

From The Chairperson...



Marjorie Brown, Chairperson
FEB Atlanta

“We continuously strive to strengthen the work of the FEB, and to do so we need your participation. Currently about 75 percent of agencies are involved in some FEB activity. We need the involvement of every agency. Only then can we truly meet your needs.”

The last few months have been quite busy, beginning with the “Attack on America”, all the way through the “January Snow Emergency.” Before September 11, we took a lot for granted; things fundamental to our American way of life. Just as the loss of the World Trade Center changed the New York skyline, in some ways our American way of life also changed forever. Yet, I believe in the face of all this tragedy, the role of public service has grown stronger. The American public has a greater respect for public servants in general.

But, we cannot rest on this esteem. It is still our role to deliver the best possible service to all our citizens. Following September 11, the FEB held its first Opportunities for Growth Training Conference. We followed this by donating a record \$3.8 million to the Combined Federal Campaign. And, we held a Strategic Planning Meeting at the Timber Ridge Conference Center to help us plan for the future. Then came January 2, 2002, and new snow for a New Year. We effectively met this challenge also.

We continuously strive to strengthen the work of the FEB, and to do so we need your participation. Currently about 75 percent of agencies are involved in some FEB activity. We need the involvement of every agency. Only then can we truly meet your needs. There are certainly plenty of activities going on. In April we kick-off the Savings Bonds Campaign, your opportunity to invest in yourself and your future. The Employee of the Year Luncheon is slated for May 9. This is an excellent way to recognize your outstanding employees. We have already begun recruiting Loaned Executives for the 2002 CFC. If you are not involved or want to increase your level of involvement, please contact Gwenne Campbell, FEB

Executive Director, and she will work with you. Also, you can review activities on our website at www.atlanta.feb.gov

The Emergency Plan System is still evolving. We are currently in the process of establishing an automated calling system that will call you within the hour to issue an FEB advisory in emergency situations, including those that are weather-related. This is just one of several systems under consideration to ensure that you are informed in a timely manner. For this system to work effectively, however, you must ensure that the FEB office has current data for your agency. If you have not already previously submitted this information, please do so immediately.

Finally, I want to highlight just a few of the significant contributions you made and continue to make in response to September 11:

- *The Postal Service held Information Seminars for over 150 major Atlanta mailers; over 145 million postcards were mailed nationally explaining safe handling of the mail.*

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C O N T I N U E D

From The Chairperson...

- ▶ *The FBI handled 45 tip lines with 150 employees responding to thousands of calls.*
- ▶ *The Defense Contract Audit Agency is involved in a debris removal and processing operations at the World Trade Center Landfill that is expected to take nine months.*
- ▶ *The Federal Aviation Administration deployed Urban Search and Rescue Teams to New York and is transporting air sampling data and emergency supplies and equipment. They also held a job fair for 51 temporary Security Assistant positions; over 1400 candidates attended.*
- ▶ *Eleven special Drug Enforcement Administration agents volunteered to be assigned to the Sky Marshall program.*
- ▶ *GSA deployed Federal Protective Service employees as Federal Police officers near Ground Zero.*
- ▶ *FEMA detailed employees to Ground Zero to provide clean-up and communications networks.*

These are but a few examples of agency responses. On a more personal level:

- ▶ *Employees of the Southlake Social Security office raised \$1000 for the Red Cross.*
- ▶ *SSA Regional Office employees are working on a memorial quilt.*
- ▶ *OPM employees adopted the USS Theodore Roosevelt and sent boxes of new toys for sailor's children, boxes of holiday cards for sailors to use to send friends and family, and CDs, tapes, coffee, popcorn and toiletries.*
- ▶ *One FAA employee used two weeks of her annual leave to volunteer on a disaster clean up team at Ground Zero. She lived in an abandoned penitentiary while cleaning apartments that were unlivable because of dust and debris.*

Truly this is what it means to be a public servant. □



ATLANTA * FEB NEWS

The conference provided an excellent opportunity for employees to network with their peers from other Federal agencies, and gain valuable information.

ATLANTA FEDERAL EXECUTIVE BOARD

FEB Hosts Successful Opportunities For Growth Training Conference

On October 30-31, 2001, the Atlanta FEB hosted its first Opportunities for Growth Training Conference. (The conference was previously scheduled for September but was postponed because of the terrorist attacks.) The conference offered a broad spectrum of classes that were divided into four developmental tracts: Leadership, Personal, Skills, and Team. Some of the best workshop facilitators in government gave leadership to these sessions. Additionally, we had a number of outstanding guest workshop leaders. Over the two days, 30 workshops were presented and two featured luncheon speakers.



