



# INTERAGENCY CONNECTION

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

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## Chair's Corner



I am honored to be elected the Chair of the Federal Executive Board of Oklahoma.

The FEB in Oklahoma is a valuable resource to our federal agencies and coordinates resources to meet the needs we have in common, in addition to serving as a great source of information.

My goal is to continue building upon the efforts led by our past Chairs and learn from you on emerging agency needs that would identify new efforts and initiatives to be coordinated by our FEB. Some of our programs and events occur annually, such as our Awards Program, opportunity to identify employees for membership for various FEB Councils, interagency training opportunities, and emergency tabletop exercises.

I will soon be asking each of you to identify individuals to serve on the various **FEB-sponsored councils**. You will be encouraged to identify those councils that best reflect the needs, mission or interests of your agency, and then to nominate an agency representative to the council(s). Your agency's Council memberships are an opportunity for a two-way sharing of benefits between the agency and the FEB. Together we can move confidently to adopt and then accomplish our strategic plan.

Also, look for the package you will receive in January to submit nominations for our

**statewide Awards program**. The deadline will be late February, so you may wish to begin thinking of those high-performing employees you will nominate and begin gathering data and details needed for the nomination package.

This year, as in years past, the FEB will offer training in topics that our agencies have a common need. Materials will be distributed in the near future identifying the opportunities that will be provided this fiscal year.

We will also continue the **tabletop exercises** as an annual event, allowing agency leaders and emergency preparedness coordinators to network, learn from each other, and share best practices. This year, we will be providing a special **training for Continuity of Operations (COOP) managers**. If you are interested in this training, watch for details in the spring-summer time frame.

I look forward to working with you this fiscal year in this new capacity and hope to hear from you regarding ideas you have for FEB coordination.

*Dottie Overal*  
Dottie Overal, 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."



## Pride in Public Service Did you Know?...

### 'Tis the Season to Refresh your Knowledge of the Hatch Act

In a Federal Times article on September 13, 2004, information is provided on two federal employees who could lose their jobs for allegedly sending politically partisan e-mails at work.

"The office of Special Counsel on Aug. 12 filed separate complaints with the Merit Systems Protection Board against an EPA employee and an Air Force civilian.

These complaints included alleged violations of the Hatch Act from e-mail activity outlining political preferences.

"Both e-mails advocated those candidates' defeat in this fall's election. The OSC said the emails violated the Hatch Act, which prohibits executive branch employees from engaging in political activity while on duty, in a federal office, while wearing a uniform or insignia of the federal government, or using any government vehicle.

If the MSPB finds the employees did violate the act, their punishment could range from a 30-day suspension without pay to firing.

"The use of Internet and electronic mail is second-nature to almost everyone, and has become a favorite and effective campaign tool," said Special Counsel Scott Block. "I want to remind federal employees to be vigilant."

A notice was sent from the Federal Executive Board of Oklahoma to all our members providing information on the Hatch Act, as amended in 1993, regarding political activities and federal employees.

The U.S. Office of Special Counsel has as much information as one could possibly need on this topic. From the available information, the Oklahoma FEB has added what we felt might be most useful to our website:

- A one page flyer,
- An informational booklet of information, and
- A power point presentation that can be used for executives, managers and employees.

This information can be accessed by visiting [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov).

If you wish to obtain more information, please visit the Office of Special Counsel on their website: [www.osc.gov/hatchact.htm](http://www.osc.gov/hatchact.htm).

### Military Entrance Processing Station

The USMEPCOM is the vital link between recruiting and today's Armed Forces. The command's motto, "Freedoms Front Door" symbolizes the mission of determining the physical, mental, and moral qualifications of every member of the armed forces. USMEPCOM is a joint service command headquartered in North Chicago, Ill. The command is composed of 65 Military Entrance Processing Stations (MEPS), including the Oklahoma City MEPS. Applicants are given "Red Carpet" treatment and receive a relaxed first military experience thanks to a combination of individual customer orientation and modern, efficiently designed facilities. This is a change from the old practice of processing applicants through a maze of examination stations in drab, musty old military buildings.

