



# INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

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

(405) 231-4167

## Chair's Corner



It is with both anticipation and regret that I write my last article for the FEB *Interagency Connection*. I have accepted a position at Air Force Headquarters and will be reporting for duty at the Pentagon the first of May.

With your help, we have been able to accomplish much this fiscal year! Some of the things we have accomplished since October are:

- Strategic Planning for the Federal Executive Board,
- Coordinating Federal Long Term Care briefings for all the federal agencies in Oklahoma,
- Offering a Leadership Development Training Series,
- Convening the agencies incorporated into the new Department of Homeland Security to share information,
- Coordinate for federal employees to attend training in Oklahoma at discounted prices,
- Coordinated & hosted a four-hour course on Explosives for the First Responder,
- Continue to mail copies of our Red Book (emergency preparedness & continuity of operations) to other federal agencies throughout the nation,
- Provide information to agencies on how to develop emergency evacuation plans for employees, and customers with disabilities,
- Convened focus groups for the US Merit Systems Protection Board on proposed changes in the Human Resources area,

- Coordinated the transfer of excess government computers to schools throughout Oklahoma,
- Coordinate a four-hour workshop on conflict and communication,
- Distribute training opportunities offered by member agencies, such as the Diversity training offered to the membership by the Army and Air National Guard,
- Continued mediation services for the federal agencies in Oklahoma with no fee,
- Coordinating volunteerism and working on a new CFC opportunity to be offered this fall "CFC Fun Run/Walk", and
- Working with Tribal Governments and offering effective communication suggestions.

The Federal Executive Board network is invaluable; the FEB Staff and Councils provide crucial coordination and support to the Federal community. I want to thank all of you for the support, professionalism and camaraderie that I have experienced as Chair of the FEB and encourage your continued participation and active support of Colonel Dean Despinoy as he transitions into the FEB Chair position.

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## OPM disaster guides offer advice for managers and employees

By Tanya N. Ballard, [tballard@govexec.com](mailto:tballard@govexec.com)

To help prepare the federal workforce for emergencies, the Office of Personnel Management has released two emergency preparedness guides (located at <http://www.opm.gov/emergency/index.asp#employee>) for federal managers and employees.

In the event of an emergency, OPM Director Kay Coles James, in consultation with the heads of the General Services Administration and the Emergency Response and Preparedness Directorate in the Homeland Security Department, will decide whether to evacuate federal buildings. But the new emergency preparedness guides are intended as tools to help managers and employees develop a strategy for emergencies.

“Recent reports of terrorist intentions to lash out at Americans have, understandably, created uncertainty with our fellow teammates,” James said in a letter accompanying the report. “We all recognize that federal office buildings are potential targets for those who would threaten our security. More than ever, employees are looking to their managers for assurance that all appropriate steps are being taken to offer the greatest security possible.”

The two guides, one for employees and one for managers, outline agencies’ responsibilities in emergencies, including how to take care of disabled employees in a crisis. They also recommend that employees become familiar with their agency’s safety plan and encourage employees to volunteer to help during evacuations.

“Whether it is serving as a floor manager, stairwell monitor, or keeping track of fellow employees during a crisis, volunteers are critical to protecting fellow employees,” the employee guide says. “You can take additional steps to learn CPR and first aid to assist others during emergencies. It takes courage—the people who fill these positions are heroes-in-waiting.”

Employees are also advised to prepare a personal safety kit to keep at work. Suggested safety kit items include extra medicine, bottled water, emergency contact numbers, snack food and an extra pair of glasses.

To prepare for a biological attack, OPM recommended that employees keep shots up-to-date and practice good personal hygiene.

Managers are told to have the Federal Protective Service survey their building and make recommendations for security and safety procedures. The guide also advises managers to let employees know the steps agency officials have taken to ensure employees’ safety.

“Your employees will have questions,” the guide for managers says. “Be sure you are available to fully discuss their concerns about their safety or suggestions they may have to improve security.”

Both guides offer contacts and Web sites for additional assistance and information.



## GSA EXPO 2003

GSA invites you to join us them in San Antonio, Texas on May 6,7 and 8<sup>th</sup> for their annual training extravaganza, EXPO 2003.

EXPO 2003 is a dual Training Conference/Exposition designed for all levels of government personnel who impact procurement decisions, and admission is FREE for all federal employees.

