



# INTERAGENCY CONNECTION

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## Chair's Corner



With the approach of summer, you may receive Ozone alerts from the FEB Office. The Association of Central Oklahoma Governments (ACOG) or Department of Environmental Quality will notify the FEB Office of "Clean Air Alert" designations. This notification will occur when forecasted weather conditions indicate a risk of violating the Environmental Protection Agency's standard of air pollution in the Oklahoma City, Tulsa, Stillwater and Lawton areas. Using advanced computerized information, a team of meteorologists, health department professionals and regional government representatives monitors Central Oklahoma weather conditions and distributes alert day notices the day **before** weather conditions are expected to aggravate pollution levels. Clean Air Alerts will be faxed from the FEB office to agencies in the form of a one-page flyer that can be duplicated and attached to exit doors for ALL employees to see. If we can move the 79,000 federal employees in Oklahoma to support these actions, we can have a dramatic impact on the environment of our state!

The **Leadership FEB** program is well underway and participants have finished tours of NOAA Agencies in Norman, VA Medical Center and VA Regional Office in Muskogee, and most recently the FAA Center in Oklahoma City.

Upcoming FEB sponsored training includes: Tools for Successful Supervisors, especially

designed for new or recently assigned supervisors in the federal sector (a registration form is provided on page 10 of this newsletter), and

Pre-Retirement Training, broken out into full, one-day training opportunities addressing the specifics of the Civil Service Retirement System and the Federal Employees Retirement System, respectively (a registration form is provide on page 11).

While we may be in the vacation season, your FEB is still involved. Summer Involvement of our FEB includes:

- The Oklahoma FEB will participate in the COOP Working Group for FEMA Region VI which will include five other FEBs and the corresponding State Emergency Management Directors (or their representatives).
- Our FEB has been asked to provide a speaker for the Public Manager Magazine /ASPA National Conference for panel discussions
- Our FEB will also be represented at the National FEB Conference in Washington DC in July

Wishing everyone a safe and enjoyable summer!

Kevin McNeely, Chairman

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### Faces Change in the FEB Office



Karen Harrington has received a promotion with one of our federal agencies and has left the FEB Office. We wish her the very best in her career pursuits!

*“It has been a pleasure working with the members of the Oklahoma FEB. I have met many wonderful people and had plenty of interesting questions...some that I never expected, but I was glad that I was able to help. While I'm not going far (FAA), I will miss working with you and hope to see you in the future. My replacement, Julie Murray, is coming from the OKC Military Entrance Processing Station. She has already been trained on some things and I know she will do a fantastic job. Take care and God Bless. Karen “*



Our office has been extremely fortunate to have already filled the vacancy left by Karen with an individual from the Military Entrance Processing Station.

Julie Murray is now the helpful voice you hear when calling the FEB Office. She has been on loan since February and is quickly becoming familiar with our FEB members and our operational processes.



### *Economic Stimulus Payment Calculator*

See if you're eligible for a stimulus payment and how much you can expect to receive from the “Economic Stimulus Payment Calculator” located on the IRS website! Go to <http://www.irs.gov/app/espc/> to access the calculator.

In order to determine whether you qualify for a stimulus payment, they will ask you a series of questions. Your entries are anonymous and the information will be used only for the purpose of determining your eligibility. All entries are erased when you exit or start over. See the "IRS Privacy Policy" for more information.

### *Before You Start*

- Have your 2007 Form 1040, Form 1040EZ, or Form 1040A available. You will be entering information from one of these forms.
- The result from this tool is just an estimate.
- Allow approximately 5-10 minutes to complete this tool.
- Be sure to answer all questions on each page.

