



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

## Chair's Corner



I hope everyone had an enjoyable Thanksgiving holiday and is looking forward to additional holidays in December that seem to bring families together.

This season is as good as any to reflect on what we do and how we can be more valuable to our communities. Through individual giving and volunteering of our time, we can heighten awareness of public service and the quality of public servants in Oklahoma. I would encourage all federal employees to be "a valuable asset" to their community in these ways, as well as what we do "on the job".

Last year, federal employees in Oklahoma gave a total of \$3,305,971.78 to charities through the Combined Federal Campaign (CFC). There are eight CFCs in Oklahoma; all are closing out this year's campaign and our wish is they are all better this year for our participation!

As we approach the change of the calendar year, the Federal Executive Board has several items you will be receiving:

- Information on changes in the FEB Council structure, and an opportunity to ensure you have representation;
- Hazard Weather coordination/communication and other emergency suggestions;
- The annual FEB Awards nomination package will be distributed in January; and
- We will have a listing of FEB coordinated training opportunities for FY2004, some of the most popular are listed within this newsletter (pages 2, 5, 9, 10, and 11).

We will continue to plan and coordinate luncheons and table top discussions as you identify useful.

And the ongoing effort with the Oklahoma City Fire Department to provide "on-site" assessments and visits for each federal entity within the Oklahoma City metropolitan area has grown into a process through which federal agencies can receive input from the "experts" to improve your emergency response plans. Contact has been made with Tulsa to pursue a similar relationship for the federal agencies in Tulsa. While this is a slow process, on our part, we are finding the Fire Service individuals to be receptive in providing these personalized services to the federal agencies within their municipalities. We will continue to approach the same partnering for other metropolitan areas within the state.

I encourage you to identify employees to represent your agency on the various Councils within the new structure so that your agency has a voice in the development and direction of activities and efforts.

May you enjoy a happy, healthy and safe holiday season!

Dean Despinoy  
Chair

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# One-Day Training Seminar on Pre-Retirement in **Tulsa**



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

<p><b>CSRS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> </ul>	<p><b>FERS session topics:</b></p> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> </ul>
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**TIME:** 10:00 a.m. - 4:30 p.m. (each day) Registration will begin at 9:30am  
**LOCATION:** Holiday Inn Select, 5000 E. Skelly Dr., Tulsa, OK 74135  
**COST:** [ ] \$75.00 per person if registered by 2/5/2004  
 [ ] \$85.00 per person if registered after 2/5/2004  
 [ ] \$35.00 for spouses (if materials are shared)

I am registering for the FERS Only session on Thursday, February 19, 2004.

I am registering for the CSRS Only session on Thursday, February 26, 2004.

NAME(S): \_\_\_\_\_  
List name of employee and spouse on same form to receive the discounted price for spouse

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

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

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Agency/Registrant may pay by cash, check, credit card or government voucher.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through February 12, 2004. 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!

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

### **U.S. Citizenship and Immigration Services**

Created as a separate bureau by the Homeland Security Act of 2002, USCIS allows the DHS to improve the administration of benefits and immigration services for applicants by exclusively focusing on immigration and citizenship services. This new Bureau includes approximately 15,000 employees and contractors, and is headed by the Director of US Citizenship and Immigration Services (USCIS), who reports directly to the Deputy Secretary for Homeland Security.

Through a network of local offices, Application Support Centers, Service Centers, local area immigration services field offices, National Customer Service Call (NCSC) Centers, Forms Centers, and the Internet, USCIS processes all immigrant and non-immigrant benefits provided to visitors of the United States, including:

- *Family-based petitions* -- facilitating the process for close relatives to immigrate, gain permanent residency, work, etc.;
- *Employment-based petitions* -- facilitating the process for current and prospective employees to immigrate or stay in the U.S. temporarily;
- *Asylum and Refugee processing* -- adjudicating asylum and the processing of refugees;
- *Naturalization* – approving citizenship of eligible persons who wish to become U.S. citizens;
- *Special status programs* – adjudicating eligibility for U.S. immigration status as a form of humanitarian aid to foreign nationals; and,
- *Document issuance and renewal* – including verification of eligibility, production and issuance of immigration documents.

Long-term strategies for improving immigration and citizenship service delivery will enhance USCIS's ability to annually (based on FY 2002 data):

- Process and adjudicate over 7 million applications;
- Serve over 13 million customers via the National Customer Service Call Centers;
- Serve over 6 million customers through information counters at local offices;
- Serve over 6 million customers by phone through contacts at the Service Centers;
- Process approximately 70,000 asylum cases; and
- Perform approximately 100,000 refugee interviews.

