



# INTERAGENCY CONNECTION

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

(405) 231-4167

## Chair's Corner



During our FEB luncheon in November, we had the official Transition of Officers event in which I took the "oath of office" and, in turn, gave the oath of office to the FEB Council Chairs.

During the luncheon, we also recognized the many accomplishments of our organization under the leadership of Lindy Ritz!

In addition, the Cornerstone Awards were announced (Award information is on page 2)

Lindy Ritz, Director of FAA's Mike Monroney Aeronautical Center and FEB Chair (FY01-02) gives oath of office to Vince Howie, Director of Staff, Tinker AFB and FEB Chair (FY03).



Vince Howie presents a photo album of FY 02 FEB activities, the historic End of the Trail sculpture and a framed copy of the 1961 Presidential memo establishing FEBs.



Vince presents the historical End of the Trail sculpture to Lindy. This is done at the end of a Chairperson's term to recognize the energy expended during leadership and their accomplishments.

Vince Howie gives the oath of office to FEB Council Chairs during the October luncheon.



### December FEB Luncheon

The December FEB luncheon will be a dual purpose luncheon:

- Recognize the FEB Shared Neutrals and their supervisors who make our Shared Neutrals program successful, and
- Hear of proposed changes in the HR arena from MSPB.

Our keynote speakers are both from the US Merit Systems Protection Board:

DeeAnn Batten, Ph.D, Senior Research Analyst, and Paul van Rijn, Ph.D, Senior. Research Psychologist  
In addition to the information we receive during the luncheon, a focus group will be convened immediately after the luncheon for anyone who is interested in participating.

#### Questions to be asked in focus group:

What are the "hot" issues that you face as a Federal manager?

What are your greatest obstacles to successful accomplishment of your work (or mission)?

As a Federal manager, what changes would you like to see in human resource management?

What human resource management issues do you face that you would like answers to?

What is the best way to gather information from your agency's employees?

Due to limited seats for the focus group, you **MUST** indicate on your luncheon registration if you will be participating or not. I look forward to seeing you at the December luncheon!

| <i>Inside Stories</i>                           | Pg | <i>Inside Stories</i>                         | Pg |
|---|----|---|----|
| Emergency Preparedness & COOP training on video | 2  | Creativity                                    | 6  |
| Cornerstone Awards                              | 2  | E-Newsletter                                  | 6  |
| Spotlighting Federal Agencies                   | 3  | Data for Effective Decision Making            | 7  |
| Competitive Edge                                | 4  | Volunteer Voice                               | 8  |
| Recruiting Assistance                           | 4  | Upcoming Events                               | 9  |
| Long Term Care                                  | 5  | New A-76 Process                              | 10 |
| Gatekeeper Program                              | 5  | December Luncheon Registration (Open Meeting) | 11 |



### Cornerstone Awards Program

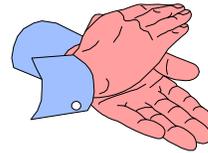
The Federal Quality Council of the Oklahoma Federal Executive Board administers the Cornerstone Award for Performance Excellence. The Cornerstone Award was created in 2001 as a vehicle for assisting other federal agencies and organizations in becoming familiar with and preparing written applications in accordance with the criteria used in the Malcolm Baldrige National Quality Award (MBNQA). The Cornerstone Award Program is unique because it assists applicants in building a stronger application based on the criteria through individual evaluation and feedback of the various criteria categories.

|   |  |
|---|--|
|   |  |
| Debra Colombe accepts an award on behalf of the VA Medical Center from Cecil Smith, FAA and long time Federal Quality Council member. | Donna Savoy accepts an award on behalf of the VA Medical Center from Vince Howie, FEB Chairman.  |
|   |  |
| Dejuana Howie accepts an award on behalf of the XP organization of Tinker AFB from Cecil Smith.                                       | Col Stayce Harris accepts an award on behalf of the 507th from Cecil Smith.  |
|   | Lubin Quinones receives a special plaque from the Federal Quality Council in appreciation of his efforts and involvement over the past 7 years. Lubin is transferring to the Federal Highway Administration office in Puerto Rico. |

The award criteria are based on core values and performance based operating standards found among high performing organizations worldwide, assisting agencies to:

- © Improve overall performance and capabilities.
- © Promote sharing the best management techniques, strategies, and performance practices among federal government agencies,
- © Assist organizations with conducting self-assessments of their overall performance in delivering continuous value to customers and stakeholders, and
- © Focus on specific criteria category requirements.

