



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



In this environment of ever-increasing speed, sometimes we don't take the time to outline all of our initiatives in one place.

You receive FEB information through mailings, e-mail or faxes; albeit in the fashion of initiative-specific details. I'd like to take this

month's newsletter as an opportunity to provide a summary outline of the various efforts underway to provide services to you, your agency and/or your employees.

We will have our first Executive Breakfast Forum in June. This is a forum developed by the Oklahoma Federal Executive Board (FEB) to provide Executives in the Senior Executive Service, Military, Schedule C appointments, and aspiring senior leaders to meet and receive information on timely topics affecting their careers and the environment in which they lead. We will make an effort to have these forums on a quarterly basis, giving executives the opportunity to meet before the day's events "take the schedule".

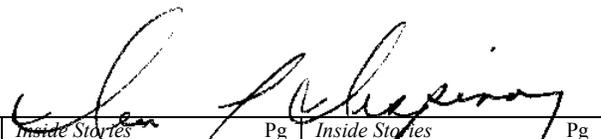
In May we had our first Evening with the Author forum which was well received. This is an effort to provide an offering of innovative development forums in the local area, to provide your employees an opportunity to interact with experts and colleagues on ways of tackling everyday work life issues-hear career issues, leadership challenges, balancing work and home life, diversity and more. This is designed for federal employees who are interested in personal and professional development, want to hear directly from the author, and can further explore the concepts presented by reading the book which is provided with each registration. For one price, the employee participates in an interactive session with the author; receives a copy of the book, and has an opportunity for the author sign the book. The next forum is scheduled

in August.

The Leadership Development Series has been a huge success. Two of the five sessions have been completed, with the third scheduled for this month. By leveraging resources, we have created a synergy to obtain low-cost training provided by well-respected sources. The series provides flexibilities that are not normally available in most long-term training programs. If an agency purchased the entire series, they can send five different people or they can send one person to all five training days. Building on the success of last year (the first year we offered this forum), we determined to ensure that speakers and content were different from year to year in an effort to allow agencies to continue to plan on this as a training resource for their employees.

Something to watch for this fall is a newly developed Leadership FEB program. The Executive Policy Council has served as members of the first Leadership FEB Class, quickly approaching completion. Marketing will most likely begin in mid-late fall with the expectation of having a competitive process to select applicants for the second Leadership FEB forum.

I encourage you to watch for the FEB sponsored projects and initiatives and take advantage of the offerings, for they are a great collaboration of resources that serve you well!



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Flexible Schedules Benefit Both Workers, Employers

By Joseph Scott Delmarva Business Weekly
May 10, 2004

It is back in the news again: flexible work scheduling, a sure sign that times are getting better.

During the 1990s, when employers had to get really creative to attract and retain the best workers available, flexible work scheduling became a buzz phrase.

In recent years, though, with more applicants than job openings, some company recruiters have felt more ready to adopt a take-it-or-leave-it attitude.

However, companies that have a history of not just permitting, but encouraging, flexible work scheduling also are among those that have the highest employee retention records, according to several business practices sources, including the United States Office of Personnel Management (OPM).

In its "Handbook on Alternative Work Schedules," OPM states that: "AWS programs have the potential to enable managers and supervisors to meet their program goals while, at the same time, allowing employees to be more flexible in scheduling their personal activities. As employees gain greater control over their time, they can, for example, balance work and family responsibilities more easily, become involved in volunteer activities, and take advantage of educational opportunities. The employee benefits provided by AWS programs are useful recruitment and retention tools."

The Families and Work Institute released a study in April, sponsored by IBM and the Sloan Foundation, which suggested authoritatively that companies that provide their employees with the most flexibility, reap the highest levels of productivity.

The study's findings, based on a survey of 2,810 American workers, were presented to the U.S. Senate Health, Education, Labor & Pensions Committee's Subcommittee on Children and Families on April 22.

Trading Places: Lessons Learned from Executives Who Have Made the Switch from Government to Industry and Vice Versa

<http://www.fcw.com/fcw/articles/2004/0517/feat-trading-05-17-04.asp>

By Judi Hasson Federal Computer Week

For technology-savvy federal employees, it can be tempting to step through the exit door and join the private sector, where the pay is better and the opportunities for advancement are more plentiful.

