



INTERAGENCY CONNECTION

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Chair's Corner



The Oklahoma Federal Executive Board's (FEB's) annual report is complete and highlights of these FY 2004 accomplishments are published within this newsletter.

While the accomplishments occurred under the leadership of our FY 04 Chairman, Colonel Dean Despinoy, I am pleased to present the compiled report. As you can see from the highlights, the combined efforts of our federal agencies through the FEB (with the assistance of state and local government partners) have resulted in a measurable cost avoidance of **\$11,005,554.47**.

The measured economic impact of interagency FEB initiatives is **\$28,733,106.80**. This is in *addition* to the impact of your agency through salaries, contracts, purchasing contracts, etc.



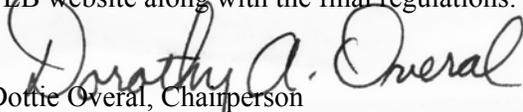
Notes of Upcoming Events and Information:

- January brings the time of updating all our federal leaders contact information for the FEB directory and emergency communication plan. Expect a phone call or fax request of information from the FEB Office.
- You will be receiving our annual Award Nomination Package; be thinking of your high-performers and who you may nominate.

- You'll be receiving information on our annual leadership development series which continues to be changed and improved with your input and feedback.
- The annual solicitation for FEB Council membership will be distributed in January. I'll be asking you to identify employees within your organization to serve on interagency councils from which you can benefit from affiliation, initiatives, and events.
- Our formal Leadership FEB program will officially begin with the first forum in January.

We apologize that the new pay schedules are not included in this newsletter as you may have expected. As soon as OPM issues the pay scales, they will be posted on our website for your convenience.

The new SES pay-for-performance information issued by OPM is currently on the Oklahoma FEB website along with the final regulations.


Dottie Overal, Chairperson

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 Executive Summary of Oklahoma FEB's FY 2004 Accomplishments				
Overall Benefit of Oklahoma FEB Interagency efforts				
Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
Training (Cost Avoidance/Cost Savings)	Interagency	dollars		\$609,909.91
ADR/Shared Neutral (Cost Avoidance/Cost Savings)	Interagency	dollars		\$1,099,415.56
Hotel (OKC, Tulsa, Lawton through Federal Premier Lodging Program)	Interagency	dollars	\$19,088,596.00	\$9,296,229.00
Community Outreach:				
Donations	CFC	dollars	\$3,369,614.00	
Volunteer Hours Donated to the Community	FECC - Interagency	5553 hrs X \$20	\$111,060.00	
Value determined by cost of blood from non-profit center to Hospitals/VAMC	Blood	23,654 units X\$184	\$4,352,336.00	
Coordinating federal agencies & schools: Computers for Schools	Computer donation	1,234 computers & other equipment	\$1,811,500.80	
			\$28,733,106.80	\$11,005,554.47

Highlights

National Initiatives

Emergency Preparedness

- The Oklahoma FEB developed a partnership with the Oklahoma City Fire Department to make site-visits to all federal offices in the Oklahoma City metropolitan area. Through this effort, federal agencies meet the first responders most likely to respond to any emergency at their facility, provide input useful to their emergency preparedness plans, along with revalidation of evacuation routes and shelter in place identification. Negotiation is underway for the City of Tulsa for a similar partnership.
- Hosted several interagency table-top discussions and one table-top exercise for leaders to learn from the experts and from each other. From these forums, information was shared to strengthen preparedness plans and continuity of operations.
- Hosted unique CLEET certified "awareness level" course designed to provide basic information concerning explosive and incendiary devices that could be used as terrorist weapons. The course was comprised of classroom presentations designed to familiarize attendees with commercial and military explosives, improvised explosive devices, and appropriate response procedures.

