



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



I am honored to be elected the Chair of the Federal Executive Board of Oklahoma.

The Federal Executive Board (FEB) in Oklahoma is a valuable resource for our federal agencies, coordinating resources to meet the needs we have in common, providing a forum for building relationships and serving as a great source of information!

The Executive Policy Council will be meeting this month to identify topics, activities and events we would like to see coordinated by our FEB, this year. They will identify new priorities and validate the need to continue some of our past year's priorities. These activities are planned to provide timely information for you and your employees at the local level. If you have suggestions on initiatives to be considered for this fiscal year, please contact me or any one of the Executive Policy Council members (listed on page seven of this newsletter).

You will begin receiving information on those activities as early as January on upcoming programs, projects, and initiatives of the FEB. Just a few of the initiatives will include:

- ✓ The FEB Awards Nomination package. While nominations are time consuming, this is an opportunity to publicly recognize your employees who perform in an exemplary manner with no cost (other than their lunch the day of the awards program). I encourage you to take advantage of this opportunity to celebrate the success of employees who make

your agency successful.

- ✓ You will receive information on the upcoming Leadership Workshops/Seminars scheduled for next calendar year; and
- ✓ Information on standalone training events and FEB Council meetings which may be of value.

These interagency efforts provide a unique opportunity for you to participate or send employees to training/events and meetings in the local area at great cost avoidance. The FEB Staff has calculated the cost avoidance for FY 2007 to include in our annual activity report and has distributed letters to all of the federal leaders regarding the cost avoidance enjoyed by their participation in FEB events.

The Executive Summary of our annual report is provided in this newsletter. Your involvement and the participation of your employees in FEB Councils have provided the support necessary to create the economic impact for our state and the savings (or cost avoidance) through participation in our hosted training events.

I'm looking forward to my role as Chair of the Federal Executive Board of Oklahoma and another exciting year!

Kevin McNeeley, Chairman

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Less gas, more alternative fuels *Agencies face tougher fuel consumption rules*

By Tim Kauffman

Extracted from Federal Times, October 1, 2007

By the end of the month, agencies should have more details on tough new fuel consumption goals.

The goals, outlined in broad terms by President Bush in a January executive order, require agencies to cut their gasoline use by 2 percent a year and increase their use of alternative fuels by 10 percent a year through 2015. It also requires agencies to begin purchasing plug-in hybrid vehicles one they become commercially available.

Those requirements took effect immediately, but agencies will be given some leeway in meeting them this year, said Brad Gustafson, team leader for inter-agency fleet planning and reporting at the Energy Department's Federal Energy Management Program.

"The executive order only came out this year, so there will be some concessions based on that," Gustafson said. "Next year, they'll be expected to meet it. This year we're still negotiating some of the finer points."

For instance, the executive order wasn't clear on how the 10 percent annual increase in alternative fuel consumption should be counted. The guidance will require that the goal be compounded annually, so that usage in the first year becomes the baseline for determining the next year's goal, Gustafson said.

This is different than the metric used for determining reductions in petroleum usage. In that case, the 2 percent annual reductions will be measured against the stagnant 2005 baseline.

By compounding the alternative fuel measurement, Gustafson said the goal

becomes "more aggressive than it would be otherwise."

The guidance also will:

- Explain how agencies should compile the data they must submit annually to the Energy Department detailing their use of petroleum and alternative fuels.
- Clarify that petroleum used in military tactical, law enforcement and emergency vehicles is exempt from the executive order's petroleum reduction requirements.
- Assign roles and responsibilities to the various oversight agencies, including Energy, the General Services Administration, the White House Office of the Federal Environmental Executive and the White House Council on Environmental Quality.

Two separate documents will be issued: one providing overall guidance on the executive order and another on how to determine baseline consumption.

Fleet managers at each agency have reviewed draft versions of the guidance, and their comments have been incorporated, Gustafson said. The guidance is in the final stages of being reviewed by senior managers and lawyers at Energy.

Even without guidance for the new executive order, agencies are moving ahead with efforts to reduce their fuel consumption and purchase vehicles that can run on alternative fuels.



