



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



In May, we hosted our annual Awards luncheon which was attended by almost 400 people.

I continue to be humbled by the accomplishments of public servants in Oklahoma! A list of individuals recognized for their

contributions to public service are provided beginning on page two of this newsletter. In addition to the regular nominees, two special awards were presented by Gary Jones, Acting Regional Administrator for FEMA Region VI to:

- o Gary Berryhill, US Marshals Service, and
- o Jon Hall, FAA Mike Monroney Aeronautical Center



These two federal employees have accomplished the requirements to earn the first two FEMA Level 1-Professional Continuity of Operations Practitioner Certifications in Oklahoma. We congratulate their efforts and accomplishments!

June is my last newsletter article for the FEB's Interagency Connection. I am retiring after a long and blessed federal career and find myself looking forward to my next adventure!

I have enjoyed my membership and association with the Federal Executive Board of Oklahoma, but especially my term as Chairman. In this role, I have become more familiar with all that this organization does and all that you do to make it enjoyable, productive, and fun. Our FEB has continued its long-standing record of accomplishments by

capitalizing on opportunities to coordinate resources for the agencies, leaders, and employees in Oklahoma. YOU pitched in by providing the ideas, resources, and support for each of these events and activities to ensure their success.

In Oklahoma, we all know that our FEB is special; and as members, we have a certain pride in affiliation. However, in the past year, I have had the opportunity to attend national FEB functions, briefings, and conferences and have witnessed first hand the high regard in which our FEB is held. This is a testament to the interagency and intergovernmental support and involvement that you provide. I've seen the importance and role of FEB member involvement and how it relates to the success of our organization.

I have been honored to serve as Chairman and believe in the value of our FEB and the overall FEB network. According to our bylaws, Vice Chairman, LCDR David Nikodym, Military Entrance Processing Station will serve the rest of my term. I ask that you provide him with the same support and encouragement that you have extended to me. These qualities maintain our FEB's strength and vibrancy, enabling us to continue meeting the needs of our federal community.

Our Executive Director and her staff make every possible effort to visit with new federal leaders in Oklahoma, sharing information about our Federal Executive Board. However, if you know of an agency leader, new to the position, or new to Oklahoma, who has not yet been visited, please call the FEB office at 405-231-4167.

Dr. Barry Dodson
Dr. Barry Dodson, Chairman

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Public Service Recognition Week: Employees of the Year Awards Celebration

The Federal Executive Board of Oklahoma hosted our annual Employee of the Year Celebration in which numerous federal employees from around the state were recognized in various categories. We wish to thank the raters who donated their time to read through and rank all the nominees!

Clerical/Administrative Support-DoD

Johnny Cannon	VA, Vet Center, Tulsa
Alice M. Hacker	US Army Fires Center of Excellence, Ft. Sill
Cheryl B. Martin	Defense Information Systems Agency
Damion Pompeo	33d Combat Communications Squadron
	Winner: Kimberly Vanderburg from Oklahoma City Air Logistics Center/550th

Clerical/Administrative Support

Kelley Black	USPS, Nat'l Center for Employee Development
Dana Musselman	Mike Monroney Aeronautical Center
Becky L. Parkinson	VA Regional Office, Muskogee
Inez Reitz	VA Medical Center, Muskogee
Carrie "Kimberly" Walls	VA Medical Center, OKC
Shelley Wilson	Aviation Systems Standards
	Winner: Janalee Pacheco from NEXRAD Radar Operations Center, Norman

Outstanding Community Service

William Calvo	Oklahoma City Air Logistics Center
Sharonda Gray	SSA, OKC
Carla R. Holuby	VA Regional Office, Muskogee
Keith Pickens	Defense Information Systems Agency
Kimberley K. Sheppard	Mike Monroney Aeronautical Center

Greg Sorenson	VA Medical Center, Muskogee
	Winner: Terri Presa from Vance AFB, Enid