The Oklahoma City Military Entrance Processing Station is composed of three processing sections and a headquarters section. The three sections are Testing, Operations and Medical.

**Testing:** The Armed Services Vocational Aptitude Battery, known as the ASVAB, is an integral part of the qualification process. The Oklahoma City MEPS administered the ASVAB to 708 applicants last year through the use of paper and pencil versions of the test at six Mobile Examining Team sites in combination with the computerized version given at the MEPS. Additionally, 16,029 high school students were tested. The student's version of the ASVAB is a leading career exploration tool that provides outstanding guidance for students in their academic and vocational development.

**Operations:** The Operations section process the paperwork and reviews all administrative details for the applicants prior to shipping them out to basic training. A thorough interview with each applicant is conducted to ensure complete understanding of all commitments and obligations. Electronic fingerprints are taken and all paperwork is finalized to ensure accuracy and completeness. The Oklahoma City MEPS has an in-house travel service that provides transportation to all new members of the military. Last year, the Operations Section shipped 4,074 applicants to "boot camp." For many, it was their first time in an airplane.

**Medical:** Thorough medical examinations are used to determine applicants' physical qualifications for enlistment. This section checks everything from blood pressure, pulse, eyesight and hearing to blood and urine samples. In many ways, this is the most important process for the applicants, as it ensures qualification to meet the demanding physical challenges of basic training and military service. The Oklahoma City MEPS medical section administered 5015 physical examinations last year.

For more information concerning the MEPS, contact 1<sup>st</sup> Lt. Nolan at 609-8663.



## The war for talent: Better, faster recruiting process needed to compete

Commentary by Rep. Tom Davis in the September 13, 2004 edition of the Federal Times

Those of us who care deeply about public service continually speak of the need to attract, recruit and retain the best and the brightest. Usually, this means striving for performance-based pay and other changes to the civil service system to make government a more attractive and rewarding career choice.

But there is another piece of the puzzle, and that is the government's ability — or, as too often is the case, its inability — to compete with the private sector and nonprofit organizations in terms of how quickly we can offer a job to talented people who want to serve their country by becoming a federal employee.

Trying to navigate the federal hiring process can be a long, frustrating experience, one that is marred by confusing forms, outdated procedures and poor communication between agencies and potential employees. It is an experience that, unfortunately, has driven many promising candidates away from federal service, as many observers have noted.

A comprehensive study conducted for the Partnership for Public Service and the Council for Excellence in Government three years ago found that “three-quarters of nonfederal workers say making the application process quicker and simpler would be an effective way of attracting talented workers to government.” The Volcker Commission report on the civil service last year sounded a similar note: “[A] college graduate applying for a federal job confronts a complex and lengthy application demanding far more information than any employer reasonably needs. The very nature of the application deters.”

And listen to what Krystal Kemp, a recent graduate from a first-tier law school, Washington University in St. Louis, told the House Government Reform subcommittee on civil service a few months ago about her experiences looking for a federal job. “The language of many job announcements was incomprehensible,” she said. “Many of the announcements used special government code talk. . . . I had the feeling that the announcements were not written for me, but were created for people already initiated into the fraternity of government jobs.”

The underlying reasons are clear to anyone who has taken a close look at federal hiring. A Government Accountability Office report to Congress last year laid out many of these problems, specifically: outdated and cumbersome procedures to define jobs

and set pay; unclear job announcements; time-consuming processes to rate applicants; ineffective hiring programs for entry-level positions; and ratings and rules (“rule of three”) that limit the review of applicants.

We must do better. There is no legitimate reason why it should take six months for an applicant to learn whether he or she will get a federal job. There is no reason why the government should be content with missing out on talented employees who have a desire to work for the United States, but who get turned off by a long, complex and frustrating process.

