



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



While winter is in full swing, we are planning the early spring activities for the Federal Executive Board!

We will begin our training schedule in March, with several sessions planned

throughout the month:

The FEB is managing a small number of training authorizations to FEMA certified training for building assessment to which we will have members from our Emergency Preparedness Council attend. They will, in turn offer the training, here in Oklahoma.

Pre-retirement seminars are planned for March 14th and March 15th, designed for the Civil Service Retirement System and Federal Employees Retirement System, respectively.

The FEB has been fortunate in confirming Al Siebert, PhD., to instruct a one-day training session on "How to Build Resilient Organizations". Dr. Siebert is a trainer and author of *The Survivor Personality*, and *The Resiliency Advantage*, winner, "2006 Best Self-Help Book" award. The registration form for this training is provided within this newsletter for your convenience and is also on our website.

For agency leaders and their designated senior managers, we have scheduled an

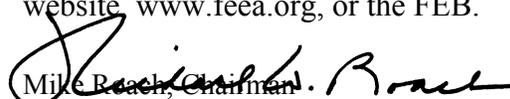
Executive Breakfast Forum in March to discuss the topic of Building Resilient Organizations.

Items of information:

The annual award nomination package has been distributed to all federal agencies in Oklahoma so that agencies may submit high-performing employees for recognition. Please note the deadline for nominations and ensure your packages are received in the FEB Office no later than February 28, 2007.

A scholarship application for federal employees (and their dependents) is provided in this newsletter. Federal Employees Education and Assistance Fund (FEEA), provides scholarships for federal employees and their dependents each year. The criteria for consideration, deadlines and other information are provided for your convenience.

Due to the ice and snow, especially in Eastern Oklahoma, the Federal Employees Education and Assistance Fund is providing help to affected federal employees. Emergency Assistance and Disaster Relief applications are available through their website, www.feea.org, or the FEB.


Mike Beach, Chairman

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FEEA Disaster Relief

Due to the ice storms and loss of power in Oklahoma, some federal employees may need assistance. Federal employees who have had major losses due to a declared natural disaster may apply for a grant from the Federal Employee Education and Assistance Fund by filling out an Emergency Assistance Application and Disaster Relief Application. Grant limits are set on a case-by-case or per disaster basis.

No-interest loans are also available. Any combination of a grant and loan cannot exceed \$1000. For example, a maximum of a \$600 loan can be arranged along with a \$400 grant making a total of \$1000 in assistance. The amount of each loan/grant will depend upon the number of requests and our program's financial ability to assist with those requests. Loan checks will only be made payable to a specific creditor, ex., shelter costs, clean-up, furniture replacement, etc.

Employees should complete the entire application including the "Applicant Loan Agreement" even if only requesting a grant on the initial application. This allows the loan process to go more quickly if a loan is requested later. Loans are repaid by payroll allotment at a set dollar amount per pay period (usually \$20-30 each time). Loans are generally repaid within one year and a voluntary allotment space must be available to receive a loan. Loan applicants must also meet regular eligibility requirements as explained on the application.

An employee may have lost his home and/or been forced to make temporary living arrangements. In this case, a current mailing address where a check can be sent should be given, or call our office to make other arrangements, ex., sending the check to your work place.

Applications can be obtained in PDF format on this website or by calling (800) 323-4140 or writing to FEEA, Suite 200, 8441 W Bowles Ave, Littleton, CO, 80123-3245

GSA aims to raise mileage reimbursement in February

By Daniel Pulliam dpulliam@govexec.com

Pending approval by the Office of Management and Budget, the rate at which federal employees are reimbursed for using their personal vehicles on government business will rise to the highest rate ever next month.

The mileage reimbursement rate will increase from 44.5 cents to 48.5 cents per mile effective Feb. 1, according to a General Services Administration announcement Monday.

