



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



On January 4, 2011, President Obama signed into law the **GPRA Modernization Act** of 2010 (the Act), Public Law 111-352. The Act modernizes the Federal

government's performance management framework, retaining and amplifying aspects of the Government Performance and Results Act of 1993 (GPRA) while also addressing some of its weaknesses. In addition, the Act reinforces key elements of the Administration's approach to improving the effectiveness and efficiency of government:

- Leaders set clear, ambitious goals for a limited number of outcome-focused and management priorities;
- Agencies measure, analyze, and communicate performance information to identify successful practices to spread and problematic practices to prevent or correct; and
- Leaders frequently conduct in-depth performance reviews to drive progress on their priorities.

The Act emphasizes the use of goals and measures to improve outcomes, and

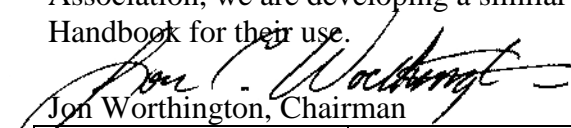
requires the Federal Government to adopt a limited number of crosscutting goals, defined as objectives that cut across organizational (such as agency) boundaries.

The OMB memo is provided on our website (under Reports) for your convenience.

Another resource for our federal leaders is the recently developed **Congressional Handbook** which was provided to the agency leaders in Oklahoma in late April. The handbook lists the US Senators and US Congressmen in Oklahoma, providing their District Offices and points of contact. This handbook was also posted to our website for continued use.

www.oklahoma.feb.gov/Forms/2011CongressionalHandbook.pdf

In our continued collaboration and assistance to the Arkansas Federal Executive Association, we are developing a similar Handbook for their use.


Jon Worthington, Chairman

<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
Stand Out	2	Upcoming Events	7
Spotlighting Employees	3	June Symposium	8
Spotlighting Employees	4	Pre-retirement seminars	9
Determined Accord	5	August Symposium	10
Money Matters	6	Awards Luncheon	11



What to Do at Work Each Day: Stuff That Makes You Stand Out!

In order to stand out, there are certain things that you need to embrace and do each day. These items will keep you pumped up, keep your colleagues wondering what you are up to, and, in turn, make for a much more vibrant team/organization. They are:

1. Take one hundred percent accountability and responsibility for your happiness and your life's situation. Don't finger point or complain. Bear in mind that most people don't care about your problems and some are glad you got 'em. Sir Winston Churchill said, "The price of greatness is responsibility." This insight is oh-so correct and will never go out of fashion.

2. Delight a customer (either an internal or external one) by noon each day. The ability to "WOW" someone is something that cannot be taught. It can only be delivered. Recently, a seminar participant wrote a thank-you note to my wife for being supportive of me and thanked her for all she did to keep me going. This moved me and reminded me that I (and you) need to deliver a WOW by noon each day. I'm not talking about something grandiose. I am simply talking about a small WOW that is bound to make a big difference for somebody. Make it happen by noon. Then do it again as often as possible.

3. Everyone loves a positive result. Deliver at least one tangible one before you head home. When we were first married, I had a second job at McDonald's Hamburgers. I memorized their four corporate values of Quality, Service, Cleanliness and Value. The manager of this McDonald's was a stickler for cleanliness. I made it my job to shine the outside doors to the large stainless steel cooler before leaving to go home. The other employees thought I was nuts, but I didn't care. I enjoyed supplying that result and I was forever grateful for having that part-

time job that helped feed and clothe my family.

4. Seek to create good morale or buy into the efforts of the people who are attempting to better morale. But never speak negatively about the morale in your organization. As a wise supervisor in a manufacturing plant once told me, "People want to work at a place that is meaningful, challenging and fun. I am not sure that I can always supply meaning and challenge every day, but I know I can supply fun. Some days, I'll pass out candy or share something funny that I found on the internet or even do a silly impersonation. Sometimes, the only arrow you have in your quiver is laughter. As the saying goes . . . laughter don't leave home without it!" Now that's good advice.

5. Avoid "relational bullying." Don't gossip, lie, humiliate or exclude others. Sydney Harris once said, "The three hardest things to do in life are return love for hate, include the excluded and admit you are wrong." Harris is urging us to live at a higher and more transcendent level. Please memorize this quotation. Although these three things are hard to do, it is my invitation and my request that you strive to weave them into your personal repertoire.

As a mentor once shared with me, "You cannot always be outstanding, but you better stand out." I believe the five strategies above will serve a dual purpose . . . they will enable you to be both outstanding as well as stand out. Enjoy your work day and be exactly who you are . . . but with an even better set of skills!