Fortunately, under the direction of Kay Coles James, the Office of Personnel Management is now helping agencies improve their hiring processes by providing guidance and expanding the use of two of the personnel authorities authorized by Congress in November 2002 — category rating, which enables hiring officials to review a larger batch of qualified candidates for each job, and direct hiring authority, which enables agencies to more quickly hire people to fill critical positions. Agencies such as the Securities and Exchange Commission and the Centers for Medicare and Medicaid Services, for example, have begun using direct hiring authority to fill important posts.

Of course, more can and must be done. The federal government must improve its use of technology to make the job application process more user-friendly — applicants should be able to not only apply for jobs online, but receive more information about the status of their applications. The government as a whole must continue to review and reform its basic hiring procedures to emulate the speed and responsiveness of the private sector. We cannot fight a war for talent with one hand tied behind our back — which is the situation we find ourselves in now.

Public service can be a rewarding, exciting career choice. In the continuing aftermath of the Sept. 11, 2001, terrorist attacks and the conduct of the war on terror, I believe there has been a greater understanding and respect among the public for the job federal employees do, day in and day out. Some of these people want to join the federal work force — and we cannot afford to lose their contributions due to a faulty or outdated hiring system.

**Rep. Tom Davis**, R-Va., is chairman of the House Government Reform Committee.



## 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](http://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](http://www.fsis.usda.gov).



## UPCOMING EVENTS NOVEMBER 2004

Nov 1, 2004	All Saints Day
Nov 1-2, 2004 All Day	<b>Small Business Conference</b> Hosted by the FEB/FAA/TAFB Clarion Conference Center
Nov 2, 2004 11:00	<b>FEB Shared Neutrals</b> 1915 N Stiles, Rm 312 POC: FEB Office, 405-231-4167
Nov 2, 2004	<b>Election Day</b> 
Nov 4, 2004	<b>Executive Breakfast</b>
Nov 10, 2004	<b>Interagency Training Council</b> DHS, 5020 S. Meridian POC: Sherri Beasley, 405-231-5854
Nov 11, 2004	<b>Veterans Day</b> 
Nov 16, 2004	<b>Federal Employees Care</b> Location TBA POC: Mike Birdsong, 405-297-4014
Nov 17, 2004 10:00 a.m.	<b>American Indian Council</b> Bureau of Land Management, Moore POC: Mary Lou Drywater, 405-790-1040
Nov 17, 2004 3:00 p.m.	<b>Black Program Council</b> Location to be Announced POC: Gloria Hall, 405-954-3734
Nov 18, 2004 11:30 a.m.	<b>Society of Govt Mtg Professionals</b> NCED, Norman POC: FEB Office, 405-231-4167
Nov 18, 2004 11:30 p.m.	<b>Community Outreach Council</b> 205 NW 63 <sup>rd</sup> St., Ste 170 POC: Donna Ward, 405-879-2734
Nov 25, 2004	<b>Thanksgiving</b> 
Nov 30, 2004	<b>Staff Training</b>

## Your Federal Executive Board

"Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of federal agencies and the community." (GAO-04-384)

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
- Dennis Callahan, Warden, Federal Transfer Center
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507<sup>th</sup> Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Larry Flener, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Chris Puckett, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service, Western District

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:** Dottie Overal, Director  
Small Business Administration

### Staff:

**Director:** LeAnn Jenkins  
**Assistant:** Trish Plowman  
**Program Support:** Constance Ward  
**Program Mgmt:** Larry Phillips

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



Democracy isn't controlled by decisions of a majority of the people; decisions are made by a majority of those who make themselves heard. —unknown

Be sure to vote!



## Multitasking, Improve Your Focus

In March of 2003, the Wall Street Journal printed a story that outlined the findings of David Meyer, a psychology professor at the University of Michigan. Meyer had conducted a study in which he determined that multitasking, as quoted by the Journal, can “make you less efficient and, well, stupider.”

Meyer determined that chronic high-stress multitasking -- basically doing too many things at the same time under intense pressure -- is linked to short-term memory loss and reduces the brain power needed to perform each task. Meyer’s findings also concluded that with intense multitasking, a prolonged adrenaline rush could be induced that might damage cells that form new memory.

