



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



By now the leaders of federal agencies have received copies of the 2011 FEB calendar.

I ask you to each be thinking of photos that you could submit for the 2012 calendar that illustrates your agency's mission.

Each year this project seems to improve and that only happens with your support and participation!

We have a busy schedule promised for this year:

The Oklahoma FEB has coordinated the first **Government Job Fair for People with Disabilities** to be held March 10th. An email went out the first week of January soliciting agency participation and we've received several registrations. A registration is provided in this newsletter for your convenience.

The **Annual Awards Nomination** package has been posted to our website and an email was sent to agency leaders soliciting nominations. Please submit no later than the deadline of February 25th for consideration.

Leadership Symposiums are scheduled in March, June and August! The first day's agenda (two modules) is provided in this newsletter along with the registration form.

The **Leadership FEB program** is in coordination and the registration form will be posted to our website once we are ready to receive participants.

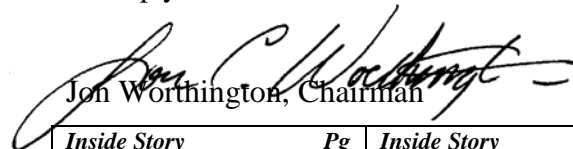
The senseless acts of violence perpetrated in January were a reminder that we should always be aware of our surroundings. We thought this would be an opportunity to provide timely information on a couple of tools for you to review and discuss at your safety meetings and to share with family and friends. Unfortunately, this can happen anywhere during what may be a normal activity such as going to the mall, the grocery store or a number of other places where people congregate.

The first link provides an Active Shooter Booklet from Department of Homeland Security that is very informational in nature, the second link provides a pocket card which summarizes the booklets high points, nifty tool to print out and have with you, at your desk, wallet, purse, car etc.

www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf

Remember it is much better to be prepared for the unexpected and to possess the knowledge to keep yourself and others safe.


Jon Worthington, Chairman

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HOW CAN YOU RAISE ANOTHER PERSON'S SELF-ESTEEM?

It all comes down to planting and nurturing a few self-esteem seeds. As novelist Robert Louis Stevenson said, "Don't judge each day by the harvest you reap, but by the seeds you plant."

Let me go over a few of those seeds right now.

FIRST, believe in the other person.

More than anything else, it is your attitude toward the people in your office, classroom, or family that will determine the success or failure of your attempts to increase their self-esteem. If the other person knows you expect good things from her, she will in most cases go to great lengths to live up to your expectations.

It's like that banker who often dropped a coin in the beggar's cup. Unlike most people, the banker would insist on getting one of the pencils the beggar had with him.

The banker would say, "You are a merchant, and I always expect to receive good value from the merchants with whom I do business."

One day the beggar was gone. Some years later the banker walked by a shop, and there was the former beggar, now a shopkeeper. The shopkeeper said, "I always hoped you might come by some day. You are largely responsible for me being here. You kept telling me I was a merchant. I started to think of myself that way. Instead of a beggar receiving gifts, I started selling pencils, lots of them. You gave me self-respect and caused me to look at myself differently."

So ask yourself, "Do you believe in others? Do you see the beggar or the merchant in those around you?"

SECOND, believe in the other person's drive.

You see ... everyone has a drive to achieve something. It may be buried under piles of mental garbage, and it may be hard to see. But deep inside, everyone has a passion to be a somebody.

If you tap into that drive, that desire to succeed, you will find people working harder for you than anyone else. As Jennie Jerome Churchill, the mother of Winston Churchill put it, "Treat your friends as you do your pictures, and place them in their best light."

THIRD, accept the other person.

Of course, you may be saying, "Whoa! Hold it, Dr. Zimmerman. How can I possibly accept some people whose behavior is simply not acceptable?"

Good question. I would never suggest that you "approve" of inappropriate or unproductive behavior. But I would advise you to "accept" the person behind those behaviors. As author and speaker Dr. Blaine Lee would say, "You can't change people with mega doses of information. People change themselves after mini doses of acceptance from people who care. Acceptance is harder to give than advice -- but infinitely more valuable."

The key comes down to one point: Accept the person. Correct the behavior.

And no one did it better than Coach John Wooden. He would say, "A coach is someone who can give correction without causing resentment." And as a result, he became one of the winningest coaches of all time ... pulling remarkable abilities out of his athletes. They knew they were accepted even when they were corrected.

To walk that fine line, to give acceptance as well as correction, to raise self-esteem at the same time you're trying to change someone's attitudes and behaviors, make sure you do some of the following:

- Begin with praise and honest appreciation.
- Call attention to people's mistakes indirectly.
- Talk about your own mistakes before criticizing the other person.
- Ask questions instead of giving direct orders.
- Let the other person save face.
- Praise the slightest improvement and praise every improvement.
- Give the other person a fine reputation to live up to.
- Use encouragement. Make the fault seem easy to correct.
- Make the other person happy about doing the thing you suggest.

