

RXI Weekly

Blacks In Government Region XI

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A Message From The President

Performance Appraisal Time

"Things may come to those who wait, but only the things left by those who hustle." President Abraham Lincoln

If your agency is on the same schedule as mine, that means you recently completed your self-assessment - please tell me you did your self -assessment - and now you're anxiously awaiting your performance appraisal rating (PAR) and perhaps dreading your feedback session. Of course, it's human nature to not be too thrilled about being criticized. But, since this annual session isn't a surprise inspection, hopefully we can put some of the defensiveness aside and see the value in the constructive feedback that should be delivered during this dialogue. So, now's a good time to discuss how we can view these sessions more positively as opportunities and be prepared to participate in them with professionalism and with sincere interest as we seek to advance our careers.



Before heading to your PAR meeting, you should get in the right mood to receive the feedback by reflecting on the meeting's purpose. Managers are told - at least I was -that feedback should have one of two goals: (1) to express appreciation and reinforce an individual's specific behavior or actions that produce desirable results; and (2) to express how an individual may not have met a specific expectation and to provide information that can produce a better outcome in the future. So, the constructive feedback delivered during these meetings should help the individual develop or hone skills and build confidence. With that as the desired end result from these PAR meetings, we should actually be able to look forward to this annual discussion which, of course, should have been preceded by lead-in performance discussions throughout the year. Again, since the session and the purpose thereof isn't a surprise, some of the normal defensiveness that off-the-cuff criticisms might engender, should be left at the door.

We should actually enter the PAR meeting expecting to learn something -what's working well and what needs improvement. And, so with that purpose we should enter with a desire to listen closely and to listen for understanding. Now, I am personally a firm believer that listening is one of the most important skills we can have, especially if we want to have strong communication and collaboration skills -two separate competencies many of us are rated on. But, listening skills will prove particularly useful if you want to ultimately act on the feedback and not hear the same growth areas repeated to you in the future. So, we should all go into these sessions planning to make a conscious effort to not only hear the words being said, but trying to understand the complete message sent which, hopefully, is an actionable message.

Delivering feedback isn't easy so sometimes you will find that the feedback you're given isn't actionable because it isn't clear what specific adjustments need to be made. If your manager tells you that you did a good job during the year or conversely that you were ineffective, neither the general praise nor the negative criticism gets you very far. So, rather than leaving you to decipher what made your job a good one or what

Member of The Week: Nominations and Elections Committee Members

made it ineffective, constructive feedback should be specific (rather than general and vague), objectively based on observations, and should be given with the belief that the receiver can use the information to improve what isn't working or continue what is working.

And, since we do want the feedback received to be actionable -and shouldn't let our managers off the hook if it isn't - we should go into our PAR meetings prepared to ask questions, without defensiveness, of course. That's because if you really want to process the feedback and act on it, you will likely need to ask questions for clarity since if you already knew you should be doing something, you likely would be already. So, asking questions will not only help you get to the root of the issues being raised about your performance, it will also help the two of you collaboratively reach solutions for addressing them. So, ask questions not to engage in a debate that you are unlikely to win but rather to seek specific examples (of positive and negative outcomes), to clarify whether any concerns are related to isolated events that you can explain or clarify, and to agree on specific actionable solutions.

I would be lying if I said I look forward to PAR meetings, whether delivering or receiving feedback myself. But, we should all keep in mind that we don't always see ourselves or our actions as others do. So, these sessions afford us the opportunity to have the mirror that our reviewers see us through held up in front of us so that we can see what looks good as is and what might need just a bit more accessorizing.

Shirley A. Jones, Esq.
Region XI Council President

Notice of RXIC 2014 Elections and November Council Meeting and Information Sharing Session Saturday, November 8, 2014, 10:00 AM

Regional Representatives were notified of our 2014 election cycle during the September Council meeting and the official process ensued at the October meeting with the election of our Nominations and Elections Committees. Holding the actual election for the open positions -1st Vice President, Finance Secretary, and Corresponding Secretary- during our November meeting will complete this very important process. Of course, we do hope to see as many of our members and supporters as possible as we complete this business and share important information related to our 2015 activities that we believe will include enhanced career development sessions, increased advocacy, and a full contingent of new programs for emerging leaders. And, we need all hands on deck to make that happen. Finally, please do remember that our meetings are held at a government facility, the NOAA headquarters building at 1325 East-West Highway, Silver Spring, MD, 2nd floor conference room. So, for ease of entry please bring your government badge. A driver's license will require that you be escorted into the building which may be delayed if the meeting is in progress. If you have no identification at all, you will be denied entry just as you would be if you arrived at any other government building without identification.