Outstanding Customer Service

John Bennett	VA Medical Center, Muskogee
Colleen Diven	US Army Corps of Engineers, Tulsa
Paul Fagiano	USPS, Nat'l Center for Employee Development
Deborah Lau	SSA, Shawnee
Hilda Luna	SSA, OKC
Kerry Masters	Defense Information Systems Agency
Ann Nguyen	Oklahoma City Air Logistics Center
Beverly Short-Jones	SSA, Moore
Mark E. Whittington	Aviation Systems Standards
Thomas Youell	VA Regional Office, Muskogee
	Winner: Deborah A. Wilcox from the Mike Monroney Aeronautical Center in Oklahoma City

Outstanding Diversity Contribution

Lisa Roth	USPS, National Center for Employee Development
	Winner: Kellen Palmer from the VA Medical Center, Muskogee

Outstanding Employee with a Disability

	Winner: Joseph Sellner from the VA Medical Center, Muskogee
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Outstanding Law Enforcement

Jim Bouye	SSA, Office of Inspector General
David K. Hill	US Postal Service, Office of Inspector General
Rickey Lee	VA Medical Center, Muskogee
Michael Popenhagen	VA Medical Center, OKC
Christopher Quintero	Mike Monroney Aeronautical Center
	Winner: Joseph D. Slawinski from the US Secret Service, Oklahoma City

Supervisory-DoD

Karen L. Blackwell	Oklahoma City-Air Logistics Center
James Pearl	Defense Information Systems Agency
Alvin (Al) W. Peterson	US Army Fires Center of Excellence, Ft. Sill
Scott H. Saul	NEXRAD Radar Operations Center
Tammy Shaw	373d Training Squadron, Detachment 9
Dean Thornton	Altus AFB
Richard West	US Army Corps of Engineers, Ft. Sill
	Winner: Shannon C. Cummins from the 33d Combat Communications Squadron

Supervisory

Gayle A. Baldwin	VA Regional Muskogee
Dr. Jana K. Detrick	VA Medical Center OKC
Cheryl Rogers	Mike Monroney Aeronautical Center
Steven D. Smith	NEXRAD Radar Operations Center
Douglas Vaz	Aviation Systems Standards
David Yeatman	US Postal Service National Center for Employee Development

	Winner: Melanie Goldman from the VA Medical Center, Muskogee
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Technical-Professional-Admin GS-8 & below -DoD

Heather Brown	Defense Information Systems Agency
Debbie L. Cannon	OKC Military Entrance Processing Station
Julie D. Deason	Oklahoma City Air Logistics Center
John Watts	434th Field Artillery, Ft. Sill
	Winner: Arthur Luther Wright, from the 33rd Combat Communications Squad

Technical-Professional-Admin GS-8 & below

Stephanie Ciambella	SSA, Moore
Trishalea Farley	VA Medical Center, Muskogee
Rhonda Hill	SSA, OKC
Yvonne Logan	VA Regional Office, Muskogee
Kelly C. St. Pierre	Aviation Systems Standards
Melissa Stanfield-Crouse	VA Medical Center, OKC
Gary Nelson Vannoy	USPS, Nat'l Center for Employee Development
	Winner: Eric L. Ice from NEXRAD Radar Operations Center, Norman

Technical-Professional-Admin GS-9 & above-DoD

Christopher James Casey	33d Combat Communications Squadron
Jon Helton	Defense Information Systems Agency
Vicki L. Mitchell	Ft. Sill
Boone Nicolls	Altus AFB
John Sandifer	NEXRAD Radar Operations Center



Technical-Professional-Admin GS-9 & above-DoD
(cont'd)

Solomon Tamirat	Oklahoma City Air Logistics, 327th Wing
	Winner: James Martell from the US Army Corps of Engineers, Tulsa (Jim McHenry accepting in Mr. Martell's absence)

