alternative Work Schedules at [www.opm.gov/oca/aws/index.asp](http://www.opm.gov/oca/aws/index.asp), a fact sheet on flexible work schedules at [www.opm.gov/oca/worksch/HTML/awsfws.asp](http://www.opm.gov/oca/worksch/HTML/awsfws.asp), and a fact sheet on compressed work schedules at [www.opm.gov/oca/worksch/HTML/AWScws.asp](http://www.opm.gov/oca/worksch/HTML/AWScws.asp).

For additional information on telework and AWS, agency Human Resources Officers may contact their assigned OPM Human Capital Officer. Employees should contact their agency human resources offices for assistance.



## Information on Federal Executive Boards

The U.S. Office of Personnel Management has been working on a national funding model for Federal Executive Boards. As part of their work, they have drafted legislative language for which they are currently seeking a “home”. The drafted language is as follows:

### A BILL

To provide for the establishment and administration of Federal Executive Boards, and for other purposes.

*Be it enacted by the Senate and the House of Representatives of the United States of America in Congress assembled,* that this Act may be cited as the “Federal Executive Board Authorization Act of 2008.”

Sec 2. Chapter 11 of title 5, United States Code, is amended—

(1) by inserting at the end of the following new section:

#### “1106. Federal Executive Boards

“(a) The purposes of this section are to:

“(1) strengthen the coordination of Government activities;

“(2) interagency collaboration to improve the efficiency and effectiveness of Federal programs;

“(3) facilitate communication and collaboration on Federal emergency preparedness and continuity of operations to address homeland security issues and natural disasters outside the Washington, DC metropolitan area; and

“(4) provide stable funding for the Federal Executive Boards.

(b) The Director of the Office of Personnel Management shall establish outside the Washington, DC metropolitan area, in each location within the United States, the Director determines appropriate, an interagency entity to be known as a Federal

Executive Board, consisting of the highest ranking Federal agency officials in that location.

(c) The Director shall provide for the administration of Federal Executive Boards, including such aspects of administration as:

“(1) staffing policy;

“(2) communications policy;

“(3) program implementation, evaluation and accountability initiatives; and

“(4) FEB funding, through the revolving fund established in section 1304. Such funding, including agency contribution rates, shall be determined in formal consultation with executive departments and independent agencies. The Director

shall budget from OPM appropriate funds for staff and expenses associated with OPM’s oversight and direction of FEB operations.

“(d) Each agency in each location determined appropriate by the Director under subsection (b) shall participate in a Federal Executive Board and shall provide such resources, funding and information as the Director determines necessary to administer the provisions of this section. The Director shall provide annual reports to executive departments and independent agencies on FEB program and budget matters.

“(e) The Director shall prescribe regulations necessary to carry out the purposes of this section.” And

(2) in the table of sections by inserting the following after the item relating to section 1105:

(3) “1106 Federal Executive Boards.”

Sec. 2. The amendments made by section 2 of this Act shall take effect 6 months after the date of the enactment of this Act.



## Memorandum of Understanding between OPM and FEMA

On August 1, 2008, at the National FEB Conference, an MOU between OPM and FEMA was signed. The purpose is to set forth an agreement between OPM and FEMA to better define the role of Federal Executive Boards (FEB) in emergency preparedness activities, and to enhance collaboration on emergency preparedness activities in geographical areas where FEBs and FEMA have responsibilities.

The FEBs, established by the 1961 Presidential Directive, are a forum for communication and collaboration among Federal agencies outside of Washington, DC. The need for effective coordination among the field activities of Federal departments and agencies is critical. Approximately 88 percent of all Federal employees work outside the National Capital area. Federal programs have impact largely through the actions of the field representatives of those departments and agencies. In addition, local Federal representatives are the principal contact with the Federal Government for most citizens of the United States. FEBs are organized and function under the authority of the Director of OPM, and for the purpose of this MOU, the FEBs are considered organizations within the OPM structure.

