



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



Summer is upon us! The Oklahoma FEB has many projects and meetings planned and underway.

Our **2016 Leadership FEB class** completed their

fourth forum last month at the US Postal Service, completing almost half of their program.

The **Combined Federal Campaign (CFC)** of Central Oklahoma has expanded its boundaries to now include Pittsburg County in order to allow employees of the McAlester Army Ammunition Plant and surrounding federal agencies to participate in the CFC this fall.



Carol Jones, LFCC Chair and Brian Lott, McAAP Chief of Staff

Carol Jones from the US Department of Housing & Urban Development is the Local Federal Coordinating Committee Chair of the Central Oklahoma CFC and is responsible for

the expansion of the CFC for 2016 and ushering in the wide-sweeping changes of the Campaign in 2017. The changes of 2017 will usher in a “zone” organizational structure; our zone will include all of Oklahoma, the panhandle of Texas, and north Texas.

Our **FEB's 2016 Leadership Series** is comprised of five traditional classroom training days. Two are complete with the third scheduled for July 7th. *If you hurry*, you can still register for this third classroom day!

Our full-day **Pre-Retirement Seminars** will be offered in late August. These sessions are good for early-mid career federal employees, as well as those approaching the end of their careers. These sessions provide a comprehensive, information-packed day of training. Information will be provided on the many benefits and how they factor into your retirement planning, as well as some of the restrictive rules that apply for the purpose of long-range planning (registration form, pg 11).

The **FY 16 Annual FEB Strategic and Operational meeting** for all 28 Federal Executive Boards will be in Washington, DC, August 1-2, 2016. Our Federal Executive Board will be represented by Officers and Staff attending. I look forward to sharing information from this meeting in future articles.

Joe Gallagher, Chairman

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Social Media in Election Season

The presidential election season is upon us. As a federal executive branch employee, it's important to be extremely careful when using social media to engage with, talk about, or otherwise post about the remaining presidential candidates.

The Hatch Act prohibits Federal employees from engaging in "political activity" while on duty. Duty status, of course, includes telecommuting and other pay statuses other than paid leave. It also prohibits federal employees from engaging in political activity in the workplace. In November the Office of Special Counsel (OSC) revised its previously issued guidance regarding social media activity to account for the changing social media landscape, directly addressing social media platforms like Facebook and Twitter.

OSC defines political activity as any activity directed at the success or failure of a political party or partisan political group, or a candidate in a partisan race. Of course, career employees should remember to never engage in political activity in an official capacity online or otherwise, or to solicit or receive political contributions at any time. But the regulation of social media activity is more nuanced and more confusing.

For example, OSC's guidance makes clear that federal employees can express opinions about a candidate, but not while on duty, and not while making reference to your government position. Federal employees may, according to OSC's revised guidance, use a campaign logo or the photograph of a presidential candidate for their cover or header photo on Twitter or on Facebook. Muddying the waters, however, is OSC's guidance that when using a candidate's campaign logo or photograph as your profile

photo on Facebook or Twitter, rather than a header image, employees may not use their social media accounts at all while on duty.

If you have Facebook friends or Twitter followers in the workplace, you should be careful how you communicate with those individuals about this year's election. Sending a tweet or Facebook message to a subordinate employee that indicates your support for Bernie Sanders, Ted Cruz or any other candidate could violate the Hatch Act.

Some federal employees are "further restricted" by the Hatch Act from participating in partisan political management and campaigning. These employees, typically employed by law enforcement and intelligence agencies, may "like" a social media post from a candidate or partisan group, and may comment on the candidate's page, but not when on duty. However, these employees are prohibited from "liking" certain posts from a candidate, namely those posts that solicit for campaign contributions.

OSC's update provides some clarification to employees who have social media accounts, but the rules are nuanced and ever-evolving and thus lack clarity. When in doubt, don't use social media to show any support for a presidential candidate without specific permission from your agency's ethics office, or from OSC itself. As the presidential race intensifies, it's more important than ever to make sure your social media activity complies with the Hatch Act.

