



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



As fall approaches, we have so many changes! We have had three members of our Executive Policy Council retire (Col. Jennifer Graham, Dr. Barry Dodson, and

Michael Diehl) and we wish them all the best in their next adventure!

To fill the three vacancies, the Executive Policy Council has voted to fill the remaining portion of these terms from our membership. I am pleased to announce the newest members of the "Steering Board" of our Federal Executive Board:

Adrian Andrews, Special Agent in Charge of the US Secret Service; Betty Tippeconnie, Superintendent of the Bureau of Indian Affairs-Concho Agency; and Jon Worthington, Director of the Southwestern Power Administration.



Adrian Andrews

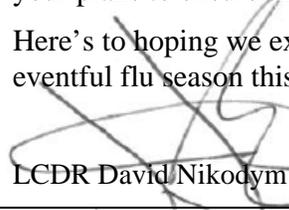
Jon Worthington

When you have the opportunity, please encourage them in these volunteer positions.

With the approach of flu season, CDC is releasing new guidance that recommends actions that non-healthcare employers should take now to decrease the spread of seasonal flu and 2009 H1N1 flu in the workplace and to help maintain business continuity during the 2009–2010 flu season. The guidance includes additional strategies to use if flu conditions become more severe and some new recommendations regarding when a worker who is ill with influenza may return to work. The guidance in this document may change as additional information about the severity of the 2009-2010 influenza season and the impact of 2009 H1N1 influenza become known. Please check www.flu.gov periodically for updated guidance.

At the time this newsletter is distributed, we will have completed our Determined Accord tabletop exercise on the topic of Pan Flu. Thank you to all who participated! And this is a good time to remind all who did not to check your plans to ensure they are up-to-date.

Here's to hoping we experience a non-eventful flu season this year!


LCDR David Nikodym

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CDC Advisors Make Recommendations for Use of Vaccine Against Novel H1N1

For Immediate Release: July 29, 2009

Contact: CDC Division of Media Relations
(404) 639-3286

The Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP) met today to make recommendations for use of vaccine against novel influenza A (H1N1).

The committee met to develop recommendations on who should receive vaccine against novel influenza A (H1N1) when it becomes available, and to determine which groups of the population should be prioritized if the vaccine is initially available in extremely limited quantities.

The committee recommended the vaccination efforts focus on five key populations. Vaccination efforts are designed to help reduce the impact and spread of novel H1N1. The key populations include those who are at higher risk of disease or complications, those who are likely to come in contact with novel H1N1, and those who could infect young infants. When vaccine is first available, the committee recommended that programs and providers try to vaccinate:

- Pregnant women,
- people who live with or care for children younger than 6 months of age,
- health care and emergency services personnel with direct patient contact,
- persons between the ages of 6 months through 4 years of age,
- children 5 through 18 years of age who have chronic medical conditions.

The groups listed above total approximately 159 million people in the United States.

The committee does not expect that there will be a shortage of novel H1N1 vaccine, but availability and demand can be unpredictable. There is some possibility that initially the vaccine will be available in limited quantities. In this setting, the committee recommended that the following groups receive the vaccine before others:

- Pregnant women,
- people who live with or care for children younger than 6 months of age,
- health care and emergency services personnel with direct patient contact,
- children 6 months through 4 years of age, and
- children 5 through 18 years of age who have chronic medical conditions.

The committee recognized the need to assess supply and demand issues at the local level. The committee further recommended that once the demand for vaccine for these prioritized groups has been met at the local level, programs and providers should begin vaccinating everyone from ages 25 through 64 years. Current studies indicate the risk for infection among persons age 65 or older is less than the risk for younger age groups. Therefore, as vaccine supply and demand for vaccine among younger age groups is being met, programs and providers should offer vaccination to people over the age of 65.

The committee also stressed that people over the age of 65 receive the seasonal vaccine as soon as it is available. Even if novel H1N1 vaccine is initially only available in limited quantities, supply and availability will continue, so the committee stressed that programs and providers continue to vaccinate unimmunized patients and not keep vaccine in reserve for later administration of the second dose.

