



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



February holds a busy schedule for Federal Executive Board activities and several opportunities for your employees to participate in the various FEB Councils. Thank you to those who have turned

in the nomination forms for your employees to serve on the councils. For those who have not yet done so, I know the FEB Office would accept any late entries and ensure the individuals are notified of upcoming meetings.

Our 2005 Leadership FEB program has a strong beginning with the Opening Reception and first day they spent together in January. Thank you to our leaders who come out for the reception to ensure this Leadership class received a great 'start' with encouragement, networking, and personal contacts they may not have otherwise!

Our Leadership Development Series of training days will begin in March. Due to the continuing popularity of this particular initiative, I would encourage you to have your employees register as soon as your training capabilities are determined. This year's series of training days are incredible for the price and allows your employees to return to work the next day due to the location.

I also want to put you on the 'look out' for an event we are planning for your administrative staff! We will be hosting one-day training on Administrative Office Professionals Day. Rather than taking up a collection in the office for a gift, use that to send that important person in your office to this one-day training seminar

entitled "The Politically Savvy Administrative Professional". Topics will revolve around the soft-skills that enable a support person to become more successful.

Through the FEB's partnership with our Regional FEMA Office, four members of the FEB's Emergency Preparedness Council attended a FEMA sponsored COOP Program Manager's "train the trainer" course in San Antonio the end of January. Through our partnership, these individuals will serve as instructors, for the same course, within our area. Watch for details in this newsletter regarding course(s) to be held in Oklahoma for your designee(s).

Least you think we've abandoned our luncheon meetings; one will be scheduled in March. The purpose is to provide information on reimbursable services in the federal sector. Attending this luncheon will provide you with contacts and information on how you can procure reimbursable services from your fellow federal agencies and Cooperative Administrative Support Units to receive the best operating price available.

Dottie A. Overal
Dottie Overal, Chairperson

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Communication is an Intellectual Act of Caring

I have observed, read about and had the good fortune of meeting some terrific communicators over the years. I have learned that they use their words (as well as their actions) to consistently send the message that they truly care about those around them. Here is what they have taught me--

1. Grant people an MBA (they are Magnificent Beyond their Abilities) and a PhD (they Possess Human Dignity) upon meeting them. The ability to bestow respect and honor upon others is the foundation of all sound human relationships.

2. Give sincere, immediate and specific compliments. Most folks go to bed at night craving to be encouraged, recognized and nourished. Never miss an opportunity to say or write the kind word.

3. Be willing to engage others in crucial conversations. Challenge them gently by using tact and diplomacy. Bear this important guiding principle in mind: In order to influence anyone, you must first show that you can be influenced. Always have the courage to work toward the win/win solution.

4. Remember and use (but don't overuse) people's names. The sweetest sound that someone can hear is their name coming from your lips.

5. The three hardest things to do in life are return love for hate, include the excluded and admit that you are wrong. Keep these things in mind as you work on the most important person in your life---you.

6. Engage people where they are. Don't talk about you—let them share their perceptions, their hopes, their fears and their stories. People love to talk about themselves—even the shy ones.

7. The opposite of being negative is not being positive; it is being grateful. There are only three kinds of people—the kind you forget the kind you forgive and the kind you remember. The remembering kind always possesses and exudes an attitude of gratitude.

I'd like to thank the great men and women from the past that have shown us how to be caring communicators. Mother Teresa said, "Few of us can do great things, but all of us can do small things with great love." May you find it within yourself to continually do the small things that make such big differences in the lives of others.

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www.speakoutseminars.com Phone: 816-578-4516

Nominate a federal employee for the 2005 Service to America Medals

Good government requires good people, yet too often the men and women who do our nation's business are overlooked and underappreciated. By honoring excellence in the federal workforce, the Service to America Medals send a powerful message to the American people about the importance of a strong civil service and seek to inspire a new generation to serve.

