



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



This month brings the end to another Leadership FEB Class. While the participants had numerous management briefings, I understand that they enjoyed many unusual tours and participated in agency activities that most employees are not aware! I want to congratulate the participants of the Leadership

members will also receive one via e-mail.

Watch for the annual employee recognition award nomination package in your mail sometime in January. Think of the outstanding employees you currently have for nomination in the various categories. We will have our annual luncheon during Public Service Recognition Week in May to recognize all the employees nominated and announce the winners in each category.

FEB Class III:

Greg Dial, NOAA Storm Prediction Center, Norman

Tommy Earls, USDA Rural Development, Hobart

Melissa Graffigna, FAA International Liaison Office

Nan Havnes, VA Medical Center, Muskogee

Vance Mansur, Nat'l Weather Service, Radar Operations Center, Norman

John Schmidt, Nat'l Weather Service, River Forecast Center, Tulsa

Brian Talley, General Services Administration, Federal Supply Services, Oklahoma City

The FEB Office will be distributing information for next year's Leadership FEB class and next year's Leadership Development training series. These will both come out in the January time-frame and will be posted on the FEB website: www.oklahoma.feb.gov.

Our Emergency Preparedness Council is developing a sub-committee to focus on issues surrounding Pandemic Flu and the additional requirements involved for Continuity of Operations (COOP) planning. Their first meeting will be November 15th at the USDA-APHIS office in Oklahoma City.

We want to express our appreciation to Allegiance Credit Union for their assistance in sponsoring some of this year's Class activities!

I want to recognize Diana Hubbard from IRS and Chair of our FEB's Council on Disability Concerns for receiving the Member of the Year Award from the Oklahoma City Mayor's Committee on October 23, 2006. Congratulations on your award and thank you for representing us well, Diana!

Here are a few things to expect after the turn of the calendar:


Mike Roach, Chairman

I will be asking federal leaders to nominate employees to serve on the various FEB councils in order to plan and implement interagency activities in their respective areas of interest. This provides your agency the opportunity to provide input and receive information from a variety of sources. We have included the nomination form in this newsletter for your convenience; however, FEB

<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
Build accountability	2	PreRetirement Seminars	7
Spotlighting agencies	3	Upcoming Events	8
Online Marketplace	5	Prepare for Evaluations	9
Returning employees	5	FEB Council Nomination Form	10
More leave			
Evaluations worth effort	6	Calendar at a Glance	12



Build strong accountability FIVE ways

Article from Government Leader Magazine, September/October 2006 issue

In the rush to use performance measures to boost accountability, some government organizations could actually be making things worse.

That's the thesis of a report recently published by the IBM Center for the Business of Government, *Performance Accountability: The Five Building Blocks and Six Essential Practices*.

The 72-page report offers practical suggestions and real-life examples of how to make a government organization more accountable without creating a culture that becomes obsessed with avoiding punishment. Putting too much emphasis on performance measures can actually lead to weaker performance, author Shelley H. Metzenbaum asserts.

1. Set clear, measurable goals. An example is President John F. Kennedy's target of landing a man on the moon before the end of the 1960s. He didn't just say, "Let's build a strong space program." Nor did he threaten penalties or promise incentives. He gave a very focused goal with a deadline.
2. Use measurement to motivate, illuminate and communicate. Metzenbaum advises caution with measurements such as performance rankings. People who go into sales typically thrive in environments that compare performance. Others, such as people who choose government as a career, are less likely to be "stimulated positively through comparison."
3. Provide verbal feedback. Goals and measures "have little value unless

someone pays attention to them." In fact, just paying attention to employees sometimes is "the magic motivator" that can make all the difference, Metzenbaum said.

4. Make time for "interactive inquiry," which means holding scheduled meetings to promote group feedback. Frequent meetings reinforce the power of goals and measures when they are used to discuss progress, identify problems and get feedback from others. But this building block only works if meetings are done "in an honest, open and accepting atmosphere."
5. Use externally provided incentives cautiously. Punitive external incentives, such as speeding tickets, can be powerful in some circumstances, but they can also backfire, Metzenbaum said. If an incentive is too powerful, people sometimes resort to "measurement manipulation" or setting "timid targets."

The free report is available at www.businessofgovernment.org, or by calling (202) 515-4504.

—Trudy Walsh

The morale of an organization is not built from the bottom up; it filters from the top down.
—Peter B. Kyne



Spotlighting Information in Public Service

Did You Know...