This mirrors the new standard mileage rate announced late last year by the Internal Revenue Service for calculating the deductible costs of operating an automobile for business, charitable, medical or moving purposes. By law, the GSA rate for reimbursing federal employees cannot exceed the IRS one.

http://www.govexec.com/story_page.cfm?articleid=35921&dcn=e_gvet

FEEA 2007-08 Scholarship Program

Eligibility and application procedures

- The FEEA Scholarship Program is for current civilian federal employees and their dependent family members (spouse/child). Active duty military members and their dependents are eligible only through a sponsoring civilian employee spouse. Military retirees and dependents are eligible if the retiree (or retiree's spouse) is a current civilian federal employee.
- The applicant or the applicant's sponsoring federal employee must have at least three (3) years of civilian federal service by August 31, 2007. No additional consideration is given for service beyond the minimum requirement.
- The applicant must be at least a college freshman by the fall 2007 semester.
- All applicants must have at least a 3.0 cumulative grade point average (CGPA) unweighted on a 4.0 scale. Current college freshmen must have a minimum 3.0 GPA for the fall 2006 semester.
- All applicants must be current high school seniors or college students working toward an accredited degree & enrolled in a two- or four-year undergraduate, graduate or postgraduate program.
- Applicants who are dependents must be full-time students. Applicants who are federal employees may be part-time students. Application is provided on page 10.



Spotlighting Information in Public Service

Did You Know...

Natural Resources Conservation Service

The Natural Resources Conservation Service (NRCS) is a federal agency that works hand-in-hand with the people of Oklahoma to improve and protect their soil, water and other natural resources. For decades, private landowners have voluntarily worked with NRCS specialists to prevent erosion, improve water quality and promote sustainable agriculture.

NRCS employs soil conservationists, soil scientists, agronomists, biologists, engineers, geologists and resource planners. These experts help landowners develop conservation plans, create and restore wetlands, restore and manage other natural ecosystems as well as advise on nutrient and animal waste management and watershed planning.

The office in Oklahoma has recently completed many projects. One of which is the **Farm and Ranchlands Protection Program (FRPP)**. On December 12th, NRCS closed on two more FRPP conservation easements within the Fort Sill Conservation Buffer program. The Logue easement involved 80 acres of crop and grazed rangeland south of Ft. Sill at the junction of two highways. The Woods easement involved 150 acres of grazed rangeland south of Ft. Sill and north of Hwy 62. These areas will now be preserved from future development and loss of the agricultural values of the land. Both of these FRPP easements involved Department of the Army funds for the acquisition of the easement. The Army contribution greatly extends the amount of land that can be preserved through FRPP dollars. The NRCS now has three FRPP easements in the Ft. Sill buffer area, totaling 508.

Dam Rehabilitation Work is in High Gear in Oklahoma!

There are many Watershed Rehabilitation projects in various stages of completion. To date, 36 rehabilitation projects have been funded in Oklahoma; far more than any other state. One of the primary reasons so many projects are in the works is the great cooperation between the conservation districts, OCC, and NRCS. The funding for local cost share passed by last year's legislature also has been instrumental for moving projects along. Considerably more local cost share will be necessary this next year to implement the projects that have been designed and have federal money already in hand. And the work is only beginning! In 2007, 194 watershed dams will reach the end of their design life. This number will increase to almost 700 dams within the next five years and over 1,300 in the next 10 years. Many of these are among the 188 high hazard watershed dams in Oklahoma.

Bureau of Reclamation

Established in 1902, the Bureau of Reclamation is best known for the dams, power plants, and canals it constructed in the 17 western states. Today, we are the largest wholesaler of water in the country. We bring water to more than 31 million people, and provide one out of five Western farmers (140,000) with irrigation water for 10 million acres of farmland that produce 60% of the nation's vegetables and 25% of its fruits and nuts. Reclamation is also the second largest producer of hydroelectric power in the western United States.

It began in response to the need for stable water supplies in the semi-arid American West. Water was often not available when needed for crops, livestock, and people. At first, settlers simply diverted water from streams, but in many areas demand outstripped supply as rivers diminished following high spring flows.

The Bureau of Reclamation is divided into several regions. Oklahoma is in the Great Plains Region. It is the most environmentally and culturally diverse area managed by the Bureau of Reclamation. The Region has approximately 128 species listed under the Endangered Species Act, and a host of other cultural and archeological resources.

The Reclamation program in Oklahoma emphasizes municipal and industrial water supply. There are six projects with seven major reservoirs in the state, five of them constructed primarily to provide water to cities and towns. They are the Norman, Washita Basin (Foss and Ft. Cobb reservoirs), Arbuckle, Mountain Park and McGee Creek projects. In addition to providing city water, the W.C. Austin Project provided irrigation water to more than 45,000 acres of farmland in 2003.

