



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

## Chair's Corner



CDR (Sel) Rob Dews, Commander of the Military Entrance Procession Station has been named the Oklahoma Federal Executive Board Vice Chair for the remainder of this fiscal year. The decision was finalized

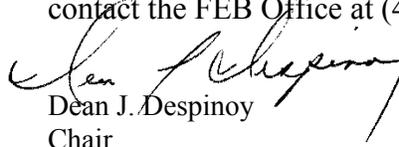
during the Executive Policy Council meeting on June 9, 2003. Commander Dews has been an active member of the Oklahoma FEB since his November 2001 arrival in Oklahoma. We all congratulate him and welcome his involvement as an officer of this organization.



was identified in which federal agencies can build a consistency into their emergency plans to interact with the local first responders which would expedite their entry into federal facilities and reduce the time required to provide emergency medical services. He committed to working with the FEB to make suggestions that agencies may choose to incorporate into your plans. Expect information on this in the near future.

From the critique forms, future topics have been identified for similar forums. Watch this newsletter and our website for information on this particular series of meetings.

The new Oklahoma Federal Executive Board directories are now available. They have been distributed and all federal leaders should have a copy. If you have not received your copy in the mail, please contact the FEB Office at (405) 231-4167.

  
Dean J. Despinoy  
Chair

The June 24<sup>th</sup> Table Top Discussions were the first in a series of 'sharing' information in an effort to allow all federal agencies access to information that might be used to strengthen Emergency Preparedness Plans and Continuity of Operations at the local level. Of the twenty-eight critique forms received, 100% of the respondents said the information received was worth their time invested and 100% responded that the information received during the session will be helpful in their workplace. Of the respondents, 86% identified the content of discussion as most valuable.

During the presentation by the OKC Fire Department Battalion Chief, an opportunity

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## Register for FEB events *on-line!*



Through an interagency and intergovernmental collaboration, the FEB now has online registration capability for our

members.

Thanks to the University of Oklahoma's Masters' students in Management Information Systems and the Mike Monroney Aeronautical Center, you can now register for Federal Executive Board luncheons and events online!

You must register as a member, identifying your own user name and password. Upon successful completion, you may register for events, cancel a registration, or view the list of upcoming events for which you are registered.

When you register, the system will automatically send you a confirmation of your registration. If you register for an event that is 'sold out', you will receive an e-mail notification that the event is full and you have the option to be added to the waiting list.

In consideration of our busy members, a function is even available so your assistant can make arrangements for you!

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



*Leadership is an active, living process. It is rooted in character, forged by experience, and communicated by example.*

*--John Baldoni*

## Last Session of the Professional Development Series: ECQ 4

It is not too late to sign-up for the final program of our Professional Development Series. The session will cover ECQ 4: Business Acumen with the title of, "Looking to the Future to be Effective Today" scheduled for September 9, 2003, at Cole's Garden located at 1415 NE 63<sup>rd</sup> Street in Oklahoma City.

Trends are changing the world we know faster than we can know it. The challenge for the government professional is to develop 'disruptive technologies.' This is a successful way in which we can look to the future and develop strategies, programs and policies for the long term.

VCR's to DVD's to MP3's..... What is next?

What does the person who has storehouses of suddenly outdated equipment do? How do we meet the demands of our missions?

As of today, we have had more than 180 people from government agencies attend one or more of the training session(s) in this series.

You can find registration information on our website at [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov), in next month's newsletter, or you can register through the online process at <http://www.oklahoma.feb.gov/registrations/>

For more information, please call the FEB Office at (405) 231-4167. We look forward to seeing you there!

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### Emergency Preparedness & Continuity of Operations

There will be a series of workshops on Emergency Preparedness, Security, and Continuity of Operations topics which were identified during the June 24<sup>th</sup> Table Top Discussions. Attendees identified topics of interest for future sessions that will provide opportunities for federal leaders to strengthen their local Emergency Preparedness Plans. Information will be provided via fax notices and our website: <http://www.oklahoma.feb.gov>.



**SPOTLIGHTING INFORMATION --  
Did you Know?...**

**USDA Risk Management Agency**

The USDA Risk Management Agency (RMA) helps to stabilize the agricultural economy by providing a sound system of crop insurance. RMA administers the programs of the Federal Crop Insurance Corporation (FCIC) and has oversight for other programs related to the risk management of U.S. crops and commodities.

