



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102

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

(405) 231-4167

Chair's Corner



The year seems to be quickly passing! Summer vacation season is winding down and those with children are already purchasing school supplies, preparing for a change in

schedules!

Our Federal Executive Board is in a similar phase of transition planning:

Nichole James will be leaving the FEB office this month for a new adventure. She and her husband will be transferring to California; however, Nichole will be going to Utah on a formal training program for the Finance career field. We wish her the very best in her endeavors and ask that as you talk with her, conducting your regular business with the FEB office that you wish her well!



Beginning the third week of August, our FEB office will have one person; however, we have activities planned throughout the fall and are looking forward to seeing federal employees at training we have coordinated at **no cost**:

- FEMA L-141 course on Instructional Presentation and Evaluation Skills (Aug 6-8)
- Full Day Pre-Retirement Seminars (Aug 13 and Aug 14),

- Diversity and Inclusion workshop (Sept 12),
- Half-Day PreRetirement workshops (Oct 29 and Oct 30, two per day).

Our 2013 Leadership FEB class visited the Oklahoma Emergency Management in July, receiving a management briefing from Albert Ashwood, OEM Director and an additional briefing from FEMA Region VI Administrator, Tony Robinson. In the aftermath of the May tornadoes, the information was timely with current examples.



I hope you and your employees take advantage of our no-cost training to maximize your cost avoidance through FEB offerings.

See you soon,

A. D. Andrews, Chairman

| <i>Inside Story</i> | <i>Pg</i> | <i>Inside Story</i> | <i>Pg</i> |
|------------------------|-----------|-------------------------|-----------|
| PreRetirement info | 2 | Need for Life Insurance | 7 |
| Did You Know? | 3 | Upcoming Events | 8 |
| Travelling with Kids | 4 | Diversity & Inclusion | 9 |
| Articles continued | 5 | Full Day PreRetirement | 10 |
| Half Day PreRetirement | 6 | L-141 Registration | 11 |



Pre-Retirement To-Do List

By [Tammy Flanagan](#), National Institute of Transition Planning, April 26, 2013

Are you one of the growing number of federal employees who are preparing to retire in the near future? If so, here's a list of things that you should do to get ready:

- Attend any pre-retirement training that is available from your agency. This will be an opportunity to gain a much better understanding of your own retirement and get the latest news on what's happening with retirement benefits. Most of these seminars will also include segments on financial planning, tax planning and even estate planning. The foundation of this training is usually a thorough discussion of the Civil Service Retirement System, the Federal Employees Retirement System, insurance, Social Security and the Thrift Savings Plan.
- Get a retirement estimate from your human resources office. By requesting an estimate prior to retirement, you can be informed of any discrepancies in your personnel records, whether you owe any money to the retirement fund for any of your prior federal service. Also, you'll find out how your service will be credited for retirement eligibility and computation. This can go a long way in making sure you have a complete case when it is sent for processing after you retire.
- Take advantage of retirement counseling from your agency's benefits office, if it's available. This is your chance to ask questions about filling out your application properly and to clarify any issues regarding your service credit or insurance coverage.
- Make sure your personal records of your service and benefits are up to date.

You may need them to challenge something that doesn't look right after your retirement claim is processed.

- Be sure your personnel folder shows you've had Federal Employees Health Benefits Program coverage for the last five years of your federal career. If you've carried self and family or self only coverage, there should be an SF-2809 form in your file showing your enrollment. If, however, you were covered under a family member's FEHBP during the last five years of service, or if you had coverage under TRICARE or CHAMPUS during part of that time, then you will need to have documentation of that coverage.
- Also make sure you document five years of enrollment in Federal Employees Group Life Insurance. You should receive a statement showing you're eligible for FEHBP and FEGLI in retirement from your agency prior to the date you've selected to leave.
- Notify the Federal Employees Dental and Vision Program (www.benefeds.com) and Federal Long Term Care Insurance (www.ltcfeds.com) programs of your retirement in order to be billed for your premiums. After your retirement is finalized, you will be able to have these premiums withheld from your CSRS or FERS benefit.
- If you have a flexible spending account, be sure to spend the balance before your retirement. You will not be able to incur expenses against this account after you have retired.

(continued on page 4)



Spotlighting Information in Public Service

Did You Know...