### Emergency Preparedness & Continuity of Operations Planning



Thanks to the Internal Revenue Service and Mike Monroney Aeronautical Center, the Federal Executive Board has video tapes of the

August Leadership in the X-treme training.

Anyone interested agency may borrow these from the FEB video library on a check out basis. We are as accommodating as Blockbuster, but we do have six sets available of the full one-day training session and the half-day of Continuity of Operations Planning.



If you are interested in checking out a set of tapes for your staff, please call the FEB Office at (405) 231-4167.



The "Red Book" guide on Emergency Preparedness and Continuity of Operations has been quite popular, as well. We have received a stock of copies that we can provide to agencies for \$3.50 per copy. If you would like to

obtain additional copies, please contact the FEB Office, 405-231-4167 or download from our website at: <http://www.oklahoma.feb.gov>.

### MSPB Focus Group Opportunity

What are the "hot" issues that you face as a Federal manager?

What are your greatest obstacles to successful accomplishment of your work (or mission)?

As a Federal manager, what changes would you like to see in human resource management?

What human resource management issues do you face that you would like answers to?

What is the best way to gather information from your agency's employees?

***If you would like the opportunity to provide YOUR answers/opinions to officials that want to know, be sure to register for the December FEB luncheon!***



**SPOTLIGHTING INFORMATION --  
Did you Know?...**

**Office of Personnel Management**

Taken from Federal Times article dtd 11-4-02

To help managers better handle rising expectations and develop high-performing organizations, the Office of Personnel Management in the late 1990s developed a list of 27 necessary modern management traits. The list stressed traits that managers need to build coalitions, communicate better within their agencies, lead change within their organizations, be driven by results, and develop sharp business skills. OPM is due to update these competencies next year.

“The bottom line appears to be this: Improved government performance requires improved leadership,” according to a new preliminary study by the National Academy of Public Administration, a Washington, DC-based organization for improving government effectiveness and efficiency.

Called “the 21<sup>st</sup> Century Manager: A Study of Changing Roles and Competencies,” the report, released in September, is part of NAPA’s two-year study of the government’s expectations of its managers and whether managers can meet them.

Another trend impacting the role of today’s managers is the government’s new priority on homeland security, said Patricia McGinnis, president and chief executive officer of the Council for Excellence in Government, a Washington, DC-based group for improving government performance.

To ensure the government can prevent and respond to domestic threats, federal managers must share information and collaborate more closely than ever before with other agencies and with state and local governments, McGinnis said.

McGinnis said the government is not doing enough to make sure managers do this.

“To help federal managers do a better job of collaborating requires...a greater investment in leadership training and development,” she said.

**The Skills that Count**

The Office of Personnel Management emphasizes the following 27 competencies that managers of high-performing organizations should have. Federal managers surveyed chose the following as being the most important:

**Leading Change**

|                                     |                           |
|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Vision                    |
| <input type="checkbox"/>            | External awareness        |
| <input type="checkbox"/>            | Creativity and innovation |
| <input type="checkbox"/>            | Strategic Thinking        |
| <input type="checkbox"/>            | Continual learning        |
| <input checked="" type="checkbox"/> | Resilience                |
| <input checked="" type="checkbox"/> | Flexibility               |
| <input checked="" type="checkbox"/> | Service motivation        |

**Business Acumen**

|                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Financial Management      |
| <input type="checkbox"/> | Human-Resource Management |
| <input type="checkbox"/> | Technology Management     |

**Results Driven**

|                                     |                       |
|-------------------------------------|-----------------------|
| <input checked="" type="checkbox"/> | Accountability        |
| <input checked="" type="checkbox"/> | Problem Solving       |
| <input checked="" type="checkbox"/> | Decisiveness          |
| <input checked="" type="checkbox"/> | Customer Service      |
| <input type="checkbox"/>            | Entrepreneurship      |
| <input type="checkbox"/>            | Technical Credibility |