In 2003, the Oklahoma projects provided 133,482 acre-feet of municipal and industrial water to 18 cities with a population of approximately 1.4 million. State parks are operated at all of the reservoirs, except Lake of the Arbuckles which is included in the Chickasaw National Recreation Area administered by the National Park Service. Over 4.3 million people visit Reclamation projects annually.

The Great Plains Region organization has repeatedly adapted to meet the changing needs of the American West. Our mission is to assist in meeting the increasing water demands of the West while protecting the environment and the public's investment in these structures. Emphasis is placed on fulfilling our water delivery obligations, water conservation, water recycling and reuse, and developing partnerships with our customers, states, and Indian Tribes, and in finding ways to bring together the variety of interests to address the competing needs for our limited water resources.



Discover what employees really want — and then learn how to give it to them

Are you a natural “people person”? Only a few managers are.

By Terry Bacon, Special to Government Leader

01/08/07

Most managers are technical experts promoted for hands-on achievements, not warm-and-fuzzy interactions with others. And while many managers love their job, most hate managing people. The reason: They have no idea what employees really want from a boss.

To give managers an inside track on what matters most to workers, Lore International Institute surveyed 500 employees from all types of organizations and industries. The findings offer revealing information for every manager in today’s talent-driven workplace.

What employees want

Even “loyal” employees are committed to companies for only about two years, according to a recent study from Walker Loyalty Reports, a product of Walker Information Inc. of Indianapolis. When you understand what people really want from a manager, you boost your chances of keeping them longer. Here’s what the Lore survey findings say:

- **Honesty.** Ninety-two percent want honesty and integrity from their manager.
- **Fairness.** Eighty-nine percent want their manager to be fair and to hold everyone accountable to the same standards.
- **Trust.** Eighty-seven percent want to trust — and be trusted by — their manager.
- **Respect .** Eighty-five percent want to respect — and be respected by — their manager.
- **Collaboration.** Seventy-seven percent want to be a part of their manager’s team and be asked to contribute ideas and solutions.
- **Appreciation.** Seventy-four percent want their manager to appreciate them for who they are and what they do.

What employees don’t want

Sure, knowing what employees want is important. Just as important, though, is knowing what people don’t want. The survey offers some interesting findings:

- **Friendship.** Under 3 percent want their manager to be a friend or companion.
- **Conversation.** Less than 15 percent want to have interesting conversations with their manager.
- **Emotional Support.** Just 25 percent want

emotional support from their manager.

- **Humor.** Only 29 percent want their manager to be fun-loving or good-humored.

Why managers should care

The way you treat employees largely determines whether they stay with you or choose to leave. A recent Harvard Business Review report notes that most employees would rather work for a “lovable fool” than a “competent jerk.”

What is the good news for the “competent jerk,” the manager who is an excellent administrator but a cold, insensitive and task-driven boss? It’s that most anyone can become a people person by learning how to behave like one.

How to give employees what they want

Understanding what people want is essential to being a successful manager, but you must also know how to give it to them — and that takes both will and skill. Here are some nitty-gritty tips for getting started:

- **Treat people like human beings — not human resources.** Call everyone by name. Celebrate their birthdays. Learn a few details about their lives — even if you have to jot them down to remember them.
- **Invite ideas.** Ask people what they think, both one-on-one and in team meetings. Determine the best ideas, act on them and give credit where credit is due.
- **Give risky assignments.** Trust people with “stretch” projects even when the outcome is uncertain. It’ll give them a chance to shine — or to fall short and grow.
- **Protect and serve.** The workplace isn’t black and white. Rules are made and broken. Projects start off strong and wind up failing. Show people you’ve got their backs and help them regroup and recover when the going gets tough.
- **Pay attention.** Multitasking isn’t cool. Turn off the phone, quit your e-mail and meet people face-on with no distractions.
- **Keep secrets.** Have respect for what people share with you in confidence. Unless a secret crosses a legal or ethical line, keep it to yourself.

Terry Bacon is a founding partner and chief executive officer of Lore International Institute (www.lorenet.com), a global HR research and consulting group, and the author of What People Want: A Manager’s Guide to Building Relationships That Work



Stopping the Spread of Germs at Work

How Germs Spread

Illnesses like the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs. The flu and colds usually spread from person to person when an infected person coughs or sneezes.