Multitasking isn’t new. Parents are well aware of the sometimes minute-by-minute juggling act. At the office, it is easy to be bombarded with e-mails, phone calls, employees, and meetings at the same time. In the car, talking on the cell phone, driving, and eating at the same time make you slower and less responsive.

“Multitasking can be terrific when done effectively, but 95 percent of people do not do it effectively,” says Dr. Larina Kase, who is a counselor at the Center for Treatment and Study of Anxiety at the University of Pennsylvania. “Many people think that multitasking means juggling, which begs the question: Do you really know how to juggle? Multitasking without knowing how to juggle will inevitably lead to dropping some balls.”

Kase says that the fundamental problem with multitasking is that it actually increases stress because you try to hold more information in your memory than is possible. This can give you the feeling of being disorganized and can cause mistakes.

“The correct way to multitask is more like bowling than juggling: one ball and then the next. You would not try to bowl with three balls at once would you?” she says. “The best multitaskers are able to focus 100% of their energy on any one task and then move on to the next one. This leads to a sense of accomplishment rather than frustration.”

Laura Stack, author of Leave the Office Earlier, says that if you have half-done projects all over your office and home, get distracted easily, and are going in many directions, you are likely what she calls a Butterfly. She says “Butterflies have the sensation of having worked hard from being so busy, but they don’t stay focused and concentrate on what must get

done.”

Or you might be what Stack calls a Stamp. “Stamps, on the other hand, are purposeful in their activities and can juggle many things. They get one thing started, and then purposely switch to something else for a time. They know when and why to switch back to the original task. They don’t let themselves get distracted by brain traffic, emails, or interruptions,” says Stack.

The opposite of multitasking is focus. For children, Encourage Software has created a new software program called *EasyChild*, that helps young ones focus on tasks with a point system. ([www.easychild.com](http://www.easychild.com))

For parents, Debbie Glasser, the founder of NewsForParents.org, says that a key principle is prioritizing. “Ask yourself ‘Can this wait?’ If it can, let it go. Always put safety first.”

For the office, it’s often a matter of controlling your time. Says Kase, “Let’s say that I’m trying to write an article and respond to e-mails. Spend 10 minutes to respond to e-mails. Then work on the article until a designated time has passed or until you finish a specific task. Then go back to the e-mails. It will give you a sense of accomplishment -- and you will be more efficient.”

Here are some additional ways to effectively task your life:

**Know What Can Distract You** -- make a list of emergency and temporary distractions that would be okay. Otherwise, stay focused.

**Turn Your Phone To Voice Mail** -- if you need the time to finish a project uninterrupted, then temporarily turn off all interruptions like phone calls and e-mails. Tell your assistant that you need a period of uninterrupted time, and close your office door.

**Keep Your Priority List In Front of You** -- start each day with a list of priorities. Put stars next to the to-do items that must be completed. Remind yourself in moments of distraction where you need to keep your focus.

*Terra Wellington is a consumer wellness expert and an authority on creating a healthy living lifestyle. She helps you learn about wellness-oriented products, information, and resources and is also the Wellness Editor at REAL Magazine.*

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# Office of Personnel Management Training Opportunities

- Hiring Flexibilities
- Emergency Preparedness



## Two ½-Day Training Opportunities tailored for Hiring Officials and HR representatives

### Session Descriptions

**OPM Hiring Flexibilities Symposium:** Don't let talented job-seekers be discouraged by a lengthy and cumbersome hiring process. Learn about available hiring flexibilities and how they can be used to improve the federal hiring process to include:

- appointing authorities for veterans
- applying the criteria for seeking direct hire authority
- student and excepted service employment authorities
- using the category rating procedures for competitive examining

The session will also address strategies for implementing these flexibilities through practical applications. Plan to engage in lively and productive conversation related to these topics. We urge you to send individuals on your staff that would benefit from this training. This includes Human Resource Representatives and Hiring Officials.