Spotlighting Information in Public Service

Did You Know...



The Bureau of Land Management (BLM) manages wild horses and burros on the public rangelands consistent with its multiple use mission that considers all natural resources and users of the public lands.

As dictated by the Wild Free Roaming Horses and Burros Act of 1971, as amended, the primary responsibilities of the BLM are to protect, manage, and control wild horses and burros and manage for healthy rangelands.

If an overpopulation of wild horses and burros exist on the public lands, the BLM gathers these excess animals and offers them to the general public for adoption. The BLM presents these animals at adoption events and at BLM facilities throughout the United States, including Oklahoma.

In addition to placing wild horses and burros into good homes through the adoption program, animals that are more than 10 years of age or those that have been unsuccessfully offered for adoption at least 3 times can be purchased through the sale program. These animals are located in BLM's long and short-term holding facilities.

Adoptions: Federal protection and a lack of natural predators have resulted in thriving wild horse and burro populations that grow in number each year. The BLM monitors rangelands and wild horse and burro herds to determine the number of animals, including livestock and wildlife, which the land can support. Each year, the BLM gathers excess wild horses and burros from areas where vegetation and water could become scarce if too many animals use the area.

These excess animals are offered for adoption to qualified people through the BLM's Adopt-a-Horse-or-Burro program. After caring for an animal for one year, the adopter is eligible to receive title, or ownership, from the Federal Government. While the challenges to adopting enough animals are greater than ever, the program is a popular one. In fact, the BLM placed more than 214,000 wild horses and burros into private care from 1973 through Fiscal Year 2005.



Justice Prisoner & Alien Transportation System (JPATS)

In 1995, the air fleets of the Marshals Service and the Bureau of Immigration and Customs Enforcement (ICE) merged to create the Justice Prisoner and Alien Transportation System (JPATS). The merger created a more efficient and effective system for transporting prisoners and criminal aliens. Managed by the Marshals Service, JPATS is one of the largest transporters of prisoners in the world — handling more than 1,000 requests every day to move prisoners between judicial districts, correctional institutions and foreign countries.

JPATS supports the federal judiciary through its scheduling and transportation responsibilities. JPATS transports sentenced prisoners who are in the custody of the Federal Bureau of Prisons (BOP) as well as ICE criminal/administrative aliens to hearings, court appearances and detention facilities. JPATS also provides regular international flights for the removal of deportable aliens. Military and civilian law enforcement agencies use JPATS to shuttle their prisoners between different jurisdictions at a fraction of what commercial sources would charge.

On average, JPATS completes nearly 300,000 prisoner/alien movements per year. A network of aircraft, cars, vans and buses accomplishes these coordinated movements. JPATS operates a fleet of aircraft which moves prisoners over long distances more economically and with higher security than commercial airlines. Nearly all air movements are done aboard large and small jets that JPATS owns or leases. Ground transportation is usually provided by the Marshals Service, ICE and the BOP.

JPATS is the only government-operated, regularly scheduled passenger airline in the nation. JPATS routinely serves approximately 40 domestic and international cities, plus other major cities in the United States on an as-required basis.

Detailed itineraries are required to ensure that each prisoner appears in court at a designated time. All scheduling is handled at JPATS headquarters, located in Kansas City, Mo. Air fleet operations are located in Oklahoma City, Okla., with hubs in: Alexandria, La.; Mesa, Ariz.; Anchorage, Alaska; and the Virgin Islands.



Steady funding, staffing urged for executive boards

By Alyssa Rosenberg arosenberg@govexec.com

September 28, 2007

Federal Executive Boards can play a major role in disaster response, but they could benefit from more staff, consistent funding and standard performance expectations, witnesses said at a Senate hearing Friday.

The boards were formed in 1961 and provide a forum for federal employees who work outside Washington, D.C., to coordinate their efforts.

The Office of Personnel Management "oversees FEBs, but the staff is usually employed by a local agency detailee," said Sen. Daniel Akaka, D-Hawaii. "They do not receive specific appropriated funds. Some have an executive director, some have no permanent staff at all. Each one of the 28 FEBs seems to have its own funding and operating structure."

