INTERAGENCY CONNECTION

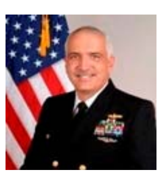
215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102 http://www.oklahoma.feb.gov/ (405) 231-4167

Chair's Corner

Our FEB was represented at the National FEB conference in Washington DC by me, Jon Worthington, Administrator of Southwestern Power Administration and Vice-Chair of our FEB and LeAnn Jenkins, Executive Director.

Briefings included White House Staff, Congressional staff and Cabinet members on topics that we will begin hearing much more about:

- Cyber-Security and the increasing frequency of attacks and number of threats;
- Hiring Reform, changing to resumes and not requiring KSA's until later in the process to be tailored by the agency; the availability of hiring lists for the most requested career fields in an effort to reduce response time to agencies' requests for such lists;
- "FedsHireVets" program, encouraging the hiring of returning veterans who have updated government training, skills, and updated security clearances;
- The update of the FEB Authorization Bill that passed the Senate last fall; along with a number of other topics.



Past FEB Chairman, LCDR David Nikodym received an Honorable Mention Certificate for "FEB Chair of the Year" for his efforts supporting H1N1, serving as the "Lead" of an FEB interagency collaborative to offer H1N1 vaccinations to federal employees, their family members and contractors working in federal space, providing 23 clinics and over 3500 vaccinations between November 2009—February 2010. This provided social distancing so employees and their families did not have to participate in open community clinics and saved them the cost of time off and co-pay at their medical provider for a doctor's visit. Most clinics were scheduled in the afternoon so employees could make arrangements to bring their children without the child missing school.

It was energizing to meet other FEB Officers and Executive Directors to share ideas, best practices and ongoing FEB programs that serve their respective federal communities, as well as receive information that is useful to us in our agency leadership roles.

From the information received during the National Conference, we will be developing programs, inviting speakers, and coordinating events around the topics that have been identified which will affect the federal community in Oklahoma.

Watch for future information in FEB email communications, the newsletter and our newly refreshed website at www.oklahoma.feb.gov!

Samuel D. Jarvis, Chairman

Stress Test

When the Senior Executives Association surveyed high-ranking career feds on their interest in joining the Senior Executive Service, they identified work-life balance as one of their primary reasons for not pursuing the top tier of federal service.

If any of those respondents attended the SEA conference breakout session "Finding Resilience: Avoiding Executive Burnout and Staying at the Top of Your Game" on Wednesday it likely confirmed their concerns. Conference participants nodded vigorously as a former senior agency official, a psychologist and a corporate health expert described the physical and emotional tolls persistent stress can take on professionals.

Jessy Mack, manager of corporate health at the Virginia Hospital Center in Arlington, Va., said that mental stress, such as the kind caused by work, affects the body almost exactly the same way as a physical threat -- for instance, confronting a bear. Faced with stress, a person's muscles will tense up, heart rate and blood pressure will increase while digestive and reproductive systems slow, and breathing accelerates, she said. According to Mack, the constant strain of these abnormal body functions can take a major toll.

"Our bodies can't handle normal functions if we're constantly in fight or flight mode," she said.

So what can federal employees, particularly senior executives, do to manage stress when long hours and heavy workloads come with the job? Greg Rothwell, former director of acquisitions at the Homeland Security Department and currently a president of Evermay Consulting, provided some common-sense advice to federal employees: take time to recognize your public service, exercise, spend time with your family, and visualize your exit strategy from the high-pressure position.

Psychotherapist Jacob Melamed said while workload and other professional stresses certainly contribute to burnout, it always depends on the approach a person takes to individual circumstances.

Part of this, Melamed said, is acknowledging that unpredictability is the only guarantee. Workers can prevent roadblocks by take a balanced view of their surroundings; instead of getting frustrated by obstacles and challenges, they can accept them as a fact of life and play to their own strengths, he said.