### 2008 Federal Holidays

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a nonworkday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

Tuesday, January 1: New Year's Day	Monday, January 21: Birthday of Martin Luther King Jr
Monday, February 18*: Washington's Birthday	Monday, May 26: Memorial Day
Friday, July 4: Independence Day	Monday, September 1: Labor Day
Monday, October 13: Columbus Day	Tuesday, November 11: Veterans Day
Thursday, November 27: Thanksgiving Day	Thursday, December 25: Christmas Day

*\* This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.*



## Weigh Early-Out Carefully

Taken from Federal Times, dtd May 26, 2008

Even if they love their jobs, most employees spend time dreaming about retirement, the earlier the better. And those who don't love what they are doing spend even more time imagining what it would be like not having to get up and go to work.

If your agency were offering early retirement or buyouts, would you be eligible? If you are eligible, would it make economic sense for you to accept the offer?

The eligibility requirements for early retirement are the same under the Civil Service Retirement System and the Federal Employees Retirement System. You have to have at least 20 years of creditable service and be at least 50 years old or be any age and have at least 25 years of service.

If you don't meet the age and service requirements to retire, there are two options that come into play. If you are being involuntarily separated and have enough annual leave, you can use it to stay on the agency's rolls until you do qualify for early retirement. If you aren't eligible to retire and are offered a buyout, you can simply accept the money and resign. If you have at least five years of creditable service when you leave, you can apply for a deferred annuity later on.

Look before you leap at an offer of early retirement. If you are covered by CSRS and haven't reached full retirement age, your annuity will be reduced by 2 percent for every year you are under 55 (1/6 percent per month). If you are covered by FERS, there is no reduction. If you are a FERS employee who will have a CSRS component in your annuity, the 2 percent per year reduction will still apply to the CSRS portion of your annuity.

There are other differences. If you are a CSRS retiree, you'll get annual cost-of-living adjustments (COLAs), regardless of the age at which you retire. If you are a FERS retiree with a SCRS component in your annuity, the CSRS portion will be increased by COLAs; however, you won't begin to receive COLAs on your FERS annuity until you are age 62. That same no-COLA rule applies to every FERS retiree under age 62, except those who retire on disability or under the

special provision for law enforcement officers, firefighters or air traffic controllers. If you are one of these, you'll be able to receive an annual COLA regardless of the age at which you retire.

Also, if you are a FERS employee who retires early, you'll be able to receive a special retirement supplement when you reach your minimum retirement age—between 55 and 57, depending on your year of birth. The special retirement supplement approximates the Social Security benefit you earned while covered by FERS. It continues until you reach age 62, when you'll be eligible for a Social Security benefit. However, it is reduced or stopped if you exceed the Social Security earnings limit—\$13,560 in 2008. If you were to earn more than that from wages or self-employment in a given calendar year, your special retirement supplement would be reduced by \$1 for every \$2 you earned above the limit.

Beyond those considerations, one of the most significant consequences of retiring early is the amount of the annuity you'll get. Annuity calculations under both CSRS and FERS factor in years of service. So by staying longer, instead of retiring earlier, you can expect a larger annuity.

Finally, you need to check to see if you'll be eligible to carry your health and life insurance into retirement. The general rule is that you must be covered by the Federal Employees Health Benefits and Federal Employee's Group Life Insurance programs for the five continuous years before you retire to carry that coverage into retirement. However, the Office of Personnel Management has authority to grant pre-approved waivers of these requirements if your agency is authorized to offer early-outs or buyouts. Your agency will attach a memorandum to your retirement application that will allow you to receive a pre-approved waiver. That memorandum is your guarantee that you'll be able to carry your health and life insurance coverage into retirement.

*Reg Jones, author of this column was head of retirement and insurance programs at the US Office of Personnel Management.*



## Spotlighting Information in Public Service

### Did You Know...

#### *USDA Animal and Plant Health Inspection Services, Wildlife Services*

Every day, residents, industries, organizations and agencies call on Oklahoma Wildlife Services (WS) for help in protecting agriculture, human health and safety, natural resources, and property from damage or threats posed by wildlife. WS' professional wildlife biologists and technicians respond with effective, selective, and humane strategies to resolve wildlife conflicts.

