



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



Our Oklahoma FEB training schedule is quickly becoming diverse and robust!

The spring season is upon us and with it comes the planning

and preparation for our traditional and non-traditional training opportunities!

Our support of emergency preparedness and continuity of operations (COOP) efforts has led to the offering of a FEMA course, L-156 Building Assessment and Design which will be offered later this month. 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. A great course for federal government employees responsible for managing a COOP Program!

Our FEB has also scheduled the FEMA L-550, COOP Planner's Course for late June. Information will be on our website, soon and in future newsletters.

Our Leadership FEB 2009 Class kicks off this month. Participants will visit the National Oceanic and Atmospheric Administration agencies in Norman on

March 11th. This has been a popular and exciting 'non-traditional' development program in which participants meet one day each month for eight or nine months. Watch future newsletter articles, entitled "Where are they now?" that showcases our Leadership FEB alumni.

Coming in April is Administrative Professionals Day. The FEB has coordinated a full day of training that will provide a rejuvenating experience for these important staff members in your agency. The training is scheduled on April 22nd, Administrative Professional's Day, in an effort to make it easy for agency leaders, managers and supervisors to provide a lasting 'gift' for clerical and support staff. A registration form is provided in this newsletter for your convenience.

We are already in full-swing preparations for our May Awards Program. Thank you to all who have taken the time to write nomination packages for employees. We enjoy the opportunity to recognize the high-performers of our federal workforce during this annual celebration!

Dr. Barry Dodson, Chairman

<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
Leadership FEB Alumni	2	L-156 Class	7
Spotlighting Agencies	3	Admin Prof Day	9
GSA Expo	4	Lean Six Sigma	10
Upcoming Events	5	Leadership FEB	11
COOP Certification	6	Calendar	12



News from Around Oklahoma

Wireless Compliance Testing Begins

Since Phase II Wireless 9-1-1 was implemented in Central Oklahoma nearly a year ago, emergency calls from cell phones now show a location of the caller, even plotting on an aerial photograph and map. The upgrade to the system has literally saved lives as responders have been able to find people needing help, even when the caller could not clearly describe the location of the crime, accident or injury

When it was necessary to update Central Oklahoma's 9-1-1 system to make these things work, wireless phone companies are a significant part of the equation. In fact, the Federal Communications Commission (FCC) has required them to meet certain milestones in providing comprehensive 9-1-1 services to their customers. Depending on the type of technology used (triangulation or GPS chips in phones), wireless carriers are charged with ensuring that calls display a latitude and longitude (which plots on a map in our system) with a certain degree of accuracy, and within a certain percentage of the time.

The 9-1-1 ACOG staff has begun a systematic program for checking the accuracy of the location information coming in from wireless 9-1-1 calls. Based on a proven methodology used in the Ft. Worth, Texas, area, the testing is tentatively scheduled to take place four days each month, with a minimum of two public safety answering point areas being tested per day. There are 22 answering points in the Central Oklahoma 9-1-1 system.

Testing will be conducted by having one 9-1-1 staff person at the answering point, and another assigned to be a test driver, driving to various locations throughout the area and making test calls. The test driver will make several test calls from handsets of each of the wireless carriers doing business in the region. Accuracies will be documented and evaluated over time.

There is no question that the wireless enhanced 9-1-1 system has greatly improved the abilities of call-takers throughout Central Oklahoma to find people in emergencies, keeping 9-1-1 the hotline for help. The compliance testing is just one more way to ensure it is the best system possible.

Taken from ACOG's January-February 2009 newsletter

University of Tulsa Career FEST



Your organization is invited to be a Showcased Employer at the

University of Tulsa, as part of their Career FEST Friday. (Friday Employer Showcase Time). This may be a good way to access quality students on campus; AND, the Director of Career Services will even buy you lunch (if you are selected).

Career Services has launched a new program showcasing employers who hire Liberal Arts and Business Students for both full-time positions and internships. Every Friday, they will host one or two employers from 11 a.m. to 1:00 p.m. at a table outside of the University of Tulsa bookstore in the Allen Chapman Activities Center. They will also let faculty know you are coming if you would be willing to do class presentations.

If you would like for your agency to be a Showcased Employer and you or another representative are available, select the Friday that is most convenient and reply to this email. If you have questions, please email shelly-holly@utulsa.edu or call Shelly Holly, Director of Career Services, at 918-631-2549.

March 27, April 3, April 10, April 17 and April 24.

Shelly Holly
Director, Career Services
University of Tulsa
800 S Tucker Drive
Tulsa, OK 74104-9700
(918) 631-2549
<http://www.hireTUgrads.com>



Spotlighting Information in Public Service Did You Know...