The boards have to be "very entrepreneurial," Kimberly Ainsworth, executive director of the Greater Boston FEB, told members of the Homeland Security and Governmental Affairs subcommittee that oversees federal workforce and management issues. "I know I can ask for any level of resources, be it a case of copy paper or a person," she testified. "That said, I think it's a hat in hand approach. We're constantly going back and asking for these things, and that might dry up at some point."

Bernice Steinhardt, director of strategic issues at the Government Accountability Office, confirmed that some agencies had withdrawn the funding they provided to FEBs, and said organizational challenges meant that the groups' full potential was not always recognized.

"They are not included in any federal emergency plans," Steinhardt said. "By including the boards in emergency management plans, the role of the FEBs and

their contributions in involving the federal workforce could be much better communicated."

Kevin Mahoney, associate director for the human capital leadership and merit system accountability division at the Office of Personnel Management, said his office has met with officials from the Federal Emergency Management Agency, and expects to have a memorandum of understanding about the role of FEBs in place by late fall and a strategic plan ready later in the winter.

"In the creation of our strategic plan, we are hoping that the FEBs will devote about 50 percent of their time to strategic planning," Mahoney said. "We do agree with GAO that there should be a process in place that identifies the role of the FEBs."

That role has the potential to be significant.

The Minnesota FEB helped build relationships among federal, state and local employees that allowed them to deal quickly and efficiently with the August collapse of a bridge in Minneapolis that killed 13 people, and heavy rains that caused flooding in September.

"The response to these disasters by all levels of government was exemplary due to one vital element: trust," said Ray Morris, executive director of the Minnesota FEB. "All of the major players knew each other by name and knew they could count on each other. No business cards were exchanged during any of these disasters."

Such relationships are built in part during training exercises that help prepare federal employees from different agencies for emergencies.



Steady funding, staffing urged for executive boards (Continued)

By Alyssa Rosenberg arosenberg@govexec.com

September 28, 2007

"Federal Executive Boards are not equipped to serve in a first responder role," said Michael Goin, executive director of the Cleveland FEB. "However, we believe we enhance the federal response capability by sponsoring interagency training and conducting the exercises that directly impact the readiness of those responders and employees."

The boards also serve as representatives of federal employees in negotiations with state and local authorities and can take responsibility for transmitting information back to them.

Ainsworth said her board was able to perform both of those functions in the planning leading up to the 2004 Democratic National Convention in Boston. The day before the convention, reports that a small aircraft had entered restricted space and dropped off a parachutist prompted security concerns.

"The Federal Executive Board stepped in during the late evening hours and coordinated the collection of real-time information from subject-matter experts within our federal law enforcement community," she said. "We were able to quickly disseminate facts and recommendations from the public safety community."

In addition to keeping federal agencies apprised of state and local situations, FEBs can provide resources to which state and local authorities might not have access.

In Minnesota, for example, FEB has a partnership with the FBI's United States Public and Private Partnership emergency communications network. That system allows FEB officials to communicate immediately with every federal agency in

the state.

FEBs also can help find staff members who may have special skills or be able to fill gaps in an emergency.

"The FEB is positioned to be a coordinating body for obtaining essential staff and personnel," said Art Cleaves, the Region 1 administrator for FEMA. "With its already established relationships with other federal agencies, the FEB could utilize its position to identify a workforce capable of assisting with a response."

These diverse capabilities and missions, and the fact that FEB employees are on assignment from their agencies, has made it complicated to set performance standards or to determine who should evaluate FEB directors. Akaka pressed the witnesses on how they thought such performance standards ought to be determined and who should evaluate the success or failure of the directors.

"We very much agree that there should be a common set of performance metrics for the FEBs," Mahoney told Akaka. "We think it's important that as we ask agencies to fund the FEBs, to show them that the FEBs are able to accomplish what we want them to."