Technical-Professional-Admin GS-9 & above

Scott A. Bargsten	VA Regional Office, Muskogee
David Blashock	US Postal Service Nat'l Center for Employee Development
Sonya Dulan	US Postal Service, OKC
Debbie Gulston	SSA, OKC
Gregory F. Hamilton	Aviation Systems Standards
Christina Horvat	NEXRAD Radar Operations Center
Karen A. Jones	SSA, Shawnee
Debra McCarty	SSA, Moore
Nita McClellan	VA Medical Center, Muskogee
Tesha L. McMinn	Mike Monroney Aeronautical Center
Thomas Nesthus	Civil Aeronautical Medical Institute
Vicki Lou Randall	VA Medical Center, OKC
	Winner: John Korff from the Mike Monroney Aeronautical Center, Oklahoma City

Trades and Crafts-DoD

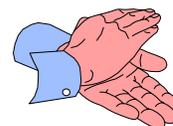
Joshua Cole Gleason	33d Combat Communications Squadron
	Winner: Hubert Reed from Altus AFB

Trades and Crafts

Tommy Bryant	VA Medical Center, Muskogee
	Winner: Ray Wilmot from the VA Medical Center in Oklahoma City

Outstanding Team Awards

Antarctica Flight Inspection Team	Flight Inspections Operations
373d Training Squadron Detachment 9	373d Training Squadron Detachment 9
Central Registration Team	Ft. Sill
Facility Improvement Steering Team	Altus AFB
National Education Call Center Team	VA Regional Office Muskogee
NEXRAD Operations Center Depot Repair Team	NEXRAD Radar Operations Center
PKI Implementation Team	Defense Information Systems Agency
Quality Management System Core Team	Mike Monroney Aeronautical Center
Smilemakers	VA Medical Center, Muskogee
Supplemental Security Income (SSI) Unit	Social Security Administration OKC
Testing Section	OKC Military Entrance Processing Station
US Postal Inspection Service Team	Postal Inspection Service
	Winner: B-1 Aircraft Recovery Team from the 427th Air Sustainment Group at Tinker AFB



We applaud the efforts and accomplishments of all the worthy nominees and wish to thank their management staff for taking the time to complete the nomination process!



Create two-way accountability

Some managers spend a lot of time defining what they want from employees but fail to define what team members can expect from them. Break that bad habit by creating a behavioral contract that clearly outlines how you and your team should work together.

As the manager, promise to:

- Provide coaching
- Offer the resources that enable team members to do their jobs.
- Publicize accomplishments.
- Remain open to feedback
- Maintain honest and timely communication
- Stay supportive team members' personal lives
- Assist the team in establishing goals and priorities.

In exchange, expect team members to:

- Work to meet goals.
- Provide timely information to help you make good decisions.
- Act in the best interest of the organization
- Identify solutions, not just problems.
- Support your decisions, even when their views differ.
- Refrain from negative gossip.
- Treat colleagues like customers.

--Adapted from "Transforming Professional Relationships," Seth Silver, T&D, www.asted.org

Comparing CSRS and FERS

One way for CSRS

Most CSRS employees contribute 7 percent of their base salary to the retirement fund; special category employees contribute 7.5 percent.

If you are a CSRS employee who separates from the government before being eligible to retire, you can get a refund of your retirement contributions; however, no interest is payable on refunds for service performed after Dec. 31, 1956. Note: If you are married (or if you were divorced after May 6, 1985, and had been married for nine months or more), you will first have to get agreement from your spouse or ex-spouse to a refund.

If you return to work for the government in a position covered by the retirement system, you can redeposit the amount you took out, plus accrued interest, and get credit for that time in determining your eligibility to retire and in your annuity computation. For service performed between Jan. 1, 1948, and Dec. 31, 1984, the interest rate is 3 percent. After that, variable market rates take effect. These have ranged between a low of 3.875 percent in 2004 and 2009 to a high of 13 percent in 1985.

