**Blacks In Government Region XI** 

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CLICK HERE FOR COMMITTEE REPORTS

### 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 the 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

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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.

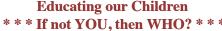
Shirley A. Jones, Esq.
Region XI Council President

### 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





**Donate Now!**(Using the following online tools)

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



You can donate via <u>payroll deduction</u>, 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 <u>www.cfcnca.org</u>.



Rochelle Bryant Blacks In Government Region XI Council Treasurer



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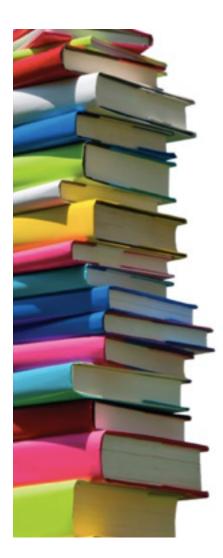


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### Blacks In Government Region XI Council

## 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 <a href="mailto:jonessa@gao.gov">jonessa@gao.gov</a> .

Four Students will be awarded \$250 book scholarships.

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

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#### **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: <a href="mailto:bigcomrxi@yahoo.com">bigcomrxi@yahoo.com</a>

Members can sign up separately for the National office newsblasts by visiting the national website at <a href="https://www.bignet.org">www.bignet.org</a> and opting in for those announcements.

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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



# 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.\*

activities announced in this flyer.



\*Metro accessible using the W13 and W14 transit buses.\*

\*Prince George's County Public Schools is not sponsoring, endorsing, or recommending the

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

#### 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

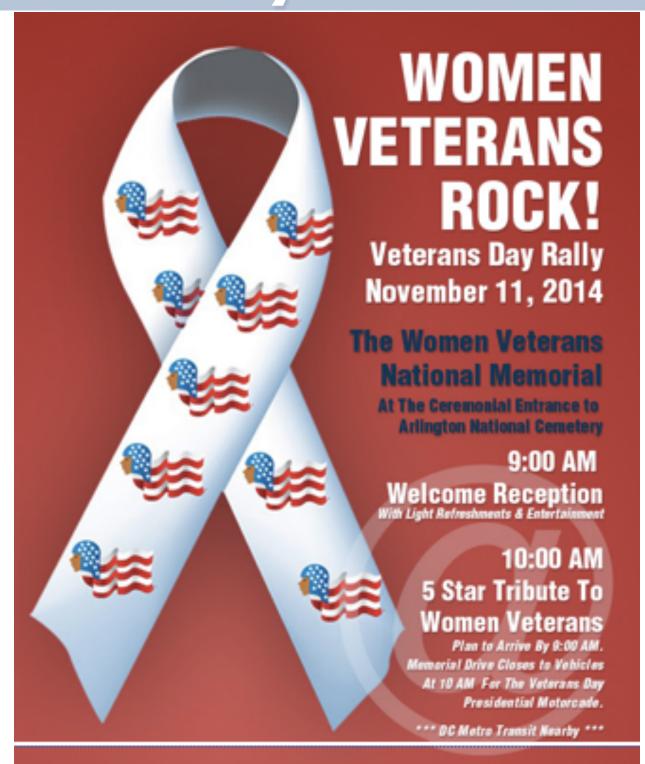
Xavier University of Louisiana AND MANY MORE!

\*Updated as of August 1, 2014\*



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Free Admission. Registration Required.

Don't Delay...Register Today.

### WOMENVETSROCK.ORG

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

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

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### 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.

# RAFFLE

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

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### 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

### Private Wealth Management at Harbour Pointe

- · Tax, Investment and Estate Planning for your Retirement accounts
- · Investment Management
- Tax Minimization and Planning Strategies
- Roth IRA analysis
- Elder Law Planning
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- Probate and Estate Administration

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Harbour Pointe

## 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 "bot" industries and positions as well as employers who have

"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.