



# INTERAGENCY CONNECTION

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## Chair's Corner



This is my last newsletter article as Chair of our Federal Executive Board. We have seen many changes and challenges during the two years I've served as FEB Chair in Oklahoma.

As we go into the new fiscal year, our budget challenges continue. Federal agencies will be facing many difficult decisions this fiscal year: some will downsize through attrition and others may have to run reductions in force (RIFs). With some possibly facing RIF situations, we thought it appropriate to reprint the Federal Times article "What you should know about RIFs" in this newsletter.

Our FEB has received an invitation from Governor Fallin to attend a meeting in order to take part in a discussion to address topics that have surfaced, after this year's tragic weather events, which require attention from both the public and private sectors. At the forefront of these topics is the issue of safety and security for children. The FEB has been identified as a partner they would like to work with to discuss challenges and potential solutions. As a father and member of this community, I look forward to initiatives that may come from these discussions.

Our FEB continues to be an entrepreneurial, progressive organization in which I take great pride of being a member. We realized a total cost avoidance of **\$2,324,405.18** from interagency training, coordinating 100 volunteers from 18 different federal agencies for 1120 hours of service (for FEMA activities); a revenue recovery through parking agreements with GSA and cost-avoidance from the success of our Shared Neutrals Program!

I would like to introduce a new staff member in the FEB Office: Lisa Smith-Longman became the Executive Assistant on September 22, 2013. She

comes from Tinker AFB and brings over 14 years of federal service with her to this new challenge! Lisa's voice will be the one you hear, now, when you call the FEB office. Please be sure to welcome her aboard when you talk with her!



We also have the pleasure of having Greg Marcum, Deputy Chief, G3 Operations at Fort Sill in the FEB Office on a 90-day (September-December) detail to provide a "local" development assignment while in his formal TRADOC leadership training program. Many of you will be hearing from Greg as he coordinates next year's Leadership FEB program or assists with the more formalized FEB After-Action Report being drafted for FEMA. (more info on Staff Changes on pg 9)

On October 10<sup>th</sup>, we will have the Transition of Officers ceremony, completing the changeover to the incoming FEB Officers.

The past two years have passed quickly and I look forward to transitioning to "Ex Officio" status and serving as an advisor to Julie Gosdin, US Postal Service District Director, our incoming Chairperson, and Kevin Donovan, TSA Federal Security Director, our incoming Vice-Chair! I know that you will continue to support them with the same enthusiasm and dedication as you have me.

Keep watching this monthly newsletter for information, activities, and opportunities for you and for federal employees.

I look forward to being a part of what our FEB has in store for this next fiscal year!

See you soon,

A. D. Andrews, Chairman

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## What You Should Know About RIFs

Taken from Federal Times Article “PersonalAdviser” written by Reg Jones, dtd August 26, 2013

As sequestration tightens its hold and Congress carves away at agency budgets, losing your job is a distinct possibility. To be prepared, you need to have a clear understanding of the rules governing reductions-in-force (RIFs).

Every agency has to follow RIF procedures, which require them to establish competitive areas, competitive levels and retention registers. Here is what you need to know:

**Competitive areas:** Competitive areas are the geographical or organizational limits within which you’ll be competing for retention—in other words, keeping your job. A competitive area can consist of all or part of an agency. However, it can’t be any smaller than a subdivision of your agency, which is under separate administration within a local commuting area.

**Competitive levels:** Employees with the same employment characteristics are put in competitive levels. Each level consists of interchangeable positions with similar grades, series, qualifications, duties and working conditions. When positions have different types of work schedules, such as part-time, intermittent or seasonal, they are placed in different competitive levels.

**Retention registers:** Employees are put on retention registers in rank order using four factors: tenure, veterans’ preference, length of service and performance. Tenure is divided into three groups based on type of appointment. Group I is made up of career employees who aren’t serving a probationary period. Group II is made up of employees who are serving a probationary period and career-conditional employees. Group III is employees serving under term appointments and others without status.