**Building Coalitions, Communications**

|                                     |                             |
|-------------------------------------|-----------------------------|
| <input type="checkbox"/>            | Oral Communication          |
| <input checked="" type="checkbox"/> | Written Communication       |
| <input type="checkbox"/>            | Influencing and negotiating |
| <input type="checkbox"/>            | Partnering                  |
| <input type="checkbox"/>            | Political Savvy             |
| <input checked="" type="checkbox"/> | Interpersonal Skills        |

**Leading People**

|                                     |                       |
|-------------------------------------|-----------------------|
| <input type="checkbox"/>            | Conflict Management   |
| <input type="checkbox"/>            | Leveraging Diversity  |
| <input checked="" type="checkbox"/> | Team Building         |
| <input checked="" type="checkbox"/> | Integrity and Honesty |

Source: National Academy of Public Administration Survey  
Printed in the Federal Times November 04, 2002 issue

Note: participants of the survey were federal managers, not Administration officials or Academy-based researchers.



### Do You Recruit at Colleges and Universities?

Want help with the 'xtras'?

The Oklahoma Federal Executive Board has modified tools shared by the Boston FEB to recruit college students for public service careers.

The tools have been placed on the FEB website for your convenience and can be downloaded from wherever you may be!

There is a brochure that can be shared with guidance counselors on the benefits of federal employment and the staffing flexibilities available. The brochure is also useful for supervisors and managers who recruit on an infrequent basis, to update their information on benefits and staffing flexibilities.

A Power Point presentation is also provided for federal recruiters to download to laptops and utilize in career day briefings. The presentation is also available on the website in a fashion so if technology allows, you can utilize the college or university computer equipment, connecting to the Internet and present it directly from the website (eliminating the need to carry heavy equipment).



A brochure that is generic to federal employment and recruiting tips can be downloaded, printed on a color printer, folded and distributed to supervisors and managers that will be attending career days.



A PowerPoint presentation promoting Public Service careers that can be utilized for career day presentations (without needing to develop one from scratch).

[www.Oklahoma.feb.gov/RecruitingTools.html](http://www.Oklahoma.feb.gov/RecruitingTools.html)

You must have Adobe Acrobat Reader software on your computer to be able to open the brochure.



The software is available at no cost and can be downloaded from the internet at: <http://www.adobe.com/products/acrobat/readstep2.html>

### Playing to Your Strengths: Your Competitive Edge

Most salespeople and managers get it all wrong: They focus on improving their weaknesses instead of developing their strengths. Peak performers, however, spend around 80% of their time and energy on their strengths and only 20% on their weaknesses and here is why:

If you spend the majority of your time working on areas of weakness, you are always playing catch-up. On the other hand, when you take what is already a strength and make it even stronger, you become exceptional in an area and cause your competitors to play catch-up.

You can rarely turn a weakness into strength. With a lot of work, you can take a weak area and make it average or mediocre at best. However, if you spend that same time developing strengths you get huge gains in productivity.

Working on strengths gives you momentum. It creates confidence and competence, which leads to greater self-esteem. When you continually work on weaknesses, it can cause an inferiority complex.

When you spend too much time working on weaknesses, your strengths will atrophy. They diminish, and what was once strong reverts to average.

Your job is to determine where you are strong, or where your people are strong, and develop those areas completely.

So where have you been spending most of your time or your people's time?...Resolve to identify and develop your vital strengths. Focus on becoming exceptional. Do not ignore your weaknesses completely. Just don't invest most of your time trying to go from miserable to mediocre. It will take you less time and energy to go from good to excellent.

This article was extracted from *Advantage Magazine*. Dave Anderson is author of *No-Nonsense Leadership* and president of Learn to Lead. His web site, [www.learntolead.com](http://www.learntolead.com) offers hundreds of free training articles on sales, management, and leadership.



## Gatekeeper Program of Oklahoma County

*...opening the gates to community support for the elderly*

### What is the Gatekeeper Program?

*The Gatekeeper Program of Oklahoma County* is a cooperative effort of many concerned organizations and individuals in our community to assist vulnerable older residents who need help but may be unable to get it for themselves.

### Why is the Gatekeeper Program needed?

Our elderly population is growing. People over 85 make up the fastest growing segment of our population. Many of them are healthy, active people involved with family and friends, church or community groups. But many others are not so fortunate. They may live alone and have little contact with others. If they become ill or unable to function independently, they can easily go unnoticed and unattended, sometimes creating a life-threatening situation.

