



INTERAGENCY CONNECTION

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Chair's Corner



I had the honor of attending the Federal Executive Board (FEB) Strategic and Operational meeting in Washington, DC in August. Since the meetings were in the Eisenhower Executive Office building, we heard

from numerous White House staff and various Department Executives. Topics included:

- Senior Executive Service initiatives to increase the recruiting and retention of the SES ranks,
- US Office of Personnel Management priorities and initiatives,
- Federal Cybersecurity Workforce Strategy,
- Sustainability initiatives of the EPA that may include FEBs,
- FEMAs "America's Preparathon!" initiative, and
- Information on Medical Countermeasures.

Our last day of meetings included a long lunch so that we could tour the East Wing of the White House.

Each FEB Chair was recognized by an Executive Staff member of OPM. I was honored to accept recognition on behalf of our Chairman,



Joe Gallagher.

I enjoyed the opportunity to network with fellow FEB Chairpersons, share best practices, learn what they were doing and share what we are doing in Oklahoma.

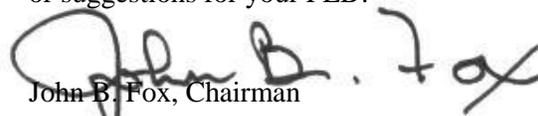


FEB Chairpersons

We have many programs in the planning for Fiscal Year 2017 (one registration is available in this newsletter):

- Federal Labor Relations Authority Training on January 18th

Our FEB is maintaining momentum and I want to thank you for your support. I am excited for you to see the opportunities we are lining up for this Fiscal Year! Contact me anytime with ideas or suggestions for your FEB!


John B. Fox, Chairman

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3 QUESTIONS THAT ENABLE LEADERS TO CALL FOR COMMITMENTS

Back on the farm, we threw bales of hay down from the hay loft to feed the cows. Our cat waited for us to lift a bale to see if there might be a mouse nest. Most of the time, when mice went running, the cat came up empty. He couldn't commit to one mouse when so many were present.

Options are shiny distractions that drain energy and dilute opportunity until commitments are made.

The courage of commitment is the ability to eradicate options.

Lead team members to make commitments:

It doesn't matter how many alternatives are on the table if you don't understand the power and cost of eliminating options.

Danger:

It's easy to reject an ugly idea. The truly dangerous thing is a bright shiny idea that dilutes your resolve to commitment to a clear path forward.

Shiny new ideas are more dangerous than ugly dumb ideas.



From option to commitment:

#1. How are you willing to take responsibility?

Begin by exploring options. Move quickly to asking team members what they are willing to commit to do.

How are you willing to inconvenience yourself to bring this commitment into reality?

#2. What are you willing to invest?

Investment transforms imagination to reality.

- How much time are you willing to invest?
- How much energy are you willing to divert from current activities?
- How many resources are you willing to allocate?

#3. What are you willing to stop?

'Having it all' is a savage lie that drains our belief in the necessity of eliminating good options.

If your schedule is already full, any meaningful commitment requires you to take something out of your bucket. Those who keep all their options open end up paralyzed or frantic, and always over-committed.

<https://leadershipfreak.wordpress.com/2016/10/26/3-questions-that-enable-leaders-to-call-for-commitments/>



Spotlighting Information in Public Service

Did you Know?

Getting to Know a DOT/FAA Organization: The FAA's Logistics Center (FAALC)

The Mike Monroney Aeronautical Center located adjacent to the Will Rogers World Airport houses the largest number of Federal Aviation Administration (FAA) employees outside the Washington D.C. area. The Center provides aviation training, research, logistics, and enterprise business services to federal agencies domestically and internationally. Among these services is FAA's Logistics Center (FAALC), a core service function operated on the Center premises.

FAA's Logistic Center supports the operational maintenance of over 45,000 FAA and Department of Defense air traffic control facilities in the U.S. and abroad. Operating 24/7, employees in the FAALC manage, repair, and support products within our National Airspace System. In April 2016, a multi-year project to re-engineer and automate the Center's supply chain infrastructure becomes officially finalized. The new Logistics Center Support System replaces a 20-year old outdated logistics inventory system. Aviation field technicians and engineers can now use a software portal that integrates inventory with material and financial planning. The end result is the ability to provide a safer and more modernized operation for the flying public.