**Region XI
Combined Federal Campaign
#59123**



Educating our Children

***** If not YOU, then WHO? *****

Donate at little as
\$25.00, \$50.00 or \$75.00

Donate Now!
(Using the following online tools)



You can donate via payroll deduction, which is one of the best ways to contribute, or you can donate by credit card, debit card, eCheck, cash, or check. Remember to retain a copy of your pledge for tax purposes. It's quick and simple to participate in the CFCNCA. complete your paper pledge form or give online at www.cfcnca.org.

Rochelle Bryant
Blacks In Government
Region XI Council
Treasurer



**Region XI
Blacks In Government**

Make it Possible
www.cfcnca.org
www.bigrx1.org

Blacks In Government (BIG)
Region XI

presents

The JAMES E. WOOD

HOLIDAY

Awards Gala

**Tickets
are going fast**

**Get your
Tickets online
at
www.bigrxi.org**

FRIDAY • DECEMBER 12

7 PM • 12 MIDNIGHT

NEWTON WHITE MANSION

2708 Enterprise Road
Mitchellville, Maryland 20721

Music by DJ Master Tee
Cash Bar

NO TICKETS SOLD AT DOOR

For ticket information contact fundraising chairperson Michael McCrimmon 202-427-3720,
Shirley Jones, RXI President 202-465-5852 or April Powers-Matthews 443-867-6393

Proceeds will support BIG RXI mission related activities.

NEW!

Blacks In Government Region XI Council

Book Scholarship

Applications due by Monday, December 15, 2014

Eligibility:

1. Students must be currently enrolled at a college or university in a degree program.
2. Students must be currently a Freshman, Sophomore, Junior, or Senior.
3. Students must currently have at least a 2.8 GPA.
4. Students must write a one page personal statement discussing the value of education and how their education in particular will benefit the African American community at large.

Submissions should be emailed to:

Council President Shirley A. Jones, Esq. at jonessa@gao.gov .

Four Students will be awarded \$250 book scholarships.

Presentations will be made at the January 2015 Region XI Council meeting.

BIG Region XI Polo Shirts Are On Sale

Sizes (Men and Ladies): S-XL \$20.00/2XL \$22.00/3XL \$24.00

Colors available: Spring Green and Purple



BIG Region XI Lapel pins are on sale \$10.00/pin



Items are on sale at all RXI Regional Council Meetings. Contact Fundraising chairperson Michael McCrimmon at 202-427-3720 for further information.

CHAPTER SUCCESSES

REGION XI IS ALWAYS DOING BIG THINGS

Success stories describing your chapter's recent successes through 2014 are greatly appreciated as we show BIG's value added in the community and in the workplace. While we may not have the space to run full page stories we would love to highlight your successes through photos and/or a summary of your chapters successes. Chapter successes may include but not limited to scholarship activities, fundraisers, special events and community service.

Please submit your chapter success stories to the below address.

SUBMIT TO: GIFTEDREGION@GMAIL.COM

BIG MEMBERS:

Please encourage your members to join our mailing list. We need your support to help increase BIG's positive visibility within the government community and beyond. The advice in the President's remarks, the job announcements, tips from experts, and the event announcements contained herein are indeed useful to members. Members may join by emailing: bigcomrxi@yahoo.com

Members can sign up separately for the National office newsblasts by visiting the national website at www.bignet.org and opting in for those announcements.

JOIN OUR
MAILING LIST

Region XI is
doing BIG Things!

RXI Weekly

DISCLAIMER: The information contained herein is for the sole purpose of information and education. All information published online by the BIG Region XI is subject to change without notice. BIG Region XI is not responsible for errors, accuracy or use of the information contained herein.