US Coast Guard (CITAT)

In 1994, the Coast Guard initiated the Container Inspection Program to inspect and regulate maritime shipments of containerized hazardous materials. In order to set a uniform standard of inspection practices and train new inspectors, the Container Inspection and Assistance Team (CITAT) was formed. The Coast Guard co-located this new training unit with the Department of Transportation's Transportation Safety Institute at the Mike Monroney Aeronautical Center in Oklahoma City, Oklahoma. This facility provided a central location for experts and instructors in all modes of hazardous materials transportation to work together and share information.

Today, CITAT provides Coast Guard Sectors and port partners with a multitude of services including Container Inspection training, Explosive Load Out training, MASFO (Multi-Agency Strike Force Operations) support, Industry Outreach and Education seminars, Inspection supplies (forms and seals), hazmat transportation advice and assistance, and DOD movement inspection support.

In order to provide better support for their customers, CITAT is in the process of establishing online content. The public site on Homeport currently serves Coast Guard inspectors, port partners, and DOD Movement Officers with job aids and policy links. Soon, Homeport will feature updates on regulation and policy changes, revised job aids and inspection tools, information on their training programs, along with projected schedule and locations, and frequently asked questions for shippers.

Bureau of Indian Affairs Fire Management

Following the South Canyon Fire in 1994, an interagency team was formed to investigate the fatalities and contributing factors. The subsequent 1995 Federal Wildland Fire Policy and Program Review, signed by both Secretaries of Agriculture and the Interior, directed Federal wildland fire agencies to establish fire management qualifications standards to improve firefighter safety and increase professionalism in fire management programs.

An interagency IFPM Implementation Team was formed in June 2004 to develop an implementation plan and provide oversight and guidance to the implementation process. Since October 1, 2004 the IFPM Implementation Team has reviewed issues and made recommendations to NWCG on modifications to the IFPM Standard and the implementation process itself.

The Bureau of Indian Affairs (BIA) Oklahoma Firecenter's objectives are to provide for firefighter and public safety as the first priority in every Wildfire Management (WFM) activity. They provide for effective wildland fire protection, fire use and hazardous fuels management, and timely rehabilitation on Indian forest and range lands held in Trust by the United States of America, based on management plans approved by the Indian land owner. Preparedness is based on the most efficient level of meeting Tribal goals and objectives for the program, utilizing an interagency approach to meet local, regional, and national resource needs. Implementation of Tribal management of the program will be facilitated under Self-Determination, as requested by Tribal government.

The mission of the BIA Oklahoma Firecenter is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to improve and protect the trust assets of American Indians, American Indian Tribes, and Alaska Natives. They accomplish this through the delivery of quality services and maintaining government to government relationships within the spirit of self-determination.



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).



UPCOMING EVENTS March 2009

- Mar 3, 2009** **PreRetirement Workshop**
10:00 a.m. OKC Public Works
and 3738 S.W. 15th Street, OKC
2:00 p.m. POC: FEB Office, 405-231-4167
- Mar 4, 2009** **PreRetirement Workshop**
9:00 a.m. OKC Public Works
and 3738 S.W. 15th Street, OKC
1:00 p.m. POC: FEB Office, 405-231-4167
- Mar 11, 2009** **Mayors Committee on Disability Concerns**
07:30 a.m. POC: Diana Hubbard, 405-297-4544
- Mar 11, 2009** **Leadership FEB**
All Day NOAA Agencies
POC: FEB Office, 405-231-4167
- Mar 16, 2009** **Emergency Preparedness Council**
2:00 p.m. Federal Highway Administration
5801 N. Robinson, Ste 300, OKC
POC: FEB Office, 405-231-4167
- Mar 17, 2009** **Agency Visits-OKC area**
- Mar 18, 2009** **Interagency Training Council**
10:00 a.m. Social Security Administration
2615 Villa Prom
POC: Carol Smith, 405-425-4499
- Mar 19, 2009** **Federal Employees Care Council**
5:00 p.m. Ronald McDonald House-OKC
POC: Tom Burton, 405-954-0625
- Mar 24-26, 2009** **FEMA L-156 Class**
All Day 301 NW 6th Street, HUD Training Rm
POC: FEB Office, 405-231-4167
- Mar 27, 2009** **Naturalization**
12:00 noon US District Court, 200 NW 4th 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, 71st 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 no later than the 15th of each month.

Officers:

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

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

Ex Officio: **Kevin McNeely**
US Department of Housing and
Urban Development
Mike Roach, U.S. Marshal
US Marshals Service
Western District of Oklahoma

Staff:

Director: LeAnn Jenkins
Assistant: Julie Murray



Continuity of Operations (COOP) Excellent Series I Practitioners Certification



In an effort to further support Continuity of Operations efforts of the federal agencies in Oklahoma, the Federal Executive Board is providing information on a FEMA developed certification program available to employees completing specific COOP training. There are two levels of COOP certification available and some of the required training is available through independent study, online.