### Who benefits from the Gatekeeper Program?

The whole community benefits!

Residents of Oklahoma County (age 60+) receive support, enabling them to maintain their dignity and independence.

*Gatekeepers* experience satisfaction and pride in helping other members of the community.

### Who are Gatekeepers?

Supermarket clerks, bank tellers, pharmacists, utility meter readers, mail carriers, customer service representatives, paper deliverers—anyone with public contact may be a *Gatekeeper*. *Gatekeepers* help open the gates between vulnerable older people and the social service agencies that can help them.

### How does the Gatekeeper Program work?

All a *Gatekeeper* needs to do is learn to recognize certain danger signs in the elderly and make one phone call to get assistance before a crisis occurs. A single phone call can save a life!

When concerned about an older person, call the *Gatekeeper Referral Line* at 405-840-9676. Your call will mobilize a response team to contact the elderly person, assess the needs and link the individual to the appropriate organizations providing the needed services.

### How can we become Gatekeepers?

It's easy to join *The Gatekeeper Program*. It simply requires people being observant in the normal course of their day and caring enough to summon help when needed. Employers, Neighborhood Associations, Congregations, other Community Groups: call 405-840-9676 to request a brief training session. Employees or volunteers can be trained as *Gatekeepers* in less than an hour. A large network of *Gatekeepers* is needed. *You can make a difference!*

**ACT NOW!** Apply for OPM's new insurance benefit.

The Federal Long Term Care Insurance Program: coverage you should know more about.

<http://ltcfeds.com/NASApp/ltc/do/enrollment/onlineinstructions>

Or, click here to order an Open Season Information Kit and application:

[http://ltcfeds.com/NASApp/ltc/do/enrollment\\_request\\_package/requestforpackageinitial](http://ltcfeds.com/NASApp/ltc/do/enrollment_request_package/requestforpackageinitial)



**ACT NOW!** Open Season for the FLTCIP ends December 31st, 2002.

The Federal Long Term Care Insurance Program is administered by Long Term Care Partners, LLC, and offered by:

John Hancock Life Insurance Company, Boston, MA 02117  
Metropolitan Life Insurance Company, New York, NY 10010

### *Assessing, Developing/Enhancing Leadership Competencies*

Watch for upcoming opportunities! During FY 2003, the FEB will make opportunities available throughout the year:

- to assist federal leaders and employees Assess their leadership competencies through training provided by the Western Management Development Center (the training will be held in Oklahoma City). There will be two one-day forums tailored to the needs of employees within the identified grade levels.
  - ⇒ For Managers and Leaders, GS-14 and above (or the equivalent)
  - ⇒ Employees GS-9 through GS-13 (or the equivalent)
- to allow managers and employees to pursue a series of training opportunities that address the various leadership competencies (by general grouping)



## ***Interagency Connection*** **Available Electronically**



Electronic distribution of the Interagency Connection is now offered, in order to make our newsletter available to the increasing number of federal executives, managers, supervisors and employees requesting to be added to our mailing list.

Benefits:

- Same day delivery!
- The electronic copy will look exactly as the version that is currently mailed.

How to subscribe:

Send an email (from the email address where you choose to receive the newsletter) to [Trish.Plowman@juno.com](mailto:Trish.Plowman@juno.com). Be sure to have ***Interagency Connection*** in the subject line.

Beginning in September, you will receive the ***Interagency Connection*** via your email inbox. It will look the same, and will read the same if you choose to print out a hard copy.



You must have Adobe Acrobat Reader software on your computer to be able to open the document. Adobe® Acrobat® Reader® is free software that lets you view and print Adobe Portable Document Format (PDF) files and can be downloaded from the internet at: <http://www.adobe.com/products/acrobat/readstep2.html>

## **CREATIVITY, IT'S A NECESSITY**

Written by Karl Mettke with the Forest Service

How do you get employees to think creatively?

To express their ideas, to think independently, and to take risks? Some people naturally work like this, but most others need a little coaching. They need to feel safe expressing themselves. Expressing their creative side, especially at work, is a risk, people fear failure. Not only that, it's just plain easier working in the same old way, rather than trying a new approach or process.