Alpha Phi Alpha Fraternity, Inc.
Kappa Epsilon Lambda Chapter
Eta Zeta Chapter
KEL Educational Foundation
Southern Regional Technology & Recreation Complex

2014 9th Annual

Go to High School, Go to College

COLLEGE FAIR

Saturday, November 8, 2014 10am-1pm

Southern Regional Technology
& Recreation Complex
7007 Bock Road
Ft. Washington, MD 20744



Alabama State University
American University
Auburn University
Barnard College
Claflin University
Clark Atlanta University
Clemson University
Coppin State University
Dickinson College
Dillard University
Elizabeth City State University
Fashion Institute of Design and
Marketing
Fayetteville State University
Fisk University
Florida A&M University
Grambling State University
Hampton University
Howard University
Huston Tillotson University
King's College of PA
Longwood University
Manhattan College
Marymount University
Morehouse College
Morgan State University
New Jersey City University
North Carolina A&T University
Prince Georges Community College
Radford University
Roger Williams University
Rutgers University
Savannah State University
South Carolina State University
Spelman College
St. Mary's College of Notre Dame
St. Mary's College of Maryland
SUNY-Buffalo State
Tennessee State University
Trinity University of Washington
Tuskegee University
University of Maryland Eastern Shore
University of Pittsburgh-Greensburg
University of Alabama
University of Maryland-Baltimore County
University of South Carolina-Aiken
Virginia Commonwealth University
Virginia Tech
West Virginia Wesleyan University
Wilson College
Winston Salem State University
Xavier University of Louisiana
AND MANY MORE!

Updated as of August 1, 2014

iPad Giveaways Internship Opportunities Scholarship Giveaway Financial Aid Seminars

Alpha Phi Alpha will be collecting non-perishable food items to help needy families in Prince George's County.

Spanish translator will be on-site.

Metro accessible using the W13 and W14 transit buses.

Prince George's County Public Schools is not sponsoring, endorsing, or recommending the activities announced in this flyer.



For more information: kcollegefair@gmail.com or leonreynolds@hotmail.com



[KEL_AphiA](https://twitter.com/KEL_AphiA)

If you have information to submit to the weekly announcements send to: giftedregion@gmail.com by COB Thursday for posting the following week. Submissions must be in one of the following formats: PDF, MS Word, MS PowerPoint or JPG, **PDF format is preferred.**



WOMEN VETERANS ROCK!

**Veterans Day Rally
November 11, 2014**

**The Women Veterans
National Memorial**

**At The Ceremonial Entrance to
Arlington National Cemetery**

9:00 AM

Welcome Reception
With Light Refreshments & Entertainment

10:00 AM

**5 Star Tribute To
Women Veterans**

*Plan to Arrive By 9:00 AM.
Memorial Drive Closes to Vehicles
At 10 AM For The Veterans Day
Presidential Motorcade.*

**** DC Metro Transit Nearby ****

**Free Admission. Registration Required.
Don't Delay...Register Today.**

WOMENVETSROCK.ORG

BLACKS IN GOVERNMENT



DEPARTMENT OF LABOR CHAPTER

**Win
2 (two) Washington Redskins
Football Game Tickets
w/ Parking Pass!!**



Rams vs. 'Skins
Sunday, December 7, 2014
1 p.m.
Section 134, Row 7, Seats 5 & 6



FedEx Field – Landover, Maryland



Raffle
\$5 per ticket or **\$20** for **5** tickets



Drawing will be held
Monday, November 24, 2014
(location & time to be announced)

Participants need not be present to win!!
(**No Refunds**)

Proceeds Benefit the BIG-DOL Scholarship Program

For tickets/information, contact:

| | | | |
|-----------------------------|-----------------------|------------------------|-----------------------|
| <i>Tawanna Watson</i> | <i>(240) 328-4416</i> | <i>Patricia Martin</i> | <i>(301) 433-2613</i> |
| <i>Nancy Jackson</i> | <i>(240) 383-3339</i> | <i>Sandra Swinson</i> | <i>(301) 653-6414</i> |
| <i>Hallie Rene' Glascoe</i> | <i>(540) 654-5587</i> | <i>Lisa Hawkins</i> | <i>(240) 338-4418</i> |
| <i>Joe Gomez</i> | <i>(202) 288-9905</i> | <i>Michael Parrish</i> | <i>(301) 728-2183</i> |

Raffle is not affiliated with any other discount, promotion, or coupon. BIG-DOL is not responsible for lost, mutilated, or stolen tickets.