FAA Media Solutions Division

The Media Solutions Division, located at the FAA's Mike Monroney Aeronautical Center, provides integrated services in three main areas: video/photo production, graphic arts, and printing and duplication. Media Solutions brings a unique service to the government, a fully integrated one-stop shop of communication products and provides support to many arms of the FAA and other Departments in the federal government.

Media Solutions designs brochures and training materials and has the capability to complement the text with high-grade photography or video. Once the material is designed to approval, it can be printed and distributed – all as a seamless process to the customer. All of these departments work in close proximity to one another, coordinating multiple parts of the projects collaboratively.

The customer base is diverse as well, as products and services are provided to organizations located here at the Aeronautical Center, to different government organizations throughout Oklahoma, to different FAA regions coast to coast (including Alaska), the FAA Headquarters in Washington D.C., as well as other government organizations nationwide (U.S. Coast Guard, IRS, Social Security, TSA, etc.)

Media Solutions Division is skilled in graphic illustration and commercial pre-press functions. Projects like posters, brochures, booklets, stickers can be easily developed by this team. Some of the teams' work can be seen throughout the Aeronautical Center and the FAA. In fact, every commercial pilot in the U.S. carries one of the Media Solutions Graphic designs – their pilot's license. It was designed by a Media Solutions Graphic Artist.

The Printing and Distribution Team offers a variety of services. The In-house duplication facility has a state-of-the-art in-house duplicating facility that operates to meet customer requirements on smaller, quick turnaround jobs.

Among some of the services offered are: full digital reproduction and scanning capability, including wide format printing and scanning. Multiple formats of media are accepted including hard copy and electronic files (either on diskette, CD, DVD, or file transfer protocol (FTP). For any large volume, high quality, or specialty jobs commercial outsourcing is utilized. Also, jobs requiring specific design features such as die-cutting, embossing, engraving, holograms, etc. will be sent to commercial vendors.

The Video Production team produces videos in a wide application of delivery formats: DVD, CD, VHS and international conversions (PAL, NTSC). Currently in development is an educational interactive DVD program. All programs are produced in accordance with Section 508 compliance. This means that the programs are provided with open/closed captioning for the hearing-impaired. The program can be viewed with subtitles displayed on the bottom of the screen or can be viewed through the use of a captioning decoder.

Examples of turn-key projects includes a series of training videos (entitled "seminars in a box) complemented with discussion leader guides and pamphlets for the FAA Flight Safety Office; a series of training videos, supplemental medical brochures, and website video for the Civil Aerospace Medical Institute (CAMI). All materials were designed, developed, produced, and delivered from our location west of Will Rogers World Airport.

If an organization has an idea or needs ideas, Media Solutions can help develop the materials needed to create awareness, educate an audience or simply enhance organizational materials.



Videotaping near the Washington Monument is the production team of FAA's Media Solutions.

(L to R) Jeff Hoopingarner, Will Schmieding, Rick Cottrell (on-camera talent), Chris Steves, and Laura Shepherd-Madsen.



Spotlighting Information in Public Service

Did You Know...(cont'd)

GPO Express Program

When the GPOExpress program got off the ground in early 2006, the goal was to provide Federal agencies with quick, high-end business solutions at deep discounts while maintaining a model of disciplined spending.

The nationwide convenience printing contract between the U.S. Government Printing Office and FedEx Kinko'sSM allows Government personnel to walk into any FedEx Kinko'sSM Print Center, day or night, at any of the many locations throughout the United States and take care of their printing and finishing needs quickly and efficiently using the GPOExpress Card.

Federal agencies now have the capacity to save up to 70 percent off the retail price on printing and finishing while using the program. Convenient high-quality business solutions with the GPOExpress Card include:

- Over 1,200 FedEx Kinko'sSM Centers in the U.S.
- FedEx Kinko'sSM services: 24 hours a day, 7 days a week, 365 days a year
- High-quality digital printing and finishing services for large and small documents
- Computer services, design stations, and laptop docking stations
- Fax services, workstations, and FedEx Express(r) and FedEx Ground(r) services
- Conference rooms and videoconferencing facilities
- Free local pick-up and delivery services
- No surcharges on purchases

At a formal presentation of the first GPOExpress Card in January 2006, Bruce R. James, Public Printer of the United States, and Clay Johnson III, OMB Deputy Director for Management, expressed similar sentiments that the GPOExpress program was a fiscally responsible vehicle for the public servant and the American taxpayer.