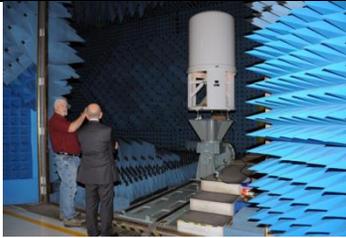
The FAALC provides support for aviation safety and airspace management. The Logistics Center serves as a focal point for:

- performing centralized maintenance, repair, and overhaul of National Airspace systems and equipment
- providing supply chain management
- operating the FAA's only distribution center for customers to obtain logistical support, services, and information

FAALC uses performance-based business practices, along with operational and financial metrics, to ensure efficient and cost-effective operations. Teams of subject matter experts are available to assist in the development, implementation, or maintenance of any aviation system. Regardless of a system's lifecycle, the FAALC maintains surveillance, weather, and advisory radar systems. A variety of software applications are designed to interface with other FAA

or non-FAA related systems, while ensuring that all information security requirements are met or exceeded. FAALC manages 60,500 different products having National Stock Numbers (NSNs) and 47,000 NSNs are stored in the FAALC's Distribution Center, allowing for flexibility in receiving, storing and distributing products to customers upon request. State-of-the-art testing facilities and diagnostic tools are another offered service, as well as providing routine upgrades to repair technology, further reducing costs and repair cycle times.

Besides supporting the National Airspace System, FAALC provides service to the U.S. Customs and Border Protection Service, Department of Defense air facilities, other federal agencies, and international governments.

| | |
|--|---|
|  | <p>The FAA's Logistics Center houses an anechoic chamber where antenna are tested to ensure they meet rigorous ISO 9000 quality standards prior to field use.</p> |
| <p>The Radar Product Division within the FAA's Logistics Center helps repair Air Route Surveillance Radars across the nation whenever Mother Nature strikes.</p> |  |
|  | <p>Members from the Tower Cab Glass Replacement Team provide a specialized service in replacing the glass of an air traffic control tower.</p> |



Be A Leader

The Five Components to Results Management

It's probably no surprise to hear that according to research, 70 percent of American workers are not engaged in their jobs. Now more than ever, it is important to engage employees. Many leaders desire to increase staff performance, but few have a system to achieve their desired results.

Here are five components to results management to get you thinking about creating the system you need to maximize your team's efforts.

1. Clarify Expectations

Set clear written expectations for employees' job responsibilities. Review expectations with them and encourage questions to reinforce understanding. Seek mutual agreement on what is expected. This clarity assures there will be no surprises when feedback is given.

2. Provide Resources

When hiring, use an assessment tool or interview questions to identify the strengths and skillsets of the potential employee to ensure alignment with the position responsibilities. Employees will perform at their best when their job responsibilities are aligned with their strengths. Give them the resources they need to be successful. Resources may include training, supplies, support staff and budget.

3. Connect to Significance

Employees need to know their contributions make a difference. Share how their job results are important to the success of the company and their co-workers. People feel significant when a manager gets to know them personally and understands what motivates them to perform at their best.

4. Build Respect and Trust

Respect is a two-way street that has trust as the on and off ramps. Earn respect by promising and producing. Once expectations are clear, people want to be trusted and have freedom to do their job. Patricia Aburdene, speaker, social forecaster and author of *Megatrends 2000*, said "Transcendent values like trust and integrity literally translate into revenue, profits and prosperity."

5. Provide Feedback and Accountability

Measuring and improving performance is an ongoing process that cannot be handled in an annual performance review. Feedback sessions includes celebrating successes, measuring progress towards agreed upon expectations, giving incentives and recognition, re-clarifying expectations and determining what else is needed for success plus reconnecting employees to their motivators and the importance of their job.

Be a leader by applying these five components of results management and watch your employees' performance soar.



Article written by Dean Savoca, M.Ed., BCC, a performance management expert with Savoca Performance Group. Article reprinted from Government Connections magazine (Magazine of the Society of Government Meeting Professionals) Fall/Winter 2016 Volume 8, Issue 2.



USO Oklahoma

For 75 years, the United Service Organizations (USO) has had a long history of being a force behind our forces. Founded on 4 February 1941, President Franklin D. Roosevelt sought to create an organization that strengthens America's military service members by keeping them connected to family, home and country, throughout their service to the nation.

The USO is often associated with overseas shows with such names as Bob Hope, Marilyn Monroe, and Ann-Margret. The USO does much more than that, it has over 180 locations world-wide in 14

countries (including the U.S.) and 27 states. These locations often have amenities such as food and beverages, multimedia centers, lounges, computer access, and phones.

