



# INTERAGENCY CONNECTION

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## Chair's Corner

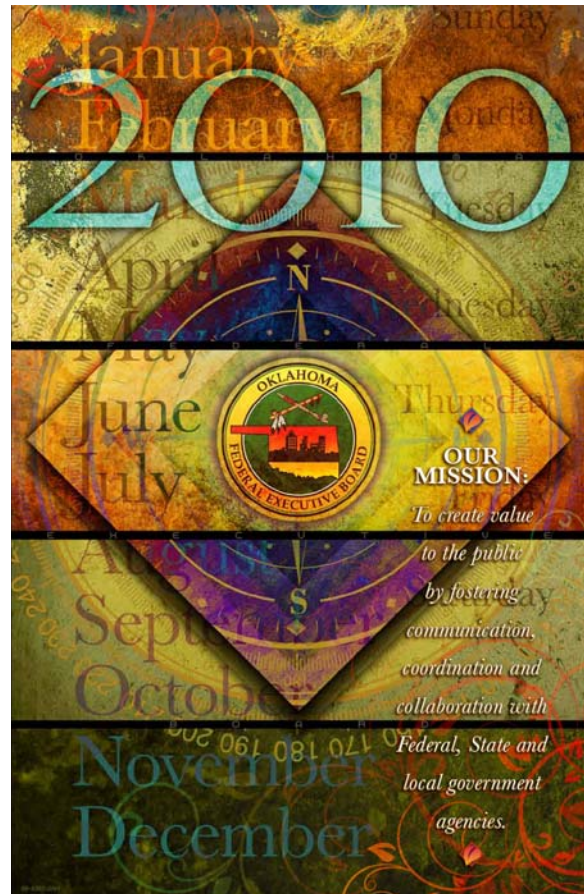


The year is passing quickly. As we approach the traditional 'retirement month', employees in the Federal Employees Retirement System will want to

evaluate the new law enabling them to receive credit for unused sick leave in the calculation of their annuity (half of your sick leave balance from now until January 1, 2014, with credit of the entire balance after that). An article from the Federal Times is included in this newsletter to provide you more detailed information on this legislation passed in the Defense Authorization Act.

Also available this month is our new 2010 Federal Executive Board calendar. These are provided for our FEB members; however, they will be made available for purchase by any federal employee. The calendar is illustrated with photos submitted from a variety of federal agencies in Oklahoma and is unique to Oklahoma. LeAnn has wanted to have such a calendar for several years now; however, with the assistance of the many agencies submitting photos and the creativity of FAA's Multimedia Services, it is now a reality. You can view a low resolution copy of the calendar cover on our website at [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)

If you are interested in purchasing a calendar, or calendars, please contact the FEB office at 405-231-4167.



LCDR David Nikodym

<i>Inside Story</i>	<i>Pg</i>	<i>Inside Story</i>	<i>Pg</i>
Handle Uncertain Times	2	Record Keeping	7
2010 Salary Update	3	FERS & Sick Leave	8
Engaging Employees	4	Federal Holidays	9
Hiring Manager	5	Challenging Life	10
Upcoming Events	6	Good Enough	11



## How to Handle Uncertain Times: Must-Do Strategies That Will Work for You

The ability to stay resilient during uncertain times is something that requires your commitment and diligence. This article will supply strategies that you can immediately institute in your personal and working life.

1. Take one hundred percent responsibility and accountability for your life. All of the great self-help books ever written emphasize this all-important point. An insightful psychologist once stated: “An entitlement mentality is never allowed into the repertoire of a truly resilient person.”
2. Get and remain connected to support systems. Seek out a friend(s), a mentor or even a team of people. As a delightful woman shared, “A good friend can be a comforter, a confronter and a clarifier. I’ve always relied on friends to keep me sane. Their input is vital as I make my life’s decisions and then bring energy to those decisions.”
3. Embrace spirituality, joy and playfulness. Research after research points up that resilient people stay upbeat and transcendent in the face of challenges. In order to stay up no matter what comes down, don’t just find one strategy. Find many. Mother Theresa said, “I want two things from the people who work for me. I want them to be committed and I want them to be joyful.” Stay buoyant by scheduling time for renewing your spirit.

