



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 fall comes our Combined Federal Campaign (CFC)!

CFC is the world's largest and most successful annual workplace charity campaign, with more

than 300 CFC campaigns throughout the country and internationally to help to raise millions of dollars each year. Pledges made by Federal civilian, postal and military donors during the campaign season (September 1st to December 15th) support eligible non-profit organizations that provide health and human service benefits throughout the world. With six CFC campaign areas in Oklahoma, I encourage everyone to support your local CFC and host active campaigns within your agencies.

The fall season also signals the approach of **flu season**. The Oklahoma State Department of Health reports influenza activity for the State of Oklahoma is **WIDESPREAD**. We are now one of twenty states making this report which is very unusual for August and September.

With this seeming to be an early start on flu season, please remind employees the importance of:

1. properly covering sneezes and coughs,
2. taking care with hand washing, and
3. reducing transfer of germs by not touching nose, eyes or mouth after touching doors,

elevator buttons, phones, computers, etc.

An article in this newsletter will provide specific information on reducing risk through cleaning and maintenance staff activities. We have also updated our website to include links to flu.gov, which is changing daily with useful information.

We are already beginning to plan our **FY 2010 activities** with some training that has been identified in previous planning sessions. Some information is provided in this newsletter regarding luncheon topics for financial planning, as well as full day leadership development training topics.

Utilizing the MSPB study, we are trying to identify training topics that fit into the "highly trainable" category to leverage agency resources and have the most successful outcome for the employee/supervisor/manager participating in the training.

Soon we will have the information confirmed for our annual Administrative Office Professional training that is held in April.

Look forward to seeing you at some of our activities!

LCDR David Nikodym

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Not all Training is Created Equal

MSPB examines the “trainability” of the skills of Federal employees report needing
Taken from the September 2009 Issues of Merit

Federal employees have different reasons for requesting training, ranging from “My supervisor told me to go” to “this interests me.” Part of most employees’ decision process, even if unconsciously, is whether a particular ability can be improved through training. We wouldn’t expect training to make us taller or change our eye color. It might be equally futile to pursue training for mental or emotional characteristics that training is unlikely to change. To help agencies make better training decisions, the Merit Systems Protection Board (MSPB) examined the “trainability” of the training Federal employees feel they need.

Participants in a recent Merit Principles Survey described the ability they most needed to improve to do their job well. We classified their responses into the six types of ability described below:

1) *Knowledge* includes job knowledge, academic subjects, and knowledge of laws, policies, and regulations. Research indicates that these topics are *highly trainable*—they can be readily learned in training classes.

2) *Language* abilities include reading, writing, editing, and public speaking. They are considered *moderately trainable* because they can be learned, but how well they are learned is constrained by an individual’s natural talent for language.

3) *Social* abilities help us get along with other people. They are considered *moderately trainable* because learning them is constrained by each learner’s level of talent and personality traits.

4) *Reasoning* abilities are based on logic and

mathematics. They are also considered *moderately trainable* because they have a natural ability component.

5) *Motivation* captures employee willingness to perform work and is considered *less trainable*.

6) *Mental Style* includes long-term “mental habits” such as flexibility, creativity, rapid learning ability, and decisiveness. They are considered *less trainable*.

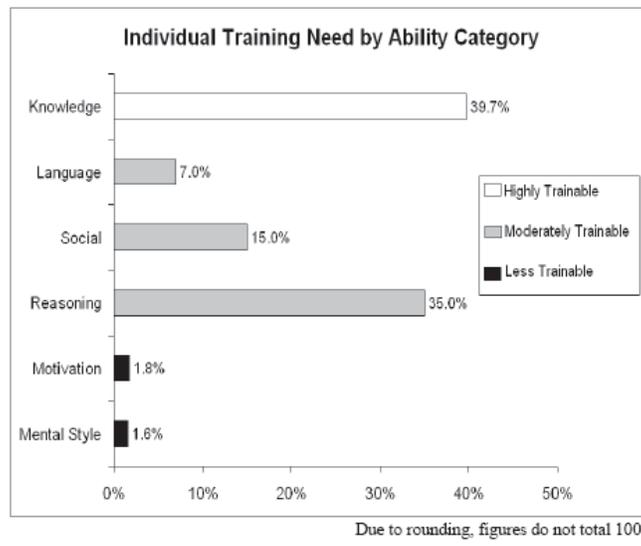
The figure in this article shows the percent of survey participants who want to improve each type of ability. Almost 4 in 10 (39.7%) of the skills and abilities employees reported as most necessary to improve their job performance are highly trainable. Only a small percentage (3.4%) of employees reported needing training in either of the two less trainable categories. The majority of reported training needs (57.0%) are

