



# INTERAGENCY CONNECTION

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## Chair's Corner



Holiday Greetings! 2010 is drawing to a close and our Federal Executive Board has many efforts underway.

We have two one-day pre-retirement seminars scheduled

in December. The Oklahoma FEB will host one-day comprehensive seminars for CSRS and FERS, respectively, on December 8<sup>th</sup> and December 9<sup>th</sup>. Historically, our FEB will host one-day comprehensive seminars only once during the fiscal year. In addition, 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.

I am pleased to introduce Brittyn Combs as a new addition to our FEB Staff. She joined the FEB office on November 10<sup>th</sup> as a full time employee. Brittyn was introduced to public service this past summer, employed by the US Department of Housing and Urban Development as a college intern.



Please welcome her as you have a chance, as she will be the voice on the phone when you call the office.

FEB Calendars are back by popular demand! The 2nd annual Oklahoma FEB calendar will be available this month. These are provided for our FEB members; however, they will be made available for purchase by any federal employee.



The calendar is illustrated with photos submitted from a variety of federal agencies in Oklahoma and is unique to Oklahoma. Last year was the first year for this effort and we had an overwhelming response to continue, planning one each year. There are sufficient agencies and photos to have a very different calendar for many years to come. You can view a low resolution copy of the 2011 calendar cover on our website at [www.oklahoma.feb.gov/Forms/2011Calendar.pdf](http://www.oklahoma.feb.gov/Forms/2011Calendar.pdf)

Jon Worthington, Chairman

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## Manage conflict wisely to lessen your stress

Issue: Communication Solutions October 2010



We undergo a lot of stress just trying to do our work. But you may not realize that you're adding even more tension to your life simply by the way you handle workplace conflict. That's why it's important to get a handle on the ways in which you

intensify your stress. Here are three possibilities that may apply to you:

### 1. When conflict arises, you avoid it.

According to researchers at Vanderbilt University, avoiding conflict is the No. 1 way you can add stress to your life. When you go out of your way to avoid tensions, you end up internalizing the stress and failing to communicate with people who can help solve a problem.

### 2. When conflict arises, you push and scratch to get your way.

If you tend to dominate others when conflicts arise, you not only feed your stress, you add more to those around you. Getting your way at all costs leads you to lose perspective.

### 3. When conflict arises, you focus only on your interests.

The best way to handle conflict is to balance your interests with those of your colleagues. It fosters good working relationships and keeps future disputes at bay.

## Five Steps to High Performance as a Supervisor

You can't become a top manager just by wishing for it. But you can follow these rules for becoming a high-performing manager that employees will want to follow:

**Explain your role and responsibilities.** First, be sure you understand everything you're accountable for in the workplace. Then communicate those responsibilities clearly to your employees. They need to understand why you're emphasizing certain goals and practices.

**Set objectives that don't conflict.** Take a good look at what you're asking employees to accomplish in the short term and in the long run. If you push employees to meet weekly goals that undercut long-term growth (selling defective products that need to be replaced later, for example) your organization's revenues will suffer, as will employees' motivation.

**Share your decision-making process.** Think about how you make decisions. Is your process rational? Can others see what criteria you're using? When employees understand the logic behind your decisions, they'll be able to make better decisions themselves.

**Plan your actions.** Don't make up your strategy as you go along. Invest time in determining where you and your workforce need to go and how you can get there quickly and efficiently. Plan for setbacks and obstacles so an unexpected failure doesn't cause panic.

**Schedule your priorities.** A to-do list is only a start. Rank your objectives and assign clear deadlines for the most important items, and communicate priorities to your entire workforce so your associates can plan their efforts accordingly.

*Taken from "The Motivational Manager", dated October 2010; article adapted from the Leadership Articles website.*



## Spotlighting Information in Public Service

### Did you Know.....

#### Bureau of Indian Affairs

##### Who they are:

Indian Affairs (IA) is the oldest bureau of the United States Department of the Interior. Established in 1824, IA currently provides services (directly or through contracts, grants, or compacts) to approximately 1.9 million American Indians and Alaska Natives. There are 565 federally recognized American Indian tribes and Alaska Natives in the United States. Bureau of Indian Affairs (BIA) is responsible for the administration and management of 55 million surface acres and 57 million acres of subsurface minerals estates held in trust by the United States for American Indian, Indian tribes, and Alaska Natives. Bureau of Indian Education (BIE) provides education services to approximately 42,000 Indian students. BIA and BIE's missions are:

