



INTERAGENCY CONNECTION

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Chair's Corner



Happy New Year to all!

These are exciting times for the Federal Executive Board network. I had the opportunity to participate in a meeting, just before Christmas, with Office of Personnel Management executives and the Social

Security Administration's Regional Administrator from Atlanta regarding Federal Executive Boards and the role they play in implementing national initiatives at the local level.

The value of FEBs is evident when reviewing the following facts:

- FEBs are a critical and unique resource to leverage interagency cooperation and collaboration at the local level
- OPM figures show 867,000+ federal employees are in areas served by FEBs (as of 12/31/04)
- An estimated \$6M cost (for the network of FEBs) vs. estimated \$27.9 M cost avoidance for FY 2004
- FEBs can deliver in areas that no other government entity can do alone and has served as a national model for nearly 45 years

Now more than ever, critical national priorities require strong focusing of limited FEB resources on targeted results:

- Assuring safety of Federal employees and continuity of operations for citizens;
- Communicating and supporting the President's call for results-oriented, citizen-centered government;

- Preparing Federal managers and employees for a market-based results-driven Civil Service system; and
- Interagency cooperation to mitigate effects of major workforce restructuring.

Four Lines of Business have been identified and consistent deliverables will be established at all FEB locations in the network to measurably impact government-wide priorities. The four lines of business are:

- Building Communities
- Emergency Preparedness, Security, and Employee Safety
- Human Capital Readiness
- Leveraging Resources

FEBs are widely acknowledged as a forum in which government-wide priorities are addressed. With this altered business approach, every FEB is encouraged to share developed products, assisting each other to expand local capacity with results-driven outcomes, and enriching the national network.

While this work stands on the shoulders of earlier efforts expended by past FEB Chairs, Lindy Ritz and Dean Despinoy, I am honored to be involved in this national planning effort to focus Federal Executive Board resources on current national priorities, maintaining the long-standing model of delivering creative solutions.

Mike Roach, Chairman

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OPM Develops New Strategy for Retirement Planning

taken from Federal Times, 11-28-05

The pre-retirement seminars employees typically attend one to two years before retiring are “too little too late,” the Office of Personnel Management says in its notice of new programs to improve employees’ career-long preparations for retirement.

The programs are being developed in response to the 2004 Thrift Savings Plan Open Elections Act, which requires OPM to develop a retirement financial literacy and education strategy as part of its retirement training for employees.

Highlights of the programs:

★ A retirement readiness profile, to be ready for use by April. This will give employees an age-based profile of their financial security and readiness to retire, financial risk management, level of retirement planning, and personal preparedness. For example, a 30-year old who understands the basics of investments—the differences among stocks, bonds and mutual funds—but doesn’t understand strategies for spending down their retirement savings would be on track. However, a 60-year old should understand both the basics and how to spend down retirement savings, OPM says.

Agencies can use the profile to identify the retirement readiness of their employees and then plan programs to address issues identified. Employees can use the profile to determine steps to strengthen their individual weaknesses.

★ A savings goal worksheet, also to be ready for use by April. Similar to other worksheets for setting retirement investment goals, this one will be tailored for federal employees it will build in factors for federal annuity benefits, the Thrift Savings Plan, postretirement health benefits, and long term care insurance.

★ An Education Resource Guide, to be ready for use by July. The guide will identify resources already available for benefits officers. Information will be linked to gaps identified on the retirement readiness profile. Using the guide, a benefits officer can help employees locate data that will help them meet their individual financial literacy and education needs.

★ “Understanding your benefits” workshops, to begin by July. OPM will create a series of hour-long workshops for benefits officers to use. The workshops will be designed so that they could be conducted over a lunch hour and provide basic information about benefits, including retirement benefits, health and life insurance options, long term care insurance, and flexible spending accounts.

OPM also plans an annual symposium on retirement financial education for benefits officers. The first will be held this winter.

TSP RELEASES FAQ

Taken from *FedNews Online* December 14, 2005

The Federal Retirement Thrift Investment Board recently created a question-and-answer Web page to notify Thrift Savings Plan participants of changes for 2006.

Beginning in January, the TSP percentage limits on employee contributions will be lifted. Agencies will have the flexibility to make this change either on the first pay date in January or the first pay period in January. The Board suggests participants contact their personnel or payroll office to determine the earliest date to make an election.

