



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



The Executive Policy Council has approached the FY 2004 strategic planning for the Federal Executive Board (FEB).

I want to thank those of you who took the time to complete the surveys and return them to the FEB Office. Those provided a 'starting point', upon which we built further during the October luncheon. The compiled responses served as our starting point for the strategic planning process.

As a result, you will find that:

Leadership development will be coordinated as you have identified. We will also continue providing forums in which we can obtain information from "the experts" and share information among ourselves so you can receive the needed information to strengthen Emergency Preparedness and Continuity of Operations Plans.

The FEB staff is currently working on a schedule of training events for next year to be sure we incorporate all the topics and information you have identified. We hope to have that available to you in December/January timeframe to enable you to plan, budget and schedule.

We will also take every opportunity to partner with agencies to maximize economic efficiencies in training opportunities, much like the workshop highlighted on page 10 of this newsletter.

For those of you who have indicated that you want more information regarding assistance in

the planning stage and "on-site" assessments, we will coordinate activities to meet those needs. The relationships built over the years in Oklahoma have resulted in inter-governmental representation on our Emergency Preparedness Council. From those relationships, we can coordinate a multitude of resources available to assist you. One such example is the coordination with the Oklahoma City Fire Department to provide "on-site" assessments and visits for each federal entity within the Oklahoma City metropolitan area. Once this is well underway and we can export "lessons learned", we will approach the same partnering for other metropolitan areas within the state.

Over the next year, the structure of our FEB Councils will change, somewhat, to ensure we are focusing on the initiatives that will best serve you, your employees, and our partners.

I encourage you to ensure you have representation on the various Councils within the new structure so that your agency has a voice in the development and direction of activities and efforts!

Dean Despinoy
Chair

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In Honor of Veterans' Day



WHAT IS A VET?

by - Father Denis Edward O'Brien, USMC

Some veterans bear visible signs of their service: a missing limb, a jagged scar, a certain look in the eye.

Others may carry the evidence inside them: a pin holding a bone together, a piece of shrapnel in the leg - or perhaps another sort of inner steel: the soul's ally forged in the refinery of adversity.

Except in parades, however, the men and women who have kept America safe wear no badge or emblem. You can't tell a vet just by looking.

What is a vet?

He is the cop on the beat who spent six months in Saudi Arabia sweating two gallons a day making sure the armored personnel carriers didn't run out of fuel.

He is the barroom loudmouth, dumber than five wooden planks, whose overgrown frat-boy behavior is outweighed a hundred times in the cosmic scales by four hours of exquisite bravery near the 38th parallel.

She - or he - is the nurse who fought against futility and went to sleep sobbing every night for two solid years in Da Nang.

He is the POW who went away one person and came back another - or didn't come back AT ALL.

He is the Quantico drill instructor who has never seen combat - but has saved countless lives by turning slouchy, no-account rednecks and gang members into Marines, and teaching them to watch each other's backs.

He is the parade - riding Legionnaire who pins on his ribbons and medals with a prosthetic hand.

He is the career quartermaster who watches the ribbons and medals pass him by.

He is the three anonymous heroes in The Tomb Of The Unknowns, whose presence at the

Arlington National Cemetery must forever preserve the memory of all the anonymous heroes whose valor dies unrecognized with them on the battlefield or in the ocean's sunless deep.

He is the old guy bagging groceries at the supermarket - palsied now and aggravatingly slow - who helped liberate a Nazi death camp and who wishes all day long that his wife were still alive to hold him when the nightmares come.

He is an ordinary and yet an extraordinary human being - a person who offered some of his life's most vital years in the service of his country, and who sacrificed his ambitions so others would not have to sacrifice theirs.

He is a soldier and a savior and a sword against the darkness, and he is nothing more than the finest, greatest testimony on behalf of the finest, greatest nation ever known.

So remember, each time you see someone who has served our country, just lean over and say Thank You. That's all most people need, and in most cases it will mean more than any medals they could have been awarded or were awarded.

Two little words that mean a lot, "THANK YOU".

Remember November 11th is Veterans Day "It is the soldier, not the reporter, Who has given us freedom of the press.

It is the soldier, not the poet, Who has given us freedom of speech.