Attend your choice of over 100 hours of the latest training in Professional Procurement, Winning Partnerships, Travel and Transportation, E-Business, and much, much more. You don’t want to miss this FREE opportunity to help you keep pace with the changes that impact your agency. The Trade Show will showcase over 600 of GSA’s commercial partners- across 300,000 square feet- each featuring a sampling of the wide-range of products and services available through GSA.

Meet and interact with your peers and experts from around the country at this must-see event.

Register at [EXPO.GSA.GOV](http://EXPO.GSA.GOV) or by calling 1-888-272-5565.



# 2003 FESTIVAL OF THE ARTS

APRIL 22 through 27, 2003  
VOLUNTEERS ARE NEEDED!



This year YOU HAVE TWO WAYS to volunteer.

**LOCK IN YOUR JOB:** Federal Employees have been asked to support three special areas.

**TREASURY** on Sunday, April 27. Cool indoor working conditions. Duties include counting the artist's sales, making deposit slips, filing invoices and auditing artist's sales. Shifts are 11:00 to 3:00 and 3:00 to 7:00.

**CHILDREN'S ARTFIELD** on Thursday, April 24. If you like children, this is for you. Duties include putting out supplies, assisting "budding artists" and clean up. Outdoor fun in the shaded tent. Shifts are 10:00 to 1:45 and 1:30 to 5:00.

**DIPPIN DOTS CART** needs sales representatives every day of the Festival. Shifts are 10:00 to 2:30, 2:00 to 5:30 and 5:00 to 9:00. Must be over 18.

**PLAY THE LOTTERY:** You list the best days, shifts and duties for you and the Festival Committee will do its best to match your desires. No guarantees but the Festival needs thousands of volunteers so you may already be a winner.

PLEASE COMPLETE THE VOLUNTEER FORM AND SEND TO:

Steve England FAX: (405) 297-4564 Email: Steve.J.England@irs.gov

Mike Birdsong FAX: (405) 297-4018 Email: Michael.B.Birdsong@irs.gov

Questions? Call Steve England at (405) 297-4316

**Volunteers needed for Production Team (Set Up/Tear Down)**  
Sat 3/29 (9AM-2PM) \_\_\_\_\_ Wed 4/16 (5PM-dark) \_\_\_\_\_ Sat 4/19 (9AM-2PM) \_\_\_\_\_  
Sun 4/27 (tear-down, 5:30PM-dark) \_\_\_\_\_ Tues 4/29 (tear-down, 5:30-dark) \_\_\_\_\_

## FESTIVAL OF THE ARTS 2003 VOLUNTEER FORM

Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Do you have your FECC T-Shirt?

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ If not, enter size: \_\_\_\_\_

Special Areas (pls check all you can work)

	Days							Shifts		
	Tues	Wed	Thur	Fri	Sat	Sun	Morning	Afternoon	Evening	
Treasury	( )	( )	( )	( )	( )	<b>FULL</b>	( )	( )	( )	
Children's Art Field	( )	( )	( )	( )	( )	( )	( )	( )	( )	
Dippin Dots	( )	( )	( )	( )	( )	( )	( )	( )	( )	

Lottery (pls check all you can work)

	Days							Shifts		
	Tues	Wed	Thur	Fri	Sat	Sun	Morning	Afternoon	Evening	
Children's Activity	( )	( )	( )	( )	( )	( )	( )	( )	( )	
Production	( )	( )	( )	( )	( )	( )	( )	( )	( )	
Food Beverage Sales	( )	( )	( )	( )	( )	( )	( )	( )	( )	
T-Shirt Sales	( )	( )	( )	( )	( )	( )	( )	( )	( )	
Artist's Helper	( )	( )	( )	( )	( )	( )	( )	( )	( )	



## **The Federal Agency Interview: Stressed But Not Always Structured**

Taken from Washington Post article by Stephen Barr  
Tuesday, February 25, 2003

There's probably nothing more important than the job interview when a federal agency is sifting through its hiring choices. Handshakes, mannerisms and other first impressions often influence hiring decisions.

But first impressions can be misleading, and because many agencies pay little attention to how they conduct job interviews, they increase their risk of not selecting the best person for the job, a new study by the Merit Systems Protection Board found.

