



FEDERAL EXECUTIVE BOARD OF OKLAHOMA
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January 20, 2004

Ms. Kay Coles James, Director
Office of Personnel Management
1900 E Street, NW
Washington, DC 20415-0001

Honorable Kay Coles James,

Attached is the annual activity report for the Oklahoma Federal Executive Board. As always, our members have been supportive this past year with many opportunities for interagency partnerships, intergovernmental involvement, emergency preparedness planning and community outreach.

After compiling the report, I feel confident that we have represented the federal sector in a positive fashion in our communities and in our State. We have continued to plan, coordinate and support activities to assist federal agencies in Oklahoma strengthen their emergency preparedness and continuity of operations plans. Our useful 'guide' continues to be sought after by agencies in various geographic locations and we make it available for any government entity for use in emergency preparedness and continuity of operations. However, where we have made great strides is in the area of interacting with First Responders in our local governments. We have negotiated a partnership with the Fire Administration of Oklahoma City to make "site visits" for all 138 federal offices in the metropolitan area to assist agencies with issues that create unique requirements in emergency preparedness due to their facilities, mission, or workforce. We are also working with Tulsa Fire Administration to provide the same services to federal agencies in the Tulsa area.

Through our efforts over the past year, we have made every effort to present a professional image of the federal public servant; we have been good stewards of tax dollars, and have capitalized on every opportunity to coordinate shared utilization of resources to create opportunities for efficiencies and have focused on Human Capital strategies, as well as Citizen-Center Government initiatives.

If you have questions regarding the attached annual report, please call me at (405) 734-5286 or LeAnn Jenkins at (405) 231-4167.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean J. Despinoy".

Dean J. Despinoy
Chairman

FY 2003 Annual Report



MISSION

*To increase the effectiveness and economy of Federal agencies in Oklahoma.
1961 Presidential Memo, 5CFR Part 960*

GENERAL GOALS

- *Advance the Administration's Goals and Initiatives*
- *Create and Advance Local Initiatives*
- *Provide information, referrals, and guidance for intergovernmental and community outreach.*

Oklahoma FEB's Executive Summary of Activity

- **Emergency Preparedness and Continuity of Operations in support of Homeland Security initiatives**

Many items are listed in this category due to the time and effort spent this fiscal year in support of these initiatives.

- Continue to update and maintain emergency contact information for all federal leaders in Oklahoma, along with their designated alternates (this includes home numbers, cell phones, etc.)
- Tested our emergency communication plan as requested in OPM's memo to FEBs in March 2003.
- We are hosting a series of half-day "Emergency Table Top Discussions", the first was "Interacting with First Responders" with 50 federal leaders in attendance. Speakers were from Fire Service, Police, EMSA, and Emergency Management. The session was designed for federal leaders to interact with First Responders and identify ways they could strengthen their emergency preparedness plans to enable First Responders to enter federal facilities more expeditiously in the event of an emergency.
- Negotiated a partnership with the Oklahoma City Fire Department to conduct 'site-visits' for each of the 138 federal offices in the Oklahoma City metropolitan area, allowing:
 - federal leaders to interact with the most likely First Responders to appear in the event of an emergency;
 - receive expert recommendations on emergency preparedness based upon the facilities, manpower, and mission; and
 - Fire dept personnel to become familiar with the agency, staff and unique needs created by physical location, mission requirements, etc.
- Held an FEB luncheon to "Assist Managers in Developing Evacuation Plans for Employees, Visitors, and Customers with Disabilities". Speakers were from local federal agencies.
- Provided information on how to evacuate employees, customers, and visitors with disabilities in the event of an emergency to the Government Communicators' "Boot Camp" sponsored by the International Association of Business Communicators at the US Mint, Washington, DC in February 2003.
- Developed informational faxes to provide federal agencies containing the various forms of assistance available to employees and families affected by the tornadoes of May 8-10, 2003. Continued to provide updated information as it became available and coordinated with FEMA to ensure that "unlikely" agencies were included in the Disaster Assistance Centers, such as the Internal Revenue Service and State Tax Commission to provide assistance to citizens in filing amendments on last year's tax return to claim their losses and enable them to receive expeditious returns, providing additional resources for their recovery effort.
- Hosted a meeting with the FEMA Regional COOP coordinator on Friday, May 30th to discuss strategies on FEMA/FEB partnerships regarding COOP planning. From this meeting, the June 25th FEMA meeting was planned. Attended the FEMA Region VI COOP conference for FEBs/FEAs within the region on June 25-26, 2003. This was so FEMA could interact with FEB Directors and Chairs regarding continuity of