Federal Times "Workplace Law" article in the March 2016 edition. Article written by Debra Roth, a partner at the law firm Shaw Bransford & Roth, a federal employment law firm in Washington, DC.



Spotlighting Information in Public Service

Did you Know?

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is a Federal law enforcement agency in the United States Department of Justice whose mission is to protect communities from violent criminals, criminal organizations, the illegal use and trafficking of firearms, the illegal use and storage of explosives, acts of arson and bombings, acts of terrorism, and the illegal diversion of alcohol and tobacco products. Through its regulatory responsibilities, ATF also regulates, via licensing, the sale, possession, and transportation of firearms, ammunition, and explosives in interstate commerce.

ATF utilizes the Federal firearms statutes to target, investigate and recommend prosecution of offenders to reduce the level of violent crime and to enhance public safety. ATF also strives to increase State and local awareness of available Federal prosecution under these statutes. To curb the illegal use of firearms and enforce the Federal firearms laws, ATF issues firearms licenses and conducts firearms licensee qualification and compliance inspections.

ATF is the Federal agency primarily responsible for administering and enforcing the criminal and regulatory provisions of the Federal laws pertaining to destructive devices (bombs), explosives, and arson. Over nearly 40 years, ATF has developed scientifically proven investigative capabilities, expertise, and resources that has positioned ATF as the Nation's primary source for explosives and fire investigative knowledge and assistance.

Federal explosives law and regulations affect all persons who import, manufacture, deal in, purchase, use, store, or possess explosive materials. They also affect those who ship, transport, cause to be transported, or receive explosive materials. ATF plays a vital role in regulating and educating the explosives industry, and in protecting the public from inadequate storage and security.

The goal of ATF's Alcohol and Tobacco Enforcement Programs is to target, identify, and dismantle criminal enterprises with ties to violent crime, that traffic illicit liquor or contraband tobacco in interstate commerce; seize and deny their access to assets and funds; and prevent their encroachment into the legitimate alcohol or tobacco industry.

Although the history of ATF spans over 200 years, it did not become a distinct and separate Bureau until July 1, 1972. Prior to becoming a Bureau, ATF was a component Unit, and later Division, within the Internal Revenue Service (IRS) of the Department of Treasury.

ATF remained a component agency of the Department of Treasury until January 17, 2003, when it was established as a separate component within the Department of Justice, pursuant to Title XI of the Homeland Security Act of 2002, Public Law 107-296. In conjunction with the move to the Department of Justice, ATF was renamed the Bureau of Alcohol, Tobacco, Firearms and Explosives (still referred to as ATF) and shed its regulatory and revenue collection responsibilities over the Alcohol and Tobacco industries.



WEAK LEADERS GO NUTS OVER HANGNAILS AND HICCUPS

Every generation feels it's pace of life is more frantic than the one before. I wonder if "The Tortoise and the Hare" was written because life was moving too fast around 600 B.C.E.?

Speed is the answer to many things, but the things that matter most come slowly.

In an age when running around with your hair on fire is desired and admired, strategic slowness is the path to enduring success.

Four things to do slowly:

#1. Solve other people's problems slowly:

The best way to be helpful is to help people help themselves.

Successful leaders create space for the people who created the problem to find solutions. Every problem you solve – for someone – trains them to look to you for solutions next time. It feels powerful, but it's limiting.

Leaders who solve other people's problems lose sight of their own priorities.

#2. Reject advice slowly:

Wisdom sounds foolish to those who need it most. Strangely, dumb people often grow smarter as time passes. Think of your parents.

What seems dumb may be smart.

Ask followup questions when advice seems dumb.

1. Tell me more.
2. What do you mean by that?
3. Why do you say that? (Voiced with curiosity, not contempt.)

#3. Listen slowly.