Attendees of Wednesday's session said leaders are the key components in whether or not they experience burnout. Regardless of policy, leaders show by example whether an office truly is committed to work-life balance. If a senior manager sends e-mails at 11 p.m., subordinates are bound to get the impression they are expected to respond immediately. If a senior manager takes walks at lunch or leaves at 5 p.m. to attend her child's soccer game, subordinates likely will feel free to do the same.

Several managers said during the session that, while they feel compelled to work long and strange hours and tether themselves to their BlackBerrys, they make it clear they support a clear line between their employees' personal and professional lives and don't expect subordinates to suffer alongside them unless absolutely necessary.

One of the most cited work-life balance programs, telework, often is assumed to universally reduce stress. But William Bransford, general counsel of SEA, says proper teleworking requires thoughtful, thorough implementation by managers.

"As leaders, as executives out there implementing the telework program, [they] need to do so carefully, slowly and clearly so that employees know their expectations," Bransford said. "You're expected when you implement program not to have a loss in productivity, for your programs to continue, all those things."

Written by Elizabeth Newell for Government Executive Magazine, article dated June 17, 2010

Carrying mortgage into retirement can pay off

Many people dream of a mortgage-free retirement. The goal of having a mortgage paid off in time for retirement is one of the most common specific goals I hear in my practice. However, there may be times when it's in your financial interest to continue, and even maximize, your home mortgage during retirement. In most of the cases I've analyzed, the potential advantage of continuing the mortgage is not important enough to demand it. But, in other cases, continuing to carry a mortgage in retirement can be critical to giving yourself the chance to achieve other important goals. Putting money into paying down your mortgage is choosing to invest in a piece of real estate, instead of investing in elsewhere—stocks, bonds and cash, for example.

Federal annuitants are often in a better position than most to continue carrying a mortgage into retirement. If most or all of your essential retirement spending needs will be funded by guaranteed income from a Civil Service Retirement System annuity or Federal Employees Retirement System annuity and Social Security, you can more easily accept the risks associated with investing for greater potential returns.

Here are a few of the arguments in favor of continuing a mortgage:

Real estate is illiquid. Financially speaking, retirement is all about cash flow—having the money you need to spend, when you need it. One problem with diverting money from your savings into your home is that if you later need that money to support your retirement spending, you may not be able to get to it—at least, not on reasonable terms.

A mortgage is relatively cheap money. Low interest rates and tax breaks make mortgage money just about the cheapest money you can borrow. If you're going to borrow money to invest for retirement, this is often the best way to do it.

A mortgage provides financial flexibility. The right to prepay a mortgage, at your discretion, means that you have the option to act in ways that further your interests. Suppose that you have a 30-year fixed mortgage with a 5 percent or 6 percent interest rate. Ten years from now, if market interest rates have risen to 10 percent for a similar mortgage and bank certificates of deposit are paying as much as 10 percent per year, the money that you don't have tied up in the house is available to invest at higher rates and you'll be bragging about your low-interest mortgage at cocktail parties. On the other hand, if rates go lower in the future, you have the option of either paying off the loan or refinancing to better terms, if they are available.

The cost of mortgage money today can be as low as about 3 percent per year, after the tax benefits are considered. It is reasonable to expect that even a conservative investment strategy based on an allocation of 45 percent stocks and 55 percent bonds and cash, if competently managed, will produce an after-tax return of at least twice that. This advantage can mean that you'll be able to spend more, after adjusting for the costs of the mortgage payment, by investing the money outside of your home.

I don't sell investments or have a financial interest in where my clients choose to invest their money. For some retirees, living mortgage-free will be the right choice. But for many, it won't.

How your money is invested and managed is a critical ingredient in any financial plan. If you don't have competent, trustworthy and reliable investment management, then you might be better off with your money in your home—or maybe the mattress.

Taken from "Money Matters" article in the Federal Times, June 14, 2010 edition 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.