Beginning in January, TSP participants can elect to contribute 100 percent of their gross basic pay to the TSP. However, each participant’s agency will make the necessary deductions from each participant’s pay prior to taking voluntary TSP deductions. Deductions that may be necessary to take from one’s pay include:

- ★ Federal Employee Retirement System
- ★ Civil Service Retirement System
- ★ Social Security
- ★ Medicare
- ★ Life insurance
- ★ Federal health benefits
- ★ Federal and state income tax withholding
- ★ Court ordered payments

The Internal Revenue Code places an annual limit on elective deferrals, and the 2006 elective deferral limit is \$15,000. Visit the Q & A sheet at: <http://www.tsp.gov/curinfo/qsas-limits.html>

Did you know that **federal employees in Oklahoma contributed \$3,688,650.00** through the Combined Federal Campaigns in 2004?

Central Oklahoma	\$2,697,906
Enid	\$63,174
Ft Sill-Lawton	\$318,641
Jackson County	\$96,866
McAlester	\$51,395
Muskogee	\$93,250
Tulsa	\$367,418



Spotlighting Federal Agencies

Did You Know...?

The Federal Housing Administration, generally known as "FHA", provides mortgage insurance on loans made by FHA-approved lenders throughout the United States and its territories. FHA insures mortgages on single family and multifamily homes including manufactured homes and hospitals. It is the largest insurer of mortgages in the world, insuring nearly 33 million properties since its inception in 1934.

What is FHA Mortgage Insurance?

FHA mortgage insurance provides lenders with protection against losses as the result of homeowners defaulting on their mortgage loans. The lenders bear less risk because FHA will pay a claim to the lender in the event of a homeowner's default. Loans must meet certain requirements established by FHA to qualify for insurance.

Why does FHA Mortgage Insurance exist?

Unlike conventional loans that adhere to strict underwriting guidelines, FHA-insured loans require very little cash investment to close a loan. There is more flexibility in calculating household income and payment ratios. The cost of the mortgage insurance is passed along to the homeowner and typically is included in the monthly payment. In most cases, the insurance cost to the homeowner will drop off after five years or when the remaining balance on the loan is 78 percent of the value of the property - whichever is longer.

How is FHA funded?

FHA is the only government agency that operates entirely from its self-generated income and costs the taxpayers nothing. The proceeds from the mortgage insurance paid by the homeowners are captured in an account that is used to operate the program entirely. FHA provides a huge economic stimulation to the country in the form of home and community development, which trickles down to local communities in the form of jobs, building suppliers, tax bases, schools, and other forms of revenue.

The History of FHA

Congress created the Federal Housing Administration (FHA) in 1934. The FHA

became a part of the Department of Housing and Urban Development's (HUD) Office of Housing in 1965.

When the FHA was created, the housing industry was flat on its back:

- ★ Two million construction workers had lost their jobs.
- ★ Terms were difficult to meet for homebuyers seeking mortgages.
- ★ Mortgage loan terms were limited to 50 percent of the property's market value, with a repayment schedule spread over three to five years and ending with a balloon payment.
- ★ America was primarily a nation of renters. Only four in 10 households owned homes.

During the 1940s, FHA programs helped finance military housing and homes for returning veterans and their families after the war.

In the 1950s, 1960s and 1970s, the FHA helped to spark the production of millions of units of privately-owned apartments for elderly, handicapped and lower income Americans. When soaring inflation and energy costs threatened the survival of thousands of private apartment buildings in the 1970s, FHA's emergency financing kept cash-strapped properties afloat.

The FHA moved in to steady falling home prices and made it possible for potential homebuyers to get the financing they needed when recession prompted private mortgage insurers to pull out of oil producing states in the 1980s.

By 2001, the nation's homeownership rate had soared to an all time high of 68.1 percent as of the third quarter that year.

The FHA and HUD have insured almost 33 million home mortgages and 47,205 multifamily project mortgages since 1934. FHA currently has 4.8 million insured single family mortgages and 13, 000 insured multifamily projects in its portfolio.

In the more than 60 years since the FHA was created, much has changed and Americans are now arguably the best housed people in the world. HUD has helped greatly with that success.

SALARY TABLE 2006-RUS
INCORPORATING THE 2.10% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 12.52%
FOR THE LOCALITY PAY AREA OF REST OF U.S.

