



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

## Chair's Corner



Typically, Holiday Seasons provide an interesting list of tasks and worries for everyone. First Gov has developed a timely (and USEFUL) collection of government information for this busy time of year. Visit the FirstGov.gov website to obtain information on

holiday topics such as:

- Decorating Safely,
- Food for the Holidays,
- Holiday Fire Prevention,
- Holiday Mailing Tips,
- Holiday Season Safety,
- Holiday Shopping Tips,
- Holidays at the White House,
- Meat & Poultry Hotline,
- Military Troop Support (you can email a message),
- Most popular New Year's Resolutions,
- Recipes from and for Americans,
- Track Santa Claus for the kids,
- How to be prepared for Domestic and International Travel

Just in time for the recent inclement weather, our FY 2007 Emergency Communication Plan for Hazardous Weather Coordination, Clean Air Alert Policy and Possible Work Disruptions for Federal Agencies was posted on the FEB website.

In an effort to update our Federal Executive Board directory and emergency contact information, many of you have been contacted by Karen Harrington, new assistant in the FEB office. She has been contacting your staff to

obtain the information necessary for the directory and asking for the 24/7 contact information for our Emergency Communication Plan. This information is considered personal and is not released, only utilized by FEB Staff for inclement weather notification or other situations occurring outside the regular workday.

I appreciate your cooperation and assistance to our FEB office so they can gather the many items of information necessary to keep our federal community 'connected'.

*Item of interest:* In preparation for Flu Season, National Hand Washing Awareness Week is December 3-9. Before flu season kicks into high gear, National Hand Washing Awareness Week reminds us that regular hand washing is the single most effective way to prevent the transmission of disease. To find out how this hygienic practice gained recognition during the 19th century, visit <http://www.cdc.gov/od/oc/media/pressrel/r2k0306.c.htm>

*Around the Corner:* A tabletop exercise on the topic of Pandemic Influenza will be hosted by the Federal Executive Board and led by FEMA, Region VI on January 11<sup>th</sup>; a registration form is at page 11 of this newsletter for your convenience. Information throughout the day should assist you in incorporating Pan Flu into your agency's Continuity of Operations (COOP) plans. Plan to attend!

Mike Roach, Chairman

<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
Mileage reimbursement	2	New NCED Mgr	7
Spotlighting agencies	3	Tabletop Exercise	8
CFC	4	Fundamentals of Business	9
PreRetirement Seminars	5	FEB Council Nomination	10
Upcoming Events	6	Calendar at a Glance	12



## ***Mileage reimbursement could return to highest level ever***

**DAILY BRIEFING** November 2, 2006

By Daniel Pulliam, dpulliam@govexec.com

The rate at which agencies reimburse federal employees who drive their own cars for work could go up by 4 cents per mile in January, if the government continues its pattern of following the Internal Revenue Service's lead.

The IRS announced Wednesday that beginning Jan. 1, 2007, the standard rate used to calculate the deductible costs of operating an automobile for business purposes will be increased to 48.5 cents per mile, matching the highest rate ever, set in the fall of 2005. The current rate, set at the beginning of 2006, is 44.5 cents per mile.

The General Services Administration is permitted under federal law to establish a reimbursement rate for federal employees who use personal vehicles for official business, but it cannot exceed the one established by the IRS primarily for tax deduction purposes. In the past, the GSA rate consistently has followed the IRS one.

Higher vehicle and fuel prices for the year ending last month prompted the increase for 2007, the IRS stated. The rate is based on a study of the fixed and variable costs of operating an automobile, including gas prices, oil, tires and scheduled maintenance. The study was conducted by Runzheimer International, an independent contractor based in Rochester, Wis.

GSA briefly set the federal employee mileage reimbursement rate at 48.5 cents per mile when record-high gas prices in the aftermath of the 2005 Gulf Coast hurricanes spurred the IRS to make the unusual move of raising the rate 8 cents a mile in the middle of the year. GSA followed suit less than a week later.

In May, the National Treasury Employees Union called for a rate increase when the average price of gas nationwide neared \$3 per gallon. NTEU has supported legislation introduced last year during the fuel price run-up that would raise the

IRS rate to 60 cents per mile and require GSA to do the same.

According to federal travel regulations, employees may use personal vehicles for official travel if they obtain permission from their agency. The reimbursement rates apply only to the authorized means of travel.

The mileage reimbursement does not pertain to employee relocations. Transfers or relocations are designated as a transportation expense rather than as an allowance for the cost and operation of the vehicle, according to GSA.

The following chart shows the mileage rates adopted by GSA over the last decade.