The Stakeholders Partnership Education and Communication (SPEC) is the outreach and education function of the Internal Revenue Service (IRS) Wage and Investment Division. They sponsor the Volunteer Income Tax Assistance (VITA) Program that offers free tax preparation sites.

Last year (SPEC) started offering **Facilitated Self-Assistance (FSA)** as an initiative to give taxpayers another option to e-file their state and federal returns for **FREE**. The only criteria is that the taxpayer's adjusted gross income has to be \$58,000 or less. Taxpayers will be able to prepare their own return 24/7 anywhere they have access to the internet.

If a federal agency decides to partner with SPEC for your employees, you will be provided a customized link and information for your web programmer to install a link to [myfreetaxes](#) on your website. Once the link is posted on your website, an employee can simply click on the link and prepare their personal federal and state return. If they have any questions they can call a certified tax coach using the toll free number or email address provided. If the taxpayer is unable to reach a certified tax coach immediately they can leave a message and their call will be returned within 24 hours.

Once the link is on your website then all you need to do is let your employees know that [myfreetaxes](#) is available on your intranet or your website. This way, they can access this assistance through a site they readily have access to and are familiar.

One of the successful FSA sites marketed [myfreetaxes](#) by sending email blasts to their subscribers/patrons/employees, Face book and Twitter post, newsletter etc. All these marketing tools included direct links to their organizations website. They are expecting the utilization of the [myfreetaxes](#) link to double next filing season just by word of mouth from satisfied taxpayers. This type of exposure would increase the traffic on your website and expose many of your employees to agency information that they may have previously been unaware.

If you would like to see an active [myfreetaxes](#) link, you can Google either Apache Public Library, Langley Public Library, Miami Public Library or Okemah Public Library and click on [myfreetaxes](#). The link can remain active and taxpayers may e-file their tax returns until Oct. 15th.

If you have questions, wish to obtain additional information before considering this, or would like to have a specific link for your agency's website or intranet for your employees, please contact:

Oklahoma Contact: Walkidia Gomez
Internal Revenue Services, SPEC
Oklahoma City Territory
Relationship Manager
405- 297- 4150

Arkansas Contact: Jane Fisher
SPEC Territory Manager
Oklahoma/Arkansas
Little Rock, AR 72201
Office [\(501\) 396-5812](#)



TSA Travel Tips Tuesday: Reducing Stress When Flying with Children

Taken from TSA's Blog article written by Lisette on TUESDAY, JUNE 4, 2013

As summer approaches, we typically see an increase in travelers with infants and children. Whether you're an experienced frequent business traveler or an infrequent leisure traveler, here are some tips to help you navigate the security process with children of all ages.

Using these tips and carefully preparing your children ahead of time can help you save time at the airport and get you through the screening process as quickly as possible.



your kids, dried fruit, nuts, granola bars, cereals, crackers, pretzels and cookies are all good options, but please remember that drinks, yogurt, and other food and drink items fall under the TSA 3-1-1 rule for liquids, aerosols and gels in carry-ons. A recap of the rule is that you are

allowed to bring containers of up to 3.4 fluid ounces, as long as they all fit in one quart-sized, clear zip-top

bag. One bag is allowed per traveler. The easiest way to figure out if it's a liquid, aerosol or gel is if you can pour it, pump it, squeeze it, spread it, smear it, spray it or spill it. Medically necessary liquids, such as baby formula, medications, and breast milk are allowed in larger quantities, but pack them in a way you can present them for inspection at the checkpoint.

If you don't want to purchase a drink for your child after the checkpoint and can't wait for the beverage service on the plane, you can bring an empty sippy cup or other cup and some single packets of powdered drink mix and fill the cup with water from a water fountain.

Before You Leave for the Airport:

Check out TSA.gov and Download the My TSA App: Visit the Traveling with Children page on TSA.gov to help you prepare. You can also download the free My TSA iPhone, Android and mobile web app to get information anytime, anywhere. In the Guide on the app, you can check out the Traveling with Children page, get other packing tips and security information, and if you're TSA Pre✓™ eligible, you can find out what checkpoint to go to for expedited screening. Click [here](#) to find out how to download the app.

Both TSA.gov and the My TSA app have a "Can I Bring?" tool where you can type in an item and see if it is permitted in carry-on baggage, checked baggage or prohibited. To get the best use of the tool, keep your submission simple by not using brand names (type in baby formula, not Carnation baby formula) and don't include numbers (like "two bottles of juice").

