



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

## Chair's Corner



This month is a BIG ONE for our Federal Executive Board. May is when we host our annual Awards luncheon and recognize public servants in Oklahoma who have done so much to effectively administer our government programs, projects, and business.

Watch the June newsletter for a list of nominees that will be recognized on Monday, May 4, 2009!

This month, our Leadership FEB class will be travelling to Muskogee for their forum on Veterans Administration. Last month, their forum included an air refueling flight to learn and experience the daily responsibilities and challenges of the 507<sup>th</sup> Air Refueling Wing.

Our FEB also had a visitor in April. Randy Hecht, FEMA Region IV, visited for three days to attend our Emergency Preparedness & COOP Council meeting, visit with the Executive Director on a project he and his leadership class are pursuing, and spent the third day with our 2009 Leadership FEB class (the same as his leadership class in Atlanta...but, we had a chance to show off a bit). A big thanks to Col. Glass, Commander, 507<sup>th</sup> Air Refueling Wing for extending the hospitality of the Leadership FEB forum, hosted by his agency, to our

guest!

This is a prime example of how “FEBs produce new ideas and approaches to advance Federal initiatives and programs in the field.” (The Federal Manager)

The 2009 Oklahoma FEB Directory is now available! These will be distributed via mail to agency leaders in Oklahoma for their use for FEB business, “creating value to the public by fostering communication, coordination and collaboration with Federal, State and local government agencies.”

More information about FEBs (mission, structure, and operation) is contained in an article on page 4 of this newsletter, for those wishing to further explore.

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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WASHINGTON, DC—Libraries, museums, archives, and arts and historic preservation organizations across the nation will set aside May 1, 2009, to participate in MayDay, a national effort to prepare for disasters.

Sponsored by Heritage Preservation and other members of the Heritage Emergency National Task Force, MayDay encourages organizations to take one simple step to protect the art, artifacts, records, and historic sites they hold in trust.

Any organization can participate in MayDay. Last year, staff at the Tacoma Art Museum and the Museum of Glass in Tacoma, WA, met to share their collection emergency plans. Lycoming College’s library in Williamsport, PA, partnered with the college’s security department to organize a building tour for first responders. The Central New York Library Resources Council in Syracuse, NY, sponsored a discussion on health and safety issues for archives.

Heritage Preservation is collecting examples of creative but practical measures like these to share online. This year, any institution submitting a MayDay story will be entered in a drawing for disaster supplies donated by Gaylord Brothers. Four winners will be announced on June 1, the beginning of the 2009 Atlantic hurricane season. Brief descriptions of 2009 MayDay plans or accomplishments should be submitted to [taskforce@heritagepreservation.org](mailto:taskforce@heritagepreservation.org) by May 22, 2009, to be eligible for prizes.

Heritage Preservation will also offer its award-winning Field Guide to Emergency Response and Emergency Response and Salvage Wheel at special MayDay prices from April 15 through May 31.

Visit

[www.heritagepreservation.org/PROGRAMS/TFlessons/MayDay.html](http://www.heritagepreservation.org/PROGRAMS/TFlessons/MayDay.html) for project ideas, information on prizes and the publications sale, and customized version of the MayDay logo for publicizing this national event.

The Society of American Archivists (SAA) created the MayDay initiative in 2006 and promoted the idea to its members and allied organizations. The following year, the Heritage Emergency National Task Force and SAA expanded the concept to include all kinds of collecting institutions and historic preservation interests.

The Heritage Emergency National Task Force is making disaster preparedness and response a higher priority for cultural heritage organizations across the country. The Task Force – an initiative of Heritage Preservation and the Federal Emergency Management Agency – is a partnership of 40 national service organizations and government agencies.

Heritage Preservation is a national non-profit organization dedicated to preserving the cultural heritage of the United States. By identifying risks, developing innovative programs, and providing broad public access to expert advice, Heritage Preservation assists museums, libraries, archives, organizations, and individuals in caring for our endangered heritage.

*The Oklahoma Federal Executive Board is coordinating the necessary FEMA training necessary for those individuals pursuing the FEMA COOP Excellent Series (see page 9).*



## Spotlighting Information in Public Service

### Did You Know...

#### NOAA Storm Prediction Center

*Due to an oversight, the Storm Prediction Center was erroneously left out of last month's article. I want to thank Jeff Peters and David Imy for contributing this article!*

It is spring and the chances of experiencing severe weather somewhere across the southern and central plains increases dramatically this time of year. This is also tornado season in Oklahoma, and the severe storm forecasters at NOAA's Storm Prediction Center (SPC), based in Norman, OK, are alerting the American public when and where these dangerous storms are expected.