The novel H1N1 vaccine is not intended to replace the seasonal flu vaccine. It is intended to be used alongside seasonal flu vaccine to protect people. Seasonal flu and novel H1N1 vaccines may be administered on the same day.

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05/05/2009
CPM 2009-09



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM:

John Berry
Director

Subject: Human Resources Flexibilities Available to Assist Federal Employees During Emergencies

The U.S. Office of Personnel Management (OPM) reminds agencies that a wide range of human resources (HR) policies and flexibilities are available to assist in meeting employees' and agencies' needs for all kinds of emergencies. During the past several years, we have developed policies and procedures to prepare for a pandemic influenza, and a substantial amount of information and advice on HR rules and flexibilities is available on OPM's Website. In addition, agencies have prepared their own pandemic influenza preparedness and continuity of operations (COOP) plans. Finally, we have had considerable experience over the years in many areas of our country that have been affected by severe weather conditions and natural disasters, and agencies and employees have consistently demonstrated their ability to meet their personal and work needs with creativity and resiliency.

Federal departments and agencies must achieve two equally important goals: (1) Protect the Federal workforce, and (2) Ensure the continuity of operations. For example, in any geographic area affected by an epidemic or pandemic influenza, there is a potential for increased absenteeism of the Federal workforce due to illness or the need to care for sick family members or for children if schools/day care centers close. The flexibilities referenced below can help agencies address the issues that may arise when there are high levels of absenteeism. We, like all Federal agencies, are continuing to monitor the situation and work with appropriate authorities. OPM will publish additional HR guidance as needed.

For online resources and a full range of the latest human resources flexibilities and benefits relating to pandemic influenza, much of which can also be used during an epidemic, see OPM's Website at www.opm.gov/pandemic/. Agencies are expected to implement policies consistent with laws, regulations, collective bargaining responsibilities and OPM guidance, but at the same time are encouraged to be flexible and creative when using these authorities where possible. If there are incidences of influenza in a locality, agencies should encourage good health habits and encourage sick employees to stay home. Where necessary, agencies should consider implementing social distancing, including the use of telework as described below. Agency actions and the use of HR flexibilities should be tailored to the specific situations in the locality.

Pay and Leave

The following information may be relevant during an epidemic or pandemic situation:

Leave Flexibilities



The Federal Government offers numerous leave flexibilities to assist employees who are affected in emergency situations, including an epidemic or pandemic influenza. Under current law and regulations, employees may use sick leave, annual leave, advanced annual or sick leave, leave without pay, donated leave under the Voluntary Leave Transfer and Leave Bank Programs, and other paid time off such as compensatory time off and alternative work schedule (AWS) credit hours. Employees should use sick leave when they are unable to perform their duties due to their own illness or to take care of sick family members (i.e., up to 13 days per leave year for routine family care or illness and up to 12 weeks for a serious health condition). Annual leave may be used when a child care center or school is closed and the child is not ill. OPM requests that agencies consult with us prior to granting excused absence (administrative leave) in order to facilitate a consistent Governmentwide approach.

Alternative Work Schedules

An agency may implement an alternative work schedule for employees instead of a traditional fixed work schedule to help an employee balance work and personal responsibilities. Under AWS, an employee is able to complete his or her work requirement in less than 10 workdays. With supervisor approval, the employee may choose to adjust arrival and departure times to accommodate doctor appointments, childcare or eldercare issues, or other pressing issues surrounding the related emergency. Agencies should discuss options with their employees to help maximize the employee's productivity at work, while assisting them in meeting their family and personal needs. For additional information on alternative work schedules, please see *Handbook on Alternative Work Schedules* at www.opm.gov/oca/AWS/INDEX.asp.

Evacuation Payments

In the context of a pandemic emergency, evacuation payments are used to protect employees' pay. An agency may provide evacuation payments to an employee who is ordered to (1) evacuate his or her regular worksite and (2) work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis. Agencies may require employees to work at home or an alternative worksite whether or not they have a telework agreement.

