



INTERAGENCY CONNECTION

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Chair's Corner



In my first newsletter article as Chair of the Oklahoma Federal Executive Board, I want to thank the members for their vote of confidence and ask that you

assist me in implementing the initiatives we will identify for 2012 in response to the needs of our federal agencies.

As Vice-Chair of our FEB, I've had the opportunity to be involved in many of our projects and work along the Chair and members of our Executive Policy Council. I am excited to carry on the efforts that began under Jon Worthington's leadership and begin new ones as we identify areas of effort needed in response to national initiatives.

Our Federal Executive Board is active and successful due to the efforts, involvement and support of its members! I ask that you continue your support of our FEB and invite you to let me know if there is anything we may do to assist through the development of a program or effort that would provide a collaborative, interagency response.

I am pleased to introduce our incoming FEB Vice-Chair, David Wood. David Wood is the Director of the VA Medical Center in



Oklahoma City and has been a member of our Executive Policy Council for several years.

In addition to David Wood and myself, the Members of our Executive Policy Council for FY 2012 are:

- Kirby Brown, Deputy Director, Fires Excellence Center, Fort Sill
- Laura Culberson, General Gillett's designee from the Oklahoma City Air Logistics Center
- Dr. Steven Dillingham, Director, Transportation Safety Institute **New**
- Jeremy Duering, LCDR, Military Entrance Processing Station **New**
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa **New**
- Julie Gosdin, District Manager, US Postal Service
- Jerry Hyden, Director, US Housing & Urban Development,
- Dottie Overall, Director, US Small Business Administration
- Lindy Ritz, Director, Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, Bureau of Indian Affairs-Concho Agency
- Jon Worthington, Administrator, Southwestern Power Administration, Ex-Officio

Visit our website soon to review our annual activity report being compiled now which will outline the total cost-avoidance created by our FEB for federal agencies in Oklahoma!

Adrian Andrews, Chairman

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UNLEASHING YOUR SPIRIT IN THE WORKPLACE SO OTHERS CAN RELEASE THEIRS!

Recently, I heard a workplace expert say, “Forty percent of people view work as a necessary evil!” This comment caused me to reflect and I thought to myself . . . how sad! I further reflected on a quotation from Sigmund Freud. He said, “Love and work . . . work and love. That’s all there is.” I then decided to write this short article about unleashing your spirit in the workplace. When you do so, you will create an opportunity for your colleagues to unleash their spirit.

1. I believe your spirit transcends your positive attitude. Unleashing your spirit is like possessing a “positive attitude on steroids.” I’m not talking about being fake or phony. I am talking about maximizing who you are by identifying and projecting your signature strengths, embracing a power of purpose and being grateful.

Nelson Mandela said, “Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness that most frightens us. We ask ourselves who am I to be bright, brilliant, gorgeous, talented and fabulous? Actually, who are you not to be?” Some who don’t like their current job may call me naïve for thinking and writing about spirit in the workplace. To them, I say, “If you cannot get out of it, get into it. Fake it until you make it. Get your body moving and your head will follow.” Get your kicks by serving and providing your colleagues with “faith lifts” as you go about your daily tasks. Make it your goal to go home “twired” from each day . . . this is a combination of the words tired and wired. Remember: It’s not what you do. It’s how you do it.

2. At age 24, Teddy Roosevelt lost his wife and mother on the same evening. They passed away from two different diseases. That night, he wrote: “The light in my life has gone out.” A few months later, he wrote these words: “Life is a joy for those with the heart to demand it.” The key word in that quotation is demand. It implies

taking spiritual control of your destiny. When you do so, you live fully, “walk with light” and become a role model for others to act accordingly.

There will always be setbacks. Turning setbacks into come backs is the brilliance of the human being. When you are down, depressed and depleted, take stock of the situation and think this way: “I say yes to the present moment . . . I will live it as if I chose it. I fully embrace the situation at hand.” A well-lived life is honest, messy, but, most importantly, it is beautiful. Beauty can only engulf you by living in the Now.