It is the soldier, not the campus organizer, Who has given us the freedom to demonstrate. It is the soldier, Who salutes the flag, Who serves beneath the flag, And whose coffin is draped by the flag, Who allows the protestor to burn the flag."



Join us in recognizing all those who have served our country on Veteran's Day, November 11, 2003



SPOTLIGHTING INFORMATION --

Did you Know?...

The "No Fear" Law

So much is being 'said' about the new law and how it will impact agencies and employees. In an effort to provide some accurate information for those interested, the following is provided:

Agencies face a host of new reporting requirements and will be held financially accountable for violating discrimination and whistleblower protection laws under a law that went into effect October 1, 2003. What the law requires:

Agencies must:

- Pay for judgments, awards and settlements in employee lawsuits
- Notify employees and job applicants of their legal rights and protections
- Train employees on their legal rights and remedies
- Report to Congress and oversight agencies on discrimination cases, findings, awards and disciplinary actions
- Post bias-complaints data online

Office of Personnel Management must:

- Determine best practices in disciplining employees who commit discriminatory or retaliatory acts
- Issue advisory guidelines that agencies can follow when disciplining employees

General Accounting Office must:

- Study budgetary impact of law on agencies
- Study potential impact of allowing employees to bypass agency equal employment opportunity offices and file complaints directly with Equal Employment Opportunity Commission
- Study feasibility of requiring the Justice Department to track its costs for defending agencies in discrimination and whistleblower reprisal cases

Equal Employment Opportunity Commission must:

- Post data on its Web site relating to hearings and appeals.

(Information in this column was taken from Federal Times, September 29, 2003 edition)

Summary of Agency Requirements and Responsibilities Under the No Fear Act Public Law 107-174

The Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002, commonly called the "No FEAR Act", which officially takes effect on October 1, 2003, mandates that Federal agencies shall be held individually accountable for violations of anti-discrimination and whistleblower protection laws. Following is a list of requirements and agency responsibilities under this Act:

- Agencies should ensure that managers have adequate training in the management of a diverse workforce and in dispute resolution and other essential communication skills.
- Agencies that lose or settle discrimination and whistleblower cases must pay judgments out of their individual budgets. In the past, most settlements and judgments in favor of federal employees who sued agencies in discrimination and whistleblower cases were paid from a government-wide "judgment fund". Under the new law, agencies must now reimburse the fund for court judgments and settlement payments to complainants. This payment shall be in the form of a reimbursement to the fund described in Section 1304 of Title 31, United States Code covering judgments, awards and settlements.
- Agencies must provide to their employees, former employees and applicants for employment written notification of discrimination and whistleblower protection laws. This written notification shall include, but not be limited to, the posting of the information on the Internet site of the agency involved. Agencies shall also provide to their employees training regarding the rights and remedies applicable to them under these laws.
- Not later than 180 days after the end of each fiscal year, each agency shall file an annual report with Congress detailing the number of discrimination or whistleblower cases filed with the individual agency; the status or disposition of each case; if resolved, how each case was resolved; the amount of monetary settlements made and the number of agency employees disciplined for discrimination, retaliation, harassment or for any other violation of the discrimination and/or whistleblower protection laws covered under this Act.

(Information in this column was taken from a three page summary of the law accomplished by the Department of the Army which is available through the FEB Office, 405-231-4167)



New Program Offers Large Retention Bonuses

<http://federaltimes.com/index.php?S=2217403>

By Tim Kauffman
Federal Times Online

The administration has outlined a new program in which managers may hand out huge bonuses to valued employees who agree to remain at their jobs for a specified duration.

For a one-year commitment, the maximum bonus would be \$15,000 or 25 percent of an employee's salary, whichever is higher. For an employee committing to the maximum five-year agreement, the maximum bonus would be \$75,000 or 1.25 times the employee's salary, whichever is higher. The incentive is not considered part of an employee's basic pay rate.

Congress authorized the bonuses, called extended assignment incentives, in November 2002 as part of the legislation that created the Homeland Security Department. The Office of Personnel Management published interim implementing regulations in the Sept. 12 Federal Register and will accept comments on the program until Nov. 12.

