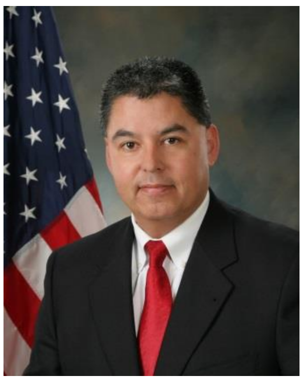
INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102 **http://www.oklahoma.feb.gov/** **(405) 231-4167**

Chair's Corner



I want to wish everyone a Happy New Year!

With the beginning of the calendar year, our FEB has events planned and training scheduled!

January begins our **annual Awards cycle**. This is the open period for our FEB to receive nominations from Federal agencies in Oklahoma to recognize your high performers. You will want to ensure you nominate your best and your brightest employees for our annual Award competition! The nomination package is available on our website at: www.oklahoma.feb.gov/Forms/2017AwardNominationPkg.docx

I also encourage you to ensure your nominee(s) are registered to attend the luncheon banquet scheduled for Monday, May 1, 2017 so we may all recognize their accomplishments. The Awards luncheon registration form is included in the nomination package. Note: the location of our Awards Program will be different this year, so please read the information included in your registration form.

Our **2017 Leadership FEB** class information is being coordinated and confirmed. This is our non-traditional leadership development offering each year. The program is eight months in duration, one day each month, visiting different Federal agencies across Oklahoma, as well as leadership reading assignments included in the course. Watch this newsletter and our website for additional information when it is available.

We will also have our traditional leadership development training courses; otherwise known as our **Leadership Development Series**, in 2017. As Speakers and dates are confirmed, you will receive information via email; it will also be available in this newsletter and on our website.

In January, we begin to think about gathering all the documents required to file our Federal and State Taxes. **MyFreeTaxes** is an effort that our FEB coordinates with IRS and non-profit organizations, allowing federal employees (military and civilian), as well as their family members, who earned less than $64,000 to file their 2016 tax return electronically at no cost. This collaborative effort also allows the individual to file their State Income Tax return with no filing fee. Additional information is provided on our website: oklahoma.feb.gov/MyFreeTaxes.htm

I look forward to seeing you at one or some of our many planned activities this year!

John B. Fox, Chairman

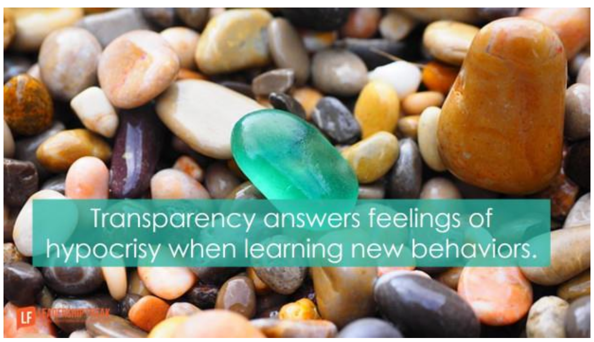
HOW TO SET SOFT GOALS AND MEASURE SOFT RESULTS

Achieving results is a walk in the park compared to navigating the fuzzy side of leadership. Measuring success is even more difficult.

The soft stuff:

1. Building relationships.
2. Managing energy.
3. Staying curious.

Technical skills become less valuable and relational skills become more valuable the longer you lead.



Overcoming feelings of hypocrisy:

It feels insincere to measure the relational aspect of leadership. For example, setting a goal to have a two minute conversation with three employees may seem fake or manipulative.

1. Intention and motivation answer concerns about setting goals around the soft side of leadership.
2. Be transparent with intention. 'I'm working to be a better connector.'
3. Reflect on motivation. Perhaps mutual enrichment is enough motivation to elevate you above feeling like a hypocrite because you set a goal of three personal conversations a day.

Accept, even express frailties. 'I'm just not good at showing appreciation. I'm working on it this month. I feel appreciative. It's just hard to express.'

Transparency answers feelings of hypocrisy when learning new behaviors.

Soft goals:

1. Ask two questions before making any statements.
2. Go on a gratitude walkabout three times a week.
3. Learn what motivates the people on your team – one person a day.
4. Monitor energy in individuals. Inquire when you see energy dip or rise. 'What just happened for you?'

Measuring the soft stuff:

It feels awkward to measure the relationship side of leadership. Maybe you feel like a hypocrite to set a goal of building a new relationship this month. Add the aspect that relationships are two sided affairs and it becomes even more difficult.

When it comes to the soft stuff:

1. Measure behaviors. 'I'm giving one personal affirmation every day.'
2. Explore impact. Are people more or less energized when you're around, for example?
3. Enjoy results.

Taken from LeadershipFreak blog: https://leadershipfreak.wordpress.com/2016/11/12/how-to-set-soft-goals-and-measure-soft-results/

Spotlighting Information in Public Service

Did you Know?

