INTERAGENCY CONNECTION

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

Chair's Corner

Happy New Year!

With the turn of the calendar, many activities are being planned for our Federal Executive Board.

Information on the annual **Awards Program** will be distributed this month, soliciting nominations from the federal agencies in Oklahoma.

Material on the **2011 Leadership FEB** class will be distributed this month. While the first forum will not be until March, you will want to respond early to ensure your employee(s) is(are) included; the class seems to fill quickly.

So far, our **traditional leadership** development training days/workshops are scheduled for March, June and August. However, additional days may be planned as the year unfolds, if agencies identify training topics needed. The three days will cover Five Modules of Leadership Effectiveness, addressing the majority of OPM's Leadership Competencies. Watch for more information about these sessions on our website; however, a registration for Day One is provided in this newsletter for your convenience.

Also, for informational purposes, the FY **2011 Hazardous Weather and Emergency Communications Plan** was coordinated and posted on the FEB website in December (in anticipation of winter weather conditions).

The **FEB calendars** are available! 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. The 2010 calendar was our first attempt; the 2011 calendar is our reply to the 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

Jon Worthington, Chairman

Introverts vs. Extroverts: How to motivate both

Every workforce or team is a mix of people with different skills, experiences and attitudes. One combination you'll find as a manager is the mixture of introverts and extroverts. How well they blend together depends on you.

It starts with knowing whom you're dealing with.

Introverts tend to be reflective, rehearsing and thinking through what they want to do and say before taking action. They tend to be quiet, dislike interruptions, and prefer direct communication that gets right to the point without chit-chat.

Extroverts are usually talkative and like to think out loud; they share their opinions easily, enjoy social interaction, adjust quickly to interruptions, and prefer to work and generate ideas in a team.

Of course, few people are completely one way or the other, so don't jump to conclusions about what an employee wants just because he or she seems to be an extrovert. To manager and motivate them effectively, try these ideas:

- **Communicate with your introverts in writing.** This gives them time to process your message and think about how to respond or carry out your instructions.
- **Assign extroverts to interactive tasks.** They'll be more eager to make presentations, train new employees, and plan events with a group for your department or organization.
- **Manage meetings carefully.** Extroverts may tend to dominate meetings even though they don't necessarily mean to shut anyone out. Make a point of encouraging everyone to speak so introverts get a chance to contribute.
- **Exercise and encourage patience.** If you're an extrovert yourself, you may sometimes grow frustrated by introverts on your staff who need more time to think things through. Unless you're dealing with a serious emergency, slow your pace a bit so you don't discourage anyone from sharing ideas and contributing. And make sure your employees respect each other's styles, whatever they are, to avoid conflict and misunderstandings.

Taken from The Motivational Manager—Adapted from the Puget Sound Business Journal

Don't let stress disrupt your entire workforce

Too much stress can demoralize a workforce, but staying calm these days is a tough act for any manager. Keep the turmoil under control for your employees with these tips:

Keep surprises to a minimum. When your workforce doesn't know what's going to happen next, they'll have a hard time focusing on what they need to do right now. Make sharing information a priority so they don't feel blindsided by events they can't control.

Maintain your sense of humor. The challenges your organization faces may be serious, but you don't have to be—at least not all the time. Find ways to bring a little laughter into your workplace: posting cartoons, sharing jokes (as long as they're appropriate for the workplace), and finding the lighter side of workplace incidents.

Watch your own mood. Your employees are looking to you for guidance and reassurance. If you're angry or depressed, they'll pick up on it and follow suit. Don't pretend everything's wonderful when it's not, but strive to maintain an even temper and an upbeat attitude so your workforce doesn't lose hope.

Let employees express themselves. A certain amount of venting is healthy. Listen to their worries and concerns, and don't expect them to ignore reality. Once they get it off their chests, their emotions will be less powerful, and they'll be able to get back on track.

Taken from the Motivational Manager—Adapted from the Leadership Development Connection website

Spotlighting Information in Public Service

Did you Know…….