The door, in fact, is more of a revolving one, as industry executives cross to government in search of different experiences and to satisfy a yen for public service. However, people on both sides of that door will tell you the view is not always better on the other side.

Those who have made the transition have advice about what to do. More importantly, they can tell you what to expect when moving from the comfort of a federal job to the high-stress world of private industry or when leaving the high-paying private sector for the bureaucracy of the federal government.

Unless they do the right research, such as finding out what the work is really like, former federal information technology officials may find themselves hopscotching from job-to-job until they find the one that fits. On the other hand, executives seeking to serve in the federal sector for altruistic reasons, or to get different kinds of experience can find themselves stuck in a bureaucracy they never envisioned.

Alonzo Short retired from the military 10 years ago as commander of the Defense Information Systems Agency. He then began helping a small company called Mica Systems Inc. build its government practice. The private sector was an easier job because all he had to think about was selling products and services, not about the welfare of hundreds of people under his command, he said.

Mayi Canales, who has gone from the private sector to government and back again, makes no bones about it: Government, from a manager's perspective, is not easy.

Every decision she makes can impact every business and every citizen. There are thousands of rules about what you can and cannot do. In government, she said, it's important to avoid risks and analyze the impact of every business decision on citizens.

The private sector offers much more freedom to maneuver, she said, especially because you are so much more tied to a mission in the public sector. Budgeting is also more straightforward.

Working in the public sector comes with one big advantage: You are working to promote large-scale sharing across government - breaking down the stovepipes. And that "was extremely fulfilling."



Annual Awards Program

This year's annual awards program was another success in the long line of successful awards programs.

We were fortunate to have a photographer from the VA Medical Center who took digital photos which enabled us to compile a "Special Edition" newsletter that focuses strictly on the awards program, the selection committee members, our honored nominees, and the award winners!

If you are interested in downloading a copy for printing or to print from the internet, a nice resolution copy is provided. Choosing this particular version will take longer to open or download to your computer due to large size of the file due to providing the photos at a resolution for nice printing. It is available at:

www.oklahoma.feb.gov/Forms/SpecialEdition2004.pdf

If you would like to view the Special Awards Edition newsletter on line or would like to share with individuals within your organization, there is a low resolution copy (much faster to open and download; however will not print with clear photos) at:

www.oklahoma.feb.gov/Forms/SpecEditionLowRes.pdf

Please share with employees you know who were recognized or individuals within your agency to share the pride in public service!

Executive Breakfast Forum

Executive Breakfast Forums are a new opportunity developed by the Oklahoma Federal Executive Board (FEB) to provide Executives in the Senior Executive Service, Military, Schedule C appointments, and aspiring senior leaders to meet and receive information on timely topics affecting their careers and the environment in which they lead.

The first forum is scheduled for June 2nd (registration form is on page 7 for your convenience). The topic to be addressed is: *What's Ahead for Executives: Pay for Performance and more.*

Grimme's Top Ten Tips: To Attract, Retain and Motivate Employees

By Don Grimme, Training Authority

1. **Pay** employees fairly and well, then get them to **forget** about money.
2. Treat each and every employee with **respect**. Show them that you care about them as **persons**, not just as workers.
3. **Praise** accomplishments ... and attempts:
 - Both **large** and **small**
 - **Verbally** and in **writing**
 - At least **4 times** more than you "criticize"
 - **Promptly** (as soon as observed)
 - **Publicly** ... and in **private**
 - **Sincerely**
4. **Clearly communicate** goals, responsibilities and expectations.
NEVER criticize in public – redirect in private.
5. Recognize performance **appropriately** and **consistently**:
 - Reward **outstanding** performance (e.g., with promotions and opportunities)
 - Do **not** tolerate sustained **poor** performance – coach & train or remove!
6. **Involve** employees in plans and decisions, especially those that affect them.
Solicit their ideas and opinions. Encourage **initiative**.
7. Create opportunities for employees to **learn & grow**.
Link the **goals** of the organization with the goals of each individual in it.
8. Actively **listen** to employees concerns – both work-related and personal.
9. **Share** information – promptly, openly and clearly. Tell the **truth** ... with compassion.
10. **Celebrate** successes and milestones reached – organizational and personal.
Create an organizational culture that is open, trusting and **fun**.