Check any bag your child packed themselves: Of course your child means no harm, but sometimes they put things in their backpack or other bag that will alarm and lead to a secondary bag check, like a toy gun or a plastic toy hand grenade. (The toy grenade will actually shut down the checkpoint, and nobody wants that.) If your child is bringing a favorite toy or stuffed animal, be sure to tell them that it will have to go through the X-ray machine at the checkpoint so they won't be upset later.

Don't Forget the Liquids Rule when Packing Snacks: If you're packing snacks for

At the Security Checkpoint:

Kids Get to Keep Their Shoes

On: TSA allows children 12 and younger to keep their shoes on during security screening.

Toys, Stuffed Animals and Blankets

Go on the Belt: While you're in line, remind children that their favorite items will have to pass through the X-ray machine and will only be away from them for a short time. Some parents tell their child that Teddy is getting his yearly check-up by going through the X-ray belt. However you choose to tell them, make sure your child knows they can't walk through the metal detectors or AIT units with their toy.

Strollers, Baby Carriers, Booster

Seats also go through X-ray –All child-related equipment that can fit through the X-ray machine should be put on the belt, including



Travelling with Children (cont'd from pg 4)

collapsible strollers, umbrella-strollers, baby carriers, car and booster seats, backpacks, and baby slings. Make sure your stroller folds easily so that you can collapse it before you put it on the belt and then re-open it as soon as you've completed screening. Also, be sure to check with your airline for any carry-on restrictions related to your equipment.

- **Baggies Go in the Bin:** Be sure to have your zip-top bag with liquids, aerosols and gels handy, and pull it out of your carry-on bag or purse and put it in one of the bins on the X-ray machine belt. Be sure to declare any medically necessary liquids (breast milk, formula, medications, etc.) at the checkpoint, because they may require additional screening. Before you leave the checkpoint, check all of your bins to make sure you haven't forgotten anything.

- **Most Electronics Can Stay in Carry-on Bags:** If your child is bringing a portable gaming system or other personal electronic device to keep them entertained on the flight, you can leave it in their carry-on bag when going through the X-ray. If you're taking a full-game console or a DVD player with you, that will have to come out of the bag and be put in a separate bin.

- **Security Officers are Available to Assist You:** Many of our security officers are parents themselves and understand how stressful traveling with children and the security process can be. If you need help during the security process or your child becomes upset, security officers will help you get through the process and consult with you about the best way to relieve the child's concern.

- **If You're TSA Pre✓™ Eligible, so are Your Children:** If your child is 12 or younger, he or she can also use the TSA Pre✓™ expedited screening lane when traveling with you.

Pre-Retirement To Do List (cont'd from pg 2)

- Consider setting up quarterly state income tax payments if you live in a state in which your retirement benefit will be subject to tax. The Office of Personnel Management will withhold federal income tax from your interim checks, but not state tax.
- Save your annual leave before your retirement date. Employees who retire at the end of the leave year can save up to 208 hours of additional annual leave to add to the leave carried over from the prior leave year. Your agency will make a lump sum payment of your unused annual leave around the same time as you get your final salary payment.
- Keep your address and other contact information up to date with your agency and with OPM.
- If you have a significant life event -- marriage, death, divorce, or birth or adoption of a child -- contact your agency or OPM to find out what you need to do. You may need to change beneficiary designations, update your health insurance coverage or modify your choices for survivor benefits.
- Plan ahead: Turn in your retirement application 60 to 90 days before the date you've picked to leave. This allows enough time for your agency to complete its portion of the process.

By doing these things, you can help ensure that you're financially and mentally prepared for this next phase of your life. Planning ahead can avoid many of the issues that can frustrate and confuse a new retiree.