The idea of crop insurance is as old as the country, but it has become a reality only in this century. Today, the crop insurance program, which is administered by the Risk Management Agency (RMA), helps farmers survive a major crop loss. About two-thirds of the acreage planted to major U.S. crops is insured, and more than 76 crops and many of their varieties are insurable. Crop insurance is widely available for major commodities such as corn, wheat, soybeans, and cotton. Coverage is also available on a growing number of fruits, nuts, and vegetable crops.

Crop insurance is sold and serviced by 17 insurance companies in conjunction with a network of 15,000 agents who provide front line information on the latest programs available to producers. The effectiveness of this partnership is evident in that virtually all indemnities are paid within 30 days of a claim.

RMA also provides training to farmers to help them acquire the risk management skills needed to compete and win in the global marketplace. The agency is leading a risk management education initiative in cooperation with USDA's Cooperative State Research, Education, and Extension Service; USDA's National Office of Outreach; and the Commodity Futures Trading Commission. With their public and private partners, RMA works to find improved risk management strategies, develop educational curricula and materials, and train producers in effective use of risk management tools.

RMA also helps makes information on risk management more accessible to farmers and educators by funding the National Ag Risk Education Library, a powerful resource.

**US Secret Service**

**KNOW YOUR MONEY: How To Detect Counterfeit Money**

The public has a role in maintaining the integrity of our currency. You can help guard against the threat from counterfeiters by becoming more familiar with United States currency.

Look at the money you receive. Compare a suspect note with a genuine note of the same denomination and series, paying attention to the quality of printing and paper characteristics. Look for differences, not similarities.

**Portrait:** The genuine portrait appears lifelike and stands out distinctly from the background. The counterfeit portrait is usually lifeless and flat. Details merge into the background which is often too dark or mottled.

**Federal Reserve and Treasury Seals:** On a genuine bill, the saw-tooth points of the Federal Reserve and Treasury seals are clear, distinct, and sharp. The counterfeit seals may have uneven, blunt, or broken saw-tooth points.

**Border:** The fine lines in the border of a genuine bill are clear and unbroken. On the counterfeit, the lines in the outer margin and scrollwork may be blurred and indistinct.

**Serial Numbers:** Genuine serial numbers have a distinctive style and are evenly spaced. The serial numbers are printed in the same ink color as the Treasury Seal. On a counterfeit, the serial numbers may differ in color or shade of ink from the Treasury seal. The numbers may not be uniformly spaced or aligned.

**Paper:** Genuine currency paper has tiny red and blue fibers embedded throughout. Often counterfeiters try to simulate these fibers by printing tiny red and blue lines on their paper. Close inspection reveals, however, that on the counterfeit note the lines are printed on the surface, not embedded in the paper. It is illegal to reproduce the distinctive paper used in the manufacturing of United States currency.

For more information on detecting counterfeit currency, please go to the Secret Service site: [http://www.treas.gov/usss/money\\_detect.shtml](http://www.treas.gov/usss/money_detect.shtml).



## ISSUES OF MERIT

### Who Says You Can't Fire a Poor Performer?

"You can't fire a poorly performing federal employee." We hear it all the time: politicians say it, the public says it, federal managers say it. But what does the law say?

Federal agencies may demote or remove an employee for unacceptable performance under chapter 43 of title 5 of the United States Code. While most employees may appeal such an action to the Merit Systems Protection Board, the appeal will not succeed if the agency can support its action with substantial evidence that the employee has failed to meet performance standards. MSPB regulations define substantial evidence as the degree of evidence that a reasonable person might accept as adequate to support a conclusion, even though other reasonable persons might disagree. This is a lower burden of proof than exists in disciplinary actions for misconduct or in most civil lawsuits.

Not surprisingly, a key component of an action taken for unacceptable performance is the performance standards. These should reflect what agency management wants from the incumbent of a position and should provide a means to measure the accomplishment of those goals. Agencies have flexibility to develop performance standards, but in a chapter 43 action an agency must show that the employee's performance under one or more critical elements was below the minimally successful level. The critical elements an employee failed to meet must be reasonable, realistic, attainable, and, in the language of the law, "to the maximum extent feasible, permit the accurate evaluation of job performance on the basis of objective criteria."