An agency can offer the bonus to an employee if three broad criteria are met: The employee has two years of continuous civil service, the agency determines that finding a qualified replacement would be difficult, and the agency determines it is in the government's best interest to keep that employee for a specified time.

OPM's proposed regulations give agencies freedom to craft their own policies for extended assignment incentives.

Comments and questions can be directed to the following e-mail: pay-performance-policy@opm.gov.

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. 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>

Work can provide the opportunity for spiritual and personal, as well as financial growth. If it doesn't, then we're wasting far too much of our lives on it.

--James A. Autry



Interagency Training Council



In hard economic times such as those now prevalent, many times training is one of the first reductions. This is very unfortunate because training is one of the benefits most valued by employees.

The Interagency Training Council serves as a resource group to trainers and training managers. Its mission is to work in partnership with all local, state, and federal government agencies to enhance cooperation, reduce training costs, improve efficiency and the quality of training to government employees thus enabling them to better serve customers and meet their needs.

Benefits of active participation in ITC include:

- Federal, state, and municipal employees can attend courses offered by federal and state government free or at greatly reduced prices as space allows.
- Federal and municipal employees can participate in the National Consortium of Certified Public Managers accredited Oklahoma Certified Public Manager Program and attain the internationally acclaimed certified public manager certification. This is the same CPM program offered in the federal government through the U.S. Department of Agriculture. Participation through the Oklahoma program costs federal employees \$1,300 as compared to over \$3,000, plus expenses in the USDA program.
- Meeting and training facilities and other points of interest are visited and used by participating agencies. Active participation usually secures the facilities for reduced cost and in some cases, no cost.
- Training materials, such as videos and books, are discussed and can be shared.
- Trainers can contract interagency, thus lowering or eliminating trainer costs.

The council meets on the third Wednesday of each month at 10 a.m. The meeting location rotates through the membership and is at a different place each month.

Your agency should be actively represented on the Interagency Training Council. For more information about ITC, call Joyce Smith, Chair, 522-3617 or visit with us at our monthly meeting, the third Wednesday of each month.

Seeking members for newly established FEB Council



A letter has been distributed to the federal leaders in Oklahoma asking for them to identify an employee to serve on the newly developed Outreach Council.

This is not to be confused with the Federal Employees Care Council that facilitates our volunteer activities.

The Outreach Council will serve as the group to, among other things, coordinate an updated Speakers Bureau for utilization by community groups such as Chambers of Commerce, Kiwanis, Lions, and Rotary Clubs. They will also be tasked with evaluating the feasibility or need to continue our “Mall Event” which is an educational forum in which federal agencies can provide information to the public, recruit for vacant positions, or provide services from a location in the community.

We are seeking individuals within each organization that are familiar with their own organization, can represent that organization in a professional manner, and have the ability to represent public service and the federal community in Oklahoma.

We seek a mix of employees’ skills and perspectives for the initiatives to be planned and coordinated by this group:

- Public Affairs or Community Relations (can be full time or collateral duty)
- OR Any employee with the following:
 - Good Writing Skills,
 - Public Speaking Skills,
 - Creative Problem-Solving skills, and/or
 - Community Involvement

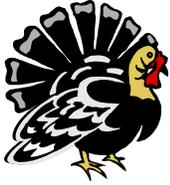
The first meeting of this group is scheduled for December 1, 2003, beginning at 1:00 pm in the FEB Office, 215 Dean A. McGee, Ste 320, Oklahoma City.

If you or someone you know is interested in expressing your “Pride in Public Service” by serving, please call the FEB Office to receive the required forms to be completed by your agency, (405) 231-4167.



USDA Teaches Turkey Basics for Safe Holiday Cooking

A large crowd to cook for, a big bird to roast, and too many cooks in the kitchen can lead to food borne illness from holiday dining. But handling and cooking a turkey needn't be an illness waiting to happen. "Following basic USDA recommendations will help ensure safe, confident cooking and prevent food borne illness for dinners," says Susan Conley, director of Food Safety Education Staff for the US Department of Agriculture. A whole turkey is a large bird to handle; however, the basics of thawing, handling, and roasting it to a safe temperature are easy things to do.