BLACKS IN GOVERNMENT COAST GUARD CHAPTER SCHOLARSHIP FUNDRAISER



The above colleges are not sponsors of this fundraiser, they only represent some of the colleges students have attended.

R A F F L E

1. Tickets \$5 per book of 5
2. Raffle Sept. 1 to Dec. 1
3. 3 prizes to be awarded
4. Prizes will be awarded at the Region XI Holiday Party

Sponsored by Programs & Planning Committee
biguscg@gmail.com

SAMPLE PRIZES

\$250 CASH \$150 CASH \$100 CASH
\$50 GAS CARD \$100 GAS CARD
\$50 GIFT CARD \$100 GIFT CARD
PRIZE AMOUNT WILL BE BASED ON TICKET SALES

INFO:

GWENDA E. BRADFORD OR KRISTINA N. WILLIAMS
@uscg.mil

DO NOT NEED TO BE PRESENT TO WIN

PROTECTING



Karen Scott Mims, Esq.
Founder and CEO

what matters

At Harbour Pointe Wealth Management, we believe that your financial future is far too important to leave to chance. We view it as our responsibility to thoroughly understand your goals and dreams so that we can leverage our experience and expertise to help you realize them. Rather than approach your finances with an outdated transactional approach focused on products, we serve as your comprehensive financial solutions provider, forging a deeper relationship and creating a plan that can be adjusted as needed to help you reach your unique personal goals.

& offering the freedom
to enjoy the things you want

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Ask The Expert

Looking for a new federal job?

Provided by BIG Region XI Emerging Leaders Committee

Avuecentral www.avuecentral.com is a great resource for federal job seekers. The site offers a variety of services and is a good source for those seeking a federal position for the first time.

ClearedJobs.com. www.clearedjobs.com. This site is primarily for the job seeker but is also used by recruiters. The site matches job seekers who hold active or current DoD, DoE and State Department security clearances with opportunities in the federal sector. The site also offers articles and identifies “hot” industries and positions as well as employers who have contracts with federal agencies noted above.

Federal Career Corner www.federalcareercorner.com. This is a good resource to search for Federal positions and information on applying. The site offers some very helpful information on wordsmithing and offers a free electronic newsletter.

Federal Job Results www.federaljobresults.com. This is a full service organization staffed primarily with former federal employees which offers resume, KSA and Essay service, interview training, free seminars, free webinars, group training workshops, identified federal resources and a blog.

Federal Research Service. www.fedjobs.com. The organization has been around since 1974, and is the premier source of the most complete and current job listings, by agency, location and career field. FRS offers a free monthly newsletter, coaching and counseling as well as resume service and critique.

GovLoop. www.govloop.com is a relatively new website for those interested in connecting within the federal sector and identifies itself as a social network for Government. The site offers discussions, blogs, events, articles and directories as well as federal job listings and virtual job fairs.

I Got the Job.net www.IGotTheJob.net. Lily Whiteman, local author, columnist, and former federal employee offers coaching and guest speaker services. Her book, *How to Land a Top-Paying Federal Job*,



was published in September 2008, and includes tips of resume writing, interviewing, and follow-up.

IntelligenceCareers.com www.intelligencecareers.com. Excellent series of websites for cleared individuals. Offers periodic one-day seminars for professionals seeking DoD contractor connections.

Partnering for Success. www.myfederalresume.com. This site offers federal and private sector resume and cover letter service, including expedited service.

Diversa Group. www.diversagroup.com. This site offers articles on military transition to the private sector, entrepreneurial advice, and internships. Services include resume and job search support.

The Resume Place. www.resume-place.com. This website offers federal resume writing services, books, training, a blog, free newsletters, a free weekly one-hour online class, and presentations.

For more information or networking opportunities, contact the Region XI Emerging Leaders Committee.