Spotlighting Information in Public Service

National Wildlife Refuges in Oklahoma

Supporting abundant wildlife and plants, the nine national wildlife refuges in Oklahoma provide visitors the opportunity to explore the natural world and experience Oklahoma's scenic beauty. Across the country more and more people are discovering national wildlife refuges and enjoying wildlife viewing, hiking, fishing, boating, and hunting. Refuge visitors generate more than $700 million in local economies throughout the nation.

The Refuge System began in 1903 when President Theodore Roosevelt established the 3-acre Pelican Island Bird Reservation in Florida. A century later, the National Wildlife Refuge system has grown to encompass more than 97 million acres, and includes 548 refuges. The United States boasts the largest network of lands dedicated to wildlife in the world.

Each national wildlife refuge in Oklahoma provides a unique experience for visitors; no two refuges are alike! You can learn more about locations and activities at each refuge at: www.fws.gov/refuges/refugeLocatorMaps/Oklahoma.html

Deep Fork National Wildlife Refuge
Okmulgee—9,212 acres—established 1993
Deep Fork NWR protects an important bottomland hardwood forest and emergent wetland habitat along the Deep Fork River. The Refuge supports waterfowl, songbirds, and other wildlife including white-tailed deer, bobcat, rabbits, beaver, and coyotes. Popular activities offered at the Refuge include birdwatching, wildlife photography, fishing and hunting.

Aerial view of the Deep Fork River.
Photograph by Jon Brock

Little River National Wildlife Refuge
Broken Bow—15,000 acres—established 1987
This 15,000 acre Refuge protects most of the remaining bottomland hardwood habitat in southeastern Oklahoma. Migratory waterfowl abound, along with wintering bald eagles. Numerous oxbow lakes harbor American alligators. The Refuge offers birdwatching, hiking, fishing, and limited hunting opportunities.

Oxbox Lake at Little River NWR.
FWS Photograph

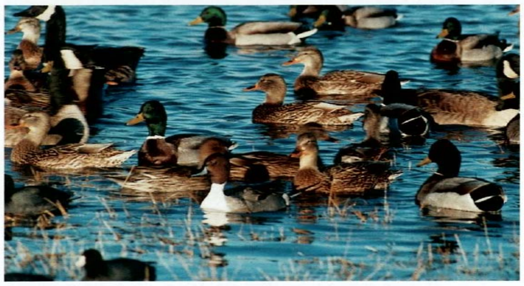
Salt Plains National Wildlife Refuge
Jet—32,030 acres—established 1930
Salt Plains habitat is a combination of wetlands, uplands, salt flats and open water, providing for a diversity of wildlife. Visitors will enjoy the refuge year-round as each season offers a different variety of waterfowl, shorebirds, songbirds and more. The refuge is designated an Important Birding Area and is a member of the Western Hemisphere Shorebird Reserve Network. Other popular activities include wildlife photography, fishing, limited hunting and digging for selenite crystals.

Wilson's Pond at Salt Plains NWR.
FWS Photograph

Sequoyah & Ozark Plateau National Wildlife Refuges
Vian—20,800 acres—established 1970
Sequoyah NWR's bottomland hardwood forests and wetlands support a variety of wildlife. Mallards by the thousands are joined with the largest flocks of snow geese in Oklahoma during their seasonal migrations. In spring and summer, one can see nesting bald eagles and songbirds including the

scissor-tailed flycatcher, painted bunting, indigo bunting and the red-headed woodpecker. Other wildlife includes deer, turkey, bobcat, raccoons, turtles, and armadillos. Five boat ramps are available year round for boating and fishing opportunities. Waterfowl and upland game hunting is allowed. A one-mile fully accessible paved nature trail and six-mile auto tour route provide visitors access through the heart of the refuge.

Ozark Plateau NWR consists of 3,700 acres in Adair, Delaware, and Ottawa Counties. The refuge was established in 1985 to protect and aid in the recovery of Federally-listed endangered and threatened Ozark cave dwelling species and protect stands of Ozark forest essential to migratory birds. This is accomplished through habitat protection of forests, streams, springs, caves, wetlands, and ground water recharge areas characteristic of the Ozarks. Public use is limited to scientific and educational activities.