Safe Thawing

There are three safe ways to thaw food: in the refrigerator, in cold water, and in the microwave oven. Store frozen turkeys in the freezer until time to thaw. While frozen, a turkey is safe indefinitely. However, if the turkey is allowed to thaw at a temperature above 40°F, any harmful bacteria that may have been present before freezing can begin to multiply again unless proper thawing methods are used. When thawing a turkey in the refrigerator, plan ahead. Place the turkey on a platter and place in the refrigerator. For every 5 pounds of turkey, allow approximately 24 hours of thawing in a refrigerator set at 40°F. For thawing in cold water, allow about 30 minutes per pound. Be sure the turkey is in leak-proof packaging and submerge it in cold tap water. Change the water every 30 minutes until the turkey thaws. When thawing in the microwave, follow the manufacturer's instructions. For both defrosting in cold water and in the microwave, cook the turkey immediately after thawing because conditions were not temperature controlled.

Stuffing a Turkey

The safest way to cook stuffing is in a casserole, not inside a bird. Bake the casserole in an oven set no lower than 325°F –or in a microwave oven – until the internal temperature reaches at

least 165°F on a food thermometer. Harmful bacteria can survive in stuffing that has not reached a safe temperature, possibly resulting in food borne illness. Cooking a stuffed turkey is riskier than cooking one not stuffed. However, if both the stuffing and the turkey are handled safely and a food thermometer is used, it is possible to cook a stuffed turkey safely. Mix wet and dry stuffing ingredients just before spooning it loosely into the turkey cavity, and roast the turkey immediately. Check the temperature of both the stuffing and the turkey. Do not remove the turkey from the oven until the stuffing reaches 165°F.

Cooking a Turkey Safely



Thawing and stuffing a turkey safely are the first two basics. But cooking is the only way to destroy bacteria. The oven temperature must be set no lower than 325°F. Overnight cooking of a turkey at a low temperature can result in food borne illness. The internal temperature, on a food thermometer, of a whole turkey must reach 180°F in the innermost part of the thigh. If the turkey has a "pop-up" temperature indicator, it is also recommended that a food thermometer be used to test the turkey in several places. To read more "Turkey Basics" and print a cooking time chart, go to www.fsis.usda.gov.

For additional food safety information about meat, poultry, or egg products, call the USDA Meat and Poultry Hotline's toll-free number (800) 535-4555. The toll-free number for the hearing impaired (TTY) is (800) 256-7072. Food safety experts, weekdays from 10am-4pm, Eastern Time, staff the hotline. In addition, food safety information is available on the FSIS website at www.fsis.usda.gov.

THE VOLUNTEER VOICE



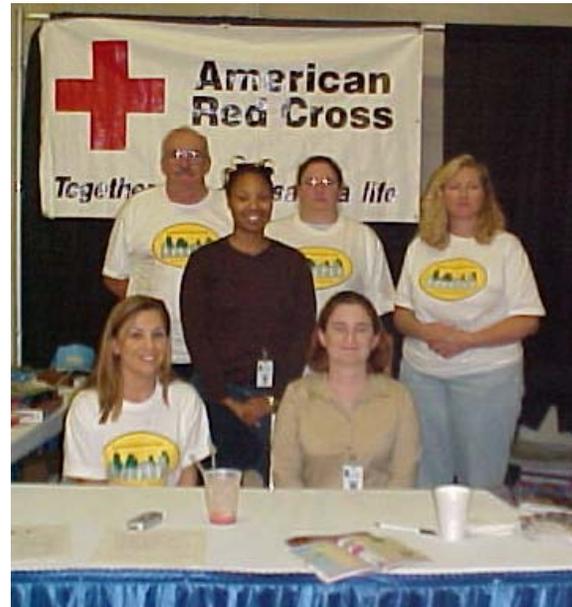
Federal Employees Care Council (FECC)
Article written by FECC member, Pam Downs

At the October Federal Executive Board meeting, FECC chairman Mike Birdsong reported out on the activities of the FECC for FY 03 to great acclaim from the other FEB members. The chart below shows the events supported by the FECC, the number of volunteers, and the number of hours contributed.