4. There can be no resilience without energy and your energy level is directly tied to your health. A cancer survivor shared this: “I hated to exercise and eat right. My doctor told me to get my body moving and my head would follow. He was right. My health and my attitude were the keys to me kicking cancer.” Health and vitality are marvelous daily miracles!
5. Pay attention to your self-talk. Indeed, life is a game played between the ears. Type the word “affirmations” into a search engine and find a few affirmations that suit you. Some of my favorites include:

“I have choice.”

“I am competent and capable.”

“I cannot fail. I can only learn and grow.”

Research in regard to people’s self-talk or explanatory style indicates that highly successful people are out of touch with reality in a benign/harmless way! They use powerful self-talk to unleash the talents and motivation that they have been blessed with. So must you.

In conclusion, yours will not be a “straight line life.” Uncertainty is always part of the process. Your ability to deal effectively with your “ups and downs” will be a major hallmark of your life. Use these strategies and stay strong!

© Mark “Tenacious” Towers 817-421-4744  
Email: mark@speakoutseminars.com



## Spotlighting Information in Public Service Did You Know...

### Update on January 2010 Pay Adjustments

On August 31, 2009, President Obama used his alternative plan authority under 5 U.S.C. 5303(b) to set the across-the-board pay increase for General Schedule employees at 2.0 percent for January 2010. The President has authority to issue a subsequent alternative plan regarding locality pay rates for January 2010 by November 30, 2009. As a consequence of issuing the August alternative plan, January 2010 pay increases for the Executive Schedule, the Vice President, and Federal Justices and Judges would also be 2.0 percent. The 2010 special rate pay adjustments will be announced after

the U.S. Office of Personnel Management (OPM) completes the special rate annual review and the GS across-the-board and locality pay adjustments are finalized.

OPM will post 2010 pay tables including the across-the-board General Schedule and locality pay adjustments as soon as possible after the final pay determinations have been made. In prior years, Congress has passed legislation specifying the overall amounts of annual pay adjustments. To date, no such legislation has been enacted for January 2010.

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### Getting Employees and Their Minds Back on the Job

Your company is facing enormous upheaval affecting not just your bottom line but also the ability of your employees to do their jobs.

The critical factor regarding employee performance is very straightforward: your workers are so worried *about* their jobs that they are having difficulty *doing* their jobs. If your company has downsized or imposed salary reductions, your current staff is wondering if and when their heads are next on the chopping block. Even if your company has not had any layoffs, the overall economic news is affecting your workers' mindset. They are afraid and training to survive. When your employees are in panic mode, they are too distracted to function as needed.

A worried, survival-oriented workforce directly affects your company's profitability. This situation can lead to a self-destructive cycle where employees become less productive,

leading to weaker performance and results, which leads to even less productivity by an even more fearful staff. The steady erosion of morale and confidence can undermine your company's long-term viability.

When your employees are mentally off-track because of extraordinary circumstances, you must take extraordinary steps to reset their attention back on their jobs.

#### Getting Employees on Track Again

***Speak and listen to your employees.*** Find out what your staff is thinking. The opportunity for your Employees to discuss frankly what they are facing will enable them to state openly what they are experiencing and will quickly reduce their level of fear. The decrease in fear will enable them to refocus, perform their jobs, and increase productivity.

This also demonstrates you are genuinely aware



of their situation. Although listening to them may not seem like a big deal to you, it is a big deal. As a result, their level of trust in you and your company will grow. Employees will be more willing to do what is necessary in their jobs because you have shown that you are interested in their concerns.

Face-to-face interactions include:

- One-on-one interactions with individual workers as a standard part of your schedule.
- Dedicated “drop-in” times for individual workers or work teams to discuss their situation.
- Scheduled group discussions within a department or with employees from cross-functional teams

Set a size limit of 10-20 participants for group meetings to maximize each worker’s opportunity to speak and to maintain a manageable discussion. Based on your level of experience, confidence, and vision, you can structure these meetings as open-ended discussions, preplanned Q&As, or a combination of these two. Your HR staff can offer guidance for organizing these activities.

