



# FEB News & Events

Oregon Federal Executive Board

Communication – Collaboration – Commitment

[www.oregon.feb.gov](http://www.oregon.feb.gov)



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## OFEB Nearing Completion of Vision, Values and Objectives

The Oregon Federal Executive Board (OFEB) Policy Committee met in January to continue the process of developing an OFEB vision, values and strategic objectives. On Wednesday, February 12th they will come together again to finalize approval of these guiding elements to strengthen the cohesive direction of the organization. OFEB committee chairs will also share their key issues and consider their own vision, values and objectives that should align with those of the OFEB. The entire group will also review a new OFEB brochure, which should more easily communicate our direction to our members and the public. Upon approval these items will be shared on our web site and in the next edition of *FEB News & Events*, among other means.

Chair Cathy Callahan, Ron Johnson and consultant Larry Briggs have led this exciting effort. Address questions and suggestions to Ron Johnson at 503-326-2060, [rjohnson@pceez.com](mailto:rjohnson@pceez.com).

## CFC Solicits Charity Applications for the 2003 Campaign



No sooner does one Combined Federal Campaign end than another begins. Following the recent success of the 2002 campaign, starting March 17th the Oregon FEB will be accepting applications from local charities to participate in the 2003 CFC. Federal employees should contact local charities that they care about and would like to see in the CFC to encourage them to apply.

Applications and instructions can be found at [www.oregon.feb.gov/CFChomepage.htm](http://www.oregon.feb.gov/CFChomepage.htm) or by calling Jeff Sargent of the OFEB at 503-326-3030, [jsargent@pceez.com](mailto:jsargent@pceez.com). All applications must be received at the OFEB office by no later than 5:00 p.m. Monday, April 14th.

## Emergency Tabletop Exercise and COOP Now On-line

An Emergency Tabletop Exercise and sample Continuity of Operations Plan (COOP), designed to help federal agencies better prepare in case of a local emergency, are now available at the OFEB web site, [www.oregon.feb.gov/emergencyprep.htm](http://www.oregon.feb.gov/emergencyprep.htm).

Les Miller, Emergency Management Chief of the U.S. Army Corps of Engineers, Portland District and OFEB Emergency Preparedness Committee Chair, led the design of the Tabletop. It is a one-day session taking participants through a potential local emergency scenario and the exploration of response options. It has been offered several times during the past two years in our region, and shared with all 27 other national FEBs. The OFEB also thanks Rich Vigil, NRCS, for sharing the sample COOP, a document that outlines the steps a federal agency should take to continue functioning during an emergency.

In light of the existing “HIGH” Homeland Security Alert status, every federal agency should plan to take their leaders through the Emergency Tabletop, and be familiar with the COOP.

## Introducing “Committee Corners”

Beginning in this issue of *FEB News & Events*, page two will be the home of “Committee Corners.” Oregon FEB committees will post their latest news and announcements, so you will be informed monthly on their activities. We also hope that more federal employees will choose to take advantage of the great networking, knowledge sharing and career growth opportunities that come with being a part of an OFEB committee. Contact the committee chair if you are interested in joining!

*Happy  
Valentine's Day*

February 14th



# COMMITTEE CORNERS

## Policy Committee



At our upcoming meeting we will finalize our vision and values, look at strategic objectives, talk to committee chairs about their direction and discuss the general membership meeting. We also thank Doni Wilder of the Indian Health Service for her time and contributions, as she steps down as OFEB Vice-Chair.

**NEXT MTG:** Feb. 12, 8:30-10 am (see pg. 3)

## Administrative Services



The Administrative Services meeting previously scheduled for March 12th will not be held due to the General Membership meeting the following week, on March 20th (see pg. 3). Committee members are encouraged to attend the general meeting. Our next meeting is expected to be held in mid-May.

**NEXT MTG:** Mid-May, time & place TBD.

## Combined Federal Campaign



The CFC will soon be soliciting charities for participation in the 2003 campaign (see pg. 1).

Our CFC also is seeking interested federal employees to help us review the applications, to ensure that they meet participation requirements. If you would like to learn more about the CFC process and can volunteer three hours a day for three days during the weeks of April 21st and 28th, please contact Ron Johnson at 503-326-3010, [rjohnson@pceez.com](mailto:rjohnson@pceez.com).