Human Capital

- Coordinated 20 interagency/intergovernmental training forums throughout the year on various topics ranging from Alternative Dispute Coordination to Effective Staff Work to Leadership Workshops. The total cost-avoidance of these 20 forums totals \$609,909.91.
- Coordinated a federal job fair at the University of Oklahoma, specifically for federal agencies in Oklahoma.
- Worked with Career Services at the University of Oklahoma, providing speakers each semester on the diverse career fields within public service. Also addressed the value of internships and the utilization of USAJOBS website for their job search, resume development and storage.
- Designed and hosted the first training conference for FEB support staff, August 18-20, 2004.

Communication

- Distributed national communications from OMB, OPM, GAO, and other Departments to 272 federal leaders in Oklahoma throughout the year regarding topics such as the Hatch Act, results.gov, leave issues, pay for performance issues, SES pay issues, etc.

Premier Lodging Program

- Coordinated with hoteliers in Oklahoma to increase the number participating in GSA's program, providing a large economic impact for Oklahoma and a cost-avoidance for the federal community.



Highlights (cont'd)

Local Initiatives

Leadership Development

- Designed a “Leadership FEB” program. This series of one-day sessions is designed to expose federal leaders to other agencies within Oklahoma and their unique missions, as well as the common challenges they share. The forums are designed to be interactive in order to stimulate inquiry, analysis, and independent development of solutions for the public good. This also further strengthens the network of the federal network in Oklahoma.
- Coordinated a leadership training series consisting of five one-day training events, each focusing on specific leadership competencies. The series was open to federal and state managers and potential leaders.

Human Capital

- Hosted an annual Awards banquet during Public Service Recognition Week to showcase the excellence in federal government. More than 250 attended this annual event from six geographic locations of the state.
- Partnered with the American Society of Public Administration for the Awards program, allowing them to showcase their Administrators of the Year in the same program.
- The FEB’s Shared Neutrals Program has provided ADR services to federal agencies in Oklahoma resulting in a cost avoidance of \$1,099,415.56 through conflict resolution rather than the formal filing processes.
 - 50 EEOC-ordered referrals came to the program resulting in three cancellations and 8 resolutions.
 - 54 agency requests came to the program with 32 resolutions.

Combined Federal Campaigns

- The eight Combined Federal Campaigns conducted by federal agencies in Oklahoma raised a total of \$3,369,614 for charity.

Federal Blood Drives

- 23,654 pints of blood were donated by federal employees through coordinated federal blood drives at a value of \$4,352,336.00. These include blood drives coordinated through the Oklahoma Blood Institute and the Red Cross.

Community Outreach

Outreach

- Maintain FEB’s *Govt 4 Kids* component on our website, highlighting federal careers, the impact of federal employees in our community, and agencies that offer field trip opportunities.
- Coordinated excess federal equipment transfer from agencies to schools in need. A total of 1,234 computers were donated this fiscal year. The value of educationally useful property donated to schools through this interagency effort totals \$1,811,500.80.
- Coordinated with FAA, Francis Tuttle Vo-Tech, Tinker AFB, and the Terry Neese Center for Entrepreneurial Excellence to increase interagency participation in a Conference designed for small, disadvantaged businesses (focusing on women-owned and veteran owned businesses).
- Federal Premier Lodging Program. FEB coordination of this program with suppliers throughout the state has resulted in a total of 36 properties participating. The program has provided 162,199 room nights totaling \$19,088,596 in economic impact and total cost avoidance to the government of \$9,296,229.
- Developed a “speaker’s bureau” to provide an interagency directory of speakers (instructors, as well as speakers on various topics) available for community meetings and forums.
- Assisted the local General Motors plant by coordinating and sharing safety policies from the federal sector specific to outdoor workers during storms containing lightning.

Volunteerism

- Through the Federal Employees Care Council, interagency volunteers donated 5,553 hours at 13 events. Based upon the value of a volunteer hour (\$18-\$25), we modestly calculated an \$111,060 contribution to our community.

For the full-length annual report, visit our website at www.oklahoma.feb.gov



SEA job board puts firms in touch with senior executives

By Tim Kauffman

reprinted from Federal Times

Senior executives nearing retirement or looking for a career change within government have a new place to go for job opportunities.