If you have a large staff reporting directly to you or through your direct reports, you can communicate with all of them without setting up a complicated system. Consider such internal communication aids as e-mail, internal Websites, blogs, newsletters, and wikis, to expand your reach for open dialogue if face-to-face discussions are not feasible.

**Level with your employees.** Be as upfront, direct, and honest as possible with employees about what their unit or company is facing.

Your workers can handle challenging news much better than most of us believe. What they cannot deal with is the uncertainty or lack of communications about what is actually going on.

Leveling with your staff will increase your credibility in their eyes and re-instill the focus you need from them. Most employees want to do a good job and do what is good for the company so long as they understand the facts.

Challenge your employees to do their best. Most workers want to do a good job regardless of the state of the economy. If their productivity is low because they are distracted by doubt and worry, then it is your responsibility to challenge them to rededicate themselves to their work.

Your company is very similar to a sports team where high morale, confidence, and commitment are required in order for the group to win. In a tough economic environment, these elements are needed even more. You can create a workplace where your staff’s internal desire to succeed can lead.

Whether you insist on greater performance by appealing directly to each employee’s individual desire for great performance or hard-wire demanding standards into your performance guidelines, you must consistently communicate that you know and expect your workers can perform better. You can be confident in saying these things because you know that they know they are better than how they are currently performing and are capable of even more.

#### Conclusion

Your employees are your greatest corporate asset. When they underperform, your entire company is affected. If your staff’s effectiveness is falling because the economy is distracting them, you must take direct and immediate action to reorient their mindset to working at a high level of performance again.

Getting your workers’ minds back on the job is basic and straightforward. Listening to them, leveling with them, and challenging them to do their best are essential steps to reset your employees’ mental state so they perform at their best and guide your company through any economic challenge.

Article taken from *Executive Matters*, written by Thornton Prayer, the founder of Whole Life Coaching, Walnut Creek, CA. As a business consultant, Prayer advises individuals and organizations on how to seek optimal performance and growth. For more information: [tprayer@ix.netcom.com](mailto:tprayer@ix.netcom.com) or [www.wholelifecoaching.us](http://www.wholelifecoaching.us).



## The Hiring Manager and the Unknown Quantity

Choosing between internal and external applicants can be difficult...some pointers on how to make this decision.

“The Hiring Manager and the Unknown Quantity” is an unlikely title for a best-seller, but it is a common scenario in Federal hiring. The fair and open competition that is central to a merit system can lead to candidate lists with many applicants who are completely unknown to the hiring manager. At the same time, the hiring manager often has the option to choose among candidates who are very well-known. In this article, we offer insights and advice to managers and applicants on handling this situation.

*Internal and External Applicants are Different.* Hiring managers should understand that internal (those known to them) and external (those unknown to them) applicants generally do not, and cannot, compete on a completely level playing field. One important reason is assessment—i.e., the hiring manager’s ability to predict the performance of job applicants, MSPB consistently encourages agencies to use valid, rigorous assessments when hiring. Unfortunately, the best assessment of all—direct observation of performance on the job—is rarely available for pre-hire evaluation of an external applicant. So there’s no getting around the fact that a good internal candidate may be a lower-risk choice than even a high-scoring external applicant. However, that does not mean that managers should limit their consideration to “safe” internal candidates.

*Suggestions for the Hiring Manager.* Do not make a hasty or uninformed decision. An on-the-spot offer to an impressive but unscrutinized candidate may lead to buyer’s remorse. Yet defaulting to an internal candidate may result in a missed opportunity to hire a truly outstanding employee and frustrate promising applicants who then feel the process had been “wired” for someone else.

Instead, use assessment tools to make “unknown quantities” better known, such as structured interviews, work samples, and reference checks. Although that requires planning, time, and

effort, a multi-step hiring process that uses such tools can be both timely and applicant-friendly, given sufficient foresight and resources. It is far better to spend time collecting the facts needed to make a well-informed hiring decision than to spend time agonizing over or justifying a choice among superficially—assessed candidates.