© Mark "Tenacious" Towers
Phone 817-421-4744 Email:
mark@speakoutseminars.com



Federal Executive Board Annual Awards Nominees

Each year, the Federal Executive Board solicits nominees from the Federal agencies in Oklahoma for recognition during Public Service Recognition Week.

Public Service Recognition Week, celebrated the first Monday through Sunday in May since 1985, is a time set aside each year to honor the men and women who serve America as federal, state and local government employees. Throughout the nation and around the world, public employees use the week to educate citizens about the many ways in which government serves the people and how government services make life better for all of us.

The *Employee of the Year Awards Program* is recognized as one of the most important and coveted forms of nonmonetary recognition available to Federal employees in the Oklahoma area. The program is also the most effective means of publicizing to the general public, as well as to the Federal family, the high caliber of devoted employees in the Federal service.

This year, we honored the accomplishments of the following individuals and teams:

Clerical/Administrative-DOD Category
Winner is: Linda Rose from the 58th Airlift Squadron, Altus Air Force Base

Clerical/Administrative Category

Michael Cartmill	VA Regional Office, Muskogee
Cynthia Laffoon	NEXRAD Radar Operations Center, Norman
James Rettinger	Social Security Administration, OKC

Winner is: Kellie Taylor from the Mike Monroney Aeronautical Center's Logistics Center

Outstanding Diversity Contribution Category

Pamela Circo-Webb	Defense Logistics Agency
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Winner is: Delia Hansen from the Oklahoma City Air Logistics Center

Outstanding Community Service Category

Donetta Fails	Social Security Administration, OKC
Darryl Knowles	97 th Civil Engineer Squadron, Altus AFB
Joseph Lepine	Oklahoma City Air Logistics Center, Tinker AFB
Richard Maxey	VA Medical Center, Oklahoma City
Jordan Poole	VA Regional Office, Muskogee
Alvin Scott	Mike Monroney Aeronautical Center's Logistics Center
Martin "Kyle" Williams	71 st Flying Training Wing, Vance AFB

Winner is: Donald Edward Boyle from the US Bankruptcy Court-Northern District, Tulsa

Outstanding Customer Service Category

Angelita Cardenas	Social Security Administration, OKC
Siam Chomputtha	97 th Civil Engineer Squadron, Altus AFB
Gary Keechi	Mike Monroney Aeronautical Center's Logistics Center
Heather Lopez	Social Security Administration, Moore
Edwina Luker	VA Medical Center, Oklahoma City
Letitia R. Morgan	Social Security Administration, Shawnee
Anita Gay Simmons	448 Supply Chain Management Team-Tinker AFB

Winner is: Kimberly Sullivan from the VA Regional Office in Muskogee



Outstanding Law Enforcement Category
Winner is: Steven Foreman from 97th Security Forces Squadron-Altus Air Force Base

Supervisory-DoD Category

Gary Cobb	97 th Civil Engineer Squadron , Altus AFB
Robert Nooner	Defense Logistics Agency

Winner is: Allona Stanley from the Oklahoma City Air Logistics Center, Tinker Air Force Base.

Supervisory Category

Samuel Cameron	USDA Risk Management Agency, OKC
April Disheroon	VA Regional Office, Muskogee
Kyle Inhofe	VA Medical Center, OKC
Teresa Metcalf	Mike Monroney Aeronautical Center's Logistics Center
Schuana Wheat	VA Medical Center, Muskogee
James "Marty" Williams	NEXRAD Radar Operations Center, Norman

Winner is: Billy Long from the Aviation Systems Standards, Oklahoma City

Administrative, Technical & Professional, GS-8 & Below-DoD Category

Janet Gail Flick	Naval Reserve Officers Training Corps-Norman
Margaret Rose Palacios	71st Comptroller Squadron-Vance AFB

Winner is: Robert R. Reeve from the 97th Civil Engineer Squadron at Altus Air Force Base

Administrative, Technical & Professional, GS-8 & Below Category

Thomas Baird	VA Regional Office, Muskogee
Darla Dennis	VA Medical Center, OKC
Linda Long	USDA Risk Management Agency

Winner is: Michael Tomlin with the Social Security Administration in Oklahoma City

Administrative, Technical & Professional, GS-9 & Above-DoD Category

Sandy Boyle	Oklahoma City Air Logistics Center, Tinker AFB
Mike Reyes	97 th Civil Engineer Squadron , Altus AFB
Randy Tisdell	US Army Corps of Engineers, Tulsa