Although the USO is a congressionally chartered organization born from the forethought of President Franklin D. Roosevelt, the USO is not part of the federal government. The USO is a private non-profit organization that relies on the patriotic generosity of individuals, organizations, and corporations to support its activities, as well as a family of volunteers to accomplish its mission of connection.

To that end, the Center Director for USO Oklahoma is seeking volunteer support for a new USO site, located at the Oklahoma City Military Entrance Processing Station (OKC MEPS). At OKC MEPS, the local USO mission focus will be to accommodate military service applicants, their families, and active duty or retired service members.

The USO at OKC MEPS will have a family focus, providing multiple televisions, a variety of games, a children's space, and refreshments—all contained within the

confines of a comfortable lounge. In addition to supporting the waiting families, OKC MEPS USO will offer military service applicants entertainment in the form of PlayStations, shuffleboard, television, electronic darts and more.

The OKC MEPS USO is seeking Volunteers to support peak service hours M-F, 0900-1500. OKC MEPS USO volunteers will greet and host guests, provide refreshments, and issue games to applicants and families. Volunteers may elect to work one day or several, and there are two 3-hour shifts available each day: 0900-1200 and 1200-1500.



This newfound USO support will play a vital role in the OKC MEPS' mission, continuing the longstanding history of USO service as a force behind the forces. Moreover, this service provides USO accessibility to military service applicants immediately, at their point of service entry. As many can imagine, the commitment to enter any of branch of military service can be an exciting time for our community's young men and women, but it also can be a time of extreme anxiousness. Ultimately, the OKC MEPS USO will serve to offer the best possible experience for those women and men as they arrive for testing, screening and processing through the MEPS.

If you or someone you know would like to volunteer, please sign up at www.volunteers.uso.org. If you would like to donate to the cause, please visit: www.oklahoma.uso.org. All inquiries may be directed to:

Jennifer Kirby, Center Director
USO Oklahoma
580-583-3509 or jkirby@uso.org



Top workplace productivity killers

The way people waste time at work might surprise you.



Helen King | Getty Images

Bosses say workers waste too much time on their personal phones. Employees tell a very different story, a recent poll has found.

While only 10 percent of employees with smartphones said the devices decrease their productivity during work hours,

employers pointed to mobile phones as the number one reason for interruptions, according to a new survey from CareerBuilder.

In fact, the results showed that nearly 20 percent of bosses believe workers put in less than five hours a day of actual work. That's a lot of squandered time, said CareerBuilder spokesperson Jennifer Grasz.

"Lost minutes can add up to lost hours very quickly," she said. "That said, workers need breaks to recharge. Distractions are only a

problem when they impact the quality and quantity of work performed."

So are employers overstating the impact of distractions on productivity, or are their fears founded?

On one hand, it's reasonable to suspect that smartphones have an effect on workers: About 80 percent own these mobile devices and 70 percent keep them "within eye

contact" at work, the survey found.

On the other hand, bosses seem to overestimate how much time employees spend on activities like gossip.

Most workers surveyed said they take breaks on their phones for more mundane activities, like checking

weather, news, and personal messages.

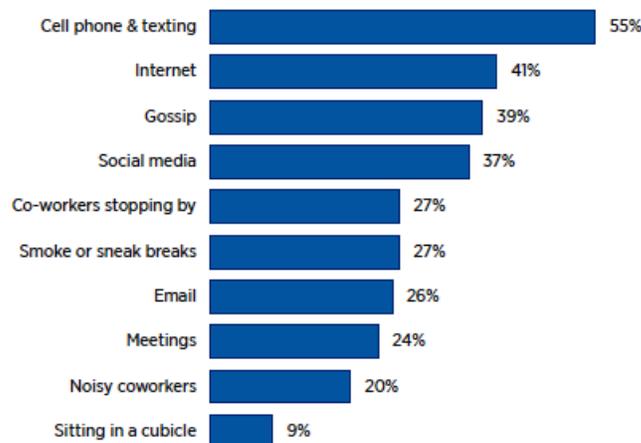
Then again, a perhaps surprising number of respondents — about 100 people total — admitted they actually view adult or pornographic websites at work.

Respondents were surveyed between February and March 2016 and included more than 3,000 private workers and more than 2,000 managers.