operations issues and how FEBs may be of assistance in their respective geographic locations, as well as how FEMA and FEBs may assist each other.

- Hosted a one-day course on “Incident Response to Terrorist Bombings” (CLEET certified) with a total of 46 in attendance. This is a basic awareness level course.
- Participated in the Interagency Emergency Exercise held at Camp Gruber on April 26, 2003.
- Continuously display the current national warning/status via the FEB website. When the status elevates to orange, the FEB sends a reminder notification to agencies to activate their COOP plan.
- Distribute OPM notices generated during emergency situations to all federal leaders in our area in addition to any special leave policies.
- Executive Director continues to serve as an invited keynote speaker to share information and experiences on our FEB’s Emergency Preparedness efforts.
- Provided the FEB Emergency Preparedness “guidebook” to a professor with the Bush School of Government and Public Service, Texas A&M University for use in Public Administration courses, as well as numerous federal agencies still requesting the guide.
- **Human Capital Issues**
 - All training designed, planned, coordinated, and facilitated by the Oklahoma Federal Executive Board this fiscal year (listed in the Strategic Management of Human Capital, Homeland Security, retirement seminars listed in the local initiatives area and the emergency preparedness area) provided a total **training cost avoidance of \$924,481.50** for federal agencies in Oklahoma.
 - Alternative Dispute Resolution: The FEB’s Shared Neutrals Program has provided services resulting in the **cost avoidance of \$1,182,464.06** through conflict resolution. The FEB and EEOC Regional Office has entered into a unique partnership outlined in the annual report.
 - We have participated in job fairs in the local area and are working to assist two agencies undergoing reductions in force.
- **Outreach**
 - Volunteerism: The FEB’s Federal Employees Care Council (FECC) facilitates volunteer support of various community events through the coordination of manpower support. Of the 13 events for which they coordinated volunteers, the FECC was the largest volunteer organization at four of the premier community events. **A total of 1,004 federal volunteers donated 6,229 hours equating to \$124,580 worth of volunteerism** in our communities through FECC coordination this fiscal year (federal volunteers take annual leave for events held during their work schedules). Studies identify the value of a volunteer hour to be \$18-\$20 per hour.

FY 2003 Annual Report

Federal population served in Oklahoma: 66,105 (Civilian: 34,583; Military: 22,329; Postal: 9,193)

1. Advance the Administration's Goals and Initiatives

Training of all the training listed in the Strategic Management of Human Capital, Homeland Security, retirement seminars listed in the local initiatives area and the emergency preparedness area **total: \$ 924,481.50.**