## Shared Neutrals/ADR



We are seeking new committee members to join us in the valuable services of employee dispute mediation and facilitation. We need energetic people to serve on our marketing, training or personnel sub-committees. We would also love to talk to those who could provide us with some financial guidance and business planning support. Contact committee Chair Fran Petersen at 503-230-5860, [fjpetersen@bpa.gov](mailto:fjpetersen@bpa.gov) if interested.

**NEXT MTG:** Mar. 5, 2-4 pm, Duncan Plaza 10th fl.

## Emergency Preparedness



As you are probably aware, we are on HIGH alert for terrorist attacks from the Homeland Security Dept. There is no specific threat, but citizens are encouraged to be extra diligent and observant about suspicious activity and possible threats. Check the OFEB web site or [www.dhs.gov/dhspublic](http://www.dhs.gov/dhspublic) for details.

The OFEB has also posted our Emergency Tabletop Exercise and a sample Continuity of Operations Plan on our web site (see pg. 1).

## Retention & Development



The OFEB Retention & Employee Development Committee is re-organizing and seeking new committee members. We provide a variety of training for local federal employees, to help them build skills and create a more satisfying federal service career. Those with a background in human resources or training who are interested in joining us should contact Jeff Sargent at 503-326-3030, [jsargent@pceez.com](mailto:jsargent@pceez.com). The General Membership meeting on March 20th (see pg. 3) will focus on retention and development.

## Public Affairs



There's still space for the Communications Training this Tuesday, Feb. 18th (see pg. 3).

The Public Affairs Committee will hold our first meeting on Friday, Feb. 21st at the Green-Wyatt Federal Bldg., room 225 from 9:30-10:30 a.m. Any federal communications or public affairs specialists interested in joining us please contact Beth Anne Steele at 503-552-5238, [media.portland1@fbi.gov](mailto:media.portland1@fbi.gov).

**NEXT MTG:** Feb. 21, 9:30-10:30 am, Green-Wyatt 225

## Minority Business Opportunity



Our committee has developed a business plan draft, including vision, mission, values, and three key objectives. We are also planning a training workshop for disadvantaged-, minority-, woman-owned and emerging small businesses in the next few months. To learn more, go to [www.oregon.feb.gov/mboc.htm](http://www.oregon.feb.gov/mboc.htm) or contact committee Chair Tyrone Henry at 503-823-3315, [henryt@portlanddev.org](mailto:henryt@portlanddev.org).

**NEXT MTG:** Mar. 13, 10-11 am, ODOT Bldg.

# OFEB CALENDAR OF EVENTS

## FEBRUARY '03

### OFEB Policy Committee Meeting

Feb. 12th 8:30 – 10:00 am

The Policy Committee will meet to finalize the OFEB vision statement, values, and identify action plans. OFEB Committee Chairs are invited to attend.

Location: National Labor Relations Board  
601 SW 2nd Ave., # 2030, Portland, OR

### Communications Training

Feb. 18th 8:30 am – 4:00 pm

**Only a few spaces still remain!** Join federal employees who are faced with presenting controversial issues as René-Marc Mangin leads a 30-person class on how to better communicate in difficult situations.

Location: Edith Green-Wendell Wyatt Bldg.  
1220 SW 3<sup>rd</sup> Ave., Room 315, Portland

Cost: \$100 per person.

To register, please contact Mary Ceciliani at 503-326-3010 or [mcecilia@pcez.com](mailto:mcecilia@pcez.com).

### GSA Resources Training

Feb. 19th 8:30 am – 4:30 pm

Get an overview of the various services provided by the General Services Administration (GSA) and their Federal Supply Schedules (FSS) program.

Location: 911 NE 11th Ave., Portland  
Federal Bldg. Auditorium

To register, go on-line at [www.fss.gsa.gov/events](http://www.fss.gsa.gov/events), or contact at Sharon Sciacqua at 541-465-6361.

### FERS Retirement Seminar

Feb. 19th – 20th 8:30 am

Continuing the popular seminar on Federal Employee Retirement System benefits and estate planning.

