



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



With the majority of holidays behind us, our FEB is busy in the planning and coordination of several trainings and events for federal employees in the upcoming

year!

In this newsletter, you will find information about:

- **2013 Leadership FEB** class opportunities for senior managers, leaders, and aspiring leaders. This program is our nontraditional leadership development program that is planned for March-October 2013. Participants **must attend a minimum of five sessions** in order to receive a certificate of completion for this program. The majority of sessions will occur in the Central Oklahoma area; however, to illustrate the diversity of the nature and geographic areas of our federal community, a couple of sessions will be to visit federal agencies in outlying areas.
- **Shared Neutrals Academy:** our collaborative training opportunity to further enhance our interagency cadre of mediators for the federal workforce. Hint: the training

also creates an “inhouse peace-keeper” for the employing agency. We ask that employees nominated for this training experience possess the following attributes: 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.

- **Annual Awards:** The annual awards banquet registration is provided in this newsletter; however I want to remind you that the deadline for Award nomination packages are due to the FEB Office no later than February 22nd!
- **Financial Wellness:** our FEB has coordinated two 3-1/2 hr workshop sessions to cover financial topics that affect everyone. These sessions are scheduled for February 13th so you will want to submit your registration forms quickly.

A.D. Andrews, Chairman

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A CVB Can Be Your Most Valued Resource in Meeting Planning

I was invited to take part in a focus group of meeting planners to discuss meetings and their requirements from a meeting planner's point of view. When the focus group concluded its survey, I was astonished to learn that many meeting planners do not use or seek assistance from convention and visitors bureaus (CVB) and they are not familiar with the benefits of partnering with a CVB when planning meetings.

It is during these lean times, when planners are being asked to do more with less and to be more creative with meetings, that planners should seek out assistance from CVBs. A CVB can help planners stay within their budget by assisting with site visits, request for proposals (RFP), onsite conference support and financial subsidies to offset conference expenses.

Once the RFP is ready for distribution, CVBs can forward it to hotels and offsite venues. They can specifically disseminate to the planner's preferred hotel brands or geographically preferred hotel locations. Planners can opt to have all RFP replies sent directly to the CVB by a specified cut-off, after which time the CVB will forward proposals to the planner. While CVBs are not in the business of negotiating rates or sharing this information with competing properties, the CVBs can go back to hotels and get clarifications regarding types of rooms, and meeting room specifications. The bottom line is CVBs can go a long way in assisting the planner with the RFP process.

If the planner's association or organization is short staffed, a CVB can help by providing registration personnel (based on the number of room nights booked) to assist with onsite registration, or manning an

information desk that can provide information to attendees about the city's venues and attractions. CVBs can also provide city maps, brochures and promotional items. A CVB's convention service manager can assist planners by recommending ideas or suggestions for offsite venues and entertainment options.

Last but not least, many CVBs can assist a planner's group by providing them with financial incentives to bring a group to their city. These incentives can range from subsidies to assist with transportation of attendees during the meeting, rebates to offset rental expenses at convention centers and sponsorship for entertainment. For one of my city-wide meetings, the CVB paid for my musical entertainer and that saved our organization thousands of dollars.

I could not plan or execute my meetings without the assistance from the CVB. I think one reason why planners do not use a CVB is because of their mistaken understanding that bureaus are only there for planners of large meetings. A CVB will assist you no matter the size of the group; the goal of each CVB is to promote its city and entice groups large and small to visit and stay.

The next time you are searching for a location for your meeting, make sure to contract the CVB. You will find that every CVB's staff consist of experienced and customer service friendly professionals that are committed to the overall success of your meetings. Go ahead, look them up for your next meeting, you will not be disappointed.

Taken from "The Meeting Minute" written by Robert J. Casias, CMP, for Government Connections magazine, dated Fall 2012



Spotlighting Information in Public Service

Did you Know...

Federal Bureau of Prisons Fundamentals

MISSION

The Federal Bureau of Prisons protects society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

CORE VALUES

Correctional Excellence: We are correctional workers first, committed to the highest level of performance.

Respect: We embrace diversity and recognize the value and dignity of staff, inmates, and the general public.

Integrity: We demonstrate uncompromising ethical conduct in all our actions.