Veterans’ preference is also divided into three categories within the above groups. Subgroup AD consists of veterans with a compensable service-connected disability of 30 percent or more. Subgroup A includes any veterans not assigned to subgroup AD. Subgroup B consists of non-veterans and veterans who aren’t eligible for preference. In other words, everyone else.

**Length of service:** Within each of these subgroups, you will be ranked by your service computation date (SCD). Your SCD will be based

on your creditable civilian, plus any additional service credit granted for the quality of your performance (see below). Credit for active-duty military or non-appropriated fund service may be added under certain circumstances, such as having served during a war declared by Congress.

**Performance:** Extra service credit may be awarded based on the average of your last three annual performance ratings of record. If you had fewer than three ratings, the ones you did receive will be averaged. If the averaging results in a fraction, the number is rounded up to the next whole number.

While there are a variety of performance rating systems, a commonly used one would assign credit as follows:

- 20 additional years for an “Outstanding” rating.
- 16 additional years for an “Exceeds Fully Successful” rating
- 12 additional years for a “Fully Successful” rating.

For example, if you received two “Exceeds Fully Successful” and one “Fully Successful” rating, you’d be credited with 15 additional years ( $16+16+12/3=14.6$ , which would be rounded to 15).

**Order of release:** Employees are released from the retention register in the inverse order of their retention standing—the person with the lowest standing is the first to be hit by the RIF.

**Rights to other positions:** Employees in Groups I and II who are rated at least “Minimally Successful” and who have “bumping” or “retreating” rights are entitled to be assigned to an available position in the same competitive area. To be considered “available”, a position must be expected to last at least three months, be in the competitive service, be one for which you qualify, and be within three grades of your present position.

**Vacant positions:** Your agency isn’t required to offer you a vacant position in a RIF. If it does, it will have to follow subgroup retention standings. Such an offer must be in the same competitive area and within three grades of your current position.

*Watch for future article on retirement options open for those who receive RIF notices.*



## How RIFs affect the SES

Taken from Federal Times Article "PersonalAdviser" written by Reg Jones, dtd September 16, 2013

In my last column, I reviewed the rules governing reductions in force for everyone except members of the Senior Executive Service. This time, I'll describe the rules governing them.

To begin with, an agency must lay out a plan that explains how its RIF procedures work and how they will affect members of the SES. Like the rules for other employees, the first steps are to establish competitive areas and retention registers. After that, the rules differ significantly from those applying to other employees.

**Competitive areas:** As a first step, your agency must define the area of competition. While it may designate the entire agency, it has the option of confining it to one or more major components of the agency. Note: For this purpose, an agency is defined as a Cabinet department (such as the Department of Defense or the Department of Agriculture) or an independent agency (such as the General Services Administration, the Security and Exchange Commission or the Office of Personnel Management).

**Retention Registers:** Once it has defined the competitive area or areas, your agency must place you and other affected SESers in retention registers. These are based on performance and other factors include in its RIF plan. To see what those are, check with your agency personnel office.

If you are unfortunate enough to be an SESer with the lowest retention standing, you'll be identified for RIF.

**Placement rights:** If you are identified for RIF, you are entitled to be placed in any SES position in your agency for which you are qualified. It's important to understand that this right to placement is within your

entire agency, not just the component originally established as the competitive area.

If there isn't any position within the agency in which you can be placed, your agency head has to certify that fact to OPM in writing. From that point forward, OPM is responsible for providing placement assistance. However your agency still isn't off the hook. While OPM is providing assistance, the agency must continue to try to place you within the agency.

**RIF notices:** By now, you're wondering if all this happens without your being informed about what's going on. The answer is no.

You are entitled to one notice, and maybe a second. The first lets you know that you've been released from the retention register and can't be placed in your agency. It has to be given to you at least 45 days before you are removed from the SES.

