



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



Greetings fellow FEB Members!

It is that time of year to report our interagency and intergovernmental activities. Sam Jarvis, Chairman of our Federal

Executive Board for 2010 signed a letter transmitting our annual report to the US Office of Personnel Management in mid-October.

I have the distinct pleasure of providing the information to all of you! We have included the two-page Executive Summary of our report in this newsletter that highlights only a few of the many exciting and important events and/or accomplishments of our Federal Executive Board. The entire report is on the Oklahoma FEB website for your review at

<http://www.oklahoma.feb.gov/Forms/2010AnnualReport.pdf>.

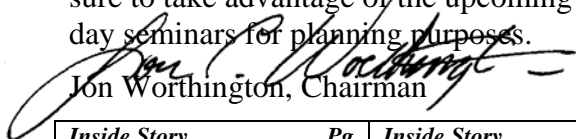
In this month's newsletter, we are including information on the Hatch Act and how it applies to federal employees, as well as federal contractors. This is the second month in a row for this information, just to keep you informed on what you CAN and what you should NOT do regarding activities related to upcoming elections.

For iPhone users or those with friends who are seeking federal employment: On October 19th, OPM announced a free application for iPhones and iPads to access USAJOBS to make it more accessible to the American public. More information about this and how to access the programs are provided in this newsletter.

I want to welcome Kirby Brown, SES, Fires Center of Excellence and Fort Sill's Deputy to the Commanding General to our Oklahoma FEB Executive Policy Council. His appointment was confirmed at our October 20th meeting.

Upcoming Events: We have one-day pre-retirement seminars scheduled in December. The Oklahoma FEB will host one-day seminars for CSRS and FERS, respectively, on December 8th and December 9th.

Historically, our FEB will host one-day seminars only once during the fiscal year, then we host training workshops that are two to three hours in length, throughout the year, in an effort to keep employees informed. Be sure to take advantage of the upcoming one-day seminars for planning purposes.


Jon Worthington, Chairman

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"Put that cell phone back in the holster!"

By Jeff Beals



Today's professionals can stand out among their peers by simply developing appropriate communication habits. Of course, good communication requires proper grammar, spelling and punctuation, but other considerations are just

as important.

Email and text messaging are among the greatest business tools ever invented. They have increased productivity and lowered communication costs exponentially. Unfortunately, these technologies sometimes tempt us to be lazy, careless communicators.

Too many professionals write business emails the way they text their closest friends: "How R U? Cool seeing U - i up 2 L8 last nite! - LMAO." While this may make complete sense to you, it's a foreign language to many. Even if a colleague understands "emailese," business writing should be professional.

Similarly, be careful in your choice of email addresses. I'm amazed at the juvenile-sounding email addresses I have seen printed on business cards. If you have a silly or suggestive email address, ditch it. Nobody wants to conduct serious business with "rugbydude@hotmail.com." Nobody is going to hire "sexykitten.com."

Cell phones have revolutionized productivity, but with that revolution has

come one of the biggest mistakes a business person can make - rudely interrupting a face-to-face business meeting to take another call.

You may think that taking calls at any time makes you more efficient. This is a fallacy. Every time you take a call during a meeting, you have to pause, offering an insincere apology for your intention to take a call. Then you speak on the phone. Because there is someone sitting across the table staring at you, you will probably not be at total liberty to say all that you would if the conversation was more private, which means you'll be calling the person a second time after the meeting.

When you finally hang up, you then take time to apologize for the interruption. Then it takes time to catch back up to where you were in your first conversation. Meanwhile, the momentum and flow of your meeting has been compromised. This is inefficient and ends up costing you more time in the long run.

Even worse, answering a cell phone is incredibly inconsiderate of the other person. Everyone is busy - not just you. For every minute that your meeting counterpart has to sit staring at you conversing with someone you perceive to be more important, he or she becomes restless, irritated and resentful of you.

If you truly want to make an impression with colleagues and clients, make a commitment to communicating properly and politely. Your reputation depends on it.

Reprinted with permission from the Business Motivational Blast from Jeff Beal



Spotlighting Information in Public Service

US Army Corps of Engineers

TULSA DISTRICT FACTS:

District Established...1939 (Upper Arkansas and Red River Basin Boundaries)

630 Employees plus contractor support for design and quality assurance, etc

Civil Works:

- 38 lake projects plus 12 for flood management with 5 Locks (14, 15, 16, 17, 18)
- 8 hydropower projects in Oklahoma (R.S. Kerr, Webbers, Broken Bow, Eufaula, Denison, Keystone, Tenkiller, and Fort Gibson) with 22 main generating units with 585 megawatts capacity. Total output capacity of units is 585,000 kilowatts. Powerplants provide average annual benefit of \$128M. Powerplants generate average annual energy of 1.6B kilowatt-hours. Southwestern Power Administration markets the federal power.