Employee performance standards need not be completely objective, but must be precise enough to invoke a general agreement regarding their meaning, and must provide a firm benchmark towards which employees can aim their performance. The degree of

objectivity and specificity required in performance standards varies with the position. Positions with greater discretion and independence frequently require less objectivity and specificity in their performance standards. Even when the standards fail to clearly communicate management's expectations, the Board will sustain a chapter 43 action if the agency otherwise informed the employee of the specific work requirements. While an employee may challenge the validity of the performance standards, MSPB will strike down a standard only if it determines that the agency harmed the employee by abusing its discretion in establishing the standards.

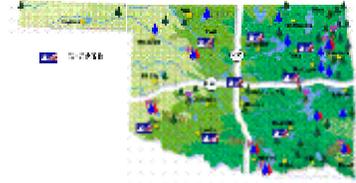
For example, MSPB will not uphold a removal or demotion based on a standard that requires an unreasonably high level of performance. In one such case, the Board found unreasonable a performance standard that required an office automation clerk to make no more than two errors in the completion of documents during her entire rating period. Nor may an agency hold an employee to a standard that requires perfect performance—not a single error during the rating period—unless the agency can show that death, injury, or a breach of security could result from a single failure to fulfill the standard. Finally, where an agency writes a performance standard that describes acceptable performance in terms of what employees should not do, but fails to inform them of what they should do, the agency has crafted an invalid "backward standard."

This is only an overview of the issues surrounding performance standards in a chapter 43 action before the MSPB. It should be clear, however, that there are some pitfalls awaiting the unwary, and therefore it's always a good idea to consult with agency counsel before beginning an action.

*Reprinted from the February issue of Issues of Merit a publication of the Office of Policy and Evaluation, US Merit Systems Protection Board There was also a front page article in the Federal Times on this topic, June 9, 2003.*



SATURDAY, SEPTEMBER 6<sup>th</sup>  
LAKE HEFNER – STARS & STRIPES PARK  
Celebrating life thru philanthropy, fitness, and fun!  
2 Mile Run/Walk  
5K Competitive Run 10K Competitive Run



*Designed to benefit all 8 CFCs in Oklahoma*

All Federal employees and their families are invited to participate! Proceeds from the Race for Freedom will benefit the Combined Federal Campaigns (CFCs) in Oklahoma. The money raised through CFC provides support to over 1,500 non-profit agencies. These agencies provide relief for hungry children, support for families in need of counseling, developing cures for various diseases, comfort for the dying, environmental protection, and better lives and renewed hope for million of people.

**Agency Fair**

Some of the non-profit agencies that participate in CFC will have booths at the race. Participants and supporters can talk with these agencies to find out more about the services that these agencies provide to the community.

**Awards**

There will be an awards ceremony at the Stars and Stripes Pavilion immediately following the race at approximately 10:30 a.m. **Awards will only be given for the 5K and 10K competitive runs.** Trophies will be awarded to the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place overall winners for both men and women in the 5k and 10K competitive events. In addition, medals for the 5K and 10K competitive events will be awarded to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place for men and women based upon the following age divisions:

AGE DIVISIONS			
12 & Under	25 – 29	45 – 49	65 – 69
13 – 14	30 – 34	50 – 54	70 – 74
15 – 19	35 – 39	55 – 59	75 – 79
20 – 24	40 – 44	60 – 64	80 – 99

**Registration**

You can register with the attached registration form or you can register on line at this link: [https://www.signmeupsports.com/Events/Index\\_Events.asp?EventID=20320](https://www.signmeupsports.com/Events/Index_Events.asp?EventID=20320) or find a printable form on the FEB’s website: [www.oklahoma.feb.gov/Docsandpdfs/2003CFCRun.pdf](http://www.oklahoma.feb.gov/Docsandpdfs/2003CFCRun.pdf)

Be sure to identify with which federal agency you are affiliated (employed, related to an employee, etc.) to ensure your participation is recorded. This will increase the share of proceeds that are distributed to the CFC in your area.

**Parking**

Parking will be available near Stars and Stripes Park. No traffic will be allowed into the pavilion area after 7:30 a.m.