*Suggestions for the Applicant.* As an “unknown quantity,” your task is to make yourself known. You have to reduce the hiring manager’s uncertainty and even skepticism about how well you will perform if hired. As you have read, we advise the hiring manager to use tools such as structured interviews and reference checks. Our advice to you: cooperate fully. Do not rely on your impressive application or your easy charm to produce a job offer. If you are an internal candidate, do not assume that your loyalty and length of service will prevail—your observed performance is still the key. Savvy Federal managers will know that paper qualifications, first impression, and years of experience are poor predictors of success on the job.

During the interview, provide specific examples of how you have used your abilities, overcome challenges, and achieved results. Focus on telling a story rather than selling your resume. Provide references who are familiar with, and willing to discuss, your job-related abilities, actions, and accomplishments. The hiring manager will be taking a chance in extending you a job offer, so do your best to reassure that person that it’s a chance worth taking.

The point of the assessment process is to determine who is the best applicant for the position. That includes making unknown candidates known and measuring them as equally as possible against the known candidates. The steps listed above will help hiring managers move to that goal, as well as help applicants level the playing field.

*Taken from Issues of Merit, a publication of the US Merit Systems Protection Board, Office of Policy and Evaluation, July 2009*



### UPCOMING EVENTS December 2009

<b>Dec 1, 2009</b> All Day	<b>Pre-Retirement Seminar/CSRS</b> OKC Public Works Training Center, 3738 SW 15 <sup>th</sup> St., OKC POC: FEB Office, 405-231-4167
<b>Dec 2, 2009</b> All Day	<b>Pre-Retirement Seminar/FERS</b> OKC Public Works Training Center, 3738 SW 15 <sup>th</sup> St., OKC POC: FEB Office, 405-231-4167
<b>Dec 4, 2009</b> 12:00 noon	<b>Naturalization</b> US District Court, 200 NW 4 <sup>th</sup> St, OKC POC: FEB Office, 405-231-4167
<b>Dec 7, 2009</b> 11:00 a.m.	<b>Center for Risk and Crisis Management Advisory Board</b> University of Oklahoma, Norman POC: FEB Office, 405-231-4167
<b>Dec 9, 2009</b> 07:30 a.m.	<b>Mayors Committee on Disability Concerns</b> 222 NW 15 <sup>th</sup> St., Rm 207, OKC POC: Diana Hubbard, 405-297-4544
<b>Dec 10, 2009</b>	<b>SGMP Gala</b> Hard Rock Café/Hotel POC: FEB Office, 405-231-4167
<b>Dec 11, 2009</b>	<b>Hannukkah Begins</b>
<b>Dec 16, 2009</b> 10:00 a.m.	<b>Interagency Training Council</b> NOAA, Norman POC: Carol Smith, 405-425-4499
<b>Dec 25, 2009</b>	<b>Christmas</b>
<b>Dec 26, 2009</b>	<b>Kwanzaa</b>
<b>Dec 31, 2009</b>	<b>New Year's Eve</b>

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#### JANUARY

<b>Jan 1, 2009</b>	<b>New Year's Day</b>
<b>Jan 6, 2009</b>	<b>Epiphany</b>
<b>Jan 12-14 2009</b> All Day	<b>L-262, COOP Devolution Course</b> POC: FEB Office, 405-231-4167
<b>Jan 13, 2009</b> 1:30 p.m.	<b>Urban Design Committee</b> POC: FEB Office, 405-231-4167
<b>Jan 19, 2009</b> 11:00 a.m.-1p.m	<b>Good Enough for Gov't Work Executive Forum</b> POC: FEB Office, 405-231-4167

### Your Federal Executive Board

“Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community.” (GAO-04-384)

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

- Jim Akagi, US Drug Enforcement Administration
- Adrian Andrews, Special Agent in Charge, US Secret Service
- Laura Culberson, Director of Staff, Tinker AFB
- Larry Flener, Representative for the District Director, US Postal Service
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency
- David Wood, Director, VA Medical Center
- Jon Worthington, Director, Southwestern Power Administration

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@gsa.gov](mailto:LeAnnJenkins@gsa.gov) no later than the 15<sup>th</sup> of each month.

