



# INTERAGENCY CONNECTION

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

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

(405) 231-4167

## Chair's Corner



Happy New Year!

As we consider our "New Year's resolutions" and plan for a challenging year that will require the most from all of us, I want to offer a quote by Stephen R. Covey to provide perspective: "We are more in need of a vision or

destination and a compass...and less in need of a road map. We often don't know what the terrain ahead will be like or what we will need to go through it; much will depend on our judgment at the time. But an inner compass will always give us direction."

It appears that civilians in Oklahoma will be receiving a small cost of living increase. In an effort to provide the salary tables, as we usually do this time of year, we have delayed this newsletter. However, as of the day this newsletter went to the printshop, the salary tables and related information were still in "Draft" form.

These should be finalized sometime in January and will be available for: General Schedule and Locality Pay, Law Enforcement Special Salary Rate and Locality, Senior Executive Service, Administrative Law Judges, and 2004 Pay Adjustments for Major Federal Pay Systems at <http://www.opm.gov/oca/04tables/index.asp>.

With the New Year also come opportunities for the Federal Executive Board to develop and provide innovative approaches to interagency needs that have been identified: Training, Awards, Leadership Development, and Emergency Preparedness Planning. You will find that we have already planned and scheduled many activities in support of these initiatives.

As you will see, the New Year also provides a new look to our website! We want to thank Dr. Schwarzkopf at the University of Oklahoma for his oversight and the team of students that worked diligently to provide us a "new look" and organize our web content so that you might more easily access our information.

The New Year also brings the retirement of Savina



Parks of our FEB Staff, effective January 31, 2004. We plan to celebrate her 36 years of service, of which the past 3 years and 10 months have been in the FEB Office on special detail

from General Services Administration (GSA). Many of you know Savina and the friendly customer service she provides from our FEB staff office. **Mark your calendars and plan to join us on Tuesday, January 21, 2003, from 2pm-4pm at 301 NW 6<sup>th</sup> Street (new Federal Building in OKC), Suite 116, Small Business Administration Conference Room.** *Be sure to have a government-issued form of identification for security purposes.*

*Dean Despinoy*  
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 -- Department of Homeland Security Update

The Department is comprised of five major divisions or directorates. Besides the five Directorates of DHS, several other critical agencies are folding into the new department or being newly created.

### Department Components

- I. Border and Transportation Security (BTS): BTS is led by Under Secretary Asa Hutchinson, and is responsible for maintaining the security of our nation's borders and transportation systems. The largest of the Directorates, it is home to agencies such as the Transportation Security Administration, the former U.S. Customs Service, the border security functions of the former Immigration and Naturalization Service, Animal & Plant Health Inspection Service, and the Federal Law Enforcement Training Center.
- II. Emergency Preparedness and Response (EPR): This Directorate, which is headed up by Under Secretary Mike Brown, ensures that our nation is prepared for, and able to recover from, terrorist attacks and natural disasters.
- III. Science and Technology (S & T): Under the direction of Under Secretary Dr. Charles McQueary, this Directorate coordinates the Department's efforts in research and development, including preparing for and responding to the full range of terrorist threats involving weapons of mass destruction.
- IV. Information Analysis and Infrastructure Protection (IAIP): IAIP merges the capability to identify and assess a broad range of intelligence information concerning threats to the homeland under one roof, issue timely warnings, and take appropriate preventive and protective action.
- V. Management: The Under Secretary of Management, Janet Hale, is responsible for budget, management and personnel issues in DHS.

Besides the five Directorates of DHS, several other critical agencies are folding into the new department or being newly created:

- United States Coast Guard: The Commandant of the Coast Guard reports directly to the Secretary of Homeland Security. However, the USCG also works closely with the Under Secretary of

Homeland Security as well as maintain its existing independent identity as a military service. Upon declaration of war or when the President so directs, the Coast Guard would operate as an element of the Department of Defense, consistent with existing law.