No matter how, exactly, workers waste time at the office, even small disruption can have an outsized impact on output, said

How bosses say workers waste time

More than half of employers cited mobile phones as the worst office productivity killer, according to a new Harris Poll commissioned by CareerBuilder.



Source: CareerBuilder





workplace productivity coach Marsha Egan.

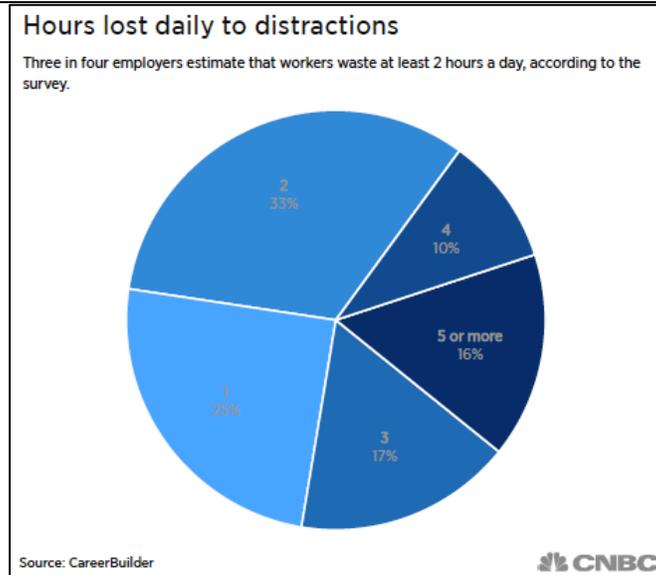
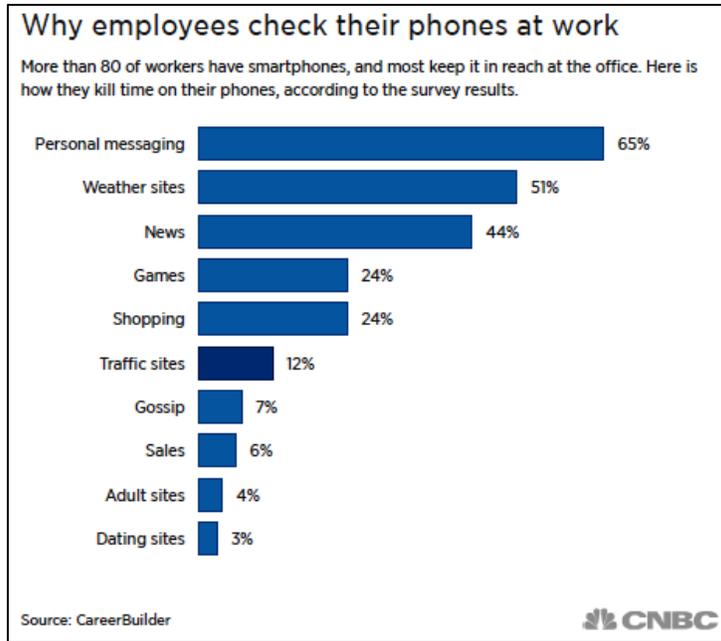
"It takes the average person about four minutes to recover from any interruption," she said. "It's hard for people to pick up exactly where they were."

Given how distracting modern workplaces are on their own, with constant email pings and office instant messaging, workers can't really afford to spare the attention stolen by personal smartphones, Egan said.

Indeed, about half of employers complained that distractions were responsible for lower quality of work, and more than a quarter said they led directly to revenue loss, according to the survey.

The most popular solution among bosses to prevent wasted time is to block certain websites, the survey found.

About a quarter of those who said they've taken at least one step toward improving productivity said they have banned personal phone calls, and about the same proportion said they have instituted scheduled breaks.



While policing workers without managing their expectations can make an office feel oppressive, like Big Brother is watching, said Grasz, official break times can be a healthier way to nudge employees to stay focused during work hours.

Compartmentalizing time this way is good for workers' mental health, too, said Egan. It's more manageable to see yourself as a "switch tasker" rather than a "multi-tasker, she said.

"With the expectation that they be connected 24/7, people feel crushed under the weight of it all," Egan said.

"It's better to give one task full focus for a few hours, then go out for a walk."

one task full focus for a few hours, then go out for a walk."

If the allure of your buzzing phone is too tempting to ignore, there's one easy step you can take, said productivity expert Peggy Duncan: Keep your phone in a drawer, or in your pocket.