GSA Vehicle Reimbursement Rates (cents per mile)	
2007	48.5*
2006	44.5
September-December 2005	48.5
January-August 2005	40.5
2004	37.5
2003	36.0
2002	36.5
2001	34.5
2000	32.5
1999	31.0
1998	32.5
1996	31.0
1995	30.0

\* Potential rate

\*\* There was no rate change in 1997

**Source:** General Services Administration



## Spotlighting Information in Public Service

### Did You Know...

#### **United States Coast Guard**

##### Container Inspection Training Assistance Team

The Container Inspection Training and Assistance Team (CITAT) was developed in 1994. It was conceived of to primarily train Coast Guard Marine Safety personnel regarding the inspection of intermodal shipments of hazardous materials under the newly created Container Inspection Program (CIP). Since then, CITAT has assisted MSOs in their partnering efforts by providing training to maritime industry along with federal, state, and local agencies through a very well received “Partnership through Education” initiative. The intent of this program is to effect compliance by education vice enforcement. Since the program’s inception, it has received support by shipping lines and Port Authorities, worldwide.

CITAT has taken the lead in providing “one stop shopping” to our maritime shipping customers by bringing together the various regulatory agencies in an operational field environment known as a “multi-agency strike force operation” (MASFO). MASFO’s have proven to be beneficial to all parties concerned with the safe shipping of hazmat by acting as the vehicle for concerted safety/law enforcement oversight, thus limiting costly delays from duplicated enforcement policies.

For federal or state agencies conducting multi-agency container inspection operations, CITAT provides a team of up to eight inspectors to provide organization assistance and guidance. CITAT personnel have conducted training for, and worked alongside, the following agencies and organizations:

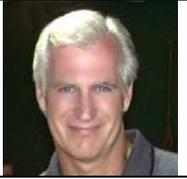
Research & Special Programs Administration  
Federal Motor Carrier Safety Administration  
Federal Aviation Administration  
Federal Railroad Administration  
Department of Defense  
US Customs Service  
Alcohol, Tobacco & Firearms  
US & State Attorney General Offices  
Drug Enforcement Agency  
Animal and Plant Health Inspection Service  
Federal Bureau of Investigations

#### **Missions:**

- Provide container inspection assistance to Coast Guard units implementing the National Container Inspection Program.
- Promote standardization of Coast Guard inspection procedures nationwide.
- Research new technologies for container inspection and field test for potential nationwide use.
- Provide deployable on-site packaged hazardous materials training and container inspection training to Coast Guard units involved in container inspection.
- Assist Marine Safety Offices/Captains of the Port during Coast Guard participation in Multi-agency strike force operations (MASFOs).
- Coordinate joint inspections with other federal and state enforcement agencies.
- Provide exportable hazardous material familiarization training to U.S. Customs Service inspectors as per existing inter-agency agreement.
- Assist Marine Safety Offices in establishing liaison with other agencies.



## Combined Federal Campaigns in Oklahoma Successful

<p><b>Lawton-Ft. Sill's Combined Federal Campaign</b> was kicked off with an event hosted by MG David Ralston, Commanding General of Fort Sill with guest speaker, Jimmy Langkop. Donations for this year's campaign totaled <b>\$314,186.62.</b></p>	
	<p><b>Tulsa's Combined Federal Campaign</b> theme this year was "Get Your Kicks on Route 66". Tulsa's nearly 4,700 Federal workers enthusiastically exceeded their goal in the 2006 Combined Federal Campaign (CFC), raising in excess of <b>\$465,000</b> for the Tulsa Area United Way's fund drive this fall. Southwestern Power Administration Director &amp; Senior Staff "led the pack" for CFC.</p>
<p><b>Central Oklahoma's Combined Federal Campaign</b> was kicked off with an interagency event in the new Federal Building. Costumes included Elvis, Marilyn Monroe, and others! While this campaign is not yet complete, current totals are at <b>\$3,022,080.06</b></p>	
	<p><b>Muskogee's Combined Federal Campaign</b> included a competition of "vote with your dollars" on whether the VA Regional Office Director (an OU fan) would welcome employees in OSU cheerleading attire or if the OSU fan (also in the Director's office) would greet them in OU cheerleading attire. The money jars resulted in the Director 'doing the job'! The Muskogee campaign totaled <b>\$127,694.00.</b></p>

Other campaigns in Oklahoma for which no information was provided include: Jackson County, and McAlester.

### OPM Issues Final Rules to Modernize the Combined Federal Campaign and Expand Opportunities for Donors to Provide Financial Assistance

Washington, D.C. -- The U.S. Office of Personnel Management has issued final rules that modernize the Combined Federal Campaign, including the removal of geographic barriers to employee giving during disasters and emergencies.