- United States Secret Service: The primary mission of the Secret Service is the protection of the President and other government leaders, as well as security for designated national events. The Secret Service is also the primary agency responsible for protecting U.S. currency from counterfeiters and safeguarding Americans from credit card fraud.
- Bureau of Citizenship and Immigration Services: While BTS is responsible for enforcement of our nation's immigration laws, the U.S. Citizenship and Immigration Services (USCIS) dedicates its full energies to providing efficient immigration services and easing the transition to American citizenship. The Director of Citizenship and Immigration Services reports directly to the Deputy Secretary of Homeland Security.
- Office of State and Local Government Coordination: A truly secure homeland requires close coordination between local, state and federal governments. This office ensures that close coordination takes place with state and local first responders, emergency services and governments.
- Office of Private Sector Liaison: The Office of Private Sector Liaison provides America's business community a direct line of communication to the Department of Homeland Security. The office works directly with individual businesses and through trade associations and other non-governmental organizations to foster dialogue between the Private Sector and the Department of Homeland Security on the full range of issues and challenges faced by America's business sector in the post 9-11 world.
- Office of Inspector General: The Office of Inspector General serves as an independent and objective inspection, audit, and investigative body to promote effectiveness, efficiency, and economy in the Department of Homeland Security's programs and operations, and to prevent and detect fraud, abuse, mismanagement, and waste in such programs and operations.

For more info on the Department of Homeland Security, visit their website at: [www.dhs.gov](http://www.dhs.gov).



## **“Clear the Road” Law Activated in Oklahoma**

taken from “Central Oklahoma Perspective”

Drivers in Oklahoma are being asked to “clear the road” if involved in a non-injury collision. More than just a catchy phrase, “Clear the Road” is the law, as of November.

“For every minute a crash remains on the road, traffic is delayed an average of five additional minutes,” said Joe McDonald, Director of the Oklahoma Highway Safety Office. “The longer traffic is delayed, the more likely another more serious accident may occur.”

House Bill 1782, also known as the “quick clearance” bill, requires motorists in non-injury accidents to move their vehicles off the road, before law enforcement and accident investigators arrive on the scene.

The bill was promoted as both a congestion management and public safety measure. In Oklahoma, incidents including vehicle accidents and spilled cargo account for 60 percent of urban roadway congestion. In addition to the primary accident, secondary accidents often occur from unwary drivers coming upon the situation, or curious drivers stopping suddenly to “look” at the scene. A transportation study indicated that secondary collisions caused up to 18 percent of all peak-period accidents and 18 percent of overall fatalities in accidents.

Prior to the new law, many motorists involved in vehicle accidents remained in the street or intersection waiting on authorities. Currently, a public education campaign is underway to inform citizens. There is a grace period until the end of the year so people can become informed. Motorists involved in incidents that don’t comply with the law after January 1, 2004 could be issued citations.

A state-wide effort to implement the law has involved the Federal Highway Administration, Oklahoma Department of Public Safety, Oklahoma Department of Transportation, ACOG, OHSO, Oklahoma Associations of Chiefs of Police, Indian National Council of Government and regional law enforcement agencies. Training sessions for local law enforcement are ongoing.

## **Senior Executive Service (SES)**

<http://www.opm.gov/oca/04tables/update.asp>

The National Defense Authorization Act for Fiscal Year 2004 (Public Law 108-136, November 24, 2003) establishes a new performance-based pay system for the SES effective on the first day of the first pay period beginning in January 2004.

The current six levels of SES pay established under 5 U.S.C. 5382 will be abolished and replaced by an open pay range. In addition, locality pay will no longer be extended each year to SES members.

The new SES pay range will have a minimum rate of basic pay equal to 120 percent of the rate for GS-15, step 1, and the maximum rate of basic pay will be equal to the rate for level III of the Executive Schedule. However, for any agency certified under 5 U.S.C. 5307(d) as having a performance appraisal system which, as designed and applied, makes meaningful distinctions based on relative performance, the maximum rate of basic pay will be the rate for level II of the Executive Schedule.

OPM will issue regulations and guidance that will address conversion to the new SES pay system, setting individual SES rates of basic pay, and other related matters as soon as possible.