Half-Day Pre-Retirement Training Seminar-2013

| | |
|--|--|
| CSRS session topics: <ul style="list-style-type: none"> ➤ Overview of CSRS ➤ Survivor Benefit ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Identity Theft Solutions ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Thrift Savings Plan Allocation Strategies | FERS session topics: <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Identity Theft Solutions ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Thrift Savings Plan Allocation Strategies |
|--|--|

TIME: 8:30am–Noon OR 1:30pm-5:00pm (each day) Registration will begin 30 minutes prior to the training

LOCATION: OKC Public Works Training Center, 3738 SW 15th Street, Oklahoma City

COST: No Cost

- [] I am registering for the CSRS session on Tuesday, October 29, 2013, 8:30 am-Noon
- [] I am registering for the CSRS session on Tuesday, October 29, 2013, 1:30 pm-5:00 pm
- [] I am registering for the FERS session on Wednesday, October 30, 2013, 8:30 am-Noon
- [] I am registering for the FERS session on Wednesday October 30, 2013, 1:30 pm-5:00 pm

Seating is limited to 50 per session. Once a session is filled, future registrants will be notified and provided the opportunity to be placed on a waiting list for the next Pre-Retirement session.

NAME(S): _____
List name of employee and spouse on same form

AGENCY: _____

ADDRESS: _____

PHONE: () _____ EMAIL: _____

| | |
|---------------------------------|---|
| Mail this registration form to: | Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102 |
| or fax to: | (405) 231-4165 |
| Or email to: | LeAnn.Jenkins@gsa.gov |

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, substitute attendees are authorized and encouraged!



Three Factors Determine Need for Life Insurance

Life insurance. Two words that can spoil even the most perfect day. It's confusingly complex, can be expensive and it's all about death—very often the death of you or someone you love. While I can't do much about the second two characteristics, I can clear up much of the confusion.

The purpose of life insurance is simple: It's there to satisfy a financial need that will accrue as the result of an early death and that will go unfulfilled by other available resources. That's it. Three parts. Financial need, early death, and unmet by other resources. If all three don't apply, then you don't need life insurance. If there's no financial need, then you don't need life insurance. If the need doesn't accrue from an early death, but from a death at or beyond life expectancy, then you don't need life insurance—or, at least, it's not a practical solution. If a need exists because of an early death, like replacing lost income for a survivor, but sufficient assets exist, or will become available to replace this income, then you don't need life insurance.

Life insurance can be either temporary or permanent. Temporary insurance is called term insurance, and it covers a variety of temporary needs, from one year to a lifetime. You pay premiums in advance for a specific period of time and if the insured person dies during that time, the face amount is paid, in cash, tax-free, to the beneficiary. Your Federal Employees' Group Life Insurance (FEGLI) coverage is group term life insurance. Term life insurance is the most cost-efficient form of life insurance. You know exactly what it costs and what it will pay out, if it ever pays out.

The bad thing about term insurance is that the price goes up as you age. It's only practical to cover a need that is expected to end well before you reach your life expectancy. If you buy term insurance that covers you through your life expectancy, and you live that long, your beneficiary will wind up getting your premiums, plus a nominal return, as the death benefit.

Permanent insurance is basically annual term insurance with an investment side fund built in.

Your premiums are more than the cost of the term insurance, and the excess money is invested on your behalf. The death benefit is usually fixed and includes the value of the side fund, or cash value, so your beneficiary is getting your money as part, or nearly all, of the death benefit. Like term insurance, if you live long enough, you are essentially self-insuring. Permanent insurance can be whole life, with all values guaranteed for life; or universal or variable life, with few guaranteed values.

Your FEGLI coverage is something between a great deal and a lousy one, depending upon your circumstances. The only way to know is to compare. Unless you are in bade health or have other risk factors, you can probably find less expensive coverage on the individual market, so it's worth the effort to shop around. With today's online insurance agencies, it's easier than ever to see what's out there.

Start by determining your need for insurance. If you don't need it, don't carry it, through FEGLI or any other source. If you do, then determine how much you'll need and for how long. Then the question is where to get it. Fortunately, you only need to compare term insurance. You'll be better off avoiding permanent insurance in most cases.

Look for term insurance with premiums guaranteed to remain level for as long as you're likely to need the coverage. You can always drop the coverage if you no longer need it. Favor large, well-known carriers with high financial ratings. Compare the cost with your FEGLI coverage over the entire term before making your choice.

Since needs change, repeat this process every few years.

This article was taken from the Federal Times, July 8, 2013 issue written by Mike Miles, a Certified Financial Planner licensee and principal adviser for Variplan LLC, an independent fiduciary in Ashburn, VA, specializing in retirement planning for federal employees.