You get the second notice only if OPM notifies your agency that it was unsuccessful in finding you a job. That notice is given one day before your removal date.

**What happens next?** If OPM is unsuccessful in finding you an SES position in another agency, your agency will have to remove you from your position and place you in a vacant GS-15 position. If your agency doesn't have a vacant GS-15 position, it will have to create one for you.

You can either accept the downgrading or appeal that decision to the Merit Systems Protection Board. Alternatively, if you meet the eligibility requirements, you may take a discontinued service retirement (DSR).



## Spotlighting Information in Public Service

### Did You Know...

The *Chief Human Capital Officers Act of 2002*, enacted as part of the *Homeland Security Act of 2002* (Pub. L. No. 107-296) on November 25, 2002, required the heads of 24 Executive Departments and agencies to appoint or designate Chief Human Capital Officers (CHCOs). Each CHCO serves as his or her agency's chief policy advisor on all human resources management issues and is charged with selecting, developing, training, and managing a high-quality, productive workforce.

The CHCO Act also established a Chief Human Capital Officers Council to advise and coordinate the activities of members' agencies on such matters as the modernization of human resources systems, improved quality of human resources information, and legislation affecting human resources operations and organizations.

The 25-member Council is composed of the Director of the Office of Personnel Management (OPM), who serves as chairman; the Deputy Director for Management of the Office of Management and Budget (OMB), who acts as vice chairman; the CHCOs of the 15 Executive departments; and the CHCOs of 8 additional agencies designated by the OPM Director. Additionally, the Council has an Executive Director who coordinates and oversees the activities of the Council.

#### **Council Charter**

##### Introduction

In his Management Agenda, the President has stated that the Federal Government's workforce is one of its most valuable assets. Our employees are a national resource, and the American public expects the Federal workforce to be managed effectively and efficiently on their behalf. The Congress, through law, also supports this goal and has required that agencies establish a system of human capital management with plans that are strategically developed, leadership that has authority and accountability, and performance that is measured and continuously improved.

Chief Human Capital Officers (CHCOs) are essential to the success of human capital management throughout the Federal Government. They are vested with stewardship responsibilities for Federal employees and agencies and also share a collective accountability with OPM for improving the strategic management of human capital throughout the executive branch. They exercise that accountability in part through the CHCO Council, as strategic partners with the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB).

##### Authority

The CHCO Council (Council) is formally established by the Chief Human Capital Officers Act of 2002 (Act), which was enacted as part of the Homeland Security Act, Public Law 107-296, on November 25, 2002. The provisions are effective May 24, 2003.

##### Purposes

The purposes of the Council are to:

Advise OPM, OMB, and agency leaders on human capital strategies and policies, as well as on the assessment of human capital management in Federal agencies.

Inform and coordinate the activities of its member agencies on such matters as modernization of human resources systems, improved quality of human resources information, and legislation affecting human resources management operations and organizations.

Assist member CHCOs and other officials with similar responsibilities in fulfilling their individual responsibilities to:

(1) Implement the laws governing the Federal civil service, as well as the rules and regulations of the President, OPM, and other agencies with regulatory authority that affects Federal employees;

(2) In accordance with those laws and



regulations, advise and assist agency heads and other senior officials in carrying out their responsibilities for selecting, developing, training, and managing a high-quality, productive workforce in accordance with merit system principles;

(3) Assess workforce characteristics and future needs and align the agency’s human resources policies and programs with the agency’s mission, strategic goals, and performance objectives;

(4) Advocate and assure a culture of continuous learning and high performance, developing and implementing effective strategies to attract, develop, manage, and retain employees with superior abilities;

(5) Identify human capital best practices and benchmarks, and apply those exemplars to their agencies and the Federal Government as a whole.

§ Provide leadership in identifying and addressing the needs of the Federal Government’s human capital community, including training and development.

#### Membership

The Act establishes as permanent members of the Council:

- (1) the Director of OPM;
- (2) the Deputy Director for Management of OMB; and
- (3) the Chief Human Capital Officers of Executive departments.