### **US Immigrations and Customs Enforcement**

As the largest investigative arm of the Department of Homeland Security, U.S. Immigration and Customs Enforcement (ICE) brings a unified and coordinated focus to the enforcement of federal immigration laws, customs laws, and, as of November 2003, air security laws. ICE brings to bear all of the considerable resources and authorities invested in it to fulfill its primary mission: to detect vulnerabilities and prevent violations that threaten national security.

ICE works to protect the United States and its people by deterring, interdicting, and investigating threats arising from the movement of people and goods into and out of the United States; and by policing and securing federal government facilities across the nation.

#### **ICE Vision**

To be the nation's preeminent law enforcement agency, dedicated to detecting vulnerabilities and preventing violations that threaten national security. Established to combat the criminal and national security threats emergent in a post 9/11 environment, ICE combines a new investigative approach with new resources to provide unparalleled investigation, interdiction, and security services to the public and to our law enforcement partners in the federal and local sectors.

#### **ICE Core Values**

##### Integrity

We will adhere to the highest standards of honesty and conduct.

##### Courage

We will be accountable for our actions; we will do the right thing even when it is not the easy thing; and we will always fulfill our duties with courage.

##### Excellence

We will strive for excellence in all things, aspiring to the highest standards of performance, professionalism, and leadership.

<http://www.bice.immigration.gov/graphics/index.htm>



## 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>

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*Work can provide the opportunity for spiritual and personal, as well as financial growth. If it doesn't, then we're wasting far too much of our lives on it.*

*--James A. Autry*

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## Interagency Training Council



In hard economic times such as those now prevalent, many times training is one of the first reductions. This is very unfortunate because training is one of the benefits most valued by employees.

The Interagency Training Council serves as a resource group to trainers and training managers. Its mission is to work in partnership with all local, state, and federal government agencies to enhance cooperation, reduce training costs, improve efficiency and the quality of training to government employees thus enabling them to better serve customers and meet their needs.

### Benefits of active participation in ITC include:

- Federal, state, and municipal employees can attend courses offered by federal and state government free or at greatly reduced prices as space allows.
- Federal and municipal employees can participate in the National Consortium of Certified Public Managers accredited Oklahoma Certified Public Manager Program and attain the internationally acclaimed certified public manager certification. This is the same CPM program offered in the federal government through the U.S. Department of Agriculture. Participation through the Oklahoma program costs federal employees \$1,300 as compared to over \$3,000, plus expenses in the USDA program.
- Meeting and training facilities and other points of interest are visited and used by participating agencies. Active participation usually secures the facilities for reduced cost and in some cases, no cost.
- Training materials, such as videos and books, are discussed and can be shared.
- Trainers can contract interagency, thus lowering or eliminating trainer costs.

The council meets on the third Wednesday of each month at 10 a.m. The meeting location rotates through the membership and is at a different place each month.

Your agency should be actively represented on the Interagency Training Council. For more information about ITC, call Joyce Smith, Chair, 522-3617 or visit with us at our monthly meeting, the third Wednesday of each month.



## Seeking members for newly established FEB Council



A letter has been distributed to the federal leaders in Oklahoma asking for them to identify an employee to serve on the newly developed Outreach Council.

This is not to be confused with the Federal Employees Care Council that facilitates our volunteer activities.

The Outreach Council will serve as the group to, among other things, coordinate an updated Speakers Bureau for utilization by community groups such as Chambers of Commerce, Kiwanis, Lions, and Rotary Clubs. They will also be tasked with evaluating the feasibility or need to continue our "Mall Event" which is an educational forum in which federal agencies can provide information to the public, recruit for vacant positions, or provide services from a location in the community.

We are seeking individuals within each organization that are familiar with their own organization, can represent that organization in a professional manner, and have the ability to represent public service and the federal community in Oklahoma.

We seek a mix of employees' skills and perspectives for the initiatives to be planned and coordinated by this group:

- Public Affairs or Community Relations (can be full time or collateral duty)
- OR Any employee with the following:
  - Good Writing Skills,
  - Public Speaking Skills,
  - Creative Problem-Solving skills, and/or
  - Community Involvement

The first meeting of this group is scheduled for December 1, 2003, beginning at 1:00 pm in the FEB Office, 215 Dean A. McGee, Ste 320, Oklahoma City.

