



# INTERAGENCY CONNECTION

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## Chair's Corner



Happy New Year!

I hope everyone enjoyed safe holidays and the extra day off that President Bush granted in December.

With the turning of the calendar, come new challenges and activities for our Federal Executive Board.

This month, watch for the annual Award Nomination Package that will be sent via email and posted to our website. This is your opportunity to nominate your best and brightest, those who show good stewardship of government resources and processes. This is a statewide competition; however, agencies are restricted to one nomination per category. The FEB will recognize the nominees during a luncheon program on Monday, May 4, 2009 at the Clarion Hotel and Convention Center in Oklahoma City.

This month we will also be sending information on upcoming training programs planned and coordinated by our FEB. Watch for information that will be provided via email, in future newsletters, and posted on our website.

One *new initiative* we have for this year is to assist federal and state employees wishing to pursue FEMA's new COOP Excellence Series of training. Individuals completing

the required curriculum are eligible for a Practitioner's Certification from the Emergency Management Institute. Many of the courses are available online, making the training convenient for scheduling and completion at the pace of the employee; however, there are some courses that require classroom attendance. These are the training events our FEB will be coordinating, if we have sufficient interest. The courses requiring classroom attendance have all been provided by our FEB over the past year or two; however, there may be new interest or individuals newly appointed to positions who may now be interested.

In our partnership with FEMA, we have accepted the responsibility of reviewing applications for the Practitioner's Certification. Any employee having completed the required training and wishing to apply will need to complete the form provided on page 5 of this newsletter and submit to the FEB office.

Wishing everyone a safe and healthy 2009!

  
Dr. Barry Dodson, Chairman

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### 2009 Federal Holidays

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a nonworkday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday)

<b>Thursday, January 1</b>	<b>New Year's Day</b>
<b>Monday, January 19</b>	<b>Birthday of Martin Luther King, Jr.</b>
<b>Monday, February 16*</b>	<b>Washington's Birthday</b>
<b>Monday, May 25</b>	<b>Memorial Day</b>
<b>Friday, July 3**</b>	<b>Independence Day</b>
<b>Monday, September 7</b>	<b>Labor Day</b>
<b>Monday, October 12</b>	<b>Columbus Day</b>
<b>Wednesday, November 11</b>	<b>Veterans Day</b>
<b>Thursday, November 26</b>	<b>Thanksgiving Day</b>
<b>Friday, December 25</b>	<b>Christmas Day</b>

*NOTE: Inauguration Day, January 20, 2009, falls on a Tuesday. An employee who works in the District of Columbia, Montgomery or Prince George's Counties in Maryland, Arlington or Fairfax Counties in Virginia, or the cities of Alexandria or Falls Church in Virginia, and who is regularly scheduled to perform nonovertime work on Inauguration Day, is entitled to a holiday. (See 5 U.S.C. 6103(c).) There is no in-lieu-of-holiday for employees who are not regularly scheduled to work on Inauguration Day.*

*\* This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.*

*\*\* July 4, 2009 (the legal public holiday for Independence Day), falls on a Saturday. For most Federal employees, Friday, July 3, will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).)*

Taken from [http://www.opm.gov/Operating\\_Status\\_Schedules/fedhol/2009.asp](http://www.opm.gov/Operating_Status_Schedules/fedhol/2009.asp)



## Spotlighting Information in Public Service Did You Know...

### GEICO Public Service Awards

Government Employees Insurance Company (GEICO) was founded in 1936 to serve the insurance needs of federal employees. Even though GEICO now also serves the general public, GEICO has maintained its relationship with federal employees, recognizing the special qualities of these individuals.

Throughout this long-standing association, GEICO has observed the many accomplishments of government employees. There are now over 3 million federal workers providing a multiplicity of services to the citizens of this nation. These employees are making a tremendous difference in the quality and efficiency of services and are responsible for the success of many scientific, medical and technical programs.

All too frequently the public does not learn of the accomplishments of federal workers. This lack of recognition is unfortunate because there are many career civil service employees who consistently excel in the performance of their duties. In the case of a select few, their dedication to professionalism has resulted in especially noteworthy accomplishments exemplifying the highest level of service to the public.

In 1980, the GEICO Public Service Awards were established to emphasize GEICO's belief that the contributions of many hardworking, talented federal employees are deserving of special acclaim. GEICO Philanthropic Foundation sponsors and grants the awards.

It is also recognized that upon retirement many federal employees continue to be involved in worthwhile activities in the private sector through a new career and/or by volunteer work.

To acknowledge the work of this very important element of our society, GEICO Philanthropic Foundation will recognize one retired federal employee who has made outstanding achievements in one of the four fields of endeavor.

Nominations for the Awards and supporting materials must be received by the Nomination Committee no later than January 31, 2009. Detailed information regarding eligibility and criteria is contained at <http://geicodirect.com/federal/serviceAwards.htm>

### The Awards

A \$2,500 cash award, an all expense paid trip to Washington, D.C., for the winner and spouse, and a commemorative plaque will be presented to four active federal employees for their special achievements and contributions to the public good.

One award will be made to each of four active federal employees for outstanding achievements in one of the following areas:

**Substance Abuse Prevention and Treatment:** The federal employee nominated for this category should be making (or have made) significant contributions to the prevention of substance or alcohol abuse and/or in the education and enlightenment of the public in this area. The work may be all or part of their occupation, or as a result of volunteer efforts.