An agency may order an evacuation upon an official announcement by Federal, State, or local officials, public health authorities, and/or tribal governments, of a pandemic health crisis affecting certain geographic areas. Consistent with 5 U.S.C. 5522 and 5523, and the Department of State's Standardized Regulations, responsibility for ordering an evacuation in overseas locations rests with the Department of State.

Evacuation payments should be paid on the employee's regular pay days, since these payments reflect the employee's regular pay. (Since most employees use electronic fund transfer to deposit pay checks to their accounts, this should not impose an additional burden on the agency.) After an order to evacuate is terminated, agencies must make adjustments in an employee's pay on the basis of the rates of pay, allowances, and differentials, if any, to which the employee otherwise would have been entitled during the period of evacuation under applicable statutes. (See 5 CFR 550.409.)

Assignment of Work to Evacuated Employees

An employee who works at home or another safe haven during a pandemic emergency may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to the employee's grade or title. However, an agency may not assign work to an employee unless the agency knows the employee has the necessary knowledge and skills to perform the assigned work. For example, a supervisor may assign different or lower-level duties than are normally performed by the employee. In addition, if a supervisor is sick and cannot perform his or her duties during the period of evacuation, an agency may assign the higher-level work to a



subordinate employee who would, under normal circumstances, be designated as “acting” when the supervisor is on leave. Additionally, the agency must provide reasonable accommodation under the Rehabilitation Act for qualified employees with disabilities.

Managers and supervisors are encouraged to communicate regularly with employees who are performing work from home during a pandemic health crisis. Regular communication with employees will ensure they understand their work assignments and management’s expectations during the period of the evacuation. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action under 5 CFR part 752 (Adverse Actions). However, an employee’s inability to perform assigned work because of lack of knowledge or skills may **not** be a basis for terminating evacuation payments or taking disciplinary action. See www.opm.gov/oca/pay/html/PandEvac.asp.

General Summary of Pay and Leave Benefits

OPM’s Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations provides a general summary of the pay and leave benefits available to Federal employees prevented from working, or required to work, in an area affected by emergency situations. The Handbook is available at www.opm.gov/oca.

Employee and Family Support Benefits

Benefits for Federal employees and eligible family members remain unchanged during emergency situations. Information about employee and family support benefits and policies are available in OPM’s Plan for Pandemic Influenza guide, Chapter OPM-VI-H-1 located at www.opm.gov/pandemic.

Telework Prior to an Evacuation Order

(Note: This paragraph deals with telework outside the context of an evacuation order. Under an evacuation order, employees may be ordered to work at home, while under the normal telework program working at home is always voluntary.)

Telework is a particularly important tool to mitigate the spread of influenza by promoting social distancing and to assist employees in balancing their ongoing work responsibilities with the need to care for their families. Agencies should maximize their telework capacity by entering into telework agreements with as many telework-eligible employees as possible and by conducting exercises to test employees’ ability to access agency networks from home. Managers should ensure that there are effective processes in place for communicating efficiently with employees who are teleworking. For additional information on telework, please see OPM’s Plan for Pandemic Influenza guide, Chapter OPM-VI-I-1 located at www.opm.gov/pandemic. This guide also addresses safety responsibilities for telework and how to protect the integrity and confidentiality of information in a telework environment...(cont’d).

Additional Information

If you have questions or need additional information, please contact your OPM Human Capital Officer. Employees should contact their agency’s human resources offices for assistance.

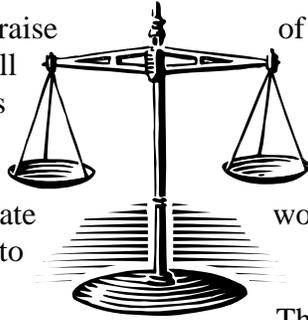
cc: Chief Human Capital Officers
Human Resources Directors

The whole memo is at: www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=2248



The Power of Balance

Stand up for a moment. Slowly raise your right leg behind you. You'll notice that your upper body leans forward to create a counterweight. Opposing muscle groups in your lower back and stomach flex to create the proper body tension necessary to maintain balance.



of this Leadership material, you will improve your skills in specific areas, which will enable you to increase and maintain a critical sense of balanced leadership in a world of change.