WS works to protect property and reduce human health and safety risks at airports, schools, and along roadways. The program also protects people, pets, and livestock from wildlife-borne diseases; guards many natural resources, such as fisheries and timber, from wildlife depredation; and educates the public about wildlife and wildlife damage management. Specific projects conducted by Oklahoma WS include: protecting flood control structures from beaver damage; protecting livestock from predation; conducting sampling and monitoring for West Nile virus, pseudorabies, swine brucellosis, and rabies; protecting airline passengers from hazardous wildlife at airports; and managing damage caused by blackbirds, cattle egrets, pigeons, starlings, and other wildlife.

**Applying Science & Expertise to Wildlife Challenges:** WS offers information, advice, equipment, and materials that enable many people to resolve wildlife conflicts on their own. Often, this technical assistance can be provided over the phone. WS also provides on-site expertise, or direct assistance, to manage complex wildlife problems that cannot be safely resolved by others. To support this effort, WS conducts scientific research across the Nation to develop answers to new problems posed by wildlife and to ensure the program benefits from the latest science and technology.

*Protecting Livestock*—Predators, such as coyotes, cause significant losses to many ranchers and farmers by attacking cattle, sheep, goats, and poultry. In 2005, the National Agricultural Statistics Service (NASS) surveyed WS customers and found that, in Oklahoma, predators killed an estimated 11,600 head of cattle and calves valued at more than \$5.6 million. A NASS survey in fiscal year (FY) 2000 found that during that year predators killed more than 2,600 sheep and lambs.

Research suggests these figures could be two to three times higher in the absence of an effective livestock protection program. Unfortunately, these losses are felt most acutely by small ranchers and farmers.

The WS program in Oklahoma conducts a very effective program to reduce predator caused losses to livestock and assists ranchers and farmers statewide.

*Protecting Human Health and Safety at Airports*—Aircraft collisions with wildlife annually cost the U.S. civil aviation industry more than \$550 million in direct damage and associated costs and more than 500,000 hours of aircraft downtime.

There were about 7,100 bird collisions with U.S. commercial aircraft reported in 2005. Aircraft/wildlife strikes at military air bases also cause tremendous economic losses with more than 5,100 strikes reported in 2005. Since 1985 the Air Force alone has reported approximately \$522 million in damage to aircraft caused by wildlife strikes. Strikes involving military aircraft cause in excess of \$75 million in damage annually. Tragically, these wildlife strikes have also resulted in 32 crew fatalities.

The WS program is recognized nationally and internationally for its scientific expertise in reducing wildlife hazards to the aviation industry. The National Wildlife Research Center, WS' research arm, continually conducts research to understand the nature of wildlife hazards at airports, develop management tools to reduce these hazards, and provide airport personnel with information to control or prevent these hazards. Applying this scientific expertise, the Oklahoma WS program provided assistance to 17 airports (14 civilian and three military) during FY06, which included direct assistance, technical assistance, and training.

On-site evaluations, as well as comprehensive wildlife hazard assessments, are conducted before direct assistance begins. WS has been able to significantly minimize the aircraft/wildlife strike hazards at these airports and military bases.

*Protecting Pecans and Peanuts from Crow Depredation*—Crows cause significant damage to



pecan and peanut crops in Oklahoma. Annual State cash receipts for peanuts in Oklahoma average around \$50 million and cash receipts for pecans, although varying, can be as high as \$25 million. Crow damage to these crops is increasing dramatically each year. Currently Oklahoma WS provides limited direct and technical assistance to pecan and peanut growers in the State. Funding is supplied by the Oklahoma Department of Agriculture, Food and Forestry for this program.

*Protecting Multiple Resources from Beaver Damage*—Protecting transportation, agriculture, and natural resources through beaver damage management is a major consideration for WS in Oklahoma. Historically, beaver were considered a valuable natural resource and element of the economy. In recent years, however, decreased demand for beaver products resulted in less trapping and, subsequently, increased beaver numbers. Beaver now occupy all watersheds in the State, and population estimates are increasing statewide. This population escalation has resulted in some benefits derived from beaver activities, such as increased wetland habitat and reduced downstream sedimentation.