But when employees are encouraged to express their creativity, when they feel allowed to fail, and when they are surrounded by open, honest dialogue, there is a tremendous excitement in the air. People are more enthusiastic and joyful, and their creativity naturally shines through.

So how do you get there?...It all comes down to organizational culture; a culture that fosters and values creativity and acknowledges those who think outside the box.

Managerial practices that boost internal motivation are the most powerful means of improving workplace creativity. Intrinsic motivation, resulting from employee's internal ambition and passion for work, along with imaginative thinking are the building blocks of creativity.

Here are some items that are the building blocks of creativity:

**Freedom:** Give employees a clearly defined goal and the autonomy to choose how to achieve it, allowing individuals to take advantage of their strengths.

**Resources:** Set realistic deadlines and supply adequate resources to complete the job. Tight deadlines and lack of resources lead to burnout and frustration.

**Challenge:** Know your employees, and match the best person, not the first available person to the task. It's good for someone to feel stretched by an assignment, but not overwhelmed or bored. Poor matching may be the most common creativity killer.

**Encouragement:** Managers can value employees' efforts by recognizing creative work throughout the process, even at the occasional dead-end. A climate of unrelenting criticism creates a fear of suggesting new ideas.

**Organizational Support:** Creativity blooms when the organization espouses systems and values that give it high priority. This message should start with leadership and be reflected in organizational wide practices that stress collaboration and recognize innovation.



## Using Data for Effective Decision-Making

This information was obtained from Judith Rothbaum's newsletter, "Using Data For Effective Decision-Making". The newsletter and her consulting services are devoted to helping individuals and organizations effectively use information to anticipate, monitor and adapt to change

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The idea for "Using Data for Effective Decision-Making" originated with the story about change told in Dr. Spencer Johnson's book, Who Moved My Cheese. (If you have not read this short, insightful book, I highly recommend it.) In "The Handwriting on the Wall", Dr. Johnson lists lessons learned about change. His lessons can provide us with a framework for understanding why we need the ability to locate, interpret, and use appropriate data.

### 1. They keep moving the cheese

Change is a constant. In order to deal with change, and make effective decisions, we have to continuously learn about our internal and external environment.

### 2. Get ready for the cheese to move

In order to anticipate change, we need credible and current data.

### 3. Smell the cheese often so you know when it is getting old

In order to monitor change, we need historical and current data.

### 4. The quicker you let go of old cheese, the sooner you can enjoy new cheese

In order to adapt to change, we need to be moved to action by the knowledge gained from the insightful analysis and use of appropriate data.

### 5. If we have the tools and resources to anticipate, monitor, and adapt, we will be able to make effective decisions and achieve our desired results.

"Using Data For Effective Decision-Making" will provide you with information, tools and resources to turn data into information for anticipating, monitoring, and adapting to change. It will help you **move with the cheese**.

## Key Issues

**Always focus first on why you need the data.**  
Possible reasons include:

- Identifying choices for decision-making
- Setting target goals
- Defining outcomes
- Monitoring identified targets or outcomes
- Understanding current conditions
- Understanding trends
- Understanding what works or what doesn't work

After you determine the "why", each piece of information must be examined to determine if it will help you achieve that goal.

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## Resources

It is important for individuals and organizations to find sources of credible and reliable data. Robert Niles has compiled an excellent list of resources for locating data on the Internet. Although his material is designed as a guide for journalists, it is applicable to a much wider audience. His compilation is located at <http://www.robertniles.com/data>.

## Take Action

If we are to turn data into information and knowledge, we must continually watch out for two obstacles in our current environment - information overload and the pressure for instant results. We must learn how to slow down and give ourselves permission to think.

Margaret Wheatley, author of an article entitled, "Can We Reclaim Time to Think?", argues that "Thinking is the place where intelligent actions begin. We pause long enough to look more carefully at a situation, to see more of its character, to think about why it's happening, to notice how it's affecting us and others."

I suggest to you that the first step in using data for effective decision-making is to reclaim some time to think. Think about how you view change and what kind of information would help you, your organization and your community to anticipate, monitor, and adapt to change. Think also about how willing you are to move with the cheese.