Bureau of Land Management

The BLM, Oklahoma Field Office (OFO) manages 7.4 million acres of Federally owned land in the states of Oklahoma, Kansas and Texas. This land may be categorized as:

- 91,000 acres of public domain lands managed exclusively by the BLM
- 595,000 acres of "split-estate lands" in which private individuals own the land surface and the BLM manages all or part of the mineral estate.
- 6.71 million acres acquired by the Federal government for specific purposes, such as reservoirs, parks, military bases, or prisons, for which a Federal Surface Management Agency (SMA) manages the land surface and the BLM manages the mineral estate.
- Wild Horse & Burro Adoptions for four state region, including New Mexico and short-term holding facility
- Home to 17 Long Term Pastures for the National WH&B program

An additional 1.5 million acres is committed to the National Forests in the three states and the OFO assists the U.S. Forest Service on these lands.

Because most of the land in the OFO's jurisdiction is restricted to the mineral estate, the BLM's role primarily concerns extraction, use, sale, and rehabilitation on the mineral resources in a split estate environment. Nearly all of the surface estate in Texas, Oklahoma, and Kansas is either non-Federal or dedicated to a specific purpose and managed by an agency other than BLM. The OFO manages 8.2 million acres of Federal subsurface estate in this environment. In some cases, even the subsurface estate is segregated (as in Federal coal and private coal-bed natural gas in the same stratum). This situation came about as a result of a complex of laws and Federal actions in this part of the country—namely homesteading and Indian resettlement—over the course of nearly 100 years.

The Oklahoma Field Office directly affects the livelihood of many thousands of Indian mineral owners within its jurisdiction by providing vital technical support to our sister trust management agencies as well as 39 Federally recognized tribal entities. We also serve Indian customers by providing information, conducting research, and offering guidance on a full range of issues including leasing, plugging, appraisal, and probate.

The OFO is responsible for ensuring all oil and gas operations on Federal and Indian lands are conducted according to lease terms and conditions, approved plans, and existing laws and regulations. Inspections are done for environmental compliance and production accountability.

The three-state jurisdiction overlaps the nation's top three natural gas producing states: Texas, Oklahoma and Kansas.

NATIONAL SYSTEM OF PUBLIC LANDS

BLM

Good Working Relationships can Boost Your Reputation

Just as the mantra of real estate is "location, location, location," the mantra of the federal sector should be "relationships, relationships, relationships."

Here are some ways to strengthen your business relationships and reputation:

Treat everyone well. No matter where in the hierarchy you are, and no matter how much you dislike or disrespect other individuals, treat everyone with courtesy and respect. You will look best by taking the high road, and you never know if another professional has the ear of a manager whose support you may need.

For example, I am aware of numerous job hunters who either sabotaged or improved their prospects depending on the way they treated their interviewer's secretary.

Carve out time daily to improve your professional relationships. As one Senior Executive Service member advises, "Take time every day to interact more than superficially with supervisors and colleagues within and outside of your agency. Promote the free flow of information and always tell the truth—even if it is painful."

He continues: "Executives always have tough decisions to make. If your relationships are not strong when you make them, you will be dead in the water."

Focus on your strengths. Even while you build skills, your priority should be to keep improving the skills that distinguish you from others and that provide the foundation for your reputation. It will be easier for you to sell yourself, and leaders will be more likely to tap you, if you emphasize particular strengths that are not possessed by others.

Seek opportunities to lead. Volunteer to lead projects, organize training or other events, and bring in speakers. Also, broaden your reputation by pursuing opportunities to work with others at your own or higher levels in other organizations and agencies.

I know an employee who, when a midlevel fed, was assigned to be her agency's Combined Federal Campaign representative. At first, she resented it because it took time away from her other assignments. But once she realized that the CFC assignment was helping her cultivate high-level contacts that she otherwise would not have generated, she came to appreciate it.

Learn about the federal budget. This is a must if you hope to one day join the SES. Gain a full, 360-degree perspective—both that of managers of federal agencies and of legislators on Capitol Hill.

As one executive says, "SESers need an overarching knowledge of how the federal government works and to be intellectually nimble enough to move from agency to agency and manage agencies that address varied issues. Doing so requires a basic knowledge of how federal budgets are set."

You may learn about the federal budget by landing detail assignments that address budget issues in your agency or in Congress. Also, consider taking courses on federal budgeting at the USDA Graduate School, the Federal Executive Institute and local universities.