Detrimental impacts from beaver activities have also increased. From FY96 through FY05, WS in Oklahoma received 18,684 requests for assistance with beaver damage problems. Typical requests involved damage to roadways and bridges, flood control structures, agriculture and forest resources, and flooding of municipal sewer and water treatment facilities.

To address some of these problems, a statewide WS beaver damage management program was established. This program assists the Oklahoma Department of Agriculture, Food and Forestry (ODAFF), Oklahoma Conservation Commission, city and county governments, soil and water conservation districts, private landholders, and others with beaver problems. WS runs the program through a cooperative service agreement with ODAFF. Funding comes from Federal, State, county, and private sources. Since the inception of the program, millions of dollars in additional beaver damage have been prevented.

WS routinely uses explosives to safely remove beaver dams that are flooding property.

Before using explosives, Oklahoma WS personnel are trained and certified in the safe and effective use of explosives.

**Looking to the Future:** In Oklahoma, public safety is a concern for wildlife managers. This is particularly true at airports. Additional attention must be given to this very specialized area of work.

A second issue related to public safety and economic loss involves the increasing need to manage feral hogs, an invasive species. The state's rapidly growing feral hog population is causing serious damage to crops, livestock, lawns, and property. Studies estimate property damage alone at \$200 per pig, per year. Feral hogs are recognized as well as means for the transmission of diseases such as pseudorabies, a threat to domestic livestock, and brucellosis, which puts humans and animals at risk. They also pose a threat to wildlife due to competition for food and to habitat destruction.

The State also needs to manage the transmission and spread of skunk rabies, an increasing problem. Oklahoma WS is currently assisting landowners with rabid skunks through direct operations to remove sick skunks and by providing technical assistance to individuals about how to keep children and pets safe.

**Oklahoma Wildlife Services Funding:** In addition to receiving federally allocated funds, WS also receives money from cooperators who have a vested interest in the program: producers, private individuals, businesses, and other Federal, State, and local government agencies. In most cases, these cooperators need help to resolve wildlife damage problems or they play a role in wildlife damage management.

*Major Cooperators*

- Oklahoma Department of Agriculture, Food and Forestry/ Oklahoma Conservation Commission
- Oklahoma Department of Wildlife Conservation
- Tinker Air Force Base/ Altus Air Force Base
- Federal Aviation Administration
- Will Rogers World Airport
- Tulsa International Airport
- Oklahoma counties and cities



## Compensatory Time Off for Travel

### Description

Compensatory time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable.

### Employee Coverage

Compensatory time off for travel may be earned by an "employee" as defined in 5 U.S.C. 5541(2) who is employed in an "Executive agency" as defined in 5 U.S.C. 105, without regard to whether the employee is exempt from or covered by the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended. For example, this includes employees in senior-level (SL) and scientific or professional (ST) positions, but not members of the Senior Executive Service or Senior Foreign Service or Foreign Service officers. Effective April 27, 2008, prevailing rate (wage) employees are covered under the compensatory time off for travel provision. (See CPM 2008-04.)

### "Compensable"

Compensatory time off for travel may only be earned for time in a travel status when such time is not otherwise "compensable." Compensable refers to periods of time creditable as hours of work for the purpose of determining a specific pay entitlement. For example, certain travel time may be creditable as hours of work under the overtime pay provisions in 5 CFR 550.112(g) or 551.422. (See fact sheet on hours of work for travel.)

### Creditable Travel

To be creditable under this provision, travel must be officially authorized. In other words, travel must be for work purposes and must be approved by an authorized agency official or otherwise authorized under established agency policies.

For the purpose of compensatory time off for travel, time in a travel status includes—

- Time spent traveling between the official duty station and a temporary duty station;

- Time spent traveling between two temporary duty stations; and
- The "usual waiting time" preceding or interrupting such travel (e.g., waiting at an airport or train station prior to departure). The employing agency has the sole and exclusive discretion to determine what is creditable as "usual waiting time." An "extended" waiting period—i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes—is not considered time in a travel status.

