



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



The FEB network inquired about the availability of information regarding the total pay increase. While the information came too late to include in the February newsletter, I wanted to be sure that we shared the following response provided by OPM's Salary and Wage Systems Group.

“The Congress has passed and the President has signed legislation providing a retroactive 4.1 percent overall average pay raise for GS employees effective with the first pay period beginning on or after January 1, 2004. The new raises will supercede the 2.0 percent overall average increases approved by the President in December 2003. However, the legislation authorizes the President to allocate the 4.1 percent between an across-the-board pay raise and locality pay. We anticipate that the President will issue an Executive order in February allocating the raises. At this time, we don't know what the total increase will be in any locality pay area. OPM will post new pay tables as soon as possible after the Executive order is issued.” You can find the latest updated information on OPM's website: www.opm.gov.”

For information on the Conversion to New SES Performance-Based Pay System, go to: <http://www.opm.gov/oca/compmemo/2004/2004-03.asp>. For exceptions to the "12-Month Rule" for Senior Executive Pay Increases, visit: <http://www.opm.gov/oca/compmemo/2004/2004-04.asp>

Our New Web Design



I want to thank the team of OU students that worked on redesigning our Federal Executive Board web site. Adam Peterson, Katie Horne, Neil Lloyd, Sean McGeisey and Silly Soumare all worked diligently to develop, present and implement a new design for our Federal Executive Board to provide a “business class” presence on the Internet and reorganize the multitude of data and information we have grown to provide.

Big thanks also goes to FAA for their effort to transfer the project to the server and ensuring that it works as designed!

I would also like to remind you to complete the form you received to assign appropriate and interested personnel to serve on FEB Councils. In sending a designee, you ensure your agency is represented in identifying projects of the Oklahoma FEB. Be sure to include the best and brightest employees of your agency in the FEB process!

Watch for the many training and developmental opportunities that we have planned!

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Public Relations And Public Speaking

(Interacting with the Media and Giving your best presentation ever!)



At one time or another, almost every public manager is tasked with a media interview for your agency or a specific project or faced with giving convincing presentations.



This one-day training seminar is to provide invaluable information:

- ★ for those who wish to be prepared when it is "their turn", AND
- ★ to serve as a refresher for those who have already "been there and done that".

The proposed training agenda, topics to be covered throughout the day, and a brief biographical sketch of the main instructor are provided on our website: www.oklahoma.feb.gov

Date:	Tuesday, May 25, 2004
Time:	Registration will begin at 7:30 a.m. Training will be from 8:00 a.m.—4:30 p.m. (with a working lunch)
Location:	Sleep Inn & Suites, 3608 S. Broadway, Edmond

If you are traveling and need lodging, please call the Sleep Inn at (405) 844-3000 for reservations; they offer a Federal Govt rate for \$59.95 per night. Be sure to state that you will be attending the Federal Executive Board training.

➤ Cost for full day:	<input type="checkbox"/> \$85 per person (registration must be received in the FEB Office before April 2, 2004)
	<input type="checkbox"/> \$95 per person (for registrations received after April 2, 2004)
➤ Media:	<input type="checkbox"/> \$65 per person (this includes morning sessions and the working lunch) through 4/2/04
	<input type="checkbox"/> \$75 per person (this includes morning sessions and the working lunch) after 4/2/04
➤ Public Speaking	<input type="checkbox"/> \$50 per person (this includes the working lunch and afternoon session) prior to 4/2/04
	<input type="checkbox"/> \$60 per person (this includes the working lunch and afternoon session) after 4/2/04

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: Cash Check made payable to the Oklahoma FEB Credit Card Govt Voucher

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 10, 2004. 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!



SPOTLIGHTING INFORMATION --
Did you Know?... taken from www.firstgov.gov



Executive Branch

When the delegates to the Constitutional Convention created the executive branch of government, they gave the president a limited term of office to lead the government. This was very different from any form of government in Europe and caused much debate. The delegates were afraid of what too much power in the hands of one person might lead to. In the end, with a system of checks and balances included in the Constitution, a single president to manage the executive branch of government was adopted.