Strong leaders lean into silence.



A few seconds of silence, after asking a question, feels like an eternity. The best among us avoid filling silence with distracting jibberish.

Power-pauses create space for

thought. Take a breath.

#4. Start your day slowly.

The tone of your day is set at the beginning.

Get out of bed fifteen minutes earlier so you can reflect and find focus. Some urgencies are trivialities. *Chasing the most urgent issue is followership, not leadership.*

Going slow is part of enduring success.

Bonus:

1. Walk slowly.
2. Eat slowly.
3. Complain slowly.
4. Decide slowly, when decisions matter.

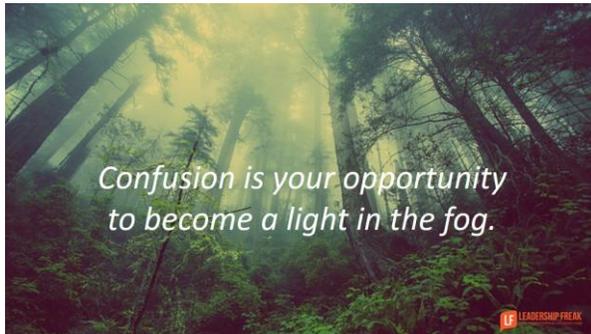
Taken from the LeadershipFreak blog: <https://leadershipfreak.wordpress.com/2016/04/06/we-ak-leaders-go-nuts-over-hangnails-and-hiccups/>



HOW TO BECOME A LIGHT IN THE FOG

I've heard managers complain, "These people just don't get it."

Poor management is the reason people inside organizations are in the fog.



Impose the job of creating clarity on yourself. Stop complaining about people who don't get it. *Confusion in others is your opportunity to become a light in the fog.*

Lean into confusion, not away from it. Confusion is your friend.

Managers who embrace and then solve confusion move forward. Everyone else is lost in the fog, even if they're working hard.

Ron Wallace, former president of UPS has a plan for lifting the fog.

4 ways to become a light in the fog:

#1. State your expectations and then follow up.

"There is nothing more frustrating for motivated people than not knowing exactly what is expected of them." Ron Wallace in *Leadership Lessons from a UPS Driver* (available at Amazon)

1. Describe the results you want.
2. Explain the standards the results must meet.
3. Define the deadline. (Is it flexible or set.)
4. Set the budget.
5. Identify resources.
6. Relate any constraints (sacred cows to avoid).
7. Establish the when and how of reporting progress.
8. Outline how performance will be measured.
9. Make yourself available to help.

#2. Translate expectations into deliverables.

Explain expectations. Don't tell talented people how to deliver. "You placed these people in positions because they know how to do it." Wallace

#3. Hold people accountable.

"If you don't follow through with both inspections and acknowledgements, it is easy for people to think that what they're doing isn't important." Wallace

#4. Check your own progress regularly.

"The gap between a leader's expectations and a follower's actions is usually more about their relationship than it is about matters of substance." Wallace

You find success by delivering results *through* relationships.

<https://leadershipfreak.wordpress.com/2016/04/29/how-to-become-a-light-in-the-fog/>



9 Time Management Apps to Organize Your Life and Keep You on Track

By Kevin Donnelly Twitter, Apr 25, 2016



Do you need more time?

No matter who you are, you probably don't have enough of it.

Time is a limited resource and it's constantly running on empty. You can't stop using it and you can't find more of it, but you need it to do absolutely everything. From scheduling meetings to fulfilling orders, time is behind every aspect of running a business and you can't afford to manage it poorly.

Ineffective time management can take many forms. Whether it's procrastination, personal distractions, or projects that take more time than they should, there are tons of different things that waste our time every day. Wasted time means rushed deadlines, a work-life imbalance, and more stress and anxiety.

When it comes down to it, you don't need more time, you just need to use the time that you have more effectively.