The conference provided an excellent opportunity for employees to network with their peers from other Federal agencies, and gain valuable information. Also participants heard from two phenomenal speakers, **Ms. Gail Evans**, a former CNN correspondent and author of

the bestseller, *Play Like A Man Win Like A Woman*, and **Mrs. Marjorie Kimbrough** former Corporate Systems Executive and the author of five books, including *Accept No Limitations* and *Moving Beyond Limitations*. The conference was highly rated by the more than 300 attendees. □



Please contact us with any questions/comments you may have. If you would like to submit an article, please do so by the 15th of the month.

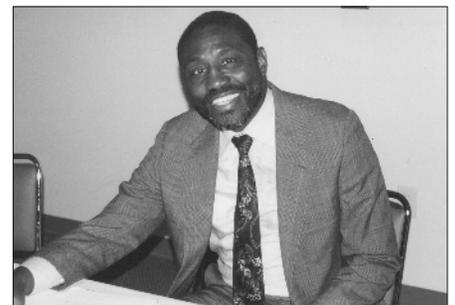
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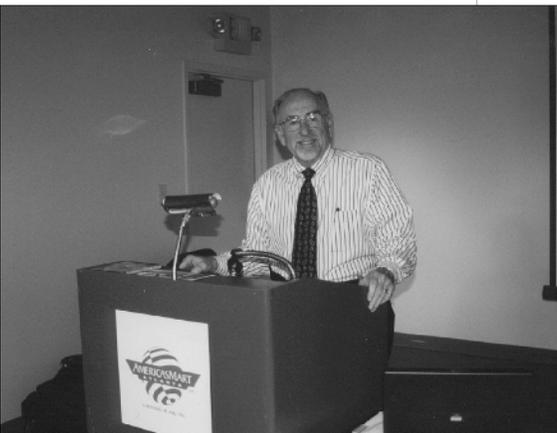
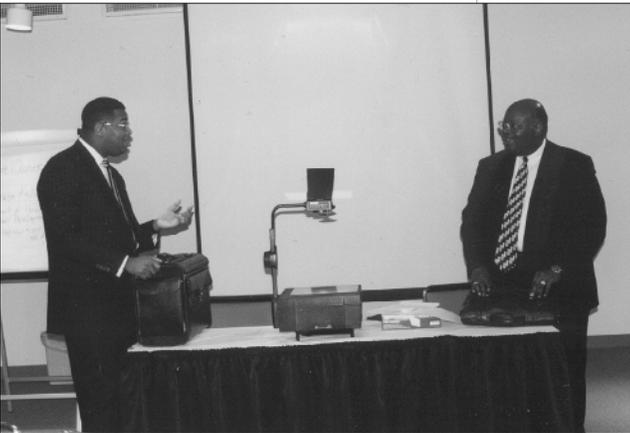


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continued...

FEB Hosts Successful Opportunities For Growth Training Conference



Buy Savings Bonds!!!

We will soon kick-off the 2002 Savings Bond drive. Savings bonds remain a good investment and are backed by the full faith and credit of the United States. Some benefits of savings bonds are:

- ▶ **Attractive interest rates.**
 - ▶ **Tax advantages.** Earnings are tax exempt until the bond reaches final maturity or until you redeem them.
 - ▶ **Safety.** Your principal and earned interest are safe and cannot be lost because of market changes.
- Affordability.** You can buy savings bonds for as little as \$25 or a very small payroll deduction.
- ▶ **Accessibility.** After an initial holding period of six months from the issue date, the money you place in bonds is available whenever you want it.
 - ▶ **Convenience.** The easiest way to purchase is through your payroll savings plan with an automatic allotment.

Invest in yourself, your children, and your future. Buy bonds when your Savings Bonds representative contacts you. □

For a Savings Bond rate calculator, check out this web site...
<http://www.savingsbonds.gov/sav/savcalc.htm>



2001 National Student Poster Contest Winners
FIRST PLACE
Vanessa Mendez - Grade 6
Senator Eddie Lucio Middle School, Brownsville, TX



Employee Recognition

The Employee of the Year Luncheon

We all thrive on recognition and it's almost time for the 29th Annual Atlanta Federal Executive Board's Awards Luncheon honoring outstanding federal Employees. Please put this date on your calendar - May 9, 2002 at the Atlanta Marriott Marquis. The Federal Aviation Administration (FAA) is the host agency for this year's program.