The rules, published in yesterday's Federal Register, streamline comprehensive eligibility criteria and public accountability standards on organizations wishing to participate in the CFC, as well as promote the use of technology to enable online pledging. They also make private foundations ineligible for CFC participation.

OPM's rules allow employees to make financial contributions to organizations outside their local areas during disasters and emergencies; additionally, charities with administrative and fundraising expenses in excess of 25% of total budget may participate in the CFC, but will have to publicize these expenses in campaign listings.

"Federal employees, postal workers and members of our military services have provided enormous support to thousands of charities that participate in the annual campaign," said OPM Director Linda M. Springer. "With these rules, we are ensuring the future success of a program that was established in 1961, while further reinforcing the confidence of donors who want to know their contributions are being properly used."

Administered by OPM, the CFC is the nation's largest employer-sponsored charity drive. Since its inception, the program has received donations in excess of \$5.5 billion from the federal community.

"We will continue to provide federal donors with assurances the charities that participate in the CFC have met the eligibility criteria and are fiscally accountable," said Springer. "I am confident we will have a stronger CFC as a result of this process, and set the campaign on a solid course toward modernization."



# One-Day Pre-Retirement Training Seminar



<p><b>CSRS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> </ul>	<p><b>FERS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> </ul>
--	--

**TIME:** 8:30 a.m. - 4:00 p.m. (each day) Registration will begin at 8:00am  
**LOCATION:** Metro Tech, 1900 Springlake Drive, Oklahoma City (Alpine/Calypso Rooms)  
**COST:** [ ] \$85.00 per person if registered by close of business 2/22/2007  
[ ] \$95.00 per person if registered after close of business 2/22/2007  
[ ] \$45.00 for spouses (if materials are shared)

[ ] I am registering for the CSRS Only session on Wednesday, March 14, 2007.

[ ] I am registering for the FERS Only session on Thursday, March 15, 2007.

*Seating is limited to 80 per session. Once a session is filled, future registrants will be notified and provided the opportunity to be placed on a waiting list for the next Pre-Retirement session.*

NAME(S): \_\_\_\_\_  
List name of employee and spouse on same form to receive the discounted price for spouse

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Agency/Registrant may pay by [ ] cash, [ ] check, [ ] credit card or [ ] government voucher.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through February 23, 2007. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!





NATIONAL CENTER FOR EMPLOYEE  
DEVELOPMENT  
FOR IMMEDIATE RELEASE



**Scott Morgan  
Named  
Manager of  
Postal Training  
Center**

(Norman, OK)  
Scott P. Morgan is  
clear about his focus  
as the new manager

of the U.S. Postal Service’s National Center for Employee Development, Norman, OK. “We’re here to help deliver the mail.”

“My number one charge is to support postal operations and help process, transport, and deliver the mail,” Morgan said. “Number two is to make sure the training function helps provide the people resources to support postal operations. These are two contributions that NCED can make in support of the 24-hour postal clock – which drives customer service.”

Morgan, 53, was named the NCED manager in September, but has a strong background in employee development and training. His 33 years of postal experience includes working up through the training organization, first as a training technician, then associate training and development specialist, training supervisor, and ultimately manager of employment and training for New Haven, Connecticut’s 5,000 postal employees.

Morgan’s experience will contribute to the NCED organization, where he will direct delivery of national training for the U.S. Postal Service. NCED programs includes management, operations, and technical training on mail processing equipment and delivery; plus courses on computer-information networks, business-mail management, vehicles, building systems, environmental safety, and general business topics.

Among the challenges facing the Postal Service is maintaining a pool of employees able to step

Processing mail has become a highly automated process, requiring skilled management, high-tech maintenance, and performance-driven operation.

“We must keep our people-resource pools full to be able to deliver for America.”

Morgan will oversee an NCED staff of over 600 training and support professionals, a \$48 million annual operating budget, and training that reached 220,000 postal employees in FY 2006. Employees receive training both at the Oklahoma Center, and through various national programs delivered in local post offices, including distance-learning and e-learning courses.

He will also manage the 72-acre, postal-owned campus in Norman, which includes learning facilities with hands-on equipment labs and advanced classroom support. The campus’ 996-room housing and recreation facility provides guest rooms, food, health, and fitness services for both students and conferees.

Morgan has an associate degree in Occupational Safety and Health from Empire State College, New York City; and a BS in Business Administration from Albertus Magnus University, New Haven, Connecticut. He has completed a certificate program in Industrial and Labor Relations at Cornell University, New York City, as well as an executive development program at Columbia University.