For the most part, the board's study concluded, "interviewing in the federal government is not highly regimented." While federal employment rules stress written tests, education and professional experience, the rules "appear to regard the interview as an afterthought."

The interview, however, is the common element in most hiring decisions -- regardless of whether the applicant is an intern, mid-career professional or military veteran. More than two-thirds of federal managers told the board that "they consider interviews to a great extent when selecting a new employee."

But relatively few agencies invest adequate amounts of time or money in training managers to conduct a "structured interview," which tries to ensure fairness and objectivity, the study found.

"Structured interviewing appears to be the exception rather than the norm, and federal managers often resort to relatively unstructured interviewing because their only other option -- which they are understandably unwilling to accept -- is not interviewing at all," the study said.

Because "unstructured interviews are less valid than structured interviews, [they] are subject to bias, and may expose employers to complaints and challenges."

Managers risk reading too much into a person's behavior, can be swayed by the performance of previous applicants and can let their personal feelings cloud their judgment, the study said.

Structured interviews, the study said, are based on an analysis of the job, ask each applicant the same questions, and use panels so that more than one person conducts the interview. Interviewers should take notes on what the applicant said, rather than how the applicant responded, the study said.

According to the study, the structured interview increases the odds of selecting the right person. Such interviews compare favorably with mental ability and work sample tests and "have a significant edge . . . in predicting on-the-job performance," the board found.

The study recommends that agencies evaluate their interview procedures, and, where appropriate, invest the training funds and expertise needed to add structure to their interviews.

A bad hiring decision carries significant costs and can lower morale in a workplace. The study cited a private-sector estimate that shows getting rid of a bad hire can cost as much as three times the employee's annual salary.

The study, prepared by the board's Office of Policy and Evaluation, was sent to Congress and the White House last week as part of its oversight of the civil service system.

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If you would like to read the MSPB report in its entirety, download the report at: <http://www.mspb.gov/studies/interviewing.pdf>



## Interagency Connection Available Electronically



Electronic distribution of the Interagency Connection is now offered, in order to make our newsletter available to the increasing number of federal executives, managers, supervisors and employees requesting to be added to our mailing list.

Benefits:

- Same day delivery!
- The electronic copy will look exactly as the version that is currently mailed.

How to subscribe:

Send an email (from the email address where you choose to receive the newsletter) to [Trish.Plowman@juno.com](mailto:Trish.Plowman@juno.com). Be sure to have **Interagency Connection** in the subject line.

Beginning in September, you will receive the **Interagency Connection** via your email inbox. It will look the same, and will read the same if you choose to print out a hard copy.



You must have Adobe Acrobat Reader software on your computer to be able to open the document. Adobe® Acrobat® Reader® is free software that lets you view and print Adobe Portable Document Format (PDF) files and can be downloaded from the internet at: <http://www.adobe.com/products/acrobat/readste p2.html>

### Seeking “Budget/Performance Integration” Stories

The Federal Executive Board is seeking success stories and “lessons learned” from member agencies in the are of Budget and Performance integration for a panel discussion at the April FEB luncheon. If someone in your agency has useful information to share or that another agency can utilize to optimize their success (or avoid pitfalls), please contact the FEB Office on (405) 231-4167.

## President’s Management Agenda

The President sent Congress a bold strategy for improving the management and performance of the federal government.

The report focuses on fourteen areas of improvement where we can begin to deliver on our promises. The recommendations ...targeted address the ...deficiencies where the opportunity to improve performance is the greatest. These solutions are practical measures, well within our reach to implement.

What matters most is performance and results. In the long term, there are few items more urgent than ensuring that the federal government is well run and results-oriented...ensuring that the resources entrusted to the federal government are well managed and wisely used.

Of the fourteen, Five Government wide Initiatives were identified:

1. Strategic Management of Human Capital
2. Competitive Sourcing
3. Improved Financial Performance
4. Expanded Electronic Government
5. Budget and Performance Integration

Over the next several months, the Federal Executive Board will host luncheon forums on these very topics:

April: The luncheon on the 24<sup>th</sup> will provide a panel of local agencies and private industry speaking to the issue of Budget and Performance Integration

May: The Office of Personnel Management will discuss how agencies can evaluate their progress on Strategic Management of Human Capital

June/July: Staff of the US Merit Systems Protection Board will further discuss human capital strategies by addressing the need for structured interviews and how executives, managers and supervisors can utilize this brief period of time to increase the quality of information used for the selection process.