Thankfully, opportunities to manage your time better are everywhere. Here are 9 time management apps to help you free up your schedule, find time for your personal life, and focus on getting your work done.

1. Clear—is a simple, well-designed to-do list app that makes it easy to stay on top of everything you need to accomplish.

Life can get hectic, but Clear helps you see your goals as a series of straightforward, step-by-step processes. You can organize your daily tasks into separate categories using themed lists, giving you a quick look at exactly what you need to do next.

One of Clear's greatest strengths is a fully customizable and easy-to-use interface. Using simple gestures, you can add and complete tasks without a second thought.

Clear is available for iOS, OS X, and Apple Watch at: <http://realmacsoftware.com/clear/>

Why Clear?

- Clear organizes your life into digestible categories, making it possible to conquer your goals one step at a time.
- Clear syncs with your iCloud account, eliminating the need to constantly update your to-do list on all of your devices when you complete a task.
- Clear keeps you accountable with reminders and push notifications that stop you from overlooking what you really need to get done.

2. Workflow—is a highly customizable app that shaves time off of the complicated things you do every day.

With Workflow, you can create unique homescreen shortcuts on your phone that perform batches of tasks in one click. Whether you want Google Maps to automatically pull up directions for your next meeting or you need your entire camera roll backed up on Dropbox, you'll be able to create custom apps that take care of whatever you need.

Workflow boasts over 200 actions and integrations with apps like Facebook, Uber, and YouTube.

Workflow is available for iOS at: <https://workflow.is/>

Why Workflow?

- Workflow cuts down on wasted time by automating the complex tasks you do on your phone.
- Workflow is quick and easy, letting you create new apps and shortcuts with simple drag-and-drop commands.
- Workflow is versatile and can operate from inside other apps like Safari and Evernote.

3. Clara—is an artificially intelligent email app that schedules and coordinates your meetings.

Booking meetings is tough work—finding free time in your own schedule is hard enough, but coordinating with someone else's schedule is even worse. Clara takes the legwork out of setting up meetings by automatically handling the tedious back-and-forth emails that you sink time into every day.

Simply CC Clara on any email and it'll start the process of setting up a meeting right away.

<https://claralabs.com/>

Why Clara?



- Clara is a reliable way to free up your inbox and help you spend less time sending email.
- Clara lets you focus on getting stuff done instead of worrying about your schedule.
- Clara feels like a real person with natural language capabilities that won't confuse recipients.

4. Wunderlist—is a collaborative to-do list app that helps you coordinate with your friends, family, and teammates.

When it comes to getting stuff done, you're no longer alone. Wunderlist lets you track, complete, and share your goals at the click of a button. You can also assign tasks, add comments, and set due dates and reminders for your team.

Wunderlist is available for Android, iOS, and Windows Phone; OS X and Windows; and Google Chrome. <https://www.wunderlist.com/>

Why Wunderlist?

- Wunderlist keeps your whole team in the loop by letting you share, comment, and collaborate on any task or to-do list.
- Wunderlist is available on almost every platform meaning that it works on all of your devices and for all of your team members.
- Wunderlist makes sure you don't forget anything with customizable due dates and reminders.

5. RescueTime—is a time-tracking app that records how and where you spend your time online.

Looking for a better work-life balance? RescueTime analyzes everything you do in a day—from which apps you use to how much time you spend on your favourite websites. If you want to eliminate the distractions in your life and get your work done quicker, RescueTime is a fantastic way to discover exactly which behaviours have been holding you back from living more efficiently.

To help you focus on hitting your goals, RescueTime can even temporarily block your go-to procrastination websites.

RescueTime is available for iOS and Android; OS X, Windows, and Linux. <https://www.rescuetime.com/>

Why RescueTime?

- RescueTime stops you from wasting time with reminders that alert you when you're spending too much time on a specific task.
- RescueTime gives you a better understanding of how you spend your day by providing you with in-depth reports and daily highlights.
- RescueTime helps you get stuff done quicker by

finding new ways for you to organize your day and spend your time properly.