- Strategic Management of Human Capital
 - FEB distributed information to federal agencies and local employers regarding employees in Reserve status, benefits and programs when so many were activated.
 - Coordinated with the Federal Long Term Care Program representatives to host informational sessions in five geographic locations of the state of Oklahoma. Sessions were held in Tulsa, Stillwater, Muskogee, Altus, and Oklahoma City, October 21-25, 2002.
 - Training planned and coordinated in support of the President's Management Agenda, specifically recruitment, retention, diversity, increased job satisfaction, lifelong learning, networking, quality of work life, and positive agency image. The training below was provided in the local area to meet needs identified by agencies for their employees.
 - Developed a partnership with a local training company that provides training specific to computer software programs, computer networking, and server specific solutions for federal agencies to receive discounted training for classes that had not filled to capacity. A total of 46 federal employees took advantage of these various courses, saving **\$6,890** (compared to the cost of the courses if they registered under regular circumstances).
 - Through the FEB's Interagency Training Council, 42 federal employees were able to participate in 58 Oklahoma OPM Human Resource Development Services courses in Tulsa and Oklahoma City, saving **\$3,770**.
 - Co-hosted a one-day seminar on "Diversity" with 200 (of the 1,000 in attendance) FEB attendees. There was no charge for this local training event (compared with \$1,600 charged by Scottsdale Nat'l Gender Institute Broad-Based Diversity). While the speaker was contracted through the National Guard at a cost of \$10,000, we saved \$1,600 in registration, \$366 in airfare, and \$105 in per diem per participant for a **cost avoidance of \$414,200** for the 200 FEB participants.
 - Hosted a four-hour workshop on "Conflict and Communication" with 97 in attendance with no registration fee. Compared to \$49.50 charged by Fred Pryor Seminars in the local area, this resulted in **\$4,801.50** in registration fees.

- Coordinated a training course on Facilitation with 27 in attendance. The local registration fee of \$75 (as opposed to \$99 charged by Fred Pryor Seminars) saved **\$648** in registration.
- Designed, planned and coordinated a series of one-day training sessions for federal employees addressing topics identified in the 5 Executive Core Qualifications, adding a session for Self-Assessment.
 - ECQ-1: Leading Change had a total of 74 in attendance with local registration of \$80. Compared with USDA Grad School: \$735 in registration, \$270.50 in airfare, and \$158 in per diem for a total savings of: **\$70,973.50**.
 - ECQ-2: Leading People had a total of 89 in attendance with a fee of \$99. Compared to training provided by Skillpath Seminars in the local area at a cost of \$199.50. This resulted in registration savings of **\$8,944.50**.
 - ECQ-3: Results Driven had 68 in attendance. The registration fee was \$80 (compared to \$199 charged by Skillpath Seminars in the local area), saving in registration fees: **\$8,092**.
 - ECQ-4: Business Acumen had 63 employees in attendance. The local registration fee of \$80, compared to \$249.50 charged by National Seminars Group in the local area saved **\$10,678.50** in registration fees.
 - ECQ-5: Building Coalitions/Communications had 69 in attendance with local registration of \$99. Compared to \$197.50 charged by National Seminars Group in the local area, saving **\$6,796.50** in registration fees.
 - Two-Self Assessment training days were provided broken down by employee grade level, with a total of 61 in attendance. Bringing instructors from the Western Management Development Center to provide the training at a local registration fee of \$125 as opposed to \$860 charged by WMDC, \$292 in airfare, and \$135 in per diem saved a total of **\$70,882**.
- Provided federal representation on “Career Day” at the University of Oklahoma to discuss various career fields available in the federal sector, internship opportunities and highlighting the e-gov initiative of OPM at: usajobs.gov and students.gov.
- In December, the FEB hosted venues in which MSPB could provide information on proposed changes in the HR arena:
 - Coordinated and hosted an FEB luncheon with keynote speakers from MSPB on proposed changes in the HR arena.
 - Immediately following the luncheon, we convened two separate focus groups for an MSPB study.
- In July 2003, the FEB planned, coordinated, and two venues with keynote speaker and instructor from MSPB discussing issues in the recruitment process:
 - The FEB luncheon keynote speaker was on the importance of developing good vacancy announcements to attract the applicants most likely to meet the needs of the manager and agency.