(See <http://www.opm.gov/oca/06tables/locdef.asp> for definitions of locality pay areas.)
(TOTAL INCREASE: 2.83%)

EFFECTIVE JANUARY 2006

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 18,399	\$ 19,014	\$ 19,626	\$ 20,234	\$ 20,847	\$ 21,207	\$ 21,810	\$ 22,420	\$ 22,444	\$ 23,010
2	20,687	21,179	21,864	22,444	22,694	23,361	24,029	24,696	25,363	26,030
3	22,572	23,324	24,077	24,830	25,583	26,335	27,088	27,841	28,594	29,346
4	25,338	26,183	27,028	27,873	28,718	29,564	30,409	31,254	32,099	32,944
5	28,349	29,295	30,240	31,185	32,130	33,075	34,020	34,966	35,911	36,856
6	31,601	32,654	33,708	34,761	35,814	36,867	37,920	38,974	40,027	41,080
7	35,116	36,287	37,457	38,627	39,797	40,967	42,138	43,308	44,478	45,648
8	38,890	40,187	41,483	42,779	44,075	45,371	46,668	47,964	49,260	50,556
9	42,955	44,387	45,819	47,252	48,684	50,116	51,549	52,981	54,414	55,846
10	47,303	48,880	50,456	52,033	53,609	55,185	56,762	58,338	59,915	61,491
11	51,972	53,705	55,437	57,170	58,903	60,636	62,369	64,102	65,834	67,567
12	62,291	64,367	66,443	68,519	70,595	72,671	74,747	76,823	78,899	80,975
13	74,074	76,543	79,012	81,480	83,949	86,418	88,886	91,355	93,824	96,292
14	87,533	90,450	93,368	96,286	99,203	102,121	105,039	107,956	110,874	113,791
15	102,964	106,396	109,827	113,259	116,691	120,123	123,555	126,987	130,419	133,850

SALARY TABLE 2006-RUS (LEO)
INCLUDING SPECIAL BASE RATES AT GS-3 THROUGH GS-10 AND
INCORPORATING THE 2.10% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 12.52%
FOR THE LOCALITY PAY AREA OF REST OF U.S.

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(TOTAL INCREASE: 2.83%)

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3	27,088	27,841	28,594	29,346	30,099	30,852	31,605	32,357	33,110	33,863
4	30,409	31,254	32,099	32,944	33,789	34,634	35,479	36,324	37,169	38,014
5	34,966	35,911	36,856	37,801	38,746	39,691	40,637	41,582	42,527	43,472
6	36,867	37,920	38,974	40,027	41,080	42,133	43,186	44,239	45,293	46,346
7	39,797	40,967	42,138	43,308	44,478	45,648	46,818	47,989	49,159	50,329
8	41,483	42,779	44,075	45,371	46,668	47,964	49,260	50,556	51,853	53,149
9	44,387	45,819	47,252	48,684	50,116	51,549	52,981	54,414	55,846	57,278
10	48,880	50,456	52,033	53,609	55,185	56,762	58,338	59,915	61,491	63,067
11	51,972	53,705	55,437	57,170	58,903	60,636	62,369	64,102	65,834	67,567
12	62,291	64,367	66,443	68,519	70,595	72,671	74,747	76,823	78,899	80,975
13	74,074	76,543	79,012	81,480	83,949	86,418	88,886	91,355	93,824	96,292
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The Secret to winning support for performance pay: Leadership

By Mollie Ziegler **Federal Times**, November 28, 2005 issue

Support for performance pay increases dramatically when employees understand how pay decisions are made, see the link between pay and performance and trust their supervisors to be fair, according to officials at the Office of Personnel Management and Office of Management and Budget.

Support “can be tied to effective leadership practices, and, conversely, low support is not a result of poor design but rather ineffective leadership practices,” the officials wrote Nov. 14 in response to Aug. 3 questions posed by Sens. Susan Collins, R-Maine, and George Voinovich, R-Ohio. The officials said as many as 80 percent of employees at agencies with good leadership practices support alternative pay systems compared with 28 percent of employees at agencies with poor leadership practices.

The response addressed lessons OMB and OPM have learned in the 25 years since demonstration projects, independent personnel systems and the Senior Executive Service performance pay have been developed.