# THE VOLUNTEER VOICE

Federal Employees Care Council (FECC)  
Article written by FECC member, Pam Downs



How many Federal employees does it take to restripe a parking lot? The magic number is 13, as Federal Employees Care Council members found out when they pitched in on the CFC Day of Caring held in October. The parking lot in question was that of the Dale Rogers Training Center on NW 23rd St and Utah (drive by to see our handiwork!), and we painted everything from blue directional arrows to blue slanted lines for regular parking spaces to blue handicapped parking indicators and the white boxes that surround them. It was a glorious fall morning to be working outside in the fresh air.



The FECC crew! And Chairman Mike, below



Connie Wells and Bonita Birdsong prove they can paint a straight line. The group below shows their artistic flair.



## Events On the Horizon

**Salvation Army Toy Store:** There's still time to volunteer at the Salvation Army Toy Store. Held at the Made in Oklahoma Building at the state fairgrounds, volunteers are needed to set up the site, distribute toys, and break down the site when it's over. Set up is December 13-16, 7am to 7 pm; toy distribution is December 17 & 19, also 7am to 7pm, and clean up is December 20, 7 am to whenever it's finished.

Connie Wells, IRS, is the project chair; for more information, you may contact her at 297-4740.

**OKC Opening Night :** FECC volunteers will be assigned to the First National Center, Cox Business Center, and Robinson Renaissance at the annual New Year's Eve celebration in downtown OKC. Shifts are 6:30 -8:30, 8:15-10:15, and 10:00-11:45. Project chair, Mike Birdsong, IRS, may be reached at 297-4014.

For more information about the FECC, please visit our web site at:

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





## UPCOMING EVENTS DECEMBER



|                                    |  |
|------------------------------------|--|
| <b>Dec 3, 2002</b><br>8:00am-Noon  | <b>Explosives Training for the First Responder</b><br>POC: FEB Office 405-231-4167                               |
| <b>Dec 3, 2002</b><br>10:00 am     | <b>American Indian Council</b><br>Social Security Administration, OKC<br>POC: Mary Lou Drywater 405-790-1040     |
| <b>Dec 4, 2002</b><br>8:00 am-Noon | <b>Executive Policy Council Strategic Planning Session</b>   |
| <b>Dec 6, 2002</b>                 | <b>Naturalization Ceremony</b><br>US District Courthouse, Oklahoma City  |
| <b>Dec 10, 2002</b><br>11:30 am    | <b>FEB Luncheon</b><br>Officer's Open Mess, Tinker AFB<br>POC: FEB Office, 405-231-4167                          |
| <b>Dec 10, 2002</b><br>2:00        | <b>Community Council, 2-1-1 initiative</b>   |
| <b>Dec 12, 2002</b><br>11:30 am    | <b>Society of Government Meeting Professionals</b><br>Westin Hotel, OKC  |
| <b>Dec 17, 2002</b>                | <b>Agency Visits in Muskogee</b><br>POC: FEB Office 405-231-4167   |
| <b>Dec 17, 2002</b><br>2:00 pm     | <b>Federal Employees Care Council</b><br>POC: Mike Birdsong 405-297-4014   |
| <b>Dec 18, 2002</b><br>10:00 am    | <b>Interagency Training Council</b><br>Oklahoma Office of Personnel Management<br>POC: Joyce Smith, 405-521-4539 |
| <b>Dec 19, 2002</b><br>2:00 pm     | <b>Council on Disability Concerns</b><br>Federal Highway Administration<br>POC: Shannon Dumolt, 405-605-6166x316 |
| <b>Dec 19, 2002</b><br>3:30 pm     | <b>Federal Black Program Council</b><br>Federal Highway Administration<br>POC: Eddie Allen 405-734-3438          |
| <b>Dec 25, 2002</b>                | <b>Christmas Day</b>          |
| <b>Dec 31, 2002</b>                | <b>New Year's Eve</b>         |

*With clear vision you may see where you are going, but without strong, well-articulated values, it may not be worth making the trip.*

*—Bill Capodagli and Lynn Jackson*

### Your Federal Executive Board

**The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.**

The general goals are:

- *Communicate*—The FEB provides a forum for member agencies to share each other's initiatives, successes, concerns, challenges, and informs the local community of national interagency policies and priorities.
- *Coordinate Emergency & Other Inter-agency Actions*—The FEB stands ready to immediately facilitate resources of the Oklahoma federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or implement initiatives that affect the federal community.
- *Facilitate Customer Service*—The FEB draws together agencies with common clients so that government services are convenient for the customers.
- *Partner with Community Groups*—The FEB partners with community groups to identify and help resolve challenges.
- *Reduce Costs and Improve Efficiency*—The FEB brings together agencies with common goals to pool experiences and resources so their efforts are complementary and more cost effective.