### Commuting Time

- Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. However, the agency must deduct the employee's normal home-to-work/work-to-home commuting time from the creditable travel time.
- Travel outside of regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies.
- Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station is considered equivalent to commuting time and is not creditable travel time.

### Crediting and Use

Compensatory time off for travel is credited and used in increments of one-tenth of an hour (6 minutes) or one-quarter of an hour (15 minutes). Employees must comply with their agency's procedures for requesting credit within the time period required by the agency. Employees must also comply with their agency's policies and procedures for scheduling and using earned compensatory time off for travel.

More info is provided at:

[www.opm.gov/oca/pay/HTML/compensatory\\_time.asp](http://www.opm.gov/oca/pay/HTML/compensatory_time.asp)



## ABC's of "Schedule A"

### How to use Schedule A to hire people with disabilities

Do you have the latest guidance on how to use Schedule A to hire people with disabilities? If not, the EEOC Leadership for the Employment of Americans with Disabilities initiative recently published useful brochures for hiring managers, Human Resource Professionals, and Disability Program Managers. *The ABCs of Schedule A: How to Hire Using the Schedule a Appointing Authority* provides guidance in using Schedule A appointing authorities to hire the disabled.

**What is Schedule A?** *Schedule A*, as defined by 5 CFR 213.3102(u), is an excepted service appointing authority which allows agencies to meet two important goals: hire high-quality employees to carry out the mission and increase the participation rate of severely physically handicapped individuals. These noncompetitive appointments reduce the administrative burden often associated with the hiring process. Qualified candidates can be hired without posting the position to USAJOBS and without rating and ranking candidates. They can be hired into permanent, time-limited, and temporary positions.

**How Does Schedule A work?** First, hiring managers contact the agency's Selective Placement Coordinator (SPC) or Disability Program Manager (DPM)—usually housed in the HR or EEO office. Then, the two of them discuss what competencies the ideal candidate should possess with the essential functions of the position in mind. Next the SPC/DPM provides a list of potential candidates to the hiring manager who reviews them. Finally, the manager assesses and makes a selection if a good candidate is identified. The manager then coordinates with HR and the SPC/DPM to make the job offer and ensure necessary accommodations are in place prior to the new hire's arrival.

**Is Schedule A being used?** According to the EEOC's report, *Improving the Participation Rate of People with Targeted Disabilities in the Federal Work Force* (2008), *Schedule A* is little used by agencies. In Fiscal Year (FY) 2006, the Federal Government hired 326 people with targeted disabilities (PWTD) using this *Schedule A* authority. While this represents a slight increase from FY 2002, it means that only 0.14% of all Federal new hires were hired using this authority. *Schedule A* is just one authority available to hire PWTD. Overall, EEOC noted that PWTD were hired at rates well below their participation rate in the Federal workforce (0.94%). The rate of hire for all PWTD declined from 0.60% in FY 2002 to 0.55% in FY 2006. The number of agencies using the authority also decreased from 26 in FY 2006 to 23 in FY 2007, according to OPM data. New hires primarily held positions in the miscellaneous clerk and assistant series (GS-0303).

One of the key barriers EEOC identified in hiring PWTD was a lack of information Federal managers have about what hiring authorities are available to them. Now there is a resource to help educate them about the *Schedule A* hiring authority. If you, the Hiring Manager; and you, the Human Resources Professional; and you too, the Disability Program Manager have not received your copy of the *The ABCs of Schedule A*, contact EEOC at 1-800-669-4000 or send an email to LEAD.Initiative@eoc.gov. Also, we would like your thoughts on hiring people with targeted disabilities. Send us an email at studies@mspb.gov with "Schedule A" as the subject line.

Taken from Issues of Merit, dated May 2008.