A gaggle of waterfowl at Sequoyah NWR.
FWS Photograph

Tishomingo National Wildlife Refuge
Tishomingo-16,464 acres-established 1946
The Refuge's 16,464 acres are within the upper Washita arm of Lake Texoma. More than 250 bird species have been recorded on the Refuge. Crops, primarily wheat and corn, are grown to provide forage and grain for migratory waterfowl. The murky waters of Cumberland Pool support crappie, sand bass, channel catfish, flatheads, and blue catfish. White-tailed deer, cottontail, raccoon, beaver, and fox squirrel are plentiful.

Dick's Pond at Tishomingo NWR.
FWS Photograph

Washita & Optima National Wildlife Refuges
Butler—8,075 acres(W), 4,333 acres(O)
Established in 1961(W), and 1975(O)
Washita NWR is a popular birdwatching destination. Prairie songbirds and a variety of waterfowl can be viewed at the Refuge. White-tailed deer, Rio Grande turkeys, coyotes, bobcat and raccoon are common. Fishing is permitted year-round. Boating is permitted from March 15-October 14. The Refuge provides a waterfowl hunt and a special deer hunt each year. A nature trail offers opportunities for hiking, wildlife observation, and photography.

Optima NWR is located in the middle of the Panhandle. It is comprised of grasslands and wooded bottomland forests on the Coldwater Creek arm of the U.S. Army Corps of Engineers Optima Reservoir Project. The tallgrass and shortgrass prairies of the Refuge support many species of songbirds and raptors in summer.

Wild turkeys at Washita NWR.
FWS Photograph

Wichita Mountains Wildlife Refuge
Indiahoma—59,020 acres—established 1905
Wichita Mountains NWR is the largest Refuge in Oklahoma. Set aside as a forest preserve in 1901 and a game preserve in 1905, it is the oldest managed Refuge in the United States. The Refuge supports an abundance of wildlife and contains an array of habitats. Herds of elk, American bison, and Texas longhorn cattle can be viewed from the roads. Visitors can enjoy fishing, camping, and photography. Controlled hunts for elk and deer are offered annually.

American bison at Wichita Mountains WR. FWS Photograph

How to make a PIP more tolerable—and productive

Performance improvement plans (PIPs) are not fun for either the manager or the employee. But, both the manager and the employee can make the best of a PIP.

The PIP is a notice to the employee of an opportunity to improve performance, or be fired. From the employee's perspective, it is almost like being put back on probation, and should be regarded as such. From the manager's viewpoint, a PIP is a lot of work with a seemingly never-ending period of putting up with a nonperformer.

The employee who receives a PIP notice should take it seriously and respond with a positive attitude and much hard work. The employee should try to impress the manager and not appear to be fighting back against what the employee believes is an injustice. There is no right to grieve a PIP or to file an equal opportunity complaint of Merit Systems Protection Board (MSPB) appeal on a PIP alone. Appearing to be uncooperative or belligerent, no matter how wrong the manager is in his or her conclusion about the employee's performance, will only play into the manager's hands and make it easier for the agency to prevail on an MSPB appeal.

An employee who is 50 years of age with 20 years of service or any employee who has 25 years of service is eligible for discontinued service, or early retirement if he is fired for poor performance after failing a PIP. An employee who has the requisite service and who receives a PIP letter should do some serious soul searching about his performance. He should consider the early retirement option if he concludes there is some merit to the supervisor's PIP, even if he disagrees on the severity of the action. As a general rule, it is difficult for an employee to win an appeal of a performance based adverse action if the employee has a valid performance standard, goes through a meaningful PIP and has a manager who engages the employee before and during a PIP.

From the manager's perspective, the PIP can be made easier if the manager is in the habit of maintaining and keeping documentation. Helpful documentation would include e-mails to the employee, notes in the margin of a work product, memos to the employee about performance and memos to the file about conversations between the manager and the employee concerning performance expectations.