3. Choose inspiration. Inspiration has an expiration date . . . like a carton of milk or a container of yogurt. So when you feel inspired, grab the energy . . . don’t postpone it! When inspiration makes you high, the world is your oyster. You will not be remembered for how well you managed your time, but for the energy (inspiration) that you brought to the world with the time you had.

Helen Keller observed: “Life is either a daring adventure or it is really nothing at all.” These are not touchy/feely words. They are a call to action. Don’t spend your life on auto-pilot---shake things up! Find those inspirational moments and utilize/celebrate them in your own fashion.

In the dictionary, spirit is defined as a life-giving force. Let’s keep it that simple. Your ability to unleash your spirit is bound to be life-giving to others so they can unleash theirs!

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Spotlighting Information in Public Service

Did you Know.....

FEMA & FCC Unveil New Tip Sheet For Consumers On How To Communicate During Disasters

Release Date: September 26, 2011
Release Number: 1603-947

As part of National Preparedness Month in September, the Federal Emergency Management Agency and the Federal Communications Commission released new tips for consumers aimed at preparing them for major disasters when communications networks are more likely to be compromised or damaged.

TIP SHEET

When disaster strikes, you want to be able to communicate by both receiving and distributing information to others. You may need to call 9-1-1 for assistance, locate friends or family, or let loved ones know that you are okay. During disasters, communications networks could be damaged, lose power, or become congested. This fact sheet provides two important sets of tips. The first will help you prepare your home and mobile devices for a disaster. The second may help you communicate more effectively during and immediately after a disaster.

Before a Disaster: How to Prepare Your Home and Mobile Device

1. Maintain a list of emergency phone numbers in your cell phone and in or near your home phone.
2. Keep charged batteries and car-phone chargers available for back-up power for your cell phone.
3. If you have a traditional landline (non-broadband or VOIP) phone, keep at least

one non-cordless phone in your home because if it will work even if you lose power.

4. Prepare a family contact sheet. This should include at least one out-of-town contact that may be better able to reach family members in an emergency.
5. Program "In Case of Emergency" (ICE) contacts into your cell phone so emergency personnel can contact those people for you if you are unable to use your phone. Let your ICE contacts know that they are programmed into your phone and inform them of any medical issues or other special needs you may have.
6. If you are evacuated and have call-forwarding on your home phone, forward your home phone number to your cell phone number.
7. If you do not have a cell phone, keep a prepaid phone card to use if needed during or after a disaster.
8. Have a battery-powered radio or television available (with spare batteries).
9. Subscribe to text alert services from local or state governments to receive alerts in the event of a disaster. Parents should sign up for their school district emergency alert system.

During and After a Disaster: How to Reach Friends, Loved Ones & Emergency Services



1. If you have a life-threatening emergency, call 9-1-1. Remember that you cannot currently text 9-1-1. If you are not experiencing an emergency, do not call 9-1-1. If your area offers 3-1-1 service or another information system, call that number for non-emergencies.
 2. For non-emergency communications, use text messaging, e-mail, or social media instead of making voice calls on your cell phone to avoid tying up voice networks. Data-based services like texts and emails are less likely to experience network congestion. You can also use social media to post your status to let family and friends know you are okay. In addition to Facebook and Twitter, you can use resources such as the American Red Cross's Safe and Well program (www.redcross.org/safeandwell).
 3. Keep all phone calls brief. If you need to use a phone, try to convey only vital information to emergency personnel and/or family.
 4. If you are unsuccessful in completing a call using your cell phone, wait ten seconds before redialing to help reduce network congestion.
 5. Conserve your cell phone battery by reducing the brightness of your screen, placing your phone in airplane mode, and closing apps you are not using that draw power, unless you need to use the phone.
 6. If you lose power, you can charge your cell phone in your car. Just be sure your car is in a well-ventilated place (remove it from the garage) and do not go to your car until any danger has passed. You can also listen to your car radio for important news alerts.
 7. Tune into broadcast television and radio for important news alerts. If applicable, be sure that you know how to activate the closed captioning or video description on your television.
 8. If you do not have a hands-free device in your car, stop driving or pull over to the side of the road before making a call. Do not text on a cell phone, talk, or "tweet" without a hands free device while driving.
 9. Immediately following a disaster, resist using your mobile device to watch streaming videos, download music or videos, or play video games, all of which can add to network congestion. Limiting use of these services can help potentially life-saving emergency calls get through to 9-1-1.
 10. Check www.ready.gov regularly to find other helpful tips for preparing for disasters and other emergencies.
- FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.