moderately trainable, i.e., language, social and reasoning abilities. These skills can be learned, but the degree to which they can be learned is constrained not only by adequate preparation, but also by differences in the natural abilities people bring to training.

One way to ensure that Federal employees will benefit from training in these moderately

trainable abilities is to use adequate training course prerequisites and pretesting. These procedures will also minimize waste by reducing the number of employees who attend training without a good chance of learning from it.

MSPB’s forthcoming report, *Making the Right Connections: Targeting the Best Competencies for Training*, examines the abilities needed to succeed as a Federal employee and discuss which are highly, moderately, or less trainable. Watch for their report and its recommendations about how to target training effectively.





Spotlighting Information in Public Service Did You Know...

U.S. Geological Survey

The United States Geological Survey (USGS) was established on March 3, 1879, just a few hours before the mandatory close of the final session of the 45th Congress, when President Rutherford B. Hayes signed the bill appropriating money for sundry civil expenses of the Federal Government for the fiscal year beginning July 1, 1879. Today, The USGS serves the Nation by providing reliable scientific information to describe and understand the Earth; minimize loss of life and property from natural disasters; manage water, biological, energy, and mineral resources; and enhance and protect our quality of life.

The USGS employs the best and the brightest experts who bring a range of earth and life science disciplines to bear on problems. By integrating their diverse scientific expertise, the USGS is able to understand complex natural science phenomena and provide scientific products that lead to solutions. Every day the 10,000 scientists, technicians, and support staff of the USGS are working for you in more than 400 locations throughout the United States.

As the Nation's largest water, earth, and biological science and civilian mapping agency, the U.S. Geological Survey (USGS) collects, monitors, analyzes, and provides scientific understanding about natural resource conditions, issues, and problems. The diversity of their scientific expertise enables us to carry out large-scale, multi-disciplinary investigations and provide impartial scientific information to resource managers, planners, and other customers.

U.S. Coast Guard

The United States Coast Guard is a military, multimission, maritime service within the Department of Homeland Security and one of the nation's five armed services. Its core roles are to protect the public, the environment, and U.S. economic and security interests in any maritime region in which those interests may be at risk, including international waters and America's coasts, ports, and inland waterways.

The Coast Guard provides unique benefits to the nation because of its distinctive blend of military, humanitarian, and civilian law-enforcement capabilities. To serve the public, the Coast Guard has five fundamental roles:

Maritime Safety: Eliminate deaths, injuries, and property damage associated with maritime transportation, fishing, and recreational boating. The Coast Guard's motto is *Semper Paratus*—(Always Ready), and the service is always ready to respond to calls for help at sea.

Maritime Security: Protect America's maritime borders from all intrusions by: (a) halting the flow of illegal drugs, aliens, and contraband into the United States through maritime routes; (b) preventing illegal fishing; and (c) suppressing violations of federal law in the maritime arena.

Maritime Mobility: Facilitate maritime commerce and eliminate interruptions and impediments to the efficient and economical movement of goods and people, while maximizing recreational access to and enjoyment of the water.

National Defense: Defend the nation as one of the five U.S. armed services. Enhance regional stability in support of the National Security Strategy, utilizing the Coast Guard's unique and relevant maritime capabilities.

Protection of Natural Resources: Eliminate environmental damage and the degradation of natural resources associated with maritime transportation, fishing, and recreational boating.