Avue Technologies launched an online job bank for senior executives Nov. 17 through a partnership with the Senior Executives Association, the professional association of Senior Executive Service members.

The job bank is available only to senior executives who are SEA members—currently about 2,700 of the government's 6,800 senior executives. SEA members can access the job bank through the SEA web site, www.seniorexecs.org.

SEA President Carol Bonosaro said senior executives need help finding jobs because so many of them are eligible to retire and are preparing for life outside government. "There ought to be a way to enable these people an easy way to transition to the private sector and also an easier way for the private sector to find them," Bonosaro said.

About 250 senior executives already have entered their work history and professional skills at the site, Bonosaro said. By completing an electronic form, members generate an online resume with its own Web address that perspective employers can view online or receive by e-mail.

Executives can search job postings from government and private-sector employers on the site, mark which ones they're interested in and apply for vacancies using Avue's recruitment and staffing service.

On the employer side, the tool allows hiring managers to search for federal executives with the skills needed to fill particular vacancies. Employers can select a variety of skills and attributes—foreign languages spoken, specific program areas, security clearance status—and generate a list of executives meeting those criteria. Employers then can contact those executives directly.

Private-sector employers have had trouble reaching out to senior executives in the past because there's no central way to find them, said Linda Brooks Rix, co-chief executive officer of Avue.

"That kind of capability to reach a segment of the federal work force that's also interested in you can be a challenge," Rix said. "This is a way to do it."

In addition to featuring private-sector openings, Avue will search the Web and post federal openings for senior executives.

Currently only a half-dozen companies that are members of the SEA corporate advisory board have access to the site. Other companies interested in participating will have to pay SEA a fee.

OPM set to absorb Defense security clearance agency

By David McGlinchey

GovExec.com

The Office of Personnel Management will absorb the Pentagon's background investigation agency and substantially increase the size of the federal security clearance workforce, officials announced Monday.

The Defense Security Service will shift from the Defense Department to OPM on about Feb. 20. The move will involve the transfer of approximately 1,850 positions—including field investigators, supervisors and support staff. The shift will

significantly increase the size of OPM, which currently has about 3,000 employees. The Defense Department will also transfer 20 DSS field offices.

"We recognize the importance of the work they do for national security," said Steve Benowitz, OPM's associate director for human resources products and services. "We look forward to having them be a part of 'Team OPM.'"

Full story: <http://www.govexec.com/dailyfed/1104/112304d1.htm>



Workers get 3.5% raise, new benefits

Reprinted from a Federal Times, December 13, 2004 article

Employees will receive a 3.5 percent average pay hike in January, be able to change their retirement contributions at any time, and have new dental and vision insurance options in 2006 under bills Congress passed before adjourning for they year.

The 3.5 percent pay raise was included in the fiscal 2005 omnibus spending bill, which President Bush signed into law Dec. 8. Bush now has until Dec. 31 to determine how much of that raise will be applied across the board to everyone and how much will be allocated as locality pay. His pay advisers have recommended a 2.5 percent across-the-board increase and a 1 percent locality increase that will vary based on where employees work.

The bill to eliminate open seasons for the Thrift Savings Plan was passed by the Senate on Dec. 7. The House passed the bill in November. Current law allows employees to change their contributions to the TSP, the government's retirement plan, only during open seasons that are held every six months. But a new automated record-keeping system eliminates the need for open seasons because employees can make investment changes at any time.

And the House approved legislation Dec. 6 that will enhance dental and vision insurance options for federal employees and retirees. The bill, which already had cleared the Senate, requires the Office of Personnel Management to provide more dental and vision insurance options to employees and retirees through contracts with one or more insurance companies. Unlike other federal health insurance programs, where the government pays the bulk of the premiums, policy holders will pay the entire cost of the enhanced dental and vision benefits. The new benefits will begin in 2006.