You should have received an awards package in mid-January. Also the information is posted on the FEB website at www.atlanta.feb.gov. If you have not received information please check this site or call Hank Collier at 404-305-5004. His email address is Hank.Collier@faa.gov.

This is a wonderful opportunity to recognize the accomplishments of your employees. Please note, that the FAA must receive all nominations no later than close of business on February 28, 2002. □



“There are high spots in all of our lives and most of them have come about through encouragement from someone else. I don't care how great, how famous or successful a man or woman may be, each hungers for applause.”

- George M. Adams.

Linking the FEB Website to Your Intraagency Site

We encourage you to share information about the FEB with your agency staff. One way to do this is to establish the FEB as a link on your local internal agency website. The newsletter, upcoming events, weather emergency information, and general information about the FEB is available. There are other important links also. You may also post your interagency news. Call Madeline Fowler, FEB Web Administrator at 404-562-1824 or email her at madeline.fowler@fns.usda.gov. Again, the FEB website is www.atlanta.feb.gov. □





It is because of the generosity of the Federal civilian, military, and postal employees that we raised more than \$3.8 million during the 2001 Combined Federal Campaign.

Latest Happenings...

FEB Hosts Strategic Planning Meeting At Timber Ridge

Agency heads and/or their representatives met on December 5 at the Timber Ridge Conference Center to discuss the FEB Strategic Plan and to design strategies that would allow us to meet the challenges facing us in 2002. We discussed how we could most cooperatively share information and resources, communicate effectively, find cost effective ways to do business, refine our emergency planning process and delineate methods to value and invest in our employees. We heard from Mr. Stephen Perry, National Administrator of the General Services Administration. On hand was Mr. Ed Fielder, newly sworn in Regional Administrator of GSA.

Greg Gray, CEO of Renaissance Unlimited, let the 62 participants through a entertaining, thought provoking exercise on how we can be more effective as the FEB and individual agencies as we strive to meet our performance goals and provide top notch customer service. □

Because We Care We Share! CFC Update

Not only did we make our \$3.4 million goal, we exceeded it! It is because of the generosity of the Federal civilian, military, and postal employees that we raised more than \$3.8 million during the 2001 Combined Federal Campaign. You responded because you cared enough to share with the national and local charitable agencies who do so much for so many. We say "THANK YOU!"

We also thank the 2001 Loaned Executives and their agencies. These individual gave above and beyond to make sure the campaign was a success. Thank you to **Virgil Conrad**, FNS for serving as the CFC Chairperson; **Toni Abernathy-Young**, Director, FNS, **Guy Amato**, VA, **Michael Brown**, CDC, **Cindy Johnson**, HHS, CMMS, **Dorothy Jones**, USPS, **Linda Jordan**, FAA, **Kendal King**, HUD, **Patricia McKenna**, EPA, and **Theresa Spearman**, SSA. □

2002 Loaned Executives Needed

As any the person who have previously served as a CFC Loaned Executive and he or she will tell you what a delightful, rewarding experience it is to help someone through CFC. It also provides a wonderful career building experience as you interact with other agencies. If you have employees who may be interested in serving as a Loaned Executive for the 2002 CFC Campaign or if you need additional information about the Loaned Executive Program, please contact Gwenne Campbell, FEB Executive Director at 404-331-4400 or Gwenne.Campbell@gsa.gov or Pat McKenna, 2002 CFC Director at mckenna.pat@epa.gov. □

CFC Information Session

The Atlanta FEB is hosting an Information Session about the Combined Federal Campaign (CFC) for local charities and nonprofit organizations on February 28, 2002. The purpose is to open up the CFC campaign to interested local organizations. We want to be sure that these organizations understand the application process, how funds are received, and the difference between the CFC and United Way grants.

If you are aware of local nonprofit organizations who should be invited please call Robbie Brock in the FEB office at 404-331-4400. Interested Federal employees may also attend. Please call the FEB office if interested. □

Volunteer Opportunities



President Bush gave a speech in Atlanta in November 2001 where he called on Americans to fight the war on terrorism by serving to improve their communities, and announced his intentions to develop new ways for Americans to serve. In his State of the Union Address, the President called on all Americans to serve their nation for the equivalent of two years (4,000 hours) over their lifetimes, and announced a major new citizen service initiative, the USA Freedom Corps.