Award categories include:

Career Achievement	Federal Employee of the Year
Call to Service	Homeland Security
International Affairs	Justice & Law Enforcement
National Security	Science & Environment
Social Services	

The Service to America Medals are awarded annually by *The Atlantic*, *Government Executive* and *National Journal* and the nonpartisan, nonprofit Partnership for Public Service. Award recipients will be saluted by dignitaries from government, business, and the entertainment world at a Washington, DC gala on September 28, 2005. Each award is accompanied by a cash prize. Submit nominations by March 1, 2005 at: servicetoamericamedals.org



Spotlighting Federal Agencies *Did You Know....?*

FEMA

The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) is using technology to make it easier to apply for disaster assistance. In addition to registering by phone, residents of federal disaster areas may now apply online for assistance as well as find valuable recovery information at www.fema.gov.

"The ability to apply online furthers our capacity to get disaster assistance to those who need help," said Michael Brown, Under Secretary of Homeland Security for Emergency Preparedness and Response and Director of FEMA.

"Individuals and families affected by disasters can apply online, visiting local library that provides Internet access, or reaching out to family members with access to help them complete the application."

Individuals should be prepared to give their contact information and social security number, as well as provide insurance and financial information when they log on or call for assistance. Those who encounter difficulties while registering online can call the FEMA Technical Helpdesk toll-free 1-800-745-0234, 24 hours a day. This number is for technical questions only; applicants with questions about FEMA assistance, or with changes to the information submitted, can call 1-800-621-FEMA (3362) to reach the agency's disaster assistance helpline.

Online registration is the latest step FEMA has taken in response to the devastating 2004 Hurricane Season. FEMA took more calls for disaster assistance in September than any previous month in history. In less than two months, more than one million assistance applications have been taken, and FEMA has provided more than \$1 billion in assistance.

On March 1, 2003, FEMA became part of the U.S. Department of Homeland Security. FEMA also initiates proactive mitigation activities, trains first responders, and manages the National Flood Insurance Program and the U.S. Fire Administration.

Federal Occupational Health

A component of the US Public Health Service

Federal Occupational Health's (FOH) mission is to serve its Federal partners by providing occupational health resources and services. FOH programs improve the health, safety and productivity of the Federal workforce.

Federal Occupational Health (FOH) is announcing a newly enhanced program dedicated to helping Federal employees rid themselves of the smoking habit. FOH's SmokeFree4You Program provides Federal agencies with an affordable, flexible smoking cessation tool specifically designed for Federal employees.

People often need extra help when it comes to quitting tobacco. According to the Centers for Disease Control and Prevention (CDC), an estimated 33.2 million Americans (70% of all smokers) try to quit every year, but only about 1.2 million or 2.5% actually succeed.

As the country's largest employer—with nearly 1.8 million employees, and an estimated 450,000 smokers—it is important that the Federal government do its share to help its employees regain their health. With more than 300 health units and wellness centers in Federal buildings nationwide, FOH is positioned to provide on-the-spot support to Federal employees who would like to free themselves from smoking.

Telephone Support: In order to support employees who have no access to one of FOH's health centers, the SmokeFree4You Program offers the same quality interview and support services via the telephone.

By offering the SmokeFree4You Program at the worksite, agency managers can support employees while having a positive impact on their agency's productivity. For more information about how FOH can design and implement SmokeFree4You at your worksite, visit www.foh.dhhs.gov or call 206-615-2513.

For any of FOH's other programs or to learn more about what they can do to help you build and retain a healthy workforce, call the Oklahoma office, 405-231-5309.