Want Successful Telework? Choose Good Teleworkers

There are certain factors that supervisors and telework-eligible employees should consider when making decisions about who should and should not telework

(taken from the Issues of Merit Sept 2011 issue published by MSPB's Office of Policy & Evaluation)

Successful telework requires organizations to identify and implement the approach that is most appropriate for their situation. Therefore, organizations and their leaders need to make judicious decisions that take into account anticipated telework benefits, concerns, and implementation considerations. One such decision is determining criteria for teleworker eligibility. While criteria must be consistent with the law, the specific details fall under the purview of each organization.

Although an organization may determine that telework is appropriate for a specific work unit, that does not mean it is appropriate for every employee in that work unit. Supervisors are probably in the best position to make good decisions about who should and should not be allowed to telework, and they should base those decisions on job-related information obtained through good performance management practices.

Dovetailed with good supervisor decisions about telework eligibility criteria is the personal readiness of an employee to be an effective teleworker. Participation in a telework arrangement is voluntary, and not everyone is right for or interested in teleworking. Therefore, it is important for employees to conduct an honest self-assessment to determine whether or not they are personally prepared to telework.

Interestingly, the kinds of questions supervisors need to ask about their employees' preparedness for telework are the same types of questions that telework-eligible employees should ask themselves, as shown in the accompanying box. Supervisors' use of sound telework eligibility criteria can work in concert with employees' honest self-assessments to ensure that those who are teleworking can—and should be—teleworking. Good eligibility criteria and good self assessments should result in good teleworkers who will support the organization's ability to accomplish its mission.

For more information on how to make effective decisions about telework for your organization, see MSPB's upcoming report, *Telework: Weighing the*

Information, Determining an Appropriate Approach. In addition, two valuable resources to help you make the most of telework in your organization are:

- The Telework Enhancement Act of 2010 available at www.pop.gov/fdsys/pkg/PLAW-111publ292/pdf/PLAW-111publ292.pdf
- The U.S. Office of Personnel Management's April 2010 *Guide to Telework in the Federal Government* available at www.telework.gov/guidance_and_legislation/elework_guide/telework_guide.pdf

Questions supervisors and employees should consider when making telework eligibility determinations

Is my employee able to... **Am I able to...**

- Independently plan and organize the necessary work to fill telework days?
- Reliably meet performance expectations from a non-duty station location?
- Maintain discipline, focus, and self-motivation in the absence of direct supervision?
- Work effectively without the structure of the daily office routine?
- Use technology to effectively maintain communication, teamwork, and work relationships while teleworking?
- Be available and responsive for timely contact and other work unit needs such as remote participation in meetings and contribution to unexpected assignments?
- Be flexible in the scheduling of telework days and willing to come to the office to meet work unit or office coverage needs or supervisor requests?
- Abide by standards for information and data integrity, privacy, and security?
- Resist temptation to engage in non-work or personal tasks while teleworking at home?
- Ignore or prevent distractions that could stem from the home environment or family members?



Planning for an Outbreak of Flu in the Workplace

Each flu season, the workplace is a location where everyone can help stop the spread of influenza. Steps to take include getting a flu shot, practicing good health habits, and taking antiviral drugs if your health provider prescribes them.

In an influenza pandemic, businesses and other employers have a key role in protecting employees' health and safety as well as limiting the negative impact to the economy and society. Companies that provide critical infrastructure services, such as power and telecommunications, also have a special responsibility to plan for continued operation in a crisis and should plan accordingly. As with any catastrophe, having a contingency plan is essential.