Four Areas of Focus

Effective leaders are constantly trying to find that balance—that counterweight—which enables them to move what matters most forward in a constantly changing world. It doesn't matter whether you manage a team of two or twenty, a neighborhood watch team, or a team of biologists. The necessary skills are still the same.

The following four areas of focus are intended to stretch you, to help you find the right tension—the proper counterweight—and achieve the balance you are looking for.

- REFINING YOUR FOUNDATION
- EXPANDING YOUR VISION
- CREATING A CLIMATE OF SUCCESS
- PROMOTING INNOVATION

Oftentimes, leaders see a need for stability within their group or team. Stability is necessary for day-to-day functioning, but too much stability creates stagnation. Excessive change, on the other hand, fosters feelings of chaos and discontentment.

Each area will explain a concept or idea, offer examples, pose thought-provoking questions, and provide concrete ways for you to apply the concepts. These areas of focus are designed to help you work toward finding balance as a leader throughout the year. They may be used in any order, but it is recommended that you concentrate on one area at a time. Share some of these ideas with your team or other leaders in your organization. You might:

Have you ever felt torn between creating unity and encouraging diversity of thought? Have you figured out how to inspire success even when you have to address failure? Are you able to reinforce what is working as you continue to encourage new solutions? Can you realistically face facts regarding the state of the economy and the world you live in and still keep your group moving forward? And most importantly, do you have the strength and ability to be true to your stakeholders and remain true to yourself at the same time? Finding solutions to these concerns—and others—is a vital part of achieving balanced leadership.

- Distribute some of the activities to those you lead.
- Choose to plan group activities around each area of focus.
- Implement some of the concepts within your organization.

Watch for articles in future newsletters that will expand on the four areas of focus.

No leader wants to be ineffective. Effective leaders are not born, but they can be made—through desire, training, study, and experience. As you work through the pages

This article was taken from the FranklinCovey Leadership inserts. FranklinCovey offers many valuable workshops on leadership. For information about the "4 Roles of Leadership" workshop or other related training, call 800-290-1706.



UPCOMING EVENTS September 2009

Sep 1, 2009 All Day	Leadership FEB Department of Interior POC: FEB Office, 405-231-4167
Sep 9, 2009 07:30 a.m.	Mayors Committee on Disability Concerns POC: Diana Hubbard, 405-297-4544
Sep 14, 2009	Agency Visits – Enid, OK POC: FEB Office, 405-231-4167
Sep 16, 2009	Agency Visits – Jet, OK POC: FEB Office, 405-231-4167
Sep 16, 2009 10:00 a.m.	Interagency Training Council Location: TBD POC: Carol Smith, 405-425-4499
Sep 17, 2009	Agency Visits – Stillwater, OK POC: FEB Office, 405-231-4167
Sep 17, 2009 3:00 p.m.	Federal Employees Care Council Tinker AFB POC: Tom Burton, 405-954-0625
Sep 22, 2009	Agency Visits – Oklahoma City, OK POC: FEB Office, 405-231-4167
Sep 23, 2009 2:00 p.m.	Emergency Preparedness Council Federal Highway Administration 5801 N. Robinson, Ste 300, OKC POC: FEB Office, 405-231-4167
Sep 24, 2009 12:00 noon	FEB Network Conference Call POC: LeAnn Jenkins, 405-231-4167
Sep 25, 2009 12:00 noon	Naturalization US District Court, 200 NW 4 th St, OKC POC: FEB Office, 405-231-4167

When your values are clear to you, making decisions become easier.
—Roy Disney

One machine can do the work of fifty ordinary men. No machine can do the work of one extraordinary man.
—Elbert Hubbard

Standing in the middle of the road is very dangerous; you get knocked down by the traffic from both sides.
—Margaret Thatcher