The SPC is one of nine national forecast centers within the National Weather Service (NWS). While the 123 local NWS Warning and Forecast Offices (WFO) across the country provide forecasts and warnings for their specific area, the SPC has responsibility for severe thunderstorm and tornado watch issuances across the lower 48 states. The SPC also issues daily outlooks for severe storms and fire weather as well as short term forecasts of impending hazardous weather (including excessive rainfall, heavy snow, freezing rain, and blizzards).

SPC's very specialized mission requires meteorologists with a high level of expertise in convective storm forecasting, along with a strong background in winter and fire weather. Since severe weather can occur during the day or night, the SPC operates around the clock, with four forecasters on duty at all times, 24 hours a day. These forecasters are supported by very talented Science Support personnel who are constantly improving the technology,

systems and creating new tools for forecasters.

The roots of SPC's existence can be traced back to an accurate tornado forecast issued by the Tinker Air Force staff on March 25, 1948. After this event, in 1952, a severe local storms forecast unit was created in Washington, D.C. The unit was then relocated to Kansas City, MO in 1954 and became known as the National Severe Storms Forecast Center (NSSFC). One reason for moving to Kansas City was in response to media pressure for the office to be located closer to the "tornado belt" in the central portions of the country. Another reason was Kansas City had a major teletype circuit switching center, which allowed the severe weather forecasters more timely access to surface observations and transmission of severe weather messages. In 1996-97, NSSFC moved to Norman, OK and was renamed the Storm Prediction Center. This move resulted in SPC forecasters being co-located with other severe weather related entities of NOAA (including Norman WFO, Warning Decision Training Branch, and National Severe Storms Laboratory) and the University of Oklahoma's School of Meteorology. This move has resulted in an accelerated exchange of severe weather research and new scientific methods into SPC and NWS forecast operations.

All watches and forecasts issued by the Storm Prediction Center are available on the Internet (<http://www.spc.noaa.gov>).



## Perfecting Your Powers of Persuasion



Simply stated, persuasion is the ability to sway others toward a different perspective. It requires the ability to communicate one's position and to correctly gauge the other party's emotional state.

To successfully persuade someone, you must appeal to them on three levels:

1. **Emotion.** You must be enthusiastic and confident about your plan. However, like garlic in stew, too much emotion will fail as surely as no emotion at all. You have to find ways to keep the other party emotionally involved in the discussion. You will notice a distinct lack of energy at the table if you or the other party is emotionally uninvolved.
2. **Logic.** Logic is the rational, factual discourse about the merits of an idea or settlement. It is a core part of persuasion. Emotion opens the mind and logic justifies your position.
3. **Values.** Values are beliefs that guide behavior. Each of us has values that are unique to us and values that we share in common. You should make your persuasive appeal within the context of the other party's "dominant receptivity mode."

Finally, in any negotiation, it's important to remember to listen to the other party. Occasionally clarify what the other party is saying and acknowledge his or her feelings.

Adapted from American Management Association's best selling seminar "Negotiating to Win." For more seminar/training info, visit their website at [www.amanet.org](http://www.amanet.org).

## About Federal Executive Boards

Since their inception by Presidential Directive in 1961, Federal Executive Boards (FEBs) have served as models for partnership-based government.

The Boards serve as a vital link to intergovernmental coordination by identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for, and respond to, local and national emergencies.

While promoting issues related to Administration initiatives, FEBs provide targeted training programs, employee development, shared resources, and local community outreach and participation. The Board's role as a conduit of information and a meeting point for a variety of agencies—each with a different mission—is critical to a more effective government.

**Structure:** Twenty-eight FEBs exist nationwide and their membership is made up of the highest ranking Federal leaders in their locales. Members represent civilian, military, postal, and law enforcement agencies, both small and large in size. Each FEB represents up to 300 Federal agencies, depending on its geographic area of responsibility.

FEBs operate with elected officers, and deliver programs and services. FEBs work to identify and advance common issues that impact the Federal community at large and save taxpayer dollars through coordination of effort. Serving as a catalyst for collaboration is the heartbeat of this organization.

*"Although each executive agency and its field organizations have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities."*

President John F. Kennedy  
November 13, 1961



## GSA Expo, June 9-11, 2009



The General Services Administration (GSA) will host its 15<sup>th</sup> 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](http://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**



### **Time-in-Grade is Being Eliminated**

On May 18, OPM is expected to enact a final rule eliminating time-in-grade requirements for promotions in the competitive service. Originally, the change was to take effect March 9, but has been delayed. The time-in-grade (TIG) requirement—found in 5 CFR 300, subpart F—stipulates that Federal employees in competitive service positions at grades GS-5 and above serve 52 weeks in grade before becoming eligible for promotion to the next grade level.