How to Help Stop the Spread of Germs

Take care to:

- Cover your mouth and nose when you sneeze or cough
- Clean your hands often
- **Avoid touching your eyes, nose or mouth**
- **Stay home when you are sick and check with a health care provider when needed**
- Practice other good health habits.

Cover your mouth and nose when you sneeze or cough

Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

Clean your hands often

When available, wash your hands -- with soap and warm water -- then rub your hands vigorously together and scrub all surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs.

When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using a gel, rub the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills germs that cause colds and the flu.*

*Source: FDA/CFSAN Food Safety A to Z Reference Guide, September 2001: Handwashing (<http://www.cfsan.fda.gov/%7Edms/handwashing>).

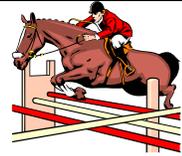
Avoid touching your eyes, nose, or mouth

Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks, and tables.

Continued on page 9



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
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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 February 2007

- Feb 14, 2007** **Mayors Committee on Disability Concerns**
7:30 a.m. 222 NW 15th St, Rm 203, OKC
POC: FEB Office, 405-231-4167
- Feb 15, 2007** **American Indian Council**
2:30 p.m. Allegiance Credit Union
4235 N. Meridian, OKC
POC: Katy Lantagne, 405-522-5409
- Feb 19, 2007** **President's Day**
- Feb 20, 2007** **Federal Employees Care Council**
5:00 p.m. Ronald McDonald House
1301 NE 14th St., OKC
POC: Tom Burton, 405-954-0625
- Feb 21, 2007** **Interagency Training Council**
10:00 a.m. DHS Customs & Border Protection
National Aviation Center
5020 S. Meridian Ave, OKC
POC: Ellen Parrott, 405-419-4291
- Feb 21, 2007** **Shared Neutrals Councils**
11:00 a.m. LaLuna Restaurant
409 W. Reno, OKC
POC: FEB Office, 405-231-4167
- Feb 22, 2007** **Black Program Council**
12:00 noon Small Business Administration
301 NW 6th, Ste 116, OKC
POC: Zeb Willie, 405-734-3089
- Feb 22, 2007** **Emergency Preparedness Council**
2:00 p.m. Federal Highway Administration
300 N. Meridian, OKC
POC: LeAnn Jenkins, 405-231-4167
- Feb 23, 2007** **Naturalization Ceremony**
12:00 noon 200 N.W. 4th St, OKC
POC: FEB Office, 405-231-4167
- Agency Visits:** Feb 5, Oklahoma City
Feb 13, Enid

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

Unity, not uniformity, must be our aim. We attain unity only through variety. Differences must be integrated, not annihilated, not absorbed.
—Mary Parker Follett

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
- 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@gsa.gov 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.



Retiring the Generation Gap “10 Principles for Working Across Generations”

Is intergenerational conflict noticeable in your workplace? How do you handle working with people older and younger than yourself?

"You can work with — or manage — people from all generations effectively without selling your soul on eBay or pulling your hair out on a daily basis," says the Center for Creative Leadership's Jennifer Deal. Look past the stereotypes and learn these ten truths about generational conflicts at work, gleaned from a seven-year CCL study.

