



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



As 2009 is progressing, our Federal Executive Board initiatives and activities are gaining in speed and number as the calendar turns!

EMERGENCY PREPAREDNESS & CONTINUITY OF OPERATIONS:

In an effort to further support Continuity of Operations efforts of the federal agencies in Oklahoma, the Federal Executive Board is coordinating the classroom training required by FEMA for their new "Excellence Series".

INTERAGENCY TRAINING: Our training offerings are underway, with some confirmed. Those that have all details confirmed are included in this newsletter.

Our FEB is taking a coordinated, collaborative approach to facilitate the required training for federal employees in Oklahoma who are interested in pursuing the FEMA COOP Excellence Series, to obtain a COOP Practitioner's Certification.

- L-156 – Building Design for Homeland Security for Continuity of Operations (COOP)
- Lean Six Sigma Workshop
- Preretirement mini workshop
- Leadership FEB Program

There are two levels of COOP certifications available; some of the required training is available through independent study, online, however, some courses require classroom attendance. These are the courses that our FEB will coordinate to be held, locally, for the convenience of the federal employees and in consideration of Agencies' shrinking training budgets.

INTERAGENCY AWARDS PROGRAM: The nomination packet for the FEB 2009 interagency competition has been distributed to federal agency leaders in Oklahoma via email and posted on our website. This is a statewide competition for our federal employees who go above and beyond expectations.

Those interested in pursuing the certification process may wish to also become involved in our Emergency Preparedness & COOP working group (meetings are listed within this newsletter).

- Deadline for nomination packages: Friday, February 27, 2009
- Award Luncheon: Monday, May 4, 2009

Dr. Barry Dodson, Chairman 

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Leadership FEB: Where are they now?

Jeff Peters, graduate of the 2005 Leadership FEB class, was recognized last September with the Isaac Cline Leadership Award.

Significance of this award: Isaac M. Cline had a lengthy career in the U.S. Weather Bureau distinguished by his innovative forecasting, and his development of dissemination techniques, combined with outstanding public service efforts. The most noteworthy and most difficult time of Mr. Cline's career came during the Galveston hurricane of 1900, the deadliest weather event in the history of the United States. His acute understanding of concurrent weather conditions, his advance predictions, and his heroic forecast and hurricane warnings saved several thousand lives. The NWS Isaac M. Cline Awards were established to identify and recognize operational excellence of line employees in the delivery of products and services supporting and enhancing the achievement of NWS strategic and operating plans.

Mr. Peters was recognized for multiple efforts:

- Establishing a Job Shadow Program at the Storm Prediction Center (SPC) based upon a national model led by the National Job Shadow Coalition. So far, 38 high school students have participated in the one-day long shadow experience. The success of this effort is evidenced by parents from Oregon and New Mexico bringing their High School students to Norman, Oklahoma to spend a day shadowing at the SPC.
- Upon completing the Leadership FEB program in 2005, he began assisting with the coordination and briefings of future Leadership FEB classes, ensuring the management briefings provided the content to maximize the leadership experience while participants visited National Weather Service agencies.
- Developing on an idea, Mr. Peters established and led an "Idea Vision Team" to provide a mechanism for all SPC staff members to provide input into the development of future operating plan milestones for the organization.

Steve Miller: I have worked at the FAA for five years and graduated from the Leadership FEB program in 2005. My participation in Leadership FEB really stoked my interest in wanting to take a more active leadership role in my Agency. To that end I applied for and was fortunately accepted into the USDA Executive Leadership Program (ELP) in 2006. The USDA ELP was a wonderful complement to Leadership FEB. It allowed me to meet and partner with other Federal employees from around the country. The ELP requires an extensive amount of research, coursework and collaboration.

Additionally it required a 60 day detail assignment outside my own organization. I graduated from ELP in the summer of 2007. Now that I had been exposed to a lot of information about leadership it was time to put it into practice. I started this quest by taking a lateral position in another organization in the FAA in which I had an interest but only limited experience. However, I believed that the opportunities to advance were more plentiful in this organization. This move was beneficial because, by getting out of my comfort zone, I learned much and my network of co-workers increased significantly. In July of 2008 I was selected as Branch Manager of the Facilities and Center of Excellence organization at the FAA's Logistics Center. Seeing things from the other (some might say "dark") side of management has been eye-opening and rewarding.