Exit gracefully. Last impressions often leave lasting impressions. If you leave your job with loose ends, unfinished assignments and unfulfilled commitments, your last minute irresponsibility—no matter how time-pressured you may be—may overshadow the years of hard work and dedication that preceded it.

So, before you give notice on a job, list obligations that need your attention and list documents that should be handed over to your successor. Shortly after you give notice, review the list with your supervisor. If you won't have time to complete the list, prioritize and devise a plan B with your supervisor. On your last day, give a copy of the to-do list to your supervisor, with each item checked off or alternative provisions for it notated.

Taken from Federal Times "Career Matters" column, dtd 11-29-10 by Lily Whteman, a public affairs officer at the National Science Foundation.

It's About How Much You Save, Not Where You Save It

When it comes to funding a retirement income stream, it generally doesn't matter as much where you save your money—Thrift Savings Plan, IRA, Roth IRA, 401(k), etc.—as it does that you actually *save* your money.

Unfortunately, sometimes, more attention is paid to whether money should go to this or that type of account than to whether enough is being saved to safely support the desired retirement income stream, or even how the money will be invested once it is saved to a particular kind of account.

I've seen this confusion over priorities in the attention to the Roth IRA and Roth TSP topic. Many investors come to me wanting to know whether they should be investing in a Roth account when they haven't properly determined whether their savings and other resources, such as annuity and Social Security income, will be adequate to support their desired lifestyle in retirement. They are putting the cart before the horse.

For most investors, selection of a pretax or post-tax savings plan will have little, if any, impact on their spendable retirement income later in life. Failing to save enough, or to invest savings prudently, however, can have a devastating effect on retirement income.

Successful retirement planning and investment management requires prioritizing your efforts and your resources. Spending time on secondary issues, such as whether a taxable, tax-deferred or tax-exempt account is the best place to save, before making sure that more important factors have been accounted for is foolish. Worry about the biggest, most important decisions first, and then, if you feel the need, you can sweat the smaller stuff. There's only so much time, effort and expense that can be put into financial planning before the cost starts to work against you, and the trick to success is to carefully deploy your resources where they will have the greatest impact on results.

I recommend the following priorities for your retirement savings contributions:

◇First, save as much as possible in the TSP. In most cases, it's the best retirement savings environment you'll have available—especially if you're covered by the Federal Employees Retirement System, since you'll also receive agency matching contributions. Max out your allowable TSP contributions, including any catch-up contributions if you're age 50 or older.

◇Your next target should be an employer's 401(k) plan that will match your contributions. The matching contributions are the key to this one, since most employer-sponsored retirement plans are otherwise not very attractive. Grabbing the free money offered by your employer makes this a no-brainer, and after you leave that job, you can roll your balance into your TSP account or an IRA at a discount broker.

Next, direct your savings through deductible contributions to a traditional IRA at a discount broker. Depending upon your circumstances, you may only be able to do this through your spouse, but if available, I generally prefer a certain tax break today than a potential tax break tomorrow.

After that, contribute to a Roth IRA at a discount broker, if allowed, and after that to a taxable discount brokerage account or other taxable savings account.

It is likely that you don't have access to all of these options because there are eligibility restrictions. Just skip through them until you come to the next available alternative. In some cases, that may mean investing only in the TSP, or in the TSP and a taxable discount brokerage account.

Notice that I didn't mention nondeductible contributions to a traditional IRA, deferred annuity or variable life insurance policy. These vehicles are poor choices for retirement savings, when compared to the alternatives.

Once you've saved the money to the right accounts, you'll have to invest and manage the money carefully to maximize the retirement income stream it will support. This is a difficult exercise that may require professional help. I encourage you to use the TSP as your guide in all of your accounts by trying to emulate its advantages of low cost, efficient diversification, minimized risk and simplicity.

Doing so will have a bigger impact on the results than whether your savings accounts are taxable, tax-deferred or tax-exempt.

Taken from Federal Times "Money Matters" article dated 11-29-10 by Mike Miles, a Certified Financial Planner licensee and principal adviser for Variplan LLC, specializing in retirement planning for federal employees.