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	2700
Litter Blitz	14	16
Special Olympics-Summer	12	73
CFC Application Reviews	7	25
Ronald McDonald House	21	74
State Fair Found Kids Booth	163	648
CFC Race for Freedom	99	705
Total	1004	6229

Several studies have identified the value of a volunteer hour to be \$18 to \$20. Based on this estimate, Oklahoma Federal employees have contributed almost \$125,000 back to the community at FECC-sponsored events just this fiscal year. FECC members and volunteers truly exemplify the FECC mission statement: To improve the quality of life throughout our community by partnering with local groups in support of community/charity events by providing volunteers from the federal workforce; and to promote the true image of federal employees as valuable resources to the local community.

Once again, the FECC helped the Red Cross staff the Found Children's Booth at the State Fair of Oklahoma in September. A total of 163 volunteers from a variety of Federal agencies donated 648 hours to the cause. The volunteers on one of the shifts are shown below.



The volunteers in the FECC t-shirts are Alfred Clements and Debbie Clements, Elizabeth Lucas, and Reñe Dosela, all FAA; the others volunteers are Candace Cooper and Susan Woodfin, UCO nursing students.

Events On the Horizon

December

Salvation Army Toy Store: Many people donate toys to the Salvation Army for needy kids at Christmas; FECC volunteers help sort and distribute them.

2003 Dates: Set Up: December 12, 13, 15

Distribution: December 16-18

Clean Up: December 19

Connie Wells, IRS, is the project chair; for more information, you may contact her at 297-4740.

OKC Opening Night: FECC volunteers will be assigned to four venues this year: First National Center, Cox Center, Bank One, and Myriad Gardens at the annual New Year's Eve celebration in downtown OKC. Project chair, Mike Birdsong, IRS, may be reached at 297-4014.

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

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



**UPCOMING EVENTS
NOVEMBER 2003**

Nov 1, 2003	All Saints Day
Nov 4, 2003 9:00 am	Shared Neutrals Council USDA Risk Management Agency POC: John Esquivel, 405-736-2151
Nov 10, 2003	Making the Grade John Marshal High School
Nov 11, 2003	Veteran's Day 
Nov 11, 2003 5:00pm	Turning Point Metro Tech, OKC POC: FEB Office, 405-231-4167
Nov 12, 2003 All Day	Leadership FEB Designed for and by FEB Executive Policy Council members Focus this day is on Emergency Response
Nov 13, 2003 11:30 am	SGMP Meeting Holiday Inn Select, Tulsa POC: FEB Office, 405-231-4167
Nov 14, 2003 9:00 am	OU Information Team Briefs Webpage Design Update POC: FEB Office, 405-231-4167
Nov 18, 2003 11:00 am	Tabletop Discussion-Alternate Facilities Federal Transfer Center, OKC POC: FEB Office, 405-231-4167
Nov 18, 2003 2:00 pm	Emergency Preparedness Council Federal Transfer Center, OKC POC: FEB Office, 405-231-4167
Nov 18, 2003 2:00 pm	Federal Employees Care Council US Geological Survey POC: Mike Birdsong, 405-297-4014
Nov 19, 2003 10:00 am	American Indian Council OSU, 100 Campus Dr., President's Conf Rm POC: Mary Lou Drywater, 405-790-1040
Nov 19, 2003 10:00 am	Interagency Training Council Federal Transfer Center, OKC POC: Joyce Smith, 405-521-4539
Nov 21, 2003 8:00 am	OU Information Team Briefs Webpage Design Update POC: FEB Office, 405-231-4167
Nov 21, 2003 Noon-5:00 pm	Staff Strategic Retreat
Nov 27, 2003	Thanksgiving 

Your Federal Executive Board

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

Goals:

- Advance National initiatives and the goals of the Administration
- Create and advance local initiatives and community outreach
- Provide information, referrals, and guidance for intergovernmental and community outreach

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Director, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Cmdr (Sel) Rob Dews, Military Entrance Processing Station
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Gilbert Montoya, Director of Staff, Tinker AFB
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service
- Cliff Rucker, District Director, US Postal Service

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 no later than the 15th of each month.

Elected Officers:

- Chair:** Col Dean Despinoy, Cmdr
507th Air Refueling Wing
- Vice-Chair:** Dottie Overall, Director
Small Business Administration

Staff:

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

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.