If you or someone you know is interested in expressing your "Pride in Public Service" by serving, please call the FEB Office to receive the required forms to be completed by your agency, (405) 231-4167.

## Leadership Development Series 2004



Our Leadership Development Series for FY03 was received well and rated highly, except one particular session. With the feedback we have received and the interest for another such series, we have built on the strengths from our first "series" effort and have worked hard to coordinate in a way to minimize any weaknesses.

Again, we are focusing on the five general Executive Core Qualifications identified by the Office of Personnel Management. This year we will have different speakers addressing different topics. Actually two speakers (rated the highest in last year's series) will return, but will be presenting different material. This is designed to provide fresh new information and allow those who attended last year to participate without receiving duplicate information.

The series of five one-day sessions will be similar to last year in that an agency or individual may purchase the 'package' or pick and choose individual training sessions.

Positive feedback from last year's sessions included:

- Training provided within the state saves time, money, and critical resources.
- Beneficial to have a designed package of training.
- Nice to have different speakers for each session, breaks the monotony of the same face, voice, and opinions.

Each day is designed to focus on a different set of leadership competencies, specifically fitting into one of each of the five Executive Core Qualifications. Registration information and forms are available on the FEB website: [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov) or you can contact the FEB office at (405) 231-4167 for more information. We look forward to seeing you and sharing another great year!

*"The significant problems we face today cannot be solved at the same level of thinking we were at when we created them"*  
--Albert Einstein

# THE VOLUNTEER VOICE



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

Happy Holidays, everyone! And we know it's the holiday season because we see the ubiquitous Salvation Army bell-ringers with their red kettles, requesting donations to support its many programs to help the needy. Through 9,300 centers of operation in local communities, the Salvation Army provides food for the hungry, companionship to the elderly and ill, clothing and shelter to the homeless, opportunities for underprivileged children, relief for disaster victims, assistance for the disabled, and many more services.

The Salvation Army has programs all year long to help those in need, but it is particularly active during the holiday season. Its primary focus at this time is to provide toys for children, as well as gifts and necessities for the elderly who would otherwise not have a very merry Christmas.

The Federal Employees Care Council (FECC) provides volunteers to help staff the Salvation Army Toy Shop; volunteers assist in sorting and distributing the gifts, as well as cleaning up afterwards. The gifts are largely the proceeds from the Angel Giving Tree and the Silver Halo campaigns. Christmas trees with angel tags are set up in offices and other places of business; the tags identify a child's gender and age. The Silver Halo tags generally give a little more information, such as the person's name and a "wish list." Gifts, purchased new, are placed under the tree. The Salvation Army collects them and delivers them to the Made in Oklahoma Building at the fairgrounds, where they are sorted and distributed to needy families. The dates for the 2003 Toy Shop at the Made in Oklahoma Building are:

- Toy Shop Set Up: Dec 12, 13, 15 (8:30-4:30)

- Family Distribution Day: Dec 16-17 (8:00-4:30)
- Senior Silver Halo Distribution Day: Dec 18 (8:00-4:30)
- Santa Clean Up Day: December 19 (8:00-noon)

By the time you read this, the Salvation Army will have already held its National Kettle Kick-off during half-time at the Dallas Cowboys Thanksgiving Day game; Oklahoma's own Toby Keith is scheduled to headline the show. The Red Kettle campaign runs from the day after Thanksgiving through Christmas Eve.

Volunteers are very important to the success of the Salvation Army's efforts. In addition to the Toy Shop staff, many of the bell-ringers are volunteers also. Volunteering to help others less fortunate during the holiday season brings its own special sense of warmth and good will. And isn't that one of the things the holidays are all about? So **volunteer** for the happiest holidays of all.

## *Events On the Horizon*

### December

**Salvation Army Toy Store:** (See above article) Connie Wells, IRS, is the project chair; for more information, you may contact her at 405-297-4740.

**OKC Opening Night:** At the annual New Year's Eve celebration in downtown OKC, FECC volunteers will be assigned to four venues this year: First National Center, Cox Center, Bank One, and Myriad Gardens. Project chair, Mike Birdsong, IRS, may be reached at 405-297-4014.