"GPO is doing its part to help agencies by providing options that achieve the best results for the American people," said James.

For more information on the GPOExpress program, visit the GPOExpress Web site at <http://www.gpo.gov/gpoexpress>

Office of Personnel Management

Personnel agency offers advice on developing better managers

By Karen Rutzick

The Office of Personnel Management has released new guidelines to help federal agencies concentrate on developing stronger managers.

Skills required of government managers are becoming more complex as agencies begin to move off of the General Schedule and employees are paid, hired and fired based in part on rigorous performance assessments completed by their managers.

OPM Director Linda Springer said in the guidelines, released to chief human capital officers on Sept. 12, that the "time is right to recommit the federal government to developing effective leaders."

Under the Workforce Flexibility Act, passed two years ago, agencies must develop programs to train leaders.

Full story:

http://www.govexec.com/story_page.cfm?articleid=35318&dcn=e_tma



GSA Debuts Online Marketplace GovSales.gov October 2006

Washington, DC – The U.S. General Services Administration (GSA) today announced the launch of GovSales.gov, the Federal Asset Sales E-Gov Initiative's new web site that provides single-point, public access to surplus, seized or forfeited assets for sale by the Federal government. To shop now, visit www.GovSales.gov.

GovSales.gov allows the public to search listings of surplus and forfeited property for sale by the Federal government ranging from luxury items such as furs and jewelry to automobiles and homes. The web site's single-point access makes it easier for the public to find and purchase these goods, and the online convenience of GovSales.gov provides shopping options that span across multiple national and regional federal sales centers.

“The Federal Asset Sales Initiative is one of the President's Electronic Government Initiatives, and it's one of the five E-Government programs managed by GSA. GovSales.gov's official launch supports this important Presidential initiative and highlights GSA's commitment to better serve our customers,” said GSA Administrator Lurita A. Doan.

The Federal Asset Sales Initiative's goal is to create a secure, efficient, and effective online marketplace for the public to find and buy commercial/residential real estate and other assets from the federal government. To learn more about the Federal Asset Sales Initiative visit <http://gsa.gov/fedassetsales>.

Perk for new, returning employees: More leave

New or returning federal employees can use prior work experience to qualify for more leave than normally allowed, under a new rule that takes effect Oct. 18.

The rule change was authorized by Congress in 2004 in an attempt to make the government more attractive to employees joining the federal service in midcareer. Normally, full-time employees with less than three years of service earn 13 days of leave a year, those on the job between three and 15 years earn 20 days annually; and those with 15 years or more of service earn 26 days of annual leave.

The new rule allows agency heads or their designees to accelerate this schedule for new employees or those who are returning to work after a break in service of at least 90 days. Prior work outside the civil service can be credited toward leave if the employee's skills and experiences are essential to the new position and were attained in a job with duties that directly relate to the new position.

Employees will lose the additional leave granted under the new rule if they quit or transfer to another agency within a year of starting the new job.

The new rule was issued by the Office of Personnel Management and published Sept. 18 in the *Federal Register*.

Reprinted from Federal Times article by Tim Kauffman, dated September 25, 2006

The difference between transformation by accident and transformation by a system is like the difference between lightning and a lamp. Both give illumination, but one is dangerous and unreliable, while the other is relatively safe, directed, and available. –Marilyn Ferguson



Career Matters: Take time on evaluations: They're worth the investment

By [LILY WHITEMAN](#), Federal Times

September 04, 2006

In many agencies, it will soon be time again for annual evaluations. I know what you're thinking: "I'm already overloaded; I don't have time for those @!#\$! evaluations again."

But here's the rub: Your title may say that you manage budgets, procurement, communications or something else. But whatever your title, your real job is to manage and get results from people.

And most people — no matter how smart or accomplished they are — need feedback to stay motivated, feel connected to their organizations and maximize their efficiency. And so managers who give their staffers valuable feedback, show attentiveness and reward hard workers are usually paid back in spades by the staffers' diligence, devotion and effectiveness. Conversely, managers who neglect their staffers tend to foster apathy and sometimes even hostility.

So the next time you think that you don't have time to prepare thorough performance evaluations, ask yourself whether you have time to improve your office's productivity and your own reputation.