The need for a time-in-grade requirement has been debated for quite some time now. The comments to OPM's proposal show some of the pros and cons of eliminating this requirement. Many respondents argued that abolishing TIG would increase favoritism, as managers could more easily promote those who did not deserve it. They felt that the TIG requirement helps to ensure fairness and equity. OPM disagreed, pointing out that TIG was just one requirement for promotion. An employee must still meet occupational qualification standards and any additional job-related qualification requirements established for the position.

In addition, OPM argues that eliminating this regulation puts competitive service employees on more equal footing with other Federal employees. OPM points out that TIG does not apply to excepted service positions or to other pay plans, such as wage grade. Many respondents also noted a concern that elimination would have a negative impact on minorities and veterans, through the Federal Register notice does not specify how respondents thought that may occur. OPM responded that managers and HR staffs must continue to abide by civil service laws pertaining to equal employment opportunity.

The Federal Register notice detailing the discussion and rule change can be found at <http://edocket.access.gpo.gov/2008/E8-26559.htm>

Readers are encouraged to educate themselves about the change and consider how agencies can implement the new rule to uphold principles of merit while also minimizing administrative burden.

Taken from Issues of Merit, dtd April 2009.

### **OPM Encourages Rehiring of Retired Feds**

In March, the Office of Personnel Management (OPM) issued directives to federal agencies encouraging them to re-employ federal retirees experienced in contracting, grants management and human resources as well as project management to help implement the economic stimulus legislation approved by Congress and the president in February.

“At a time when the nation faces critical challenges, and our federal government faces an unprecedented ‘brain drain,’ we are glad that OPM is calling on federal agencies to use the pool of ready, willing, able and proud federal retirees who have dedicated their careers in service to our nation,” said NARFE President Margaret L. Baptiste.

Under current law, the wages of re-employed retirees are generally offset by the amount of their annuity. However, the OPM Director—or an agency designated by OPM—can waive the requirement for selecting returning retirees with crucial skills, enabling them to keep both sources of earned income.

In a March 16 memo, OPM encouraged agencies to use existing authority under the General Services Administration Modernization Act of 2006 (Public Law 106-313) “to fill acquisition-related positions where a temporary emergency hiring need makes the re-employment of an individual essential, where there is exceptional difficulty recruiting and retraining a qualified employee, or where the individual to be re-employed demonstrates through is or her service unusually high or unique qualifications.”

In addition, OPM provided guidance to federal agencies on how they can speed requests for a waiver to hire qualified annuitants without offset of annuity from salary.

OPM also suggested that agencies may want to hire retirees or others who left federal service under a voluntary separation buyout. Under normal circumstances, retired or former federal employees who received a buyout would have to repay the cash incentive to the federal government when they are rehired. OPM told agencies that they may be able to request a repayment waiver for such individuals if they are uniquely qualified for an in-demand position.

Taken from “NARFE”, May 2009 issue



## Seven Time and Energy Management Tips for Very Busy People!

By Mark “Tenacious” Towers

Today’s fast-pace world requires that you manage both your time and energy extremely well. Here are seven very important tips for you:

1. If it takes two minutes or less to complete a task, live the Nike slogan and “Just Do It.” It’s not worth taking the time to write it down or commit it to memory.
2. Highly effective executives avoid multi-tasking. Instead, they “spotlight.” They focus (spotlight) their attention, even if very briefly, on the task/encounter immediately at hand. It appears as if these executives are multi-tasking because a lot gets done in a very short period. It is the laser focus that gets results—not the ability to diffuse their attention.
3. An old boss once told me, “Finding your quiet time to handle paperwork and high priority tasks is a lot like slicing a ring of baloney. You can cut a chunk off either end, or you can cut a chunk out of the middle. I don’t care if you find your quiet time during the early morning, around noon, or in the evening, but you must find it each day. It’s what productive people do.” I have never forgotten his advice.
4. Ninety percent of our behavior is dictated by habit. Embrace your positive habits (rituals) like daily exercise and eating healthy food. Indeed, these things sustain you and keep you sane. Enlist the help of a buddy to rid yourself of negative rituals like smoking or procrastination. Peer pressure is a very powerful thing.
5. Keep a master list. This is not a daily to-do list. It is a running list (warehouse) of

everything you don’t want to forget—books to read, gifts to buy, ideas, and so on. The mind can be a leaky warehouse. As soon as you think it, ink it—either electronically or on paper. Don’t let it escape—capture it! Then you can scan it and prioritize it on a regular basis.

6. The mind needs a break every 90-120 minutes. Build “air pockets” into your day. Get up and walk around, or do some brief exercises. An office manager tells me that she goes on a “tiger hunt” several times each day and catches some of her coworkers “leading the organization with the heart of a tiger.” She makes time to praise her colleagues and then goes back to her office. This technique rejuvenates her, as well as her staff.
7. One of my favorite musicians, James Taylor, said “The secret to life is to enjoy the passing of time.” Time is not money. You can always enjoy time without money. Think of time as honey—not money. Learn to savor it and “drink it in” without regrets.