The Bureau of Indian Affairs (BIA) mission is to: *"... enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes, and Alaska Natives."*

The Bureau of Indian Education (BIE) mission is to: *"... provide quality education opportunities from early childhood through life in accordance with the tribes' needs to cultural and economic well being in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. The Bureau considers the whole person (spiritual, mental, physical and cultural aspects.)"*

##### What they do:

The United States has a unique legal and political relationship with Indian tribes and Alaska Native entities as provided by the Constitution of the United States, treaties, court decisions and Federal statutes. Within the government-to-government relationship, Indian Affairs provides services directly or through

contracts, grants, or compacts to 565 Federally recognized tribes with a service population of about 1.9 million American Indian and Alaska Natives. While the role of Indian Affairs has changed significantly in the last three decades in response to a greater emphasis on Indian self-governance and self-determination, Tribes still look to Indian Affairs for a broad spectrum of services.

The Indian Affairs offers an extensive scope of programs that covers the entire range of Federal, State and local government services. Programs administered by either Tribes or Indian Affairs through the Bureau of Indian Education (BIE) include an education system consisting of 183 schools and dormitories educating approximately 42,000 elementary and secondary students and 28 tribal colleges, universities, and post-secondary schools. Programs administered through the Bureau of Indian Affairs (BIA) include social services, natural resources management on trust lands representing 55 million surface acres and 57 million acres of subsurface minerals estates, economic development programs in some of the most isolated and economically depressed areas of the United States, law enforcement and detention services, administration of tribal courts, implementation of land and water claim settlements, housing improvement, disaster relief, replacement and repair of schools, repair and maintenance of roads and bridges, and the repair of structural deficiencies on high hazard dams, the BIA operates a series irrigation systems and provides electricity to a rural parts of Arizona.

Through Indian Affairs programs, Tribes improve their tribal government infrastructure, community infrastructure, education, job training, and employment opportunities along with other components of long term sustainable development that work to improve the quality of life for their members.



## Deal with Office Criticism Diplomatically

Taken from Federal Times “Career Matters” article



Whenever you receive criticism from a boss or colleague, you have a choice: You may respond defensively and make an

instant enemy out of someone you will have to interact with for a long time, or you may attempt to take the high road by responding in ways that defuse, rather than aggravate, tensions. Some tips on doing so:

◇ Respond in person. Even if you’re criticized via e-mail, respond in person, if possible. Why? Because e-mail is devoid of body language and tone of voice. In addition, angry e-mails are frequently fired off quickly without due consideration.

E-mails tend to come across harsher than in-person communications.

◇ Let critics finish. No matter how tempted you may be to interrupt your critic, let him finish presenting his perspective before you present yours. You will thereby avoid frustrating him and increase the chances that he will let you finish your rebuttal. You will thereby help prevent disagreements from escalating.

◇ Don’t hurl back accusations. Few people are willing to admit errors to anyone—let alone to subordinates. Therefore, if you defend yourself to superiors by accusing them of doing—or of not doing—something, your argument will probably only anger them, no matter how right you may be.

So instead of rebutting criticism with criticism, give wayward superiors face-saving opportunities. For example, when appropriate, consider attributing mishaps to misunderstandings or flawed procedures. And then carefully suggest ways to correct the situation.

If your boss exhibits what I call “implanted memory syndrome” and is under the mistaken impression that he provided you with some type of critical information, carefully mention your

contrary recollection on the off chance that doing so will jog his memory. If that doesn’t work, let it go.

◇ Get to core issues. If you’re severely criticized, determine if the attack is rooted in another, larger issue. If you can’t fix the core issue, you will at least be comforted by the knowledge that “it’s them, not you.”

Take a time out. Consider saying something like, “I’m so taken aback by what you just said that I cannot respond immediately. I’ll be back in a little while and address this issue then.”

By securing a time out, you will assure your critic that you’re not ignoring the disagreement and therefore not being insubordinate. But at the same time, you will give yourself time to organize your thoughts.

During your time out, take a walk or talk the situation over with a trusted advisor.

Then, when you’re ready, return to your critic and say something like, “If this is a good time for you to address the situation, I would like to do so.” When you resume your discussion, you will hopefully find that your response is less emotional and more logical than it otherwise

◇ may have been.