Initially many employees who were moved to performance-based pay were skeptical, OMB and OPM officials conceded. When managers sought employee input, dedicated resources to performance-management systems and salaries, and created a strong performance culture, employees who said they were “very satisfied” with demonstration project pay systems reached 66 percent, internal surveys showed. For example, 70 percent of employees at the Aviation and Missile Research, Development and Engineering Center at Redstone Arsenal, Ala., supported the alternative pay project. OMB and OPM said the center is a good example of the benefits of unions and management working together to reform pay systems.

“Internal champions are critical in developing, communicating and advancing these projects,” the report said.

Agencies that change their compensation systems should communicate heavily with their employees, OMB and OPM reported.

The Federal Aviation Authority used mass e-mails, monthly newsletters, briefings, mandatory training, brochures, a Web site, and follow-up training. It established a communication group of managers and employees.

The IRS used focus groups, briefings, satellite broadcasts, a Web-based calculator to help employees determine pay changes and executive communications packages to help its employees adjust to the pay changes.



Getting Hardwired for Success!

There are times in life when you need to climb inside your head with a metaphorical wire snippers and a soldering iron. You need to take the time to “re-wire” your brain circuitry so you can experience the success in life that you so richly deserve. I call this getting “hardwired” for success. Here are some hardwiring techniques that get results—

1. Accountability is the word of the 21st Century. Take total responsibility and accountability for your life. As a friend of mine used to say, “No one can do your push ups for you. You’ve got to do them yourself.” Most self-help books begin with this important (and hard-wired) concept in chapter one: Don’t make excuses and don’t whine. Since life is a game played between the ears, your mind can either become a garden path or a garbage dump. Choose the garden path by hardwiring yourself to take responsibility and accountability for the outcomes that comprise your life’s saga.

2. Hardwire yourself to champion a cause of some type. Greatness is not about rank, title or the organizational chart with the neat little boxes on it. Greatness is about passion. My friend has a daughter in a larger company in Chicago. She was hired directly out of college and went to work in the lower echelons of the organization. She volunteered to be on the planning committee for the company picnic. She continued to champion the importance of executing

superb parties and meetings. Her talent did not go unnoticed. This is now her full time job within the organization and she loves it. She gets to travel to some fine venues and is a key player amongst top-level corporate personnel. Find something for which you have passion in your organization. Embrace it. Nurture it. Garner support for it. See it through to some sort of completion—even if it a partial solution. Every organization needs champions that are hard-wired for making meaningful things happen.

3. Find friends and mentors that will “keep you grounded (excuse the pun).” Recently, a man told me that a good friend will stab you in the chest—not the back. This “hard-wired wisdom” or straight talk is necessary in a world that can often be confusing and confounding. Find those who won’t mince words when you need a “coaching up” experience. Don’t forget to reciprocate and deliver your necessary words of wisdom with these friends and mentors. They need your candor as much as you need theirs.

It has been said that you don’t necessarily need to be outstanding, but you need to stand out. By hard-wiring yourself, I believe you have both the capacity and the capability to do both. Enjoy the journey!

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UPCOMING EVENTS January

Jan 9, 2006 Throughout Day	Agency Visits in OKC area POC: FEB Office, 405-231-4167
Jan 11, 2006 7:30 a.m.	Mayor's Committee on Disability Concerns POC: FEB Office, 405-231-4167
Jan 11, 2006 11:00 a.m.	Shared Neutrals Council Grandison POC: FEB Office, 405-231-4167
Jan 11, 2006 3:30 p.m.	Black Program Council Mtg 301 NW 6 th St. 2 nd Floor HUD Conf Rm POC: Rick Romain, 405-553-8873
Jan 12, 2006 11:30 a.m.	Society of Govt Meeting Professionals Holiday Inn Hotel & Suites
Jan 17, 2006 2:30 p.m.	Federal Employees Care Council Allegiance Credit Union POC: Tom Burton, 405-954-0625
Jan 18, 2006 2:00 p.m.	Emergency Preparedness Council 5020 S. Meridian POC: FEB Office, 405-231-4167
Jan 25, 2006 10:00 a.m.	Interagency Training Council Small Business Administration 301 NW 6 th St, Rm 116 POC: Sherri Beasley, 405-231-5854
Jan 27, 2006 12:00 noon	Naturalization 200 NW 4 th St. POC: FEB Office, 405-231-4167

*He who conquers others is strong;
He who conquers himself is mighty. –Lao Tzu*

*We grow up thinking that the best answer is in someone else's brain. Much of our education is an elaborate game of "guess what's in the teacher's head?" What the world really needs to know right now is what kind of dreams and ideas are in your head.
–Roger von Oech*

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 the 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:

- Jim Akagi, US Drug Enforcement Administration
- Ron Berryhill, Director, USDA Risk Management Agency
- 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, Representative for the District Director, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Patti Ford, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center

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: **Mike Roach**, U.S. Marshal
US Marshals Service
Western District of Oklahoma

Vice-Chair: **Kevin McNeely**
OKC Field Office Director
US Department of Housing and Urban Development

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.