VISION STATEMENT

The Federal Bureau of Prisons, judged by any standard, is widely and consistently regarded as a model of outstanding public administration, and as the best value provider of efficient, safe, and humane correctional services and programs in America. This vision will be realized when...

The Bureau provides for public safety by assuring that no escapes and no disturbances occur in its facilities. The

Bureau ensures the physical safety of all inmates through a controlled environment which meets each inmate's need for security through the elimination of violence, predatory behavior, gang activity, drug use, and inmate weapons. Through the provision of health care, mental, spiritual, educational, vocational and work programs, inmates are

well prepared for a productive and crime-free return to society. The Bureau is a model of cost efficient correctional operations and programs.

Our talented, professional, well-trained and diverse staff reflect the Bureau's culture and treat each other fairly.

Staff work in an environment free from discrimination. A positive working relationship exists where employees maintain respect for one another. The workplace is safe, and staff perform their duties without fear of injury or assault. Staff maintain high ethical standards in their day-to-day activities. Staff are satisfied with their jobs, career opportunities, recognition, and quality of leadership.

Info above extracted from the 2010 State of the Bureau publication.

Bureau of Prisons in Oklahoma

FCI El Reno: The Federal Correctional Institution (FCI) in El Reno is a medium security facility housing male offenders.



The FCI also has an adjacent satellite camp that houses minimum security male inmates. FCI El Reno is located in central Oklahoma, 30 miles west of Oklahoma City.

FTC Oklahoma City: The Federal Transfer Center (FTC) in Oklahoma City, Oklahoma, is an administrative facility housing male and female holdover offenders.

FTC Oklahoma is located on the western edge of Will Rogers World Airport, 3 miles west of Interstate 44 and 4 miles south of Interstate 40.



UPCOMING EVENTS February 2013

- Feb 5, 2013** **FEB Monthly Report to OPM**
- Feb 13, 2013** **Financial Wellness Workshops**
8:30-12:00 OKC Public Works Training Cntr
12:30-4:00 3738 Southwest 15th Street, OKC
 (Two separate sessions)
 POC: FEB Office, 405-231-4167
- Feb 13, 2013** **Ash Wednesday**
- Feb 14, 2013** 
- Feb 18, 2013** **Presidents' Day** 
- Feb 19, 2013** **Emergency Prep & COOP mtg**
 2:00 pm 921 NE 23rd St., OKC
 POC: FEB Office, 405-231-4167
- Feb 20, 2013** **Interagency Training Council**
 10:00 am Location TBD
 POC: Stacy Schrank, 405-606-3823
- Feb 19-21, 2013** **DSCA ES training**
 Dallas, TX
 POC: FEB Office, 405-231-4167
- Feb 22, 2013** **Deadline for FEB Award**
Nominations to be in FEB
Office

INSPIRATION CORNER

You do not lead by hitting people over the head—
that's assault, not leadership.
—Dwight D. Eisenhower

Remember the difference between a boss and a
leader: a boss says "Go!"—a leader says "Let's go!"
—E. M. Kelly

I never did anything worth doing by accident; nor did
any of my inventions come by accident; they came by
work.
—Thomas Edison

There are only two kinds of people who fail: Those
who listen to nobody, and...those who listen to
everybody.
—Thomas M. Beshere Jr.

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:

- Kevin Donovan, Federal Security Director, TSA
- Jeremy Duehring, LCDR, Military Entrance Processing Station
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Jim Finch, Special Agent in Charge, FBI
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Ross Marshall, Executive Director, Tinker AFB
- Dottie Overall, Director, Small Business Administration
- Stan Sieg, Actg 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: **Julie Gosdin**
Director,
US Postal Service District,
Oklahoma City

Staff

Director: LeAnn Jenkins
Assistant: Nichole James
Detail: Don Horton, FAA



Configuring Your Smart Phone/Tablet for True Mobile Productivity

When I built this program, I looked at the basic productivity configuration I had on my business laptop, and then compared it to the many popular apps and the basic configuration of my smart phone and tablet devices. And, I discovered, with a bit of tinkering and a few app uploads, I could easily make my smart phone and/or tablet a nearly complete surrogate for my business laptop. Here's how:

1. Get the most basic productivity functions installed -- e-mail, calendar, contacts, tasks, and notes on your devices. I have apps on my smart phone and tablet that give me separate access to my work e-mail, personal e-mail, and junk/spam/internet e-mail accounts. I also have the Google calendar app, the contacts app, a task app, and Evernote for my notes. Effectively, this emulates Microsoft Outlook and syncs nicely with the Google productivity suite.