FEEA 2005-06 Scholarship Program Eligibility & Application Procedures

Basic Eligibility Requirements

- The FEEA Scholarship Program is for current civilian federal employees and their dependent family members (spouse/child). Adult children and other relatives are eligible if claimed on the sponsoring employee's tax return. Active duty military members and their dependents are eligible only through a sponsoring civilian employee spouse. Military retirees and dependents are eligible if the retiree is a current civilian federal employee.
- The applicant or the applicant's sponsoring federal employee must have at least three (3) years of civilian federal service by August 31, 2005. No additional consideration is given for service beyond the minimum requirement.
- Past active duty time will count toward this requirement if included in the service comp. date on the Standard Form 50.
- The applicant must be at least a college freshman by the fall 2005 semester.
- All applicants must have at least a 3.0 cumulative grade point average (CGPA) unweighted on a 4.0 scale. Current college freshmen must have a minimum 3.0 GPA for the fall 2004 semester.
- All applicants must be current high school seniors or college students working toward an accredited degree and enrolled in a two- or four-year post-secondary, graduate or postgraduate program.
- Applicants who are dependents must be full-time students. Applicants who are federal employees may be part-time students.

Application and Notification Procedures

- All applicants must submit a complete application package postmarked no later than March 25, 2005.
- **It is the applicant's responsibility to ensure the application package is complete and on time.** This includes transcripts sent directly by a school. FEEA does not notify applicants when items are missing. Applications with items missing after the deadline has passed are considered incomplete.
- Incomplete or late applications will not be considered or acknowledged.
- An acknowledgement receipt will be sent to eligible applicants who submit a complete application by the deadline. Processing and mailing of receipt letters may take 8-12 weeks after the deadline, due to the volume of applications received. Applicants desiring earlier confirmation of delivery should use a mailing service that provides delivery confirmation.
- **Applicants will be notified of their final status by September 30, 2005.** Please be aware that our committees make every effort to deliberate and provide final results prior to the start of the school year, however, unavoidable delays do sometimes occur.

Mailing Information

- Place all of the required materials, unfolded, in the same 9" x 12" (or larger) envelope.
- Please: No Staples, No Paper Clips, No Folding.
- Mail the complete application package to:
**FEEA Scholarship Program
8441 W. Bowles Ave., Suite 200
Littleton, CO 80123-9501**
- Applicants desiring immediate confirmation of delivery should use a mailing service that provides delivery confirmation.
- Make sure your application package is postmarked no later than March 25, 2005.



PLEASE CHECK THE BOXES TO ENSURE YOUR APPLICATION PACKAGE IS COMPLETE:

- This FEEA Scholarship Application Form: A photocopy of the scholarship application form is acceptable.
- Essay: Typed, double-spaced, essay not exceeding two pages on the topic: "Young people are often mentioned as a disaffected portion of the electorate because many do not vote. Why do you think so many choose not to vote? What specific actions would you recommend to bring young people into the electoral process?"
- Written Recommendation/Character Reference: Please submit a written recommendation/character reference from a supervisor, coworker, community leader, teacher or counselor. Must be submitted with application package.
- Transcript: The transcript must show a cumulative GPA of 3.0 or higher.
High School Seniors: Submit full high school career transcript that includes fall 2004 grades.
College Freshmen: Submit a transcript that verifies at least a 3.0 for the fall 2004 semester.
Applicants not currently enrolled: Submit a transcript from the last school attended.
All other applicants: Submit full post-secondary career transcripts that include fall 2004 grades.
 - Check here if your transcript is being mailed directly by the school. Transcripts must be postmarked by the application deadline of March 25, 2005. It is the responsibility of the student to ensure separately mailed transcripts arrive on time. An official transcript is not required; photocopies of transcripts are acceptable.
- List and Briefly Describe Awards, Extracurricular and Community Service Activities: Please provide this list on a separate page. Provide enough information so that the scholarship review committee will understand your accomplishments. Include relevant dates and average time spent at each activity.
- Copy of ACT, SAT or Other Examination Scores: This is required for applicants who are high school seniors; optional for all other applicants.
- Copy of Most Recent Standard Form 50 "Notice of Personnel Action." Form must be no older than January 2003. **If applicant is a federal employee, submit the employee's own form. *If applicant is a dependent of a federal employee, then the sponsoring employee's form should be submitted. *If a current SF-50 is not available you must submit a current pay stub and a letter from personnel identifying your duty station, grade and service comp. date.*
- Two Self-addressed, Stamped, #10 Business-size Envelopes with First Class Postage Properly Affixed. We will use the first to acknowledge receipt of your application and the second to provide results of the competition.