Some important ways to prepare to give evaluations:

- **Recognize that supervising takes work.** While helping dozens of supervisors apply for new jobs, I noticed a peculiar thing: If left to their own devices, most supervisors wouldn't even bother mentioning their supervisory activities and successes on their resumes. Why? Because many supervisors apparently regard their supervisory activities as ancillary, throw-away chores without respecting their demands or their importance to productivity.

But like most important things in life, giving insightful, relevant, inspiring feedback to staffers requires a substantial commitment of time and skill. Do your evaluations justice by allocating to them the resources they warrant.

- **Remember** that a big part of what makes you a leader is giving feedback that improves your staff's effectiveness and advances their careers.

Keep your supervisor apprised of such supervisory successes. Also feature them — along with a statement identifying the number of people you supervise and the size of the budget you manage — on your position description and resume.

- **Know thy staffers.** Many supervisors are aware of only a fraction of their employees' activities and the

obstacles they regularly conquer. Develop a firsthand impression of each of your staffers' contributions by examining their work products, such as documents and Web sites they produce; attending events or training they organize and talking to other attendees; and striking up spontaneous conversations with employees about their projects and how their jobs are evolving.

- **Get multiple inputs.** Throughout the year, solicit feedback on your staffers from as many sources as possible, including other managers, clients and customers, subordinates, and evaluations from trainings and events organized by your staffers. If these sources provide consistent perspectives, they are probably accurate. If not, determine if the discrepancies are only red herrings or if they reflect unevenness in a staffer's productivity.

- **Don't rely on your selective memory.** Annual evaluations should reflect the entire year, not just the most recent, best remembered developments. Support your memory by maintaining a regularly updated file on each of your staffers, and incorporating its contents into your evaluations.

- **No drive-throughs.** The more seriously you treat evaluations of your staffers' work, the more seriously your staffers will treat their work. Before evaluations are due, allocate a significant uninterrupted block of time and a private space for each evaluation meeting. Start each meeting on time, and give it your undivided attention — no phone calls or glances at your e-mail or BlackBerry.

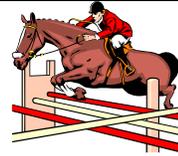
- **No excuses.** If you started your supervisory position late in the evaluation cycle, don't skip your staffs' annual reviews and bonuses on the grounds that you haven't been supervising them long enough to evaluate them. Doing so would penalize your staff for your promotion. Instead, base your reviews on what you do know about your staffs' contributions, input from other information sources listed above, and evaluations from your predecessor. If possible, solicit your predecessor's evaluations immediately after starting your job.

- **Get instruction on giving feedback:** Solicit advice from colleagues; read books, articles and Internet advice on giving feedback; or get training.

Lily Whiteman is the author of [Get Hired! How to Land the Ideal Federal Job and Negotiate a Top Salary](#) (FPMI Solutions). Her Web site is www.Get-Hired.biz



One-Day Pre-Retirement Training Seminar



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

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!



UPCOMING EVENTS November

- Nov 8, 2006** 7:30 a.m. **Mayor's Committee on Disability Concerns**
222 NW 15th, Rm 205
POC: FEB Office, 405-231-4167
- Nov 11, 2006** **Veterans' Day** 
- Nov 14, 2006** 11:00 a.m. **Shared Neutrals Meeting**
Lunch & Learn
LaLuna Caf , 409 W. Reno-OKC
POC: FEB Office, 405-231-4167
- Nov 14, 2006** 4:30 p.m. **Federal Employees Care Council**
Ronald McDonald House
1301 NE 14th-OKC
POC: Tom Burton, 405-954-0625
- Nov 15, 2006** 10:00 a.m. **Interagency Training Council**
Atkinson Heritage Center
10000 NE 10th (10th & Midwest Blvd)
POC: Sherri Beasley, 405-231-5854
- Nov 15, 2006** 2:00 p.m. **Emergency Preparedness-Pan Flu Subcommittee**
USDA-APHIS, 4020 N Lincoln, OKC
POC: FEB Office, 405-231-4167
- Nov 16, 2006** **Agency visits in Enid**
POC: FEB Office, 405-231-4167
- Nov 23, 2006** **Thanksgiving** 
- Nov 29, 2006** 10:00 a.m. **Executive Policy Council**
POC: FEB Office, 405-231-4167
- Nov 30, 2006** 12:00 noon **Black Program Council**
Small Business Administration
301 NW 6th, Ste 116, OKC
POC: Zeb Willie, 405-734-3089

FEBs promote & support national initiatives and respond to local needs of federal agencies and the community.