Water Supply – 18 lakes in Oklahoma provide water supply to 104 customers serving over 2.2 million population (630 mgd) 37% of water is in District Lakes in OK. \$22.9M Annual NED Benefits Locally; 29 water supply projects (Optima Lake never filled but was an authorized water supply project); 120 water supply customers; 3,162,500 people served. Approximately 50% of Corps’ water supply contracts.

Recreation - 267 recreation areas in 33 project. 20.6M visitors in FY04; 24M visitors in FY07

Navigation - 150 miles of navigation channel, 5 locks, 67 industries provide direct employment for over 3,700 people—these industries generate a total of \$2.1B in sales and \$492.7M in personal income; Annual freight savings for commodities shipped through Oklahoma Ports \$68M; 5M tons

shipped on Oklahoma segment in 2003 with a net worth over \$1.5B—anticipate similar or higher results in 2004.

Real Estate - There are some 9,000 leases in the District’s outgrant program. They have leases with concessionaires who have expended millions of dollars to build marinas, restaurants and other recreational facilities on their lakes. Leases on Corps lakes return nearly \$900,000 to local communities.

Tulsa District Concession Leases	50
(includes direct marina leases)	
Other Recreation Leases	123
(includes third party marina leases)	
Total	173

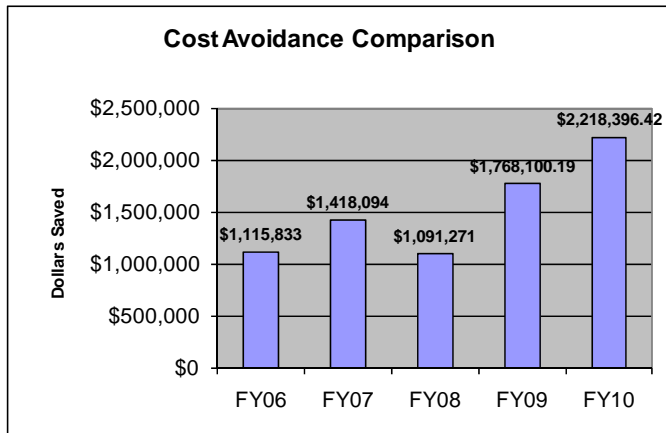
Levees: Total 231 Miles of Levees and 59 miles of Channels

Project	River	Flood Storage (acre-feet)
Keystone	Arkansas	1,180,000
Oologah	Verdigris	965,600
Pensacola	Grand (Neosho)	525,000
Hudson	Grand (Neosho)	244,200
Fort Gibson	Grand (Neosho)	919,200
Tenkiller	Illinois	576,700
Eufaula	Canadian	1,510,800
Kaw	Arkansas	919,400
Hulah	Caney	257,900
Copan	Little Caney	184,300
Wister	Poteau	386,800



Executive Summary of Oklahoma FEB FY 2010 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
Cost Avoidance				
Training	Interagency	Dollars		\$882,724.75
ADR/Shared Neutrals Program	Interagency	Dollars		\$1,335,671.67
Community Outreach				
Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$4,615,605.00	
Volunteer Hrs	FECC-Interagency	5,300 hrs x \$22.50	\$ 119,250.00	
Federal Blood Drives (value determined by cost avoidance of blood from non-profit center to VA Hospital)	Blood	407 units (Red Cross) 13,428 (OBI) units x \$221	\$ 3,057,535.00	
			\$ 7,792,390.00	\$2,218,396.42



ment made by our funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment figure of \$173,205.33 for this year (assistant only on roles 10 months), the FEB provided a cost-avoidance to the Oklahoma Federal community of **\$2,218,396.42, a 12.8-fold return**. The cost avoidance calculations illustrate the results of FEB mediation resolutions and the training/educational programs (abbreviated version contained in this Executive Summary; full data comparison is contained in the following annual report)

Notable items in addition to those listed

above

Emergency Preparedness

- FEB hosted four interagency/intergovernmental COOP trainings and one tabletop exercise resulting in a **total cost avoidance of \$373,507.80**.
- This FEB is an advocate of the FEMA Excellence Series, coordinating the classroom requirements at the local level to encourage federal, state and local government employees to pursue the COOP Practitioner Certification. In addition to the cost avoidance created by local events, our efforts resulted in **17 Practitioner certificates**: 8 Federal, 6 State, 2 City, and 1 corporate employee.
- Communicated to Federal Leaders regarding hazardous weather. FEB sent situational report updates throughout the season to Federal leaders as well as distributed information to Oklahoma residents regarding damage reports, scam details, and recovery center info after ice



storms, tornadoes and flooding which occurred this fiscal year, in which national declarations were necessary.