Winter Brings CO Concerns

The onset of winter brings the holidays and cold weather. And cold weather ushers in carbon monoxide (CO) season, which may pose a threat to the region's air quality status. In the past, carbon monoxide was the region's primary air pollution concern, but the replacement of older vehicles with newer, cleaner motor vehicles lessened CO's impact, and more stringent requirements for ozone now makes smog the number one air pollution priority. Still,

Central Oklahomans need to remain aware of the indoor and outdoor impacts of carbon monoxide.

Carbon monoxide is a colorless, odorless and poisonous gas that can interfere with the delivery of oxygen to the body. Health effects vary based on intensity of exposure, but infants, elderly persons and individuals with respiratory diseases are particularly sensitive.

Motor vehicles and two-cycle gasoline power engines cause a large percentage of carbon monoxide pollution as a result of incomplete fuel combustion in cold weather. Higher CO levels generally occur between November and February on clear, low-wind days when air temperature is between 35 and 40 degrees. The evening rush hours are sometimes problematic, due to the high concentration of motor vehicles in areas such as shopping centers and major intersections.

Carbon monoxide emissions increase in cold weather because motor vehicles need more fuel to start in cold temperatures, and because some emission control devices, such as oxygen sensors and catalytic converters, operate less efficiently when they are cold.

Recommendations to keep CO levels low:

- Driving slowly as the car warms up, instead of idling.
- Decreasing rush-hour traffic by either working at home or arriving and leaving work a little earlier or later.
- Turning off engines while stopped for a train or during other waiting periods.
- Avoiding drive-through windows at restaurants, banks, cleaners, etc.
- Avoiding the use of wood-burning fireplaces and stoves.
- Checking home heating systems for operating efficiency.

Taken from the ACOG's *Perspective* newsletter



UPCOMING EVENTS

January

Jan 1, 2004	New Year's Day
Jan 5, 2004 3:00 pm	Black Program Council Tinker AFB, Bldg 469 POC: Gloria Hall, 405-954-3734
Jan 7, 2004	Agency Visits-Enid POC: FEB Office, 405-231-4167
Jan 11, 2004 11:00 am	Shared Neutrals POC: FEB Office, 405-231-4167
Jan 13, 2004	SGMP POC: FEB Office, 405-231-4167
Jan 19, 2004 10:00 am	Interagency Training Council SBA, 301 NW 6 th Street POC: Sherri Beasley, 405-231-5854
Jan 19, 2004 3:00 pm	Black Program Council USPS, 3030 NW Expwy POC: Gloria Hall, 405-954-3734
Jan 20, 2004 10:00 am	American Indian Council NOOA, Norman POC: Mary Lou Drywater 405-790-1040
Jan 25-27, 2004	COOP Program Managers Course San Antonio POC: FEB Office, 405-231-4167
Jan 28, 2004	FEB Staff In-Service Training



Other Information:

FEDweek has Just Posted and Published Two FREE Special Reports:

- "Federal Pay & Benefits 101: Basic Facts You Need to Know" and
- The 12 "Deadly" Sins Federal Managers Should Avoid.

These Two FREE downloads are available to All federal employees!
Go to <http://www.fedweek.com> to download one or both of these two very informative FREE Special Reports.

The U.S. Equal Employment Opportunity Commission has a Youth@Work initiative highlighted on the Oklahoma FEB web-site. It is designed to teach youth about some of their rights and responsibilities as an employee.
The web site explains the different types of job discrimination that young workers may encounter and suggests strategies they can use to prevent, and, if necessary, respond to such discrimination. Visit www.oklahoma.feb.gov/FEBKids/YouthAtWork.htm

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

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



Leadership Book Review

Provided by Gwenne Campbell, Director of the Atlanta FEB

The Leadership Secrets of Santa Claus (How to Get Big Things Done in Your "Workshop" All Year Long)