**Emergency Planning – The Human Capital Perspective:** This training will provide information on the human resources flexibilities to be used to explore workforce issues associated with potential short-term or substantial relocation operations, and the need to consider and integrate HR rules, regulations and practices into continuity planning to be sensitive to yet optimize human resources in a crisis.

<b>Date:</b>	Monday, December 6, 2004
<b>Place:</b>	VA Medical Center, 921 N.E. 13 <sup>th</sup> Street, Oklahoma City
<b>Parking:</b>	Convenient parking is provided in a lot on the N.E. corner of Lincoln and N.E. 8 <sup>th</sup> Street with shuttle service provided from the east side of the parking lot to the VA Medical Center. Shuttle service will return everyone to their vehicles at the end of each session. \$1 per person will be collected at the registration table from each person using this service.
<b>Cost:</b>	No Charge for the training session(s)
<b>Will Attend:</b>	<input type="checkbox"/> OPM Hiring Flexibilities Symposium (9am-12noon) <input type="checkbox"/> Emergency Planning – The Human Capital Perspective (1pm-4pm) <input type="checkbox"/> Both

### Registration Form

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

Position Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Or fax to: (405) 231-4165





## ***Balancing the Urgency of Developing Leaders with the Challenges of Budget Reductions***

**Oklahoma Federal Executive Board develops two resources to meet needs of local agencies**

Watch for the material to be distributed on both programs later this year or visit [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)

### ***Leadership FEB***

The newly developed Leadership FEB program is designed specifically for executives, senior managers, and aspiring leaders within the federal sector. This program is unique in that it is designed for federal participants and showcases primarily federal agencies and their leaders. Built similarly to other “Leadership” models, participants of this program will interact with local executives, sharing information and exploring unique challenges faced and addressed by federal leaders in Oklahoma. In addition to the nine forums in which the participants will interact and learn from each other, they will also have the opportunity for active dialogue with agency leaders on various management and leadership challenges.

#### **Individual Benefits:**

*Leadership FEB* will provide participants exposure to:

- ☑ How new and advanced technology is being leveraged for maximum benefits,
- ☑ Innovative techniques developed to respond to numerous challenges in the federal sector, and
- ☑ A valuable leadership network, providing a number of individuals from which to draw information and solutions.

#### **Agency Benefits:**

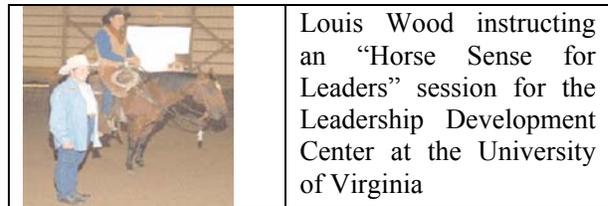
*Leadership FEB* will provide your employees knowledge and information on:

- ☑ A variety of business practices, providing the benefit from different perspectives,
- ☑ Advances in technology to increase productivity and/or operational efficiencies, and
- ☑ A valuable network of leaders with a cumulative body of knowledge and expertise comprised from each individual’s perspective.

### **Leadership Development Training**

This will be the third year for the FEB to offer a Leadership Development training series to address various management and leadership challenges. Each year is different in topics and/or speakers. However, this year we will be inviting a few of our speakers back due to the positive critiques they received on last year’s presentations. Focusing on the potential participants, we have ensured that the speakers will not be addressing the same topics or leadership principles.

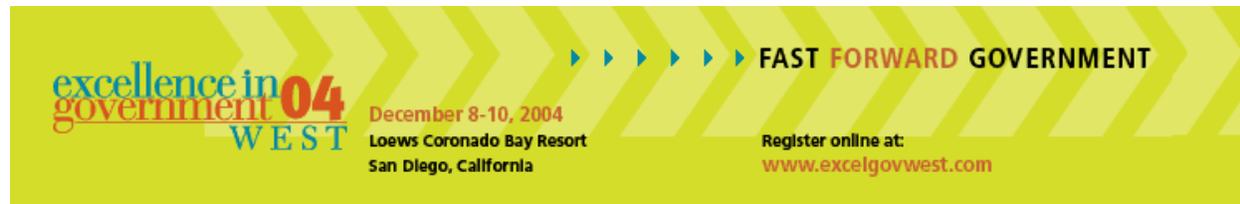
We are excited about the diverse array of topics and speakers we are providing this year. A new session offered this year duplicates a training opportunity offered by the Leadership Development Center at University of Virginia, a non-traditional 1-1/2 day session with a horse trainer.