A frequent practice in preparation for a PIP is the writing of an extensive PIP notice. Sometimes these notices are the equivalent of a full-length nonfiction book about the employee's perceived poor performance. There is no requirement to do this. The only requirement is to identify where the employee's performance has fallen short and what the employee must do to reach an acceptable level. A manager should fully and clearly state these expectations, but does not have to write a PIP notice that covers every eventuality and attempt to rebut every perceived argument that the employee might have. It is just a notice and the manager does not have to spend excessive time on it. A trip to the human resources office will help the manager determine the right balance.

A manager who approaches a PIP with a sincere desire to rehabilitate the employee's performance will do better on all fronts. Such a manager will make a favorable impression of sincerity with an arbitrator or MSPB judge if the employee fails the PIP and files a complaint. And given human nature, a manager who really cares about improving the employee's performance may be able to succeed in rehabilitating a poor performer, turning the employee into a productive asset.

The final point for a manager is to offer assistance during a PIP—for instance, having an open door policy, assigning a mentor, or offering training to the employee—and to follow through on that assistance. Failure to do this has, in some cases, resulted in a reversal of a performance-based adverse action.

Both managers who impose PIPs and employees who are subjected to them find the process unpleasant. With some careful attention and the right attitude by both the manager and the employee, the PIP experience will be more tolerable, and, hopefully, more productive.

Taken from the "Ask the Lawyer" article in Federal Times, June 7, 2010 edition written by Bill Bransford, a managing partner of Shaw, Bransford & Roth in Washington. He serves as general counsel to the Senior Executive Association and other professional associations. He co-hosts the "FEDtalk" program on Federal News Readio on 1500AM in the Washington, DC area.

There Is No Such Thing as Workplace Ethics . . . There Is Only Ethics!

Read the newspaper. Surf the net. Lapses in judgment make for big news these days. When I read about them it reminds me that the two most important things in my life (and yours) are our reputation and our relationships. This short article will provide some insights into how to establish yourself as a trustworthy, honest and ethical character who oozes integrity . . . both at home and at work.

Let's start by breaking the word trust down into three "operational components." They are respect, credibility and fairness.

Respect:

- Establish and maintain integrity and exude respect for others by living this credo: *I do what I say and I say when I don't*. In other words follow through on your promises and when you "drop the ball," admit your shortcomings and apologize immediately. Public relations experts who have advised famous folks (Bill Clinton, Tiger Woods, etc.) tell them to "face the music" as soon as possible. So it is with us not-so-famous folks.
- Model respect by valuing trust over harmony. Communicate openly. Post these four words where you can read them daily: *No secrets. No surprises*. In a world where search engines can expose anything, it's not about being transparent. It's about being radically transparent.

Credibility:

- Realize that good values often collide with other good values in regard to ethical issues. It is rarely about choosing between right vs. wrong. It is almost always about the gray area of having to choose between right vs. right . . . consider the centuries-old debate in regard to capital punishment. Being credible is about consciously deliberating on the issue and making the best possible decision.
- In regard to the previous point, face the ethical issue at hand, consult with others if you need to, and use these "guidepost" questions before choosing from your alternatives:
  - ✓ Is it legal? (Will any laws be broken?)
  - ✓ Is it moral? (Are there guiding principles or written/unwritten codes of conduct to be followed?)
  - ✓ Is it a decision that incorporates the Golden Rule? (How would you feel about this decision if the roles were reversed?)

Fairness:

- In my mind, fairness is about execution . . . following through. The ability to make a decision and bring energy to it is what has made ethical heroes and heroines throughout history. Sir Winston Churchill, one of the greatest leaders of all time, once said, "Courage is rightly esteemed the first of human qualities . . . because it is the quality that guarantees all others."
- In regard to fairness, we often judge others by their actions and we judge ourselves by our intentions. When the situation arises at home or at work, be a respectful rebel. Muster your energy and your gumption and say what is on your mind. As an ethics professor once told me, "History books are chock full of case studies where good people did not question what was happening right before their eyes. I teach my students that ethical behavior is not so much about getting their questions answered. It is about questioning the answers that are put before them. I want them to think critically."