This cute little, 82 page booklet points out that it's not easy being Santa Claus! As Santa the MANAGER and Santa the LEADER, everyone has high expectations. He has responsibilities to the gift-getters, and the gift-makers. He has problems, mistakes, and miscalculations, just like everyone else. His gift to us is to share eight practical strategies for leader others and getting big things done. They're called "The Leadership Secrets of Santa Claus"

1. Build a Wonderful Workshop

- Make the mission the main thing. Keep the mission in front of the folks by posting it on walls, discussing it at staff meetings and training sessions, including it on internal correspondence and through a host of other activities that help ensure it stays your central focal point.
- Focus on your people as well as your purpose. Be accessible; considerate; provide training; keep employees informed; demonstrate respect; solicit and listen to their ideas and concerns; help everybody to grow.
- Let value be your guide. It's not how a workshop stands, but what it stands for that makes it special. Make sure everyone knows what values are important and then help them turn those into everyday behaviors.

2. Choose your reindeers wisely

- Hire tough so you can manage easy. Staffing is your single most important responsibility. Take the time to get it right and you'll spend less time dealing with the wrong reindeer.
- Promote the right one for the right reason. Be sure the person you select has the characteristics, talents, values, abilities and attitudes that you feel are necessary to perform tasks successfully.
- Go for the diversity advantage. You'll discover new skills, perspectives, and ideas. Different people bring more than one way of thinking, planning, producing, and problem-solving. You'll be stronger and more in tune with the different customers you serve.

3. Make a List & Check it Twice

- Plan your work. Six questions to ask: What needs to be accomplished? Why does it need to be done? (How does it contribute to my overall mission?) When does it need to be accomplished? Where am

I now in relation to this goal? Who will be involved? How will it be accomplished? (Steps).

- Work your plan. Is it doable? Has anything changed? Follow your plan and make adjustments as needed.
- Make the most of what you have. This includes time, money, materials and equipment, and employees' talents and expertise.

4. Listen to the elves

- Open your ears to participation. Involving workers in running the operation and in making decisions that affect them is a key strategy for leadership success.
- Pay attention to how you are perceived. Pay attention to how others feel. Perceptions are realities for those that hold them. Listen and act.
- Walk around in their shoes. Keep in touch with the operation. Ask what you can do to help make things easier and better. DO those that are reasonable and appropriate.

5. Get beyond the red wagons

- Help everyone accept the reality of change. Explain why change is necessary and the benefits, collectively, and individually. Have patience with the learning curve.
- Remember the customer is really in charge. Keep in touch with the customer and be responsive to the customers' needs.
- Teach the business of the business. The more employees understand about how the business works, the more likely they are to accept and support change.

6. Share the Milk and Cookies

- Help them see the difference they make. Nothing motivates employees more than knowing they're making a difference. Spend time discussing how their functions, efforts, and contributions are a vital part of what you do.
- Do Right by those who do right. When employees or teams

consistently do good work over an extended time, give him/her the recognition that is due.

- Expand the reinforcement possibilities. Recognition is everyone's job. Look for ways to recognize and reinforce co-worker performance. Create an "attitude of gratitude" as one of your most important workplace values.

7. Find out who's naughty & nice

- Confront performance problems early. Don't involve everyone for one person's problem. Deal with performance problems early and calmly, before they get big.
- Coach "the majority in the middle". Keep your majority in the middle stars performing well by helping them improve, avoid mistakes, and do the best work they can do.
- Don't forge the "super stars". Give them extra attention and don't punish them for good performance. Make sure they know and are appreciated for the fact that they are the nicest of the nice.

8. Be good for goodness sake

- Set the example. You must model the behaviors that you expect from them.
- Establish guidelines and accountability. Be sure everyone is well versed in the rules and procedures that apply to them. Provide feedback. Display "zero-tolerance".
- Remember that everything counts. Look at everything you do the way you talk; the jokes; your commitments; everything. Being good and doing right are not sometime things...they are every time things involving everything you do.