**Officers:**

**Chair:** **LCDR David Nikodym**  
Commander, Military Entrance Processing Station

**Vice-Chair:** **Sam Jarvis**  
Director, VA Regional Office Muskogee

**Ex Officio:** **Kevin McNeely**  
US Department of Housing and Urban Development  
**Mike Roach**, U.S. Marshal  
US Marshals Service  
Western District of Oklahoma

**Staff:**

**Director:** LeAnn Jenkins  
**Assistant:** Julie Murray



## What to Keep and What to Throw Away

It is unbelievable to hear that, each day, the typical family receives 5-10 important items related to school, finances, social events, or work, according to Jack Gillis, public affairs director for the Consumer Federation of America. That easily translates into 50 items a week or 2,500 items a year.

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

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

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

filing cabinet or safe deposit box.

You should store anything you need to keep permanently in either a fireproof storage box or safe deposit box. Keep marriage records, divorce papers, car titles, and birth certificates in an safe deposit box with you—keep one in the house and one with a relative, close friend, or attorney.

Knowing where important documents are—such as birth certificates, financial records, marriage licenses, and household inventory—is necessary in case of a flood, tornado, or fire. Make sure these documents are easy to get hold of in case you need to evacuate your home suddenly.

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

**Tax Tip:** When reconciling statements, sort share draft/check carbons by tax category and store them that way. Keep the rest for a year then shred. You'll get a head start on taxes and reduce volume of paper stored. (*Center for Personal Finance www.cuna.org*)

### What to Keep and for How Long

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

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



## Obama OKs FERS sick leave credit

Taken from Federal Times article by Tim Kauffman, dtd November 2, 2009

Federal employees under the Federal Employees Retirement System will receive credit for their unused sick leave in their retirement calculations, under a provision President Barack Obama signed into law.

The measure, which was included in the 2010 Defense Authorization Act, takes effect immediately. However, employees will get credit for only half of their banked sick leave if they retire before Jan. 1, 2014. Those who retire after then will get 100 percent of their unused leave credited toward their annuities.

The change puts FERS employees on par with employees covered under the older Civil Service Retirement System, who have always received credit for their unused sick days.

Federal management associations lobbied hard for the change, arguing that many FERS employees take excessive leave late in their careers to take advantage of the benefit while they have it.

“There is a benefit now to retain that sick leave instead of to use it as you earn it,” said Dick Oppedisano, national secretary of the Federal Managers Association.

By removing the incentive to use sick leave, managers will be better able to ensue they have enough employees on hand each day to handle workloads, Oppedisano said.

The Office of Personnel Management has estimated that employees taking excessive sick leave cost the government \$68 million a year in lost productivity...

“A lot of supervisors find it hard to tell their employees they can’t use their sick leave when they’re going to lose it,” Niehaus said.

The delay in providing employees with their full sick leave credit until 2014 likely will encourage some employees to delay their retirement until then.

A 54-year-old information technology analyst at a Veterans Affairs Department facility in Minnesota said he’ll probably do just that. The analyst, who asked not to be identified, said he will be eligible to retire in July 2013 and already has 1,665 hours of unused sick leave. He’ll probably stay on for the additional six months now, he said...

However, other employees who are ready to retire now say they aren’t likely to delay their plans just to get the full sick leave credit—even if it means they

won’t get any credit at all.

Employees who retire now but delay receiving their benefits until years later, under a deferred or delayed retirement, will not get any credit for their unused sick leave. The new law gives the credit only to those employees who take an immediate annuity. CSRS employees who take a deferred retirement also don’t receive any credit for unused sick leave, an OPM spokesman said.

Joseph Tong, who works in the U.S. Postal Service’s Office of the Inspector General, said he intends to retire by the end of next year, once he’s reached the minimum retirement age of 56, and delay applying for his retirement benefits for several more years so he can retain his health insurance and then receive a full annuity.

Because Tong won’t be receiving an immediate annuity, he won’t get credit for any of his 1,700 hours of unused sick leave. But Tong said the additional pension isn’t worth him working longer that he wants. He said he invested wisely in the Thrift Savings Plan, which will represent a larger portion of his retirement savings than the government pension...