"To the extent that OPM is setting expectations for FEBs in human capital and emergency preparedness, OPM needs to be involved in setting those standards," Steinhardt said. "One of the strengths of the FEBs is they are local, they are responsive to their regional perspective. It needs to be a collaborative effort between OPM and the agencies to determine what those standards should be."



Supervision 101: Coaching Your Employees

Taken from the Issues of Merit, September 2007 edition

Coaching is an important part of every supervisor's job. Just as a skilled coach is vital to the success of a sports team, an effective coach is essential for a high performing work team.

What is Coaching? Coaching is guiding employees to enhanced job performance by analyzing what can be changed and helping them learn how to make those changes. Not everyone can be a superstar, but everyone can learn to perform to their maximum potential.

What is the difference between feedback and coaching? Feedback is providing information on past behavior while coaching is helping an employee alter future behavior. However, feedback is an integral component of coaching because it is important for employees to understand what has worked or not worked in the past before they can change their future behavior. The basketball coach recalls a player's triumphs or errors as the starting point for a discussion of what the player can do in the next game to score more points. The supervisor can also use examples of an employee's past effective and ineffective behaviors to highlight the changes needed to maximize performance.

A good coach builds a bridge from current to improved performance by objectively identifying how employees can improve, providing candid feedback and assisting employees in planning how they can enhance their performance. Focusing on improvements and paying attention to the critical details makes the difference between winning and ho-hum performance.

When should you coach? Coaching is an ongoing partnership between supervisors and employees with the employee's continual growth as the shared objective. Employees who have not yet developed the competence for the job may blossom into solid performers; solid performers may become master performers; and master performers may move to the next level of expertise.

Some situations are especially appropriate for coaching, including helping employees transfer

new knowledge and skills learned in training to the workplace, preparing employees for a new or especially challenging assignment, equipping employees for career advancement, and leading employees from an upsetting failure or shortfall to being well prepared for the next opportunity.

How do I Coach? Effective coaching begins with careful thought. If you formulate answers to the following questions before meeting with an employee, you should be well prepared.

- What is your analysis of the situation? What are the employee's strengths and weaknesses? In what areas can the employee improve or change?
- What is the goal for the coaching session?
- What specific examples of past behavior (successes as well as failures) can you provide?
- Are there any obstacles to improved performance—what are they and what can be done about them?

During the coaching session, encourage the employee to share his or her perspective and ideas. This is a dialogue, not a monologue. Collaborate with the employee to develop a plan for moving forward and follow through on the plan over time.

Also, be tactful, but be candid and specific about the behaviors that need to be changed and the expected impact of the changes. Remember, good coaches care about their people but they do not try to win popularity contests. They tell their team members what they need to hear even if a team member does not want to hear it.

Coaching employees means helping them maximize their potential through effective use of their talents, developing new skills and knowledge, and overcoming challenges to their performance. These steps will not only help the employee improve his or her individual performance, but they may also lead to greater morale, teamwork and productivity within the organization.



UPCOMING EVENTS

November 2007

- Nov 4, 2007** **Daylight Savings Time Ends**
 - Nov 8, 2007** **Transition of Officers Luncheon**
11:30 a.m. Oklahoma City Zoo
POC: FEB Office, 405-231-4167
 - Nov 11, 2007** **Veterans' Day**
 - Nov 13, 2007** **Downtown OKC Interagency Blood Drive**
10:00-3:00 215 Dean A McGee
POC: FEB Office, 405-231-4167
 - Nov 13, 2007** **Mayors Committee on Disability Concerns**
7:30 a.m. 222 NW 15th St, Rm 203, OKC
POC: FEB Office, 405-231-4167
 - Nov 13, 2007** **Executive Policy Council Mtg**
10:00—1:00 Strategic Planning Session
POC: FEB Office, 405-231-4167
 - Nov 15, 2007** **Shared Neutrals Councils**
11:00 a.m. Brazilian Café
440 NW 11th, OKC
POC: FEB Office, 405-231-4167
 - Nov 15, 2007** **American Indian Council**
2:30 p.m. Allegiance Credit Union
4235 N. Meridian, OKC
POC: Katy Lantagne, 405-522-5409
 - Nov 15, 2007** **Black Program Council**
3:00 p.m. VA Medical Center
921 NE 13th, Rm 1A106, OKC
POC: Zeb Willie, 405-734-3089
 - Nov 16, 2007** **Federal Employees Care Council**
5:00 p.m. Ronald McDonald House, OKC
POC: Tom Burton, 405-954-0625
 - Nov 21, 2007** **Interagency Training Council**
10:00 a.m. EEOC—It's the Law
EEOC Office
215 Dean A. McGee Ste 524
POC: Ellen Parrott, 405-419-4291
 - Nov 22, 2007** **Thanksgiving**
- Upcoming:**
- Dec 5, 2007** **Emergency Preparedness Council**
2:00 p.m. FHWA, 300 N. Meridian, Ste 105-S
POC: FEB Office, 405-231-4167