1. **All generations have similar values.** Many people talk about enormous differences in values between older and younger people as if these differences were an established fact. The most striking result from CCL's research is how similar the generations are in their values priorities. Family is the value chosen most frequently by people of all generations. Other values named to the top ten by all generations included integrity, achievement, love, competence, happiness, self respect, wisdom, balance and responsibility. So why do people at work think the values of different generations are so different? Because even though the values are the same, the behaviors that go along with those values may be very different.
2. **Everyone wants respect.** We often hear that younger people are disrespectful of older employees and people in authority. We also hear complaints that older people show no respect for younger talent and ideas. The reality is that everyone wants respect - they just don't define it the same way. Older people primarily talked about respect in terms of "give my opinions the weight I believe they deserve" and "do what I tell you to do." Younger respondents characterized respect more as "listen to me" and "pay attention to what I have to say."
3. **Trust matters.** The different generations have similar levels of trust in their organization and in upper management - they don't trust them much. People of all generations and at all levels trust the people they work with directly (bosses, peers and direct reports) more than they trust their organizations. And people trust their organization more than they trust upper management.
4. **People want leaders who are credible and trustworthy.** What do different generations expect from their leaders? It turns out that age does not appear to matter much. People of all generations want their leaders to be credible, to be trusted, to listen well, to be farsighted and to be encouraging.
5. **Organizational politics is a problem — no matter how old or young you are.** Everyone who isn't winning at the political game dislikes it. People from all generations are concerned about the effects of organizational politics on their careers, on being recognized for the work they are doing and for getting access to the resources they need to do their job. Even if they don't like it, employees know that political skills are a critical component in being able to move up and be effective at higher levels of management.
6. **No one really likes change.** The stereotype is that older people dislike anything about their workplace being changed and that younger people love change. These assumptions are not true. In general, people from all generations are uncomfortable with change. Only 12 people in the study said they actually liked change! Resistance to change has nothing to do with age; it is all about how much one has to gain or lose with the change.
7. **Loyalty depends on the context, not on the generation.** It's often said that young people are no longer loyal to their organizations in the way that young people were in the past. Our research shows that younger generations are not more likely to job-hop than older generations were at the same age. In addition, people of all generations don't necessarily think that being loyal in the old sense is good for their careers. The perception that older people are more loyal is, in fact, associated with context, not age. For example, people who



are closer to retirement are more likely to want to stay with the same organization for the rest of their working life, and people higher in an organization work more hours than do people lower in the organization.

8. **It's as easy to retain a young person as it is to retain an older one — if you do the right things.** Just about everyone feels overworked and underpaid. People of all generations have the same ideas about what their organization can do to retain them. They want:
 - a. Opportunities to advance within their organization.
 - b. Learning and development.
 - c. Respect and recognition.
 - d. Better quality of life.
 - e. Better compensation.
9. **Everyone wants to learn — more than just about anything else.** Learning and development were among the issues brought up the most frequently by the people of all generations. Every one wants to learn—people of all generations want to make sure they have the training necessary to do their current job well. They are also interested in what they need to be learning to get to the next level in their organization. Five developmental areas have made it onto every generation's list: leadership, skills training in their field of expertise, problem solving and decision making, team building and communication skills.
10. **Almost everyone wants a coach.** We've heard that younger people are constantly asking for feedback and can't get enough of it. We've also heard that older people don't want any feedback at all. According to our research, everyone wants to know how he or she is doing and wants to learn how to do better. Feedback can come in many forms, and people of all generations would love to receive it from a coach.

This article is adapted from a new CCL publication: [Retiring the Generation Gap: How Employees Young and Old Can Find Common Ground](#) by Jennifer J. Deal (Jossey-Bass/CCL, 2006).

Stopping the Spread of Germs at Work

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Stay home when you are sick and check with a health care provider when needed

When you are sick or have flu symptoms, stay home, get plenty of rest, and check with a health care provider as needed. Your employer may need a doctor's note for an excused absence.

Remember: Keeping your distance from others may protect them from getting sick. Common symptoms of the flu include:

- fever (usually high)
- headache
- extreme tiredness
- cough
- sore throat
- runny or stuffy nose
- muscle aches, and
- nausea, vomiting, and diarrhea, (much more common among children than adults).

Practice other good health habits

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food. Practicing healthy habits will help you stay healthy during flu season and all year long.

More Facts, Figures, and How-To Ideas

CDC and its partner agencies and organizations offer a great deal of information about handwashing and other things you can do to stay healthy and avoid the germs that cause flu, the common cold, and other illnesses. See Other Resources at: <http://www.cdc.gov/germstopper/resources.htm> and Posters at: <http://www.cdc.gov/germstopper/materials.htm> on this Stop the Spread of Germs site for a select listing of Web sites, materials, and contact information.