2. Get an MS Office-compatible document creator -- I'm using Quick Office Pro but Documents to Go and others give you the ability to create office-compatible documents. Google Docs on Google Drive may be a very good free option too.

3. Download the Adobe Reader app and possibly a PDF creation app. This way, you can not only read PDFs, but possibly create them when needed. The CamScanner app even gives you the ability to create PDFs of documents by using your smart phone or tablet camera -- WOW!

4. Get a cloud storage account to have a location to save your documents and media files. iCloud, Google Drive, DropBox, Box.com -- even Evernote -- can act as locations where you can store and save your files of all types so you can access them when/as needed. (This will also keep you from using up all of the available memory on your device -- the cloud becomes your "hard drive"!)

5. You already have a browser with web search capabilities -- you are good there! You also have media playing/streaming capabilities. These are usually built right in, although sometimes you can find cool apps that can enhance these capabilities.

6. Consider a scanning app like CamScanner to scan hard-copy documents and quickly/easily convert to PDF (then save to the cloud!)

7. Put shortcuts to all of these apps on one or two of your "home screens" on your device -- make this your "*productivity panel*", and, if possible, make this the default screen that your device typically opens first (NOT the "Games" or "Social Media" panel!)

8. Strongly consider getting a Bluetooth or connected keyboard option for your device, and a wifi-enabled printer connected to your router. With these two devices, you can type ten-finger speed when creating documents or e-mails, and then seamlessly print from anywhere. (And play with the voice-to-text capabilities being offered by Google on their Droid phones and Apple with Siri -- maybe you can talk instead of type many of your messages, documents, etc.!)

Let's add this up: e-mail, calendar, contacts, tasks, notes; document and spreadsheet creation; PDF reading and creation; document and file storage; web browsing/search and media playing/streaming; document scanning; and ten-finger typing (as well as voice-to-text and touch screen!), and seamless printing. You no longer have a smart phone or tablet -- *you have a fully functional laptop computer in smart phone or tablet form!* And you could do all of this over the holiday weekend, with plenty of time to spare!

Of course, I go into much greater detail on this basic productivity configuration as well as much more deeply discuss many of the most popular productivity-related apps in the communications, travel, finance, health and wellness, media, and other genres in my full program on this topic (if you'd like to see a brief video I created that shares what the *Smart Phone Success* program covers, visit here: <http://youtu.be/goODYN7ghLs>), but this brief article gives you the "gist" of how you can configure your device for true mobile productivity. Have at it, and share with me the fruits of your labors.

Randy Dean, MBA, The "Totally Obsessed" Time Management Technology Guy has been a popular expert speakers on the conference, corporate, and university training and speaking circuit for several years. The author of the recent Amazon e-mail bestseller, *Taming the E-mail Beast*, Randy is a popular and engaging time, e-mail, and technology management speaker and trainer. He brings 22 years of speaking and training experience to his programs, and has been popular with programs including *Taming the E-mail Beast*, *Finding an Extra Hour Every Day*, *Optimizing Your Outlook*, *Time Management in "The Cloud" Using Google and Other Online Apps*, and, of course, *Smart Phone Success & Terrific Tablets*. Learn more at <http://www.randalldean.com>.



Oklahoma Field Federal Safety Council

The Oklahoma Field Federal Safety Council (OFFSHC) selected new officers and set their meeting agenda for 2013. The dates and topics of the scheduled meetings are below. Currently, all the 2013 meetings are scheduled to be held at the FAA Mike Monroney Aeronautical Center, located in Oklahoma City from 10:30AM – 12:00PM.

Jan 10, 2013: Workplace Violence

Mar 14, 2013: Weather Preparations

May 09, 2013: Industrial Hygiene (Blood Bourne Pathogens)

Jul 11, 2013: Distracted Driving

Sep 12, 2013: OSHA Update

Nov 14, 2013: TBD

Their blog site remains active for those who would like further information:

<http://offshc.wordpress.com/>

Otherwise, please contact the person identified below with any questions.