Or, if all else fails, she said, just turn it off.

Reprinted from <http://www.cnbc.com/2016/06/09/top-distractions-at-work-and-how-to-increase-productivity.html>



HOW TO MAKE GOOD JUDGEMENTS AND NOT BE JUDGMENTAL

Good judgement expands the future, but being judgmental:

1. Wrecks relationships.
2. Diminishes talent.
3. De-motivates teammates.
4. Disengages employees.



The difference between good judgement and being judgmental is assumption.

#1. Judgmental leaders make decisions based on negative assumptions.

Suppose John misses a deadline. Judgmental leaders instantly ‘know’ why he missed the deadline. He doesn’t respect others. He’s lazy. He only cares for himself. He can’t manage time.

False assumptions are imagined realities.

#2. Judgmental leaders interact with people based on assumptions, not realities.

I treat you with my assumptions about you in mind.

Negative assumptions sabotage relationships.

#3. Judgmental leaders hinder the growth-potential of everyone they judge.

Once you make an assumption, you find evidence to validate it. It’s difficult to bring

out the best in someone when you assume the worst about them.

Assuming the worst brings out the worst.

It’s more difficult to let go of a decision than to make it in the first place.

Confronting judgmentalism:

1. Replace negative assumption with positive regard. Think the best, not the worst, until proven otherwise.
2. Try to prove positive assumptions, rather than validate negative.
3. Extend compassion. Judging is merciless. Compassion toward weakness enables people to expand their strength.
4. Respect talent. We’re all great at one or two things and suck at many.
5. Stay curious in the face of skepticism.
6. Commit to maintain a constructive vs. destructive orientation.
7. Embrace a growth mindset.

5 questions for good judgment:

1. What skills, strengths, and talents does this person demonstrate?
2. How might this situation be an opportunity to strengthen relationship?
3. What might you do to add value?
4. What positive intentions might you put into action?
5. What are you learning about the way you interact?

<https://leadershipfreak.wordpress.com/2016/10/27/how-to-make-good-judgements-and-not-be-judgmental/>



UPCOMING EVENTS November 2016

- Nov 1, 2016**
11:30 a.m. **OSU-OKC Public Service Degree Program
Advisory Committee Mtg**
901 N. Portland, OKC
- Nov 2, 2016** **Agency Visits-Tulsa**
- Nov 4, 2016** **Agency Visits-Fort Sill**
- Nov 6, 2016** **Daylight Savings Time Ends**
- Nov 8, 2016** **Election Day**
- Nov 9, 2016** **Agency Visits-Tulsa
Agency Visit-Moore**
- Nov 10, 2016** **Local Public Health Assessment**
All Day
Oklahoma City County Health Dept.
- Nov 15, 2016** **Leadership FEB-All Class Training**
All Day
Remington Park
POC: FEB, 405-231-4167
- Nov 17, 2016** **Tabletop Exercise**
10:00 a.m.
Hosted by OEM, welcoming federal leaders
participation via webEOC or to attend, in
person at the State EOC.
POC: FEB, 405-231-4167
- Nov 22, 2016** **Agency Visits-Tulsa**
- Nov 24, 2016** **Thanksgiving**



INSPIRATION CORNER

Man's rise or fall, success or failure, happiness or unhappiness depends on his attitude...a man's attitude will create the situation he imagines. -James Lane Allen

Do the thing that is right even when the boss isn't looking because the boss isn't a criterion. The real boss is standing alongside you every moment of your life. -Alfred P. Haake

Leadership is the ability to get men to do what they don't want to do and like it. -Harry S. Truman

If you wish to travel far and fast, travel light. Take off all your envies, jealousies, unforgiveness, selfishness and fears. -Glenn Clark

Your Federal Executive Board

“Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community.” (GAO-04-384)

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Jeffrey Allen, Executive Director, Air Force Sustainment Center
- David Andra, Meteorologist-in-Charge, National Weather Service Forecast Office, Norman
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- Julie Gosdin, District Director, US Postal Service, Oklahoma City
- Dottie Overall, Director, Small Business Administration
- Betty Tippeconnie, Superintendent, BIA-Concho Agency
- Ken Valentine, Special Agent in Charge, US Secret Service

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

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Thrift Savings Plan The Power of Compounding

How Compounding Works

Compounding is powerful because it allows you to make money not just on the money you contribute to your TSP account every year, but also on the money that it earns. Compounding makes it possible for your retirement savings to increase exponentially.