The MOU is authorized by section 1103 of title 5, United States Code, Functions of the Director, OPM; Part 960 of title 5, Code of Federal Regulations, Administrative Personnel, Federal Executive Boards; The National Response Framework, January 2008; National Continuity Policy Implementation Plan, September 2007; and Federal Continuity Directive 1, February 2008.

Responsibilities outlined within the MOU:

- Recognizing their specific roles, OPM, FEMA, and the FEBs will strengthen their existing teamwork in the area of Continuity activities by working together, and with member agencies on the dissemination of Continuity guidance and the development, training and exercising of Continuity plans with member departments and agencies.
- OPM, FEMA and the FEBs will work

together on development and implementation of appropriate processes for dissemination of emergency preparedness information, accommodating the unique hazard-specific requirements of different regions of the country. The parties will work together in the dissemination of information prior to, during, and following a pandemic flu outbreak and its impact on Federal Government operations.

- OPM, FEMA, and the FEBs will work together in carrying out their respective roles in the promotion of the National Incident Management System (NIMS) and the National Response Framework (NRF).
- OPM, FEMA and the FEBs will institutionalize the relationship between the FEBs and the FEMA Regions. (*The Oklahoma FEB has enjoyed a longstanding relationship with the FEMA Regional Office in Denton, TX, but not all FEBs have had events which would cause them to have that kind of relationship*). This shall include the FEB Executive Directors being invited to participate in the quarterly Regional Interagency Steering Committee (RISC) meetings and the FEMA Regional Continuity Managers being invited to the emergency preparedness activities conducted by the FEBs.
- OPM, FEMA and the FEBs will work together to coordinate the role of the FEBs in disaster operations as described in the National Response Framework (NRF).
- OPM, FEMA and the FEBs will develop a plan to implement the FEB responsibilities outlined in the National Continuity Policy Implementation Plan (NCPIP).
- OPM, FEMA and FEBs will endeavor to meet annually to review the activities conducted and materials provided under the MOU.



# Determined Accord Pandemic Tabletop Exercise



## FEMA

Date:	Wednesday, September 24, 2008	(no cost)
Time:	9:00 a.m. – 4:00 p.m.	
Location:	OKC Municipal Maintenance Facility, Training Bldg 3738 SW 15 <sup>th</sup> Street, Oklahoma City	
Objectives	This exercise is designed to increase participant understanding and requirements for Continuity of Operations (COOP) planning and readiness for a pandemic event. We apologize, but the content limits participation to 20 Agencies, allowing 3 people from each agency: Agency leader or senior manager, 1 COOP Manager, and 1 other, for a total of 60 participants. Because there are several more agencies that need to attend this type of exercise, we have included a short train-the-trainer module at the end of the day for those COOP Managers who attend, so they can provide additional tabletop exercises within their agency or for other agencies in your area. This exercise covers information on how to mitigate vulnerabilities during a pandemic influenza outbreak; participants should be able to identify gaps or weaknesses in organizational COOP plans, policies, and procedures.	

Directions: Take I-44 and exit SW 15<sup>th</sup> Street, travel west, just past the stop light at Portland Ave. The Municipal Maintenance Facility is located on the south side of the street, pull into the drive and continue through Gate D. The Training Center building is directly in front of you, parking is available on either side.

Registration Form (up to 3 individuals from the same agency can attend, if pre-registered)

Name:	Agency:
Title:	Email:
Phone:	Fax:

Name:	Agency:
Title:	Email:
Phone:	Fax:

Name:	Agency:
Title:	Email:
Phone:	Fax:

Mail to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165



SUN	MON	TUES	WED	THUR	FRI	SAT
	<b>1</b> <i>Labor Day</i>	<b>2</b>	<b>3</b>	<b>4</b> Leadership FEB- Federal Prisons	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Exec Forum	<b>9</b>	<b>10</b> Tribal Relations Workshop	<b>11</b> 2:30 AIC	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> 8:00 Shared Neutrals 10:00 ITC	<b>18</b> 11:00 FECC	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Determined Accord	<b>25</b>	<b>26</b> Naturalization	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	September 2008			

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.