Protect yourself. No matter how diplomatic you are, sometimes it’s impossible to find common ground and reach agreement with a superior over serious matters. If such disagreements result in major unwarranted criticism on your annual evaluation, you would be well within your rights to defend yourself.

Submit a written rebuttal to such criticism for your personnel file. That way, anyone who reviews your file will likely consider your perspective in addition to your supervisor’s perspective.

Lily Whiteman writes “Career Matters” articles for the Federal Times and is a public affairs officer at the National Science Foundation and author of “How to Land a Top-Paying Federal Job.”





## How to handle threatening behavior

The issue of threats in the workplace is a serious matter for managers and for those employees who are subjected to the fear and intimidation that can accompany a threat. Managers have a duty to respond quickly and decisively. But when is a threat really a threat, and what action is appropriate?

In the federal workplace, managers and human resources professionals use a five-part formula to determine how serious the threat is. This formula is often referred to as the Metz factors, a name taken from the court case that decided when a threat is a threat. The Metz factors are: the listener's reactions; the listener's apprehension of harm; the speaker's intent; any conditional nature of the statements; and the attendant circumstances.

The first two Metz factors center on the person who heard the threat. How seriously did the listener take the threat? Was he nonchalant or concerned? Did the listener wait hours before reporting the threatening comment, or was the issue raised immediately? These are probably the most important parts of assessing a threat. If a supervisor or co-worker feels that harm may occur and acts as if that is genuinely believed, it is more likely that a threat would be considered real and serious.

The speaker's intent is sometimes difficult to ascertain. What is meant by the statement, "I'll take you out?" Does it mean physical violence or the filing of an equal employment opportunity complaint? If the speaker's intent is physical violence, immediate administrative leave and a probable proposed removal are appropriate responses. But if the speaker is talking about an EEO complaint, a reaction by a manager could be viewed as reprisal.

Context is important in determining the speaker's intent. What else was being discussed when the threat was made? Was the speaker physically agitated? Was the speaker mentioning legal process and the exercise of rights? These are important considerations and increase the need for immediate and detailed documentation describing the context of the statements. It is appropriate to include in this

documentation the tone of voice, the body language and other characteristics that might show out-of-control behavior consistent with a threat of physical violence.

A conditional threat, the fourth Metz factor, could require lesser penalties, but not always. Consider the following threat to the supervisor: "Get off my back or watch your back the next time you go through the parking lot at night." Technically, the threat is conditional, but the supervisor has an obligation to supervise, which could be construed by the subordinate as being on his back. The comment is meant to intimidate a manager and is most likely a serious threat, assuming the manager interprets it that way. Sometimes the "conditions" surrounding a conditional threat can be so remote that a listener would not be concerned. Again, context is important.

The final factor, the attendant circumstances, requires care to ascertain. When is a threat real and when is it just venting? Sometimes a threat will be made to a third person and directed to a supervisor or a co-worker who is not present. When confronted, the speaker may say he was not serious and was just getting frustrations off his chest. But the fact that the listener reported the comment may tell a different story.

If the Metz factors indicate that the threat was not serious or perhaps not a threat at all, a manager might feel comfortable returning the employee to work, but may want to impose some penalty, perhaps for a lesser charge such as disruptive behavior.

But whenever a manager thinks that a threat might be real, the most important immediate action is to remove the speaker from the workplace and place him on administrative leave while the Metz factors are reviewed and evaluated to determine appropriate action.

Office of Personnel Management regulations at 5 CFR 752.404 provide this authority to managers.

Taken from Federal Times "Ask the Lawyer" article dated 10-18-2010 by Bill Bransford



## UPCOMING EVENTS

### December 2010

<b>Dec 3, 2010</b> Noon	<b>Naturalization</b> 200 NW 4 <sup>th</sup> Street, OK US Courthouse
<b>Dec 8, 2010</b> 07:30 a.m.	<b>Mayors Committee on Disability Concerns</b> POC: Diana Hubbard, 405-297-4544
<b>Dec 8, 2010</b> All Day	<b>Pre-Retirement Seminar-CSRS</b> 737 S. Meridian, OKC POC: FEB Office, 405-231-4167
<b>Dec 9, 2010</b> All Day	<b>Pre-Retirement Seminar-FERS</b> 737 S. Meridian, OKC POC: FEB Office, 405-231-4167
<b>Dec 15, 2010</b> 10:00 a.m.	<b>Interagency Training Council</b> TBD POC: Janis Jones, 866 331-2259x 12502
<b>Dec 16, 2010</b> 3:00 p.m.	<b>Federal Employees Care Council</b> TBD POC: Tom Burton, 405-954-0625
<b>Dec 24, 2010</b>	<b>Christmas Holiday Observed</b>
<b>Dec 25, 2010</b>	<b>Christmas</b>
<b>Dec 31, 2010</b>	<b>New Years Holiday Observed</b>