Please do not fold or bind any pages with staples or paper clips.
 Place all materials, unfolded, into a 9 x 12 in. (or larger) envelope postmarked no later than March 25, 2005.
 MAIL TO: FEEA Scholarship Program, 8441 W. Bowles Ave., Suite 200, Littleton, CO 80123-9501

Please complete the following. Incomplete applications will not be considered.

Applicant's Name: _____
 Complete Home Address: _____
 City, State, Zip: _____
 Social Security #: _____ Home Telephone #: _____
 E-mail Address: _____

Federal Employee's Name: _____
 Relationship to Applicant: []Father []Mother []Spouse []Self []Other (specify) _____
 Federal Employee's Work Tel. #: _____ Length of Federal Employment: _____
 Federal Agency Name: Duty Station: _____
 Federal Employee's E-mail Address: _____

Applicant's Unweighted Cumulative Grade Point Average (CGPA): *(must be 3.0 or higher on 4.0 scale)*
 College/University (attending or planning to attend): _____
 Class Status as of Fall term 2005 (must be at least a college freshman by fall term 2005):
 [] Freshman [] Sophomore [] Junior [] Senior [] Graduate Student

Additional information about FEEA and this scholarship program can be obtained at www.feea.org



Finders-----Keepers and Retain

Over the last decade a severe skilled-labor gap has begun to emerge. Government agencies face even greater challenges since the percentage of civil servants poised for retirement in the next decade is twice the rate of that in the private sector organizations (three in five as opposed to one in five in the private sector). What's more, surveys show that government is not among the top career choices for new graduates.

Winning and keeping today's employees, especially younger workers, requires an understanding of the changing expectations of the work force. In the book, *Values Shift: The New Work Ethic (2001)*, six major shifts in the values and expectations Americans have at work are identified. Workers are becoming ever more certain and demanding about what they want from the work experience. The good news is that employers who take the time to understand their six relatively new expectations (intangibles beyond salary and promotions) have the tools for attracting and retaining great employees.

So, what are these six new carrot sticks for both finding and keeping great staff?

Be proactive in offering them a better work/life balance: Time spent on the job in a given year has increased by 163 hours in the last 20 years---that's roughly one month per year---while leisure has declined by one-third. Undoubtedly, this is why over the past seven years, the amount of salary and number of work hours that workers say that are willing to give up to achieve a work/life balance has doubled. In additions, 55j percent of 18 to 34 year olds identify the freedom to take extended leaves or sabbaticals as a key workplace benefit.

Companies have found they can increase productivity, revenue, or both by 20 percent simply by implementing a work/life balance program for staff. Likewise, it's possible to reduce turnover by as much as 50 percent by introducing any of the following: dependent childcare subsidies, eldercare programs, counseling and referral, and flexible working hours.

Promote the sense of a deeper cause: Today's workers yearn to be motivated by more than the company's bottom line. Companies that endeavor to be good corporate citizens, or rewrite their mission statements to incorporate the sense of a deeper cause (only 10 percent of companies currently do this) have an edge. What's more, a recent survey showed that 70 percent of high school girls in the United States say their most important criteria in terms of career choice is "making a difference." Interestingly,

surveys have shown that faced with a choice of making more money or earning "enough" doing work that makes the world a better place, 86 percent of workers under 30 will choose the latter. Although government service should have an advantage in this arena, surveys show that most young people associate government with bureaucracy more than noble cause.

One response is allowing employees to do volunteer work on company time, sometimes even company budget. Then there are the two tried-and-true approaches: matching employees' charitable donations and recognizing service beyond the call of duty.

Organizations must also look at how they are pitching employment to the workforce. Several years ago the Department of National Defense in Canada was running advertisements in movie theaters with pictures of young people fixing tanks to attract people to join the military. After learning about the emerging values, they shifted their ads to focus on the adventure and the ability to make a real difference in the world (a much higher value for younger workers than fixing tanks). The responses went up significantly.