Maintaining the Energy You Need to Be Productive

You can know all the productivity tips in the world, but nothing will work if you don't have the energy to give 100%. Personal energy is a measure of how strong, invigorated, or up to a task you may feel at any moment. Nobody has an unlimited supply of personal energy. If you feel down, your zest ebbs, and you tend to produce mediocre work. In periods of low energy, your productivity sinks, because you feel like you're slogging through a field of waist-high mud.

Match the task to the energy. Know your own rhythms and plan your work around them. If you tend to have a lot of energy first thing in the morning, do your most challenging work then. High energy gives you the ability to concentrate well, make critical decisions, perform complex analysis, or do any task requiring creativity or problem solving. When your energy is low, however, these tasks become more difficult, take longer, and often have poor results.

If you're like me, afternoons are hard, and sometimes you get in a plain bad mood. I know this about myself, so I prepare for and honor it. Some of the things we do for ourselves to counter low energy may not be healthy. Some bad habits like smoking and overeating are actually attempts to moderate low energy or a bad mood. If you didn't get much sleep last night, for example, you might reach for a third cup of coffee, and the extra caffeine will actually give you the jitters later in the day. Instead, choose a healthy way of dealing with low-energy periods, one that might actually bring you back to a state of alert productivity. When you feel like you simply cannot start a new task, take a break:

- ★ Go for a brisk walk.
- ★ Listen to upbeat music.
- ★ Call a friend.
- ★ Take a hot bath.
- ★ Stand up, stretch, and move your body.

Increase your metabolic rate. Different people have different energy levels. Some people have the energy to work all day then run around and clean the house in the evening. Others drag themselves onto the sofa and watch television all night. While it's true that some people have

higher natural energy levels, those with lower energy can use personal energy management techniques to make up the difference. The good news is you can impact your energy level and mood. You don't have to suffer from low energy!

One way to improve your energy level is to keep it from crashing in the first place. Just like an Eveready battery, you want to keep going and going all day long. To achieve that goal, you have to supercharge your metabolism and keep it high. Your body runs on blood sugar, and it needs a steady supply. If you typically have a muffin or donut in the morning or skip breakfast entirely, then grab fast food at lunch, you will be ravenous by 4:00 and munching on whatever snacks are sitting around the house. Instead, start out with a healthy breakfast and eat every 3-4 hours throughout the day, making sure to include protein and complex carbohydrates for prolonged periods of energy.

Keep your blood sugar steady. The right amount energizes you, while too much or too little makes your energy plummet. If you go a long period of time without eating, your body starts to shut down to conserve energy, your blood sugar drops, and your metabolism goes in the basement. If you eat refined carbohydrates when hungry—white flour, sugar, processed junk—you will get a brief surge of insulin, prompting an even bigger drop in blood sugar, leaving you edgy, irritable, and hungry, which increases your appetite and drives you to eat the whole bag of cookies instead of just one. It's a vicious cycle that can really disrupt your entire day.

Instead, focus on eating a diet that includes whole grains, such as brown rice, oats, and whole wheat bread; colorful fruits and vegetables like berries, melons, leafy greens, and red peppers; proteins such as chicken, fish, cottage cheese, eggs, or tofu; and heart-healthy fats, such as nuts, olive oil, and avocado. And don't forget to drink six to eight glasses of water each day as well!