6. Timely—is an innovative time-tracking app that not only keeps tabs on how long projects take, but also helps you organize your workweek more efficiently.

Timely lays out your workweek in advance and lets you estimate how much time you'll need to set aside to tackle your daily tasks. As you track your time, you'll be able to compare your predictions with how long it actually took you and plan your schedule better in the future.

This top-down approach to time-tracking lets you manage your time more effectively and put an end to projects that run wild and out-of-scope.

Timely is available for iOS and as a browser application. <https://timelyapp.com/>

Why Timely?

- Timely keeps your team on track and gives you a more realistic idea of how much time projects eat up.
- Timely holds you accountable to the amount of time that you set aside for work.
- Timely helps you understand how your workweek really plays out and helps you plan your next one.

7. Trello—is a flexible project management web application that lets you easily sort through your tasks and collaborate with your teammates.

Instead of getting lost in a mess of emails and Slack messages, Trello visualizes your projects as lists pinned to digital bulletin boards. Each list is made up of individual posts called cards. They can represent anything from tasks to ideas to goals. Team members can add comments, attachments, checklists, and custom labels to cards, keeping everyone on the same page.

Whether you're looking for a way to track the progress of big projects or organize your latest brainstorming session, Trello can be customized to fit your team. <https://trello.com/>

Why Trello?

- Trello is fully customizable. Every business is different and Trello adapts to your needs, whatever they may be.
- Trello keeps you organized by consolidating all of your projects and team communication into a single environment.
- Trello makes every project easy to follow and lets your digest entire workflows at a glance.



8. Google Now—is an intelligent voice-powered assistant that processes complicated requests and uses your behaviour to predict what information you'll need before you even ask for it.

With Google's vast data network behind it, Google Now is able to pre-emptively serve you the information that it thinks is most relevant to you. From sports scores to nearby restaurants to traffic conditions for your morning commute, Google Now frees up your time by taking care of all the little things in your day.

Google Now is also fully integrated with the Google app ecosystem, letting you set Google Calendar events, dictate notes, and more.

Google Now is available for Android and iOS.
<https://www.google.ca/landing/now/>

Why Google Now?

- Google Now gives you more time to focus on your work by giving you the information you need without making you dive into search results first.
- Google Now is always ready to help, whether you need to make restaurant reservations or you're trying to remember where you parked your car.
- Google Now automatically adapts to your behaviour and delivers you a unique and fully customized experience that changes as quickly as you do.

9. Pocket—is a bookmarking app that lets you save articles to read later.

Even on your most productive days, it's easy to be thrown completely off track by one fascinating piece of content. Pocket lets you save everything that looks interesting in one place, so that you can read it later and get your work out of the way first.

Pocket works with over 1500 different apps, so no matter where you find it, you'll be able to save it for

later.

Pocket is available for Android and iOS.
<https://getpocket.com/>

Why Pocket?

- Pocket stops you from getting distracted by giving you the option to save what you're looking at for later and make the most of your time.
- Pocket helps you organize your day and separate work time from learning time.
- Pocket makes it easy to discover new content, so when you do finally decide to dive in, you'll have no shortage of reading material.

Timing Is Everything

Spending your time effectively isn't just the key to a more productive life, it's also the secret to a happier one.

It's easy to get wrapped up in work, especially if you aren't managing your time effectively, and miss out on opportunities to spend quality time with your friends and family. Maintaining a proper work-life balance is at the heart of your personal and professional success, so you need to make better use of your time whenever possible.

With these time management apps in your war chest, you'll now be fully prepared to go out there and optimize your life for more productivity and less stress.

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Choose your verbs for comprehension: Verbs are the action words of your sentences—they tell your readers who did what, what happened, and what to do.