The executive branch of the Government is responsible for enforcing the laws of the land. When George Washington was president, people recognized that one person could not carry out the duties of the President without advice and assistance. The Vice President, department heads (Cabinet members), and heads of independent agencies assist in this capacity. Unlike the powers of the President, their responsibilities are not defined in the Constitution but each has special powers and functions.

- **President:** Leader of the country and Commander in Chief of the military.
- **Vice President:** President of the Senate and becomes President if the President is unable to serve.
- **Departments:** Department heads advise the President on policy issues and help execute those policies.
- **Independent Agencies:** Help execute policy or provide special services

To learn more, there are hyperlinks to the following topics:

- [Branches of Government](#)
- [Executive Branch](#)
- [The President](#)
- [Legislative Powers of the President](#)
- [Requirements and Terms to become President](#)
- [The President's Budget](#)
- [The President's Cabinet](#)
- [Order of Succession](#)
- [Presidents of the United States](#)



Long Careers Insure Healthy Benefit: SSA

Oklahomans who actually receive benefits or look forward to receiving Social Security retirement should know that a long work career insures a higher amount each month.

Many people who contribute to Social Security during their work careers, really have no idea how the benefit is figured. "The formula used to compute your benefit considers the high 35 years from your work career", according to Larry G. Jones, the Public Affairs Specialist with Social Security in Oklahoma City. Jones adds, "many people think that Social Security is based on the last 5 years or something else they've heard and that's simply not the case". The minimum investment to qualify is at least 10 years of work activity.

Every year, Social Security sends out millions of statements to working Americans to let them know what their benefits might be under various conditions. You should hold on to your Statement for future financial planning.

To find out more about Social Security programs, access the web site at www.socialsecurity.gov or call toll-free (800) 772-1213.

From the Director of OPM, a 10-Point Plan to Improve Hiring

By Stephen Barr www.WashingtonPost.com
Wednesday, February 11, 2004

There's a new top 10 list -- to fix federal hiring.

Kay Coles James, director of the Office of Personnel Management, sent her top 10 to the government's chief personnel officers yesterday, saying that "these ten things will make a difference in our ability as a team to get the right people in the right jobs at the right time."

Applicants have long complained that the government's hiring process is cumbersome and sometimes mysterious. Many say that job announcements are poorly written and hard to understand and that they wait six months to a year before getting a job offer. In some cases, the person selected for the job has tired of waiting and gone to work elsewhere. Other applicants say they get no feedback and never learn whether the job was filled.

Last year, the General Accounting Office warned that agencies need to pay more attention to hiring procedures because of stepped-up recruitment for the war against terrorism and because large numbers of baby boomers probably will retire in the next few years. The GAO estimated that the annual number of hires by the government could easily increase to more than 150,000 -- a big change from the mid-1990s, when the number of federal hires averaged about 50,000 a year.

Although James has made hiring improvements a priority, she pointed out in her memo yesterday that some agencies -- because of "outmoded internal rules and practices" -- have not taken advantage of hiring flexibilities approved by Congress over the last two years.

Her list, James said, represented "ten things we can do right now."

1. "Eliminate Self-Wrapping Red Tape." Federal hiring is bogged down in "excessive layers of approval, redundant reviews and unnecessary paperwork," James wrote. She urged the federal personnel chiefs to "look at your internal practices, identify those that are based on nothing more than tradition, and get rid of them."

2. "Use Plain Language in Job Announcements." Too many job postings, she wrote, "are pages long



Interagency Connection, March 2004

and filled with acronyms, legal technicalities and other arcane terms that only make sense to personnel specialists. Many are just plain boring. . . . You can change them."

3. "Recruit veterans." Congress has granted a preference to military veterans that gives them an edge in competing for federal jobs. James recommended that agencies set up liaisons with the Defense Department to help steer veterans to civil service openings.

4. "Adopt an Accelerated Hiring Model." OPM set up a regimen for hiring federal executives in 49 days, and James suggested other agencies could find ways to speed up hiring for critical jobs.