**Contact**

If you have questions regarding this event, please contact Kim Dermody at (405) 954-7707.



## Emergency Management Framework for Tribal Governments course offered August 4-8, 2003

Would you take advantage of an opportunity to enhance your capabilities to protect lives and property in the event of a disaster?

The Federal Emergency Management Agency (FEMA) is providing that opportunity for tribal members who have emergency management responsibilities. FEMA training staff, in conjunction with representatives from the tribal nations, developed a course entitled, "Emergency Management Framework for Tribal Governments (E580)" that focuses on

- why emergency management is needed
- considerations for developing or enhancing an emergency management program
- basic elements of a good emergency operations plan (warning, communication, sheltering, etc.) and what should be included in each of these basic elements
- how to get buy-in for a plan and ensure it works
- resources available through partnering

The course includes many activities that help participants build a frame work for an emergency operations plan for their tribal community and a list of actions to help make the plan a reality.

The course is offered August 4-8, 2003. FEMA's Emergency Management Institute in Emmitsburg, MD.

All instruction, course materials, and housing are provided at no cost. FEMA will also reimburse participants for a 21-day pre-purchased nonrefundable ticket for round-trip transportation by common carrier (economy, coach class, or less). First class and business class airline tickets will not be reimbursed. If participants choose to drive, they will be reimbursed the current federal privately owned vehicle mileage rate not to exceed the allowable airfare cost. Participants must purchase an on-campus meal ticket for \$80 a week that includes breakfast, lunch, dinner and morning/afternoon breaks.

To enroll in the course, simply complete the attached FEMA Form 75-5 and fax it to 301 447-1658 or mail it to the following address:

Admissions Office, Room I-216  
National Emergency Training Center (NETC)  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727-8998

If you have questions concerning the admissions process, contact the NETC Admissions Office at 301 447-1035. If you have questions regarding the course content, please contact Linda Straka at 301 447-1162.

 <p>Office of Native American Programs</p>	<p><a href="http://www.codetalk.fed.us/">http://www.codetalk.fed.us/</a></p>
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Code Talk is a federal inter-agency Native American Web site designed specifically to deliver electronic information from government agencies and other organizations to Native American communities. Code Talk is hosted by the [U.S. Department of Housing and Urban Development, Office of Native American Programs.](http://www.codetalk.fed.us/)



# THE VOLUNTEER VOICE



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

**Celebrating life through philanthropy, fitness, and fun!** What a terrific motto for the newest event supported by the Federal Employees Care Council (FECC): the first annual GEICO CFC Race for Freedom. The racing event will be held on September 6<sup>th</sup> at Stars and Stripes Park in northwest OKC; proceeds from the race will benefit all eight CFCs in the state, with funds being distributed directly to federal agencies in accordance with their level of participation in the event.

The race itself has excited the racing community. The event features a 2-mile run/walk, 5k competitive run, and 10k competitive run. Awards will be given only in the competitive run events, to include trophies given to men and women overall winners and medals given in a variety of age divisions. Entry fee is \$15 through September 2<sup>nd</sup> and \$20 from September 3<sup>rd</sup>-6<sup>th</sup>. One may register on line at [www.signmeupsports.com/Events](http://www.signmeupsports.com/Events) or find a printable form on the FEB website at [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov). The races are open to the public nationwide.

Three corporations are underwriting some of the expenses of the event. GEICO and the Aeronautical Center Wellness Corporation are both Platinum Sponsors, having donated \$5,000. Tinker Credit Union is a Silver Sponsor and has donated \$1,000.

This exciting event offers ample opportunities for our loyal FECC volunteers to help out. Volunteer assignments are available in the following areas:

Assignment	# Volunteers Needed
Race day refreshments	10
Registration/packet pickup	20
Course monitoring/water stations	50
Award ceremony	3
Parking	15
Split Timers	10
Other	20 or so

The FECC volunteer coordinators at each agency are beginning to solicit volunteers to help at the CFC Run for Freedom. As a reminder, agency coordinators are listed below. If you don't see a solicitation for volunteers soon, feel free to call your agency's coordinator.

