



# INTERAGENCY CONNECTION

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## Chair's Corner



Holiday Greetings!

November was a busy month for our FEB. Two government job fairs, a TSP Lunch and Learn, and planning was plentiful!

I appreciate the input that many of you provided for interagency training topics to be considered this fiscal year. Our FEB's Executive Policy Council will be meeting this month in an effort to prioritize the long list that we have.

In the area of Emergency Preparedness, I want to applaud your efforts in taking advantage of the Push Partner Program that our FEB has coordinated with the six Regions of the State Department of Health along with the Oklahoma City/County Health Department and the Tulsa/County Health Department! Your responses to this initiative were exceptional and immediate.

Background: Through our interagency/intergovernmental initiative to reduce the impact on the federal workforce in the event of an infectious disease or pandemic outbreak, the State of Oklahoma Department of Health, the Tulsa City/County Health Department, and the

Oklahoma City/County Health Department have been extremely innovative partners!

They have agreed to utilize the same Push Partner agreements with all federal agencies within their respective areas so that responding medication can be obtained directly by the agency(ies) for employees and family members.

Participating organizations receive several benefits from their involvement, including the opportunity to offer the medication to their employees (including contract employees) and their families.

This initiative is expected to assist the ENTIRE Oklahoma community by reducing the number of citizens seeking medications at public dispensing sites.

This information was sent to each federal agency leader in mid-November via the USP3 notification system. If you did not receive it or did not receive the attachment (Push Partner Program), please contact the FEB Office at 405-231-4167 so it can be sent to you.

*Dr. Barry Dodson*  
Dr. Barry Dodson, Chairman

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## **An Overview of the Executive Branch Ethics Program from the United States Office of Government Ethics**

The U.S. Office of Government Ethics (OGE) provides ethics leadership for all Executive Branch agencies. OGE's mission includes preventing and resolving conflicts of interest by interpreting ethics laws and regulations, providing ethics guidance and training to Executive Branch agencies, and ensuring that potential nominees for senior Executive Branch agency positions are free from financial conflicts of interest.

Public service is a public trust, and government officials have a duty to make official decisions influenced by public rather than private interests. The Executive Branch ethics program fosters high ethical standards for employees at all levels that strengthen the public's confidence in the impartiality and integrity of their government. Every government employee is obligated to abide by the ethical principles and values set forth in various Executive Orders, ethics laws and rules.

The head of each agency has primary responsibility for the ethical leadership of that agency's ethics program. Each agency head selects an employee to serve as that agency's Designated Agency Ethics Official (DAEO). The DAEO is your primary resource for ethics information and counseling and administers your agency's ethics program. Government ethics laws and regulations are not always intuitive. Your DAEO has experience and training to help you. He or she should be a key member of your team and consulted frequently. Your DAEO is also your agency's link to OGE and to the government ethics community.

As an appointee or nominee, your first contact with the ethics program probably will be the completion and filing of your public financial disclosure report (the SF 278). The purpose of this report is to assist your DAEO, OGE, and the White House Counsel's Office determine what, if any, potential conflicts of interest may exist between your financial interests and your prospective government duties. If there are actual or potential conflicts, remedies will be

identified to resolve them. These remedies may range from simply not working on a particular government matter to selling the conflicting asset. In rare cases, the conflict may be of a nature where an official waiver can be granted. By May 15 every year you are in office, you will update your financial disclosure report.

The conflict of interest statutes are located at 18 U.S.C. 201-209. The Standards of Ethical Conduct for Employees of the Executive Branch are located at 5 C.F.R. Part 2635. Some of the areas covered by the ethics laws and rules include:

- Gifts from sources outside the government and gifts between government employees
- Conflicting financial interests
- Impartiality in performing official duties
- Proper use of your government position and resources, including how to avoid misuse of position for private gain, misuse of nonpublic information, and misuse of government property, time, and employees
- Appropriate outside activities, including: outside employment; outside earned income; teaching, speaking and writing; and fund-raising activities
- Seeking post-government employment and limitations on your post-government service

The conflict of interest statutes are part of the U.S. Code, and a violation of these laws is a crime. A violation of the implementing regulations can have very serious consequences. Two of the most important things you can do as a senior official are to lead by positive ethical example and work closely with your DAEO to establish a strong ethical culture in your organization. You can find Frequently Asked Questions, detailed guidance on common ethics issues, an electronically fill-able SF 278 public financial disclosure report, and many other resources at [www.usoge.gov](http://www.usoge.gov).



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



### National Park Service: Washita National Battlefield

Located in Cheyenne, Oklahoma, the site protects and interprets the setting along the Washita River where Lt. Col. George A. Custer led the 7th U.S. Cavalry on a surprise dawn attack against the Southern Cheyenne village of Peace Chief Black Kettle on November 27, 1868. The attack was an important event in the tragic clash of cultures of the Indian Wars era.