UPCOMING EVENTS August 2013

- Aug 1, 2013** **FAA Training**

- Aug 1, 2013** **FEB Network Annual Meeting**
1:00-2:00 p.m. OPM Webcast
POC: FEB Office, 405-231-4167

- Aug 8, 2013** **Executive Policy Council**
10:30 a.m. Small Business Administration
POC: FEB Office, 405-231-4167

- Aug 6-8, 2013** **FEMA L-141 class**
All Day 301 NW 6th St, OKC Basement
POC: FEB Office, 405-231-4167

- Aug 13, 2013** **Full Day Preretirement Seminar-
CSRS**
All Day 301 NW 6th St, OKC, Basement
POC: FEB Office, 405-231-4167

- Aug 14, 2013** **Full Day Preretirement Seminar-
FERS**
All Day 301 NW 6th St, OKC, Basement
POC: FEB Office, 405-231-4167

- Aug 21, 2013** **Interagency Training Council**
10:00 am Virtual Meeting
POC: Javier Solis, 405-739-7538

- August 2013** **Leadership FEB**
All Day Fort Sill
POC: FEB Office, 405-231-4167

- Specific Date to be determined**

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:

- Michelle Coppedge, Director, FAA Mike Monroney Aeronautical Center
- Kevin Donovan, Federal Security Director, TSA
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Jim Finch, Special Agent in Charge, FBI
- Joe Gallagher, Deputy to Commanding General, Fires Center of Excellence, Fort Sill
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Ross Marshall, Executive Director, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Betty Tippeconnie, Superintendent, BIA-Concho Agency

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) 231-4058 or email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

INSPIRATION CORNER

Change means movement. Movement means friction. –Saul Alinsky

I can lead, and I can follow. An important aspect of leadership is knowing when to do which. –Al Garsis

Leader and followers are both following the invisible leader—the common purpose. –Mary Parker Follett

Every opportunity counts. When your people come to you for leadership, they’re giving you another chance—to help them grow into leaders themselves. –Eric Allenbaugh

Officers

Chair: **Adrian Andrews**
Special Agent in Charge,
US Secret Service, Oklahoma City

Vice-Chair: **Julie Gosdin**
Director,
US Postal Service District,
Oklahoma City

Staff

Director: LeAnn Jenkins
Assistant: Nichole James



Diversity and Inclusion Workshop for Federal Leaders

| | |
|-----------|---|
| Where: | Oklahoma City Public Works Training Center, 3738 Southwest 15th Street, OKC |
| When: | Thursday, September 12, 2013 |
| Time: | Registration begins at 1:00 p.m. Workshop: 1:30 p.m.-3:30 p.m. |
| Trainer: | Laura Liswood Secretary General, Council of Women World Leaders Senior Advisor, Goldman Sachs |
| Cost: | \$0.00 No Cost! |
| Supports: | Executive Order 13583—Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Federal Workforce |



This workshop is Hosted by the Oklahoma FEB and OPM's Office of Diversity and Inclusion.

Intended audience for this workshop is GS-13 through SES; however, depending on your agency's field structure, grades may be less to be agency-appropriate.

Hear what other Federal agencies have said about Ms. Liswood's highly interactive workshops:

- ✓ Laura Liswood's message will help us to create high-performing and innovative organizations!
- ✓ This workshop is a new perspective on Diversity and Inclusion!
- ✓ She is an outstanding speaker who leaves you with tools for succeeding in a diverse workplace!

Attendees will receive a free copy of Ms. Liswood's book, [*The Loudest Duck*](#).

Registration

***In order to ensure we have sufficient copies of the book, please register as early as possible!
(The number of registrants we have on August 29 will be used to order the books.)***

| | |
|---------------|----------------|
| Name: | Agency: |
| Phone: | Email: |

| | |
|-----------------|---|
| Please mail to: | Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102 |
| Fax to: | 405-231-4165 |
| Or Email to: | LeAnn.Jenkins@gsa.gov |

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, substitutes will be permitted through August 21, 2013; the number of registrants at that time will determine whether we have sufficient numbers for the workshop.



Full-Day Pre-Retirement Training Seminars-2013



Be sure you are financially prepared to do all the things you've planned for your retirement!!

| | |
|--|--|
| <p>CSRS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of CSRS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement | <p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement |
|--|--|

TIME: 8:00 a.m. - 4:00 p.m. (each day) Registration will begin at 7:30 am
Please allow sufficient time to clear security; bring drivers license or federal ID

LOCATION: Federal Building, 301 NW 6th Street, Lower level conference rooms.