Offer the chance for professional growth and development: Shorn of any sense of job security, restless by nature and living in the era of personal growth, today's workers seek both personal and professional nourishment. Career building skills are the new security, and companies that fail to provide them lose out, especially given the desire to leave the corporate hearth for an entrepreneurial venture has never been so strong. The most successful information technology companies spend seven to 10 percent of their payrolls on training, compared with the standard two to three percent. Even more impressive is the mid-sized insurance company that gives every employee a career development account amounting to 2.5 of their annual salary.

Government agencies need to give significant development opportunities for younger workers and not require them to wait years for a promotion.

Treat employees like partners: While many executives believe that corporate hierarchies have already been busted, employees beg to differ. A 1999 Watson Wyatt Canada Survey indicated that 61 percent of senior managers feel they treat employees as valued business partners, while only 27 percent of employees share that opinion. The reality is that workers today are no longer satisfied with



Finders-----Keepers and Retain (cont'd)

empowerment; they want a sense of ownership. Again, workers often perceive government as being more bureaucratic and less flexible in this regard.

This concept entails five distinct traits:

- Communication above rank: Workers expected to contribute suggestions without regard to age or rank.
- Open books: Workers desire a true stake in the game, which means taking a deep breath and providing them with a free-flow of previously, heavily guarded information.
- Performance-based pay: A true stake also means devising profit-sharing plans of the generous variety. Team bonuses appear to be the most effective.
- Practices of partnering leaders: More leaders trained in a less authoritarian style is emerging as the make-or-break factor in retention, engagement, and long-term survival.
- Vigilance and attention to symbolism: Younger workers in particular have no time or respect for false hierarchies, and they're as ready to read signs of them into day-to-day work processes as road-rage perpetrators are to imagine driving slights on the road. Here's where the leaders must come squeaky clean, which is no simple task. Symbols such as titles and office layout become important clues for job applicants and employees looking for a collapsed versus structurally intact hierarchy.

A related issued is regular feedback. A 1998 Gallup poll found that workers who feel their opinion counted at work were the most likely to contribute their full energy and dedication. Unfortunately, less than half of workers report receiving regular communication with their supervisors regarding work performance.

Workers are seeing community in the workplace:

The traditional pillars of community---church, extended family, and neighborhoods---have been all but squeezed out by longer work hours, smaller families, later marriage, mobility, and consumerism. Meanwhile, technology, flexible work hours, and contract work have cut back how many employees gather for chats at the water cooler. Over 66 percent of the youngest workers say work will never be as important as their personal life so it is critical that work meet employees need for community.

Workplaces that accept the mantle of community---building more proactively by creating more opportunity for interaction (from Friday night barbecues to "pool with the president" nights) ---will experience higher retention.

Even age-old wisdom about managers not getting too "personal" with employees must be challenged. Recent surveys show that two of the best predictors

of engaged employees are managers who take an interest in the personal lives of employees and having a manager who "cares about me as a person." Managers should take time to get to know employees, especially younger ones.

Beyond these proactive caring gestures, how does a company go about creating community?

- Create plenty of opportunities for co-workers to interact both intellectually and socially.
- Tinker with the workplace design to ensure more social interaction. Executive floors, long hallways, and the lack of natural gathering points work against this aim.
- Get creative about initiating opportunities for quality interaction, such as barbecues where workers of all rank mix casually.
- Emphasize an open community by welcoming new members with vigor and allowing "alumni" to come and go with ease, too.

Start rebuilding trust: The legacy of 1980s downsizing is that only 37 percent of employees rate the level of honesty in their workplace as high or very high, and only 14 percent agree that people trust each other. Further, while 54 percent of senior managers think the level of trust between corporate ranks is good, only 27 percent of employees agree, pointing to entrenched hierarchy as one of the key barriers to the trust-rebuilding process.