For example, if you start with \$100 and, over the course of a year, you earn a 5% rate of return, at the end of the first year, you'll have \$105. If you leave that money alone, and the next year you also earn a 5% rate of return, you'll have \$110.25 at the end of year two.

So, in the second year, you earned 5% on your original \$100 contribution and another 5% on the \$5 you earned during the first year. At this rate, your original investment is doubled in less than 15 years.

Benefits of Compounding

Of course, it is impossible to know what your rate of return will be in any particular year, but it is important to understand how the power of compounding works in your favor.

The more years you have to save, the more effective it is. So the earlier you begin contributing to the TSP, and the longer you are able to leave the money in your account, the greater the opportunity you have to enjoy the benefits of compounding.

For a more complete illustration of compounding, visit [Earnings Potential of Your TSP Account](#).

You can also generate your own results using the TSP calculator [How Much Will My Savings Grow?](#)

Information provided in Eric Dubell's presentation on "How Money Works", hosted by the Federal Executive Board: $72 / \text{interest rate} = \# \text{ of years for your investment to double}$

What Grade Did You Learn the Rule of 72?

| Years | 3% | 6% | 12% |
|-------|----------|-----------|-------------|
| 0 | \$10,000 | \$10,000 | \$10,000 |
| 6 | | | \$20,000 |
| 12 | | \$20,000 | \$40,000 |
| 18 | | | \$80,000 |
| 24 | \$20,000 | \$40,000 | \$160,000 |
| 30 | | | \$320,000 |
| 36 | | \$80,000 | \$640,000 |
| 42 | | | \$1,280,000 |
| 48 | \$40,000 | \$160,000 | \$2,560,000 |

Dividing 72 by the interest rate



equals the number of years it takes your money to double.

This table serves as a demonstration of how the Rule of 72 concept works from a mathematical standpoint. It is not intended to represent an investment. The chart uses constant rates of return, unlike actual investments which will fluctuate in value. It does not include fees or taxes, which would lower performance. It is unlikely that an investment would grow 10% or more on a consistent basis.



Oklahoma Federal Executive Board
and
Federal Labor Relations Authority

Have collaborated to provide training on:

Federal Service Labor-Management Relations Statute

| | |
|-------------|--|
| Date: | Wednesday, January 18, 2017 |
| Location: | Oklahoma City/County Health Department 2700 NE 63 rd Street, Oklahoma City, OK |
| Time: | 8:30 a.m.—3:30 p.m. (all day) |
| Cost: | Free of Charge |
| Offered by: | Federal Labor Relations Authority, Office of the General Counsel, Dallas Regional Office |

This course offers a broad overview of federal-sector labor law. Topics include: the duty to bargain in good faith, including the *de minimis* and "covered by" doctrines, and substantive versus impact and implementation bargaining; meetings, including formal discussions, bypasses, and investigatory examinations (or *Weingarten* meetings); interference with statutory rights and discrimination based on protected activity; bars to filing ULP charges, such as timeliness and prior grievances; and information requests.

Who should attend?

Union representatives – officers and stewards – and agency representatives – from first-line supervisor to agency head. If you are involved in labor-relations at your agency, this training will provide an overview of your rights and responsibilities under the Federal Service Labor-Management Relations Statute.

How do I sign up?

Go to the FLRA website and sign up (or click on this hyperlink):

<https://www.flra.gov/resources-training/training/basic-statutory-training-4>

When do I sign up?

As soon as possible! Seating is limited to 100; when registration reaches that number it will be closed.



| SUN | MON | TUES | WED | THUR | FRI | SAT |
|-----------|-----------|--|--|---|--------------------------------------|-----------|
| | | 1 | 2 Agency Visits: Tulsa | 3 | 4 Agency Visits: Lawton | 5 |
| 6 | 7 | 8 Election Day  | 9 Agency Visits: Tulsa & Moore | 10 OCCHD Health Assessment | 11 | 12 |
| 13 | 14 | 15 Leadership FEB All-Class Training | 16 | 17 Oklahoma Emergency Management Tabletop | 18 | 19 |
| 20 | 21 | 22 Agency Visit-Tulsa | 23 | 24  | 25 | 26 |
| 27 | 28 | 29 | 30 | November 2016 | | |

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