Cleaning to Reduce the Risk of H1N1 Flu Virus—Guidelines for Cleaning, Janitorial and Maintenance Staff

Albany, NY – (Aug 6, 2009) – Swine flu is a new variant of the H1N1 strain of influenza type A. It is highly contagious and spreads from person-to-person in several ways: when an ill person sneezes or coughs, infected droplets enter another person through the nose, mouth or eyes; or the droplets can land on a contact surface (e.g., a doorknob) that is touched by another person who then touches their face.¹ Because swine flu is a new variant virus, most people do not have immunity...A new H1N1 flu vaccine is being tested and should be available in fall 2009, although the initial supply may be limited for the general population.

The following guidelines were prepared specifically for cleaning, janitorial and maintenance staff. They address:

- Measures to reduce the risk of infection for cleaning personnel,
- Routine cleaning procedures to reduce the risk of transmission during flu season or for any high-risk community
- Additional cleaning procedures during an H1N1 flu outbreak.

Measures to reduce the risk of infection for cleaning personnel

Adults inflicted with the H1N1 virus can infect others one day before developing symptoms and for up to one week after becoming sick. Children can be contagious for several weeks.¹ The H1N1 symptoms are similar to other flu illnesses. Therefore, cleaning personnel should take the following steps to reduce their risk of infection during an H1N1 outbreak and other influenza strains during the regular flu season:

- Wash hands frequently with soap and water using proper hand washing techniques.* If soap and water are not

available use a hand sanitizer containing at least 62% alcohol.

- Treat hands as potentially contaminated and avoid touching the nose and eyes.
- Sneeze or cough into a disposable tissue and discard it in a wastebasket immediately
- If you contract the flu stay home and away from others for at least 7 days if possible and until you have no fever for 48 hours.¹

Effective and routine cleaning procedures to reduce the risk of transmission during flu season or for any high-risk community.

Effective cleaning emphasizes maximum physical removal of unwanted contaminants and pollutants using an appropriate cleaning agent and application method. When done frequently the risk of transmitting infectious agents is reduced considerably. Flu viruses, including H1N1, can survive 8-12 hours on paper or cloth, 24-48 hours on nonporous surfaces, like doorknobs or desks, and up to 72 hours on wet surfaces.² This means they can remain contagious overnight in an improperly cleaned office or school. The cleaning procedure may employ various cleaning and disinfecting agents. Remember merely applying a disinfectant is not a substitute for cleaning. In that regard, consider the following:

- If using EPA-registered disinfectants or cleaning/disinfectant products with demonstrated (proven) virucidal claims against flu viruses, check the manufacturer's instructions on "spectrum of action" and method of use (dilution, contact time, etc.). If using a product labeled only for use as a disinfectant, remember that federal law requires those surfaces being treated to



- be cleaned first.
- While bleach often is used alone, it does not clean, is highly corrosive to metals and is hazardous to skin, mucus membranes and the respiratory system. When using household bleach an effective solution requires 1 part bleach for 10 parts water. Some bleach or other cleaning products (e.g. spray form) may not require dilution and can be used “neat.” Regardless, always check the product’s label for use-dilution instructions and cautions.¹
 - Launder or replace potentially contaminated cleaning cloths and sponges between cleanings.
 - Wear appropriate protective equipment that includes gloves and splash protection² (a face mask to prevent droplets containing flu virus from entering the eyes, nose or mouth while cleaning).
 - Thoroughly clean surfaces that are touched by the hands:
 - Doorknobs, light switches, elevator buttons, remote controls, handrails
 - Computer keyboards and mice, telephones, microphones
 - Cafeteria tables and chairs, coffeemakers, vending machines
 - Supply break rooms with dishwashing detergent and paper towels; clean and replace sponges often.
 - Renew bathroom supplies frequently: soap, paper towels, effective waterless hand sanitizer and posters demonstrating proper hand washing procedures. Repair non-functioning air dryers immediately.

Additional cleaning procedures during an H1N1 community outbreak or confirmed cases in your building(s).

The H1N1 flu virus is killed effectively by bleach-based products or EPA-registered disinfectants or cleaning/disinfectant

products with demonstrated (proven) virucidal claims against flu viruses and effective cleaning protocols as previously described.