Learning how to respond to and master the process of change—and even to excel at it—is a critical leadership skill for the 21st century. –Jennifer James

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
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Larry Flener, Representative for the District Director, US Postal Service
- Joe Keffer, Warden, Federal Transfer Center
- Dottie Overal, Director, Small Business Administration
- Patti Ford, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- David Wood, Director, VA Medical 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:** Karen Harrington
- Program Support:** Constance Ward

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



Encourage employees to prepare for evaluations

By [LILY WHITEMAN](#), FEDERAL TIMES

September 18, 2006

Do you want to lead annual evaluation meetings as finger-wagging monologues, or as enlightening dialogues that promote cooperation and foster insightful information exchanges? If you prefer the dialogue option, here are some ways to elicit your staffers' participation in evaluation meetings.

Throughout the year, work to keep the lines of communication open with staffers and build the foundation for annual evaluations:

- Remove the mystery. Don't wait until review meetings to tell staffers what performance standards will be used to evaluate them; instead, explain these standards at the beginning of the review cycle. If possible, include staffers in the development of these standards, which should be valid and current.

Also, define for staffers in specific terms how they can improve their ratings. For example, can you give staffers specific examples of what other unnamed staffers have done to advance from an "exceeds expectations" rating to an "outstanding" rating, or to earn cash awards?

- Solicit frequent updates. Establish regular methods for collecting progress reports from staffers on their work. Do you, for example, want to supplement annual reviews with bimonthly meetings, monthly e-mails from staffers summarizing their progress, end-of-project discussions or quarterly evaluations? Such ongoing communication will enhance the relevance of feedback, motivate staffers, enable you and your staffers to monitor their progress and provide rationales for annual reviews, and thereby reduce their surprise potential.

- Periodically remind staffers in staff meetings, newsletters and e-mails to update their job descriptions as their responsibilities evolve, and then work with staffers to finalize their new job descriptions.

- Advise employees to track their accomplishments. They can update a running list of their accomplishments and define how they have saved time or money, enhanced the office's efficiency or productivity, or improved the office's reputation. They should also keep copies of written praise and transcripts of oral praise they earn.

Take these steps to encourage staffers to prepare for evaluations:

- At least one week ahead of time, inform each

staffer of the purpose, date, time and location of his or her evaluation meeting. If staffers are yanked into evaluation meetings without warning, they won't be prepared to participate.

- Advise staffers to review key documents, including their accomplishments lists, last year's review and any midyear reviews.

- Preview discussion topics. Prime staffers to participate in frank, open discussions by telling them what issues you will cover.

These topics may, for example, include each staffer's progress in meeting goals for this review cycle; goals for the next review cycle, including skills they may want or need to build via new projects, training, detail assignments or mentoring; difficulties on any projects, and additional administrative or technical support needed to overcome them; morale within the organization; suggestions on how to improve office efficiency; and the impact of any large organizational changes under way.

Also ask staffers to prepare to inform you about their contributions, ways they have gone the extra mile, and obstacles that they frequently conquer that you may not know about.

How you can draw staffers out during evaluation meetings:

- Don't rush. Assure staffers that you have enough time to hear their views. Also, don't interrupt them; be a good listener.

- Ask open-ended questions. For example, open review meetings by saying something like: "We've never really discussed before where you are with your job. What do you like most and least about it?" or "This year, you did X for the first time. How did you think it worked out?" When necessary, probe further by asking the staffer to elaborate.

- Keep an open mind. Stay receptive to staffers' suggestions and, as warranted, revise your opinions based on information they provide.

- Invite staffers to help problem-solve. For example, "Jeff will help me produce this year's annual report in record time by identifying ways to eliminate obstacles that have previously slowed down production processes, and by creating a timeline for production of this year's report."

Lily Whiteman is the author of *Get Hired! How to Land the Ideal Federal Job and Negotiate a Top Salary*



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

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
November 2006			1	2	3	4
5	6	7	8	9	10	11 Veterans Day
12	13	14 11:00 Shared Neutrals 4:30 FECC	15 10:00 ITC 2:00 Pan Flu Committee	16 Agency visits in Enid	17	18
19	20	21	22	23 Thanksgiving	24	25
26	27	28	29 10:00 Executive Policy Council	30 12:00 BPC		

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.