Another way for FERS

Most FERS employees contribute 0.08 percent of their base salary to the retirement fund; special category employees contribute 1.3 percent.

If you are a FERS employee who separates from the government before being eligible to retire, you, too, can get a refund of your retirement contributions. With one exception, the requirement to notify any spouse or ex-spouse of your intention to apply for a refund applies. The exception: The divorce could have occurred at any time, not just after May 6, 1985.

Unlike departing CSRS employees, departing FERS employees are paid interest on their refunds; the interest rates are the same ones that returning CSRS employees pay to get credit for their prior service.

However, as mentioned above, if you depart with a refund of your FERS contributions and later return to government, that period of refunded service will be treated as if it never existed for retirement purposes. In other words, you will start over in building federal retirement benefits.

(taken from Federal Times, dtd 3-16-2009)



GSA Expo, June 9-11, 2009



The General Services Administration (GSA) will host its 15th International Products and Services Expo in San Antonio, TX, June 9-11, 2009, at the Henry B. Gonzales Convention Center. This is a dual training conference and vendor exposition designed for all levels of government personnel who make or influence procurement decisions. Expo is a must-attend event – last year, we had over 9,000 attendees! Our professional training offerings provide an unmatched opportunity for attendees to learn how GSA can *Help Your Agency Achieve Excellence!*

Benefits of Attending Expo 2009:

- **FREE** for military, federal, state and local government employees to attend
- Build your acquisition knowledge and earn Continuous Learning Points (CLPs) toward your annual training requirements
- Network with hundreds of GSA and other agency experts
- Meet with GSA vendors providing specialized technical expertise
- Bring your regional/national internal agency meeting to the Expo and enjoy **FREE** meeting space

Admission is FREE for all military, federal, state and local government employees! There will be over 200 CLP-certified classes covering all aspects of acquisition, program management, e-commerce, technology, state and local purchasing programs, and environmental issues. There will also be training courses on the use of GSA Schedules, GSA Advantage (our on-line ordering system), GSA e-Buy (our electronic Request for Quote tool), use of

government purchase and travel cards, and much more...

The Expo also provides access to over 700 commercial partners, all GSA Multiple Award Schedules contract holders. These vendors will not only display their products and services, but will be available to discuss technical issues as well.

And there is also a “Native Nations Gathering” at this year’s Expo, which is a special session for all Tribal and Native Nations attendees on June 9 from 9:00 a.m. to 3:45 p.m. This seminar will provide training on the GSA SmartPay 2 purchase, travel and fleet card programs, GSA commercial contracts, Travel/City Pair Programs, vehicle leasing and purchasing options, personal property utilization, and GSA e-Tools (Advantage, e-Buy, etc.).

I would like to encourage you and your acquisition personnel to attend this exciting event. As an added bonus, free meeting space is available at the Expo if you are interested in hosting an internal meeting in conjunction with the Expo. Specific information about free meeting space, training classes (times and descriptions), area hotel information and lodging reservations, free on-line registration, etc., can be found at our website www.expo.gsa.gov. Should you have any questions about the Expo or any other GSA issue, please call Brian Talley, GSA Oklahoma Customer Service Director, at (405) 231-4825 or (405) 290-8845 (cell).

“Federal Executive Boards have become models for partnership-based government of the next century.” **Government Executive Magazine**



Agencies Save with OMB's online tool

Agencies say they're saving millions of dollars and countless hours of work thanks to a simple "wiki" tool provided by the Office of Management and Budget.

It's a Web site, available governmentwide, called the MAX Federal Community. The free tool is technically part of OMB's budget execution and formulation line of business. But agencies have found uses for the system that go well beyond budgeting.

At the Justice Department, for example, managers are using it to keep track of the hundreds of "questions for the record" that department officials receive when they testify before Congress. It replaces a cumbersome system of storing questions in Word documents and running long e-mail chains to get answers.