5. "Competing on Campus." Agencies should set up career intern programs to recruit college graduates "on the spot, without any protracted competition," James said.

6. "Offer Incentives for Talent." Agencies can become more competitive with the private sector if they use signing bonuses, relocation payments and student loan repayments in their recruitment efforts, James said. "Do not let anyone tell you that you cannot afford to use them," she said.

7. "Utilize On-the-Spot Hiring Authority." OPM can give "direct hire" permission to agencies, but James noted that "we have been surprised at how few agency requests we have received." She urged agencies to try on-the-spot hiring at job fairs.

8. "Leverage Other New Hiring Flexibilities." In particular, James said, agencies should adopt a streamlined process that provides a bigger pool of applicants rather than trying to narrow the number of finalists to three, which has been the practice at many agencies.

9. "Go After Outstanding Scholars." Agencies can use the Outstanding Scholars program to supplement other recruitment efforts and improve their diversity. Job offers go to college graduates who have a grade-point average of 3.5 or better or who were in the top 10 percent of their graduating class.

10. "Fully Engage Your HR Staff." During the 1990s, many agencies cut staffing in their human resources offices. James suggested that agencies double-check to see whether they need to hire additional staff or ramp up training for HR employees.



Evening with the Authors

Sponsored by the Oklahoma Federal Executive Board



Two opportunities!

Evening with the Author is an opportunity developed by the Oklahoma Federal Executive Board (FEB) in an effort to provide innovative development forums in the local area, to interact with experts and colleagues on ways of tackling everyday work life issues- career issues, leadership challenges, balancing work and home life, diversity and more. This year, we will host two separate forums entitled “Evening with the Author”. You may register for either session at a cost of \$59 per person OR if this is an event that appeals to you, you can register for both for \$99!

These will be author-led forums including:

- ★ An interactive session with the author,
- ★ A copy of the book, and
- ★ An opportunity for you to have the author sign your book.

 <p>Eric Gordon <input type="checkbox"/></p>	<p>Spend an evening with the Author of <u>Common Sense Solutions for Success: Your Guide to a Happier, More Productive, More Successful Life!</u></p> <p>Date: Monday, May 17, 2004 Time: 4:00pm—6:00pm Location: Markie’s Deli, 612 N. Robinson Oklahoma City, OK</p>
<p>Spend an evening with the Author of <u>Reinventing Your Self: 28 Strategies for Coping with Change</u></p> <p>Date: Monday, August 23, 2004 Time: 4:00pm—6:00pm Location: Markie’s Deli, 612 N. Robinson Oklahoma City, OK</p>	  <p>Mark Towers</p>

Register for Both to Save! \$99 for both evenings OR \$59 per event

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: []Cash []Check made payable to the Oklahoma FEB []Credit Card []Govt Voucher

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 7, 2004. 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!

More information on this, as well as the individual evenings is on our website: www.oklahoma.feb.gov



2004 Public Service Recognition Week Employee of the Year Awards Banquet



<p>2004 Theme: <i>Celebrating Government Workers Nationwide</i></p> <p>Speaker: Mary Hamilton, Executive Director of the American Society for Public Administration (ASPA) Invited</p>	<p>Event information:</p> <p>Date: Monday, May 3, 2004 Time: 11:30am-1:00pm Location: Officers' Club, Tinker AFB (Air Depot entrance)</p>
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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: \$20.00 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 with sufficient time to receive before the luncheon. 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 23, 2004. 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!