### 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

## 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 15<sup>th</sup> 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:** **Sam Jarvis**  
Director, VA Regional Office  
Muskogee  
**Mike Roach**, U.S. Marshal  
US Marshals Service  
Western District of Oklahoma

### Staff:

**Director:** LeAnn Jenkins  
**Assistant:** Brittyn Combs



## ***Protect Your Security Clearance***

One of the most valuable commodities in and around the federal community is the security clearance. A clearance is not a legal right, but rather a status granted by the government as an indication of trust placed in an individual. Even though federal employees and contractors do not have a right to a clearance, it cannot be taken away from someone without some due process. Part of this due process includes a recitation of reasons and circumstances that could result in the loss of a clearance. These are called “adjudicative guidelines” and they are consistent government wide, even in agencies such as the CIA and National Security Agency.

The Defense Department conducts more security clearance cases in a transparent way than any federal agency. Anyone interested in learning more about security clearances and how to lose one can go to [www.dod.mil/dodgc/doha](http://www.dod.mil/dodgc/doha) and click on Industrial Security Program to read the adjudicative guidelines and case decisions where security clearances have been granted or denied. Even though federal employees are not covered by the industrial program, the same principles and guidelines apply.

If a job requires a clearance, an employee will lose his job if he loses his clearance. Reasons for losing a clearance are extensive. They include:

**Lying.** Tell the truth on security clearance questionnaires and in the interview. The surest way to have a clearance revoked is to be less than honest. Background investigators are adept at finding problem areas in your past, so it is better to answer all questions carefully and accurately. When filling out the SF-86 or other background investigation forms, read the instructions. Often, an answer that you think is a problem will be disqualifying. Lying about it or trying to hide or minimize it is almost a guaranteed reason for denial of a clearance.

**Using illegal drugs while having a clearance.** Any prior drug use will be examined and may be disqualifying depending on how often and the type of drugs used, whether use was experimental, and how recent use was. Drug use before having a clearance can be explained and

balanced, and a clearance might be granted. Drug use while holding a clearance is much more problematic, and while it does not result in automatic clearance revocation, it takes more explaining to keep a clearance.

**Misuse of alcohol.** Serious misuse of alcohol to the point where it is a problem in your life could cause a security clearance problem. A long period of sobriety and a treatment program might save your clearance.

**Dual citizenship.** Dual citizenship by itself is not a problem. But traveling outside the U.S. on a foreign passport could cause the loss of security clearance, particularly at DoD.

**Criminal activity.** Recent criminal activity, particularly a felony, could result in the loss of a clearance. One area of occasional confusion (although it should not be if the security clearance form is closely read) is about criminal records that are expunged. Even if a crime is expunged under state law, it still must be reported if the crime is within the time covered by the question.

**Security violations, including misuse of information technology systems.** This is a big deal. If you are careless with classified material, particularly if you willfully ignore the rules, a clearance will be hard to keep. The same is true for violating IT protocols.

**Indebtedness.** Serious indebtedness will cause questions about your reliability for a security clearance. Try to pay your bills and live within your means to have the best chance of not having a clearance checked. The background investigators do check your credit reports.

*Taken from Federal Times “Ask the Lawyer” article dated November 15, 2010 by Bill Bransford, managing partner of Shaw, Bransford & Roth in Washington. He serves as general counsel to the Senior Executives Association, Federal Managers Association and other professional associations.*



## Spur mediocre employees to step up their game

Not all of your employees can be stars, but that doesn't mean you should settle for mediocre work from any of them. If you need to motivate a marginal employee to do better, follow these steps:

**Start with feedback, not punishment.** The employee may not realize that he or she isn't performing up to expectations. Have an honest talk about the job's requirements, the employee's current level of performance, the possible consequences of their behavior, and the potential rewards for improvement.