The Act also provides that the Director of OPM may designate other members of the Council. Such additional members may include, but are not limited to:

- (1) the Chief Human Capital Officers of other Executive agencies; and
- (2) members who are designated on an *ex officio* basis and who may be invited to contribute to projects, as particular skills and expertise are needed.

The Act provides that the Director of OPM

serves as Chairperson of the Council, and the Deputy Director for Management of OMB serves as Vice Chairperson.

#### Other Attendees

As required by the Act, at least once a year, representatives of employee labor organizations will be invited to attend a Council meeting. At the discretion of the Chair, representatives of other organizations may be invited to attend Council meetings.

#### Meetings

Meetings will be scheduled at the direction of the Chair. Attendance will generally be limited to principals and members, as described above, and to others who are specifically invited or approved by the Chair.

When votes are taken, each Council member (other than *ex officio* members) will have one vote. Members must be present to vote.

Invited guests who are not Federal employees may express their views, but will not participate in deliberations or decisions on policy matters, unless the meeting has been opened to the public in accordance with the Federal Advisory Committee Act (FACA). Note in this regard that FACA does not normally apply to Council meetings.

Minutes of meetings will be prepared by the Secretary/Treasurer, and copies will be provided to all members. The Secretary/Treasurer will maintain an official archive of all minutes and other official Council documents.

#### Committees

The Chair may establish standing committees of the Council and appoint committee chairs and members. The Chair may also establish one or more *ad hoc* committees to deal with specific issues or initiatives.

#### Annual Report

The Act requires that the Council submit each year to Congress a report on the activities of the Council.



## What to Keep and What to Throw Away

Taken from a brochure published by the Credit Union National Association, Inc.

It is unbelievable to hear that, each day, the typical family receives five to 10 important items related to school, finances, social events, or work, according to Jack Gillis, public affairs director for the Consumer Federation of America. That easily translates into 50 items a week or 2,500 items a year.

As Gillis says, while businesses are moving into more paper-free environments, we're still inundated with paper at home and overwhelmed with the need to keep track of everything.

Before you send all your documents through the paper shredder or file them in your pile of bills and other records in your closet, you should know what to keep and what to throw away. So take a look at the table to figure out what to keep and for how long.

While it's important to keep these documents, it's just as important to keep them in the right place. A countertop organizer is one way to start filing your papers. Once your countertop organizer starts to get full or even before it does, you can move items to more permanent storage, such as a filing cabinet or safe deposit box.

You should store anything you need to keep permanently in either a fireproof storage box or safe deposit box. Keep marriage records, divorce papers, car titles, and birth certificates in a safe deposit box. Experts suggest you not carry the key to your safe deposit box with

you—keep one in the house and one with a relative, close friend, or attorney.

Knowing where important documents are—such as birth certificates financial records, marriage licenses, and household inventory—