During an H1N1 flu outbreak, however, these additional cleaning procedures are advisable:

- Touch points in high traffic rooms and common areas (e.g., door handles for a main entrance) should be disinfected at least 3 times daily.²
- Disinfectant “bombs” that emit a dry disinfectant meant to cover all surfaces in an enclosed room are recommended for certain crowded facilities, such as schools.²
- Consider supplying individual offices and classrooms with disinfectant wipes and hand sanitizers.
- Remove all reusable utensils, plates, cups, sponges and towels from break rooms and cafeterias. Replace with disposable goods.²
- Every cleaning service should have a planned cleaning procedure to use in an H1N1 flu pandemic, and a contingency plan should the janitorial staff become ill and unable to work.

For regular swine flu updates, visit the Centers for Disease Control and Prevention at www.cdc.gov.

*Information on correct hand washing techniques is available by visiting www.simmons.edu/hygieneandhealth/proper%20handwashing%20brochure.pdf.

¹ Swine Flu: Preventing Spread in the Home and Community, International Scientific Forum on Home Hygiene, April 2009.

² H1N1 Fact Sheet for Cleaning Professionals, CleanLink.com.



UPCOMING EVENTS October 2009

- Oct 1, 2009** **Agency Visits – Muskogee, OK**
POC: FEB Office, 405-231-4167
- Oct 2, 2009** **Agency Visits – Altus, OK**
POC: FEB Office, 405-231-4167
- Oct 5, 2009** **Agency Visits – Enid & Stillwater**
POC: FEB Office, 405-231-4167
- Oct 6, 2009** **Shared Neutrals Lunch n Learn**
11:00 a.m. Getting Past “Impasse”
POC: FEB Office, 405-231-4167
- Oct 7, 2009** **Leadership FEB**
All Day Law Enforcement Day
POC: FEB Office, 405-231-4167
- Oct 14, 2009** **Mayors Committee on Disability Concerns**
07:30 a.m. POC: Diana Hubbard, 405-297-4544
- Oct 15, 2009** **Federal Employees Care Council**
5:00 p.m. Location to be determined
POC: Tom Burton, 405-954-0625
- Oct 20, 2009** **Emergency Preparedness Council**
2:00 p.m. Federal Highway Administration
5801 N. Robinson, Ste 300, OKC
POC: FEB Office, 405-231-4167
- Oct 21, 2009** **Interagency Training Council**
10:00 a.m. Metro Library
POC: Carol Smith, 405-425-4499
- Oct 27, 2009** **Executive Policy Council**
10:00 a.m. POC: LeAnn Jenkins, 405-231-4167
- Oct 28, 2009** **FEB Luncheon**
11:30 a.m. 3738 S.W. 15th Street, OKC
POC: FEB Office, 405-231-4167
- Oct 29, 2009** **FEB Network Conference Call**
12:00 noon POC: LeAnn Jenkins, 405-231-4167
- Oct 30, 2009** **Naturalization**
12:00 noon US District Court, 200 NW 4th St, OKC
POC: FEB Office, 405-231-4167

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

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



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 (<http://www.training.fema.gov/IS/>)

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.*

	COURSE TITLE	Completed
<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.



Good Enough for Government Work (a leadership/supervisory development program)



Date:	March 25, 2010 (yep, it's next year...and worth <i>planning!</i>)
Time:	7:30 a.m. Registration 8:00-4:00 Training
Location:	Clarion Hotel & Convention Center, 737 S. Meridian, Oklahoma City
Cost:	\$135.00
Instructor:	 <p>Kyle Eastham is the author of “<i>Good Enough for Government Work – How to Squash Mediocrity in Government</i>” and “<i>Life is a Bowl of Choices</i>”. He has worked as a training manager, human resources manager, part-time Army officer (National Guard), game warden, and martial arts instructor. Kyle is currently President of the National Speakers Association - Oklahoma Chapter.</p> <p>Kyle and his beautiful wife Rebecca live with their dog, Tucker, in Oklahoma. When not speaking or working on his next book, Kyle enjoys singing with a barbershop music ensemble and getting involved in church activities.</p>
Topic:	<p>Kyle Eastham, will provide seven points to consider and implement to make your agency a GREAT place to work:</p> <ol style="list-style-type: none"> 1. You need to fire someone (tough to do, but it can be, and should be done. And everyone in the department knows who it should be!) 2. Develop emerging leaders. Great running backs do not necessarily make great head coaches. It's a different set of skills. 3. Instill pride in the job & department. (Think Navy SEALs...) 4. Find a mentor. 5. Recognize & reward excellence (before they leave your agency for someone who will appreciate them – that's very frustrating and expensive) 6. Hire & promote based on character. You can then teach the required technical skills. 7. Stop lying to employees on performance appraisals. Employees know who is doing a great job and who is a slug. Step up and be the supervisor. Call them like you see them.