GHR Training Solutions acknowledges Bob Nelson, author of "1,001 Ways to Reward Employees", <http://www.nelson-motivation.com> for his initial formulation of a similar "Top 10 Ways to Motivate Today's Employees".



UPCOMING EVENTS
June

June 2, 2004 8:00 am	Executive Breakfast Forum Hilton, Northwest POC: FEB Office, 405-231-4167
June 8, 2004 11:00 am	Shared Neutrals Council Charlestons, 3409 S. Broadway, Edmond POC: John Esquivel, 405-736-2151
June 9, 2004 All Day	Leadership FEB Military Day II POC: FEB Office, 405-231-4167
June 10, 2004 11:30 am	Society of Government Meeting Professionals Stillwater
June 15, 2004 All Day	ECQ-3: Results Driven HQ STARC 3501 Military Circle POC: FEB Office, 405-231-4167
June 15, 2004 1:30 pm	Federal Employees Care Council Allegiance Credit Union POC: Mike Birdsong, 405-297-4014
June 16, 2004 10:00 am	Interagency Training Council Location to be announced POC: Joyce Smith, 405-521-4539
June 16, 2004 11:00 am	Emergency Preparedness Council 301 NW 6 th Street, HUD Training Rm POC: FEB Office, 405-231-4167
June 17, 2004 11:00 am	Juneteenth Celebration Hosted by the FEB's Black Program Council Tinker Conference Center POC: FEB Office, 405-231-4167
June 22-24, 2004	FEB/FEMA Meeting
June 24, 2004 11:30 am	Community Outreach Council 205 NW 63 rd , Ste 170 POC: Donna Ward, 405-879-2700
June 25, 2004	Black Program Council 300 N. Meridian, FHWA Conf Rm. POC: Gloria Hall, 405-954-3734
June 25, 2004 12:00 noon	Naturalization 400 N.W. 4 th Street, US Courthouse
June 29, 2004 10:00 am	American Indian Council OU Law Library 300 Timberdell Rd., Norman POC: Mary Lou Drywater

Your Federal Executive Board

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

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
- Cheryl Crosswell, representative for the Director, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Larry Flener, Representative for the District Director, US Postal Service
- 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

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 no later than the 15th 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

Program Support: Constance Ward

Program Mgmt: Larry Phillips

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.

Quality is not just a chart, or a standard, or a specification—it's a state of mind, a commitment, a responsibility, a spirit. It's a way of doing, being, and living.
—Don Galer



June FEB Luncheon
Hosted by the Oklahoma FEB and the
FEB's Black Program Council
Thursday, June 17, 2004

The Federal Executive Board's Black Program Council is hosting the FEB luncheon as their *Juneteenth* celebration. The focus of the luncheon is to inform attendees of the Black Program Council and recruit new members.

Topic:	<i>Leveraging Your Talents in the Workplace</i>
Time:	11:30 a.m.—1:00 p.m.
Location:	Tinker Conference Center, Bldg. 6001 Arnold Drive, Tinker AFB
Speaker:	Joann Tolbert-Yancy, Facilitator, Motivational Speaker, and Author

Joann Tolbert-Yancy has traveled nationally and internationally inspiring and motivating audiences from Jamaica to New Orleans. She has been with the African American Women on Tour for the last five years. Ms. Yancy is President of the Jotoski Human Resource Consulting Firm specializing in Diversity Training, Management Development, and Employment Law issues. She holds a Bachelor of Arts Degree in Sociology from the University of Arkansas at Pine Bluff. Using her skills as a Human Resources and Legal Professional, Ms. Yancy has always incorporated positive suggestions and applications to encourage people to better themselves and inspire others.

Lunch Menu:

Turkey with gravy, stuffing, green beans, salad, rolls, iced tea and coffee.

(If you require special dietary accommodations, please call the FEB Office at 405-231-4167)

Cost: \$12.00 per person

Name _____ Agency _____

Address _____ Phone/Fax _____

Registrations should be submitted as soon as possible to ensure the attendee's name is included on the list the FEB provides Tinker AFB for security purposes.