"We had 630 questions last year, all of them tracked manually," said Michael Cupertino, a budget analyst at Justice. "We had a shared drive, and we had Word documents, and they had anywhere from a handful to a hundred questions in one of those files."

The new system, Cupertino said, allows Justice to keep all of its congressional questions—and answers—in a single database. It keeps track of revisions to each answer; when the department finishes answering a batch of questions, the system merges the answers into a single document.

Many agencies are experimenting with these shared "Web 2.0" technologies. The Environmental Protection Agency, for example, uses a social-networking site to request feedback from the public. But MAX is one of the few systems that spans the entire federal government.

It's providing benefits beyond just a simpler workflow. For the Homeland Security Department, the system also means big cost savings. The department's Office of Health Affairs runs regular training exercises that can involve up to 150 staffers across the country. DHS normally pays to fly them to Washington, but that can cost up to \$1,200 per employee—turning each exercise into a \$2,000 affair.

But OMB's MAX tool includes a Webcasting room that gives agencies access to Adobe Connect, a videoconferencing program that also allows

document sharing.

"Now we can have 150 people virtually in the same room," said Michael Sheridan, a management analyst with the Office of Health Affairs.

Other managers are using the system to share information across agencies. That's the case at the General Services Administration, which is working with OMB and the White House Office of Science and Technology Policy to implement the president's transparency initiatives. The agencies set up a wiki in February to share their ideas with one another, and then they asked other feds to comment.

"MAX can be tailored; we didn't do a lot of raw code, we copied from a lot of the communities already out there," said Michele Heffner, a manager at GSA. "You can use plain language to add things."

Managers say they have a few complaints about the system. It's only useful for agencies that are using it; at least 60,000 feds are already signed up, but adoption is far from universal. Some managers say their employees don't know about the system, other say their employees are intimidated by it. And because the system isn't anonymous, many feds are cautious about how they use it. Heffner said that probably limited the comments GSA received on its transparency wiki.

"Most agencies have a chain of command, and you're very sensitive to what you say and what your boss might think," Heffner said. "People are not anonymous...and that probably cuts down on how freely people use the system."

Still most managers rave about the system, which is available to all agencies and to many contractors that work directly with those agencies—at <http://max.omb.gov>. OMB has recently started publishing guidance about the economic stimulus bill on MAX; feds can use the system to comment on the guidance and ask questions.

"These unanticipated uses are going to be one of the most powerful benefits that come out of this, said Michael Sieverts, the deputy budget director at the National Science Foundation. "When you put this flexible set of capabilities out there and let people use them, you get incredible results."

Taken from a Federal Times article, dated 4-20-2009



UPCOMING EVENTS June 2009

- Jun 2-4, 2009** **FEB National HR Council Mtg**
All Day
- Jun 10, 2009** **Mayors Committee on Disability Concerns**
07:30 a.m.
POC: Diana Hubbard, 405-297-4544
- Jun 11, 2009** **Society of Government Meeting Professionals**
11:30 a.m.
USPS Nat'l Center for Employee Development, Norman
- Jun 16, 2009** **Leadership FEB**
All Day
US Postal Service
POC: FEB Office, 405-231-4167
- Jun 17, 2009** **Emergency Communications Test**
FEB will test our Emergency Communications System
- Jun 18, 2009** **Oklahoma Public Human Resource Association Training Conference**
- Jun 18, 2009** **Federal Employees Care Council**
3:00 p.m.
Federal Transfer Center, OKC
POC: Tom Burton, 405-954-0625
- Jun 23-25, 2009** **L-550 COOP Planners Course**
All Day
OKC Public Works Training Center
3738 SW 15th Street, OKC
POC: FEB Office, 405-231-4167
- Jun 26, 2009** **Naturalization**
12:00 noon
US District Court, 200 NW 4th St, OKC
POC: FEB Office, 405-231-4167
- Jun 17, 2009** **Interagency Training Council**
10:00 a.m.
Rose State Training Center
POC: Carol Smith, 405-425-4499