The challenges are ever-present but resolving those while helping others realize their goals is what makes the job satisfying. In closing, my advice is to take advantage of every opportunity to learn something new through formal leadership programs, leadership positions in organizations or clubs or a new responsibility at work. Those experiences will help you develop as a professional and lead you to a position where your skills can have a larger scope of influence.



The Download on Disposing of Your Old Computer

If you want to get rid of your old computer, options include recycling, reselling, and donating. But before you log off for the last time, there are important things to do to prepare it for disposal.

Computers often hold personal and financial information, including passwords, account numbers, license keys or registration numbers for software programs, addresses and phone numbers, medical and prescription information, tax returns, and other personal documents. Before getting rid of your old computer, it's a good idea to use software to "wipe" the hard drive clean. If you don't, consider your old hard drive a 21st century treasure chest for identity thieves and information pirates. The Federal Trade Commission (FTC), the nation's consumer protection agency, says you can deter identity theft and information piracy by taking a few preventive steps.

Understanding Hard Drives: A computer's hard drive stores data, and maintains an index of files. When you save a file, especially a large one, it is scattered around the hard drive in bits and pieces. Files also are automatically created by browsers and operating systems. When you open a file, the hard drive checks the index, then gathers the bits and pieces and reconstructs them.

When you delete a file, the links between the index and the file disappear, signaling to your system that the file isn't needed any longer and that hard drive space can be overwritten. But the bits and pieces of the deleted file stay on your computer until they're overwritten, and they can be retrieved with a data recovery program. To remove data from your hard drive permanently, it needs to be wiped clean.

Cleaning Hard Drives: Before you clean your hard drive, save the files that are important to you on an external storage device — for example, a USB drive, a CDROM, or an external hard drive — or transfer them to a new computer. Check your owner's manual, the manufacturer's website, or its customer support line for information on how to save data and transfer it to a new computer.

Utility programs to wipe your hard drive are available both online and in stores where computers are sold. They're generally inexpensive; some are available on the Internet for free. Wipe utility programs vary in their capabilities: some erase the entire disk, while others allow you to select files or folders to erase. They also vary in their effectiveness: programs that overwrite or wipe the hard drive many times are very effective; those that overwrite or wipe

the drive only once may not prevent information being wiped from being recovered later. If your old computer contains sensitive information that would be valuable to an identity thief, consider using a program that overwrites or wipes the hard drive many times. Or, remove the hard drive, and physically destroy it.

One more thing to keep in mind: If you use your home or personal computer for business purposes, check with your employer about how to manage information on your computer that's business-related. The law requires businesses to follow data security and disposal requirements for certain information that's related to customers.

Disposal Options: Once you have a "clean" computer, here's how to dispose of it:

Recycle it. Many computer manufacturers have programs to recycle computers and components. Check their websites or call their toll-free numbers for more information. The Environmental Protection Agency (EPA) has information on electronic product recycling programs at www.epa.gov/epaoswer/hazwaste/recycle/ecycling/donate.htm.

Your local community may have a recycling program. Check with your county or local government, including the local landfill office for regulations.

Donate it. Many organizations collect old computers and donate them to charities.

Resell it. Some people and organizations buy old computers. Check online.

Keep the environment in mind when disposing of your computer. Most computer equipment contains hazardous materials that don't belong in a landfill. For example, many computers have heavy metals that can contaminate the earth. The EPA recommends that you check with your local health and sanitation agencies for ways to dispose of electronics safely.

The FTC works for the consumer to prevent fraudulent, deceptive, and unfair business practices in the marketplace and to provide information to help consumers spot, stop, and avoid them. To file a complaint or to get free information on consumer issues, visit ftc.gov or call toll-free, 1-877-FTC-HELP (1-877-382-4357); TTY: 1-866-653-4261. The FTC enters consumer complaints into the Consumer Sentinel Network, a secure online database and investigative tool used by hundreds of civil and criminal law enforcement agencies in the U.S. and abroad.



Top Ten Tips for a Great Greeting

1. It is everyone's job to greet the customer.
2. Customers must be greeted or at least acknowledged immediately.
3. A good attitude is essential to a good greeting.
4. Make it your goal to make your customers feel welcome.
5. Greet an unhappy customer warmly with the intent to solve their problem.
6. Understand your diverse customer's needs and greet them appropriately.
7. Use appropriate eye contact.
8. Use welcoming words.
9. Make sure your tone of voice is warm and upbeat.
10. All communication, in person, on the phone, by email or through the web needs to be welcoming.

Taken from the *Greet Your Customer Manual* by Laurie Brown.