The book ends with this thought: *"Follow these 'secrets' and big things are near. Effective leadership to all, and to all a good year!"*



"The Ten Key Competencies of Personal Productivity"

1. **P**reparation--This competency relates to how well you've planned and laid the foundation for your daily activities. If you excel in this competency, you are **PROACTIVE**, rather than **REACTIVE**. Most people don't have well-articulated goals. Perhaps you don't know how to set them.

Perhaps writing goals down seems like too much effort, or you simply haven't taken the time to write them. It's worth the work to create a plan, because the goals you set will provide direction for your life and focus your activities. You must translate your lofty, long-term goals into actionable tasks you can work on today.

2. **R**eduction--This competency has to do with how well you eliminate time wasters in your daily activities. If you excel in this competency, you are **ASSERTIVE**, rather than **PASSIVE** in allowing people to dictate your schedule. With a finite amount of time available, if you wanted to get more done, the temptation is to go faster and work more hours. However, productivity is not about squeezing more into your days. You must reduce "speed bumps"--things that waste your time. Speed bumps exist at organizational, departmental, and individual levels. They could include administration, too many meetings, unnecessary levels of bureaucracy, too much red tape, or unclear priorities. **YOU** can also be a speed bump—the causal factor in wasting precious time. You must eliminate speed bumps, so you can create the space to accomplish the important.

3. **O**rder--This competency relates to your level of organization. If you excel in this competency, you have **SYSTEMS**, rather than **PILES**. You can find what you want, when you want it, in thirty seconds or less. How well do you control the paper, email, reading material, and inputs into and out of your office? Order is your ability to sort, filter, and process this information effectively. It's how tidy your work areas look, inside and out. Being organized will give you more control over your life and time.

You must find the time and the self-control to start achieving more of the things you want to do through proper systems.

4. **D**iscipline--This competency refers to your ability to maintain consistent, productive behavior. If you excel in this competency, you complete what you **MUST** do, rather than what you **WANT** to do. Are you persistent in completing your high priority tasks, without getting sidelined by menial activities? Do you put your nose to the grindstone each day, or do you only work hard when you're in the mood? Do you have a set of "rules" for yourself that govern your behavior and activity?

Everyone has an "off day." But if you're self-disciplined, you exhibit consistent focus in your day-to-day work. Learn to do what needs to be done and exercise restraint over your own impulses, emotions, and desires. Sometimes working on the right thing doesn't mean doing the fun thing. You must focus on high-value output, as defined by your job requirements, and learn to stop procrastinating.

5. **U**nease--This competency refers to your ability to handle stress well, so that it doesn't impact your performance and productivity. If you excel in this competency, you focus on **VALUE**, rather than **VELOCITY**. You're not running around in a harried frenzy all the time. According to nationwide office productivity study conducted by Xerox and Harris Interactive in 2003, most people work over 60 hours a week total, and over 33 percent work on weekends. The "faster, cheaper, do more with nothing" approach has created a workplace where workers are always in high gear. This work style reduces productivity and increases stress. Stress is also a known factor in 70 percent of all diseases, so people must learn to reduce tension. You must be familiar with stress-reduction strategies, so you can recover when pushed to the limit every day.

6. **C**oncentration--This competency refers to your ability to stay on target and focus on the task at hand. If you excel in this competency, you are **PURPOSEFUL**, rather than **DISTRACTED**. With noise, interruptions, instant messages, and email, so many things competing for our attention in the workplace that it's often very difficult to concentrate. You must be able to achieve a state of "flow" and



work without breaking focus.

7. **Time Mastery**--This competency relates to how well you manage your activities throughout the day. If you excel in this competency, you focus on **QUALITY** of your activities, rather than the **QUANTITY**. Some people spend more time planning their vacations than their time. With good time management comes the rewards of results, recognition, free time, clarity, and focus. Effective time management brings purpose in life, structure to your day, direction, reduced frustration, and a sense of accomplishment. In addition, it reduces stress, since it gives you much more control over your day. You must run your life, rather than allowing your life to run you.