- Hosted a half-day, afternoon, workshop, instructed by a Senior Research Analyst of the US Merit Systems Protection Board, on the interview process and the value of investing the time and resources necessary to develop appropriate structured interviews.
- Budget and Performance Integration: The FEB hosted a luncheon on the topic with a panel of local federal officials and private industry to share their experiences, where they are and challenges faced along the way regarding budget and performance integration. With 43 in attendance, panel participants from FAA, Tinker AFB, Southwestern Power Administration, and the owner of Downing Wellhead shared experiences, challenges and successes.
- Homeland Security
 - Update and maintain emergency contact information for all federal leaders in Oklahoma, along with their designated alternates (this includes home numbers, cell phones, etc.)
 - Tested our emergency communication plan as requested in OPM's memo to FEBs.
 - Planned, coordinated and hosted a table-top discussion on June 26, 2003, entitled "What do you do when First Responders show up at your federal facility?" with 50 federal leaders in attendance. The local registration fee of \$10, compared to \$97.50 charged by the Oklahoma Safety Council, saved **\$4,375** in registration.
 - Made video tapes of the 1-1/2 day training on emergency preparedness and continuity of operations (held in August 2002) available to all member agencies on a 'check-out' basis. The six-tape set can be checked out through the FEB office for a period of two months.
 - Provided our "Red Book", the guidebook developed by the Oklahoma FEB on emergency preparedness and continuity of operations to the Minnesota FEB and the Boston FEB to distribute to their members.
 - Executive Director served as a keynote speaker on invitation of the Minnesota FEB for their Emergency Preparedness forum in June 2003 for federal leaders in Minnesota.
 - Executive Director spoke on emergency preparedness issues at the National Assn of Government Training and Development conference in Oklahoma City on September 29, 2003 with 67 members in attendance.
 - Continue to distribute the "guidebook" developed in 2002 to assist agencies in developing or strengthening their emergency plans. We continue to receive requests from federal agencies throughout the nation (in response to articles about our efforts in Federal Times during September 2002). We also distribute OPM's brochures and other agencies having developed material useful in the effort.
 - Provided the FEB "guidebook" to a professor with the Bush School of Government and Public Service, Texas A&M University for use in Public Administration courses.
 - Coordinated and hosted a one-half day "Emergency Table Top Discussion" on "Interacting with First Responders" with 50 federal leaders in attendance. First Responder participants included Fire Service, Police, EMSA, and Emergency Management. The session was designed for federal leaders to interact with First Responders and identify ways they could strengthen their emergency

preparedness plans to enable First Responders to enter federal facilities more expeditiously in the event of an emergency.

- Negotiated a partnership with the Oklahoma City Fire Department to conduct 'site-visits' for each of the 138 federal offices in the Oklahoma City metropolitan area. This allows:
 - federal leaders to interact with the most likely First Responders to appear in the event of an emergency;
 - receive expert recommendations on emergency preparedness based upon the facilities, manpower, and mission; and
 - Fire dept personnel to become familiar with the agency, staff and unique needs created by physical location, mission requirements, etc.
- Planned, coordinated and co-hosted an FEB luncheon with our Council on Disability Concerns to "Assist Managers in Developing Evacuation Plans for Employees, Visitors, and Customers with Disabilities". Speakers were from the VA Medical Center and FAA in the local area.
- Provided information to the Government Communicators' "Boot Camp" sponsored by the International Association of Business Communicators at the US Mint in February 2003 on how to evacuate employees, customers, and visitors with disabilities in the event of an emergency.
- Developed informational faxes as information became available to provide federal agencies containing the various forms of assistance available to employees and families affected by the tornadoes of May 8-10, 2003.
- Continued to provide updated information as it became available and coordinated with FEMA to ensure that "unlikely" agencies were included in the Disaster Assistance Centers, such as the Internal Revenue Service and State Tax Commission to provide assistance to citizens in filing amendments on last year's tax return to claim their losses and enable them to receive expeditious returns, providing additional resources for their recovery effort.
- Hosted a meeting with the FEMA Regional COOP coordinator on Friday, May 30th to discuss strategies on FEMA/FEB partnerships regarding COOP planning in the various FEB/FEA areas within FEMA Region VI. From these issues, the June 25th FEMA meeting was planned.
- Attended the FEMA Regional COOP conference for FEBs in Region VI, held June 25-26, 2003. This was hosted by the FEMA Region VI office to interact with FEB Directors and Chairs regarding continuity of operations issues and how FEBs may be of assistance in their respective geographic locations and how FEMA and FEBs may assist each other.
- Coordinated with the FEMA and GSA Regional offices to provide four-hour COOP training for the FEAs connected to the Oklahoma FEB. Our FEB co-hosted with the respective locations to provide this training to the federal agencies in the Little Rock and Fayetteville areas at no cost to the attendees.
- Coordinated and hosted a one-day basic awareness level course on "Incident Response to Terrorist Bombings" (CLEET certified) with a total of 46 in attendance. There was no registration fee, compared to \$6,000 charged by New Mexico Tech which would include \$248 in airfare and \$107 in per diem. This coordinated event saved a total of **\$292,330**.