UPCOMING EVENTS	
March	

Mar 2, 2004 11am-1pm	Shared Neutrals Council Location TBA POC: John Esquivel, 405-736-2151
Mar 2, 2004 12 noon	FEB Working Group Conf Call FEB Office, 405-231-4167
Mar 2, 2004 5:00 pm	Turning Point Initiative Metro Tech POC: FEB Office, 405-231-4167
Mar 5, 2004 11:00 am	MEPS Change of Command 301 NW 6 th , OKC POC: MEPS Office, 405-609-8635
Mar 8, 2004 1:00 pm	Emergency Preparedness Council Small Business Administration POC: FEB Office, 405-231-4167
Mar 8, 2004 1:00 pm	ADR Training Committee POC: FEB Office, 405-231-4167
Mar 10, 2004 All Day	Leadership FEB Transportation Day POC: FEB Office, 405-231-4167
Mar 11, 2004 11:30 am	SGMP Meeting Marriott Southern Hills, Tulsa POC: FEB Office, 405-231-4167
Mar 13, 1852	"Uncle Sam" made his debut as a cartoon character on this day in the New York <i>Lantern</i> (1852)
Mar 16, 2004 12 noon	FEB Working Group Conf Call POC: FEB Office, 405-231-4167
Mar 16, 2004 2:00 pm	Federal Employees Care Council Ronald McDonald House POC: Mike Birdsong, 405-297-4014
Mar 17, 2004 10:00 am	Interagency Training Council POC: Joyce Smith, 405-521-4539
Mar 18, 2004 11:30 am	FEB Luncheon Topic: Identity Theft Santa Fe Cattle Co., 1100 S Meridian POC: FEB Office, 405-231-4167
Mar 23, 2004 All Day	ECQ-1: Leading Change Julia Teska, Ph.D. HQ STARC, 3501 Military Circle POC: FEB Office, 405-231-4167
Mar 23, 2004 10:00	American Indian Council BIA-Chickasaw 1500 N. Country Club Rd., Ada POC: Mary Lou Drywater
Mar 23, 2004 5:00 pm	Turning Point Initiative Metro Tech POC: FEB Office, 405-231-4167
Mar 24-26, 2004	FEB Executive Director's Conference Philadelphia, PA
Mar 26, 2004 12:00 noon	Naturalization Ceremony US District Courthouse, Oklahoma City
Mar 29-Apr 2	Basic Mediator Training POC: FEB Office, 405-231-4167

Your Federal Executive Board

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

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 Overal, 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 Overal**, Director
Small Business Administration

Staff:

Director: LeAnn Jenkins

Secretary: Trish Plowman

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.

Never argue with an idiot. He'll bring you down to his level and then beat you with experience. --Dr. Alan Zimmerman, CSP



2004 FESTIVAL OF THE ARTS
APRIL 20 through 25, 2004
VOLUNTEERS ARE NEEDED!



Last year, through the Oklahoma Federal Executive Board’s Federal Employees Care Council (FECC), more than 100 Federal Employees donated almost 1,000 hours to Oklahoma City’s Festival of the Arts.

This year, the Arts Council has asked that Federal Employees support FOUR SPECIAL AREAS.

PRODUCTION: If you like working outdoors, or ever wanted to be a “Roadie,” this is for you. We have numerous workdays from March 27 through April 27 (most shifts last only four or five hours with food and beverages provided). Duties include moving furniture and supplies, painting, setting up/taking down tents, banners and exhibits, even planting flowers. Neither skill nor strength is required. Many Production Team members return year after year to enjoy the food, fun, camaraderie and satisfaction of “building a city” in downtown OKC.

TREASURY: Cool indoor working conditions. Duties include counting the artist’s sales, making deposit slips, filing invoices and auditing artist’s sales.

CHILDREN’S ART FIELD: If you like working with children, this is for you. Duties include putting out supplies, assisting “budding artists” and site maintenance.

SOUTH HUDSON GALLERY: will need sales representatives and beverage vendors. Volunteers must be over 18.