Indeed, the change won’t make a substantial difference in most employees’ pension checks. The Congressional Budget Office estimates the average FERS employees will gain an additional three months of service toward their pension calculation, which would increase their retirement checks by an average of \$150 a year.

Take, for example, a 60-year-old employee who has an average annual salary of \$80,000 with 25 years of service. The employee would receive an annual annuity of \$20,000, or \$1,667 monthly, without any credit for unused sick leave. If the employee retires after Dec. 31, 2013, with 2,087 hours of sick leave, which equals an additional year of service, the employee would earn an extra \$800 annually. That would equate to an extra \$67 a month in the employee’s pension.

Oppedisano said the real benefit will be for those employees who are just starting out in their federal careers, since they’ll have decades to save their sick leave.

“Long term, it’s a benefit,” he said. “The younger employees now have a reason to save that sick leave.”





### Additional Annuity (cont'd from FERS sick leave credit)

Taken from Federal Times article by Tim Kauffman, dtd November 2, 2009

Under the newly signed 2010 Defense Authorization Act, employees under the Federal Employees Retirement System can get credit for unused sick leave in their annuity calculations. Depending on their retirement date, half or all hours of unused leave will be added to their time in service to increase their annuities. How the change would benefit a 60-year-old employee who, on his retirement date, had an average salary of \$80,000 with 25 years of service and 2,087 hours of sick leave, which equals an additional year of service:

Annual Annuity with no sick leave credit:  <b>0.01 x \$80,000 x 25 = \$20,000</b>	Annual annuity with half sick leave credit, if the employee retires before Jan. 1, 2014:  <b>0.01 x \$80,000 x 25.5=\$20,400</b>	Annual annuity with full sick leave credit, if the employee retires after Dec. 31, 2013:  <b>0.01 x \$80,000 x 26=\$20,800</b>
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### 2010 Federal Holidays

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a nonworkday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

<b>Friday, January 1</b>	<b>New Year's Day</b>
<b>Monday, January 18</b>	<b>Birthday of Martin Luther King, Jr.</b>
<b>Monday, February 15*</b>	<b>Washington's Birthday (recognized)</b>
<b>Monday, May 31</b>	<b>Memorial Day</b>
<b>Monday, July 5**</b>	<b>Independence Day (recognized)</b>
<b>Monday, September 6</b>	<b>Labor Day</b>
<b>Monday, October 11</b>	<b>Columbus Day</b>
<b>Thursday, November 11</b>	<b>Veterans Day</b>
<b>Thursday, November 25</b>	<b>Thanksgiving Day</b>
<b>Friday, December 24***</b>	<b>Christmas Day (recognized)</b>

\* This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.


\*\* July 4, 2010 (the legal public holiday for Independence Day), falls on a Sunday. For most Federal employees, Monday, July 5, will be treated as a holiday for pay and leave purposes. (See section 3(a) of Executive order 11582, February 11, 1971.)

\*\*\* December 25, 2010 (the legal public holiday for Christmas Day), falls on a Saturday. For most Federal employees, Friday, December 24, will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).)



## Taking Control of Your Daily Demands: Are You Challenging Life or Is Life Challenging You? (a leadership/supervisory development program)