- Oklahoma FEB staff office exercised COOP plan in July, with staff members reporting to their first alternate COOP site. Plan was activated and all employees were accounted for within 30 minutes.
- Assisted in gaining additional inter-agency participation and the Executive Director participated in the Interagency Emergency Exercise held at Camp Gruber on April 26, 2003. The Navy-Marine Corp Reserve Center was the lead agency; however the FEB increased participation of federal and state agencies by contacting others for involvement, such as the US Attorney's Office, FBI and the Oklahoma Department of Emergency Management. Approximately 1,000 participants were involved in this exercise.
- Continuously display the current national warning/status via the FEB website. When the status elevates to orange, the FEB sends a reminder notification to agencies to activate their COOP plan.
- Distribute OPM notices generated during emergency situations to all federal leaders in our area in addition to any special leave policies.
- The FEB hosts an Emergency Preparedness and Continuity of Operations Plan Council in which many federal agencies have representatives. State and local government agencies also provide representatives for these meetings; all contribute to planning events, training, and Table Top discussions. This group meets on a monthly basis to discuss issues affecting the agencies involved and identifying resources and/or solutions.
- Distributed a total of 18 notices to agencies on emergency issues throughout the fiscal year.
- Executive Director was interviewed by two different radio stations on issues pertaining to emergency preparedness that were aired during the morning "prime-drive-time": KTOK (AM station on September 11, 2003 and KOMA (FM station on September 12, 2003).
- Participated in the "Crisis Support Teams" training at the Federal Transfer Center.
- Hosted and convened a meeting of all federal agencies going under the new Department of Homeland Security in order to share information, March 11, 2003.

- Combined Federal Campaigns



The eight Combined Federal Campaigns in Oklahoma raised a total of **\$3,305,971.78**:

Jackson County	\$72,455.00	Enid Area	\$49,074.00
Ft Sill-Lawton	\$225,070.09	McAlester	\$30,414.00
Muskogee	\$66,425.69	Central Oklahoma	\$2,484,268.00
Stillwater	\$2,970.00	Tulsa	\$375,295.00

- The FEB staff planned, coordinated and hosted an interagency CFC rally for the downtown OKC area, held on October 31, 2002. This is targeted specifically for smaller agencies in the downtown and surrounding areas. Approximately 1,000 people attended the event that extended from 11:00am-1:00pm.
- CFC Fun Run: September 6, 2003 was the first CFC Fun Run/Walk hosted by the Oklahoma FEB, supported by federal agencies in Oklahoma and local vendors. We had 251 participants from 18 federal agencies, raising \$5,000 for this year's Combined Federal Campaign.

- The FEB staff office received a “Rising Star Award” at the CFC Victory Celebration due to our increase of CFC participation and level of giving.
- FEB Chair and staff participated in the National FEB Conference in July, with the Oklahoma FEB Chair leading the opening “Chair Forum” to discuss issues of concern and sharing lessons learned. The Oklahoma FEB Director participated in the Executive Director Conference in March.