FEEA 2007- 08 SCHOLARSHIP APPLICATION

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

- This FEEA Scholarship Application Form: A photocopy of the scholarship application form is acceptable.
Essay: Typed, double-spaced, essay not exceeding two pages on the topic: The Federal Government is always looking for bright young people who will choose to make public service a career.
Written Recommendation/Character Reference: Please submit a written recommendation/character reference from a supervisor, coworker, community leader, teacher or counselor.
Transcript: The transcript must show a cumulative GPA of 3.0 or higher.
Check here if your transcript is being mailed directly by the school.
List and Briefly Describe Awards, Extracurricular and Community Service Activities: Please provide this list on a separate page.
Include relevant dates and average time spent at each activity.
Copy of ACT, SAT or Other Examination Scores: This is required for applicants who are high school seniors; optional for all other applicants.
Copy of Most Recent Standard Form 50 "Notice of Personnel Action." Form must be no older than January 2005.
Two Self-addressed, Stamped, #10 Business-size Envelopes with 39 cents First Class Postage Properly Affixed.

Do not fold or bind any pages with staples or paper clips.

Place all materials, unfolded, into a 9 x 12 in. (or larger) envelope postmarked no later than March 30, 2007.

MAIL TO: FEEA Scholarship Program, 8441 W. Bowles Ave., Suite 200, Littleton, CO 80123-9501

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

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

Federal Employee's Name:
Relationship to Applicant: Father Mother Spouse Self Other (specify)

Federal Employee's Work Tel. #: Length of Federal Employment:
Federal Agency Name: Duty Station:
Federal Employee's E-mail Address:

Applicant's Unweighted Cumulative Grade Point Average (CGPA): (must be 3.0 or higher on 4.0 scale)

College/University (attending or planning to attend):

Class Status as of Fall term 2007 (must be at least a college freshman by fall term 2007):

- Freshman Sophomore Junior Senior Graduate Student



LEADERSHIP SKILLS FOR DEVELOPING WORKFORCE RESILIENCY



How to Increase Resiliency in Yourself, Your Work Teams, & Your Agency

Workforce resiliency in the public sector is more essential than ever. The pressure is on to get more work done, of higher quality, in less time, with fewer people, and a reduced budget, while managing non-stop change. In this highly rated session, Dr. Al Siebert draws on decades of consulting, thirty years experience teaching management psychology, and his knowledge of highly resilient survivors to show how to sustain personal resiliency and develop a resilient workforce.

Date: Tuesday, March 27, 2007	Location: OKC Public Works Training Room 3738 SW 15 th Street
Time: 7:30 a.m. Registration	8:00 a.m. - 4:30 p.m. Training

Executives and Managers will learn:

- How to be resilient and bring stability to uncertainty. Basics of a personal plan for avoiding resiliency fatigue and holding up under pressure. Guidelines for holding meetings during emotional times.
- Why some people are more resilient than others. How to develop resilient employees and develop workforce resiliency. Benefits of managing people using a flexible management style.
- Why managers must manage transitions and change using emotional competence.
- Effective ways to handle cliques and informal leaders.
- Why the best way to manage change is to manage learning. How to increase work team resiliency by managing with questions.
- How people and groups learn to be excellent. How to create attitudes of professionalism.
- How to avoid “groupthink” in teams. Why a successful positive attitude includes negative thinking. Techniques for handling workplace negativity in positive ways.
- How resiliency is related to long-life and good health.
- How to bounce back from unexpected difficulties. How to gain strength from distressing experiences and convert misfortune into good luck.

Each registrant will receive a copy of Dr. Seibert’s book, The Resiliency Advantage: Master Change, Thrive Under Pressure, and Bounce Back from Setbacks.

REGISTRATION

Name:	Agency:
Phone:	Address:
Fax:	Email:

Cost: \$145.00 per person

Method of payment: Cash Government Voucher Credit Card Pay at the door

Mail registration to:	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 March 16, 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!



SUN	MON	TUES	WED	THUR	FRI	SAT
There are few, if any, jobs in which ability alone is sufficient. Needed, also are loyalty, sincerity, enthusiasm and team play. -William B. Given Jr.				1	2	3
4	5 Agency Visits-OKC	6	7	8	9	10
11	12	13 Agency Visits-Enid	14 7:30 Mayors Committee	15	16	17
18	19 Presidents Day	20 5:00 FECC	21	22 2:00 Emgcy Prep /COOP Council	23 Naturalization	24
25	26	27 Regional FEW Conference	28	February 2007		

OKLAHOMA FEDERAL EXECUTIVE BOARD
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 OFFICIAL BUSINESS ONLY

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