Information regarding the need for volunteers will be posted on the Federal Employees Care Council web site. Exact Days, shift times, and job descriptions of the various categories will be posted soon: www.oklahoma.feb.gov/FECCindex.html

If you have questions about volunteering (or questions regarding the FECC), please contact one of the following members:

Steve England (405) 297-4316 Email: steve.j.england@irs.gov	Kathy Quinn (405) 605-6011 Email: kathy.quinn@fhwa.dot.gov
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The Effective Office Professional

A Day of Training



This one-day training session will cover two main topics:

Surviving Difficult People and Emotional Hijackings

- Learn why "Difficult People" are difficult and what is their "payoff"
- Learn how to cope better with Difficult People and to remain sane
- Learn how to stop playing their game and regain your power
- Learn how to interact more effectively with Difficult People
- Learn the differences between "Guilt" and "Shame"
- Learn how to stop "blowing up" or "losing it"
- Learn how to avoid and survive an "Emotional Hijacking"
- Learn why we say or do something inappropriate and then feel guilty or shameful
- Learn strategies to successfully deal with Emotional Hijackings



Our Communication Epidemic

- Increase your awareness you are always communicating even when you are not talking
- Learn how the genders communicate differently and why they don't always communicate
- Recognize how we dehumanize others with our words
- Learn to identify the "real issues" or the hidden agenda in communication
- Learn how to deal with or avoid "power words"
- Learn how to establish and maintain instant rapport
- Learn how people communicate in three representational systems.



WHO SHOULD ATTEND? Any administrative support employee tasked with "doing more with less."



During times of reduced resources, it is important to equip employees with tools that help in increasing effectiveness and efficiency (on the job and off the job). Don't pass up this opportunity to train your "first line of defense"; the people you depend upon to provide a good impression of your organization. **UNLOCK THE POTENTIAL!**

TIME: 8:00 a.m. - 4:30 p.m.

WHEN: Wednesday, April 21, 2004

LOCATION: Waterford Marriott

6300 Waterford Blvd, Oklahoma City

Register Early: Room capacity is 125. Registrations will be accepted in the order received—when room capacity is reached, registrations will be returned.

Name: _____	Agency: _____
Address: _____	_____
Phone: _____	Fax: _____
<input type="checkbox"/> \$75 per attendee (if registered before 3/31/04)	<input type="checkbox"/> \$85 per attendee (if registered after 04/01/04)

Agency/Registrant may pay by cash, check, credit card or government voucher. If paying by credit card, please call the FEB Office (405-231-4167) with the information AFTER registration is submitted.

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 9, 2004. 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!



March FEB Luncheon
Thursday, March 18, 2004



Topic	<i>Identity Theft: Has someone taken over your good name?</i>
Date:	Thursday, March 18, 2004
Time:	11:30am-1:00pm
Location:	Santa Fe Cattle Company, Steakhouse Meeting Room, 1100 S. Meridian, OKC
Speaker:	Tom Noyes, Postal Inspector, US Postal Inspection Service, Oklahoma City

	<i>This luncheon is an open meeting and would be informative for anyone; providing strategies (and tips) to best protect you from Identity Theft.</i>
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Lunch Menu Selection

<input type="checkbox"/> Chicken Tender Dinner, salad, rolls, potato, and iced tea.	<input type="checkbox"/> Lunch Salmon, on a bed of rice, salad, rolls, vegetable, and iced tea.
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Name: _____ Agency: _____

Address: _____ Phone: _____

Cost: \$10.00 per person

Payment:

Cash Check Credit Card Voucher

Enclosed Pay at the Door

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Oklahoma City, OK 73102

Or fax to: 405-231-4165

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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>
	1	2 11:00 ADR 12:00 FEB Working Group 5:00 Turning Point	3 Executive Director Out of the Office	4	5 11:00 MEPS	6
7	8 1:00 Emgcy Prep Council 1:00 ADR Trng Committee	9	10 Leadership FEB Transportation Day	11 11:30 SGMP	12	13 "Uncle Sam" makes his debut as a cartoon character in the New York <i>Lantern</i> 1852
14	15	16 12:00 FEB Working Group 2:00 FECC	17  10:00 ITC St Patrick's Day	18 11:30 FEB Luncheon "Identity Theft"	19	20
21	22	23 ECQ-1 Training 10:00 AIC 5:00 Turning Point	24	25	26 12:00 Naturalization	27
28	29	30	31	March 2004		
Basic Mediation Training						

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A MCGEE STE 320
 OKLAHOMA CITY OK 73102-3422
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We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.