CONCLUSION: The research is in. Self-esteem is a really big deal ... because people perform exactly as they see themselves. Help your people to "see" themselves more positively, and they will perform more effectively.

ACTION: What are you doing ... directly or indirectly ... to let your people know you BELIEVE in them?

2010 Dr. Alan R. Zimmerman. Reprinted with permission from Dr. Alan Zimmerman's Internet newsletter, the 'Tuesday Tip.'



Spotlighting Information in Public Service

Did you Know.....

US Probation Office

Federal or United States Probation Service is an agency that services the United States District Court in all 94 judicial federal districts nationwide and constitute the community corrections arm of the Federal Court System.

The first legislation for Federal Probation Law was introduced in 1909, one of which was prepared by the New York State Probation Commission and the National Probation Association and introduced before Congress by United States Senator Robert L. Owen of Oklahoma. The bill provided for a suspension of a sentence, in U.S. District Court, and a sentence of probation. The bill also provided for compensation of \$5 per diem for Federal Probation Officers. This first attempt did not pass and through 1909 to 1925 there were 34 bills introduced to establish federal probation law.

In 1925, the Federal Probation Act was introduced by Senator Copeland as S.1042 and Representative Graham as H.R. 5195. The U.S. Senate passed in unanimously but the House passed the law by a vote of 170 in favor and 49 opposed. On March 4, 1925, President Calvin Coolidge, a former Massachusetts Governor and very familiar with the benefits of a functioning probation system, passed the bill in law. This Act gave the U.S. Courts the power to appoint Federal Probation Officers and authority to sentence defendants to probation instead of a prison sentence. It later gave U.S. Probation Officer the responsibility of supervising offenders granted parole by the United State Parole Commission, military offenders and pretrial supervision. The responsibility of the United States Probation Service was first under the United States Department of Justice, under the supervising authority of the Federal Bureau of Prisons; however, in 1940 the Administrative Office (AO) of the U.S. Courts was established and assumed the responsibility.

U.S. Pretrial Services came along more than 50 years later, in 1982, with the passing of The Pretrial Services Act of 1982, and was signed into law by President Ronald Reagan. It was developed as a means to reduce both crimes committed by persons released into the community pending trial and unnecessary pretrial detention.

There are 94 U.S. District Courts nationwide, which includes the U.S. Territories. U.S. Probation and

Pretrial Services are located in 93 of them. (Probation and Pretrial Services for the District of Northern Mariana Islands are provided by the District of Guam.) Currently there are over 6,000 U.S. Probation and Pretrial Services Officers nationally and it is one the smallest and most misunderstood agencies within the Federal Government.

System funding and administration: Congress annually appropriates funds for the Federal Judiciary, and the system's budget is part of that. This funding is used to pay employee salaries and support various programs for defendants and offenders such as substance abuse treatment and testing, mental health treatment and home confinement with electronic monitoring.

Unlike most federal agencies, the U.S. Probation and Pretrial Services System is *not* centralized. Local administration is in the hands of each of the Chief U.S. Probation and Pretrial Services Officers, who are directly responsible to the Courts they serve. The Chiefs do their own hiring, manage their own budgets, and retain considerable autonomy to run their offices and districts how they see fit.

Two national entities provide oversight and support to the U.S. Probation System. The Judicial Conference of the United States, which is presided over by the Chief Justice of the Supreme Court and includes a group of committees that set policy for the U.S. Courts. The Judicial Conference's Criminal Law Subcommittee focuses expressly on probation and pretrial services issues.

The other oversight organization is the Administrative Office of the U.S. Courts, or simply referred to as the A.O. The A.O. carries out the Judicial Conference's policies and provides the Courts with a broad range of administrative, management, and program support. Within the Administrative Office of the U.S. Courts, the Office of Probation and Pretrial Services reviews the work of probation and pretrial services offices, develops system policies, and supports system programs.

Courtesy Wikipedia-2006

Taken from the US Probation, Western District of Oklahoma's website:

<http://www.okwp.uscourts.gov/agency.htm>



Do You Know What Your Body Just Said?

Taken from the American Management Association's Article By: [Carol Kinsey Goman, Ph.D.](#)

Recently I addressed a leadership group about the importance of nonverbal communication in business. All of the senior managers actively participated in the session, asking questions and volunteering for various demonstrations. Everyone seemed genuinely interested in the topic. Everyone, that is, except one woman who sat for the entire time with her shoulders rounded, chin tucked in, and torso twisted slightly toward the exit. At the end of the program she said, "I really didn't want to be here today." But of course, I already knew that—and so did everyone else in the room. The woman's body had been shouting out her discomfort all morning.

We reveal a lot about our attitudes, emotions and motives by the way we hold our bodies, especially when using *closed* or *open* postures.