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
- Adrian Andrews, Special Agent in Charge, US Secret Service
- Laura Culberson, Director of Staff, Tinker AFB
- Larry Flener, Representative for the District Director, US Postal Service
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency
- David Wood, Director, VA Medical Center
- Jon Worthington, Director, Southwestern Power Administration

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: **LCDR David Nikodym**
Commander, Military Entrance Processing Station

Vice-Chair: **Sam Jarvis**
Director, VA Regional Office Muskogee

Ex Officio: **Kevin McNeely**
US Department of Housing and Urban Development
Mike Roach, U.S. Marshal
US Marshals Service
Western District of Oklahoma

Staff:

Director: LeAnn Jenkins
Assistant: Julie Murray



“Give Yourself A Break When Trying to Learn New Habits!”

So how are the New Year's resolutions going so far? Sometimes we find our resolutions (or lack of fulfilling them) pack on more stress.

Here's an example of my resolutions over the last 3 years:

2 Years Ago: I resolve to join a gym and work out every single day!

Last Year (revised): I resolve to join a gym and work out 3x a week.

This Year : I resolve to drive by my gym at least 3x a week.

Don't let the stress of new habits get to you.

Give yourself a break and take credit for trying to create a new habit. Remember, it takes at least 21 days to change a habit. That means in order to start or stop doing something, it will take time before it feels comfortable.

Work through the discomfort by knowing you're being positive and proactive. The discomfort is actually a good sign of your growing pains.

Stay focused on your new habits. Print them on a large sheet of paper and hang them on your desk at work or on your mirror at home--somewhere you will see them often.

Don't overload yourself with new things. If you have a long list of improvements (or “self remodeling”, as I like to call it) then

only tackle one or two before moving on. Changing habits should feel like tweaking tune-ups, not major overhauls.

Soon the newer habits will replace old ones with more productive ways to do things. Remember, you're either moving toward your goal or away from it. You can only inhale or exhale at once--you cannot do both at the same time. ***Focus on the end result of what you're new habits will accomplish. Stay light!***

Ask yourself: “What new habit am I working on now? Can I report my successes (no matter how small) to a colleague to keep the momentum going?”

Bonus Training Tip: Move motivational posters around your staff's office area. This helps achieve a "new" look and keeps them from becoming part of the wallpaper. Consider rotating them on a regular basis.

This has been another quick look at Full-Throttle Productivity.

Take care and remember to enjoy the journey! Kelli V.

Kelli Vrla, CSP*, [Workshop Leader & Keynote Speaker](#), works with organizations to enhance productivity, handle change and keep moving transactions forward. Her festive programs highlight Leadership, Stress Relief, WoW Service, & Exceptional Communications. For info on how Kelli can make a difference in your organization, contact Lori Turec, lturec@FiveStarSpeakers.com
*Certified Speaking Professional (CSP)





Memorandum of Understanding between OPM and FEMA

On August 1, 2008 (last year), 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, area 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 are 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.



Continuity of Operations (COOP) Excellent Series I Practitioners Certification



In an effort to further support Continuity of Operations efforts of the federal agencies in Oklahoma, the Federal Executive Board is providing information on a FEMA developed certification program available to employees completing specific COOP training. There are two levels of COOP certification available and some of the required training is available through independent study, online.

Individuals completing the pre-requisites can apply for certification:

1. The FEMA Emergency Management Institute will issue all certificates
2. Send certificate requests and supporting information to LeAnn Jenkins, LeAnn.Jenkins@gsa.gov or fax to 405-231-4165
3. Please include your name, organization, work address, email address and phone number
4. Expect to wait up to six weeks to receive your certificate

Submission for Certification Consideration

Name:	SSN:
DOB:	Agency:
Phone:	Email:

Submit copies of training completion for each of the following courses, along with this registration form to the Federal Executive Board (info below). *No certificates have been issued for the Determined Accord exercise; provide date and location of attendance for verification.*