Stephanie Schroeder, CSP
Mike Monroney Aeronautical Center
Telephone: 405-954-0371



Oklahoma FFSHC
Communication platform for the OFFSHC

<http://offshc.wordpress.com/>

Antibiotics Aren't Always the Answer



Antibiotics do not fight infections caused by viruses like

colds, most sore throats and bronchitis, and some ear infections. Unneeded antibiotics may lead to future antibiotic-resistant infections. Symptom relief might be the best treatment option.

Dangers of Antibiotic Resistance

Colds and many other upper respiratory infections, as well as some ear infections, are caused by viruses, not bacteria. If antibiotics are used too often for things they can't treat—like colds or other viral infections—they can stop working effectively against bacteria when you or your child really needs them. Antibiotic resistance—when antibiotics can no longer cure bacterial infections—has been a concern for years and is considered one of the world's most critical public health threats.

CDC efforts have resulted in fewer children receiving unnecessary antibiotics in recent years, but inappropriate use remains a problem. Widespread overuse and inappropriate use of antibiotics continues to fuel an increase in antibiotic-resistant bacteria. So the next time you or your child really needs an antibiotic for a bacterial infection, it may not work.

Antibiotic resistance is also an economic burden on the entire healthcare system. Resistant infections cost more to treat and can prolong healthcare use.

If You or Your Child Has a Virus Like a Cold or Sore Throat

Taking antibiotics when you or your child has a virus may do more harm than good. In fact, in children, antibiotics are the most common cause of emergency department visits for adverse drug events. Rest, fluids, and over-the-counter products may be your or your child's best treatment option.

Read entire article at:

<http://www.cdc.gov/Features/GetSmart/>



“Baker's Dozen” for Successful Leadership by Dr. Reginald Wells, Chair, Baltimore FEB

1. Integrity & Empathy Will Take You

Far: People are reluctant to follow leaders they consider untrustworthy, especially when the challenges are great and the stakes are high. If they regard you as a person of high integrity, they will be more willing to put it on the line, because they trust you will be there for them when the going gets tough. Similarly, if they know you feel their pain and understand what price they are paying in service to the cause, they are more likely to go the extra mile for you and that cause.

2. Walk the Talk: Actions speak louder than words! This is related to the integrity issue. If people cannot take you at your word, they will not trust you and probably will not follow where you lead. If they regard you as a hypocrite or generally untrustworthy, then it will be difficult to gain and retain their confidence and allegiance.

3. Inspire Others through Effective

Messaging: Leadership is all about inspiring people to do their best work, to go where others dare not tread and to accomplish extraordinary things with seemingly ordinary people. Make sure you use your powers of persuasion to accomplish good things and to lead people along the right path.

4. Inclusion Should Be a Prominent Feature of Your Strategic Management of

Human Capital: We are always more successful when we have all the bases covered. Understanding the survival value of inclusion is important to your success as a manager of work and the agency's success in meeting the needs of the public we serve.

5. Seek Balance: Leaders must be the anchor in the storm for those they lead through challenging times. “If you can keep your head when all about you are losing theirs and blaming it on you.” --Rudyard Kipling's poem “if.”

6. Continuous Learning & Development

Are Critical: The better you know yourself, the better prepared you are to lead. The most effective and well-adjusted leaders are introspective and understand their strengths and weaknesses. They know what they do

well and what help they need from others to be successful. To thine own self be true!

Encourage 360-degree feedback.

7. Stop to Celebrate the Successes and Support Each Other Through the

Hardships: Public service is very important and challenging work given societal attitudes about government. If we do not recognize our value, can we expect others to?

8. Always Pursue Your Passion: If you do what you love, you will never work a day in your life and the work will never become a chore.

9. Respect the Culture, but Don't Be Limited by It: All organizational cultures have their positive and negative aspects and characteristics. You want to embrace and promote the more positive aspects and play down or discourage the more negative aspects.

10. Humor Is Important To Maintaining Perspective and Retaining Humility:

Human beings need to laugh and feel good about the social environments in which they operate (home, work, etc.) Laughter in an office is a positive thing.

11. Everything Must Change: Change is the only constant. Make sure you prepare yourself as best you can for the changes that will come inevitably. Be agile in purpose. Be flexible in thought. Do not go the way of the dinosaurs. Be adaptable.

12. Mentor Somebody and Allow Yourself

to Be Mentored: As a leader, you should be grooming replacements for yourself. Also, bright ideas can come from anywhere. Be receptive to the possibilities.