Location: Edith Green-Wendell Wyatt Bldg.  
1220 SW 3<sup>rd</sup> Ave., Room G70A, Portland

Day 1: 8:30 am – 4:00 pm (register @ 8:00 am)  
Day 2: 8:30 am – 12:00 noon

Cost: \$100 for federal employees, \$40 for spouses.  
To register, please contact Mary Ceciliani at 503-326-3010 or [mcecilia@pcez.com](mailto:mcecilia@pcez.com).

## MARCH '03

### CSRS Retirement Seminar

Mar. 4th – 5th 8:30 am

Continuing the popular seminar on Civil Service Retirement System benefits and estate planning.

Location: Edith Green-Wendell Wyatt Bldg.  
1220 SW 3<sup>rd</sup> Ave., Room G70A, Portland

Day 1: 8:30 am – 4:00 pm (register @ 8:00 am)  
Day 2: 8:30 am – 12:00 noon

Additional retirement seminars will also be held:  
CSRS March 4th-5th  
FERS April 16th-17th

Cost: \$100 for federal employees, \$40 for spouses.  
To register, please contact Mary Ceciliani at 503-326-3010 or [mcecilia@pcez.com](mailto:mcecilia@pcez.com).

### OFEB General Membership Mtg.

Mar. 20th 8:30– 10:30 am

Everyone affiliated with the Oregon FEB or federal employees interested in becoming a part are invited. This session will include an exciting presentation from Max Stier, President of the Partnership for Public Service (PPS). PPS is a non-profit dedicated to improving the retention, development and recruitment of high-level talent into public service.

Location: 911 NE 11th Ave., Portland  
Federal Bldg. Auditorium

## Coming in April . . .

### FERS Retirement Seminar

Apr. 16th – 17th 8:30 am

Location: Edith Green-Wendell Wyatt Bldg.  
1220 SW 3<sup>rd</sup> Ave., Room G70A, Portland

Day 1: 8:30 am – 4:00 pm (register @ 8:00 am)  
Day 2: 8:30 am – 12:00 noon

Cost: \$100 for federal employees, \$40 for spouses.  
To register, please contact Mary Ceciliani at 503-326-3010 or [mcecilia@pcez.com](mailto:mcecilia@pcez.com).

*If one advances confidently in the direction of his dreams and endeavors to live the life which he has imagined, he will meet with success unexpected in common hours.*

**-- Henry David Thoreau**

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## OFEB Policy Committee Officers

**Cathy Callahan:** OFEB Chair, National Labor Relations Board  
**Lynda Stelzer:** Administrative Services Committee Co-Chair, Bonneville Power Administration  
**Kathy Eaton:** Administrative Services Committee Co-Chair, Bureau of Land Management  
**Harry T. Hall:** Combined Federal Campaign Chair, Federal Energy Regulatory Commission  
**Les Miller:** Emergency Preparedness Committee Chair, U.S. Army Corps of Engineers  
**Beth Anne Steele:** Public Affairs Committee Chair, Federal Bureau of Investigation



### *At Large Members:*

**Randy Crockett**, Social Security Administration; **Lucy Devenney**, Willamette National Cemetery; **Phil Gentry**, Small Business Administration; **Janice Goodwin**, National Agricultural Statistics Service; **Bob Graham**, Natural Resources Conservation Service; **Captain Paul Jewell**, U.S. Coast Guard; **Lt. Col. Charles Markham**, U.S. Army Corps of Engineers; **Roy Roosevelt**, U.S. Forest Service.

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## Sub Committees/Chairs

The first three sub-committees below are part of the OFEB Administrative Services Committee. Community service (represented by the Combined Federal Campaign), Emergency Preparedness and Public Affairs are stand-alone committees.

*Alternative Dispute Resolution /Shared Neutrals (mediated employee disputes):*

**Chair: Fran Petersen**, Bonneville Power Admin., (503) 230-5860

*Collaborative Retention/Employee Development:*

**Chair:** Staffed by Ron Johnson and Jeff Sargent

*Minority Business Opportunity Committee:*

**Chair: Tyrone Henry**, Portland Development Commission, (503) 823-3315

*Combined Federal Campaign*

**Chair: Harry T. Hall**, Federal Energy Regulatory Commission, (503) 944-6710

*Emergency Preparedness:*

**Chair: Les Miller**, U.S. Army Corps of Engineers (503) 808-4400

*Public Affairs:*

**Chair: Beth Ann Steele**, Federal Bureau of Investigation (503) 552-5238

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## OFEB Staff

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