Winner is: Patricia A. Tyson from the 71st Flying Training Wing at Vance Air Force Base

Administrative, Technical & Professional, GS-9 & Above Category

Chris M. Calvert	NEXRAD Radar Operations Center, Norman
Peggy Eaton	VA Medical Center, Muskogee
John Fritz	Aviation Systems Standards-OKC
Dr. Sherry Gage	VA Medical Center, OKC
Karen A. Jones	Social Security Administration, Shawnee
Tammy Niles	Social Security Administration, OKC
Jessica D. Rosson	VA Regional Office, Muskogee
Lisa Weir	Social Security Administration, Moore

Winner is: Tyson Hiner from the FAA Enterprise Services Center in Oklahoma City

Trades and Crafts –DoD Category

Kenneth W. Crise	71st Communications Squadron-Vance AFB
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Winner is: Tim Condon from the 97th Civil Engineer Squadron of Altus Air Force Base

Trades and Crafts –Category

Darrell Haycox	VA Medical Center, OKC
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Winner is: Gary L. Grandstaff from the VA Regional Office in Muskogee



Outstanding Team Category

B-1 Aircraft 85-0068 Team	Tinker Air Force Base
Emergency Operations Center	97th Civil Engineer Squadron -Altus Air Force Base
Information Resource Management Team	VA Regional Office, Muskogee
Purge Reduction Team	Mike Monroney Aeronautical Center's Logistics Center
Radar Operations Center-Warning Decision Training Branch	NEXRAD Radar Operations Center, Norman
VA Outreach Team	Social Security Administration-Oklahoma City

Winning Team is: the Disaster Response Team from the VA Medical Center.

In addition to recognizing employees nominated for awards, two members of the FEB's Emergency Preparedness and COOP Council were recognized. Randy Meshell, Deputy National Preparedness Division Director for FEMA Region VI presented the first two FEMA Certificates for COOP Practitioner-Level II, Master Professional Continuity Practitioner certificates in Oklahoma to:

Timothy Flaig	Oklahoma City/County Health Department
Jon Hall	Mike Monroney Aeronautical Center

These two individuals have completed all the required training for Level I and Level II, in addition to instructing FEMA courses and the final test administered by FEMA Headquarters.

FEMA Sponsored "Determined Accord Pandemic Tabletop Exercise"

The Federal Executive Board will host FEMA's Determined Accord Pandemic Tabletop Exercise on Thursday, July 14, 2011.

This exercise is designed to increase participant understanding and requirements for Continuity of Operations (COOP) planning and readiness for a pandemic event. We apologize, but the content limits participation to 40 participants. Because there are several more agencies that need to attend this type of exercise, we have included a short train-the-trainer module at the end of the day for those COOP Managers who attend, so they can provide additional tabletop exercises within their agency or for other agencies in your area. This exercise covers information on how to mitigate vulnerabilities during a pandemic influenza outbreak; participants should be able to identify gaps or weaknesses in organizational COOP plans, policies, and procedures.

This is a FEMA/FEB collaborative effort and will be facilitated by members of the FEB Emergency Preparedness and COOP Council with materials provided by FEMA Region VI.

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

The registration form is provided on the FEB website:
www.oklahoma.feb.gov/Forms/2011DeterminedAccordRegistration.doc



Money Matters: Set your withholding to fit your April Needs

Earlier this year, many annuitants were surprised to see the size of their monthly retirement checks shrink. This happened because the formula used to calculate withholding was changed because of changes in the tax law.

The change in law was not an under-the-table tax increase. Instead, the Dec. 31 expiration of the Recovery Act's Making Work Pay tax credit caused the Internal Revenue Service to adjust the 2011 tax withholding tables—which increased the amount withheld.

However, the change does not likely affect the taxes owed by an annuitant. The increased withholding rate does not necessarily correspond to an increased tax liability. In this case, the additional money withheld from annuity checks will be refunded later—and without interest—if the amount withheld exceeds the amount owed for the year.

Withholding is only a deposit against your ultimate tax liability—a liability that comes due when you file your tax return calculate the tax you owe. During the year, you are expected to estimate the taxes you'll owe and make periodic deposits to cover this liability.

You can do this by making quarterly estimated tax payments or through automatic withholding from the checks you receive. In the former case, your checks are not reduced for tax withholding, but you are expected to estimate the appropriate amount and send a check to the IRS each quarter. In the latter case, the Office of Personnel Management, using information you've provided and a formula provided by the IRS, calculates the amount to withhold from each check and sends it to the IRS on your behalf. For most annuitants, this is the preferred method.