Verbs are the action words of your sentences—they tell your readers who did what, what happened, and what to do. By making them as clear and simple as possible, your message comes across more accurately. Try substitutions like these:

- Speed up instead of accelerate.
- Stress instead of accentuate.
- Ease instead of alleviate.
- Tell instead of elucidate.
- Start instead of initiate.

This will save all your readers time and effort, especially those for whom English is a second language or for those who just don't feel comfortable with complex words or sentences.

<http://www.managebetter.biz/Main/Articles/29996.aspx>



FEB Leadership Series-2016 Registration and Enrollment information



Name of Participant: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

\$\$ Price Saver Series \$\$
 Full Series—All 5 Days 750.00

Pick three for \$500.00
 May 18th **June 16th** **July 7th** **August 2nd** **September 8th**

Individual Training Day “Menu Prices”

- Secrets for Dealing with Difficult People – May 18, 2016 – \$175.00
- The Hard Skills of Leadership – June 16, 2015 – \$175.00
- Leadership Toolkit – July 7, 2016 – \$175.00
- Managing Multiple Projects, Objectives & Deadlines – August 2, 2016 – \$175.00
- Better to Eat Twinkies Together than Broccoli Alone – September 8, 2016 – \$175.00

Location: Remington Park, One Remington Place, Oklahoma City, OK

Agency/Registrant may pay by:

- check
- credit card
- government voucher

Contact for Payment: _____ Phone: _____

Please mail to:	Federal Executive Board, 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Or Email to:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov
Call to provide payment info:	FEB Office voice line: 405-231-4167

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 29, 2016. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Full-Day Pre-Retirement Training Seminars-2016



Be sure you are financially prepared to do all the things you've planned for your retirement!!



<p>CSRS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of CSRS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Voluntary Contribution Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Federal Long Term Care Program ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement 	<p>FERS session topics:</p> <ul style="list-style-type: none"> ➤ Overview of FERS ➤ Survivor Benefit ➤ Thrift Savings Plan (to include Roth TSP) ➤ Federal Long Term Care Program ➤ Federal Employee Health & Life Insurance Programs ➤ Social Security ➤ Flexible Spending Accounts ➤ Annuity Calculation ➤ Phased Retirement
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TIME: 8:00 a.m. - 4:00 p.m. (each day) Registration will begin at 7:30 am
LOCATION: Remington Park, One Remington Place, Oklahoma City, OK
COST: \$65.00 per person to cover facility expenses
INSTRUCTOR: Instructor is compensated by First Command, these sessions are educational ONLY. Instructor holds neither license nor affiliation with any financial products.

- [] **Sign me up for the CSRS Only (or CSRS offset) session on Tuesday, August 23, 2016.**
 [] I am also covered by a special retirement provision (Firefighter/Law Enforcement/Air Traffic Controller)
- [] **Sign me up for the FERS Only session on Wednesday, August 24, 2016.**
 [] I am also covered by a special retirement provision (Firefighter/Law Enforcement/Air Traffic Controller)

Seating is limited to 75 per session. Once a session is filled, future registrants will be notified and provided the opportunity to be placed on a waiting list for the next Pre-Retirement session.

Payment must be made in advance [] Check [] Credit Card—Phone #:
 NAME(S): _____
 Spouses are welcome to register, as well, this form can be used to register both; double the registration fee.
 AGENCY: _____
 Please list your agency, organization and office symbol.
 ADDRESS: _____
 PHONE: () _____ EMAIL: () _____

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Email to:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 15, 2016. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



SUN	MON	TUES	WED	THUR	FRI	SAT
31	July 2016				1	2
3	4 	5	6	7 Leadership Toolkit Workshop	8	9
10	11	12	13 Leadership FEB-FTC/CIS	14	15	16
17	18	19	20 10:00 ITC	21	22	23
24	25	26	27	28 10:00 FEB Executive Policy Council mtg	29	30 Memorial Day

OKLAHOMA FEDERAL EXECUTIVE BOARD
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