*For more information about the FECC, please visit our web site at:*  
<http://www.oklahoma.feb.gov/feccdindex.html>



**UPCOMING EVENTS  
DECEMBER 2003**

<b>Dec 1, 2003</b> 1:00pm	<b>FEB Outreach Committee</b> 215 Dean A. McGee, Ste 320 POC: FEB Office, 405-231-4167
<b>Dec 2-3, 2003</b> All Day	<b>Supervisory Training (co-hosted)</b> Coles Gardens, 1415 NE 63 <sup>rd</sup> St., OKC POC: FEB Office, 405-231-4167
<b>Dec 2, 2003</b> 9:00am	<b>Shared Neutrals Council</b> Risk Mgmt Agency, 205 NW 63 <sup>rd</sup> POC: John Esquivel, 405-734-8268
<b>Dec 2, 2003</b> 5:00pm	<b>Turning Point</b> OCCC POC: FEB Office, 405-231-4167
<b>Dec 3-5, 2003</b>	<b>Excellence in Government-West</b> San Diego, California Registration: 866-332-5185
<b>Dec 5, 2003</b> 12noon	<b>Naturalization Ceremony</b> US Courthouse, OKC POC: FEB Office, 405-231-4167
<b>Dec 8-9, 2003</b>	<b>LFCC Conference</b> Albuquerque, NM POC: FEB Office, 405-231-4167
<b>Dec 9, 2003</b> 10:00am	<b>Executive Policy Council Meeting</b> POC: FEB Office, 405-231-4167
<b>Dec 11, 2003</b> 7:00pm	<b>SGMP Meeting</b> Westin Hotel, OKC POC: FEB Office, 405-231-4167
<b>Dec 16, 2003</b> 2:00pm	<b>Emergency Preparedness Council (Redbook Committee)</b> HUD, 500 W. Main, Ste 400, OKC POC: FEB Office, 405-231-4167
<b>Dec 17, 2003</b> 10:00 am	<b>Interagency Training Council</b> Arvest Bank, 3900 N. Lincoln, OKC POC: Joyce Smith, 405-521-4539
<b>Dec 20, 2003</b>	<b>Hanukkah</b> 
<b>Dec 25, 2003</b>	<b>Christmas</b> 
<b>Dec 26, 2003</b>	<b>Kwanzaa</b> 
<b>Dec 31, 2003</b>	<b>New Year's Eve</b> 

*Wishing all public employees a happy, healthy, and enjoyable holiday season!  
Your FEB Staff*

**Your Federal Executive Board**

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

Goals:

- Advance National initiatives and the goals of the Administration
- Create and advance local initiatives and community outreach
- Provide information, referrals, and guidance for intergovernmental and community outreach

***We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:***

- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Director, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507<sup>th</sup> Air Refueling Wing
- Cmdr (Sel) Rob Dews, Military Entrance Processing Station
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Gilbert Montoya, Director of Staff, Tinker AFB
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service
- Cliff Rucker, District Director, US Postal Service

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:** Col Dean Despinoy, Cmdr  
507th Air Refueling Wing
- Vice-Chair:** Dottie Overall, Director  
Small Business Administration

***Staff:***

- Director:** LeAnn Jenkins
- Secretary:** Trish Plowman
- Clerical Support:** Savina Parks
- Program Support:** Constance Ward

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

## **2003 GEICO Public Service Awards**

In 1980, the GEICO Public Service Awards were established to emphasize GEICO's belief that the contributions of many hardworking, talented federal employees are deserving of special acclaim. GEICO Philanthropic Foundation sponsors and grants the awards.

A \$2,500 cash award, an all expense paid trip to Washington, D.C., for the winner and spouse, and a commemorative plaque will be presented to four active federal employees for their special achievements and contributions to the public good.

**Nominees must be federal employees making (or have made) significant contributions in the prevention of the respective category and/or in the education and enlightenment of the public in the particular category for which they are nominated. The work may be all or part of their occupation, or as a result of volunteer efforts.** One award will be made to each of four active federal employees for outstanding achievements in one of the following areas:

- Substance Abuse Prevention and Treatment
- Fire Prevention and Safety
- Physical Rehabilitation (persons affected by physical limitations as a result of accident or birth)
- Traffic Safety and Accident Prevention (vehicular and pedestrian safety)

### **Eligibility:**

All career civil service employees are eligible. Through established nomination and selection procedures for incentive awards, each federal department, independent agency or office in the Executive Branch should identify employees who have provided outstanding service to the public or otherwise contributed noteworthy achievements in the fields recognized by the GEICO Public Service Awards.