Watch this newsletter for more information and opportunity to register for the luncheons.



# THE VOLUNTEER VOICE

Federal Employees Care Council (FECC)  
Article written by FECC member, Pam Downs

April is a busy time for Federal employees who like to volunteer their services for civic events. Rebuilding Together/Christmas in April, the Festival of the Arts, and Litter Blitz are all held this month. By far, the largest number of volunteers is needed for the Festival of the Arts. The Arts Council of OKC has expanded our role this year and has provided a variety of venues for which we can volunteer. (Please see the sign-up form elsewhere in this newsletter.)

A new need has arisen for volunteers to help with the Festival set-up and tear-down. A block has been added on the volunteer form that includes these shifts. In past years, members of the Armed Forces have performed these tasks, but, as you can imagine, their priorities are elsewhere this year. **Our help is really needed.** So if you or anyone you know can help with this effort, please complete the form and e-mail or fax it to Steve England, IRS; details are on the form.

*The most recent effort for FECC volunteers was helping with the OETA Festival on March 2, 2003. 20 volunteers donated 140 hours of their time; agencies represented included SSA, IRS, FAA, TAFB, HUD, and BOP-El Reno. The photos show some of our volunteers in action*



FECC volunteers with on-air hostess Gwen Faulkner Lippert



Volunteers (and photographer) Mike and Ruth Longstreath-FAA



(bottom l-r) Mike Birdsong-IRS; Gerald McKean, Amber Worscham, Jimmie McKean-FAA; (top) Gerry Mortson, Michael Mortson-TAFB; Amelia Cabazos-SSA.



(bottom l-r) Liza Gladden-BOP; Ruth Longstreath-FAA (top l-r) Lucianne Whitthorne, Jenny Parsley, Keith Clay, Doug Neff, Susan Hunt-HUD; Carl Moore-FAA.

## Events On the Horizon: April

**Rebuilding Together/Christmas in April:** Because of insufficient funding, the Rebuilding Together organization was unable to fund a house for the FECC to renovate. However, Federal employees will be contributing their services by participating through other groups.

**Festival of the Arts:** The festival, held in April each year in downtown OKC, requires over 5000 volunteers; Federal volunteers served in a variety of functions from manning food booths to counting money. 2003 dates: April 22-27 Steve England, IRS, 297-4316, is project manager.

**Litter Blitz:** Volunteers remove trash and litter along OKC city streets and public areas. Janis Jones, SSA, 605-3006, x3030, is project manager.

For more information about the FECC, please visit our web site at:

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



**UPCOMING EVENTS  
April**

<b>Apr 1, 2003</b> 9:00 am	<b>Shared Neutrals Council</b> Location to be Announced POC: Stephen Kovash 580-436-8708
<b>Apr 3, 2003</b> All Day	<b>ECQ-5: Building Coalitions</b> Embassy Suites, S. Meridian, OKC POC: FEB Office 405-231-4167
<b>Apr 3, 2003</b> 8:30 am	<b>Community Relations Board</b> Federal Transfer Center, OKC
<b>Apr 4, 2003</b> 1:00 pm	<b>Federal Quality Council</b> Federal Highway Administration POC: Ken Lunsford 405-869-6404
<b>Apr 6, 2003</b>	<b>Daylight Savings Time Begins</b> 
<b>Apr 8, 2003</b> All Day	<b>Leadership Development Training</b> Self-Assessment for GS-14 & Above Embassy Suites, S. Meridian, OKC POC: FEB Office 405-231-4167
<b>Apr 9, 2003</b> All Day	<b>Leadership Development Training</b> Self-Assessment for GS-13 & Below Embassy Suites, S. Meridian, OKC POC: FEB Office 405-231-4167
<b>Apr 8-10, 2003</b> All Day	<b>Many Nations, Many Faces: Addressing Indian Issues</b> LaQuinta, S. Meridian, OKC POC: Mary Lou Drywater, 405-790-1040
<b>Apr 10, 2003</b> 11:30 am	<b>Society of Government Meeting Professionals</b>
<b>Apr 11, 2003</b> 2:30 pm	<b>Mall Event Planning Committee</b> USDA Risk Mgmt Agency POC: Connie Ward, 405-231-4167
<b>Apr 16, 2003</b> 10:00 am	<b>Interagency Training Council</b> BLM, Tulsa POC: Joyce Smith, 405-521-4539
<b>Apr 17, 2003</b> 2:00 pm	<b>Council on Disability Concerns</b> Federal Highway Administration POC: Shannon Dumont 405-605-6166
<b>Apr 17, 2003</b> 3:30 pm	<b>Federal Black Program Council</b> Federal Highway Administration POC: Eddie Allen 405-734-3438
<b>Apr 23, 2003</b>	<b>Administrative Professionals Day</b> 
<b>Apr 23, 2003</b> 11:30 am	<b>FEB Luncheon</b> Westin Hotel, OKC POC: FEB Office, 405-231-4167
<b>Apr 30, 2003</b> 12:00 noon	<b>Naturalization Ceremony</b> US District Courthouse, Oklahoma City