How many leaders realize that although trust can come crashing down in an instant, it takes years to rebuild through daily, consistent actions and dedication to extracting any weeds that threaten to choke its progress? A recent study identifies the key success factors of an ethical culture as leadership, consistency, fairness, open talk about ethics, and employees' perceptions that ethical behavior is rewarded (and presumable, that unethical behavior draws consequences).

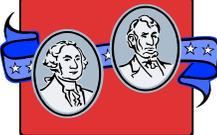
Business consultants tend to agree on the following five leaders' keys to a trustworthy relationship with employees:

- Create dialogue
- Ensure consistency of action
- Tell it straight even when the news is bad
- Accept criticism and admit when you're wrong
- Carry through

Bob Dylan wrote in the early 1960's that "the times they are a changing." The times are changing again and these shifting values at work will require employers and leaders to respond with changes in the workplace.

Copyright © 2004, John B. Izzo, PhD This article is adapted from **Values Shift: The New Work Ethic and What It Means for Business** and taken from the Fall 2004 issue of SGMP Advantage magazine.



UPCOMING EVENTS	
February	
Feb 1, 2005 10-11:30 a.m. 2-3:30 p.m.	Pre-Retirement Seminar 215 Dean A. McGee, OKC-3 rd Fl Conf Rm POC: FEB Office, 405-231-4167
Feb 2, 2005 10-11:30 a.m. 2-3:30 p.m.	Pre-Retirement Seminars 301 NW 6 th St., OKC, Conf Rm A POC: FEB Office, 405-231-4167
Feb 8, 2005 8am-12pm	Shared Neutrals Workshop "Breaking Impasse without Breaking the Rules" POC: FEB Office, 405-231-4167
Feb 9, 2005 7:30 a.m.	OKC Mayor's Committee on Disability Concerns
Feb 9, 2005 3:30 p.m.	Resume Workshop Conducted by FEB Director OSU Career Services POC: FEB Office, 405-231-4167
Feb 10, 2005 11:30 a.m.	SGMP POC: FEB Office, 405-231-4167
Feb 11, 2005 9:00-5:00	AIC Workshop on Federal Employment Tahlequah POC: Mary Lou Drywater, 405-790-1040
Feb 14, 2005	 Valentine's Day
Feb 15, 2005 1:30 p.m.	Federal Employees Care Council Location to be Announced POC: Tom Burton, 405-954-0625
Feb 15, 2005 2:30 p.m.	Emergency Preparedness & COOP 4020 N Lincoln, OKC POC: LeAnn Jenkins, 405-231-4167
Feb 16, 2005 All Day	Leadership FEB Class POC: FEB Office, 405-231-4167
Feb 17, 2005 11:30 a.m.	Community Outreach Council Muskogee POC: Donna Ward, 405-879-2734
Feb 18, 2005 11:00-1:00	FEB Staff In-Service Training
Feb 21, 2005	 President's Day
Feb 24, 2005 10:00 a.m.	Executive Policy Council POC: FEB Office, 405-231-4167
Feb 25, 2005	Trish Plowman's 3rd Anniversary with the FEB Office!

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, 507th 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 no later than the 15th of each month.

Elected Officers:

Chair: Dottie Overal, Director
Small Business Administration

Vice Chair: Chris Puckett, Director of Staff
Oklahoma City Air Logistics Center

Staff:

Director: LeAnn Jenkins

Assistant: Trish Plowman

Program Support: Constance Ward

Program Development: Janice Kurak

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.

Reason and judgment are the qualities of a leader.

--Tacitus



Leadership Book Review: The Present by Spencer Johnson

Submitted by Gwenne Campbell, Director of the Atlanta FEB

If you enjoyed *Who Moved My Cheese*, you'll love this book by Spencer Johnson! The book, simply called **The Present** is a follow-up to his classic 1984 book "The Precious Present". Just as *Who Moved My Cheese* helped us to deal with change, **The Present** is designed to help us learn to enjoy the present. Like the Cheese book, this book also is a short 100 pages of quick reading.