In summary, I hope you have gleaned some insights from this ethics article and the three "character pillars" of respect, credibility and fairness. May your reputation and your relationships continue to thrive into the distant and not-so-distant future.

© Mark "Tenacious" Towers/Speak Out Seminars, LLC
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UPCOMING EVENTS

August 2010

Aug 11, 2010 07:30 a.m.	**Mayors Committee on Disability Concerns** POC: Diana Hubbard, 405-297-4544
Aug 11, 2010 10:00am-1:00pm	**Executive Policy Council** Federal Aviation Administration POC: FEB Office, 405-231-4167
Aug 12, 2010	**Agency Visits: Altus**
Aug 13, 2010 All Day	**Leadership FEB** 507th Refueling Wing POC: FEB Office, 405-231-4167
Aug 18, 2010 10:00 a.m.	**Interagency Training Council** TBD POC: Carol Smith, 405-425-4499
Aug 18, 2010 5:00 p.m.	**Federal Employees Care Council** Ronald McDonald House POC: Tom Burton, 405-954-0625
Aug 25-26, 2010 All Day	**Supervisory Training** Leadership Development Opportunity Clarion Hotel & Convention Center 737 S. Meridian, Oklahoma City POC: FEB Office, 405-231-4167
Aug 27, 2010 12:00 noon	**Naturalization** US District Court, 200 NW 4th St, OKC POC: FEB Office, 405-231-4167
Aug 31, 2010 All Day	**Determined Accord** Jim Thorpe Building, OKC POC: FEB Office, 405-231-4167
Aug 31-Sep 2 All Day	**NIMS, ICS-300 Training** Federal Transfer Center POC: FEB Office, 405-231-4167

INSPIRATION CORNER

Every time you are tempted to react in the same old way, ask if you want to be a prisoner of the past or a pioneer of the future. *–Deepak Chopra*

You have to have confidence in your ability and then be tough enough to follow through. –Rosalynn Carter

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
- Adrian Andrews, Special Agent in Charge, US Secret Service
- Laura Culberson, Director of Staff, Tinker AFB
- Larry Flener, Representative for the District Director, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency
- 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 LeAnn.Jenkins@gsa.gov no later than the 15th of each month.

Officers:

Chair:	**Sam Jarvis** Director, VA Regional Office Muskogee
Vice-Chair:	**Jon Worthington** Administrator, Southwestern Power Administration, Tulsa
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 (spelled out), work address, email address and phone number
4. Expect to wait up to six weeks to receive your certificate

Submission for Certification Consideration

Name:	Agency:
Agency Address:	
Mailing Address:	
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*.

	COURSE TITLE	***Completed***
[ ]	IS 546 or IS 546a: COOP Awareness Course,	
[ ]	IS 547 or IS 547a: Introduction to COOP,	
[ ]	IS-242 or equivalent E/L course: Effective Communication	
[ ]	E/L/G 548: COOP Manager's T-t-T Course <u>or</u> E/G/L 549: Continuity of Operations (COOP) Program Manager Course <u>or</u> University of Maryland Preparing the States Continuity Courses <u>or</u> MGT 331 University of Maryland Preparing the States Continuity Course	
[ ]	E/L 550: COOP Planner's T-t-T Workshop or IS 550: Continuity Planner's Workshop	
[ ]	IS 100: Intro to Incident Command System (ICS) or ICS 100: Intro to Incident Command System or ICS 200: Incident Command System for Single Resources and Initial Action Incidents	
[ ]	IS 230 or equivalent E/L course: Principles of Emergency Management or IS 230a: Fundamentals of Emergency Management	
[ ]	IS 700a: Intro to National Incident Management System (NIMS) or IS 700	
[ ]	IS 800-B: A National Response Framework (NRF), An Introduction	
[ ]	E 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP Exercise Design/ Development T-t-T Course,	
[ ]	Complete attendance in continuity exercise Determined Accord (Pandemic Preparedness) or IS 520: Intro to Continuity of Operations Planning for Pandemic Influenzas and IS 522: Pandemic Influenza Exercise Course (both independent study courses are required)	
[ ]	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)