8. **Information Management**--This competency relates to how well you handle all the information coming at you. If you excel in this competency, you are **DECISIVE**, rather than **TENTATIVE**. We've become dependent upon computers, email, voicemail, the Internet, Blackberries, PDAs, cell phones, and pagers. These devices connect us to the world of work. Today, you must be technologically savvy and make choices quickly. You also must choose the best method and medium of communication for the particular message you want to convey. Technology can undoubtedly improve your productivity, but it can make you **LESS** productive if you're not careful.

You must use the latest technologies to your advantage, without letting technology take advantage of you.

9. **Vitality**--This competency refers to your wellness. If you excel in this competency, you **TAKE CARE** of yourself, rather than **IGNORING** your physiological needs. How healthy are you? How much energy do you have throughout the day to accomplish the things you want to do? Do you sleep enough? You have the potential to dramatically impact our productivity by paying closer attention to our behaviors around health. In other words, we eat too much, drink too much, don't exercise enough, work too much, and don't sleep enough. No wonder some people can't be productive! Some studies suggest that upwards of 70 percent of doctor visits are prompted by our own choices in these areas.

You must practice proper self-care, so that are physically capable of performing at your matchless best.

10. **Equilibrium**--This competency refers to the proper mix of activities in your life. If you excel in this competency, you feel **BALANCED**, rather than **UNBALANCED**. Balance is tough to achieve, because you have a real commitment to your job and to your family. You love your work life and your personal lives, often with equal vigor, and don't want to give either one up. Professionals find it difficult to participate fully in one arena without sacrificing the other, but successful people know high performance depends on both personal satisfaction and professional achievement. You must practice lifestyle tactics and make the proper choices that help you to work at a realistic level.

The more solidly you feel you demonstrate each one of these competencies, the better the chances that your habits support personal productivity:

- If you said a resounding, "That's me!" after each competency, you're probably a **Productivity PRO!**
- If you can identify with some but not all of the traits, you may be a "middle of the road" employee, which means you're not the most productive person, but you're not the worst. Ouch! Who wants to be average? Really work on kicking it up a notch!
- If you just shook your head, select one competency every three weeks and work on systematically improving your productivity. If you are low in a particular area, reading the corresponding chapter in my book *Leave the Office Earlier* will give you specific tools and exercises to improve in that competency.

"Laura M. Stack, MBA, CSP, is "The Productivity Pro"[®] and the author of *Leave the Office Earlier*. She presents keynotes and seminars on time management, information overload, and personal productivity. Contact her at 303-471-7401 or Laura@TheProductivityPro.com."



Final rules set on performance pay for executives

Reprinted from Federal Times article by Tim Kauffman, December 13, 2004

The Bush administration has issued final rules allowing agencies with certified performance appraisal systems to pay their senior executives salaries and bonuses up to what the vice president earns.

Most senior executives still can't earn the higher income, however, because they work at agencies without certified performance plans. Agencies must have certified plans before they can pay their executives under the new pay scales, which raise the total compensation cap by 15 percent to more than \$200,000.

As of Dec. 8, 18 agencies employing more than 3,000 executives had received provisional certification of their systems by the Office of Personnel Management and the Office of Management and Budget, and two agencies with more than 100 executives on board had received full certification, an OPM spokesman said. Provisional certification is good for one calendar year, in this case, for 2004; while full certification lasts two years, or the end of 2005.

All told, more than 3,100 executives are eligible for more pay under the new system, which is less than half of the 6,800 executives in the work force.

Some agencies appear to be waiting until January to submit their systems for review, since the administration approves systems for use during the current year. The 18 agencies that had their systems approved for 2004 will have to resubmit their systems for approval next year.

Even though provisional certification expires at the end of the year, OPM will allow agencies granted such certification to adjust their executives' pay using the higher pay caps at the beginning of 2005, said Ron Sanders, OPM's associate director of human resources policy.

Final regulations that allow agencies with certified plans to use the new executive pay scales were published Dec. 6 in the *Federal Register*.