Nominees will be judged principally on the impact of their work related or non-work related contributions and the extent to which they have served as an inspiration to others and brought credit to the federal service. For each employee entered for consideration the respective organization should prepare the following supportive material:

- Name, title, grade, organization, address including zip code, phone #, email address and a brief biographical sketch to include education, employment history and family.
- Description of the specific achievement or service which would qualify the employee for the award.
- Name, phone # and email address of individual to contact for further information.
- You also may complete the downloadable online application at [geico.com](http://geico.com)
- Cover letter from the department or agency head or designee endorsing the nominations.
- This material should be submitted in one package, two to three pages per nomination, and forwarded to:

GEICO Public Service Awards Federal Program Nomination Committee One GEICO Plaza Washington, DC 20076	<b><i>Nominations for the Awards and supporting materials must be received by the Nomination Committee no later than December 31, 2003.</i></b> Note: Dates have been extended for this year only.
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One special award will also be presented in the Retiree category: any civilian federal employee on a federal retiree annuity who has made significant contributions in one of the four areas.



# One-Day Training Seminar on Pre-Retirement in **Oklahoma City**



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

### Driving Directions

From North: Drive west on Airport Rd to Rockwell, south two miles to SW 74<sup>th</sup>, drive east one mile to MacArthur, turn south approx ¼ mile.

From South: Take SW 104<sup>th</sup> St west to MacArthur Blvd, then north to the Training Facility on the east side of the road.

<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>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</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>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> </ul>
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**TIME:** 9:30 a.m. - 4:00 p.m. (each day) Registration will begin at 9:00am  
**LOCATION:** Federal Transfer Center, Training Facility, 7500 S. MacArthur Blvd  
**COST:** [ ] \$75.00 per person if registered by 8/5/2004  
[ ] \$85.00 per person if registered after 8/5/2004  
[ ] \$35.00 for spouses (if materials are shared)

I am registering for the FERS Only session on Tuesday, August 17, 2004.

I am registering for the CSRS Only session on Tuesday, August 31, 2004.

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.

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or fax to:	(405) 231-4165

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# Shared Training Opportunity for Supervisors

December 2-3, 2003



The VA Medical Center is coordinating this training and has made **50 seats** available for other federal agencies' supervisors through the Federal Executive Board.

The registration below must be completed and faxed to the Federal Executive Board and slots will be filled on a "first-come, first-served" basis.

<b>Date:</b>	Tuesday-Wednesday, December 2-3, 2003
<b>Time:</b>	8:00 a.m. – 4:00 p.m. (each day)
<b>Location:</b>	<b>Coles Gardens, 1415 N.E. 63<sup>rd</sup> Street, OKC</b> (on the north side of the street, across from the Cowboy Hall of Fame)
<b>Who Should Attend?</b>	New supervisors or 'seasoned' supervisors wishing to gain a refresher on any of the topics outlined.
<b>Instructor:</b>	<b>Robert L. Grant</b> , Lead HR Management Specialist Great Lakes Human Resources Management, Milwaukee, Wisconsin
<b>Cost:</b>	\$50.00

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

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

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

Fax: \_\_\_\_\_

<b>Day 1 Agenda</b>	<b>Day 2 Agenda</b>
Program Overview Testing Your Leadership Impulse Your Role as mediator Video "You Be The Judge" The Recruitment & Selection Process/Staffing Pre-Test <i>Title 5/Hybrid Title 38 &amp; Title 38 Personnel</i> Labor Management Relations <i>Basic Rights and Responsibilities Under the Law</i> Unfair Labor Practices <i>Workshops in ULPs and Dealing With Change</i> Better Understanding Past Practice <i>Workshops in What Constitutes Past Practice</i> Communicating with Bargaining Unit Employees/Weingarten Rights <i>Workshops in Formal Discussion &amp; Investigative Meetings</i> On-The-Job-Coaching Video "The Practical Coach" Recommended Performance Standards for Supervisors Workshop: <i>Performance or Conduct Infractions</i> <hr/> <i>Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refund and cancellations will be permitted through November 25, 2003. 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.</i>	Employee Relations Overview & Pre-Test Conduct & Ethics <i>Supervisory Case Studies</i> Overcoming Barriers To Misuse of Time & Attendance MSPB: <i>Coombs vs. Social Security Administration</i> Progressive Corrective Action/Table of Offenses & Penalties <i>Matching the Punishment to the Crime</i> Supporting Your Memory <i>Documentation for Third Party Reviews</i> Video "Documenting Discipline" <i>The Key to Correcting Performance &amp; Conduct Problems</i> From Discipline to Discharge <i>Review of Formal Actions to Correct Misconduct</i> Introduction to Douglas vs. VA <i>A balance test: Mitigation versus Aggravation</i> Off Duty Misconduct <i>When a Nexus Exists</i> Intoxication in the Workplace <i>Your Responsibilities for a Win/Win Situation</i> The Role of EAP in Corrective Actions Use of Last Chance Agreements Dealing with Violent & Threatening Behavior <i>Metz vs. Treasury Case Law</i> The Crime Provision & Indefinite Suspensions Program Close