2. Create and Advance Local Initiatives

- Weather/Emergency Activities
 - Planned, coordinated and hosted a table-top discussion on June 26, 2003, entitled “What do you do when First Responders show up at your federal facility?” with 50 federal leaders in attendance. The local registration fee of \$10, compared to \$97.50 charged by the Oklahoma Safety Council, saved **\$4,375** in registration.
- Premier Lodging Program
 - The FEB coordinated with the Society of Government Meeting Professionals to have GSA present the Premier Lodging Program to properties in Oklahoma.
 - The Premier Lodging Program for Oklahoma City was solicited and approved during this fiscal year.
- Public Service Recognition Week
 - Statewide Awards Banquet was held on Monday, May 5, 2003 to recognize 86 federal nominees with 237 in attendance. The FEB partnered with the Oklahoma chapter of ASPA to include their annual awards recognition, recognizing 3 Public Administrators
 - Planned, coordinated, and hosted our seventh annual “mall event” at Crossroads Mall, including our state and local government partners. We had more than 50 agencies from around the state, come to this one location to participate in the one-day event. The purpose of this annual activity is to heighten awareness of government services and activities that the taxpayers receive for their tax dollar and how it affects the quality of life in Oklahoma.
- Alternative Dispute Resolution: The FEB’s Shared Neutrals Program has provided services resulting in the **cost avoidance of \$1,182,464.06** through conflict resolution.

EEOC Referrals: \$295,879.32	Agency Requests: \$886,584.74
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 - The FEB and EEOC Regional Office has entered into a unique partnership:
 - utilizing the Oklahoma FEB to make mediator assignments to cases based upon referral by an Administrative Judge determining mediation would be useful prior to hearing, for any case within the geographic boundaries of Oklahoma.
 - EEOC assists the FEB in providing information and additional training to Shared Neutrals Program participants on Employment Law and issues they may face when mediating an EEOC complaint.
 - EEOC has helped determine measurement of cost avoidance based upon GAO study conducted based on 1996 dollar value.
- Federally sponsored Blood Drives in Oklahoma (through the Red Cross and Oklahoma Blood Institute) collected a total of **21,615 units of blood**.
- EEO/Diversity events

- The FEB's Black Program Council and FEB staff co-hosted a Juneteenth Celebration Luncheon which focused on the Organ Awareness Donation Program in the African American Community with 57 in attendance.
- The FEB's American Indian Council focused on outreach to Tribal governments and Tribal members accomplishing the following:
 - Planned and coordinated their 2nd annual conference, entitled "Many Nations, Many Faces—Addressing Indian Issues". The training was for federal, state, county agencies, all tribes of Oklahoma, Indian organizations and other interested parties. Information and topics included understanding each tribe's uniqueness, beliefs and culture, Indian health issues, grant writing, Indian education and the importance of economic development for tribes large and small. More than 70 participants for this three-day conference gained a better understanding of consultation from the perspective of tribal leaders and federal agencies. The event also included a Pow Wow to provide an opportunity for attendees to participate in cultural traditions.
 - The FEB's American Indian Council has interacted with various Tribal governments throughout the year on various issues, but included distribution of information regarding interaction of Tribal governments with the US Geological Survey on water projects.
 - Partnered with the National Indian Council on Aging to support their efforts in the Health and Wellness Project to identify best practices and previous interventions relating to healthy living for American Indian Elders.
- Executive Director made **30 personal welcome visits** to new federal leaders coming into the area. Provided information on the FEB, explained the value of maximum agency participation, as well as services, information, and assistance available through the FEB.
- Interagency and Intergovernmental Coordination:
 - **Seven "Clean Air Alerts" were distributed to agencies in affected areas (7 alerts for Oklahoma City, 6 alerts for Tulsa, and 3 for Lawton areas).** Through a partnership with the Oklahoma Department of Environmental Quality, the FEB Office distributes notices for federal employees on "Clean Air Alert" days with suggestions on how to assist in reducing pollution (as well as information on \$.25 public transportation on these days).
 - FEB and GSA have continued an ongoing partnership to enable federal employees in the downtown area to park in the federal parking facility operated by GSA. During the year, there have been as many as 114 in a month to as few as 109.
 - Coordinated/hosted the Office of Workers' Compensation in our conference room to provide "on-site" services to employees with continuing claims from 1995.
 - Provided information to assist the Oklahoma City Military Entrance Processing Station to prepare for the ceremony celebrating the 30th anniversary of the All Volunteer Force.
 - Volunteerism: The FEB's Federal Employees Care Council (FECC) facilitates volunteer support of various community events through the coordination of manpower support. Of the 13 events for which they coordinated volunteers, the FECC was the largest volunteer organization at four of the premier community events. **A total of 1,004 federal volunteers donated 6,229 hours equating to \$124,580** worth of volunteerism to our community through FECC coordination this