Method of Payment: Cash Check Credit Card Pay at the Door

Checks should be made payable to the Oklahoma Federal Executive Board

Please call the FEB Office with credit card information at (405) 231-4167

Please mail this form to:	Oklahoma 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 Thursday, June 10, 2004. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!*



ECQ-3: Results Driven

Do it Now, Get it Done, Walk the Talk:
People, Performance, Results!



Date:	Tuesday, June 15, 2004
Time:	Registration begins at 7:30 a.m. Training will be from 8:00 a.m. – 4:00 p.m.
Location:	HQ STARC, 3501 Military Circle, Oklahoma City
Who should attend:	This training is open to federal, state and local government employees, supervisors, managers and executives (military, civilian, law enforcement and postal service).
Speaker:	Frank Coy, President of Human Resource Consultants, Inc.
Cost:	\$119 (if registered separately for this training session)

This interactive training will provide field-tested models for:

- Working cooperatively within “diverse” work environments
- Integrating “Core Values into every day interactions and business processes
- Defining and addressing performance problems, using a simple, 3-step performance improvement model
- Dealing with stress, change and difficult people
- Conducting effective, non-punishing coaching and disciplinary discussions
- Building morale through feedback and recognition
- Achieving exemplary organizational and individual results
- Building a positive, cohesive, winning team environment

Registrations should be submitted as early as possible to ensure the attendee’s name is included on the list the FEB provides the Oklahoma Military Department for security purposes.

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: []Cash []Check made payable to the Oklahoma FEB []Credit Card []Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
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PLEASE POST FOR ALL EMPLOYEES



Executive Breakfast Forum

Sponsored by the Oklahoma Federal Executive Board



Executive Breakfast Forums are a new opportunity developed by the Oklahoma Federal Executive Board (FEB) to provide Executives in the Senior Executive Service, Military, Schedule C appointments, and aspiring senior leaders to meet and receive information on timely topics affecting their careers and the environment in which they lead.

Our Speaker:



Carol Bonosaro is President of the Senior Executives Association, the professional association representing the top career executives in the Federal government. Ms. Bonosaro was herself a Senior Executive until her retirement from Federal service in 1986 to become SEA'S full time President. She served on the Association's Board of Directors from 1981 to 1986, and as chair of the Board from 1983 to 1986.

Ms. Bonosaro began her government career in 1961 at the Bureau of the Budget (now Office of Management and Budget) as a management intern. At 33, she became a super-grade executive at the U.S. Commission on Civil Rights, where she later directed that agency's Congressional and Public Affairs Program from 1980 to 1986 when she retired from the Senior Executive Service.

A graduate of Cornell University, Ms. Bonosaro attended George Washington University for graduate study in economics and Harvard University's Program for Senior Managers in Government. A veteran of over 50 radio and television appearances during the public debate regarding the Congressional, Executive and Judicial pay raise, Ms. Bonosaro is listed in Who's Who in America. She is Chair of the William A. Jump Memorial Foundation and a member of the Advisory Board of the Asian American Government Executives Network and served as a member of the National Partnership Council.

Topic:	<i>What's Ahead for Executives: Pay for Performance and more...</i>
Date:	Wednesday, June 2, 2004
Time:	8:00 a.m.-9:30 a.m.
Location:	Hilton Inn, Northwest, 2945 N.W. Expressway, Oklahoma City

Cost: \$13.00

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: []Cash []Check made payable to the Oklahoma FEB []Credit Card []Govt Voucher

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<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
		1	2 8:00 am Exec Breakfast	3	4	5
6	7 8:30 am Central OK LFCC	8 11:00 am Shared Neutrals	9 Leadership FEB	10 SGMP	11	12
13	14 Flag Day	15 ECQ-3 Training 1:30 pm FECC	16 11:00 am Emgcy Preparedness	17 11:30 am Juneteenth Celebration	18	19
20 Father's Day	21	22	23	24 11:30 am Community Outreach Council	25 11:30 am BPC 12pm Naturalization	26
27	28	29 10:00 am AIC	30	June 2004		

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A MCGEE STE 320
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We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.