Human Capital Readiness

- Hosted annual Awards Banquet at the US Postal Service's National Center for Employee Development in Norman, OK with 350 in attendance. Eighty one individuals were recognized for their outstanding accomplishments.
- *Interagency mediation* services coordinated through the FEB's Shared Neutral's Program had 48 requests and 28 resolutions creating a **total cost avoidance of \$1,335,671.67** (this includes agency requests and EEOC mandated cases).
- FEB Coordinated Training (17 interagency/intergovernmental events) for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$499,316.95.**
- The Oklahoma FEB Coordinated with four Universities to offer five job fairs for federal agencies to participate at a reduced rate. These efforts created a **total cost avoidance of \$9,900.00.**
- The FEB collaborates with GSA to provide federal employees access to the Murrah garage and Federal Campus parking facilities in downtown Oklahoma City, enabling federal employees to park through the FEB/GSA agreement, accommodating employees in an extremely difficult parking environment. We were able to accommodate 82 employees throughout the year.
- Distributed **23 vacancy announcements** for various Federal Agencies throughout the year to increase recruiting contacts and the quality/quantity of the resulting applicant pool.
- Throughout the year, the FEB has distributed numerous communications to the Federal Leaders regarding personal changes, policy updates, weather updates and timely information.

Foundational Activities (Outreach)

- Provided **48 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 09; Executive Director made visits to the respective federal offices to provide these orientations.
- The FEB's Federal Employees Care Council (FECC) coordinated **650 Federal volunteers** who contributed **over 5300 hours** to our community this fiscal year. These events include the State Fair Lost Kids Booth, State Fair, Arts Council, Festival of the Arts, Opening Night, and CFC Race for Freedom. We also had volunteers donate their time at Christmas Connection, OETA, Ronald McDonald House, Red Cross, and several other local charities. This provided a **service valued at \$119,250.00** to our community (based on the value of \$22.50 per volunteer hour).
- Combined Federal Campaigns in Oklahoma raised more than **\$4,615,605.00 for charity**. This total is from the four campaigns located in Oklahoma; however, we have two agencies that have merged into campaigns located in other states and their numbers are reported in the totals of those locations.



UPCOMING EVENTS

November 2010

Nov 3, 2010 All Day	Government Job Fair Southwestern Oklahoma State University, Weatherford
Nov 8, 2010 1:00 p.m.	FEB Conference Call All FEB Directors
Nov 9, 2010	Public Service Advisory Committee OSU-OKC POC: FEB Office, 405-231-4167
Nov 10, 2010 07:30 a.m.	Mayors Committee on Disability Concerns POC: Diana Hubbard, 405-297-4544
Nov 11, 2010	Veterans Day
Nov 11, 2010 11:30 a.m.	Society of Govt Mtg Professionals
Nov 16, 2010	Agency Visits-Tulsa
Nov 17, 2010 10:00 a.m.	Interagency Training Council TBD POC: Janis Jones, 866 331-2259x 12502
Nov 19, 2010 5:00 p.m.	Federal Employees Care Council Ronald McDonald House POC: Tom Burton, 405-954-0625
Nov 25, 2010	Thanksgiving

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
- Kirby Brown, Deputy Director, Fires Excellence Center, Fort Sill
- Laura Culberson, Director of Staff, Tinker AFB
- Larry Flener, Representative for the District Director, US Postal Service
- Kevin McNeely, US Department of Housing & Urban Development
- Dottie Overall, 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 LeAnnJenkins@gsa.gov no later than the 15th of each month.

Officers:

Chair: **Jon Worthington**
Administrator, Southwestern Power Administration, Tulsa

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

Ex Officio: **Mike Roach**, U.S. Marshal
US Marshals Service
Western District of Oklahoma
Sam Jarvis
Director, VA Regional Office
Muskogee

Staff:

Director: LeAnn Jenkins
Assistant: Vacant

INSPIRATION CORNER

When you make people angry, they act in accordance with their baser instincts, often violently and irrationally. When you inspire people, they act in accordance with their higher instincts, sensibly and rationally. Also, anger is transient, whereas inspiration sometimes has a life-long effect.