House OKs two-year pay-scale freeze

In trying to follow actions through Congress and the Senate, this is the latest information available when this newsletter went to print. By the time it is read, this will have been updated and changes made. Please follow changes on the House website or Whitehouse website.

President Obama's proposed pay-scale freeze for federal employees cleared the House…and is expected to clear the Senate.

HR 3082, the Full-Year Continuing Appropriations Act, passed 212-206 on December 8th. The bill halts cost-of-living adjustments for two years and also holds most agency spending in 2011 at 2010 levels. It's unclear whether the Senate will pass HR 3082 or a substitute, but the pay freeze is expected to be included in whatever bill becomes law.

The bill would halt cost-of-living adjustments to the General Schedule, Senior Executive Service, wage grade and other pay scales in the executive branch for 2011 and 2012. But employees eligible for step increases will still receive them in those years. About 1.1 million GS employees—three quarters of the GS population—will receive $2.5 billion in raises through step increases over the next two years, according to Federal Times' analysis. Others will also be eligible for promotions and bonuses.

President Obama proposed the freeze Nov. 29 as a deficit reduction measure. The White House said it would save $2 billion in 2011, $28 billion over the next five years, and $60 billion over the next decade.

But the proposal is highly controversial and has been criticized by both the left and the right.

Rep. Jason Chaffetz, R-Utah, told Federal Times that step increases should be temporarily canceled, as well, to make the pay freeze absolute…

John Palguta, vice president for policy at the Partnership for Public Service, said withholding step increases would be difficult.

"Within-grade increases are a statutory right," Palguta said. "To deny that, Congress would have to go and basically change the law, or issue a bill that temporarily suspends it…."

Chaffetz said he'd prefer Congress to set budgetary limitations for agencies, and allow them to find their own ways to work within those limits instead of Congress mandating changes to staffing or pay levels. He also supports a pay-for-performance system that would pay employees based on how well they do their jobs….

The pay freeze Obama proposed does not cover congressional staffers. Lawmakers get an allowance they use to pay their own staffs, and they decide on their own whether to hand out raises and to whom. Chaffetz said most of his staffers will not receive pay raises; his only staffer getting a raise took on additional responsibilities…..

Lawmakers earlier this year voted to cancel their own automatic $1,600 pay raise for 2011, leaving their salaries at $174,000. This is the second year in a row Congress has frozen its own pay.

This article was extracted from the Federal Times article of the same title on page one and page 18 of the December 13, 2010 edition.

UPCOMING EVENTS

January 2011

Jan 1, 2011 — **New Years Day**

Jan 6, 2011
10:00am-1:00pm
Executive Policy Council Meeting
VA Medical Center, OKC
POC: FEB Office, 405-231-4167

Jan 12, 2011
07:30 a.m.
Mayors Committee on Disability Concerns
St. Luke's , 222 NW 15th, OKC
POC: Diana Hubbard, 405-297-4544

Jan 19, 2011
10:00 a.m.
Interagency Training Council
OSU-OKC Campus
POC: Janis Jones, 866 331-2259x 12502

Jan 26, 2011
2:00 p.m.
Emergency Prep/COOP Council
USDA-APHIS, OKC
POC: FEB Office, 405-231-4167

Jan 28, 2011
Noon
Naturalization
200 NW 4th Street, OK
US Courthouse
POC: FEB Office, 405-231-4167

January
Federal Employees Care Council
There will be no meeting in January
POC: Tom Burton, 405-954-0625

INSPIRATION CORNER

An idealist believes the short run doesn't count. A cynic believes the long run doesn't matter. A realist believes that what is done or left undone in the short run determines the long run.

–Sydney J. Harris

Remember not only to say the right thing in the right place, but far more difficult still, to leave unsaid the wrong thing at the tempting moment.