**Fire Prevention and Safety:** The federal employee nominated for this category should be making (or have made) significant contributions in the prevention of fires and its hazards and/or in the education and enlightenment of the public in this area. The work may be all or part of their occupation, or as a result of volunteer efforts.

**Physical Rehabilitation:** The federal employee nominated for this category should be making (or have made) significant contributions to the rehabilitation of persons affected by physical limitations as a result of accident or birth and/or in the education and enlightenment of the public in this area. The work may be all or part of their occupation, or as a result of volunteer efforts.

**Traffic Safety and Accident Prevention:** The federal employee nominated for this category should be making (or have made) significant contributions to vehicular and pedestrian safety and/or in the education and enlightenment of the public in this area. The work may be all or part of their occupation, or as a result of volunteer efforts.

### UPCOMING EVENTS



## January 2009

- Jan 1, 2009**      **New Year's Day**      
- Jan 6, 2009**      **Agency Visits: Oklahoma City**
- Jan 8, 2009**      **American Indian Council**  
1:00 p.m.      Mtg via telecom  
POC: Judy Eaves, 405-954-7844
- Jan 9, 2009**      **Shared Neutrals "Lunch n Learn"**  
Topic: Advance Info: Too much or too little?  
11:30 a.m.      Denny's Restaurant  
S. Douglas Blvd (near Tinker AFB)  
POC: Celeste Roth, 405-954-7994
- Jan 14, 2009**      **Mayors Committee on Disability Concerns**  
7:30 a.m.      222 NW 15<sup>th</sup> St., Rm 207, OKC  
POC: Diana Hubbard, 405-297-4544
- Jan 15, 2009**      **Federal Employees Care Council**  
5:00 p.m.      On the Border, on Meridian, OKC  
POC: Tom Burton, 405-954-0625
- Jan 19, 2009**      **Martin Luther King Jr's Birthday**
- Jan 21, 2009**      **Interagency Training Council**  
10:00 a.m.      Juvenile Affairs  
3812 N. Santa Fe, Ste 400  
POC: Ellen Parrott, 405-419-4291
- Jan 21, 2009**      **Emergency Preparedness Council**  
2:00 p.m.      USDA Risk Management Agency  
205 NW 63<sup>rd</sup> St., Ste 170, OKC  
POC: FEB Office, 405-231-4167
- Jan 31, 2009**      **Naturalization**  
12:00 noon      US District Court, 200 NW 4<sup>th</sup> St, OKC  
POC: FEB Office, 405-231-4167

*Few things help an individual more than to place responsibility upon him and to let him know that you trust him. –Booker T. Washington*

*Closing business gives people confidence in their leaders. It also inspires (and subtly demands) that they do the same. –Bruce Hyland and Merle Yost*

*If all anyone takes home from their job is a paycheck, then they take home too little. –Glendon Johnson*

## Your Federal Executive Board

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

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

- Jim Akagi, US Drug Enforcement Administration
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71<sup>st</sup> MSG, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- 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](mailto:LeAnnJenkins@gsa.gov) no later than the 15<sup>th</sup> 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](mailto: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.*

	<b>COURSE TITLE</b>	<b>Completed</b>
<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)



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



<b>Course:</b>	L-156 – Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer Course (Risk Management Series)
<b>Description:</b>	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>
<b>Dates/Times:</b>	March 24-26, 2008 8:00 a.m. - 4:30 p.m.
<b>Location:</b>	US Department of HUD Training Room 301 NW 6 <sup>th</sup> Street, 2 <sup>nd</sup> Floor, Oklahoma City, OK 73102 (New Federal Building located at NW 6 <sup>th</sup> & Harvey)
<b>Objectives:</b>	Upon completion of this course, participants should be able to do the following: <ul style="list-style-type: none"> <li>• Understand the design approaches to mitigate man-made hazards that have the greatest applicability and benefit for specific threats;</li> <li>• Train other COOP stakeholders to include Program Managers and Facility /Security Offices.</li> </ul>



<b>Eligibility:</b>	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"><li>○ Pentium® 4 or equivalent processor</li><li>○ Windows XP</li><li>○ MS Access® 2002</li><li>○ 256 MB of RAM recommended</li></ul> (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.)
<b>Cost:</b>	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.
<b>Applications:</b>	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 <a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> 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>
<b>Lodging:</b>	Lodging arrangements are the responsibility of the student.
<b>Application Deadline:</b>	Friday, March 6, 2008
<b>Course Manager:</b>	Brad McDannald, Region VI National Security Program Manager Federal Emergency Management Agency Phone: (940) 898-5131 Email: <a href="mailto:bradr.mcdannald@dhs.gov">bradr.mcdannald@dhs.gov</a> 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>



SUN	MON	TUES	WED	THUR	FRI	SAT
	January 2009			1 	2	3
4	5	6 Agency Visits-OKC	7	8 1:00 AIC	9 11:30 Shared Neutrals	10
11	12	13 Agency Visits-OKC	14 7:30 Mayors Committee	15 5:00 FECC	16	17
18	19 MLK Birthday Observed	20	21 10:00 ITC 2:00 Emgcy Prep	22	23	24
25	26	27	28	29	30 Naturalization	31

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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We wish to thank the FAA Franchise Print shop for their monthly assistance in the duplication and distribution of this newsletter.