Leadership is ultimately an act of faith in other people. –Mark Towers

Tools of the Trade

Using Competencies Competently

Reproduced from the September 2003 *Issues of Merit*, a publication of the Office of Policy and Evaluation, US MSPB

In previous editions of *Issues of Merit*, we discussed job analysis—the process of “breaking down” a job to identify roles, tasks, and entry requirements. Traditionally, those requirements have been expressed in terms of knowledge, skills, and abilities (KSAs) or standards (e.g., licensure or education). But increasingly, requirements are expressed in terms of competencies.

What are competencies?

The Office of Personnel Management defines a competency as “a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs in order to perform work roles or occupational functions successfully.”¹ A competency generally comprises a definition (see the example below) and a set of level descriptions (benchmarks).

*Influencing/Negotiating—Persuades others; develops networks and coalitions; gains cooperation from others to obtain information and accomplish goals; negotiates to find mutually acceptable solutions; builds consensus through give and take.*²

Competencies are closely related to KSAs, but differ from them in two important ways. First, competencies are broader: they are linked to “work roles” and “occupational functions,” not simply job tasks. Second, competencies emphasize action: they typically describe behaviors and outcomes, not merely knowledge and ability (i.e., the potential to perform).

How should we use competencies?

Workforce planning. Competencies can be used to identify workforce needs and gaps. For example, a regulatory agency plans to partner with state and local governments and emphasize voluntary compliance. Such plans strongly imply a need for competence in influencing/negotiating. The agency could then determine the extent of the competency requirement (e.g., which organizations, which employees, and what level of competency), survey its workforce to assess its current capability, and plan recruiting, development, and retention efforts accordingly.

Employee selection. Competencies can be used to plan assessment strategies and select employees. For example, when filling a job where influencing and negotiating are critical, an agency would do well to ask candidates about their experience in persuading others—and might do even better to select only from candidates with a track record of success at persuading others.

Employee development. Managers and employees can identify possible training needs by looking for “gaps” between current performance and the desired level of competency. Competency benchmarks that outline a target level of performance provide a better basis for evaluating training than course evaluations.

Performance feedback and evaluation. Well-developed competencies describe not only what an employee needs to know to succeed, but also what an employee must do. Used in conjunction with organization and individual goals, work plans, and performance measures, competencies can provide a “road map” for performance planning and feedback. A recent General Accounting Office (GAO) report discusses how some public sector organizations, including the Internal Revenue Service, are using competencies for performance evaluation.³

Competencies are versatile. This is good not only for alignment—keeping HR activities focused and mutually consistent—but also for efficiency. Well-developed competencies can save managers a great deal of work by eliminating the need to “start from scratch” when identifying selection criteria, assessing training needs, coaching employees, and evaluating performance.

¹OPM, Delegated Examining Operations Handbook, 2-B-1, 2003.

²Ibid., F-12.

³See GAO, “Results-Oriented Cultures: Creating a Clear Linkage between Individual Performance and Organizational Success,” GAO-03-488, March 2003.



Shared Training Opportunity for Supervisors

December 2-3, 2003



The VA Medical Center is coordinating this training and has made **50 seats** available for other federal agencies' supervisors through the Federal Executive Board.

The registration below must be completed and faxed to the Federal Executive Board and slots will be filled on a "first-come, first-served" basis.

Date:	Tuesday-Wednesday, December 2-3, 2003
Time:	8:00 a.m. – 4:00 p.m. (each day)
Location:	Coles Gardens, 1415 N.E. 63rd Street, OKC (on the north side of the street, across from the Cowboy Hall of Fame)
Who Should Attend?	New supervisors or 'seasoned' supervisors wishing to gain a refresher on any of the topics outlined.
Instructor:	Robert L. Grant , Lead HR Management Specialist Great Lakes Human Resources Management, Milwaukee, Wisconsin
Cost:	\$50.00