Agency Visits: Nov 21, Ft Sill

FEBs promote & support national initiatives and respond to local needs of federal agencies and the community.

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
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71st MSS, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Joe Keffer, Warden, Federal Transfer Center
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- LCDR David Nikodym, Commander, Military Entrance Processing Station
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Stephen Schmelling, Director, EPA National Risk Management Research Laboratory, Ada
- 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:** **Kevin McNeely**
OKC Field Office Director
US Department of Housing and
Urban Development
- Vice-Chair:** **Barry Dodson**, Director
USDA Risk Management Agency
- Ex Officio:** **Mike Roach**, U.S. Marshal
US Marshals Service
Western District of Oklahoma

Staff:

- Director:** LeAnn Jenkins
- Assistant:** Karen Harrington
- Program Support:** Constance Ward



OPM projects potential locality pay rates

By Brittany R. Ballenstedt bballenstedt@govexec.com October 17, 2007

Congress and the Bush administration still haven't reached an agreement on what next year's pay raise should be for white-collar federal workers. President Bush wants a 3 percent raise; the House and Senate have moved in the direction of a 3.5 percent increase.

Either way, the overall pay increase federal employees receive in 2008 will be depend partly on where they reside.

The Federal Salary Council earlier this month recommended that whatever Congress and the president decide, feds

should receive an across-the-board pay increase of at least 2.5 percent. If that recommendation is followed, employees can expect to see an additional 0.5 percent to 1 percent allocated to locality pay.

Figures provided by the Office of Personnel Management to Government Executive show the raises federal employees in all locality pay areas could potentially expect to receive in 2008. Two scenarios are provided to account for the possibility of either a 3 percent or 3.5 percent overall raise.

Locality Area	Overall raise of 3%	Overall raise of 3.5%		Locality Area	Overall raise of 3%	Overall raise of 3.5%
Atlanta	3.12	3.75		Miami	2.85	3.20
Boston	3.15	3.80		Milwaukee	3.02	3.56
Buffalo	3.05	3.60		Minneapolis	3.05	3.59
Chicago	3.07	3.65		New York	3.23	3.97
Cincinnati	2.67	2.84		Philadelphia	3.05	3.61
Cleveland	3.00	3.52		Phoenix	3.19	3.88
Columbus	2.86	3.21		Pittsburgh	2.84	3.19
Dallas	3.11	3.72		Portland	2.97	3.45
Dayton	2.94	3.39		Raleigh	2.78	3.06
Denver	2.93	3.36		Rest of the U.S.	2.75	2.99
Detroit	2.92	3.34		Richmond	2.94	3.39
Hartford	3.14	3.78		Sacramento	3.04	3.59
Houston	2.80	3.10		San Diego	3.21	3.91
Huntsville	2.79	3.07		San Francisco	3.37	4.23
Indianapolis	2.73	2.96		Seattle	3.00	3.51
Los Angeles	3.00	3.52		D.C.	3.49	4.49

Federal Employees Health Benefits

The FEHB, FEDVIP, and FSAFEDs Open Seasons will run from November 12, 2007 to December 10, 2007.

Check with your agency or the website: <http://www.opm.gov/insure/> regularly for new information.