## UPCOMING EVENTS June 2008

<b>Jun 3, 2008</b> 5:00 p.m.	<b>Federal Employees Care Council</b> Ronald McDonald House-OKC POC: Tom Burton, 405-954-0625
<b>Jun 11, 2008</b> 7:30 a.m.	<b>Mayors Committee on Disability Concerns</b> POC: Diana Hubbard, 405-297-4544
<b>Jun 11, 2008</b> All Day	<b>Leadership FEB Forum</b> 507 <sup>th</sup> ARW POC: FEB Office, 405-231-4167
<b>Jun 12, 2008</b>	<b>Agency Visits-Woodward</b>
<b>Jun 12, 2008</b> 2:30 p.m.	<b>American Indian Council</b> Allegiance Credit Union 4325 N. Meridian, OKC POC: Aletha Bolt, 405-297-4575
<b>June 18-19, 2008</b>	<b>FEMA/FEB Meeting</b> Denton, TX POC: LeAnn Jenkins, 405-231-4167
<b>June 18, 2008</b> 10:00 a.m.	<b>Interagency Training Council</b> Gaillardia POC: Ellen Parrott, 405-419-4291
<b>Jun 25, 2008</b> 2:00 p.m.	<b>Emergency Prep/COOP Council</b> 300 N. Meridian, OKC—FHWA POC: LeAnn Jenkins, 405-231-4167
<b>Jun 27, 2008</b> 12:00 noon	<b>Naturalization Ceremony</b> 200 N.W. 4 <sup>th</sup> St, OKC POC: FEB Office, 405-231-4167

*Communication—Collaboration—Commitment*

*Apathy can be overcome by enthusiasm, and enthusiasm can be aroused by two things: first, an idea which takes the imagination by storm; and second, a definite, intelligible plan for carrying that idea into action. —Arnold Toynbee*

## 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
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71<sup>st</sup> MSG, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- LCDR David Nikodym, Commander, Military Entrance Processing Station
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Stephen Schmelling, Director, EPA National Risk Management Research Laboratory, Ada
- 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](mailto:LeAnnJenkins@gsa.gov) no later than the 15<sup>th</sup> of each month.

### Officers:

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

**Vice-Chair:** **Barry Dodson**, Director  
USDA Risk Management Agency

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

### Staff:

**Director:** LeAnn Jenkins  
**Assistant:** Julie Murray



## **New rules bar problem employees for three years**

Taken from *Federal Times*, dated May 12, 2008, "Ask the Lawyer" article by Greg Rinckey

A new regulation takes effect June 16 that authorizes managers to bar problem employees and job candidates from federal employment for up to three years—instead of the current one year.

The ban can be used against employees and job candidates for misconduct, negligence, criminal or dishonest conduct, lying or committing fraud in an examination, abusing drugs or alcohol and not pursuing rehabilitation, or trying to overthrow the government, according to an April 15 Office of Personnel Management announcement.

OPM already can ban employees for up to three years; the rule change aims to make it standard across government.

The purpose of the so-called suitability regulation in Title 5, Part 73, 1 is to ensure that the government has a suitable work staff—one of high integrity and good character—that remains efficient in the future. All managers should recognize how important it is to be able to trust their employees no matter what position is being filled.

The rule states that agencies must conduct appropriate checks to ensure the suitability of a job candidate. Federal employers have a variety of ways they can accomplish these checks such as background screening, education verification, employment references and obtaining a criminal history report.

Agency heads are required to assign a risk level to every position in the competitive service. The risk level—high, moderate or low—determines the level of investigation required for potential hires and reinvestigations of employees. Positions at

the high or moderate levels are identified as public trust positions and commonly include major program responsibility, law enforcement duties, fiduciary responsibilities or other positions involving a high degree of trust.

OPM will provide guidance on risk designation and investigative requirement before the rule takes effect in June. At all risk levels, investigations should be initiated before appointment and no later than 14 calendar days after placement in a position.

After the investigation is complete, the agency decides whether the person is suitable for employment. Determining suitability involves evaluating a person's character traits as well as past conduct in a sufficient manner to decide if an individual is likely to be able to complete the responsibilities of the federal job assigned.