What to Keep and for How Long					
	45 Days	One Year	Six Years	Seven Years	Permanently
<b>Credit card receipts and statements</b>	█				
Keep receipts until your monthly statement arrives; if that's correct, shred the receipts. Exceptions: Keep a receipt if you're disputing a bill or to cover a warranty or return period. Keep the statements for seven years if they contain tax-related expenses.					
<b>Pay check stubs</b>	█	█			
Make sure the information on your paycheck stubs matches your annual W-2 when you receive it, then shred the stubs. If your employer lists vacation/sick leave carryover on your paycheck stub, keep the last one of the year. Notify your employer if the information doesn't match.					
<b>Retirement/savings plan statements</b>	█	█			
Keep quarterly statements until you receive your annual summary; if everything is correct on the annual summary, shred the quarterlies. It's best to hold on to annual statements until you retire or close the account. Keep important notices and contacts for retirement plans and pensions permanently.					
<b>Credit union records</b>	█	█			
At the end of each year, go through your share draft carbons or statements and only keep those related to taxes, business expenses, and housing or mortgage payments.					
<b>Bills</b>	█	█			
Keep bills for major purchases—cars, jewelry, furniture, computers, and so on—to show proof of their value in the event of loss or damage. For other bills, once you know payment has cleared your credit union for a particular bill and the return/refund period has expired, shred that bill.					
<b>House records</b>	█	█			
Keep purchase price information and the cost of permanent improvements to your property, such as remodeling. Also, if you buy or sell property, keep records of legal fees and your real estate agent's commission for six years after you sell your house. Keeping these records, especially home improvement records, is a good idea and could potentially assist you in lower capital gains tax should you decide to sell.					
<b>Tax records</b>	█	█	█	█	█
The IRS has three years to audit your return, and you have three years to file an amended return to claim a refund if you made a mistake. If you made the mistake of underreporting your gross income by 25% or more on a return, the IRS has six years to challenge it. If you filed a fraudulent return or didn't file one at all, the IRS can catch you on it at any time. Keep a copy of all 1040 tax forms permanently.					
<b>IRA contributions</b>	█	█	█	█	█
Keep nondeductible contribution records permanently in case you need to prove you paid tax on the money when you want to withdraw it.					
<b>Miscellaneous</b>	█	█	█	█	█
Also keep these permanently: Updated household inventory, birth and death certificates, marriage license, divorce papers, military records, insurance claims, accident reports and claims, proof of ownership and major debt repayment, and legal correspondence.					

█ Recommended time to keep documents      █ Some cases call for longer retention

is necessary in case of a flood, tornado, or fire. Make sure these documents are easy to get hold of in case you need to evacuate your home suddenly.

Keep important documents safe and check the table to figure out what to keep and what to throw away. If you're still not sure or have questions about what you should or shouldn't keep, ask the pros at your credit union for guidance.

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### Three steps to reduce the pain of sequester

#### Limit multitasking, set priorities

The sequester is no longer headline news, but the pain federal agencies feel as they work to provide the same level of service with a substantially smaller budget has only gotten worse, with no relief in sight, at least from Congress. However, managers do have the means to reduce the sequester's effects and increase productivity by 20-50%, with the same or even fewer resources.

People who multitask suffer a wide array of negative effects, from a 25% average drop in output to being more easily distracted.

It's no secret that federal projects are often in trouble; they're frequently late and over budget. David Powner, director of IT management issues for the Government Accountability Office, told a House hearing in January that "federal IT projects too frequently incur cost overruns and schedule slippages while contributing little to mission-related outcomes."

A GAO report last year found that nearly half of the growth in the Defense Department's 2011 portfolio of 96 major defense acquisition programs can be attributed to production inefficiencies. This year, the GAO found that cost increases for the Veterans Affairs Department's largest medical center construction projects in 2012 ranged from 59-144%, with an average increase per project of \$366 million and an average delay of 35 months per project.

A quick search of the GAO website will find dozens of similar reports for nearly every agency.

Superficially, there are many different causes for cost and schedule overruns. But at their root, many come down to a hidden killer of productivity: multitasking.

Much of the public and private professional world touts its ability to multitask as proof of its superior work ethic, but more than three decades of academic research has overwhelmingly demonstrated that multitasking substantially decreases individual productivity.

People who multitask suffer a wide array of negative effects, from a 25% average drop in output to being more easily distracted.

The problem is compounded within organizations. After all, people do not typically work independently in large organizations like federal agencies; rather, they depend on others to complete preliminary tasks before they can start their own work. If multitasking delays individual work, it cascades through the workflow and magnifies overall project delays.

Just as individual multitasking occurs when a single

person's time is split among too many tasks, organizational multitasking occurs when groups try to tackle more work than they have the capacity to complete.

When organizational multitasking occurs, groups keep others waiting for their output, managers take days to make even small decisions and every task seems equally urgent. As a result, the organization wastes its resources solving the wrong problems.