When you file your tax return, you calculate your tax liability for the year and add up the amount you contributed against that liability through estimated tax payments or automatic withholding. If you contributed more than you owe, you'll receive a refund of the overpayment. If you contributed less, you'll have to pay the difference along with your return. In the end, no matter how much you've contributed during the year, you're obligated to pay what you owe, no more and no less.

How should one go about setting up the rate of withholding or depositing taxes against their liability? The answer depends upon a number of factors.

Some taxpayers enjoy, or even depend on, receiving a

substantial refund at tax time. Although an economist would advise against this strategy of overwithholding as wasteful, since it is essentially lending the government your money without charging interest, I don't mind it when it best suits your circumstances. For people who have difficulty saving money during the year or who don't track where their money goes as they spend it, overwithholding can be an effective way to spend less and save more.

Other taxpayers have the means to pay all of their taxes at once, along with their returns. These people may be better off to skip withholding and settle up with the IRS at tax time. While this means they will pay a penalty for underwithholding, the penalty is often less than the cost of both borrowing money and the rate of return generated by a conservative investment strategy. An economist might favor this approach because it tends to maximize the taxpayer's wealth.

If you don't fit either of these profiles or are not sure what to do, you should strive to match your withholding to your ultimate tax liability. This avoids the penalties for underwithholding and a big tax bill in April without lending money for free.

Fortunately, you can adjust the rate of withholding against your annuity check. Unfortunately, it's not always easy to predict how much you'll owe in taxes for the coming year. The best place to start is with last year's tax return. Take what you owed in 2010 and adjust for any factors that you expect to affect your liability this year. You can also adjust your withholding rate during the year to accommodate changes that occur along the way.

One approach I've used is to set your withholding to cover the lowest tax liability that you reasonably expect to incur, and then make an estimated payment or two during the year to supplement this withholding if necessary. This will let you avoid the process of changing your withholding rate, which can take some time and effort.

If you use a tax preparer, he should be able to advise you on withholding or estimated tax payments. If not, you'll find a calculator and other resources at www.opm.gov/retire/index.aspx or by calling the OPM Retirement Information Office at 888-767-6738.

Taken from the Federal Times, March 21, 2011 edition written by Mike Miles, a Certified Financial Planner licensee and principal adviser for Variplan LLC.



UPCOMING EVENTS May 2011

May 2, 2011 11:00 a.m.	FEB Awards Luncheon National Center for Employee Development, Norman POC: FEB Office, 405-231-4167
May 4, 2011	Agency Visits-Muskogee
May 9, 2011 1:00 p.m.	FEB Executive Directors Conference Call
May 10, 2011 2:00 p.m.	Emergency Prep/COOP Council Oklahoma City/County Health Dept. POC: FEB Office, 405-231-4167
May 11, 2011 07:30 a.m.	Mayors Committee on Disability Concerns St. Luke's , 222 NW 15 th , OKC POC: Diana Hubbard, 405-297-4544
May 11, 2011 10:00 a.m.	FEB Executive Policy Council Mtg POC: FEB Office, 405-231-4167
May 18, 2011 10:00 a.m.	Interagency Training Council POC: Janis Jones, 866 331-2259x 12502
May 23, 2011 All Day	Leadership FEB forum FAA POC: FEB Office, 405-231-4167
May 26, 2011	Agency Visits-McAlester
May 27, 2011 Noon	Naturalization 200 NW 4 th Street, OK US Courthouse POC: FEB Office, 405-231-4167
May 30, 2011	Memorial Day

INSPIRATION CORNER

Big ideas rarely happen overnight. They usually evolve from curious minds willing to take risks.
—Mac Anderson

Nothing splendid has ever been achieved except by those who dared believe that something inside them was superior to circumstances.
—Bruce Barton

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
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Hector Ledezma, Warden, Federal Correctional Institution
- 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



Leadership Symposium Winning Strategies for Motivating & Enhancing Performance & Productivity

Where:	Crowne Plaza Hotel, 2945 NW Expressway, Oklahoma City, OK
When:	Thursday, June 9, 2011 (DAY TWO)
Time:	Registration will be from 7:30-8:00am – Training: 8:00am-4:00pm
Trainer:	G. “Eric” Gordon

MODULE I Motivate & Inspire Others to Greatness

- Motivational Basics	- Understanding Human Nature
- Why Are We Excited?	- Secret Motivators
- Delegation as a Motivational Tool	

MODULE II Increase Productivity & Operational Efficiency

- Defining Success	- Knowing Your Success Metrics
- Getting Team on Same Page	- Coaching and Feedback Techniques
- Building a Faster, Quicker, Better Organization	- CHANGE Has Come – Next Steps!
- Managing Contingencies and Problem Solving	