	<i>COURSE TITLE</i>	<i>Completed</i>
<input type="checkbox"/>	IS 546: COOP Awareness Course,	
<input type="checkbox"/>	IS 547: Introduction to COOP,	
<input type="checkbox"/>	IS-242: Effective Communication	
<input type="checkbox"/>	B/E/L 548: COOP Manager's T-t-T Course,	
<input type="checkbox"/>	B/E/L 550: COOP Planner's T-t-T Workshop	
<input type="checkbox"/>	IS 100: Intro to Incident Command System (ICS),	
<input type="checkbox"/>	IS 230: Principles of Emergency Management,	
<input type="checkbox"/>	IS 700: Intro to National Incident Management System (NIMS),	
<input type="checkbox"/>	IS 800-B: A National Response Framework (NRF), An Introduction,	
<input type="checkbox"/>	E/B 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP Exercise Design/ Development T-t-T Course,	
<input type="checkbox"/>	Complete attendance in continuity exercise Determined Accord (Pandemic Preparedness), and	
<input type="checkbox"/>	NARA/CoSA Vital Records Training (optional recommended)	

Successful completion of the above criteria will make you eligible to become a certified Professional Continuity Practitioner

Submit registration and copies of training certificates by fax to: 405-231-4165 (Attn: LeAnn Jenkins)



Oklahoma Office of Homeland Security
COOP Manager's Training Course Train the Trainer
(L-548)
Oklahoma City, OK
November 17-19, 2009

Course Overview: The Continuity of Operations (COOP) Manager's Training Course will provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. **This training includes a train-the-trainer module that will equip managers to provide course training to others.**

Upon completion of this course, participants should be able to:

- Define COOP;
- Explain the business benefits of COOP;
- Identify the elements of a viable COOP capability;
- Identify the processes, resources, and tasks necessary to implement and manage a successful COOP Program.

Participants who successfully complete the course will receive a certificate of completion from FEMA – Emergency Management Institute.

Participant Audience: This course is for those who are responsible for their agency's Continuity of Operations Plan.

Date and Location: 8:00 am-5:00 pm, November 17-19, 2009; Oklahoma City Public Works Training Center 3738 SW 15th Street Oklahoma City, OK

POC For Course: Kathryn McCoy, by phone 405-425-2133, fax 405-425-7295 or kmccoy@dps.state.ok.us

Registration: Visit [Homeland Security's Website](#), then search for the COOP Manager's Course (L-548). Click on the name of the course, then on **REGISTER FOR THE COURSE**. You must register by November 3, 2009. If you have any questions, please contact Kathryn McCoy at 405-425-2133

Hotel Accommodations: Students who must travel more than 60 miles from their place of work to the training location, qualify for hotel accommodations. **You MUST register by November 3, 2009 to receive a hotel room.** If you have any questions, please contact Kathryn McCoy at 405-425-2133

Sponsored By: Oklahoma Office of Homeland Security and Federal Executive Board

Delivered by: US Department of Homeland Security and Emergency Management Institute (EMI)

Gary Davis

Training & Exercise Coordinator

Oklahoma State Office of Homeland Security

Email: gldavis@dps.state.ok.us

(405) 425.7296 or (405) 425.7295 fax

www.homelandsecurity.ok.gov

Federal registrants DO NOT qualify for the hotel accommodations. If you are travelling, you must include your hotel expenses in your TDY reimbursement request.



SUN	MON	TUES	WED	THUR	FRI	SAT
		1 Leadership FEB	2	3	4 Agency Visits-OKC	5
6	7 Labor Day	8	9 7:30 Mayors Committee	10 11:30 SGMP-Tulsa	11	12 CFC-Race for Freedom
13	14 Agency Visits-Enid	15	16 10:00 ITC Agency Visits-Jet	17 Agency Visits-Stillwater 3:00 FECC	18	19
20	21	22 Agency Visits-OKC	23 2:00 Emgcy Prep	24	25 Naturalization	26
27	28	29	30	September 2009		

OKLAHOMA FEDERAL EXECUTIVE BOARD
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We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.