Scott and his wife, Barbara, are already putting down Oklahoma roots. They have bought a condo in Norman, and Scott has begun a collection of University of Oklahoma ties.



# Determined Accord Pandemic Tabletop Exercise



Date:	January 11, 2007 (no cost)
Time:	9:00 a.m. – 4:00 p.m.
Location:	OKC Municipal Maintenance Facility, Training Bldg 3738 SW 15 <sup>th</sup> Street, Oklahoma City
Objectives	This exercise is designed to increase participant understanding and requirements for Continuity of Operations (COOP) planning and readiness for a pandemic event. We apologize, but the content limits participation to 20 Agencies (3 people from each agency: 1 senior manager, 1 COOP Manager, and 1 other), for a total of 60 participants. Because there are several more agencies that need to attend this type of exercise, we have included a short train-the-trainer module for those COOP Managers who attend, and ask that each of the 20 COOP Managers agree to provide at least one additional tabletop exercise for other agencies. Exercise Determined Accord Train-the-Trainer Course To mitigate vulnerabilities during a pandemic influenza outbreak, participants should be able to identify gaps or weaknesses in pandemic planning in organization COOP plans, policies, and procedures.

Directions: Take I-44 and exit SW 15<sup>th</sup> Street, travel west, just past the stop light at Portland Ave. The Municipal Maintenance Facility is located on the south side of the street, pull into the drive and continue through Gate D. The Training Center building is directly in front of you, parking is available on either side.

Registration Form (up to 3 individuals from the same agency can attend, if pre-registered)

Name:	Agency:
Title:	Email:
Phone:	Fax:

Name:	Agency:
Title:	Email:
Phone:	Fax:

Name:	Agency:
Title:	Email:
Phone:	Fax:

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



## *Having Fun with the Fundamentals of Business*

Historians are telling us that we live in times of rampant change. It is hard to disagree with this assessment. The key to staying buoyant in today's marketplace is knowing what not to change. The ability to remain focused on the fundamentals of business will enable you and your organization to manage change with unchanging values. The commitment to the following fundamentals will make you more profitable into the upcoming year and also will bring more fun into your workplace.

Business Fundamental #1: People spend money for two reasons only—solutions to problems and good feelings. These are also the only two reasons that you have a job. Accept the challenge each day to find innovative ways to “WOW” your internal and external customers.

Jenny, a terrific senior-level manager, mails a personal thank you note (not an email) to the spouse or significant other of the employee that she wants to praise. She said, “Recognition is something that people crave. It is just as important as the paycheck. When I get a chance to make someone feel special in the eyes of his/her family, I will do it every time. It never grows old. I have received letters back from spouses that bring tears to my eyes.”

I'd like to work for someone like Jenny. Her stories points out that humans can do two things that machines cannot do—innovate and care. Since ideas are the currency of the 21<sup>st</sup> Century, your ability to bring fresh approaches to the business fundamental of solving problems and creating good feelings will make you stand out as well as outstanding in your arena.

Business Fundamental #2: What gets measured, gets managed. Dynamic leaders (and followers) “hone in” on a few critical numbers that are the lifeblood of their organization. They stress the importance of these numbers to their colleagues and really don't pay great attention to other numbers.

Thomas, a seasoned middle manager, noted, “There are only four things that can be measured in any workplace—quality, quantity, cost and speed. With the input of my fellow employees, we were able to isolate the top three weekly numbers. We have a discussion about them every Monday afternoon at a staff meeting. As our competition and marketplace has changed, we decide how we are going to change what we are measuring. Since we compete in a rapidly changing marketplace, our emphasis is on the importance of execution. We see ourselves as well-trained athletes who enjoy the game each day.”

Steve Jobs, the founder of Apple Computer, spoke about the business fundamental of measurement (and ultimately execution) with three simple words. He noted, “True artists ship.” Enough said.

Business Fundamental #3: Create a workplace that is (1) challenging (2) meaningful (3) fun. My research indicates that employees want a workplace culture characterized by these three things above in this order of priority.

Mike is a bank president and Kim is an executive vice-president at the same bank. They have created an exciting and empowered environment in their bank. As both of them shared with me, “We go out of our way to make sure that we match the individual's talents with the tasks at hand. We also provide our people with a sense of a purpose by enabling them to serve the citizens of our community. This is not just lip service. All of our employees mingle and celebrate with the townspeople whenever possible. Most importantly, we use the word culture a great deal in our daily communication with our colleagues. We believe people support what they help create and we never stop soliciting their input.”