Once a decision is reached, OPM and the agency must notify the applicant, in writing, of the proposed action. This notice must be served at least 30 days before the proposed action and should specify reasons for the determination.

Any applicant or employee found to be unsuitable should be told his rights by an appropriate agency authority.

He has up to 30 days to answer the charges in writing. The employee or prospective employee can appeal the agency's decision to the Merit Systems Protection Board.

To read Title 5, Part 731, go to [www.gpoaccess.gov](http://www.gpoaccess.gov).

*Greg Rinckey, a former military and federal attorney, is managing partner of Tully, Rinckey and Associates of Albany, N.Y.*



## TOOLS FOR SUCCESSFUL SUPERVISORS



**SUPERVISORS!** They have the title. Now give them the tools! *Tools for Successful Supervisors* will provide each participant with what they need to hit the ground running. Make the leap from worker to supervisor and earn the respect and confidence of those you lead, boost worker productivity, enthusiasm and commitment. Learn how to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance.

**In this seminar, Anthony Tormey will provide you with the following tools:**

- Leadership and Management Qualities You Need
- How to Set the Stage
- Seven Key Elements in Building Trust
- Two Questions to Ask About Motivation
- Learn the “Hot Stove” Rule of Discipline
- How to Conduct Productive Meetings
- Eight Characteristics of an Effective Delegator
- When to Coach – How to Discipline
- Understanding New and Old Relationships
- Better Manage Priorities and Deadlines
- The Importance of Values, Vision, Mission and Goals
- How to Delegate More Effectively
- Avoid the Pitfalls of Being a New Supervisor
- Create an Environment of Success and Winners



### Who Will Benefit?

Newly promoted supervisors, supervisors supervising less than 3 years, team leaders, employees in line for promotion, non-supervising project managers

Tools for Successful Supervisors are what the participant needs to get their feet on the ground and start running. How to make the leap from worker to supervisor. How to boost worker productivity, enthusiasm, and commitment. How to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance.

Date:	Wednesday, August 20, 2008
Time:	7:30am registration; Seminar is from 8:00am-4:30pm
Location:	National Center for Employee Development Conference Center, 2801 East State Hwy 9, Norman, OK 73071-1104
Cost:	\$145.00 per person

**Lodging:** Govt rate of \$70 for single occupancy. If you pay using your government card, no tax will be charged. If using a personal credit card, tax will be charged. Call the NCED Conf Center (Norman) for reservations: 405-366-4703 and identify yourself as attending the OK Federal Executive Board training.

### REGISTRATION

Name: _____	Agency: _____
Phone: _____	Fax: _____

**Method of payment:**  Cash     Government Voucher     Credit Card

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 August 8, 2008. 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!



# One-Day Pre-Retirement Training Seminar-2008



*Be sure you are financially prepared to do all the things you've planned for your retirement!!*

<b>CSRS session topics:</b> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Flexible Spending Accounts</li> </ul>	<b>FERS session topics:</b> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Flexible Spending Accounts</li> </ul>
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**TIME:** 8:30 a.m. - 4:00 p.m. (each day) Registration will begin at 8:00am  
**LOCATION:** USPS National Center for Employee Development, 2801 East State Highway 9  
**COST:** [ ] \$75.00 per person if registered by close of business 6/30/2008  
[ ] \$90.00 per person if registered after close of business 6/30/2008  
[ ] \$50.00 for spouses (if materials are shared)

[ ] I am registering for the CSRS Only session on Tuesday, August 5, 2008.

[ ] I am registering for the FERS Only session on Wednesday, August 6, 2008.

***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 July 25, 2008. 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 5:00 FECC mtg	4	5	6	7
8	9	10	11 Leadership FEB	12 Woodward Welcome Visits 2:30 AIC	13	14
15	16	17	18 10:00 ITC	19 FEMA/FEB Meeting		21
22	23	24	25 2:00 Emgcy Prep	26	27 Naturalization	28
29	30	31		June 2008		

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

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