–Unknown

Leadership is the challenge to be something more than average. –Jim Rohn



Continuity of Operations (COOP) Excellent Series I Practitioners Certification



FEMA

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
<input type="checkbox"/>	IS 546 or IS 546a: COOP Awareness Course,	
<input type="checkbox"/>	IS 547 or IS 547a: Introduction to COOP,	
<input type="checkbox"/>	IS-242 or equivalent E/L course: Effective Communication	
<input type="checkbox"/>	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	
<input type="checkbox"/>	E/L 550: COOP Planner's T-t-T Workshop or IS 550: Continuity Planner's Workshop	
<input type="checkbox"/>	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	
<input type="checkbox"/>	IS 230 or equivalent E/L course: Principles of Emergency Management or IS 230a: Fundamentals of Emergency Management	
<input type="checkbox"/>	IS 700a: Intro to National Incident Management System (NIMS) or IS 700	
<input type="checkbox"/>	IS 800-B: A National Response Framework (NRF), An Introduction	
<input type="checkbox"/>	E 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) 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)	
<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)



OPM Announces iPhone and iPad Application for USAJobs.gov *Is First in a Series of Planned Apps for Mobile Platforms*

Washington, DC -The U.S. Office of Personnel Management (OPM) officially unveiled a USAJOBS® application for both the iPhone® and iPad®. The free app allows for greater mobile access to finding Federal job opportunities. Since debuting late last week, the app received more than 50,000 downloads. OPM sees its application as a first step in making USAJOBS more accessible to the American public, and OPM is currently working on rolling out apps for additional mobile platforms.



"USAJOBS.gov is a hugely successful site that helps people identify employment opportunities with Federal government agencies," said

OPM Director John Berry. "These enhancements are helping us make USAJOBS even more accessible to the American public. It is part of our commitment to simplifying the Federal hiring process and providing the public with the tools they need to join the Federal workforce."

With the new app, job seekers using an iPhone will be able to:

- Search over 30,000 Federal job opportunities posted on USAJOBS.
- Refine searches by location, salary, occupation and a host of other filters to find the right job for them.
- Save job opportunities to their USAJOBS account.

- Receive saved search updates.
- Receive status updates to jobs that they have applied to.
- Review video content from OPM.
- The app also will use existing functionality within the phone to enhance searches.
- Turn phone sideways for a landscape view.
- Shake phone to go to a detailed view of the job announcement.
- Bump iPhone with another iPhone to share information.
- Enable the use of the voice over function to provide assistance to individuals with disabilities.

USAJOBS has served as the Federal Government's source for Federal employment and job information since August 4, 2003. On a typical day, USAJOBS logs more than 450,000 visits, establishes over 9,400 new applicant accounts, and hosts 30-40,000 jobs.



To learn more or download, visit:
<http://itunes.apple.com/us/app/iusajobs/id386297670?mt=8&s=143441>



Federal workers' use of Internet social media has limits under the Hatch Act

WASHINGTON POST By Joe Davidson Tuesday, August 24, 2010

When the Hatch Act was passed in 1939, social media tools like Facebook and Twitter were decades away.

But they are ubiquitous now and the Office of Special Counsel has received many questions about how the law, which limits the political activity of federal employees, affects these new forms of communication. With the District and Maryland holding primary elections next month and the entire country gearing up for congressional and other elections in November, OSC decided it's a good time to let federal employees know what they can do using social media without running afoul of the law.

The Hatch Act applies to executive branch workers, including postal employees, but not the president and vice president. District government workers also are covered. Congress, however, is considering legislation, introduced by Del. Eleanor Holmes Norton (D-D.C.), that would exclude them once the District enacts a law with the same effect.

Generally, the Hatch Act permits federal employees greater freedom to participate in election activities than many realize. "If you're not on the government dime and you're not in a government building," there's a good chance the activity is allowed, said Ward Morrow, a lawyer for the American Federation of Government Employees.

According to the OSC, "federal employees may not solicit, accept, or receive campaign contributions at any time. Further, they may not use their official authority or influence to affect the result of an election. Finally, they may not engage in political activity while on duty or in a federal workplace."

Those prohibitions carry over to the Twitter and Facebook worlds.

But what happens if you telework and your kitchen table is your federal workplace? That

was not addressed in the July guidance.

OSC issued a list of "[Frequently Asked Questions Regarding Social Media and the Hatch Act](#)" last month. But as he so often does, Uncle Sam did not make the answers simple. In some cases, the answers differ based on position, with "less restricted employees" getting more leeway than "further restricted employees." The further-restricted employees include many federal law enforcement employees, intelligence agency staffers, administrative law judges, senior executives and Federal Election Commission employees.