Summary of Oklahoma Federal Executive Board FY 2007 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
Cost Avoidance				
Training	Interagency	Dollars		\$505,871.18
ADR/Shared Neutrals Program	Interagency	Dollars		\$910,714.74
Community Outreach				
Donations	CFC	Dollars	\$4,118,488.00	
Volunteer Hrs	FECC-Interagency	4, 550 x \$21.50	\$97,825.00	
Federal Blood Drives (value determined by cost of blood from non-profit center to VA Hospital)	Blood	1,079 (Red Cross) 17,180 (OBI) 18,259 units x \$184	\$3,359,656.00	
Computers for Schools Program	523 CPUs, 63 laptops, 1,835 other items		\$2,539,005.77	
			\$10,114,974.77	\$1,416,585.92

Notable items in addition to those listed above:

Human Capital Readiness

- Distributed 32 vacancy announcements for various federal agencies throughout the year in an effort to increase the number and quality of candidates from which they have to select.
- Coordinated 13 interagency training events with 756 attendees, resulting in a total cost avoidance of \$505,871.18.
- Shared Neutrals program mediated 53 requests, resolving 23, resulting in a total cost avoidance of \$910,714.74 compared to formal processes.

Emergency Preparedness

- The Emergency Preparedness & COOP Working Group developed a sub-committee to address issues unique to Pandemic Influenza. They are currently working on an action plan for the FEB in the event of an outbreak.
- Hosted a FEMA-sponsored Department of Homeland Security Building Assessment training course.
- Activated the Emergency Communication Plan as an interagency exercise utilizing the 24/7 contact information for federal leaders.
- Coordinated with the Oklahoma City/County Health Department for all federal agencies located within Oklahoma County to execute MOUs to stage supplies at their locations to respond to a Pan Flu event.

Intergovernmental and Community Activities

- Responded to numerous questions from local communities regarding federal services available and contact information to assist with Oklahoma flooding issues.
- 630 federal volunteers donated 4,550 hours through FECC coordinated events. Studies have identified the value of a volunteer hour to be 18.00 to 25.00 dollars. Based on a modest measurement of averaging (\$21.50 per hr), Oklahoma federal employees have contributed approximately \$ 97,825.00 to our community in volunteer hours.
- Combined Federal Campaigns in Oklahoma generated a total of \$4,118,488.00 raised for charitable organizations:

Central Oklahoma	\$3,047,830	Tulsa	\$467,253
Ft Sill-Lawton	\$316,383	McAlester	\$50,004
Muskogee	\$126,858	Jackson County	\$110,160



“Fighting Back Against Identity Theft”

Deter—Detect—Defend

Federal Trade Commission’s website:
<http://www.ftc.gov/bcp/edu/microsites/idtheft/>



The Federal Trade Commission (FTC) has a one-stop national resource (website) to learn more about identity theft. It provides detailed information to help you deter, detect, and defend against identity theft.

The FTC estimates that as many as 9 million Americans have their identities stolen each year. In fact, you or someone you know may have experienced some form of identity theft. The crime takes many forms. Identity thieves may rent an apartment, obtain a credit card, or establish a telephone account in your name. You may not find out about the theft until you review your credit report or a credit card statement and notice charges you didn’t make—or until you’re contacted by a debt collector.

Identity theft is serious. While some identity theft victims can resolve their problems quickly, others spend hundreds of dollars and many days repairing damage to their good name and credit record. Some consumers victimized by identity theft may lose out on job opportunities, or be denied loans for education, housing or cars because of negative information on their credit reports.

How can you find out if your identity was stolen? The best way to find out is to monitor your accounts and bank statements each month, and check your credit report on a regular basis. If you check your credit report regularly, you may be able to limit the damage caused by identity theft. For more information, visit the Detect Identity Theft section of the website.

Unfortunately, many consumers learn that their identity has been stolen after some damage has been done.