fiscal year (volunteers take annual leave for events held during regular work schedules). Studies identify the value of a volunteer hour to be \$18-\$20 per hour.

Event	# of Volunteers	Hours Worked
CFC Day of Caring	76	296
Salvation Army Toy Store	46	269
Opening Night	96	195
Special Olympics-Winter	41	205
OETA Festival 2003	20	120
Festival of the Arts 2003	109	903
Christmas in April	300	2,700
Litter Blitz	14	16
Special Olympics-Summer	12	73
CFC Application Reviews	7	25
Ronald McDonald House	21	74
State Fair Found Kids	163	648
CFC Race for Freedom	99	705
TOTALS	1,004	6,229

- Four excess federal property lists were distributed to the 251 federal offices in Oklahoma, facilitating the transfer of federal property from one agency to another.
- **Coordinated an interagency/intergovernmental effort that served 1,052 newly naturalized citizens** this fiscal year. The FEB has hosted this ongoing partnership of SSA, IRS, Oklahoma Tax Commission, Oklahoma County Court Clerk, and Oklahoma Election Board to provide seamless services to newly naturalized citizens. This effort created efficiencies for participating agencies and provided expedient services to the customers served.
- Utilized the services of the National Archives and Records Administration in recommending file structures that will enhance our ability to transition to a CD-ROM based filing system in the future. Utilizing the recommended ‘file schedule’ they have developed for FEBs.
- Executive Assistant spent two days with the Alamo FEB staff member to share lessons learned, best practices, and explored opportunities to partner for further administrative efficiencies.
- Two one-day retirement seminars (CSRS and FERS) were coordinated for a member agency for 211 employees. The \$2,000 cost of the training, compared to \$23,100 cost of the USDA Grad School to provide training in the local area for the same number of employees saved **\$21,100** in registration.
- FEB Director spoke at the University of Oklahoma’s Job Fair on the opportunities of public service, nation-wide.

3. Provide Information, Referrals, and Guidance for Intergovernmental & Community Outreach

- Distributed a total of 37 vacancy announcements for various federal agencies to increase quantity/quality of applicant pool for consideration. Agencies utilizing this service include Indian Health Service, Federal Transfer Center, Southwestern Power Administration, National Park Service, Merit Systems Protection Board, Social Security Office of Hearings and Appeals, Federal Protective Service, USDA-APHIS, and Minerals Management Service.