*Leaders must have the courage to follow their vision, to believe the invisible, to work for something that's still only a possibility, while others often wring their hands in despair.*  
--Diane Dreher

**Your Federal Executive Board**

**The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.**

The general goals are:

- *Communicate*—The FEB provides a forum for member agencies to share each other's initiatives, successes, concerns, challenges, and informs the local community of national interagency policies and priorities.
- *Coordinate Emergency & Other Inter-agency Actions*—The FEB stands ready to immediately facilitate resources of the Oklahoma federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or implement initiatives that affect the federal community.
- *Facilitate Customer Service*—The FEB draws together agencies with common clients so that government services are convenient for the customers.
- *Partner with Community Groups*—The FEB partners with community groups to identify and help resolve challenges.
- *Reduce Costs and Improve Efficiency*—The FEB brings together agencies with common goals to pool experiences and resources so their efforts are complementary and more cost effective.

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@juno.com](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

**Elected Officers:**

**Chair:** Vince Howie, Director of Staff  
Tinker Air Force Base

**Vice-Chair:** Col Dean Despinoy, Cmdr  
507th Air Refueling Wing

**Staff:**

**Director:** LeAnn Jenkins

**Secretary:** Trish Plowman

**Clerical Support:** Savina Parks

**Program Support:** Constance Ward

**Please feel free to copy this newsletter & distribute. This is also available at <http://www.oklahoma.feb.gov>**



**Training Opportunity**  
**Winning Personal Relationships and Team Building**  
**(ECQ-5 Building Coalitions /Communications)**



<b>Where:</b>	<b>Embassy Suites, 1815 S. Meridian</b>
<b>When:</b>	April 3, 2003
<b>Time:</b>	Registration will be from 7:30-8:00am – Training: 8:00am-4:30pm
<b>Speaker:</b>	<b>Eric Gordon</b> Author of <u>Common Sense Solutions for Success</u>

**Course Outline:**

- Module I: Building Leadership Confidence
- Module II: Keys to Building Winning, Productive Teams
- Module III: Winning with Others—Enhancing Relationships

**This training is an open event and would be useful for any government leader, manager, or employee.**

**Cost for this one day of training: \$99.00 per person**

(or you can purchase the entire Leadership Series [6 training days] for \$500 prior to March 20, 2002)

*Forms for the 'series' are available on [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)*

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Please mail to: Oklahoma Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102

or fax to: (405) 231-4165

**Checks should be made payable to the Oklahoma Federal Executive Board**

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 28, 2003. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!



### Training Opportunity Growing Leaders for the 21<sup>st</sup> Century (Self Assessment)



<b>Where:</b>	Embassy Suites, 1815 S. Meridian
<b>When:</b>	April 8, 2003 (GS-14 and above) April 9, 2003 (GS-13 and below)
<b>Time:</b>	Registration will be from 7:30-8:00am – Training: 8:00am-4:30pm
<b>Trainer:</b>	<b>Joe Wienand</b> , Director US Office of Personnel Management's Western Management Development Center

**Course Outline:**

- Self-assessment tool for leadership competencies
- Organizational Leadership assessment
- Understanding ECQs and Leadership Competencies
- Career development strategies
- Understanding the SES selection process
- Effective personnel marketing techniques for advancement
- How to market yourself on paper

**This training is an open event and would be useful for any government leader, manager, or employee.**

**Cost for this one day of training: \$125.00 per person**

(or you can purchase the entire Leadership Series [6 training days] for \$500 prior to March 20, 2002)

Forms for the 'series' are available on [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

**You MUST identify which day you will be attending:**

**Tuesday, April 8<sup>th</sup> for GS-14 +**       **Wednesday, April 9<sup>th</sup> for GS-13 & below**

Please mail to: Oklahoma Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102

or fax to: (405) 231-4165

**Checks should be made payable to the Oklahoma Federal Executive Board**

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 1, 2003. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!