Laurie Brown is an international speaker, trainer and consultant who works to help people improve their sales, service and presentation skills. She is the author of the *Teleprompter Manual for Executives, Politicians, Broadcasters and Speakers* and the *Greet Your Customer Manual*. Laurie can be contacted through www.thedifference.net, 1-877-999-3433 or at lauriebrown@thedifference.net.

Settling disputes through Mediation

Alternative dispute resolution (ADR) can be a great tool for supervisors in a wide variety of employment conflicts—including discrimination cases, personnel actions, adverse actions, whistle-blower claims and claims under the Uniformed Services Employment and Reemployment Act (USERRA). When used in appropriate circumstances, ADR can yield results that are faster, less expensive and less contentious than traditional complaint processing, such as through the Equal Employment Opportunity Commission or Merit Systems Protection Board.

ADR is an informal process in which a neutral third party, the mediator, assists the opposing parties in reaching a voluntary, negotiated resolution of a complaint. The opposing parties could be two co-workers engaged in conflict or a manager and subordinate working through issues. No types of complaints are off the table.

Mediation is different from other forms of dispute resolution in that the parties participate voluntarily and the mediator has no authority to make a decision. The decision-making power rests in the hands of the parties.

During the ADR process, both sides have the opportunity to discuss the issues raised in the complaint and clear up misunderstandings that may have occurred. Ultimately, the goal is to compile the areas of agreement into a final formal resolution of the complaint. This resolution may be an elaborate remedy, such as transferring an employee to another supervisor, or may be as simple as an apology.

ADR is independent of any traditional complaint process such as EEOC or MSPB. If mediation does not result in resolution of a complaint, the complainant can continue his grievance through the appropriate agency, and each party must meet all the filing requirements and time frames outlined.

Extraced from "Ask the Lawyer" article in the Federal Times, dtd 11-10-08.



UPCOMING EVENTS February 2009

Feb 2, 2009	Agency Visits—OKC
Feb 3, 2009	Agency Visits—OKC
Feb 11, 2009 7:30 a.m.	Mayors Committee on Disability Concerns 222 NW 15 th St., Rm 207, OKC POC: Diana Hubbard, 405-297-4544
Feb 12, 2009 10:00am-1:00pm	Executive Policy Council FAA POC: FEB Office, 405-231-4167
Feb 16, 2009	President’s Day
Feb 18, 2009 10:00 a.m.	Interagency Training Council Juvenile Affairs 3812 N. Santa Fe, Ste 400 POC: Ellen Parrott, 405-419-4291
Feb 18, 2009 2:00 p.m.	Emergency Preparedness Council 2 Partner Place, University of Oklahoma Research Campus POC: FEB Office, 405-231-4167
Feb 19, 2009 3:00 p.m.	Federal Employees Care Council Tinker AFB POC: Tom Burton, 405-954-0625
Feb 24-27, 2009	FEB Executive Directors Conf Minneapolis, Minnesota POC: FEB Office, 405-231-4167
Feb 27, 2009 12:00 noon	Naturalization US District Court, 200 NW 4 th St, OKC POC: FEB Office, 405-231-4167

The secret of a leader lies in the tests he has faced over the whole course of his life and the habit of action he develops in meeting those tests.

—Gail Sheehy

True leadership is the art of changing a group from what it is into what it ought to be. It’s not something that is done “to people” it is something done “with” people. By that definition, every person in your organization can and must lead. —Jan Greene

Your Federal Executive Board

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

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

- Jim Akagi, US Drug Enforcement Administration
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71st MSG, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- Dottie Overall, 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 no later than the 15th of each month.

Officers:

Chair: **Barry Dodson**, Director
USDA Risk Management Agency

Vice-Chair: **LCDR David Nikodym**
Commander, Military Entrance
Processing Station

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.

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 DesignCourse/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)



L-156 – BUILDING DESIGN FOR HOMELAND SECURITY FOR CONTINUITY OF OPERATIONS (COOP)



