



## DOT Employee Newsletter February 2002

### *From John W. Magaw, Undersecretary of Transportation for Security*

*Seldom do government employees face the challenge of starting an entirely new law enforcement agency from scratch, but that is exactly the task presented to DOT by the Aviation and Transportation Security Act passed late in 2001. Among other things, the Act requires: the establishment of the Transportation Security Administration (TSA); the training and hiring of tens of thousands of new federal employees (security screeners, federal security directors, federal air marshals, and others); and an accelerated schedule of improvements to the aviation security system in areas like explosives detection, access controls, and research and development of new equipment and procedures.*

*The expectations of Congress and the traveling public are high. Simply put, TSA must advance the state of transportation security for all commercial modes of transportation, not just aviation, in the face of extremists who are committed to destroying our freedom of mobility. That freedom is an essential element of this Nation's strategic power and cannot be compromised.*

*As TSA has embarked on this task, the DOT community has embraced us with open arms and warm hospitality. Each of us in DOT, regardless of our position or agency, will contribute in some way to this difficult task.*

*We cannot—we will not--fail.*



### **Frequent Flier Change Finalized**

President Bush has signed into law a Defense Department authorization measure that allows federal employee travelers to keep for their own use the frequent flier and similar travel incentive program credits that they earn through official travel. The measure specifies that the change applies retroactively as well as to credits earned in the future. Whether that means employees will get back credits they turned over to the government in the past, and if so under what conditions, remains to be seen.

--Fedweek

### **Rise in Transit Subsidy**

Effective in calendar year 2002, the monthly amount of a commuter subsidy that you may be eligible for tax-free has been raised from \$65 a month to \$100 a month.

### **Handbook for Measuring Employee Performance**

This very useful handbook developed by OPM describes a method for developing employee performance plans that are aligned with and support organizational goals. To download, go to: <http://www.opm.gov/perform/articles/1999/pdf10.htm>

### **A New Use of Yellow-Sticky Notes**

At Experian, one of the supervisors places a special bulletin board in the workroom highlighting a particular problem or issue each month. The issue is written on top of the board and then employees write ideas to solve the problem on yellow-sticky notes (with their name written on the back of it). The person with the best solution receives a prize. Additional prizes are also awarded to suggesters selected at random.



**We must learn to live together as brothers or perish together as fools.**

Martin Luther King, Jr.

Please notify the center in advance if you need special accommodations for the **No Charge programs listed below.**



### Career Connections Workshops

Listening Skills -- 2/6  
KSA's -- 2/11  
Managing Anger -- 2/20  
Federal Resume Review -- 2/22  
Time Management -- 2/25

Workshops will be held in PL-402. Space is limited. Call x69392 [TTY 67630] for the times and to register.



### Worklife Programs

[Call x66389 or TTY 67630]

- New Mom's Discussion Group – 2/13, PL-402, 12-1 pm
- Summer Camp Resource Fair – 2/14, DOT Eatery, 11:30-1:30 pm
- Elder Law Discussion Group, 2/26, PL-402, 12-1 pm (advance registration required)

### Tips on Leadership

- **Humanize** - People, not products, bring about success. People invent, produce and distribute products. Don't forget where the chain begins.
- **Create partnerships** - Partnering within and outside of your company will save dollars and headaches. It pays to support your partners and create partners to support you.
- **Take risks** - Leaders must be at the front of the pack. The rewards are worth the risks.
- **Symbolize** - Look for examples of great human determination and passion. Use your own accomplishments as symbols of triumph to inspire your team and yourself.
- **Motivate** - Passion motivates. Excited people are motivated people. If you share your motivation, your passion and yourself, your staff will catch your excitement.
- **Share your vision** - Nothing starts without a vision and nothing lasts without a vision. If you have a strong understanding of your goal, you'll know when to move on or refocus. Without a vision, direction is lost and goals aren't achieved.

Hop Klopp, co-author  
*The Adventure of Leadership*

### Long Term Care Insurance

Metropolitan Life and John Hancock insurance companies teamed up to win the OPM contract, which will provide discounted long-term care insurance to up to 20 million federal employees and retirees, military personnel and retirees and their families. OPM states that premiums "below those generally available in the private market" should be announced in February. The contractors' joint venture, known as Long Term Care Partners LLC, will begin marketing and offering long-term care coverage by October. An early enrollment period may occur as early as March.

President Bush has signed into law (PL 107-104) legislation that will exempt premiums under the upcoming federal long-term care insurance program from taxes that might otherwise be imposed by states and localities. That puts the program on the same footing as the federal health insurance and life insurance programs, which already are exempt from such premium taxes.

For more information, check the OPM web site.

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