



THE CONCORD

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Leave Policy & Procedure

The following is a continuation of our leave policy and procedures from Volume 1, Issue 6, which covered full-time employees entitlements, accrual rates, leave request and payments, and leave without pay. The Omo Group recognizes that situations may arise where an employee may be absent from work for reasons other than vacation or illness. In such situations, the President or his designee will make every attempt to accommodate the employee's request.

Employees will be placed on disability leave status on the third day of absence due to injury or illness, or on the first day of hospitalization, whichever occurs first. Disability benefits are a privilege subject to cancellation at will. Managers must use the Personnel Status Change Request (PSCR) form to place employees on disability and must submit a PSCR to remove employees from disability upon their return. Once employees are placed on disability, the disability policy in paragraph 303 of the Administrative Manual becomes effective in addition to the following guidelines:

- ◆ Employees are expected to file the proper insurance forms with the administration office as soon as possible in order to prevent a loss of benefits.
- ◆ Employees must submit medical reports concerning disability and must submit to an examination by a physician selected by The OMO Group upon request at OMO Group cost.. Failure to undergo an examination when requested, or to submit all medical records, constitute an enforceable de facto waiver of all disability benefits and shall result in loss of disability privileges—irrespective of any other consideration or procedures..
- ◆ Employees with a history of disability problems, or anyone receiving compensation for disability of physical problems during the previous three (3) years prior to disability are ineligible for benefits covering the same or related problem.

Employees do not accrue vacation/sick leave or any other benefits while on disability. Accrued sick or vacation leave may be utilized until disability benefits begin. Under no circumstances may an employee request payment for unearned accrued time while on disability leave. Exempt employees will receive the benefits established by the long-term disability insurance program.

Leave of absence without pay (LWOP) is a temporary non-pay status and absence from duty that is granted at the employee's request. LWOP protects the length of service and benefit rights of employees requesting leave who might otherwise be terminated. Each case will be evaluated on its own merit, considering the reason for request, amount of time requested, length of service and past work record, and the needs and demands of the customer. Granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. Employees however, have an entitlement to LWOP in the following situations:

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CORPORATE QUOTE

“The OMO Group is dedicated to providing professional healthcare services and maintaining close working relationships with our employees. A special thanks to all of you for your hard work.”

-Oluagba Omosowofa

Donna Traaen Awarded for Meritorious Effort

Donna Traaen, a RDH at the Naval Dental Center Southwest (NDCSW) in San Diego, CA, received praise for her recent contribution to the NDCSW's Expanded Function Dental Technician Training Program. According to J.W. Kirby, Captain of Dental Corps of the U.S. Navy, her participation and direct effort enhanced the development, organization, and delivery of four courses conducted during 2001 and 2002. As a result, fifty-eight technicians successfully completed the course and went on to enhance dental health services for our service members worldwide. “The quality of the courses were the envy of other dental commands,” said Kirby. Congratulations Donna!!

Message from the President

Olugba Omosowofa



Partners In Business

In today's changing contracting procedures and rules where term years are added to contract option years, criteria for executing term years are performance based, and contractors' performance evaluation is centralized and automated, we consider every participant in contract execution a business partner; such as, employees, On-Site Representatives (OSRs), Contracting Officer's Representatives (CORs), and Contracting Officers (COs). Each has a different role, yet complimentary, and the glue that holds these participants together is EFFECTIVE COMMUNICATION. To effectively communicate, one must understand the roles or responsibilities of each participant, and the type of authority each possesses. In subsequent paragraphs I will discuss our partners' roles in government contracting business, and in the next publication discuss the glue that keeps the participants together.

COs are government representatives who have the legal authority to issue, amend, or terminate contracts, and contractually bind the government. They are the intermediaries between contractors and primary users of our services, and ensure that the contractors meet all the requirements stipulated in the contracts in order to meet their customers' needs.

CORs are technical experts of the services we provide, and the eyes and ears of the CO. Generally, they represent the end users and coordinate with and update COs on the status of contract execution. The CORs do not have the legal authority to issue, amend, terminate contracts, or contractually bind the government.

OSRs are contractors' employees performing services at the contract site and are generally the most experienced individual at the highest labor category. The OSRs are representatives of the contractor and responsible for performing administrative functions on behalf of the contractor, e.g., timesheet management, advanced notification of sick leave and vacation, coordination of site visits and on-site functions, dissemination of corporate information to other employees, etc. OSRs do not have the authority to contractually bind the contractor.

Contract employees are those who make corporate wheels turn and possess the expertise of services provided by contractors at contract sites. Although they have an employer/employee relationship with contractors, it beneficial that they develop cordial, professional relationships with government employees and provide excellent services to the best of their ability. Employees relationships with contractors may terminate when contracts expire if the same service contract is awarded to a new contractor. The incumbent employees may be retained if they satisfactorily performed services and developed good working relationships with co-workers.