Community strategies that delay or reduce the impact of a pandemic may help reduce the spread of disease until a vaccine is available.

HHS and the Centers for Disease Control and Prevention have developed guidelines, including checklists, to assist businesses, industries, and other employers in planning for a pandemic outbreak as well as for other comparable catastrophes.

Source:

<http://www.flu.gov/professional/business/index.html>.



Everyday Ways to Help Fight the Flu

CDC recommends a three-step approach to fighting influenza. The first and most important step is to get a flu vaccination each year. But if you get the flu, there are prescription antiviral drugs that can treat your illness. Early treatment is especially important for the elderly, the very young, people with certain chronic health conditions, and pregnant women. Finally, everyday preventive actions may slow the spread of germs that cause respiratory illnesses, like flu.

Preventive Actions

- Cover your nose and mouth with a tissue when you cough or sneeze. This will block the spread of droplets from your mouth or nose that could contain germs.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose, and mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you or your child gets sick with a respiratory illness, like flu, limit contact with others as much as possible to help prevent spreading illness. Stay home (or keep your child home) for at least 24 hours after fever is gone except to seek medical care or for other necessities. Fever should be gone without the use of a fever-reducing medicine.

If an outbreak of flu or another illness occurs, follow public health advice. This may include information about how to increase distance between people and other measures.

Source: www.cdc.gov/flu/pdf/freeresources/family/everyday_preventive.pdf.



UPCOMING EVENTS August 2011

- Oct 11, 2011** **Leadership FEB Forum**
All Day
Veterans Affairs-Muskogee
POC: FEB Office, 405-231-4167
- Oct 12, 2011** **Mayors Committee on Disability Concerns**
07:30 a.m.
St. Luke's , 222 NW 15th, OKC
POC: Diana Hubbard, 405-297-4544
- Oct 20, 2011** **Executive Policy Council Mtg**
10:00-1:00
POC: FEB Office, 405-231-4167
- Oct 20, 2011** **Federal Employees Care Committee**
5:00 p.m.
POC: Tom Burton, 405-954-0625
- Oct 25, 2011** **Emergency Preparedness-COOP Council**
2:00 p.m.
Federal Highway Administration
POC: FEB Office, 405-231-4167

INSPIRATION CORNER

The only thing complaining does is to convince other people you are not in control and that you let less than positive circumstances control your mood and outlook. (Author Unknown)

–Hary J. Klingler

Recipe for greatness - To bear up under loss, to fight the bitterness of defeat and the weakness of grief, to be victor over anger, to smile when tears are close, to resist evil men and base instincts, to hate hate and to love love, to go on when it would seem good to die, to seek ever after the glory and the dream, to look up with unquenchable faith in something evermore about to be, that is what any man can do, and so be great.

–Zane Grey

It is more important to know where you're going than to get there quickly. Do not mistake activity for achievement. –Mable Newcomber

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:

- Kirby Brown, Deputy Director, Fires Excellence Center, Fort Sill
- Laura Culberson, General Gillett's designee from the Oklahoma City Air Logistics Center
- Dr. Steven Dillingham, Director, Transportation Safety Institute
- Jeremy Duering, LCDR, Military Entrance Processing Station
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Julie Gosdin, District Director, US Postal Service
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency

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 no later than the 15th of each month.

Officers:

Chair: **Adrian Andrews**
Special Agent in Charge,
US Secret Service, Oklahoma City

Vice-Chair: **David Wood**
Director,
VA Medical Center, Oklahoma City

Ex-Officio: **Jon Worthington**
Administrator, Southwestern Power Administration, Tulsa

Staff:

Director: LeAnn Jenkins
Assistant: Vacant



SUN	MON	TUES	WED	THUR	FRI	SAT
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2	3	4	5	6	7	8
9	10	11 <i>Leadership FEB</i>	12 7:30 Mayors Committee	13	14	15
16	17	18 <i>Leadership Symposium</i>	19	20 10:00 Executive Policy Council 5:00 FECC	21	22
23	24	25 2:00 Emgcy Prep Mtg	26	27	28	29

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