13. It is All About People: Public service (actually any service) is a people-oriented endeavor. If you make the mistake of not factoring in the people quotient on either side of the equation, then you risk missing the essential ingredients of what can fix a problem or avoid a bad situation. Always try to be sensitive to the people issues associated with any project or program. The people issues can make you and they can break you.



2013 Public Service Recognition Week Employee of the Year Awards Banquet



Public Service Recognition Week: May 6-12, 2013!		Event information: Date: Monday, May 6, 2013 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

Payment:

Cash

Check

Credit Card

Payment must be made prior to the event; no forms of payment are able to be accepted at the luncheon.

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 23, 2013. 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!



2013 Leadership FEB Registration Form

Name:	Agency:
Title:	Address:
Phone:	
Email:	Cell Phone:

In order to maximize the benefits and expand the cohesive networking opportunities, no alternates will be authorized to attend single sessions. However, if an identified participant becomes unable to honor their commitment to the program, the employing agency is authorized to replace that individual for the duration of the program.

In order to ensure maximum benefit to the participants, each Leadership FEB class will be limited to 20 participants. Past forums have included NOAA agencies, US Army, US Air Force, Veterans Administration, Postal Service, Law Enforcement Agencies, Department of Interior, HUD and others.

Participants **must attend a minimum of five sessions** in order to receive a certificate of completion for this program. The majority of sessions will occur in the Central Oklahoma area; however, to illustrate the diversity of the nature and geographic areas of our federal community, a couple of sessions will be to visit federal agencies in outlying areas.

Participant's Signature

Date

Agency Director/Commander Review/Approval

Date

Register as early as possible to reserve a slot for your participant, no later than Friday, February 22, 2013. Cancellations will be processed at no charge to the agency through that date. After February 22, 2013, we ask the agency to honor their obligation due to cost incurred; however, a substitute is authorized and encouraged.

Agency/Registrant may pay the **course fee (\$750)** by cash, check, credit card, or government voucher.

Please submit the registration form:

By mail:	Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102	By fax: (405) 231-4165
By email:	LeAnn.Jenkins@gsa.gov	



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

Name of Employee	Signature	Date
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Name of Supervisor	Signature	Date
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Agency: _____ Employee’s Work Phone: _____

E-mail Address: _____

Workshop attendance is limited so everyone is encouraged to register as soon as possible.

Payment will be in the form of: Check Credit Card Govt Voucher

<i>Mail this completed form to:</i>	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
<i>OR fax to:</i>	405-231-4165
<i>Or email to:</i>	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding the unforeseen circumstances may preclude an individual from attending; refunds will be permitted through Thursday, April 5, 2013. 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!



Financial Wellness Workshop



Date:	Wednesday, February 13, 2013
Time:	Three Hour Sessions (morning and afternoon, please identify your choice below)
Location:	Oklahoma City Public Works Training Facility, 3738 Southwest 15th Street, OKC
Why?	With Federal Salaries remaining flat and cost of living increasing, it is more important than ever for federal employees to be equipped with information on how to maximize their incomes.
Topics:	How Money Works – basic fundamentals you were definitely never meant to “know” Debt Solutions – alleviate unnecessary stress of too much month and not enough money Retirement Planning – protecting your money and never running out Long-Term Care – fastest growing need of people over 50
Instructor:	Jeff Wallace, First Command

Registration

Name _____ Agency _____

Phone _____ Email _____

Please sign me up for the following session:

February 13, 2013, 8:30 a.m. - 12:00 noon

February 13, 2013, 12:30 p.m. - 4:00 p.m.

Mail registration 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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, cancellations will be permitted through February 7, 2013. Since this is a “no-cost” training, we ask your courtesy to cancel early so that we can accommodate people on the waiting list, if one exists.



SUN	MON	TUES	WED	THUR	FRI	SAT
	February 2013				1	2
3	4	5 Monthly report to OPM	6	7	8	9
10	11	12	13 8:30 Financial 12:30 Wellness Workshops Ash Wednesday	14 	15	16
17	18 President's Day	19 2:00 Emgcy Prep	20 10:00 ITC	21	22 Deadline for FEB Awards	23
24	25	26	27	28 Executive Forum		

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OFFICIAL BUSINESS ONLY

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