The bottom line is the bottom line. Can you improve your team’s performance? Can you decrease costs while improving effectiveness? Can you motivate and stimulate your employees and grow job satisfaction? This day will examine practices that will help participants find answers that are right for their particular situation. All environments are different. So, our strategy begins with an assessment of each leader’s environment. We begin with competency evaluations and then a Total Quality Assessment of their operations. This evaluation will allow each leader to know what is causing their performance issues and where problems lie. This will be an exciting day and participants will walk away with a “Working Strategy” for improving the production and efficiency of their operations. We begin our day discussing issues related to the motivation and retention of staff members. There is a psychology to motivating employees – we’ll discuss them.

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through June 1, 2011. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!



Join us for an informational seminar on Pre / Post Retirement Planning

For Federal Employees in any stage of their Careers



*Plan now to be sure you are financially prepared to do all the things you've wanted for
YOUR RETIREMENT!!*

Pre / Post Retirement Planning Session Topics:

- Gaining the most from your Thrift Savings--before and after retirement
- Military Catch 62 Penalty—Payback (Possibly Unnecessary)
- Deposit and Re-deposit
- Social Security--Windfall Elimination and Public Pension Offset
- Little known methods of maximizing your monthly pension
- Retirement and survivor benefits for CSRS and FERS
- FEGLI Alternatives_
- Review of LTC and Medical decisions now and at retirement

Please mark which session you wish to attend:

- July 12, 2011 9:30 am --- 12:00 noon
- July 12, 2011 1:30 pm --- 4:00 pm
- July 13, 2011 9:30 am --- 12:00 noon
- July 13, 2011 1:30 pm --- 4:00 pm

Location Both Days: OKC Public Works Training Center, 3738 SW 15th Street, Okla. City

There is no cost for these informational seminars; however, registration is required due to limited seating. Any questions? Please call the FEB office (405) 231-4167

Name(s): _____ Agency: _____

Email: _____ Phone: _____

REGISTER EARLY: Seating is limited. Registrations will be accepted in the order received—when room capacity is reached, registrations will be declined.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 153 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

PLEASE POST FOR ALL EMPLOYEES



Leadership Symposium

Developing Your Emotional Intelligence & Dealing with Negative & Unproductive Employees

Where:	Crowne Plaza Hotel, 2945 NW Expressway, Oklahoma City, OK
When:	Thursday, August 18, 2011 (DAY THREE)
Time:	Registration will be from 7:30-8:00am – Training: 8:00am-4:00pm
Trainer:	G. “Eric” Gordon

MODULE I Develop Your Emotional Intelligence

- Understanding the Characteristics of Emotional Intelligence	- Taking the Emotional Intelligence Survey
- The 4 Core Competencies of Emotional Intelligence	- How Emotional Intelligence will work for you

MODULE II Not Performing and Not Happy

- Winning Techniques for Dealing with Difficult People	- Keys to Eliminating Negativity in the Workplace
- Conflict Resolution Strategies	- Discipline Techniques
- Performance Appraisals	

Is confronting another employee about their poor performance stressful? Do you wish “someone else” could talk to your negative employees? Then this session will prove invaluable. We begin with a discussion about the benefits of being Emotionally Intelligent. Recent studies suggest that leaders who score high in Emotional Intelligence (EI), achieve higher levels of organizational success than leaders who score low in this area. EI techniques will give you greater power, and control for dealing with issues that get...emotional! Conflict Resolution is an expectation of leadership, yet many leaders have anxieties related to this process. Now is the time to take control of your emotions and create a strategic approach that minimizes fear. Anger does NOT have to be a part of your feedback strategies. You can help employees perform better by learning a number of communication techniques and words that are designed to de-escalate a situation. You can learn how to minimize the negativity, get your team performing again, and lower anxiety as well. You’ll create more positive vibes.

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 11, 2011. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!



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!



SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 FEB Awards Luncheon	3	4 Agency Visits-Muskogee	5	6 11:00 Executive Forum	7 Agency Visits-Muskogee
8	9	10 2:00 Emgcy Prep Mtg	11 10:00 Executive Policy Council	12	13 7:30 Mayors Committee	14 Leadership FEB
15	16	17	18 10:00 ITC	19	20	21
22	23 Leadership FEB-FAA	24	25	26 Agency Visits-McAlester	27 Naturalization	28
29	30 Memorial Day	31		May 2011		

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OFFICIAL BUSINESS ONLY

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