COST: No Registration Fee

I am registering for the CSRS Only session on Tuesday, August 13, 2013.

I am registering for the FERS Only session on Wednesday, August 14, 2013.

Seating is limited to 50 per session. Once a session is filled, future registrants will be notified and provided the opportunity to be placed on a waiting list for the next Pre-Retirement session.

NAME(S): _____
List name of employee (and spouse if attending)

AGENCY: _____

ADDRESS: _____

PHONE: () _____ FAX: () _____

| | |
|---------------------------------|---|
| Mail this registration form to: | Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102 |
| or fax to: | (405) 231-4165 |

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, please notify the FEB office no later than August 9th to accommodate individuals who may be on a waiting list.



Training Announcement: FEMA L-141

| | |
|-----------------------------------|---|
| Course: | L141 – Instructional Presentation and Evaluation Skills |
| Description: | <p>This three-day course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area. Participants will have several opportunities to practice presentation and instructional skills, first as spokes-persons for small groups, and then during short duo presentations, three minute individual presentations, and finally 20-minute individual presentations using material related to their own programs or functions.</p> <p>After the successful completion of this course coupled with IS-242: Effective Communication http://training.fema.gov/IS/crslist.asp, participants will be eligible for a Basic Instructor Certificate through FEMA’s Master Trainer Program. For more information: http://training.fema.gov/emiweb/MTP/index.asp</p> <p>This course, or its equivalent, is required to become a Master Continuity Practitioner Level II. For more information: http://training.fema.gov/EMIWeb/COOP/</p> |
| Dates/Times: | <p>August 6, 2013 08:30 a.m. – 4:30 p.m. August 7, 2013 08:30 a.m. – 4:30 p.m. August 8, 2013 08:30 a.m. – 4:30 p.m.</p> |
| Location: | <p>Oklahoma City/County Health Department 2600 NE 63rd Street Oklahoma City, OK 73111</p> |
| Eligibility/ Priority: | <p>Subject Matter Experts who have been given the responsibility to deliver instruction. Priority will be given to those working toward a COOP Practitioner certificate. NOTE: Space is limited to 22 Seats.</p> |
| Cost: | <p>There is no cost for the training; however, the participant’s agency is responsible for all travel costs associated with this training.</p> |
| Application: | <p>For classes beginning October 1, 2012 or later, individuals applying for Emergency Management Institute (EMI) classes will be required to register using the Center for Domestic Preparedness (CDP) Training Administration System (CTAS) and obtain a CDP Student Identification (SID) number if they do not already have one. This number will be used in place of the SSN on your application. You will be asked to provide your SSN to register in CTAS but this will be phased out later this year.</p> <p>How do I obtain my FEMA Training Identification Number (FTIN)/CDP Student Identification (SID) number? Step 1: To register, go to https://cdp.dhs.gov/elms Step 2: Click on the “Create Account” button on the left side of the screen. Step 3: Follow the instructions and provide the necessary information to create your account</p> <p>What do I do with this new FTIN/CDP SID number I’ve been assigned? The CDP SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).</p> <p>Why is it important to register in the CTAS? Any applications for EMI courses that do not include the training registration number will not be processed until CDP SID is provided.</p> |
| Registration: | <p>Please submit FEMA Form 119-25 (attached) to the Course Manager at angela.stapleton@fema.dhs.gov. The course code number is L141.</p> |
| Course Manager: | <p>Angela Stapleton Regional Training Manager FEMA Region VI 940-898-5509 or angela.stapleton@fema.dhs.gov</p> |



| SUN | MON | TUES | WED | THUR | FRI | SAT |
|-----------|--|--|--|--|-----------|-----------|
| | All Day: Leadership FEB- Fort Sill Date TBD | August 2013 | | 1 FEB Webcast Mtg | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 10:00 Executive Policy Council Mtg | 9 | 10 |
| | | FEMA L-141 Course in OKC | | | | |
| 11 | 12 | 13 All Day Pre- Retirement CSRS | 14 All Day Pre- Retirement FERS | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 10:00 ITC mtg | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

OKLAHOMA FEDERAL EXECUTIVE BOARD
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