In the ultimate closed body posture, arms are folded, legs are crossed, and the torso or legs are turned away. Rounding the upper body and hiding hands are closed signals that may also represent feelings of vulnerability or depression. More predictably than their male counterparts, women—when sitting—adopt an open-arm posture in the presence of someone they like, and tend to fold their arms across their chest when they feel indifferent to or dislike the other person.

In open and receptive body postures, legs are uncrossed, and arms are open with palms exposed or resting comfortably on the desk or conference table. If the arms are relaxed at the sides of the body while standing, this is also generally a sign of openness, accessibility, and an overall willingness to interact.

Two things I know for sure about open and closed postures:

1. Individuals with open body positions are perceived more positively than those with closed body positions.
2. Individuals with open body positions are more persuasive than those with closed body positions.

But see for yourself. Compare the body language of your co-workers. Watch the people who are the most convincing and successful. I bet you'll find that they typically use open body positions when interacting with colleagues and presenting their ideas.

Physical posture can also show someone's status in a group. I've seen meetings where all subordinates slumped, while the leader assumed a more erect posture that indicated her dominance. I've also watched two executives of similar heights meeting for the first time and saw both men straighten their postures and stretch their bodies to increase the perception of "tallness."

These positions were taken without any of the participants being aware of doing so. However, sometimes awareness *does* play a role. People of equal status tend to mirror one another (unconsciously assuming similar or identical postures), but people who want to emphasize their higher status may deliberately adopt a different posture or stance to show they are not just "one of the gang."

Leaning is another way your body indicates your emotions. Leaning backward usually signals feelings of dislike or negativity. It's a hardwired response from the limbic brain; we subconsciously try to distance ourselves from anyone or anything that is unpleasant, disagreeable, or dangerous.

In a seated conversation, leaning backward can also communicate dominance. Someone feeling confident or superior will often sit leaning back with his fingers interlocked, hands behind his head and crossing one leg so that it rests on the other thigh and the knee opens up. This is a very masculine position that takes up a great deal of room and signals that the person is very sure of himself and of his place in the group.

Positive attitudes toward others tend to be accompanied by leaning forward—especially when sitting down. When two people like each other, you'll see them both lean in. Research also



shows that individuals who lean forward tend to increase the verbal output of the person they're speaking with.

By the way, if you are using forward leans as a means to build positive relationships, be aware that leaning toward a person in the early stages of a conversation will generally be perceived as encroaching on his or her territory. Early leans can make people uncomfortable and *decrease* their perception of you as likeable. So wait until you've developed a level of rapport and interpersonal comfort. *Then* make your move.

You know that the way you feel affects your body—if you are reluctant or depressed, you tend to round your shoulders, slump, and look down; if you are upbeat you tend to hold yourself erect and expand your chest—but did you know that the reverse is also true? Your choice of posture has a powerful impact on your emotions. So the next time you go into a situation in which you want to project your most confident self, start by standing up straight, pulling your shoulders back and holding your head high. Just by assuming this physical posture, you will begin to feel surer of yourself.

About the Author: Carol Kinsey Goman, Ph.D. is an executive coach, change-management consultant, and international keynote speaker at corporate, government, and association events. She is the author of *The Nonverbal Advantage: Secrets and Science of Body Language at Work*. Her new book, *The Silent Language of Leaders*, will be published in spring 2011. For more information, contact: CGoman@CKG.com or visit: www.NonverbalAdvantage.com

Another posting from AMA's articles:

Adding No to Your Conversations

We may worry about the ramifications of turning down a request from a colleague and even the boss, but sometimes no makes more sense than yes. Learn why here.

It is harder to say no to requests than in the past. Given the hard work being done by colleagues, we can't help feeling we're letting down the team by saying no to a member's request for assistance. We worry about how management may feel about a refusal to take on a project and, therefore, may question our worth regardless of the heavy workload we are already carrying.

And even if we would like to take on some assignment, we may just feel too tired, too burned out, to commit to another task.

Even if it is hard to say no, maybe no makes more sense.

In his book *Saying Yes to No: Using the Power of No to Create the Best in Life, Work, and Love*, Greg Cootsona examines why no isn't always wrong, whether in our personal or professional life. Indeed, saying yes rather than no to some things may prevent us from saying yes to things that demand our attention.

Cootsona told us, "By saying yes to no, I've discovered keys to a successful life, one not lived under unrelenting pressure." "If you say no, do so with conviction," Cootsona adds, "you want to be clear that you are not playing a game." At the same time, he advises, say no with humanity. "Without humanity," he told us, "it's simple negativity."

To avoid the latter, Cootsona advised that you explain why you can't say yes to a request. Simultaneously, you may want to recommend someone who might be available to lend a hand. If you can't do this, you may be one of those people who like to believe that he is irreplaceable. "This can happen in both your work and personal life," he said.