BOP/Federal Transfer Center	Tom Page	405-680-4093
EEOC	Kathy Nusz	405-231-5827
FAA/ Aeronautical Center	Pam Downs	405-954-7957
Federal Executive Board	LeAnn Jenkins	405-231-4167
FHA	Kathy Quinn	405-605-6011
HUD	Luciann Whitthorne	405-553-7405
IHS	Shirl Eastep	405-951-3951
IRS	Mike Birdsong	405-297-4014
	Steve England	405-297-4316
	Connie Wells	405-297-4740
NOAA	Liz Quetone	405-366-6560 x4278
SSA	Janis Jones	405-605-3006
Tinker AFB	Larry Sella	405-734-7844 x3950
USGS	Karen Steele	405-810-4400
VA Medical Center	Suzie Carter	405-297-5965

## Events On the Horizon

### September

#### CFC Race for Freedom:

September 6, 2003 at Stars and Stripes Park: Point of Contact: *Mike Birdsong, IRS, 405-297-4014*

#### State Fair Found People's Booth:

Oklahoma State Fair, September 12-28, 2003: Point of Contact: *Luciann Whitthorne, HUD, 405-553-7405.*



## UPCOMING EVENTS July

<b>July 1, 2003</b>	<b>Shared Neutrals Council</b> Location to be announced POC: Stephen Kovash, 580-436-8708
<b>July 4, 2003</b>	<b>Independence Day</b> 
<b>July 9, 2003</b> 11:30 am	<b>FEB Luncheon</b> Hilton Northwest, 2945 NW Expwy, OKC POC: FEB Office, 405-231-4167
<b>July 9, 2003</b> 1:30 pm	<b>Workshop: The Selection Interview: Unrealized Potential</b> POC: FEB Office, 405-231-4167
<b>July 15, 2003</b> 9:30 am	<b>Workforce Diversity Council</b> Federal Highway Administration POC: David Bonnicks, 405-954-5537
<b>July 15, 2003</b> 2:00 pm	<b>Federal Employees Care</b> Red Cross, 601 NE 6 <sup>th</sup> POC: Mike Birdsong, 405-297-4014
<b>July 16, 2003</b> 10:00 am	<b>Interagency Training Council</b> Federal Transfer Center, OKC POC: Joyce Smith, 405-521-4539
<b>July 17, 2003</b> 2:00 pm	<b>Council on Disability Concerns</b> Federal Highway Administration POC: Shannon Dumont 405-605-6166
<b>July 17, 2003</b> 3:30 pm	<b>Federal Black Program Council</b> Federal Highway Administration POC: Eddie Allen 405-734-3438
<b>July 22-24, 2003</b>	<b>Federal Executive Board National Conference</b> Washington, D.C. POC: FEB Office, 405-231-4167
<b>July 25, 2003</b> 12:00 noon	<b>Naturalization Ceremony</b> US District Courthouse, Oklahoma City

### Govt 4 Kids

A new project of the Oklahoma FEB is a website introducing children to government and government services that touch their lives. Amy Treadwell, an intern at in our office, is developing this project and has talked with many of the federal leaders in Oklahoma regarding the services and information they have that may be of interest to children and teens.

In addition to the info for young children, Amy has developed a section entitled "A Day in the Life of..." to showcase careers in the federal government and have them think of the government as a place with job opportunities.

## 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:** **Col Dean Despinoy**, Cmdr  
507th Air Refueling Wing
- Vice-Chair:** **Rob Dews**, LCDR, Military  
Entrance Processing Station

### ***Staff:***

- Director:** LeAnn Jenkins
- Secretary:** Trish Plowman
- Clerical Support:** Savina Parks
- Program Support:** Constance Ward
- Intern:** Amy Treadwell

*Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.*



This is a sampling of the new addition to the Federal Executive Board’s website. The “Government for Kids” idea is credited to Amy Treadwell, this summer’s Intern from the University of Oklahoma. If your agency is not yet showcased in this new initiative, be sure to contact her quickly! (Her internship will end this month). The FEB staff will miss her smile, willing attitude and creative enthusiasm.