We are living in a do-more-with-less-and-do-it-faster world. May you continue to enjoy your work, as well as your time away from it.

*Mark Towers is a motivational speaker whose clients include John Deere, Sprint, NASA, Hallmark Cards, and ABC-TV. He has written eight books, published numerous articles, produced audio materials, and continues to be excited about the never-ending cycle of teaching and learning. He can be reached at (817 421 4744) or mark@speakoutseminars.com . ©Mark “Tenacious” Towers*



## UPCOMING EVENTS May 2009

<b>May 4, 2009</b> 11:30 a.m.	<b>FEB Awards Luncheon</b> Clarion Hotel & Conference Center 737 S. Meridian, OKC POC: FEB Office, 405-231-4167
<b>May 5, 2009</b> 2:30 p.m.	<b>Quality Oklahoma Team Day</b> State Capital Rotunda POC: FEB Office, 405-231-4167
<b>May 13, 2009</b> 07:30 a.m.	<b>Mayors Committee on Disability Concerns</b> POC: Diana Hubbard, 405-297-4544
<b>May 14, 2009</b> All Day	<b>Leadership FEB</b> 507 <sup>th</sup> ARW POC: FEB Office, 405-231-4167
<b>May 14, 2009</b> 1:00 p.m.	<b>American Indian Council</b> Meeting via telecom POC: Judy Eaves, 405-954-7844
<b>May 19, 2009</b> 2:00 p.m.	<b>Emergency Preparedness Council</b> Federal Highway Administration 5801 N. Robinson, Ste 300, OKC POC: FEB Office, 405-231-4167
<b>May 20, 2009</b> 10:00 a.m.	<b>Interagency Training Council</b> NOAA, Norman POC: Carol Smith, 405-425-4499
<b>May 21, 2009</b> 11:00 p.m.	<b>Federal Employees Care Council</b> NOAA, Norman POC: Tom Burton, 405-954-0625
<b>May 29, 2009</b> 12:00 noon	<b>Naturalization</b> US District Court, 200 NW 4 <sup>th</sup> St, OKC POC: FEB Office, 405-231-4167

The secret to achieving inner peace lies in understanding our inner *core values*—those things in our lives that are most important to us—and then seeing that they are reflected in the daily events of our lives. —Hyrum W. Smith

## Your Federal Executive Board

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

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

- Jim Akagi, US Drug Enforcement Administration
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71<sup>st</sup> MSG, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- David Wood, Director, VA Medical Center

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@gsa.gov](mailto:LeAnnJenkins@gsa.gov) no later than the 15<sup>th</sup> of each month.

### Officers:

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

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

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

### Staff:

**Director:** LeAnn Jenkins  
**Assistant:** Julie Murray



# Continuity of Operations (COOP) Excellent Series I Practitioners Certification



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

Individuals completing the pre-requisites can apply for certification:

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

## Submission for Certification Consideration

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

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

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

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

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



## 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.*

<b>Course title:</b>	L550 – COOP Planner’s Training Course
<b>Location:</b>	Public Works Department Training Center located at 3738 S.W. 15th Street
<b>Date:</b>	June 23-25, 2009
<b>Time:</b>	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](http://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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Oklahoma Federal Executive Board

## 2009 Public Service Recognition Week Employee of the Year Awards Banquet



American Society  
for Public  
Administration

Public Service Recognition Week: May 4-10, 2009		<b>Event information:</b> <b>Date: Monday, May 4, 2009</b> <b>Time: 11:30am-1:00pm</b> <b>Location: Clarion Meridian Hotel &amp; Convention Center</b> <b>737 S. Meridian</b> <i>Nominees should arrive no later than 11:00 a.m. for pre-brief.</i>
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**Driving Directions to Event from the North:** Take I-40 west to Exit 145, turn LEFT onto S. Meridian, Clarion is on the right.

**Driving Directions to Event from the South:** Take I-40 east to Exit 145, turn RIGHT onto S. Meridian.

(specific directions can be obtained from [www.mapquest.com](http://www.mapquest.com))

*Complimentary on-site parking is available.*

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Cost: \$20.00 per person**

**Payment:**

- Cash                       Check                       Credit Card                       Voucher  
 Enclosed                       Pay at the Door

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 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!*



SUN	MON	TUES	WED	THUR	FRI	SAT
<b>31</b>		May 2009			<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> FEB Award Luncheon	<b>5</b> 2:30 Oklahoma Quality Awards	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> 7:30 Mayors Committee	<b>14</b> Leadership FEB 1:00 AIC telecon	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> 2:00 Emgcy Prep	<b>20</b> 10:00 ITC	<b>21</b> 3:00 FECC	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Naturalization	<b>30</b>

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