



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



March is upon us and our FEB has many things scheduled to begin this Spring!

We will host two of FEMA's Continuity of Operations

training courses this month: L-548 COOP Program Managers Course on March 6-7 and the L-550 COOP Planner's Course on March 8-9.

Federal Executive Board Executive Directors will gather in Detroit this month for their working meeting to discuss long-range strategic planning. We are happy to boast involvement in the development of a new FEB Executive Director Orientation Manual, since there are six new Executive Directors (from the 28 total FEBs).

Our **Leadership FEB Class X** begins this month with a visit to the National Oceanic and Atmospheric Administration agencies in Norman. Watch for more to come from this newly gathering group!

FEB Award Program: The award nominations have been gathered, organized by category, and will have been sent to the Selection Committee by the time you receive this newsletter. Please be sure that you have your nominee registered for the luncheon scheduled for May 7th. A registration form is provided later in this newsletter for your

convenience. This is a quick, easy way to ensure you have seats at this annual event!

We will be hosting the week-long **Shared Neutrals Academy**, beginning the end of
April. This is a great opportunity to have an
employee trained in the process of alternative
dispute resolution. A registration is provided
in this newsletter and additional information is
provided on our website.

Responding to the numerous requests, our FEB will host **pre-retirement training** in August. The dates are scheduled for August 22 and August 23rd. These will be in a new format of half-day sessions; however, they will be specialized for each of the retirement systems. More information will be provided on this effort as the time approaches.

Oh yes, and in the midst of all of this activity, the **FEB Office will be moving**. GSA will be building out the space and we don't have a confirmed date; however, this will be in the next few months and we are considering an Open House when the move is completed. More to come on this....

A.D. Andrews, Chairman

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Are You Managing by Reasoning or Rules?

Posted by: Bob Wendover on Jan 19, 2012

Thirty five years ago, folk singer Harry Chapin wrote a song entitled "Flowers are Red." In it, he tells the

story of a little boy who is asked to draw a flower in class. When he begins to use all the colors of the rainbow, the teacher corrects him saying, "No, no, no. Flowers are red. Leaves are green." Then his family moves to another city. Once again, he is asked to draw a flower. When his new teacher encourages him to use all the colors of the rainbow, he resists, saying, "No, no, no. Flowers are red and leaves are green." Take a second to reflect on how often you have explained tasks and resolved problems with some variation of "That's the way we've always done it" or "Those are the rules." I am certainly guilty of it myself. For many situations, rules are a necessary part of making work productive. But is also easy to use this practice to avoid dealing with ambiguous situations and those tough calls that sometimes arise. Then the question becomes, "What expectations are we setting?"

If reinforced enough times, most people will simply comply with the stated practices, even when they think there is a better way for accomplishing what needs to be done. But that brings us to those new to the workforce. For someone who is "learning the ropes," following someone else's directions is the safe way to work. If you don't know the answer, ask the supervisor. If an ambiguous situation arises, ask the manager. If you have completed the assigned task, ask the supervisor what to do next instead of looking around for what needs to be done. Managers sometimes complain to me about the "parade" in their offices because of the endless need for feedback and direction that some young people seem to desire. I always suspect that a good portion of these encounters are engendered by this pattern of behavior on the manager's part.

When things are busy, it is always so much easier to simply answer a question rather than stop to reason through the solution with the questioner. The problem this creates is a learned dependence on you, as a manager, for all decisions. When there is uncertainty involved and you aren't immediately available, some people will retreat to hiding behind the rules even if those rules don't make sense.

Have you ever heard someone in a customer service role say, "I know it doesn't make sense, but that's the

policy?" One on hand, we want to say, "Use your head!" On the other hand, we must accept that we have conditioned them to do this. When this happens, we end up with a unhappy customer and some sort of time-consuming snafu that requires our attention anyway.

If we want those we supervise to develop and use their own problem solving skills in ambiguous situations, we must draw a line in the sand and encourage (or maybe force) them to take ownership for decisions that lay squarely within their job responsibilities. They need to exert reason and not just hide behind the rules. How? Try these suggestions:

Simply begin -- The next time someone approaches you with one of these ambiguous situations, reflect it back to them and say, "Okay, how do you think you should handle it?" Then get quiet, real quiet, and force them to think it through. Resist the temptation to lead their thinking. Ask them to think out loud which will give you a chance to observe their reasoning. Patience is the key for both of you. The short-term discomfort they feel in working through the situation will be more than rewarded with confidence in their own skills long-term.