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@juno.com](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

#### ***Elected Officers:***

**Chair:** Vince Howie, Director of Staff  
Tinker Air Force Base

**Vice-Chair:** Col Dean Despinoy, Cmdr  
507th Air Refueling Wing

#### ***Staff:***

**Director:** LeAnn Jenkins

**Secretary:** Trish Plowman

**Clerical Support:** Savina Parks

**ADR Support:** Stephen Kovash

***Please feel free to copy this newsletter & distribute. This is also available at <http://www.oklahoma.feb.gov>***



**EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, DC 20503**

**November 14, 2002**

CIRCULAR NO. A-76 (REVISED)

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Performance of Commercial Activities

1. **Purpose.** This Circular establishes federal policy for the competition of commercial activities.
2. **Supersession.** This Circular supercedes Office of Management and Budget (OMB) Circular No. A-76 (Revised), August 4, 1983; OMB Circular No. A-97 (Revised), March 1981; Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, "Inherently Governmental Functions," September 23, 1992; and OMB Transmittal Memoranda 1 through 24, Performance of Commercial Activities.
3. **Authority.** 31 U.S.C. § 1111, Reorganization Plan No. 2 of 1970 (P.L. 97-258, § 5(b)) and Executive Order 11541; the Office of Federal Procurement Policy Act (41 U.S.C. § 405); and the Federal Activities Inventory Reform (FAIR) Act of 1998 (P.L. 105-270; 31 U.S.C. § 501 note).
4. **Policy.** The longstanding policy of the federal government has been to rely on the private sector for needed commercial services. The competitive enterprise system, characterized by individual freedom and initiative, is the primary source of national economic growth. The federal government has grown to perform a myriad of commercial activities, in addition to providing citizens with a range of programs from law enforcement to stewardship of federal lands. Services in these and other areas are provided by a blend of federal government and private sector sources. For the American people to receive maximum value for their tax dollars, all commercial activities performed by government personnel should be subject to the forces of competition, as provided by this Circular. In accordance with Attachments A-F, agencies shall:
  - a. Perform inherently governmental activities with government personnel.
  - b. Presume all activities are commercial in nature unless an activity is justified as inherently governmental.
  - c. Use a Competition or Direct Conversion process to determine the providers of commercial activities.
  - d. Comply with the Federal Acquisition Regulation (FAR), 48 C.F.R. Chapter 1 and this Circular for Competition, Direct Conversion, and the management of commercial activities.
  - e. Designate, in writing, an assistant secretary or equivalent level official with responsibility for implementing this Circular (hereafter referred to as the 4.e. official). Except as otherwise provided by this Circular, the 4.e. official may delegate, in writing, responsibilities to comparable officials in the agency or agency components.
  - f. Centralize oversight responsibility in one or more offices.
  - g. Require full accountability of agency officials designated to implement and comply with this Circular through annual performance evaluations.
5. **Scope.**
  - a. Except as otherwise provided by law, this Circular shall apply to executive departments named in 5 U.S.C. 101 and independent establishments as defined in 5 U.S.C. 104. These departments and independent establishments are referred to in the Circular as "agencies". Except as otherwise provided by law, this Circular shall apply to military departments named in 5 U.S.C. 102.
  - b. As provided by Attachment A, the 4.e. official may exempt an agency performed commercial activity from performance by the private sector.
6. **Attachments.**
  - a. Attachment A -Inventory Process
  - b. Attachment B -Public-Private Competition
  - c. Attachment C -Direct Conversion Process
  - d. Attachment D -Inter-Service Support Agreements (ISSA)
  - e. Attachment E -Calculating Public-Private Competitions Costs
  - f. Attachment F -Glossary of Acronyms and Definitions of Terms
7. **Effective Date.** This Circular is effective upon publication in the *Federal Register* and shall apply to all Direct Conversions and for Standard Competitions where the solicitation date is on or after January 1, 2003.