Course:	L-156 – Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer Course (Risk Management Series)
Description:	The Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer Course will cover the content of FEMA 426, “Reference Manual to Mitigate Potential Terrorist Attacks Against Building”. The course is being offered to Federal Executive Branch officials, as well as state/local/tribal government officials located within FEMA Region VI with Continuity of Operations (COOP) responsibilities. <i>Each FEB/State is authorized 3 seats in this training course, to be funded by the agency who sends the person to the training. Any remaining seats will be filled on a first-come/first-serve basis at the discretion of the Oklahoma FEB and the Regional Continuity Manager, FEMA Region VI.</i>
	This course outlines a methodology to determine the risk of a building’s critical functions and infrastructure against various terrorist threats and highlights applicable protective measures. The course considers Explosive Blast; Chemical, Biological, Radiological attacks and identifies protective measures for site and building design and layout. The course also provides guidance on electronic security systems. <u>This training includes a train-the-trainer module to equip the managers to train the course to others. In order to ensure that Departments and Agencies are able to take full advantage of this training opportunity, FEMA will only be accepting individuals representing their Department or Agencies COOP Program Office, Facility Management, and Security Management sections.</u>
Dates/Times:	March 24-26, 2009 8:00 a.m. - 4:30 p.m.
Location:	US Department of HUD Training Room 301 NW 6 th Street, 2 nd Floor, Oklahoma City, OK 73102 (New Federal Building located at NW 6 th & Harvey)
Objectives:	Upon completion of this course, participants should be able to do the following: <ul style="list-style-type: none"> • Understand the design approaches to mitigate man-made hazards that have the greatest applicability and benefit for specific threats; • Train other COOP stakeholders to include Program Managers and Facility /Security Offices.



Eligibility:	Federal government employees responsible for managing a COOP Program. <u>(A laptop with the following configuration is required by each individual for classroom exercises:)</u> <ul style="list-style-type: none">○ Pentium® 4 or equivalent processor○ Windows XP○ MS Access® 2002○ 256 MB of RAM recommended (Your agency MS Access software license is the only requirement for loading the files from the CD. License does not have to be brought to class.)
Cost:	There is no cost for the training; however, the employee's office, directorate or agency is responsible for all travel costs associated with this training.
Applications:	Please submit a FEMA Form 75-5 (General Admission Application, February 07 version) to LeAnn Jenkins, Oklahoma Federal Executive Board at 405-231-4165 (fax) or it can be scanned and emailed to LeAnn at LeAnn.Jenkins@gsa.gov LeAnn can be reached at 405-231-4167 or via email with any questions. Approved participants will receive notification from the Oklahoma FEB via e-mail. <u>Please do not make travel arrangements until you receive confirmation.</u> <u>Class participation is limited to 50 participants; however, a waiting list will be established and applicants will be contacted should there be a cancellation.</u>
Lodging:	Lodging arrangements are the responsibility of the student.
Application Deadline:	Friday, March 6, 2009
Course Manager:	Brad McDannald, Region VI National Security Program Manager Federal Emergency Management Agency Phone: (940) 898-5131 Email: bradr.mcdannald@dhs.gov Applicants with special needs should contact LeAnn Jenkins or the Course Manager to arrange/discuss specific requirements.

The fill-able 75-5 form, required for registration, is available on the Oklahoma FEB website at: <http://www.oklahoma.feb.gov/Forms/FEMA75.pdf>



Federal Government Lean Six Sigma

An Oklahoma Forum for
Promoting Continuous Improvement in Government Orgns
April 7, 2009



Join us in a participative one-day workshop to help establish a local federal community of *Lean Six Sigma* (LSS) practitioners. This event is a first step in establishing an Oklahoma area forum for federal LSS practitioners to share best practices and lessons learned; and to assist one another in implementing or improving LSS programs & practices in our respective organizations.

This is an excellent opportunity to:

- Leverage LSS expertise between federal agencies, departments, and offices
- Support cross-agency LSS mentoring and coaching
- Develop economies of scale for contracting of LSS training and miscellaneous services

A compelling need: Government agencies and departments are increasingly tasked with "doing more with less" - to more effectively and efficiently support our respective missions with increasingly constrained resources and budgets.

To meet this challenge a growing number of federal organizations are implementing *Lean Six Sigma* programs.

Lean Six Sigma is both a business philosophy and a process improvement methodology that is applicable to all business activities across the federal government.

This workshop will include such topics as How to Deploy a LSS Program, Overview of 7 Basic Quality Tools, Lean and Six Sigma?, and How to Find a Good LSS Project.

Date:	Tuesday, April 7, 2009
Time:	8:30 a.m. - 4:00 p.m. (Registration begins at 8:00 a.m.)
Location:	Federal Transfer Training Center, 7410 S. MacArthur Blvd, OKC, OK 73169
Cost:	\$35.00 for early registration by Mar 10th, or \$50.00 for late registration up to Mar 31 st

This is an Oklahoma FEB initiative in collaboration with the Enterprise Services Center and Tinker AFB. For event content and agenda participation, please call Greg Logan, Enterprise Services Center, at 405-954-8382.