**Please fax to: (405) 231-4165 no later Friday, 11-28-03 (this will not be available via online registration)**



### Cultural Considerations in Managing a Native American Workforce January 29 & 30, 2004



This is an in-depth problem-solving workshop designed for managers, supervisors, human resource specialists, training professionals, and administrators who supervise Native American personnel.

Demographic statistics show today's workforce becoming increasingly diverse. This workshop will focus specifically on Native Americans and their cultural values, attitudes, assumptions, and expectations in the work environment.

The productivity of businesses, organizations, or departments is directly related to the quality of the employees' performance. Insight into Native American cultural values and beliefs can enhance the management effectiveness and help provide the leadership necessary for the company to succeed.

<b>Date:</b>	<b>Thursday &amp; Friday, January 29 &amp; 30, 2004</b>
<b>Time:</b>	<b>8:30am – 4:30pm each day</b> (Registration will begin at 8:00am each day)
<b>Location:</b>	<b>Federal Highway Administration</b> 300 N. Meridian, Ste 105-S, OKC 73107 (Conference room across the hall from Suite 105-S. From I-40 exit on Meridian heading north. The FHWA office is north of Reno, across the street from Cimarron Steakhouse, and is on the east side of the road. Parking is available in front or back of building. FHWA is in the south wing of the building.)
<b>Who Should Attend?</b>	<b>All supervisors who manage Native American personnel or interact with Tribal Governments.</b>
<b>Instructor:</b>	<b>Jeff Thompson, DDS</b> Jeff is a management consultant who specializes in working with Native persons nationwide. He worked for the Indian Health Service for twelve years in five states and eleven different tribal communities. In 1990 Dr. Thompson opened his consulting business and conducts numerous cross-cultural management and program development workshops for both the public and private business sectors.
<b>Cost:</b>	<b>\$65.00</b>

**Name:** \_\_\_\_\_ **Agency:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

<b>Program Objectives</b>	<b>Program Benefits</b>
<ul style="list-style-type: none"> <li>• Develop an awareness of differences caused by diversity.</li> <li>• Understand your own values and how they relate to a cultural environment.</li> <li>• Learn to anticipate and recognize differences and issues that can occur in the workplace.</li> <li>• Acquire specific tools for conflict resolution.</li> <li>• Identify methods to increase employee participation and ownership of programs.</li> <li>• Enhance your skills in designing and delivering effective presentations, training programs and rewards for Native Americans in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret your own values and attitudes and how they relate to a cross-cultural environment.</li> <li>• Discover how to anticipate and recognize differences and issues that can occur in the workplace.</li> <li>• Learn to diagnose workplace insecurities and how to use communication tools for positive change.</li> <li>• Identify methods to increase employee participation and ownership of programs.</li> <li>• Acquire specific tools for conflict resolution, and learn to handle morale problems in a positive and healthy way.</li> <li>• Experience using a team decision-making tool and what to do with the results.</li> </ul>

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refund and cancellations will be permitted through January 23, 2004. 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.*

**Please fax to: (405) 231-4165 (this will not be available via online registration)**



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
	<b>1</b>	<b>2</b> All Day Supervisory Training 9:00 Shared Neutrals 5:00 Turning Point	<b>3</b>	<b>4</b> Excellence in Government West	<b>5</b> Naturalization	<b>6</b>
<b>7</b>	<b>8</b> LFCC Conference, Albuquerque	<b>9</b> Exec Pol Council	<b>10</b>	<b>11</b> 7:00pm SGMP Executive Director is out of the office	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> 2:00 Emgcy Prep Council	<b>17</b> 10: 00am ITC	<b>18</b>	<b>19</b>	<b>20</b>  Hanukkah
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>  Christmas	<b>26</b>  Kwanzaa	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>  New Year's Eve	<b>December 2003</b>		

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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