- FEB coordinates federal agencies in possession of excess educationally useful equipment with schools in Oklahoma needing such equipment. This fiscal year, **\$2,901,996.46 of federal property was distributed to schools** in Oklahoma through this mechanism, connecting eight agencies with 67 schools and educational organizations.
- Distributed the FEHB Open Season information containing the plan changes to all federal agencies in Oklahoma so the information could be distributed to employees in a timely fashion.
- In an effort to increase efficiency in distribution of our monthly newsletter, we partnered with the Cincinnati FEB. Utilizing their technology, we created a listserv through which we have increased the number of individuals receiving our monthly newsletter, and reduced the costs associated with distributing hardcopies. This effort was initiated during this fiscal year; by the end of the fiscal year, we have a total of 267 “E-News” subscribers (many are located outside Oklahoma).
- Continue to distribute hardcopies of our newsletter to FEB members (a benefit of membership), members of the Legislative Branch and Judicial Branch of government, as well as to FEB Council members who prefer hardcopies, totaling 607 each month.
- Participate in the Central Oklahoma “Making the Grade” program to assist students with various issues involved in transitioning from school to work. This fiscal year, the Executive Director provided sessions to assist students with interviewing techniques and professional etiquette.
- Distributed various Executive Orders to all the federal agencies in Oklahoma.
- Distributed information on the new salary rates posted by OPM.
- Assisted the Oklahoma City Military Entrance Processing Station in finding other federal agencies capable of providing them with teleconferencing services.
- Participate in the Community Relations Board of the Federal Transfer Center.
- Distributed a survey on September 5, 2003 to federal agencies in Oklahoma regarding common needs that might exist and what initiatives they would want from our Federal Executive Board.
- Distributed 140 faxes throughout the year on various issues, topics, and efforts.
 - 18 on Emergency issues
 - 7 for Clean Air Alerts in OKC
 - 6 for Clean Air Alerts in Tulsa
 - 3 for Clean Air Alerts in Lawton
 - 4 regarding excess property
 - 37 vacancy announcements (Indian Health Svc, Federal Transfer Center, Southwestern Power Administration, National Park Service, Merit Systems Protection Board, Social Security Administration Office of Hearings & Appeals, Federal Protective Service, USDA-APHIS, Minerals Management Service)
 - 65 assorted topics and information
- Distributed information on the Veterans Administration Medical Center’s 50th Anniversary in Oklahoma City to all federal agencies in Oklahoma, as well as placing information on the FEB website.
- Through the efforts of a Summer Intern, a “Government for Kids” website has been developed. The website is now available from the Oklahoma FEB website to educate children and teachers on the federal government in Oklahoma, as well as those who are available for tours and field trips. There is also a segment entitled “A day in the life of...” to

highlight various career fields and job opportunities for older teens. This is an effort to introduce and interest youth in careers in the federal service.

- Information on the Oklahoma FEB's "Government for Kids" website was highlighted in a Sunday article, August 10, 2003 in the Norman Transcript, and
- The Daily Oklahoman featured an article on the "Government for Kids" effort on Monday, August 11, 2003.
- Coordinated a speaker to a local Rotary group from the US Marshals Service, Air Operations Headquarters for a keynote luncheon address.
- Executive Director spoke to a Graduate class at Oklahoma State University on government issues and emergency preparedness.
- Executive Director spoke at the National Education for Women (N.E.W.) Leadership Forum hosted by the University of Oklahoma. The topics were obtaining federal jobs and meaningful internship opportunities.
- Distributed OPM memo regarding the decrease in Federal tax rate withholding brackets to all 251 federal agencies in Oklahoma in June 2003.
- FEB representative serves on the Central Oklahoma Turning Point initiative, an intergovernmental, interagency, and community effort to identify creative solutions to poor health indicators in Oklahoma.
- Designed a "Leadership FEB" program which began this fiscal year, but will run for a one-year time period. This series of one-day sessions is designed to expose federal leaders to other agencies within Oklahoma and their unique missions, as well as the common challenges they share. Each day illustrates the many social and environmental complexities of the federal government in order to stimulate inquiry, analysis and independent development of solutions for the public good. This also further strengthens the network of the Oklahoma FEB.
 - An article on the Oklahoma FEB's "Leadership FEB" program was run in the Daily Oklahoman on Wednesday, September 10, 2003.