Give them a strategy -- You might show them how you approach situations such as theirs. Resist giving them specific steps to follow. Just explain the reasoning you use and then discuss with them how they might develop their own approach. After all, if you see enough situations in any environment, you'll begin to see patterns. Once the patterns have been identified, the reasoning becomes easier and more confident.

Show them what reason looks like -- When you are faced with an ambiguous situation, take a second to draw your young protégés over so they can observe. If this is not possible, process it with them later. There is not only information, but comfort in watching the "master" work.

Praise their progress -- Keep your eyes open for opportunities to praise those who use their reasoning rather than blindly following rules. There is nothing like getting a pat on the back in the moment. Over time, confidence in their own reasoning will grow and that's all you can ask. You may accuse me of spouting off common sense and that may be true. But my question to you is, "how often do you practice this common sense?" Go ahead, begin today.



Spotlighting Information in Public Service Did you Know.....

Preparing for a RIF

By Dale S. Brown (taken from Civil Service Career Coach article in NARFE February 2012 magazine)

Agencies are under pressure to cut costs. Civil servants are under constant attack. Federal employees are fearful of a reduction in force (RIF). What should you be doing now in case your fears are valid? If there is a RIF, what will happen? Can you get another federal job if you are let go from your agency?

To get answers to these questions, the Civil Service Career Coach interviewed Nancy H. Segal, owner, Solutions for the Workplace. Segal is a well-known expert on federal employment who has coached hundreds of employees.

How to Prepare?

The first thing you should do," Segal says, is to "start updating your resume. You need a strong and competitive resume that includes accomplishments. Get it out there before a crush of people start applying."

Many agencies offer Career Transition Services to help you write your resume, assess your skills, find job openings and help you practice interviews.

To protect their current job, Segal suggests that employees assure that their personnel file is correct and complete. "Situate yourself appropriately. Be sure that all of your years of service are reflected, including Peace Corps service, military service and time served at other agencies. Otherwise, your name might be lower-ranked, and you'll be let go when you could have stayed."

Segal also suggests doing some basic financial planning: know your retirement

rights, your severance pay, your health insurance options and other benefits information.

What Happens in a RIF?

"Different agencies approach RIFs in different ways," Segal explains. "The minimum notice is 60 days." Some agencies may close regions, offices or functions, according to Segal. Other agencies may announce a RIF a few years in advance, accomplish it through attrition and try to place people in other jobs.

According to the Office of Personnel Management (OPM), first, the agency sets up a "competitive area," which is the part of the agency that is affected by the RIF. The agency then groups interchangeable positions of the same grade and job classifications into "competitive levels." Employees in these positions are listed on retention registers, which rank employees by criteria such as veterans' status, years of service and performance ratings. The agency then determines which employees have the right to "bump" or displace employees with a lower retention standing in a different competitive level. More detail is available at OPM's Reduction in Force Resources Portal,

www.opm.gov/Reduction_In_Force/. Click on Employee Resources and then "The Employee guide to Reduction in Force Benefits" and other links for the most accurate information.



Preparing for a RIF (cont'd from page 3)

What Can You Do if You are Let Go?

What can an employee do if he or she is let go? "You can appeal," Segal says. "It does not stay the action or slow it down. But sometimes, people win," she adds. "You could argue that the competitive area was wrong, or that there was a flawed analysis. If it's a wholesale RIF, and the agency is closing an entire region, it's kind of hard to say that you were singled out. But if the agency is eliminating a four-person program, then you might have a case."

Segal also mentions the Employee Assistance Program (EAP), which provides psychological counseling to employees and their families. "Look for it on your agency Intranet," she suggests. "The EAP is a huge plus."

What Are Your Rights?

You will receive priority consideration for vacancies within your agency and with other federal agencies. The programs, which are also described in OPM's Reduction in Force Resources Portal, are called CTAP (Career Transition Assistance Plan), PPP (Priority Placement Program) and ICTAP (Interagency Career Transition Assistance Program). Qualified, eligible employees affected by RIFs receive selection priority over almost any other applicant who is outside of the agency. You must apply for a job at your grade level or below in your commuting area. Include proof that you are going to be RIFed. To receive priority, you must be rated as well-qualified or best-qualified.

Does CTAP or ICTAP actually help employees? Segal says, "Given all of the automated systems in place now, it's harder to get around CTAP or ICTAP."

In short, if you think you might be facing a RIF, start a job search now. Check your personnel file to be sure it's correct and complete, and carefully review the information on OPM's Reduction in Force Resources Portal. By taking the time to prepare now, you are putting yourself in the best position possible to face a RIF.

THE FIRST thing you should do if you are facing a RIF is to start updating your résumé. Get it out there before a crush of people start applying.