## *April FEB Luncheon Wednesday, April 23, 2003*

Topic:	<b>Budget and Performance Integration</b> (as outlined in the President's Management Agenda)
Time:	11:30 a.m. – 1:00 p.m.
Location:	Westin Hotel One North Broadway Oklahoma City, OK

One of five government-wide management initiatives, the Budget and Performance Integration Initiative builds on the Government Performance and Results Act of 1993 (GPRA) and earlier efforts to identify program goals and performance measures, and link them to the budget process. The FY 2003 President's Budget was the first to include explicit assessments of program performance. Since the FY 2003 Budget was released, the Office of Management and Budget (OMB) has been refining and improving the program assessment process in preparation for the FY 2004 Budget. Special attention has also been given to the development of common performance measures that can be used in the assessment of programs with similar goals. Come learn how a few agencies in Oklahoma are approaching this particular requirement. The topic will be presented by a panel of speakers, including:

- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center, Oklahoma City
  - Bobbi Sigworth, Budget Officer, Dept of Energy Southwestern Power Administration, Tulsa
- At the conclusion of the meeting, a team of graduate students from the University of Oklahoma will provide a brief presentation on a project they have developed to assist the FEB Staff Office so that you might register for these events, electronically, in the future.*

Lunch Menu will be "Chef's Choice", including coffee or iced tea.

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

**Cost: \$10.00 per person**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Please mail to: Oklahoma Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102  
or fax to: (405) 231-4165

**Checks should be made payable to the Oklahoma Federal Executive Board**

**Cancellation Policy:** *Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through Friday, April 18, 2003. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!*



**2003 Public Service Recognition Week**  
**Employee of the Year Awards Banquet**  
*Monday, May 5, 2003*



<b>2003 National Theme: Celebrating Government Workers Nationwide</b>	<b>Event information:</b> Date: Monday, May 5, 2003 Time: 11:30am-1:00pm Location: Officers' Club, Tinker AFB (Air Depot entrance)
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**Menu:** Salad, Roasted Strip Loin, Vegetables, Dessert with Iced Tea and Coffee

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

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Cost: \$15.00 per person**

Payment:

Cash                       Check                       Credit Card                       Voucher

Enclosed                       Pay at the Door

***Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations. This allows expedited entry into the ballroom, without checking in at the registration table.***

Please mail to: Oklahoma Federal Executive Board  
215 Dean A. McGee, Ste 320  
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 25, 2003. 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!*

**PLEASE POST FOR ALL EMPLOYEES**



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
		<b>1</b> 9:00 Shared Neutrals	<b>2</b> Agency Visit- Cheyenne	<b>3</b> ECQ Training (all day) 8:30 Community Relations Board	<b>4</b> 1:00 FQC Mtg 3:30 SGMP Mtg	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> Self Assessment Workshop GS-14 & above (all day) AIC Workshop (all day)	<b>9</b> Self Assessment Workshop GS-13 & below (all day) AIC Workshop (all day)	<b>10</b> Agency Visits-Tulsa AIC Workshop (all day) 11:30 SGMP	<b>11</b> 2:30 Mall Event Planning Meeting	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> 2:00 FECC	<b>16</b> 10:00 ITC	<b>17</b> 12:00 Community Council 2:00 CODC 3:30 BPC	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> 11:30 FEB Luncheon – Budget/Performance Integration - Westin	<b>24</b>	<b>25</b>	<b>26</b> Interagency Intergovt Emergency Exercise
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> 12:00 Naturalization	<b>April 2003</b>		

OKLAHOMA FEDERAL EXECUTIVE BOARD  
 215 DEAN A MCGEE STE 320  
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