**Get specific about performance issues.** Constructive feedback isn't vague or wishy-washy. Tell the employee exactly where his or her performance is lacking, using objective measurements. Explain how poor performance is lacking, using objective measurements. Explain how poor performance affects co-workers and the organization as a whole—again, with specific metrics and examples.

**Target the behavior, not the employee.** Avoid personal comments, like, "You're lazy and disorganized." Focus on actions that the employee can correct: "you need to eliminate the clutter in your work area so you can find the tools and information we need quickly."

**Reinforce improvement.** When the employee makes an effort to do better, recognize it. Managers sometimes ignore good work because they're concentrating on problems, but praising employees for doing better can be a reward that feeds further improvement.

**Treat employees consistently.** Don't play favorites or overlook poor work habits because an employee excels in other areas. Your workforce won't be motivated to improve if they see it as optional instead of required.

*Taken from The Motivational Manager, October 2010 issue*

## Communicating electronically: What every Manager needs to know

(Taken from "Communications Solutions")

Electronic communication has become one of the most popular ways for managers to quickly and efficiently communicate with their employees. But that doesn't mean managers are doing it *right*. If you rely on e-mail to communicate, remember these seven rules:

1. Keep it to one screen or less. When e-mail readers see words running off the bottom of the screen, they tend to start scanning rather than reading, potentially missing the key elements of your message. Edit yourself ruthlessly and cut out every extra word.
2. Write in bullet points. Online usability tests have shown that when people read messages off a computer screen, they find it easier to read and retain the information if it is broken into bulleted points, rather than long, dense paragraphs.
3. Give the "meat" of the message in the subject line. The subject line is the headline for your e-mail. It needs to grab people and tell them exactly what the e-mail is about. Here's a good formula for subject lines: *subject + active verb + object*. And be as specific as possible. "Meeting rescheduled" is a bad subject line; "Feb. marketing meeting rescheduled to Feb. 17" is a good one.
4. If you're sending e-mails from a wireless device, let people know. If you are a BlackBerry user (or, as some people call them, a Crackberry addict), make sure you include a tagline telling people you're using one of those devices, which will help explain the terse nature of your message. Otherwise, you could come across as rude.
5. Spell-check your e-mails. Yes, it takes an additional five seconds. But if you want to hurt your credibility, send an e-mail to 50 people with six misspelled words in it.
6. Encourage questions via e-mail. Don't use it as a one-way medium. The true strength of e-mail is its interactive nature. When you blast out an e-mail to employees, make sure they know it's okay to send questions or concerns back to you. And then make time to answer them.
7. Remember: You're not the only one sending e-mails to your staff. Your employees are likely suffering from "e-mail rage." They are getting organizational announcements, HR messages, facility updates, corporate memos, notes from colleagues, cafeteria updates...to say nothing about the e-mails from friends, family, and junk-mailers. Do your best to e-mail only when you need to, so you don't add to the in-box clutter. And if you're ever worried about an important e-mail getting lost in the electronic shuffle, switch to a low-tech solution: Pick up the phone.





## 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](mailto: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.*

	<b>COURSE TITLE</b>	<b>Completed</b>
<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)



## 2010 FEB Calendar Purchase Request



To order 2010 FEB Calendar (s), please provide the information below:

I would like to order \_\_\_\_\_ # of Calendars  
\$10.00 each (volume discounts provided at 10, 20, 30, and 40 units)

I fit into one of the following priority groups:

- Federal Leader in Oklahoma
- Federal Employee (military, civilian, law enforcement or Postal Service) in Oklahoma.
- Government Employee in Oklahoma
- All other

I will pick up my calendar from the FEB office.

Please ship to the following address

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

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

City, State & Zip: \_\_\_\_\_

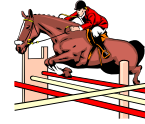
Method of Payment:

- Cash                       Check                       Credit Card (call for information)

Mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Fax to:	405-231-4165



# 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><b>CSRS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> <li>➤ Annuity Calculation</li> </ul>	<p><b>FERS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> <li>➤ Annuity Calculation</li> </ul>
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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
December 2010			1	2	3 Naturalization	4
5	6	7	8 7:30 Mayors Committee Pre-Retirement Seminar-CSRS	9 Pre-Retirement Seminar-FERS	10	11
12	13	14	15 11:00 ITC	16 3:00 FECC	17	18
19	20	21	22	23	24 Christmas Holiday Observed	25 Christmas
26	27	28	29	30	31 New Years Eve	

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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