Here is a sampling from the Q & A provided by the Special Counsel's office:

May federal employees write a blog expressing support or opposition to partisan political candidates and political parties?

The basic answer is yes, but with restrictions.

They can't write blogs while at work and they should not use their official titles to give weight to their opinions. Further-restricted employees also may not take an active part in a campaign. That includes distributing campaign literature, which means they are not allowed to post anything on their blogs "that was created by, or leads to information created by, the party, partisan candidate, or partisan campaign, because OSC would consider such activity to be the equivalent of distributing literature," according to the special counsel's guidelines.

Employees may advocate for or against political parties or candidates on Facebook pages as long as they stay within the broader Hatch Act limitations.

May federal employees continue to "follow" the official White House Twitter account, or be a "fan" or "friend" of, or "like," the official White House Facebook page, after President Obama becomes a candidate for reelection?



Yes, but with the same restrictions that apply to other candidates.

"Note that the Twitter account @barackobama is not an official Presidential account," cautions the OSC guidance. "Nor is the Facebook page found at www.facebook.com/barackobama." Both are affiliated with the Democratic National Committee, and that's a partisan political group.

The "fan" and "friend" restrictions come with general limitations, such as engaging in political activity while at work. That includes using social media or e-mail to accept an invitation to a political event or forwarding the invitation to others.

Further-restricted employees have an additional limitation. Links on their Facebook pages to a candidate's Web site must be visible only to the employee.

Sometimes the guidelines seem almost contradictory, or like a hair-splitting exercise.

Less-restricted employees, for example, may post a link that leads to the home page of a candidate but not "directly to the page of the Web site on which readers can contribute money." Of course, many candidates ask for money on their home pages, though readers may need a second click to make the contribution.

Nonetheless, "I think it's good they put the rules of the road out there," Morrow said.

Suggestion: Read the rules carefully, then check with your supervisor if you need clarification.

This article was added to our newsletter to provide information that highlights the sensitivity and additional responsibilities created by social media.

Additional resources are available on our FEB website.

Hatch Act Information on FEB Website

The following is a discussion of restrictions on political activity by federal government employees, and by employees of certain state and local government agencies, under the Hatch Act.

In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). Under the amendments most federal and D.C. employees are now permitted to take an active part in political management and political campaigns. A small group of federal employees are subject to greater restrictions and continue to be prohibited from engaging in partisan political management and partisan political campaigns.

OSC has developed a number of booklets, posters and fact sheets that explain the application of the Hatch Act. Copies of the booklets and posters can be ordered from the Government Printing Office.

Below is information that may be used to provide or brief employees on the restrictions. Additional information is provided on the U.S. Office of Special Counsel website.

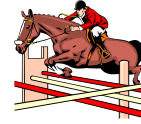
- One-page flyer on the Hatch Act and Federal Employees (pdf file) appropriate for posting on bulletin boards
- Political Activity and the Federal Employee (pdf file) fourteen page booklet of information
- Power Point presentation on the Hatch Act

These resources can be found at: www.oklahoma.feb.gov/HatchAct.htm

The flyer, booklet and power point presentation are all downloadable for use in your workplace.



One-Day Pre-Retirement Training Seminar-2010



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 ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation 	<p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Thrift Savings Plan ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation
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TIME: 8:30 a.m. - 4:00 p.m. (each day) Registration will begin at 8:00am
LOCATION: Clarion Hotel & Convention Center, 737 S. Meridian, OKC
COST: [] \$95.00 per person if registered by close of business 11/19/2010
[] \$105.00 per person if registered after close of business 11/19/2010
[] \$75.00 for spouses

- [] I am registering for the CSRS Only session on Wednesday, December 8, 2010.
[] I am registering for the FERS Only session on Thursday, December 9, 2010.

Seating is limited to 30 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 to receive the discounted price for spouse

AGENCY: _____

ADDRESS: _____

PHONE: () _____ FAX: () _____

Agency/Registrant may pay by [] cash, [] check, [] credit card or [] government voucher.

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, refunds and cancellations will be permitted through November 19, 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 Govt Job Fair @ SWOSU-Weatherford	4	5	6	
7 Daylight Savings Time Ends	8 1:00 FEB Conf Call	9 11:30 Public Service Advisory Committee-OSU-OKC	10 7:30 Mayors Committee	11 11:30 SGMP Veterans Day	12	13	
14	15	16 9:00 Agency Visits-Tulsa	17 10:00 ITC	18	19 5:00 FECC	20	
21	22	23	24	25 Thanksgiving	26	27	
28	29	30	November 2010				

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 153
 OKLAHOMA CITY, OK 73102-3422
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We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.