Across Generations

Darendia McCauley is a research psychologist at the FAA's Civil Aerospace Medical Institute in Oklahoma City, Okla. She recently lectured on the subject of learning within and among different generations of employees and provides the following for our FEB newsletter.

There are many ways in which generations of people seem to differ, but also many ways in which they remain the same. The Pew Research Center has done considerable research on generations. Researchers have identified two influences on generational attitudes: generational cohort shared experiences, such as war or major technology changes, and individual life progression, or movement from youth to old age. While there are individual differences, there are cohort generational commonalities, as well. We all fall into a generational cohort group.

The Pew Research Center has identified four major generational categories in our country today. These categories are often used in research. They are: Millennials (also called Next Gen, Gen Y) or those born after 1980. They are the first generation to come of age in the new millennium. Generation X (Xers) covers people born from 1965 through 1980. They are the children of the Baby Boomers. The Baby Boomers (Boomers) label is drawn from the spike in fertility that began in 1946, right after the end of World War II, and ended in 1964. The Silent Generation (Traditionals) describes children born from 1928 through 1945, during the Great Depression and World War II.

The University of Minnesota conducted research on generational differences in working and learning. They found, for instance, that Millennials and Generation Xers preferred learning hard or technical skills through on-the-job training, while

Boomers and Traditionals preferred live classroom instruction. With regard to feedback and supervision, both Millennials and Generation Xers preferred immediate and continuous contact, while Boomers and Traditionals disliked having much involvement or interaction. Traditional or Boomer instructors or supervisors may want to spend more time with their Millennial and Generation X students and employees. Some elements of similarity between the generations included the identification of "fair" and "ethical" as the two most preferred workplace cultural aspects across all generations. This is in keeping with the FAA "just culture" concept, which promotes safety through problem resolution or "doing the right thing" rather than the assignment of blame or punishment. All Generations valued the freedom to set work hours, as long as the work gets done. In looking specifically at FAA controllers, Civil Aerospace Medical Institute (CAMI) researchers confirmed that job security, benefits, and salary remain high concerns across new controllers, as well as older controllers who answered the same questions when they were new controllers. There are differences and similarities across the generations. It is useful to know about these differences and similarities in order to capitalize on that knowledge in work and training across generations.

The Pew Research Center study found that Millennials are defined by technology. Their smart phones, I-Pods, and tablets are used almost as appendages. Their natural use of technology could be incorporated into work and training. Controllers, as a group, are technology savvy as well. Boomers and Traditionals may have more in common with Millennials than one might think. Try the PEW survey to see:

http://pewresearch.org/millennials/quiz/index.php



Three Things to Be Radical About!

In the dictionary, radical is defined as "extreme or thorough going." In regard to your character and how you impact others, it is important to deliver radical transparency, radical humility and radical connectivity. This article will provide insights into all three.

Radical Transparency

Dynamic leaders and dynamic followers are transparent. These are folks who "walk their talk" and project the notion of "what you see is what you get." Radical transparency is about exuding honesty, accountability and reliability.

I once worked at a busy restaurant with a fellow named Gary. He was a bus boy and was paid minimum wage. The other bus boys often griped about their job. Not Gary. He was always early, stayed late if necessary and provided terrific support to me and the other waiters and waitresses. When he was asked to do something he always replied by saying, "No problem." I always admired him for that as well as his trustworthiness. I watched him bus tables and he never touched the cash that was left on the table. He made certain that the server picked up the tip before he finished wiping the table. When I left that job, Gary happily told me that they were promoting him to waiter.

Whenever I go into a restaurant, I think of him and the little things he did that made such a big difference. He was all about radical transparency.

Radical Humility

Sam Walton once noted, "Ego is the worst thing in business. It leads you to make bad decisions." I couldn't agree more. I understand that you have to have a modicum of ego in order to make a difference in organizations, but memorable people also know the critical importance of remaining humble.

I have never heard another person say a bad word about my mother, Betty. She was an A student who dropped out of college after a year, married my father and began having children. There were three of us in high school at the same time. Since we lived across the street from the school, we were allowed to walk home for lunch. Before leaving each morning, she asked us: "What would you like for lunch today?" All three of us would say something different. When we got home, it was hot and ready for us on the table. Many felt she spoiled us. But she did it out of love.

To this day, her behavior has not changed. She is filled with a sense of radical humility and remains a true servant leader.

Radical Connectivity

I once read a quotation from that prolific author named Anonymous. It read: "Be profound, be funny or be quiet." As I digested that, I thought about the importance of relationships. The ability to focus on others and builds strong bonds is the essence of radical connectivity.