*To see the rest of this information, go to:*

**[http://www.whitehouse.gov/omb/circulars/a076/a76\\_111402.pdf](http://www.whitehouse.gov/omb/circulars/a076/a76_111402.pdf)**



## December Federal Executive Board Luncheon



|                  |  |
|------------------|--|
| <b>Where:</b>    | <b>Officer's Club, Tinker AFB, OK</b>  |
| <b>When:</b>     | December 10, 2002  |
| <b>Time:</b>     | 11:30-1:00   |
| <b>Speakers:</b> | DeeAnn Batten, Ph.D, Senior Research Analyst, and<br>Paul van Rijn, Ph.D, Senior. Research Psychologist<br>US Merit Systems Protection Board |

This FEB luncheon will serve a dual purpose:

- Recognize the FEB Shared Neutrals and their supervisors who make our Shared Neutrals program successful, and
- Hear of proposed changes in the HR arena from MSPB.

**The Shared Neutrals Program** is a project of the Oklahoma Federal Executive Board (FEB) to provide mediation as an alternative to resolve disputes in the federal workplace. The shared resources of the Oklahoma federal community are presented in the form of a cadre of interagency mediators, trained in partnership with the State Supreme Court of Oklahoma, Oklahoma City VA Medical Center (VAMC), and the Equal Employment Opportunity Commission (EEOC). The vision is to resolve disputes at the earliest possible date to increase the quality of communication within the workforce, resulting in maintaining a productive work environment and reducing cost and time involved with formal processes. Federal employees in Oklahoma may request these services by completing a one-page form and submitting it to the FEB Office.

For one hour following the luncheon, MSPB staff will convene a focus group, intended for program managers and supervisors, human resources managers, and EEO officers.

**If you would like to participate in the focus group, please check here: [ ]**

Focus group questions to be addressed:

*What are the "hot" issues that you face as a Federal manager?*

*What are your greatest obstacles to successful accomplishment of your work (or mission)?*

*As a Federal manager, what changes would you like to see in human resource management?*

*What human resource management issues do you face that you would like answers to?*

*What is the best way to gather information from your agency's employees?*

**Cost for lunch: \$10.00 per person**

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Please mail to:

Oklahoma Federal Executive Board

215 Dean A. McGee, Ste 320

Oklahoma City, OK 73102

or fax to:

(405) 231-4165

**Checks should be made payable to the Oklahoma Federal Executive Board**

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through Monday, December 2, 2002. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!



OKLAHOMA FEDERAL EXECUTIVE BOARD  
215 DEAN A MCGEE STE 320  
OKLAHOMA CITY OK 73102-3422  
OFFICIAL BUSINESS USE ONLY

*We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.*

# December

| <i>Sun</i> | <i>Mon</i> | <i>Tues</i>   | <i>Wed</i>  | <i>Thur</i>                     | <i>Fri</i>                    | <i>Sat</i> |
|------------|------------|---|---|---------------------------------|-------------------------------|------------|
| <b>1</b>   | <b>2</b>   | <b>3</b> 10:00 AIC<br>Explosives Trng for First Responders                                    | <b>4</b> 8:00 Executive Policy Council  | <b>5</b>                        | <b>6</b> 12:00 Naturalization | <b>7</b>   |
| <b>8</b>   | <b>9</b>   | <b>10</b> FEB Luncheon<br>1:00 MSPB Focus Group<br>2:00 2-1-1 Initiative Mte                  | <b>11</b>   | <b>12</b> 11:00 SGMP            | <b>13</b>                     | <b>14</b>  |
| <b>15</b>  | <b>16</b>  | <b>17</b> 2:00 FECC<br>Agency Visits-Muskogee   | <b>18</b> 10:00 ITC   | <b>19</b> 2:00 CODC<br>3:30 BPC | <b>20</b>                     | <b>21</b>  |
| <b>22</b>  | <b>23</b>  | <b>24</b>   | <b>25</b>  | <b>26</b>                       | <b>27</b>                     | <b>28</b>  |
| <b>29</b>  | <b>30</b>  | <b>31</b>  |   |                                 |                               |            |

# 2002