While the negative effects are much more pronounced in organizational than with individual multitasking, it is actually much easier to stop organizational multitasking. All that's required is a process for reducing work in process and the establishment of clear and simple priorities. This can be accomplished by taking the following steps:

- + Reduce the number of open projects or work streams by 25-50%. Working on fewer projects or work streams to get more done seems counterintuitive, but it works. Fewer projects/work streams mean fewer tasks, less confusion and more focus. Simply reducing the number of open projects/work streams by 25-50% can double the task completion rates.
- + Establish a clear rule for task-level priorities. For some projects, a simple rule (e.g., task priority is set by project priority) is sufficient. Whenever there is a priority conflict, people work on the highest-priority project first. For complex projects—especially those that are executed in environments with high degrees of uncertainty—specialized software can help organizations properly prioritize tasks.
- + Don't start a project without adequate preparation. Well begun is half done, as the saying goes. If teams have everything in place before starting a project (a.k.a., full-kitting), they encounter fewer questions and delays.

By implementing these three simple steps, agencies can reclaim productivity that was previously wasted because of organizational multitasking. The results can be dramatic: Typically, organizations improve productivity by 20-50% just by eliminating organizational multitasking.

Such gains could make the pain of the sequester quite a bit easier to manage.

*This is a reprint of a Federal Times article, dated September 9, 2013 written by Sanjeev Gupta, CEO of Realization Technologies, a software professional services company based in San Jose, Calif.*



**FEB Staff Changes/Additions:**

Change:

Lisa Smith-Longman has replaced Nichole James as the new Executive Assistant in the FEB office, effective September 22, 2013. We are excited to have Lisa join our FEB Team!



She brings over 14 years of federal experience on which she can draw in the administration of her duties at the FEB office.

Her previous duties included providing command section administrative and technical support of management and program administrative functions at the Air Force Sustainment Center, Tinker AFB.

Addition:

Gregory Marcum, Deputy Chief of G3 Operations at Fort Sill, OK is in the FEB office for 90 days, serving on a developmental detail to satisfy one of the requirements of his formal TRADOC leadership training program.

Greg has twenty years in the Army military, with experience in Aviation and Artillery, transitioning to civilian life with a civilian position with the US Army at Fort Sill.

Greg will be working on coordinating the Leadership FEB 2014 Program, along with helping the FEB Director develop an FEB After-



Action Report for FEMA regarding the FEB activities in support of Federal agencies impacted by May tornadoes, as well as those who had employees affected.

*Federal Offices Affected by May tornadoes*

Two of the four agencies affected by the May tornadoes have shared their “after action” info to be shared with the federal community in Oklahoma. As a result, the following is provided for info:



After recent tornado damage and destruction to the USPS Moore Branch, rebuilding is underway with hopes to be back in the facility by year end. The USPS is still a presence in Moore, just in a different location. For those customers impacted by the tornado whose ZIP is 73153 or 73160, they receive their mail at the USPS temporary modular box units located at 1600 South Broadway in downtown Moore. However, no retail services are available at that location. Retail services are available at the Santa Fe Carrier Unit located at 201 Southwest 134th St. just a few miles west of the Moore Branch location. There is also a Self-Service kiosk at this location.

**The Oklahoma Postal Creed, just a slight variation of the original written by Herodotus "neither rain nor snow nor summer heat or tornado winds will keep these couriers from the swift completion of their appointed rounds". We are proud of our employees for their diligence during these challenging times.**



## Indian Health Service

On May 31, 2013 between 6:03 and 6:43 pm, severe winds from an EF-5 tornado impacted the El Reno Indian Health Center. The El Reno Indian Health Center is located in the Clinton Service Unit (CSU) of the Oklahoma City Area (OCA) Indian Health Service (IHS). No injuries were sustained by El Reno employees or patients as the health center was closed and unoccupied at the time of the event. Significant damage from both high winds and rain resulted in substantial damage to the El Reno Indian Health Center rendering it unusable. Many supplies, the vast majority of bio-medical equipment, and most furnishings were rendered unusable. The tornado was initially identified as an EF5, with measured velocities of winds exceeding 295 mph and was later characterized as the largest tornado recorded on the ground at a maximum width of 2.6 miles.