Abraham Lincoln said, "I don't like that man very much. I better get to know him better." Lincoln was an outstanding leader/teacher because he understood how to build, cultivate and entrust others. As president, he spent seventy-five percent of his time out of his office. American historians regard him as the best leader we have ever had.

Lincoln focused on his reputation and his relationships. He knew that everything else was transitory. He embraced radical connectivity throughout his life.

It is my invitation and my request that your behavior is guided by radical transparency, radical humility and radical connectivity. All three are worth going to the extreme!

© Mark "Tenacious" Towers Speak Out Seminars, LLC Phone: 817-421-4744 Email: mark@speakoutseminars.com





Registration and Agreement for Employee Participation in the Oklahoma FEB Alternative Dispute Resolution Consortium, "Shared Neutrals Program"



Employee involvement and availability is vital to this program's success in providing mediation services for federal agencies. Supervisory support of their involvement is critical to their success.

Please indicate (by your signature below) your support of the identified employees(s)' participation for at least one year, including 10 hours per year in the Oklahoma State Supreme Court system (qualifying the individual for State Certification). The employee's involvement may be terminated or extended at the end of their year of service.

The supervisor's signature certifies each nominee meets the following criteria:

- 1. Possesses strong receptive and expressive skills; is a good communicator.
- 2. Is able to suspend advice-giving.
- 3. Availability: must be willing and able to commit to the program for one year (on an as-needed basis), including 10 hours per year to work with the Oklahoma Supreme Court.
- 4. Has a tolerance for conflict.
- 5. Demonstrates confidence, possesses leadership qualities.

Maintenance of Program Integrity:

- Mediators shall accept and carry out their assignments consistent with Shared Neutrals policies and procedures.
- Mediators should not accept assignments from an agency unless the assignment is generated through the Oklahoma FEB's Shared Neutrals program or the program within their employing agency; mediators who knowingly do so, are not functioning as Shared Neutral mediators, nor representing the FEB program
- Mediators should be aware that mediating outside the Oklahoma Federal Executive Board Shared Neutrals
 program and/or their employing agency could result in a charge of abuse of official time and/or otherwise
 affect their rights and benefits as federal employees.

REGISTRATION

Dates:		April 30—May 4, 2012		
Location:		Oklahoma City Public Works Training		
		Center, 3738 SW 15 th Street, OKC		
Times:		8:00 a.m. – 4:30 p.m. (each day)		
Cost:		\$150.00		
Name of Employee	Signature	Date		
Name of Supervisor	Signature	Date		
Agency	Employee's Work Ph# Email Addres			
Workshop attendance is limited s	o everyone is encouraged t	o register as soon as possible. The FEB office		
should receive registration NLT N	•	o regional dis secon dis possicion and a 22 contro		
Payment will be in the form of:	[] Cash [] Check	[] Credit Card		
Mail this completed form to: Oklahoma Federal Executive Board				
215 Dean A. McGee, Ste 153				
Oklahoma City, OK 73102				
OR fax to:	405-231-4165			
OR scan and email to:	LeAnn.Jenkins@gsa.gov			

Cancellation Policy: Understanding the unforeseen circumstances may preclude an individual from attending; refunds will be permitted through Thursday, April 19, 2012. However, after that date, registration must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!





2012 Public Service Recognition Week Employee of the Year Awards Banquet

Public Service Recognition Week:

May 7-13, 2012!



Event information:

Date: Monday, May 7, 2012
Time: 11:30am-1:00pm
Location: US Postal Service
Nat'l Center for Employee Development
2801 E. State Highway 9, Norman, OK
Nominees should arrive no later
than 11:00 a.m. for pre-brief.

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		
Payment:			
[] Cash	[] Check	[] Credit Card	
[] Enclosed	[] Voucher		

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 24, 2012. 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!





Resilient Accord CyberSecurity Tabletop Exercise



Date:	Tuesday, May 15, 2012 (no cost)				
Time:	8:30 a.m. registration 9:00 a.m. – 4:00 p.m. exercise				
Location:	Oklahoma State University, Oklahoma City Campus				
Objectives	This exercise is designed to increase organizational awareness of the need for cybersecurity				
	considerations. We apologize, but the content limits participation to 40 participants, with first				
	consideration being given to agencies who send BOTH their IT representative and COOP				
	<i>representative.</i> 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.				