Those rules detail the mechanics of adjusting salaries using the new pay rules.

"Basing the pay of federal employees on performance and results has been a priority of President Bush, and this represents a major step in accomplishing that objective," OPM Director Kay Coles James said Dec. 3.

The new pay rules apply to more than 7,500 employees in the Senior Executive Service and equivalent senior level, professional and technical pay systems. The rules abolish annual, tenure-based pay raises and require increases or decreases to be based on individual performance and contribution to the agency's performance.

Only those executives who demonstrate the highest levels of individual performance or make the greatest contributions to the agency's performance should receive the higher salaries permitted at agencies with certified plans, the rules state. Such pay raises must be approved by the head of the agency or his designee.

OPM made several changes to the pay rules after issuing them for public comment in July. In a couple of instances, OPM revised its list of exemptions to a rule barring senior executives from receiving more than one pay adjustment during a 12-month period.

In the first instance, OPM will allow an agency to raise a senior executive's salary more than once in 12 months to keep up with increases in the pay scale. However,

this exemption applies only to senior executives who ranked outstanding in their most recent appraisal or who rated above fully successful and made an exceptionally meritorious accomplishment.

OPM also added an exemption from the on-raise-a-year rule in cases where the agency believes an additional pay raise is needed to recruit a senior executive with superior leadership or other competencies from another agency.

<i>Certified through 2004</i>	<i># of execs</i>
Treasury	434
NASA	414
Health & Human Services	391
Commerce	367
Veterans Affairs	285
Environmental Protection Agency	285
Interior	258
Transportation	222
Social Security Administration	149
Small Business Administration	50
Federal Communications Commission	46
Federal Energy Regulatory Commission	40
Federal Trade Commission	33
White House Ofc of Nat'l Drug Control Policy	14
Merit Systems Protection Board	12
Railroad Retirement Board	9
Housing & Urban Development's IG Office	8
Nat'l Endowment for the Arts	6
<i>Certified through 2005</i>	
General Services Administration	103
Pension Benefit Guaranty Corp.	29

	Agency Appraisal System	
	Not Certified	Certified
Cap on base pay*	\$149,200	\$162,100
Cap on pay, bonuses and awards*	\$180,100	\$208,100
Pay Reductions		
<ul style="list-style-type: none"> o Prohibited until Jan. 11 o Limited to not more than 10% a year for performance or disciplinary reasons 		
Pay after a transfer		
<ul style="list-style-type: none"> o Higher pay continues if executive is transferred from an agency with a certified performance plan to one without 		
Exceptions to rule limiting pay adjustments to one every 12 months		
<ul style="list-style-type: none"> o For exceptionally meritorious accomplishment o When executive is reassigned to position with greater scope and responsibility o To recruit executive with superior leadership or other skills from another agency o To retain senior executive critical to agency mission who would leave otherwise o To align senior executive with agency's appraisal and pay adjustment cycle o When the maximum pay rates are increased after an agency has granted pay increases in a given year 		
*Estimated 2005 figures		

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- ★ Career Achievement
- ★ Call to Service
- ★ Homeland Security
- ★ International Affairs
- ★ Justice & Law Enforcement
- ★ National Security
- ★ Science & Environment
- ★ Social Services

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Submit nominations by March 1, 2005 at:
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<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THUR</i>	<i>FRI</i>	<i>SAT</i>
30	31	JANUARY 2005				1 New Years Day
2	3	4	5 11:30 Infraguard	6	7 Agency Visits- Enid	8
9	10	11 11:00 Shared Neutrals	12	13 11:30 SGMP	14	15
16	17 Martin Luther King Jr's Birthday	18	19 10:00 ITC 6:00 Leadership FEB Kickoff	20 Leadership FEB Day 10:00 AIC	21	22
23	24	25	26	27 11:30 Community Outreach Council	28 10:00 FEB Staff In-service	29
		COOP Program Manager Course				

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