Mike and Kim are BLT's. They are Believable, Likeable and Trusted people who are not enamored with their rank. They are magnificent role models because they stress you're your culture is just as important as your strategy.

Let's review the three business fundamentals:

- Supply innovative solutions to problems and good feelings for your internal and external customers.
- Stay focused on the critical numbers—what gets measured gets managed.
- Do your part to create a workplace that is challenging, meaningful and fun.

These are the only three things that truly matter in any organization; they are the all-important, bottom-line, no questions asked, fundamentals of success! Dr. Charles Mayo, the founder of the world renowned Mayo Clinic in Rochester, Minnesota once said, “There is no fun like work.” Indeed, let's manage change with unchanging values by keeping the fun in these three fun-damentals and living his words each day.

© November, 2006 Mark “Tenacious” Towers, Founder of Speak Out Seminars, LLC  
Phone: 817-421-4744 Email: mark@speakoutseminars.com



**FEDERAL EXECUTIVE BOARD COUNCIL MEMBERSHIP NOMINATION FORM for employees**  
**Fax to the FEB Office, (405) 231-4165 no later than Friday, December 15, 2006**

**FEDERAL BLACK PROGRAM COUNCIL**—initiates/implements activities enhancing cultural awareness and promoting advancement and employment in the Federal Government.

Nominee _____	Alternate Nominee _____
Address _____	Address _____
Phone & FAX _____	Phone & FAX _____

**FEDERAL WOMEN'S PROGRAM COUNCIL**—initiates/implements activities to ensure women are appropriately represented in the Federal workforce, provide efficiency through synergy of interagency approach to FWP activities and offer training sessions on program-specific topics to FWPMs, Managers and Supervisors.

Nominee _____	Alternate Nominee _____
Address _____	Address _____
Phone & FAX _____	Phone & FAX _____

**AMERICAN INDIAN COUNCIL**—initiates and implements activities to enhance cultural awareness and promote the advancement and employment of Native Americans; works with local tribal governments on issues unique to Native Americans.

Nominee _____	Alternate Nominee _____
Address _____	Address _____
Phone & FAX _____	Phone & FAX _____

**INTERAGENCY TRAINING COUNCIL**—local, State and Federal Government based employees striving to become second to none for providing state-of-the-art training to our personnel so they can more efficiently meet the needs of our customers.

Nominee _____	Alternate Nominee _____
Address _____	Address _____
Phone & FAX _____	Phone & FAX _____

**FEDERAL EMPLOYEES CARE COUNCIL**—improving the quality of life throughout our community by partnering with local groups in support of community/charity events by providing volunteers from the Federal workforce.

Nominee _____	Alternate Nominee _____
Address _____	Address _____
Phone & FAX _____	Phone & FAX _____



**EMERGENCY PREPAREDNESS & COOP COUNCIL**—Federal, State, and Local Government employees tasked with sharing expertise in an effort to assist government agencies and those involved in the improvement of preparedness efforts and COOP issues.

Nominee \_\_\_\_\_

Alternate Nominee \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone & FAX \_\_\_\_\_

Phone & FAX \_\_\_\_\_

The Oklahoma FEB supports and promotes national initiatives and responds to local needs of Federal departments/agencies and the communities through program activities of our councils. Councils are established and may be dissolved by recommendation of the FEB Chair or Executive Director and concurrence of the Policy Council. We fully expect these councils to continue as high-performing organizations of the FEB.

<p>Benefits for the agency include:</p> <ul style="list-style-type: none"> <li>★ Unified voice and visibility</li> <li>★ Organized community presence</li> <li>★ Sharing of Resources</li> <li>★ Joint efforts of mutual interest</li> <li>★ Quality and productivity improvements</li> </ul>	<p>Benefits for the participating employee include:</p> <ul style="list-style-type: none"> <li>★ Satisfaction of involvement in major issues</li> <li>★ Training and education opportunities</li> <li>★ Career Development</li> </ul>
---	---

The individual(s) listed above are identified as representative(s) from this agency for the council(s) indicated.

\_\_\_\_\_  
FEB Member/Agency Leader

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date



SUN	MON	TUES	WED	THUR	FRI	SAT
31		December 2006			1 Naturalization	2
3	4	5	6	7	8	9
10	11	12	13 7:30 Mayors Committee	14 6:30pm FECC	15  Hanukkah	16
17	18	19	20 10:00 ITC	21 12:00 BPC	22	23
24	25  Christmas	26 Kwanzaa 	27	28	29	30

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

We wish to thank the FAA Franchise Print shop for their monthly assistance in the duplication and distribution of this newsletter.