Leave Policy & Procedure (continued from page 1)

Public Law 103-3: Provides covered employees with an entitlement to a total of up to 12 weeks of unpaid leave (LWOP) during a 12-month period for certain family and medical needs. **The Uniformed Services Employment and Reemployment Rights Act of 1995:** Provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service. **Executive Order 5396:** Provides that disabled veterans are entitled to LWOP for necessary medical treatment. Employees holding active security clearances, and who go on LWOP longer than thirty (30) days, are required to return all classified materials in their custody to the Security Office on location or to The OMO Group. Security clearance will remain in effect in accordance with Industrial Security Regulations. If the employee extends his or her leave beyond one year, the employee must inform the Security Office in writing and schedule an appointment to be debriefed.

Employees should be aware that LWOP affects their entitlement to or eligibility for certain benefits. Benefits such as life, accidental death and dismemberment, and medical insurance coverage will continue for LWOP not exceeding a one (1) month period at The OMO Group's expense. Dependent coverage may also continue, but at the employees expense. This rule may not apply to all employees, as contract terms vary. Where available under the conversion provisions of the insurance plan, coverage may be continued for an additional three (3) months at the employees expense.

Lastly, employees authorized to take LWOP must return all keys and forms of identification before departure. Payroll will be withheld until the Personnel Office has verified that all materials have been surrendered.

WEBSITES OF INTEREST



American Dental Association
(www.ada.org)

American Dental Hygienists Association (www.adha.org)

American Dental Assistants Association (www.dentalassistant.org)

National Association of Boards of Pharmacy (www.nabp.net)

Pharmacy Technician Certification Board (www.ptcb.org)

American Medical Association
(www.ama-assn.org)

National Institutes of Health
(www.nih.gov)

Center for Disease Control and Prevention (www.cdc.gov)

National Center on Minority Health and Health Disparities
(www.ncmhd.nih.gov)

National Cancer Institute
(www.nci.nih.gov)

Job Opportunities

The OMO Group is accepting applications for positions nationwide. Pharmacists, Pharmacy Technicians, Physicians, Nurses, Operating Room Technicians, Dentists, Dental Hygienists, and Dental Assistants should Call apply today at:

1-800-347-2705



TRIVIA ANYONE ???

- 1.) How many bones are in the human body?
- 2.) Which part of the brain governs involuntary muscles (cerebellum, cerebral cortex, or cerebrum)?
- 3.) True or False. A meal takes between 8 to 10 hours to go through the whole digestive system.
- 4.) Skin is the body's largest organ; what's the second largest?
- 5.) True or False. Of the four types of blood, A, B, O, and AB, type B is most common.

Answers: 1.) 206; 2.) cerebral cortex; 3.) False (12 to 15); 4.) the liver ; 5.) False (Type O)

Below: Walter Reed Army Medical Center Pharmacy Technicians pose during June corporate site visit.



Recipes from Ann's Kitchen



(Out of five stars)

Pineapple-Buttermilk Shake

Preparation Time: 10 minutes
Yield: 6 cups

Ingredients

1 (8-ounce) can unsweetened pineapple chunks, drained and frozen
1 quart vanilla ice cream
1/2 cup firmly packed brown sugar
2 cups buttermilk

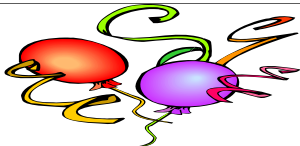
Instructions

Process all ingredients in a blender until smooth, stopping to scrape down sides. Serve immediately.

DO YOU HAVE A STORY TO TELL OR NEWS TO SHARE?

IDEAS OR SUGGESTIONS?

If so, please fax or email articles, announcements, and issues to (210) 691-5122 or gpotts@omogroup.com You may also "snail mail" to The OMO Group, Inc., Attn: Gina Potts, 8627 Cinnamon Creek, Bldg. 401, San Antonio, TX 78240



HAPPY BIRTHDAY !!!

June

Jamie Benejan– 6/4
Josephine Celmer– 6/14
James George– 6/27
Yumiko Hurst– 6/21
Tanya Nava– 6/15
Clarence Prevo– 6/15
Rudolfo Tenorio– 6/8
Arthur Trevino– 6/20

July

Loreta Cortez- 7/17
Larry Diaz– 7/30
Chukwuma Ibetoh– 7/26
Pete Lucio– 7/12
Christopher Williams– 7/21

August

Margaret Arbon– 8/18
Laura Cano– 8/1

August (cont.)

Rodger Gurdon– 8/21
Gregory Holmes– 8/8
Tandra Jackson– 8/31
Mark Lyons– 8/17
Rodolfo Ortiz– 8/21
Sara Peterson– 8/7
Jonnala Prasada– 8/9
Judith Rappl– 8/24
Louisette Rivers– 8/5
Sara West– 8/15

The Komedey Korner

Lawyers

There are two kinds of lawyers, those who know the law, and those who know the judge.

What's the difference between a good lawyer and a bad lawyer? A bad lawyer can let a case drag out for years... a good lawyer can make it last even longer.

Dentists

What does the dentist of the year get? A little plaque

What's the difference between dentists and doctors? Doctors don't think that they're dentists.

Pharmacists

A miracle drug is one that has now the same price as last year.

A lady says to a pharmacist: "Why does my prescription medication have 40 side effects?" The pharmacist replies: "Cause that's all we've documented so far."