Registration Form (up to 3 individuals from the same agency can attend, if registrants include the

agency leader [or o	designee], IT and COOP repre	esentatives)
Name:		Agency:
Title:		Email:
Phone:		Fax:
Name:		Agency:
Title:		Email:
Phone:		Fax:
Name:		Agency:
Title:		Email:
Phone:		Fax:
36.9		
Mail to:	Federal Executive Board	
	215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102	
Or fax to:	(405) 231-4165	
Or email to:	LeAnn.Jenkins@gsa.gov	



5 Apps Useful Apps while Travelling!

Posted to Smart Traveler on January 3, 2012 1:20 pm by Caroline Morse

Now that almost every flyer has a smartphone, and almost every airport has charging stations to power up these devices, savvy travelers know to load up on handy apps. But which ones are the best for your entire flight process—from booking that cheap ticket to saving yourself when things go wrong? The apps below are quite helpful!

• Flyers Rights (\$0.99): Did you know that

airlines are no longer legally allowed to keep you trapped on the tarmac for more than three hours during a domestic flight delay? If you had the Flyers Rights app, you would. Plus, you'd be able to log your delays in real time, using the app's GPS

system and map for future evidence. The app also gives helpful tips about what to do in the event of a delay, and specific information about your legal rights as a passenger.

SkyScanner (Free): (okay..this is really more for personal use) Airlines would rather have you book directly through their website than going through an online travel agency (OTA) like Expedia or Priceline. But who has time to search all the airline websites separately? Use Skyscanner instead, which not only scans all the major airlines' websites for the lowest fares, but all of the OTAs as well. Search by specific date, destination, and even time, or see where you can go anytime in January for \$200 with their broader search functions. You can search for flights from your airport to everywhere, and Skyscanner will return a list of destinations and prices. Skyscanner will also tell you if it's cheaper to book

one-way tickets on separate airlines rather than a round-trip on one provider, something that airlines hate.

• Priority Pass (Free): Stuck with a really long layover? Use Priority Pass to check out the airline lounges available to you at the airport. View photos and offerings before deciding if you should shell out for a pass inside, or if the regular waiting room for the plebes looks just as nice for free.

B4 You Board (Free): No more charging

\$10 for a desperation inflight meal of food. The B4 You Board app lets you order food from nearby restaurants to be delivered directly to you at your gate. Order up healthy (or just delicious) food that wasn't reheated in the airplane galley,

often for cheaper than an in-flight meal. Best of all, you'll have way more choices than just a wrap with mystery meat.

• Next Flight (\$2.99): The priciest app in our list, Next Flight can be worth its weight in gold during a snowstorm at a crowded airport. Whether your flight is cancelled, delayed, or you just missed a connection, this app will show you a list of all available flights (from all carriers) for the same day and the next two days. While everyone else is waiting in line trying to get the gate agent to put them on standby, you can help yourself! No flights going out at all? The app also has a search for hotels, cabs, and car rentals.

One last word of advice. Make sure to turn your phone off when the cabin crew asks, because there's no app to rebook after you've been kicked off for playing Words With Friends.



UPCOMING EVENTS

March 2012

Mar 6, 2012 Local Federal Coordinating

11:30 am Committee

Central Oklahoma CFC

POC: FEB Office, 405-231-4167

Mar 6-7, 2012 FEMA COOP L-548 Class

All Day 301 NW 6th St., Rm 207

HUD training room

POC: FEB Office, 405-231-4167

Mar 8-9, 2012 FEMA COOP L-550 Class

All Day 301 NW 6th St., Rm 207 HUD training room

POC: FEB Office, 405-231-4167

Mar 13-16, 2012 FEB Executive Director Conf

Detroit, MI

POC: FEB Office, 405-231-4167

Mar 27, 2012 Leadership FEB

All Day NOAA Agencies

POC: FEB Office, 405-231-4167

Mar 28, 2012 Exercise with OCCHD

POC: FEB Office, 405-231-4167

Mar 30, 2012 Naturalization Ceremony

12:00 noon U.S. District Court-Western

District

200 N.W. 4th Street, OKC

POC: FEB Office, 405-231-4167

INSPIRATION CORNER

I think the purpose of life is to be useful, to be responsible, to be honorable, to be compassionate. It is, after all, to matter: to count, to stand for something, to have made some difference that you lived at all.

—Leo C. Rosten

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:

- Kirby Brown, Deputy Director, Fires Excellence Center. Fort Sill
- Laura Culberson, General Gillett's designee from the Oklahoma City Air Logistics Center
- Dr. Steven Dillingham, Director, Transportation Safety Institute
- Jeremy Duering, LCDR, Military Entrance Processing Station
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Julie Gosdin, District Director, US Postal Service
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency

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: Adrian Andrews

Special Agent in Charge,

US Secret Service, Oklahoma City

Vice-Chair: David Wood

Director,

VA Medical Center, Oklahoma

City

Staff:

Director: LeAnn Jenkins Assistant: Vacant Detailee: Ray Hobbs



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

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