This powerful training program focuses on the fundamental practices necessary to establish relationships based on mutual trust and respect. If you’ve ever struggled with finding ways to:

- effectively communicate;
- establish a shared understanding of goals, expectations and performance;
- gain commitment and increase motivation;
- build trust and gain respect;
- provide meaningful rewards...

...then you will benefit from this unique workshop. Some very dynamic applications for improving the quality of personal relationships can be gained by observing the powerful interaction between a horse and a cowboy. Whether they’re called “horse whisperers,” “gentlers,” or “communicators,” modern day handlers of horses share common principles and utilize similar methods in dealing with horses that truly effective managers and supervisors use with people.



## Thought Provoking Keynote Speakers Innovative Super Sessions

December 8 - 10, 2004  
[www.excelgovwest.com](http://www.excelgovwest.com)

### Sixteen cutting-edge breakout sessions organized into four tracks:

- Leadership Begins with You!
- Fast Forward Essentials
- It's All About Performance and Results
- Big Ticket Change

### "Hands On" Look at Management with Field Studies to:

- Tour the San Ysidro Border facility
- Go Inside the Navy SEALs Training Center
- See innovation first-hand at San Diego Homeless Court program
- Get on board a working U.S. Navy ship
- Discover the wonders of the U.S. Navy Marine Mammal program
- Get a behind the scenes look at the San Diego Zoo
- Get "professionally fit" at Leadership Boot Camp (held at Loews Coronado Bay Resort)

## New This Year! Government Executive Learning Groups

Go deep into the creative and informative lessons with Excellence in Government West by joining a special learning group. These intimate, structured discussions will be lead by trained facilitators to make the conference an even more active and engaging experience. Groups meet once a day during the 3-day conference to discuss and distill keynote presentations and work on challenges facing federal managers to develop strategies for turning theory and lessons into "real world" applications back at their agencies.

Government Early Bird Rate (By October 29, 2004) **\$595**

Government Regular Rate (October 30 - November 30, 2004) **\$695**

**Conference Hotel: Loews Coronado Bay Resort**, A block of reserved rooms is offered at the govt per diem rate until Monday, **November 8, 2004**. For reservations, call Toll-free: 1-800-815-6397.

*You can register for the conference on the internet, request a brochure or utilize the registration form provided inside the back cover of the Government Executive Magazine October 1, 2004 issue. When you sign up, be sure to sign up for a learning group of interest. <http://www2.govexec.com/excelgovwest/>*



<i><b>SUN</b></i>	<i><b>MON</b></i>	<i><b>TUES</b></i>	<i><b>WED</b></i>	<i><b>THURS</b></i>	<i><b>FRI</b></i>	<i><b>SAT</b></i>	
	<b>1</b> Small Business Conference FEB/FAA/TAFB	<b>2</b> 11:00 Shared Neutrals	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	
	<i>All Saints Day</i>	<i>Election Day—be sure to VOTE!</i>					
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> 10:00 ITC	<b>11</b>  <i>Veterans Day</i>	<b>12</b>	<b>13</b>	
<b>14</b>	<b>15</b>	<b>16</b> 1:30 FECC	<b>17</b> 10:00 AIC 3:00 BPC	<b>18</b> 11:30 SGMP 11:30 Community Outreach Council	<b>19</b>	<b>20</b>	
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>  <i>Thanksgiving</i>	<b>26</b>	<b>27</b>	
<b>28</b>	<b>29</b>	<b>30</b> 11:00 FEB Staff Training	<b>November 2004</b>				

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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