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## **The Home Energy Saver**

Winter's here-and as the temperatures drop outside, it's time to turn up the heat inside. But how can you keep your home comfortable and warm without breaking the bank? The Home Energy Saver is designed to help you identify the best ways to save energy in your homes, and find the resources to make the savings happen. This site can help you save money by suggesting upgrades that reduce energy use in your home.

This do-it-yourself web-based energy audit tool quickly calculates your home's energy use and savings opportunities, based on a detailed description of your home. You can begin the process by simply entering your zip code, and in turn receive instant initial estimates.

To learn more, visit: [http://www.firstgov.gov/Citizen/Topics/Environment\\_Agriculture.shtml#energy](http://www.firstgov.gov/Citizen/Topics/Environment_Agriculture.shtml#energy) and click on "Energy Savings in the Home"

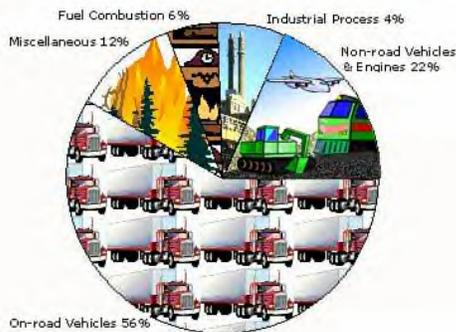


## Winter Threats of Carbon Monoxide (CO)

Taken from www.epa.gov

The cold weather of winter increases the threat of an invisible danger. Carbon monoxide, or CO, is a colorless, odorless gas that is formed when carbon in fuel is not burned completely. It is a component of motor vehicle exhaust, which contributes about 56% of all CO emissions nationwide. Other non-road engines and vehicles (such as construction equipment and boats) contribute about 22% of all CO emissions nationwide. Higher levels of CO generally occur in areas with heavy traffic congestion. In cities, 85-95% of all CO emissions may come from motor vehicle exhaust. Other sources of CO emissions include industrial processes, residential wood burning, and natural sources such as forest fires. Woodstoves, gas stoves, cigarette smoke, and unvented gas and kerosene space heaters are sources of CO indoors. The highest levels of CO in the outside air typically occur during the colder months of the year when inversion conditions are more frequent. The air pollution becomes trapped near the ground beneath a layer of warm air.

Sources of CO



### Levels in Homes

Average levels in homes without gas stoves vary from 0.5 to 5 parts per million (ppm). Levels near properly adjusted gas stoves are often 5 to 15 ppm and those near poorly adjusted stoves may be 30 ppm or higher.

#### Steps to Reduce Exposure to Carbon Monoxide

- Keep gas appliances properly adjusted.
- Consider purchasing a vented space heater when replacing an unvented one.
- Use proper fuel in kerosene space heaters.
- Install and use an exhaust fan vented to outdoors over gas stoves.

- Open flues when fireplaces are in use.
- Choose properly sized wood stoves that are certified to meet EPA emission standards. Make certain that doors on all wood stoves fit tightly.
- Have a trained professional inspect, clean, and tune-up central heating system (furnaces, flues, and chimneys) annually. Repair any leaks promptly.

Do not idle the car inside garage.

### Health Effects Associated with Carbon Monoxide

At low concentrations, fatigue in healthy people and chest pain in people with heart disease. At higher concentrations, impaired vision and coordination; headaches; dizziness; confusion; nausea. Can cause flu-like symptoms that clear up after leaving home. Fatal at very high concentrations.

**Carbon monoxide** can cause harmful health effects by reducing oxygen delivery to the body's organs (like the heart and brain) and tissues.



**Cardiovascular Effects.** The health threat from lower levels of CO is most serious for those who suffer from heart disease, like angina, clogged arteries, or congestive heart failure. For a person with heart disease, a single exposure to CO at low levels may cause chest pain and reduce that person's ability to exercise; repeated exposures may contribute to other cardiovascular effects.



**Central Nervous System Effects.** Even healthy people can be affected by high levels of CO. People who breathe high levels of CO can develop vision problems, reduced ability to work or learn, reduced manual dexterity, and difficulty performing complex tasks. At extremely high levels, CO is poisonous and can cause death.