Use energy boosters. If you haven't taken great care of your metabolism during the day, emergency measures are often required to



counter low energy. Once you've become aware of a low-energy period or bad mood, make a conscious choice to change it. Instead of walking to the vending machine for a candy bar, try one of these healthy energy boosters as an alternative:

- ★ Drink green tea. Green tea edges out coffee as an energy-boosting beverage. It has enough caffeine to pep you up but not enough to give you the jitters. Plus, it may aid in regulating your blood sugar from the Theophylline it contains, which dilates bronchial passages, thus improving the flow of oxygen in your body.
- ★ Take your vitamins. Use Vitamin C & Vitamin E (two good antioxidants), plus Folic acid, B-complex (known to boost energy in women), a good multi-vitamin along with 1000-1500 mg calcium, with Vitamin D and Magnesium for absorption. I like Emergen-C drink mix when I need a big shot of energy before an important presentation.
- ★ Down a protein shake. These are definitely helpful if you can't get a meal on the run and need to supplement rather than miss a meal completely. Much better for you than a sugary soft drink or afternoon cup of coffee. EAS makes a delicious ready-made chocolate protein shake in a box that doesn't require refrigeration.
- ★ Take a whiff of peppermint. Inhaling this essential oil through the day or eating peppermint candy can clear your thinking and

boost productivity. Other revitalizing oils include lemon, eucalyptus, juniper, orange, and spearmint. Keep a bottle on your counter, uncap, and sniff as needed. To sustain energy after work, place a few drops on the vents and turn on the fan.

- ★ Rub your ears. Your ears are particularly dense with pressure points; stimulating them can increase blood circulation and energy. Using your fingers, vigorously rub your ears all over for about one minute. When your ears start to feel hot, you should feel more alert.
- ★ Splash on cold water. Your face, neck, and throat are quite sensitive. Wetting those areas with cold water provides a jolt that temporarily diverts blood to your brain, simulating the "fight or flight" reaction. Also gargle with something ice-cold.

Truly, the difference between an energetic and an unenergetic person is often that the former pays attention to his or her fuel gauge and takes action before it reads empty. Energy management allows you to detect and control any factors that might deplete your energy. Here's to eliminating outages!

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 Laura at 303-471-7401 or visit www.TheProductivityPro.com.

2006 Salary Tables and Related Information

The 2006 Salary Tables and Related information for Senior Executives, GS Pay, Law Enforcement Officers, Administrative Law Judges, Employees in Senior-Level Scientific or Professional Positions, and Special Salary Rates is now available at: <http://www.oklahoma.feb.gov/2006Salaries.htm>



Survival Skills for Federal Supervisors & Managers
"Supervise/Manage for Success"
February 22-23, 2006
Holiday Inn-Norman

Two days of training on topics that categorize in Holding Employees Accountable and Recognizing Employee Rights

Our Instructor: William B. Wiley is a federal employment law attorney in private practice with nearly 30 years of experience in the field. He is the author of several books in the field, including *The Federal Manager's Guide to Improving Employee Performance*, *The Federal Employment Law Practitioner's Handbook*, and the *Advanced MSPB Practitioner's Handbook*. In addition, he has developed several e-training modules for computer-based instruction including *How to Fire a Federal Employee*, *How to Defend a Federal Employee*, and *Witness Preparation* (with Peter Broida). He is a frequent lecturer throughout government on the subject of federal employment law and is an adjunct faculty member at the Office of Personnel Management's *Management Development Center*. He is a senior contributor to the monthly newsletter, the *Federal Labor and Employee Relations Update*. He has held Presidential appointments under Presidents Reagan, George H.W. Bush, Clinton, and George W. Bush. Most recently, he served as a Presidential-appointed Chief Counsel to the Chairman of the U.S. Merit Systems Protection Board for over nine years. In addition, Mr. Wiley has served as the Chief of Staff to the General Counsel of the FLRA and as Regional Employee Relations Advisor for the Department of the Navy. He is an author and a lecturer, as well as a legal representative for both agencies and employees before MSPB, EEOC, OSC, and in arbitration. His most recent book is *UNCIVIL SERVANT: How to Hold Government Employees Accountable*.

Survival Training for Federal Supervisors & Managers

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Email: _____

Cost: \$225.00

Cost includes interactive CD Rom for each participant, "When All Else Fails How to Fire a Federal Employee"

Agency/Registrant may pay by: cash check credit card government voucher

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

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through February 15, 2006. 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!



SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9 Agency Visits- OKC	10	11 Town Hall Mtg hosted by Sen Coburn-Durant 7:30 Mayors Committee 11:00 Shared Neutrals 3:30 BPC	12 11:30 SGMP	13	14
15	16	17 2:30 FECC	18 2:00 Emgcy Planning	19	20	21
22	23	24	25	26	27	28
29	30	31	JANUARY 2006			

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 320
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 OFFICIAL BUSINESS ONLY

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