–Benjamin Franklin

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 Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Mike Roach, US Marshal, US Marshals Service-Western District of Oklahoma
- 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

Staff:

Director: LeAnn Jenkins
Assistant: Brittyn Combs

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***
[ ]	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)

Leadership Symposium
Building Work Relationships & a Strong Culture
Day One of 3 Day Symposium

Where:	Location still being coordinated
When:	Thursday, March 24, 2011 (DAY ONE)
Time:	Registration will be from 7:30-8:00am – Training: 8:00am-4:00pm
Trainer:	G. "Eric" Gordon

MODULE I Leadership principles that impact relationships & culture

- Determine Your Leadership Philosophy	- Your Style Vs Your Environment
- Leadership Style Analysis	- Steps for Building Credibility and Trust
- Keys to Strengthening Your Influence	- Ways to **WOW** Others!!
- Donald Trump's – "Keys for Growing Charisma"	

MODULE II Getting what you want

- Your Greatest Tool	- Leadership Communication Strategies
- Your TEAM	**- S-E-L-F Profile Survey**
- Increase Value and Appreciation	- Selling Your Ideas to Your Team
- Persuasion and Negotiation Tools That Work	

Many leaders mistakenly believe that their position (as a leader) will automatically secure staff respect, appreciation, and commitment. Unfortunately, the failure of many leaders can often be attributed to their inability to connect with their staffs. The first day of our leadership symposium addresses this critical area. This day will provide a leader with information and techniques necessary for strengthening any relationship. Leaders will also receive 2 surveys designed to assess their leadership and behavioral styles. This will be a fast-paced, interactive, stimulating day that will equip a leader with the capacity to assess, evaluate and improve, relationships and gain greater respect, appreciation, and buy-in from staff members. Organizations that win consistently, not only have talented people doing jobs, they also have people who work collaboratively, and are committed to their jobs, their customers, and their organization. We can help you build organizations that have these qualities!

Registration

[ ] Day One Only ($159) [ ] Day Two Only ($159) [ ] Day Three Only ($159)
[ ] 2-days of the Symposium ($300) indicate which days [ ] Mar 24th [ ] June 9th [ ] Aug 18th
[ ] 3-day Symposium ($350 for all 3 days—maximum savings)

Name:	**Agency:**
Phone:	**Email:**

Method of Payment: [ ]Cash [ ]Check [ ]Credit Card [ ]Govt Voucher

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

Checks should be made payable to the Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 14, 2011. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!

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

Administrative Office Professional Day
Professional Development Training
Wednesday, April 27, 2011

Topic:	No Excuses: Taking Charge of Your Career
Where:	Clarion Hotel & Convention Center, 737 S. Meridian, OKC
When:	Wednesday, April 27, 2011
Time:	Registration will be from 7:30-8:00am – Training: 8:00am-4:00pm
Trainer:	Nancy J. Lewis, Progressive Techniques, Inc

In a constantly changing work environment, it is far from "business as usual", requiring everyone to take responsibility of their own careers. This one-day of training will focus on getting the results you desire. Taking ownership of your career through the process of learning the art of connecting, lifelong learning, and finding ways to enhance your skill sets through cross training or professional development courses.

In this workshop you will:

- develop strategies to move beyond networking to connecting,
- identify key people in your life who are part of your networking community,
- explore communication realities and how to speak with purpose, passion and power,
- create specific goals with action steps to move your career forward, and
- identify barriers to success and develop solutions to overcome them.

This training is an open event and would be useful for anyone serving in an administrative office support function.

Cost for this one day of training: $100.00 per person

Name:______________________________ Agency:__________________________

Address:____________________________ Phone:___________________________

Method of Payment:

[ ]Cash [ ]Check [ ]Credit Card [ ]Govt Voucher

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

Checks should be made payable to the Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 2011. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!

SUN	MON	TUES	WED	THUR	FRI	SAT
30	**31**		January 2011			 **1** New Years Day
2	**3**	**4**	**5**	**6** 10:00 Executive Policy Council	**7**	**8**
9	**10**	**11**	**12** 7:30 Mayors Committee	**13**	**14**	**15**
16	**17** Martin Luther King Jr's birthday	**18**	**19** 10:00 ITC	**20**	**21**	**22**
23	**24**	**25**	**26** 2:00 Emgcy Prep-COOP	**27**	**28** Naturalization	**29**

OKLAHOMA FEDERAL EXECUTIVE BOARD
215 DEAN A. MCGEE AVENUE, STE 153
OKLAHOMA CITY, OK 73102-3422
OFFICIAL BUSINESS ONLY

We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.