**Smog.** CO contributes to the formation of smog ground-level ozone, which can trigger serious respiratory problems.

# The Effective Office Professional

## A Day of Training



This one-day training session will cover two main topics:

### *Surviving Difficult People and Emotional Hijackings*

- Learn why "Difficult People" are difficult and what is their "payoff"
- Learn how to cope better with Difficult People and to remain sane
- Learn how to stop playing their game and regain your power
- Learn how to interact more effectively with Difficult People
- Learn the differences between "Guilt" and "Shame"
- Learn how to stop "blowing up" or "losing it"
- Learn how to avoid and survive an "Emotional Hijacking"
- Learn why we say or do something inappropriate and then feel guilty or shameful
- Learn strategies to successfully deal with Emotional Hijackings



### *Our Communication Epidemic*

- Increase your awareness you are always communicating even when you are not talking
- Learn how the genders communicate differently and why they don't always communicate
- Recognize how we dehumanize others with our words
- Learn to identify the "real issues" or the hidden agenda in communication
- Learn how to deal with or avoid "power words"
- Learn how to establish and maintain instant rapport
- Learn how people communicate in three representational systems.



**WHO SHOULD ATTEND?** Any administrative support employee tasked with "doing more with less." During times of reduced resources, it is important to equip employees with tools that help in increasing effectiveness and efficiency (on the job and off the job). Don't pass up this opportunity to train your "first line of defense"; the people you depend upon to provide a good impression of your organization. **UNLOCK THE POTENTIAL!**



**TIME:** 8:00 a.m. - 4:30 p.m.  
**WHEN:** Wednesday, April 21, 2004

**LOCATION:** Waterford Marriott  
6300 Waterford Blvd, Oklahoma City

**Register Early: Room capacity is 125. Registrations will be accepted in the order received—when room capacity is reached, registrations will be returned.**

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

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

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

[ ] \$75 per attendee (if registered before 3/31/04) [ ] \$85 per attendee (if registered after 04/01/04)

Agency/Registrant may pay by cash, check, credit card or government voucher. If paying by credit card, please call the FEB Office (405-231-4167) with the information AFTER registration is submitted.

Please mail this registration form to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 9, 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!*



## 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.

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!

- [ ] ECQ-1: Leading Change – March 23, 2004 \$119.00
- [ ] ECQ-2: Leading People – May 18, 2004 \$145.00
- [ ] ECQ-3: Results Driven – June 15, 2004 \$119.00
- [ ] ECQ-4: Business Acumen – July 13, 2004 \$119.00
- [ ] ECQ-5: Building Coalitions/Communications--August 24, 2004 \$145.00

**► Price-Saver ◄**

- [ ] Full Series attend all five sessions \$500.00 (saves \$147)

### HOW DO WE PAY FOR THIS?!



The Oklahoma FEB has coordinated this training so that that public employees may attend quality training without the cost and time associated with the need to travel. Each training course is designed to address one or more of the ECQs, and each training day will be held in Oklahoma City, centrally located in Oklahoma.

You have the flexibility of buying a package (maximum savings) or choose only the training sessions in which you are interested. Agency/Registrant may pay by check, cash, government voucher or credit card.

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 March 13, 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!*



# Ideas are the Currency of the 21st Century:

## Here's How to Find Some!

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Take a look at some of the companies that are currently weathering the recession better than other companies—Wal-Mart, Southwest Airlines, Kohl's Department Stores, Starbucks Coffee and Dell Computers. They all have one thing in common—they are known as innovators in their respective industry! No matter where you currently work, please remember this: IDEAS ARE THE CURRENCY OF THE 21<sup>ST</sup> CENTURY! Following are some things you can do to embrace innovation:

1. Study the customer's actions and feelings, but don't forget that the customer doesn't really know what he/she wants. The customer just buys millions of it when he/she sees it. Did Starbucks strategically plan that a customer would spend \$3.50 on a cup of cappuccino? No! They tried it out and voila! Sales ensued.
2. Too many people in an organization have the power to kill an idea. Position yourself to bring ideas to fruition. One of the corporate values at The 3M Company is "Make a little, sell a little." Don't just throw out ideas. Be willing to bring energy to them and execute them yourself.
3. Conventional wisdom stresses that we get back to basics. As Charles Handy, a noted author, once said "We are living in times of change that require upside down, inside out and backwards thinking." We are living in a world where there are no basics anymore! Focus on non-customers, non-markets and fringe concepts. Many innovations come from folks who "hang out" on the fringe.
4. Remember this number—2,036. A study of 2,036 of the top scientists who ever lived revealed that they produced terrific science, but they also produced bad science, too. The key to success today is to fail forward faster. Always embrace the failure (kiss the frog) and see it as a blessing. Indeed, being prolific is a must in the arena of innovation!
5. Poke fun at your own product or service. Abraham Maslow, the pioneering psychologist once said, "The highest form of humor is the ability to laugh at what's sacred and still consider it sacred." Laughter, play and humor are all close cousins of innovation. Don't miss the boat here. Innovation literature is filled with frivolity.
6. Don't feel that you have to re-invent the wheel! Making minor adjustments to current processes and procedures is important, too. Consider the Taco Bell restaurant chain. They have a handful of the same ingredients and they simply keep re-arranging them to create new products! Their business remains robust.
7. People can do two things machines cannot do—innovate and care. The question becomes: Do you care enough to innovate? Hopefully you do because ideas are the currency of the 21<sup>st</sup> Century.

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816-578-4516



UPCOMING EVENTS JANUARY 2004	
Jan 1, 2004	Happy New Year! 
Jan 6, 2004 5:00pm	<b>Turning Point</b> Metro Tech Business Conference Center POC: FEB Office, 405-231-4167
Jan 7, 2004	<b>Agency Visits</b> Indiahoma
Jan 8, 2004 11:30 am	<b>Society of Govt Meeting Professionals</b> Sleep Inn, Edmond POC: FEB Office, 405-231-4167
Jan 14, 2004	<b>Leadership FEB</b> Military Day POC: FEB Office, 405-231-4167
Jan 19, 2004	<b>Martin Luther King Jr's Birthday</b> 
Jan 20, 2004	<b>Partnership Meeting w/Tulsa Fire Dept.</b> POC: FEB Office, 405-231-4167
Jan 21, 2004 9:00 am	<b>Shared Neutrals Planning Mtg</b> OK Supreme Court POC: John Esquivel, 405-736-2151
Jan 21, 2004 10:00 am	<b>Interagency Training Council</b> City/County Health Dept, OKC POC: Joyce Smith, 405-521-4539
Jan 21, 2004 2:00-4:00 pm	<b>FEB Retirement Party--Savina Parks</b> New Federal Building, OKC POC: FEB Office, 405-231-4167
Jan 27, 2004 5:00 pm	<b>Turning Point</b> Location to be determined POC: FEB Office, 405-231-4167
Jan 28, 2004 2:00 pm	<b>Emergency Preparedness Council (Redbook Committee)</b> US Marshals Svc, 200 NW 4 <sup>th</sup> , OKC POC: FEB Office, 405-231-4167
Jan 29-30, 2004	<b>Cultural Awareness Training</b> Co-Sponsored by the Natl Park Service FHWA, 300 N. Meridian, OKC POC: FEB Office, 405-231-4167
Jan 30, 2004 12 noon	<b>Naturalization Ceremony</b> US Courthouse, OKC POC: FEB Office, 405-231-4167

*Throughout the centuries there were men who took first steps down new roads armed with nothing but their own vision.* --Ayn Rand

*It is not given us to live lives of undisrupted calm, bored, and mediocrity. It is given us to be edge-dwellers.* --Jay Deacon

## 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.*



# 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.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
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### 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>
January 2004				1 	2	3
4	5	6 5:00 Turning Point	7 Agency Visit: Indiahoma	8 11:30 SGMP	9	10
11	12	13	14	15	16	17
Executive Director out of the office						
			Leadership FEB			
18	19  MLK Jr's Birthday	20 Meetings in Tulsa	21  10:00 ITC 2:00 Retirement Celebration	22	23	24
25	26	27 5:00 Turning Point	28 2:00 Emgcy Prep Council	29	30 Naturalization	31
				Cultural Awareness Training		

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