He gave the example of being asked to head up the sales for Girl Scout cookies. You may love hearing that you have a terrific track record and the community believes that without you, the Girl Scouts will experience financial ruin.

Cootsona suggested this reply, "No, I'm not able to do that this year. I'm finding I want to spend more time with my family, but I can recommend someone who can help." As Cootsona observed, "This enables you to exercise the right to say no, but it isn't passing the buck, because you are offering an alternative."

Cootsona maintains it is a time for change if you find yourself answering yes to these questions: Are you overtaxed? Do you find yourself complaining: "there's just no time for what I want to do?" Is it difficult for you to say no? Does your work lack health rhythm? Does it incessantly drive your life? Are your friendships and family relationships impoverished?



UPCOMING EVENTS

February 2011

Feb 1-4, 2011 **FEB Executive Directors Conference**

Feb 9, 2011 **Mayors Committee on Disability Concerns**
07:30 a.m.
St. Luke's , 222 NW 15th, OKC
POC: Diana Hubbard, 405-297-4544

Feb 15-18, 2011 **National CFC Conference**
10:00am-1:00pm
VA Medical Center, OKC
POC: FEB Office, 405-231-4167

Feb 16, 2011 **Interagency Training Council**
10:00 a.m.
Oklahoma OPM
POC: Janis Jones, 866 331-2259x 12502

Feb 25, 2011 **Naturalization**
Noon
200 NW 4th Street, OK
US Courthouse
POC: FEB Office, 405-231-4167

Coming Up:

3/10/2011 **Career Fair for People with Disabilities**
10am-3pm
Langston University-OKC campus
POC: FEB Office, 405-231-4167

3/15-18/2011 **FEMA Nat'l Coop Conference**
All Day
Atlanta, GA
POC: FEB Office, 405-231-4167

3/24/2011 **Leadership Development Training**
All Day
Instructor: G. Eric Gordon
POC: FEB Office, 405-231-4167

INSPIRATION CORNER

The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach.
—Benjamin Mays

Principle—particularly moral principle—can never be a weather vane, spinning around this way and that with the shifting winds of expediency. Moral principle is a compass forever fixed and forever true—and that is as important in business as it is in the classroom.
—Edward R. Lyman

Everyone who has ever taken a shower has had an idea. It's the person who gets out of the shower, dries off, and does something about it that makes a difference. —Nolan Bushnell

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

Staff:

Director: LeAnn Jenkins
Assistant: Brittyn Combs



2011 Public Service Recognition Week Employee of the Year Awards Banquet

Public Service Recognition Week: May 2-8, 2011!		Event information: Date: Monday, May 2, 2011 Time: 11:30am-1:00pm Location: US Postal Service Nat'l Center for Employee Development 2801 E. State Highway 9, Norman, OK <i>Nominees should arrive no later than 11:00 a.m. for pre-brief.</i>
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Location: The facility is approximately 5 miles east of I-35 on Highway 9. NCED is on the north side of the road.(specific directions can be obtained from www.mapquest.com)

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: _____

Agency: _____

Address: _____

Phone: _____

Cost: \$20.00 per person

Indicate Payment:

Cash

Check Enclosed

Credit Card

Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.

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

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 22, 2011. 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!



2011 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, Oklahoma City, OK
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

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**2011 Career Fair for PEOPLE with DISABILITIES
EXHIBITOR REGISTRATION FORM**



**Thursday, March 10, 2011
10:00 a.m. – 3:00 p.m.
Langston University, OKC Campus
4205 N Lincoln Blvd, Oklahoma City, OK 73105-5210**

Contact Information:

Organization: _____

Street Address: _____

Contact Names(s): _____

Telephone: _____

Fax: _____

E-Mail: _____

Website: _____

Additional Information:

We are currently hiring: interns: _____ full-time: _____

Do you have any specific vacancies you are recruiting for: YES / NO

If yes, please list job titles:

Is electricity required for your exhibit? YES / NO

Number of individuals manning your booth (needed for lunch count): _____

Is there anything else you will need: _____

Registration is FREE!

To ensure a space at the Career Fair for People with Disabilities, submit this form no later than February 25, 2011

Email to:	LeAnn.Jenkins@gsa.gov
Or fax to:	405-231-4165



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

Where:	Crowne Plaza Hotel, 2945 NW Expressway, Oklahoma City, OK
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: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> 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

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SUN	MON	TUES	WED	THUR	FRI	SAT	
		1	2	3	4	5	
		FEB Executive Directors' Conference					
6	7	8	9 7:30 Mayors Committee	10	11	12	
13	14	15	16 _{10:00 ITC}	17	18	19	
		National CFC Conference					
20	21	22	23	24	25 Naturalization	26	
27	28		February 2011				

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.