What should you do if your identity is stolen? Filing a police report, checking your credit reports, notifying creditors, and disputing any unauthorized transactions are some of the steps you must take immediately to restore your good

name. To learn more about these steps and more, visit the DEFEND: Recover from Identity Theft section of the website.

How long can the effects of identity theft last?

It's difficult to predict how long the effects of identity theft may linger. That's because it depends on many factors including the type of theft, whether the thief sold or passed your information on to other thieves, whether the thief is caught, and problems related to correcting your credit report.

Victims of identity theft should monitor financial records for several months after they discover the crime. Victims should review their credit reports once every three months in the first year of the theft, and once a year thereafter. Stay alert for other signs of identity theft.

Don't delay in correcting your records and contacting all companies that opened fraudulent accounts. Make the initial contact by phone, even though you will normally need to follow up in writing. The longer the inaccurate information goes uncorrected, the longer it will take to resolve the problem.

What can you do to help fight identity theft?

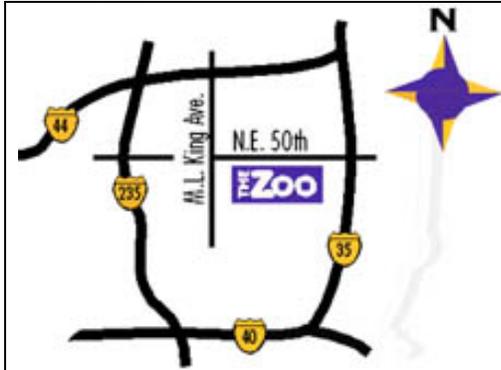
Awareness is an effective weapon against many forms identity theft. Be aware of how information is stolen and what you can do to protect yours, monitor your personal information to uncover any problems quickly, and know what to do when you suspect your identity has been stolen.

Armed with the knowledge of how to protect yourself and take action, you can make identity thieves' jobs much more difficult. You can also help fight identity theft by educating your friends, family, and members of your community. The FTC has prepared a collection of easy-to-use materials to enable anyone regardless of existing knowledge about identity theft to inform others about this serious crime.



FEB Transition of Officers Luncheon

Thursday, November 8, 2007
11:30 a.m.—1:00 p.m.



The Zoo is located at Northeast 50th Street and Martin Luther King Boulevard directly across from Remington Park and just east of the Kirkpatrick Center.

Directions from westbound I-40 including, Shawnee and Midwest City Take I-35 north toward Wichita, exit at northeast 50th street, turn left at the stoplight and continue for about a mile. The Zoo will be on the left side of the road.

From I-35 headed north from the Norman and Moore areas. Take I-35 north to the northeast 50th street exit, exit and turn left, continue for about a mile, the Zoo will be on the left side of the road.

From I-44 eastbound including Lawton, eastbound I-40, Will Rogers International Airport and beyond, take I-44 following signs toward Wichita and Tulsa. Exit onto Martin Luther King Boulevard; turn right, the Zoo is approximately a mile on the left-hand side of Martin Luther King Blvd.

We will meet in the Nautilus Room with an underwater view.

Please note: Attendees must enter through the Education Building by the far East end of the main parking lot to avoid paying admission to the Zoo. Once through the gate, follow the path that leads to the left of the Canopy Restaurant and go to the bottom floor of the Aquatics Building (by the lake on the East side of the Zoo).

Our luncheon will be a buffet: Marinated chicken breast, garlic cheddar mashed potatoes, vegetable medley, rolls w/butter and iced tea.

COST: \$12.00 per person

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: Cash Check made payable to the Oklahoma FEB Credit Card Govt Voucher

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through November 1, 2007. 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!

PLEASE POST FOR ALL EMPLOYEES



SUN	MON	TUES	WED	THUR	FRI	SAT
	November 2007			1	2	3
4	5	6	7	8 FEB Transition of Officers Luncheon	9	10
11	12	13 Executive Policy Strategic Mtg	14	15 11:00 Shared Neutrals 2:30 AIC 3:00 BPC	16 5:00 FECC	17
18	19	20	21 10:00 ITC Agency Visits- Lawton	22	23	24
25	26	27	28	29	30	

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 320
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