Registration

Name _____ Agency _____

Phone _____ Fax _____

[] *I have a topic that would be useful to present as a best practice or lesson learned.*

Method of payment: [] Cash [] Government Voucher [] Credit Card

Mail registration to: Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102	Or fax: 405-231- 4165
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Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 31, 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!



Join us for an informational seminar on Pre / Post Retirement Planning

For Federal Employees in any stage of their Careers



*Plan now to ensure you are financially prepared to do all the things you've planned for
YOUR RETIREMENT!!*

Pre / Post Retirement Planning Session Topics:

- Gaining the most from your Thrift Savings--before and after retirement and avoiding losses!
- Military Catch 62 Penalty—Payback (Possibly Unnecessary)
- Deposit and Re-deposit
- Social Security--Windfall Elimination and Public Pension Offset
- Little known methods of maximizing your monthly pension (Considerably)
- Retirement and survivor benefits for CSRS and FERS
- FEGLI Alternatives (avoid increasing costs / decreasing benefits!)

Choose a session:

March 3, 2009	<input type="checkbox"/> 10:00 am --- 12:00 am
	<input type="checkbox"/> 2:00 pm --- 4:00 pm
March 4, 2009	<input type="checkbox"/> 9:00 am --- 11:00 pm
	<input type="checkbox"/> 1:00 pm --- 3:00 pm

Location Both Days:	Oklahoma City Public Works Training Center 3738 S.W. 15 th Street, Oklahoma City, OK
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There is no cost for these informational seminars; however, registration is required due to limited seating. Any questions? Please call the FEB office (405) 231-4167

NAME(S): _____

E-MAIL: _____

AGENCY: _____

PHONE: _____

REGISTER EARLY: Seating is limited. Registrations will be accepted in the order received—when room capacity is reached, registrations will be declined.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 153 Oklahoma City, OK 73102
or fax to:	(405) 231-4165



Leadership FEB 2009 Class



Leadership FEB is designed specifically for executives, senior managers, and aspiring leaders within the federal sector. This program is unique in that it is designed for federal participants and showcases primarily federal agencies and their leaders. Built to emulate other “Leadership” models, participants of this program will interact with local executives, sharing information and exploring unique challenges faced and addressed by federal leaders in Oklahoma. *In addition to the eight forums in which the participants will interact and learn from each other, they will also have the opportunity for active dialogue with agency leaders on various management and leadership challenges.*

Participants must attend five of the eight sessions in order to receive a certificate of completion for this program.

Individual Benefits:

Leadership FEB will provide expose participants to:

- How new and advanced technology is being leveraged for maximum benefits,
- Innovative techniques developed to respond to numerous challenges in the federal sector, and
- A valuable leadership network, providing a number of individuals from which to draw information and solutions.

Agency Benefits:

Leadership FEB will provide your employees knowledge and information on:

- A variety of business practices, providing the benefit from different perspectives,
- Advances in technology to increase productivity and/or operational efficiencies, and
- A valuable network of leaders with a cumulative body of knowledge and expertise comprised from each individual’s perspective.

Date:	March-October 2009 (one day each month) First day of the program is March 11, 2009
Time:	8:00 a.m. - 4:00 p.m. (some days may vary 30 minutes)
Location:	Various locations, based upon coordinated agency visits each month
Cost:	\$750.00 per registrant This covers <i>Leadership FEB</i> program expenses for each forum, five leadership books, parking fees for designated forums, and other materials. Personal expenses, lodging, and mileage are not included in this cost.

Registration

Name _____ Agency _____

Title _____ Phone _____

Supervisor’s Signature
of support _____ Email _____

Method of payment: [] Cash [] Government Voucher [] Credit Card

Mail registration to: Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102	Or fax: 405-231- 4165
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SUN	MON	TUES	WED	THUR	FRI	SAT	
1	2 Agency visits	3 Agency visits	4	5	6	7	
8	9	10	11 7:30 Mayors Committee	12 10:00 Executive Policy Council	13	14	
15	16 President's Day	17	18 10:00 ITC 2:00 Emgy Prep	19 3:00 FECC	20	21	
22	23	24	25	26	27	28	
		FEB Executive Directors Conference—Minnesota				Naturalization	
February 2009							

OKLAHOMA FEDERAL EXECUTIVE BOARD
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