**Park Headquarters:** The visitor center is open 7 days a week, 8 a.m. to 5 p.m., except December 25 and January 1. The building will be the headquarters for both the Black Kettle National Grassland and Washita Battlefield National Historic Site. It also contains a Western National Parks Association bookstore that has books and gifts for sale. A 27-minute film, entitled *Destiny at Dawn: Loss and Victory on the Washita*, is available for viewing at the visitor center every day of the week. The film is shown upon request.

**Overlook and Trail:** Open everyday, dawn to dusk. Restroom and water fountain at the overlook. Picnic tables available. Overlook consists of the trailhead, the historical marker, and a monument commemorating the site. An engraved panel indicates the approximate route, approach, and attack by the 7th U.S. Cavalry. The historic location of the Cheyenne Indian village can be viewed from this overlook as well. Ranger led talks during the summer take place at 9, 10, 11 AM and 2, 3, 4 PM. Reservations for park ranger led walks and programs can be made.



### 2009 Inflation Adjustments Widen Tax Brackets and Expand Tax Benefits

WASHINGTON — For 2009, personal exemptions and standard deductions will rise and tax brackets will widen because of inflation adjustments announced today by the Internal Revenue Service.

By law, the dollar amounts for a variety of tax provisions must be revised each year to keep pace with inflation. As a result, more than three dozen tax benefits, affecting virtually every taxpayer, are being adjusted for 2009. Key changes affecting 2009 returns, filed by most taxpayers in early 2010, include the following:

- The value of each personal and dependency exemption, available to most taxpayers, is \$3,650, up \$150 from 2008.
- The new standard deduction is \$11,400 for married couples filing a joint return (up \$500), \$5,700 for singles and married individuals filing separately (up \$250) and \$8,350 for heads of household (up \$350). Nearly two out of three taxpayers take the standard deduction, rather than itemizing deductions, such as mortgage interest, charitable contributions and state and local taxes.
- Tax-bracket thresholds increase for each filing status. For a married couple filing a joint return, for example, the taxable-income threshold separating the 15-percent bracket from the 25-percent bracket is \$67,900, up from \$65,100 in 2008.
- The maximum earned income tax credit for low and moderate income workers and working families with two or more children is \$5,028, up from \$4,824. The income limit for the credit for joint return filers with two or more children is \$43,415, up from \$41,646.
- The annual gift exclusion rises to \$13,000, up from \$12,000 in 2008.

Information about the pension and retirement plan-related changes can be found in IR-2008-118. Other inflation adjustments are described in Revenue Procedure 2008-66.



## UPCOMING EVENTS December 2008

<b>Dec 5, 2008</b> 12:00 noon	<b>Naturalization</b> US District Court, 200 NW 4 <sup>th</sup> St, OKC POC: FEB Office, 405-231-4167
<b>Dec 9, 2008</b>	<b>Agency Visit-Cheyenne</b> POC: FEB Office, 405-231-4167
<b>Dec 10, 2008</b> 7:30 a.m.	<b>Mayors Committee on Disability Concerns</b> 222 NW 15 <sup>th</sup> St., Rm 207, OKC POC: Diana Hubbard, 405-297-4544
<b>Dec 11, 2008</b> 11:30 a.m.	<b>FTC Community Relations Board</b> POC: FEB Office, 405-231-4167
<b>Dec 15, 2008</b>	<b>Agency Visit-Oklahoma City</b> POC: FEB Office, 405-231-4167
<b>Dec 17, 2008</b> 10:00 a.m.	<b>Interagency Training Council</b> Arvest Bank 3900 N. Lincoln POC: Ellen Parrott, 405-419-4291
<b>TBD</b> 11:00 a.m.	<b>Federal Employees Care Council</b> Allegiance Credit Union 4325 N. Meridian, OKC POC: Tom Burton, 405-954-0625
<b>Upcoming:</b>	
<b>Jan 21, 2009</b> 2:00 p.m.	<b>Emergency Preparedness Council</b> USDA Risk Management Agency 205 NW 63 <sup>rd</sup> St., Ste 170, OKC POC: FEB Office, 405-231-4167

*The supreme quality for leadership is unquestionably integrity. Without it, no real success is possible no matter whether it is on a section gang, a football field, in an army, or in an office.*

*--Dwight D. Eisenhower*

## 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 Overal, 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:	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.*

<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
	1	2	3	4	5 Naturalization	6
7	8	9 Agency Visit-Cheyenne	10 7:30 Mayors Committee	11	12	13
14	15	16	17 10:00 ITC	18	19	20
21	22	23	24	25	26	27
28	29	30	31	December 2008		

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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