This disaster resulted in many significant actions and successes for staff, leadership, and patients.

### SERVICE – PATIENT CARE

The provision of medical services is the basis of the mission for the IHS. When the facility was devastated by the effects of the tornado, there were immediate decisions to be made regarding how services were to be continued. This was the most difficult challenge for leadership as there were no quick remedies for the provision of medical services. A public information campaign was initiated which informed patients where they could receive services within the Indian Health System and safety net services including IHS, Urban, Tribal and private provider systems. Some patients chose to travel to the Clinton Indian Health Center. Others chose to seek care at other Federal Service Units and still others sought care from the Oklahoma City Urban Indian Health Center.

Decisions had to be made quickly. Leadership provided the basis and support for starting both a temporary and permanent solution for the services and then developed the plan of action to move forward. The decision to temporarily halt services at the El Reno location was a major decision point. That decision was made with concurrence of the local Tribes and only after alternative means of health care delivery was secured including transporting patients to Clinton and investigating the procurement of temporary mobile services. Constant communication was necessary to assure a smooth transition was



possible through a difficult situation. Actions from this decision point include:

- El Reno staff, including providers, were temporarily assigned to Clinton or Watonga.
- Most patients were assigned providers at the other two Service Unit locations (Clinton and Watonga). IHS continues to work with the Tribes on patient transportation concerns. Clinic hours were expanded to accommodate the additional patients. Some patients chose to obtain care at Oklahoma City Urban Indian Clinic or other IHS locations.
- Information was constantly shared with patients and the tribes through public information campaigns designed to inform all concerned about the continuation of care, increasing staff at other facilities, and instituting a call center to address specific patient concerns.
- Utilization of PROJECT TRANSAM, a Civilian-Military Cooperative Action Program between the IHS and the Department of Defense (DOD) and GSA, for the distribution of excess medical equipment and supplies. IHS was provided with a Medical Mobile Unit (MMU). The unit is currently undergoing maintenance and repair. It is hoped that basic medical services will soon be provided from the MMU.
- A mobile Dental Van will start at a new site location on October 1, 2013 and will be available the majority of the month for dental emergencies. This will assist patients with immediate needs to be seen and transportation will not be such a barrier.

### PARTNERSHIP - COMMUNITY

From the onset of the event, it was clear that partnerships were necessary in order to provide continuity, services, and mission oriented needs. The OCA

Director and senior staff constantly developed and nurtured relationships necessary to support the patient community. This included the extensive partnership with the Cheyenne and Arapaho Tribes and was critical in the development of pathways to support a transition back to patient care services. Other partnerships also assisted during this transition and included partnering with other federal agencies and programs to provide necessary services. One such partnership as already mentioned is PROJECT TRANSAM. Through this program, the CSU was able to obtain 15 passenger vans which greatly assisted in daily cost savings for staff to commute together from El Reno to Clinton. Others involved with the response included numerous Tribal governments, other Federal agencies, Oklahoma State Health Department, and many others.



### UPCOMING EVENTS October 2013

- Oct 3, 2013**     **Leadership FEB**  
All Day            Veterans Affairs Day  
Muskogee  
POC: FEB Office, 405-231-4167
  
- Oct 10, 2013**   **FEB Member Luncheon**  
POC: FEB Office, 405-231-4167
  
- Oct 16, 2013**   **Interagency Training Council**  
10:00 am            Location TBD  
POC: Javier Solis, 405-739-7538
  
- Oct 29, 2013**   **Pre-Retirement Workshop-CSRS**  
8:30 am             Public Works Training Center  
3738 SW 15<sup>th</sup> Street, OKC  
POC: FEB Office, 405-231-4167
  