During his January 31, 2002 visit to Booker T. Washington High School in Atlanta, the president again sounded this theme by inviting us to "service to your fellow man, to service to your nation, by serving someone else." He believes this community volunteer service will help to solidify the spirit of compassion, in this responsibility era that's beginning to emerge in our country.

While President Bush has not finalized his Administration level plans for the USA Freedom Corps, there are already many, many, opportunities for volunteer service in our communities, our schools, and in our neighborhoods. Mentors are needed, students need help; many need to learn to read; the elderly need assistance; the physically challenged need services. We have asked charitable organizations we support through the Combined Federal Campaign to identify their volunteer needs. We will begin to post these on the FEB website at www.atlanta.feb.gov. We encourage you to share this information with employees in your agency. □





OFFICE OF PERSONNEL MANAGEMENT

How Much Do You Know About the Federal Long Term Care Insurance Program (FLTCIP)?

The program is designed to offer comprehensive insurance that makes payment toward several types of long term care that people may need because they are unable to care for themselves....

According to the Health Insurance Association of America, this year about seven million men and women over the age of 65 will need long term care. Long term care is expensive. Two visits a day by a home health aid to help with bathing, dressing and household chores can cost more than \$2,500 a month (American Council of Life Insurers). A new program has been established for the Federal family to help with these costs. The President signed legislation on September 16, 2000 enacting a Federal Long Term Care Insurance Program (FLTCIP). The program is designed to offer comprehensive insurance that makes payment toward several types of long term care that people may need because they are unable to care for themselves

including but not limited to nursing home care, assisted living facility, formal and informal care in your home, hospice care and respite care. The Office of Personnel Management has contracted with the Metropolitan Life Insurance Company and John Hancock Life Insurance Company, who have come together as LTC Partners to provide this insurance. The long term care insurance program is not available YET, but it will be soon. An early enrollment opportunity is planned for March 25 through May 15 and an open season from July 1 through December 31, 2002. Look for additional information to be made available soon. For additional information check www.opm.gov/insure/ltc □

think smarter, work smarter

Get the free training and gain the knowledge to enable you to do both these things.

If you are a Federal employee...

...this is your FREE training source for best practices in procurement, innovations in technology, and many other career-building topics designed with you in mind. You can even earn CEU credits.



San Diego Convention Center
May 21-23, 2002

expo.gsa.gov

ATLANTA FEDERAL EXECUTIVE BOARD

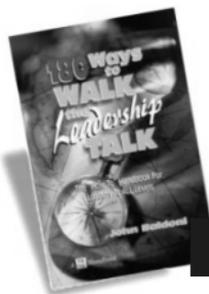
Principal For A Day



On February 6, 2002, members of the Atlanta FEB joined business, community and civic leaders as "Principal for a Day" in Atlanta schools. This program, sponsored by the Atlanta Partners for Education, provides an opportunity to go beyond the headlines and get a true picture of public education in action. **Marjorie Brown** (USPS), **Virgil Conrad** (FNS), **Ed Fielder** (GSA), **Bill DeBardelaben** (SSA), **Carlis Williams** (ACF), and **Billie Greenwell** (AOA) joined 100 other leaders, including **Mayor Shirley Franklin** in spending a day shadowing a principal and experiencing the challenges that they face.

school systems helping them to strengthen the achievement level of students to ensure their competitiveness in today's global marketplace. Local Parent, Teacher, Student Associations need help; tutors/mentors are needed. You may also serve on school boards, and other education related organizations. We will be sharing volunteer opportunities on our website at www.atlanta.feb.gov. □

There are many opportunities for agencies and employees to get involve with local school systems helping them to strengthen the achievement level of students...



● "A leader is one who knows the way, goes the way, and shows the way."

● - John C. Maxwell

INSIDE BACK PAGE REVIEW

180 Ways to Walk the Leadership Talk

by John Baldoni

This little book is a part of the Walk the Talk series and is the "How to" handbook for leaders at all levels. The book not only is packed with sound leadership advice, but it also provides practical ideas and strategies that will help you with your own leadership development as well as developing others. It is based on six important principles that all leaders do:

- ▶ **LISTEN and LEARN** from others
- ▶ **ENERGIZE** the organization
- ▶ **ACT** for the benefit of everyone
- ▶ **DEVELOP** themselves and others
- ▶ **EMPOWER** others to lead
- ▶ **RECOGNIZE** achievement.

Each of the principles have a wealth of action-oriented behaviors featured that you can implement to help you turn your good intentions into action. Examples are:

LISTEN - The leader who listens knows what's going on around him or her because listening opens the doors to genuine communication. It demonstrates respect and caring for others.