I never felt there was any great risk in starting new adventures. The greater risk was missing an opportunity. –Robert N. Noyce

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



FEMA

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)



FEMA-certified “Train the Trainer” L-550 COOP Planner’s Training Course



FEMA

Through a partnership of FEMA and the Oklahoma FEB, we will be hosting the above training in Oklahoma City. This training is a 3 day format intended to leverage resources and multiply results. The Continuity of Operations (COOP) Planner’s Training Course is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

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

- Describe the importance of COOP planning to your Departments/Agencies overall mission;
- Complete an assessment of your current COOP Plan; Describe the six steps in the COOP Planning Model;
- Relate the planning steps to each phase of COOP operations.
- Identify key persons who should be included in the COOP Planning process;
- Identify gaps in your current plans, develop a strategy to acquire needed information;
- Analyze the risks and vulnerabilities related to the selection of alternate facilities;
- Revise or develop your COOP plan;
- Develop/review a strategy for testing, training, and exercising your COOP Plan;
- Develop/review a Multi-year Strategic Program Management Plan (MYSPMP) for continued maintenance/viability of your COOP Plan;
- Incorporate Pandemic Planning into your COOP Plan; Successfully teach the course

Prerequisites:

- Successful completion of COOP Managers Train-the-Trainer Course (B/E/L 548);
- A COOP Plan (a final or draft plan will be required for activities during the course). Each student should bring a copy of their current plan or draft plan.

There is no cost for the training; however, the employee’s agency is responsible for all travel costs associated with this training.

Course title:	L550 – COOP Planner’s Training Course
Location:	Public Works Department Training Center located at 3738 S.W. 15th Street
Date:	June 23-25, 2009
Time:	Tues: 10:00a.m.-4:30p.m.; Wed: 8:00a.m.-4:30p.m.; Thurs: 8:00a.m.-Noon

We wish to utilize one of the forty training slots available for the following individual:

Name: _____	Agency: _____
Address: _____	_____
Phone/Fax: _____	Email: _____

A signed copy of FEMA Form 75-5 must also accompany this form (available on our website at www.oklahoma.feb.gov/Forms/FEMA75.pdf) Call the FEB Office at (405) 231-4167 to have this form faxed to you if you do not have internet access.

Please return this registration with Form 75-5 to the FEB Office **no later than June 12, 2009** in order to ensure sufficient materials.

Mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102	Or fax to:	405-231-4165
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Determined Accord Pandemic Tabletop Exercise



FEMA

Date:	Thursday, August 27, 2009 (no cost)
Time:	8:30 a.m. registration 9:00 a.m. – 4:00 p.m. exercise
Location:	National Weather Center Conference Room 1313 120 David L. Boren Blvd, Norman
Objectives	This exercise is designed to increase participant understanding and requirements for Continuity of Operations (COOP) planning and readiness for a pandemic event. We apologize, but the content limits participation to 20 Agencies, allowing 3 people from each agency: Agency leader or senior manager, 1 COOP Manager, and 1 other, for a total of 60 participants. Because there are several more agencies that need to attend this type of exercise, we have included a short train-the-trainer module at the end of the day for those COOP Managers who attend, so they can provide additional tabletop exercises within their agency or for other agencies in your area. This exercise covers information on how to mitigate vulnerabilities during a pandemic influenza outbreak; participants should be able to identify gaps or weaknesses in organizational COOP plans, policies, and procedures.

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

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

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

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

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



SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
		Nat'l FEB HR Council Mtg				
7	8	9	10 7:30 Mayors Committee	11 11:30 SGMP	12	13
14	15	16 Leadership FEB	17 10:00 ITC Emgcy Comm Test	18 2:00 OK Public HR Assn Conf 3:00 FECC	19	20
21	22	23	24	25	26 Naturalization	27
		FEMA L-550 COOP Planners Course				
28	29	30		June 2009		

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OFFICIAL BUSINESS ONLY

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