- Oct 29, 2013**   **Pre-Retirement Workshop-CSRS**  
1:30 am             Public Works Training Center  
3738 SW 15<sup>th</sup> Street, OKC  
POC: FEB Office, 405-231-4167
  
- Oct 30, 2013**   **Pre-Retirement Workshop-FERS**  
8:30 am             Public Works Training Center  
3738 SW 15<sup>th</sup> Street, OKC  
POC: FEB Office, 405-231-4167
  
- Oct 30, 2013**   **Pre-Retirement Workshop-FERS**  
1:30 am             Public Works Training Center  
3738 SW 15<sup>th</sup> Street, OKC  
POC: FEB Office, 405-231-4167

#### INSPIRATION CORNER

Just because a group of people have a bunch of boards, hammers, and nails does not mean they are building a house or even anything recognizable. Some leaders think they are doing their job because there is a lot of hammering going on.  
-Laurie Beth Jones

The future cannot be predicted, but futures can be invented.  
-Dennis Gabor

A person with a clear purpose will make progress on even the toughest road. A person with no purpose will make no progress on even the smoothest road.  
-Thomas Carlyle

### 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:

- Michelle Coppedge, Director, FAA Mike Monroney Aeronautical Center
- Kevin Donovan, Federal Security Director, TSA
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Jim Finch, Special Agent in Charge, FBI
- Joe Gallagher, Deputy to Commanding General, Fires Center of Excellence, Fort Sill
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Ross Marshall, Executive Director, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Betty Tippeconnie, Superintendent, BIA-Concho Agency

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) 231-4167 or email to LeAnnJenkins@gsa.gov no later than the 15<sup>th</sup> of each month.

#### Officers

**Chair:**                 **Adrian Andrews**  
Special Agent in Charge,  
US Secret Service, Oklahoma City

**Vice-Chair:**        **Julie Gosdin**  
Director,  
US Postal Service District,  
Oklahoma City

#### Staff

**Director:**                 LeAnn Jenkins  
**Assistant:**                Vacant



# Half-Day Pre-Retirement Training Seminar-2013

<b>CSRS session topics:</b> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Identity Theft Solutions</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> <li>➤ Annuity Calculation</li> <li>➤ Thrift Savings Plan Allocation Strategies</li> </ul>	<b>FERS session topics:</b> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Identity Theft Solutions</li> <li>➤ Social Security</li> <li>➤ Flexible Spending Accounts</li> <li>➤ Annuity Calculation</li> <li>➤ Thrift Savings Plan Allocation Strategies</li> </ul>
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**TIME:** 8:30am–Noon OR 1:30pm-5:00pm (each day) Registration will begin 30 minutes prior to the training

**LOCATION:** OKC Public Works Training Center, 3738 SW 15<sup>th</sup> Street, Oklahoma City

**COST:** No Cost

- [ ] I am registering for the CSRS session on Tuesday, October 29, 2013, 8:30 am-Noon
- [ ] I am registering for the CSRS session on Tuesday, October 29, 2013, 1:30 pm-5:00 pm
- [ ] I am registering for the FERS session on Wednesday, October 30, 2013, 8:30 am-Noon
- [ ] I am registering for the FERS session on Wednesday October 30, 2013, 1:30 pm-5:00 pm

***Seating is limited to 50 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

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

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

PHONE: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

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
Or email to:	LeAnn.Jenkins@gsa.gov

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, substitute attendees are authorized and encouraged.



SUN	MON	TUES	WED	THUR	FRI	SAT
		<b>1</b>	<b>2</b>	<b>3</b> Leadership FEB- Muskogee	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Transition of Officers meeting	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> 10:00 ITC mtg	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Central OK, LFCC	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b> 8:30 Preretirement workshop 1:30 Preretirement workshop	<b>30</b> 8:30 Preretirement workshop 1:30 Preretirement workshop	<b>31</b>	<b>October 2013</b>	

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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