- ▶ Know the difference between hearing and listening. To hear means "to perceive by the ear". To listen means "to pay attention." There is a big difference.
- ▶ Listen to what people are NOT saying. IF someone isn't talking to you, it may mean they don't respect, support, or trust you.

ENERGIZE - Leaders are the batteries that jump-start people and get individuals and teams moving in the right direction. They are the cheerleaders to keep the energy up and the organization humming.

- ▶ Share the success! When something good happens, call everyone together and spread the news. The positive feeling is addictive. The more they feel it, the more they'll want to do.
- ▶ Create a culture of creativity by showing people that you want and value their ideas. Ideas are the lifeblood of an organization. Think about creating a "Good Ideas" page on your website

and encourage everyone to contribute or create an email box for creative ideas.

ACT - Leadership is action. It involves moving people, physically or figuratively from one place to another. And if you're going to move people, you'd better be sure you know where you are headed.

- ▶ **MPBGOT: MINIMIZE PROBLEMS BY GETTING OUT THERE!** Get out from behind the desk and circulate among people. It gives you the chance to root out situations before they fester into problems and helps you keep problems in one area from spreading to another.
- ▶ Avoid the **BLAME GAME!** Leaders look for ways out of problems, not ways to create more. Someone who looks for solutions is a person who wants creative input; someone who looks to place blame is a person looking for a scapegoat.

DEVELOP - Before you can lead others, you must learn to lead yourself. It's call personal leadership or mastery, and it come from one's core beliefs and values. You have to know yourself. If you are secure in your beliefs, others will naturally follow. Why develop others? Because the strength of your organization lies within the talents your people.

- ▶ Demonstrate a willingness to teach others. Successful leaders are teachers. They show others how to do things and provide the resources and support necessary to carry out the tasks.
- ▶ Tell others what you expect! Before you can develop someone, they need to know exactly what you want. Discuss your expectations with the person and ask for their agreement in meeting your expectations.

EMPOWER - The role of a leader is to create vision, set expectations, and lead by example. But leaders also determine the course of action for others to follow. That involvement allows others to participate in the vision by setting their own expectations and determining their own example by which to lead. This is called

empowerment. When people feel they have responsibility, they're more likely to take ownership of their jobs. They become more accountable for their actions, and the care about the results they achieve.

- ▶ Delegate responsibility and authority. Assign a big job to one of your more promising team members. Encourage him or her to develop a work plan, make decisions, solve problems, and be accountable for results.
- ▶ Focus on results. Tell others what you expect of them and their departments. Then provide all the necessary resources and make certain they have the authority and the support to do what they need to do. Then, and only then, can you hold them accountable for the results.

RECOGNIZE - Want to see someone's face light up? Tell them what a great job they're doing. Recognition shows we appreciate the time and energy invested. Saying thank you frequently helps create a culture of recognition in which people go out of their way to appreciate co-workers efforts.

When people feel recognized, they tend to contribute more. They inspire others to follow their example. Pretty soon, you have an entire organization of inspired, motivated, and excited workers.

- ▶ Make a habit of saying "I appreciate your good work" to two different people each day. Be sure to give specific feedback on what they did that was good.
- ▶ Make a big deal of achieving goals. Stage "win-win" parties where everyone can share the glory. The first "win" is for the organization; the second "win" is for the person(s) who made it happen. □

Upcoming Events



For questions
or additional information
please call **Gwenne Campbell**
at **(404) 331-4400**

february 2002

- 12** FEB Policy and Steering Committee Meeting
FEB Office
- 13** Diversity/EEO Meeting
Fish and Wildlife
- 28** CFC Information Sharing Session for Nonprofits
Strom Auditorium
- EOY Nominations Due
FAA

march 2002

- 21** FEB Communications Committee Meeting
Dining Room B - SNAFC

may 2002

- 9** **Employee of the Year
Awards Luncheon**
Marriott Marquis Hotel

- 21-23** **GSA EXPO 2002**
San Diego Convention Center



For more information, go to www.expo.gsa.gov



mark your calendar
and plan to participate

next edition:
**Meet the New
Agency Heads**

The Atlanta Federal Executive Board
Richard B. Russell Federal Building
75 Spring Street, SW
Room 1142
Atlanta, Georgia 30303

**Please note
this correction...**

The Atlanta FEB
website address is:
www.atlanta.feb.gov