Individuals completing the pre-requisites can apply for certification:

1. The FEMA Emergency Management Institute will issue all certificates
2. Send certificate requests and supporting information to LeAnn Jenkins, LeAnn.Jenkins@gsa.gov or fax to 405-231-4165
3. Please include your name, organization, work address, email address and phone number
4. Expect to wait up to six weeks to receive your certificate

Submission for Certification Consideration

Name:	SSN:
DOB:	Agency:
Phone:	Email:

Submit copies of training completion for each of the following courses, along with this registration form to the Federal Executive Board (info below). *No certificates have been issued for the Determined Accord exercise; provide date and location of attendance for verification.*

	<i>COURSE TITLE</i>	<i>Completed</i>
<input type="checkbox"/>	IS 546: COOP Awareness Course,	
<input type="checkbox"/>	IS 547: Introduction to COOP,	
<input type="checkbox"/>	IS-242: Effective Communication	
<input type="checkbox"/>	B/E/L 548: COOP Manager's T-t-T Course,	
<input type="checkbox"/>	B/E/L 550: COOP Planner's T-t-T Workshop	
<input type="checkbox"/>	IS 100: Intro to Incident Command System (ICS),	
<input type="checkbox"/>	IS 230: Principles of Emergency Management,	
<input type="checkbox"/>	IS 700: Intro to National Incident Management System (NIMS),	
<input type="checkbox"/>	IS 800-B: A National Response Framework (NRF), An Introduction,	
<input type="checkbox"/>	E/B 136 or IS 139: Exercise Development Course/Exercise DesignCourse/or COOP Exercise Design/ Development T-t-T Course,	
<input type="checkbox"/>	Complete attendance in continuity exercise Determined Accord (Pandemic Preparedness), and	
<input type="checkbox"/>	NARA/CoSA Vital Records Training (optional recommended)	

Successful completion of the above criteria will make you eligible to become a certified Professional Continuity Practitioner

Submit registration and copies of training certificates by fax to: 405-231-4165 (Attn: LeAnn Jenkins)



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



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



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

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



Annual FEB Administrative Professional's Day Training April 22, 2009



Tell them you appreciate them in a way they'll remember!
Send your clerical and support staff to a day of training on Administrative Professional's Day that will provide ideas on how they can perform more efficiently, improve communication skills and leave them energized and ready to tackle their duties, refreshed.



Increasing Personal Value in the Organization



Date:	Wednesday, April 22, 2009 -- (Administrative Professional's Day)
Time:	7:30 a.m. Registration, 8:00 a.m. - 4:00 p.m. Training
Location:	USPS National Center for Employee Development,
Cost:	\$100.00

Topics	Presenter	Objective
Identity Theft	Terri Talley, Allegiance Credit Union	Common ID theft occurrences, how to protect yourself, dumpster diving, skimming, phishing, "old fashioned" stealing
Change Style Indicator	LeAnn Jenkins, Federal Executive Board	Understanding "change preference", personality characteristics, perceptions of others, opportunities for collaboration and implications for creativity.
Personal Safety and Security Issues	TBD--US Probation Office, Western District	
Diversity	Mary Pinkston, Tinker AFB	How to view your world differently

Registration

Name _____ Agency _____

Phone _____ Fax _____

Method of payment: Cash Government Voucher Credit Card Pay at the door

Mail registration to:	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 April 17, 2009. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Federal Government Lean Six Sigma

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



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

This is an excellent opportunity to:

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

Who Should Attend: Any federal employee tasked with "doing more with less". No pre-requisites or familiarity with Lean Six Sigma is required to have a return on your investment through attending this one-day workshop.

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

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

Instructors: In order to provide a well-rounded experience for attendees, instructors are from FAA, Tinker AFB, US Navy, and the Postal Service.

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

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

Registration

Name _____ Agency _____

Phone _____ Fax _____

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

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

Mail registration to: Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102	Or fax: 405-231- 4165
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Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 31, 2009. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Leadership FEB 2009 Class



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

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

Individual Benefits:

Leadership FEB will provide participants exposure to:

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

Agency Benefits:

Leadership FEB will provide your employees knowledge and information on:

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

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

Registration

Name _____ Agency _____

Title _____ Phone _____

Supervisor’s Signature
of support _____ Email _____

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

Mail registration to: Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102	Or fax: 405-231- 4165
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Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 1, 2009. After that date, registrations must be honored by the individual or agency involved.



SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 Agency Visits- Lawton	3 10:00 Preretirement 2:00 Preretirement	4 9:00 Preretirement 1:00 Preretirement	5	6 Agency Visits- Cheyenne	7
8	9	10 Agency Visits-Tulsa	11 7:30 Mayors Committee <i>Leadership FEB</i>	12 1:00 AIC telecon	13	14
15	16 2:00 Emgcy Prep	17	18 10:00 ITC	19 5:00 FECC	20	21
22	23	24	25	26	27	28
		L156 Building Design Workshop			Naturalization	
29	30	31	March 2009			

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 320
 OKLAHOMA CITY, OK 73102-3422
 OFFICIAL BUSINESS ONLY

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