Date:	June 15, 2010
Time:	7:30 a.m. Registration 8:00-4:00 Training
Location:	Clarion Hotel & Convention Center, 737 S. Meridian, Oklahoma City
Cost:	\$135.00
Instructor:	 <p>Mark Towers is the founder of Speak Out Seminars. He has been educating people in change management workshops throughout the United States, Europe, South Africa, Mexico and Canada for eighteen years. His educational, motivational and entertaining programs have provided people with the tools to truly transform their lives.</p> <p>Mark combines his background as a consultant, manager, teacher, coach, professor, therapist, broadcast personality and professional speaker to help you become a more polished, powerful and profitable individual, team or company. He is the author of eight books, three audiocassettes and one compact disc.</p> <p>Mark has earned two degrees from the University of Iowa. He received his bachelor's degree in Secondary Education in 1972 and his master's degree in Counseling Psychology in 1977. After spending several years in the education field he became a professional speaker for audiences such as ABC-TV, Hallmark Card, AT&amp;T, Merrill Lynch, GTE and many government agencies.</p> <p>Mark Towers' research has been very extensive. Change in today's only constant. In order to cope with the current environment of "permanent white water," one must be able to continuously reinvent. Mark applies his intelligence, experience, humor and wisdom to nudge you in a new direction. Listen to the expert in managing change and you will be impacted with his positive and creative strategies for comparing with change.</p>
Topic:	<p>Living and working in today's do-more-with-less-and-do-it-faster world requires that you have your "act together." This "hands-on, how-to" seminar will provide tools that can be immediately implemented in your personal and working life. This (1) Educational (2) Motivational and (3) Entertaining session will promise a lot and deliver more. Come join us for a one-of-a-kind event. <i>During this high-content program, these are some of the things that you will learn:</i></p> <ul style="list-style-type: none"> <li>*The best model for managing your time and energy.</li> <li>*How to deal with setbacks as well as successes.</li> <li>*Secrets of success from "movers and shakers" who get things done and positively impact those around them.</li> <li>*How to stay focused and not get distracted from the important stuff.</li> <li>*Communication skills that get the results you desire.</li> </ul>

### Registration

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Method of payment:  Cash  Government Voucher  Credit Card  Pay at the door


Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165
Or email to:	Julie.Murray@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 18, 2010. 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!



# Good Enough for Government Work (a leadership/supervisory development program)



Date:	March 25, 2010 (yep, it's <b>next</b> year...and <i>worth planning!</i> )
Time:	7:30 a.m. Registration 8:00-4:00 Training
Location:	Clarion Hotel & Convention Center, 737 S. Meridian, Oklahoma City
Cost:	\$135.00
Instructor:	 <p><b>Kyle Eastham</b> is the author of “<i>Good Enough for Government Work – How to Squash Mediocrity in Government</i>” and “<i>Life is a Bowl of Choices</i>”. He has worked as a training manager, human resources manager, part-time Army officer (National Guard), game warden, and martial arts instructor. Kyle is currently President of the National Speakers Association - Oklahoma Chapter.          Kyle and his beautiful wife Rebecca live with their dog, Tucker, in Oklahoma. When not speaking or working on his next book, Kyle enjoys singing with a barbershop music ensemble and getting involved in church activities.</p>
Topic:	<p>Kyle Eastham, will provide seven points to consider and implement to make your agency a GREAT place to work:</p> <ol style="list-style-type: none"> <li>1. <b>You need to fire someone</b> (tough to do, but it can be, and should be done. And everyone in the department knows who it should be!)</li> <li>2. <b>Develop emerging leaders.</b> Great running backs do not necessarily make great head coaches. It's a different set of skills.</li> <li>3. <b>Instill pride in the job &amp; department.</b> (Think Navy SEALs...)</li> <li>4. <b>Find a mentor.</b></li> <li>5. <b>Recognize &amp; reward excellence</b> (before they leave your agency for someone who will appreciate them – that's very frustrating and expensive)</li> <li>6. <b>Hire &amp; promote based on character.</b> You can then teach the required technical skills.</li> <li>7. <b>Stop lying to employees on performance appraisals.</b> Employees know who is doing a great job and who is a slug. Step up and be the supervisor. Call them like you see them.</li> </ol>

### Registration

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

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SUN	MON	TUES	WED	THUR	FRI	SAT	
<b>December</b>		1 Pre-Retirement Seminar, CSRS	2 Pre-Retirement Seminar, FERS	Executive Director speaks in Kansas City—Leadership Forum		4 Naturalization	
		5	6	7 11:00-2:00 Center for Risk & Crisis Mgmt Advisory Board Meeting	8	9 7:30 Mayor's Committee	10 SGMP Gala
13	14	15	16 10:00 ITC/NWS	17 1:00-2:00 Ex. Dir. Conf. Call	18	19	
20	21	22	23	24	25 Christmas Day	26 Kwanzaa	
27	28	29	30	31 New Year's Eve			

OKLAHOMA FEDERAL EXECUTIVE BOARD  
 215 DEAN A. MCGEE AVENUE, STE 320  
 OKLAHOMA CITY, OK 73102-3422  
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