Determined Accord Pandemic Tabletop Exercise

Date:	Tuesday, August 31, 2010
Cost:	No cost
Time:	8:30 a.m. registration 9:00 a.m. – 4:00 p.m. exercise
Location:	Jim Thorpe Building, 2101 North Lincoln Blvd. Oklahoma City, OK 73105 Room 560
Objectives	This exercise is designed to increase participant understanding and requirements for Continuity of Operations (COOP) planning and readiness for a pandemic event. We apologize, but the content limits participation to 40 participants. Because there are several more agencies that need to attend this type of exercise, we have included a short train-the-trainer module at the end of the day for those COOP Managers who attend, so they can provide additional tabletop exercises within their agency or for other agencies in your area. This exercise covers information on how to mitigate vulnerabilities during a pandemic influenza outbreak; participants should be able to identify gaps or weaknesses in organizational COOP plans, policies, and procedures.

Attendance in Determined Accord satisfies one of the Level I COOP Practitioner requirements for those wishing to pursue certification.

Registration is limited to 40 individuals:

Name:	Agency:
Title:	Email:
Phone:	Fax:

Mail 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 August 25, 2010. 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!

Effective Qualities for Today's Supervisor

(a leadership/supervisory development program)

Date:	August 25-26, 2010 (or can choose either day)
Time:	8:00 a.m. Registration 8:30-4:00 Training
Location:	Clarion Hotel & Convention Center, 737 S. Meridian, Oklahoma City
Cost:	$100.00 for one-day $175 for both
Instructor:	Larry Fisher is retired from the Oklahoma Office of Personnel Management and provides management and supervisory training for government organizations.

[ ] August 25th, 2010

Using 3-D Leadership to Achieve Maximum Results: As we move more and more into a 2-dimensional world of computer monitors, Bluetooth technology, and the Blackberry's glow, we also move further and further from the world of real people, real situations, and real humans as leaders. This session will help you get back in touch with what really works in leadership. We examine four famous leaders as they applied the 3-D Leadership concepts to achieve organizational success.

Face-to-Face Communications: In the world of Twitter, Blackberry, and email we may be losing the ability to get our message across during face-to-face situations. Review the basics of oral communications and practice both verbal and non-verbal communications tools.

[ ] August 26th, 2010

Motivating a Workforce in Difficult Times: When budgets are being cut and resources reduced, workers tend to hunder down and hide. Supervisors and managers have an opportunity here to help workers find the motivation needed to perform at their highest level. As the old saying goes, this could be their finest hour.

Humor-Enriched Supervisor: The best organizations use humor to make the workplace challenging and exciting. This session describes how this can be done in most organizations. We will develop a humor perspective, learn to develop joy in adversity, and practice humaerobics. Be prepared to laugh during the day without ever hearing the instructor tell any jokes.

[ ] I have marked which day I wish to attend at the $100 rate.
[ ] I have marked both days and understand that I receive the discounted rate of $175.

Registration

Name______________________________ Agency______________________________

Phone______________________________ 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 to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 18, 2010. 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
1	**2**	**3**	**4**	**5**	**6**	**7**
8	**9**	**10**	**11** 7:30 Mayors Committee 10:00 Executive Policy Council	**12** Agency Visits: Altus	**13** Leadership FEB	**14**
15	**16**	**17**	**18** 10:00 ITC 5:00 FECC	**19**	**20**	**21**
22	**23**	**24**	**25** Supervisory Training	**26** Supervisory Training	**27** Naturalization	**28**
29	**30**	**31** Determined Accord NIMS Training		August 2010		

OKLAHOMA FEDERAL EXECUTIVE BOARD
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