Name: _____

Agency: _____

Phone: _____

Fax: _____

Day 1 Agenda	Day 2 Agenda
Program Overview Testing Your Leadership Impulse Your Role as mediator Video "You Be The Judge" The Recruitment & Selection Process/Staffing Pre-Test <i>Title 5/Hybrid Title 38 & Title 38 Personnel</i> Labor Management Relations <i>Basic Rights and Responsibilities Under the Law</i> Unfair Labor Practices <i>Workshops in ULPs and Dealing With Change</i> Better Understanding Past Practice <i>Workshops in What Constitutes Past Practice</i> Communicating with Bargaining Unit Employees/Weingarten Rights <i>Workshops in Formal Discussion & Investigative Meetings</i> On-The-Job-Coaching Video "The Practical Coach" Recommended Performance Standards for Supervisors Workshop: <i>Performance or Conduct Infractions</i>	Employee Relations Overview & Pre-Test Conduct & Ethics <i>Supervisory Case Studies</i> Overcoming Barriers To Misuse of Time & Attendance MSPB: <i>Coombs vs. Social Security Administration</i> Progressive Corrective Action/Table of Offenses & Penalties <i>Matching the Punishment to the Crime</i> Supporting Your Memory <i>Documentation for Third Party Reviews</i> Video "Documenting Discipline" <i>The Key to Correcting Performance & Conduct Problems</i> From Discipline to Discharge <i>Review of Formal Actions to Correct Misconduct</i> Introduction to Douglas vs. VA <i>A balance test: Mitigation versus Aggravation</i> Off Duty Misconduct <i>When a Nexus Exists</i> Intoxication in the Workplace <i>Your Responsibilities for a Win/Win Situation</i> The Role of EAP in Corrective Actions Use of Last Chance Agreements Dealing with Violent & Threatening Behavior <i>Metz vs. Treasury Case Law</i> The Crime Provision & Indefinite Suspensions Program Close
<i>Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refund and cancellations will be permitted through November 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.</i>	

Please fax to: (405) 231-4165 no later Friday, 11-28-03 (this will not be available via online registration)



Registration for Table Top Discussions



****Alternate Facilities**** ***Emergency Preparedness Series IV***

This will be a “Table Top Discussion” style forum, including speakers from FEMA, GSA, and a panel of local agency representatives willing to share their experiences and ‘lessons learned’ of 1995. This topic is scheduled in response to the interest expressed on the feedback forms from the first ‘discussion’ hosted in June. For your convenience, the meeting will be scheduled to incorporate a working lunch; hopefully, making this more “schedule-friendly”.

Date:	Tuesday, November 18, 2003
Time:	11:00 a.m. -2:00 p.m.
Location:	Federal Transfer Center, Training Facility, 7500 S. MacArthur Blvd.
Who Should Attend?	Agency Leaders, their Emergency Coordinator and/or Facilities Manager
Cost:	\$10 per person

Travel instructions: The Federal Transfer Center (FTC), located on the west side of Will Rogers World Airport, may be reached from the north by driving west on Airport Road to Rockwell Ave., then south two miles to SW 74th St. Drive one mile east again to MacArthur Blvd. will bring you directly to the entrance of the FTC. The Training Facility is just south of the Federal Transfer Center.

Travelers approaching from the south, take SW 104th St west to MacArthur Blvd. then north on MacArthur to the Training Facility on the east side of the road.

Agency: _____

Agency Leader (or designee) to attend: _____

Phone: _____ **Fax:** _____

Emergency Coordinator and/or Facility Manager to Accompany Agency Leader:

<i>Please mail to:</i>	<i>Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102</i>
<i>Or Fax to:</i>	<i>(405) 231-4165</i>

Please register no later than Friday, November 13, 2003.



SUN	MON	TUES	WED	THURS	FRI	SAT
	November 2003					1 All Saints Day
2	3	4 9:00 Shared Neutrals	5	6	7	8
<i>Executive Director is out of the office this week.</i>						
9	10 10am Making the Grade	11 5:00 Turning Point  Veteran's Day	12 Leadership FEB <i>Emergency Response Day</i>	13 11:30 SGMP	14 9am OU IT presentation	15
16	17	18 11am Tabletop Discussion-Alt Facilities 2pm EmgyCouncil 2pm FECC	19 10am AIC 10am ITC	20	21 8am OU IT presentation 12pm Staff Retreat	22
23	24	25	26	27  Thanksgiving	28	29
30						

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 320
 OKLAHOMA CITY, OK 73102-3422
 OFFICIAL BUSINESS ONLY

We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.