You can begin browsing the Govt 4 Kids site at <http://www.oklahoma.feb.gov/Govt4Kids.html>

# Oklahoma FEB Government for Kids page



**Have you ever wondered what the government does for kids?  
This is the place to find the answers!**



<a href="#"><u>Cool Programs for Kids</u></a>	<a href="#"><u>Tours and Field Trips</u></a>	<a href="#"><u>Links to other Government For Kids Pages</u></a>
<a href="#"><u>Fun Facts!</u></a>	<a href="#"><u>"A Day in the Life of..."</u></a>	<a href="#"><u>International Oklahoma</u></a>
<a href="#"><u>Just for Kids</u></a>	<a href="#"><u>For Teachers!</u></a>	<a href="#"><u>Links to Oklahoma's Federal Agencies</u></a>
<a href="#"><u>What's the FEB?</u></a>		<a href="#"><u>Contact Us!</u></a>

[Return to main FEB site](#)



## Oklahoma Federal Executive Board July Luncheon



<b>Topic:</b>	The Selection Interview: Unrealized Potential	
<b>Date:</b>	Wednesday, July 9, 2003	
<b>Time:</b>	11:30 a.m.—1:00 p.m.	
<b>Location:</b>	Hilton Northwest, 2945 NW Expressway, OKC	
<b>Who Should Attend:</b>	The luncheon is designed for federal, state and local government leaders and their managers and supervisors (military, civilian, law enforcement, and postal service). A workshop will follow with more detailed information for the individuals wishing to gain information on how to develop this specific skill.	
<b>Speaker:</b>	DeeAnn Batten, Ph.D., Senior Research Analyst US Merit Systems Protection Board	
<b>Cost:</b>	\$10.00	
	<input type="checkbox"/> Chicken Piccata, fresh vegetable, Iced Tea Dessert	<input type="checkbox"/> Cobb Salad, rolls and Iced Tea Dessert

*This luncheon will provide an overview of the interview process within the selection process. Information will outline the importance of the interview process and the value of investing the time and resources necessary to develop appropriate structured interviews.*

*A workshop will follow for those with the time to invest to learn more details on this topic.*

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

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

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

Cash     Check     Credit Card     Purchase Order     Training Request

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 July 3, 2003. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged.

**PLEASE POST FOR ALL EMPLOYEES**



## The Oklahoma Federal Executive Board July Mini-Seminar



### The Selection Interview: Unrealized Potential



<b>Date:</b>	Wednesday, July 9, 2003
<b>Time:</b>	1:30 p.m.—3:00 p.m.
<b>Location:</b>	Hilton Northwest, 2945 NW Expressway, OKC
<b>Who Should Attend:</b>	This training is open to federal, state and local government executives, managers and supervisors (military, civilian, law enforcement, and postal service), wishing to gain more information on this topic.
<b>Speaker:</b>	DeeAnn Batten, Ph.D., Senior Research Analyst US Merit Systems Protection Board
<b>Cost:</b>	\$10.00

Managers do not merely conduct employment interviews: they rely heavily on them to identify the best candidate. This is appropriate, if managers use a properly developed structured interview. Structured interviews are interviews that use multiple mechanisms, such as questions based on job analysis, detailed rating scales, and trained interviewers to make the interview more job-related and systematic. Research shows that such interviews can increase the odds of selecting good employees.

However, information from the US MSPB's previous studies and surveys suggests Federal managers are not realizing the full potential of the selection interview. Agency investment in assessment tools such as interviews varies substantially, including varying levels of job analysis, interviewer preparation, and rigor in the development, conduct, and use of interviews. Consequently, 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. Unfortunately, unstructured interviewing is problematic. Unstructured interviews are less valid than structured interviews, are subject to bias, and may expose employers to complaints and challenges.

Learn more on how to develop appropriate structured interviews.

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

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

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

Cash     Check     Credit Card     Purchase Order     Training Request

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
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**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>
July 2003		<b>1</b> 9:00 Shared Neutrals	<b>2</b>	<b>3</b>	<b>4</b> 	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 11:30 FEB Lunch 1:30 Mini-Seminar	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> 9:30 Wkf Diversity 2:00 FECC	<b>16</b> 10:00 ITC	<b>17</b> 2:00 CODC 3:30 BPC	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> 12:00 Naturalization	<b>26</b>
		National FEB Conference, Washington, D.C.				
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

OKLAHOMA FEDERAL EXECUTIVE BOARD  
 215 DEAN A MCGEE STE 320  
 OKLAHOMA CITY OK 73102-3422  
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