Registration

Name _____ Agency _____

Phone _____ Email _____

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

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165
Or email to:	Julie.Murray@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 18, 2010. 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!



Strategies for Financial Success FEB Luncheon



Date:	Wednesday, October 28, 2009
Time:	11:30 a.m.—1:00 p.m.
Location:	OKC Public Works Training Center, 3738 S.W. 15 th Street, OKC
Cost:	\$15.00 per person

Why should you attend?

In these times of financial turmoil and economic strife, this is an opportunity to gain information on a few strategies to easily overcome fears, anxieties and obstacles that may stand between you and financial security. Regardless of your income level, you can achieve financial security by learning a few simple principles about how money works: Rule of 72; Avoid the credit trap; Take control; Realign your assets; Leveraging your investments (dollar-cost averaging); Theory of decreasing responsibility.

Due to the subject matter of this luncheon, spouses are invited to attend, as well. IF you will be bringing your spouse, please register BOTH so that we will have an accurate count.

Our meeting capacity is limited to 50 participants for this session. For this reason, we need each registration to be pre-paid.

Registrations will be accepted on a first-come, first-served basis with confirmations provided from the FEB office.

Registration

Name _____ Agency _____

Phone _____ Email _____

Spouse Attending _____

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
Or email to:	Julie.Murray@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through October 21, 2009. 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!



One-Day Pre-Retirement Training Seminar-2009



Be sure you are financially prepared to do all the things you've planned for your retirement!!

<p>CSRS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of CSRS ➤ Survivor Benefit ➤ Thrift Savings Plan ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts 	<p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Thrift Savings Plan ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

TIME: 8:30 a.m. - 4:00 p.m. (each day) Registration will begin at 8:00am
LOCATION: Oklahoma City Public Works Training Center, 3738 SW 15th St., OKC
COST: [] \$95.00 per person if registered by close of business 11/20/2009
[] \$105.00 per person if registered after close of business 11/20/2009
[] \$50.00 for spouses (if materials are shared)

[] I am registering for the CSRS Only session on Tuesday, December 1, 2009.

[] I am registering for the FERS Only session on Wednesday, December 2, 2009.

Seating is limited to 60 per session. Once a session is filled, future registrants will be notified and provided the opportunity to be placed on a waiting list for the next Pre-Retirement session.

NAME(S): _____
List name of employee and spouse on same form to receive the discounted price for spouse

AGENCY: _____

ADDRESS: _____

PHONE: () _____ EMAIL: () _____

Agency/Registrant may pay by [] cash, [] check, [] credit card or [] government voucher.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
or fax to:	(405) 231-4165
Or email to:	Julie.Murray@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through November 20, 2009. 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
	October 2009			1 Agency Visits- Stillwater	2 Agency Visits-Altus	3
4	5 Agency Visits-Enid & Stillwater	6 11:00 Shared Neutrals	7 Leadership FEB	8	9	10
11	12	13	14 7:30 Mayors Committee	15 5:00 FECC	16	17
18	19	20 2:00 Emgcy Prep	21 10:00 ITC	22 Agency Visits-OKC	23	24
25	26	27 10:00 Executive Policy Council	28 11:30 FEB Luncheon	29 1:00 FEB Network Conf Call	30 Naturalization	31

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 153
 OKLAHOMA CITY, OK 73102-3422
 OFFICIAL BUSINESS ONLY

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