The Present is a fable about a young boy and an old man. It is about learning from the past, living in the present and preparing for the future. The boy meets the old man when the boy is quite young. The old man offers him a present. Through life, the boy often thinks of the old man and his present. However, it is when the boy is a man and facing some of the hardships of life that he really reflects on the offer. He is frustrated because he didn't get the promotion he wanted and he recently broke up with his girlfriend. He returns to the old man to ask him to help him find The Present. The old man responds, "Only you have the power to find The Present for yourself". So the young man sets out on a tireless search for this magical gift that holds the secret to his personal happiness and business success. It is only after he has searched high and low that he stops to relax. As he spends some quiet time to reflect on his life, he discovers The Present and all of the promises it offers.

This book is not a magic formula but rather a gentle reminder that we often spend too much time focusing on what has already happened that we can't change or worry about what will happen tomorrow. When we do this, we often fail to enjoy today.

From the old man, the young man learns to pay attention to the past, to learn from the mistakes of the past, but then to let go. He learns to live in the moment to enjoy today, because tomorrow is not promised. He also learns how to plan for the future as best as possible, but not to spend so much time planning the future that you 'lose' today.

When you find 'The Present', you will be happier. It's about the pursuit of The Present. Stop trying so hard. Live in the now. When you do, you will find that you have more peace of mind; you are more productive and more prosperous. Focus on The Present to find whatever is important to you and those with whom you work and

live. The book will help you find insights about yourself that you will want to explore more at a later time. It is the kind of book you can read again and again.

So how does this book help me in the workplace? The book will help you understand how your actions play in your life. It helps you reflect on things you've done in the past from which you can learn and correct in the present. How can you respond differently in the present? What plan for the future should you activate now? What should you be doing, now, that will help you obtain better results, more productivity, and less stress? What should you do to get the most important things done? This book will help you to be your best self in The Present. It also will help you in dealing with emotions, planning, execution, and bringing out the best in others.

Get yourself The Present and give it to others!

This book is not a magic formula but rather a gentle reminder that we often spend too much time focusing on what has already happened that we can't change or worrying about what will happen tomorrow. When we do this, we often fail to enjoy today.



***The Federal Executive Board's (FEB)
Federal Women's Program Council
Invites you to attend!***



The FEB's Federal Women's Program Council invites you to attend their initial Kickoff luncheon to 're-activate' the interagency Council for Federal Women's Program.

Executive Agency Management Officials, Supervisors, Federal Women's Program Managers, and Federal Employees wishing to serve on this Council are invited to attend.

Date:	March 3, 2005
Time:	11:00-1:00
Location:	Chase Auditorium, VA Medical Center 921 N.E. 13 th Street, Oklahoma City
Cost:	No cost

Lunch will be provided by the VA (pizza, drink, dessert)
Parking will be available in the North and East lots at the VA
(for more detailed information regarding parking, please e-mail the points of contact below)

REGISTRATION

Name: _____ Agency: _____

Phone: _____ E-mail: _____

RSVP with the above information via e-mail no later than March 1 to:
tammie.kierstead@med.va.gov or cynthia.corbett@faa.gov

PLEASE POST FOR ALL EMPLOYEES



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THUR</i>	<i>FRI</i>	<i>SAT</i>
		1 10:00 and 2:00 Pre-Retirement Seminars	2 10:00 and 2:00 Pre-Retirement Seminars	3	4	5
6	7	8 Shared Neutrals Workshop	9	10 11:30 SGMP	11 9-5 AIC Workshop	12
13	14	15 1:30 FECC 2:30 COOP	16 Leadership FEB	17 11:30 Community Outreach Council	18 10:00 FEB Staff In-service	19
20	21	22	23	24 10am Executive Policy Council	25	26
27	28		February 2005			

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 320
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We wish to thank the FAA Franchise Print shop for their monthly assistance in the duplication and distribution of this newsletter.