OKLAHOMA CITY AIR LOGISTICS COMPLEX

The Oklahoma City Air Logistics Complex, located at Tinker Air Force Base, is one of the largest units in the Air Force Sustainment Center within the Air Force Materiel Command. The complex currently directs, manages and accomplishes organic depot-level maintenance, repair, modification, overhaul and reclamation of more than seven airframes. They also perform engine repairs on more than eight different engines. Engine parts from the Air Force, U.S. Navy and Marine Corps also receive full depot level maintenance here. Additionally, the Complex is responsible for the maintenance, repair and overhaul of a myriad of Air Force and Navy airborne accessory components. And, depot maintenance work is not their only capability; the complex also provides software and systems engineering expertise for software design, development, integration, and sustainment of Air Force Mission Critical Computer Resources.

Personnel and Resources

The Oklahoma City Air Logistics Complex employs over 8,900 military and civilian personnel with 98 different job skills. The complex utilizes 60 buildings and 8M square feet of industrial floor space in support of its mission.

Organization

The OC-ALC is comprised of five sustainment groups and seven staff offices that team together to provide world-class maintenance, repair, and overhaul support to the warfighter. We work closely with a variety of agency, community, and private industry partners to execute our mission: examples of these mission enabling partners include: the Air Force Life Cycle Management Center, 448th Supply Chain Management Wing, the Defense Logistics Agency, the 72nd Air Base Wing, AFGE Local 916 Union, local Chambers of Commerce, and an extensive list of private industry partners and suppliers.

The 76th Aircraft Maintenance Group directs, manages and accomplishes organic depot-level maintenance, repair, modification, overhaul, functional check flights and reclamation of B-1, B-52, C-130, E-3, E-6, KC-10, and KC-135 aircraft. The group conducts depot support operations on a fleet of Air Force, Air Force Reserve, Air National Guard, Navy and Foreign Military Sales aircraft, as well as expeditionary combat-logistics depot maintenance and distribution support.

The 76th Propulsion Maintenance Group is responsible for operation of the only Air Force depot-level maintenance facility supporting Air Force and Navy aircraft engines. The group performs repairs on a substantial inventory of engines and major engine assemblies for TF33, F101, F108, F110, F117, F118, F135 and F107 Missiles engines.

The 76th Commodities Maintenance Group directs, manages, and operates organic depot level maintenance facilities in the restoration of Air Force and Navy aircraft and engine parts to serviceable condition. These critical airborne accessories include Avionics and Air Accessories, Constant Speed Drives and Fuel Accessories, as well as, components for B-1, B-52, C-135, and E-3 aircraft and F100, F101, F108, F110, F118, and TF33 engines.

The 76th Software Maintenance Group's multi-skilled, highly trained and motivated personnel work in a culture that is focused on Continuous Process Improvement (CPI) areas of software and systems engineering that include: Operational Flight Programs, Automatic Test Equipment, Test Program Sets, Jet Engine Test, Modeling and Simulation, Industrial Automation, and multiple weapon systems software. The group also provides engineering support to its customers in the depot sustainment and acquisition communities.

The 76th Maintenance Support Group manages industrial services, physical sciences laboratories, precision measurement equipment laboratories and tools for the Oklahoma City Air Logistics Complex. It provides engineering, installation, maintenance and management support for the complex's industrial plant equipment and its 60 facilities. In addition, the group provides environmental, occupational health, continuous process improvement and point of use technology for all the complex's organizations.

The Oklahoma City Air Logistics Complex takes pride in supporting the mission of defending our great nation.

THE 10-C APPROACH TO PUSHBACK WHEN THE BOSS IS INVOLVED AND STAKES ARE HIGH

Pushback makes you relevant and useful in high-stakes situations.

Poor pushback:

1. Emotional heat. Drama is distraction, even offense, to top leaders.
2. Grudges. You look narrow and small when you can't let go when pushback fails. You're going to lose some arguments.
3. Personal attacks.
4. Preference over fact. It's about research, data, and information, not personal preferences.

Pushback matters most when it's hard to give.

The 10-C approach for pushback:

#1. Conviction. Believe in something. Never push-back as a default response.

Always push for better when pushing back.

#2. Courage. Conviction without courage turns into complaining and backstabbing.

Courage to push back includes:

1. Careful preparation. Bravado is the result of wishful thinking.
2. Tested assumptions.
3. Clear points of defense.
4. Willingness to lose.

Courage moves organizations forward. Fear defeats talent.

#3. Candor. Dancing around the pole of veracity irritates people in authority. Leaders don't like waiting for punchlines.

#4. Compassion. Seek the highest good with useful kindness.

1. Be sensitive to appearances. How does pushback make others look?
2. Choose private over public.
3. Give respect to earn respect.

#5. Competence. Push back in your areas of expertise.

#6. Consistency.

1. Consistently embrace humility.
2. Live by principles, not conveniences.
3. Practice emotional steadiness.

#7. Connection. Strive for deeper connection because of – not inspire of – pushing back. Fallout from pushing back poorly hinders careers and hampers relationships.

Relationship is the foundation for successful pushback.

#8. Collaboration. How can you include others, even while pushing back?

#9. Curiosity. Stay open.

1. Who might have insights?
2. Who is impacted by your perspective?
3. Who might help you push back successfully?

#10. Clarity of purpose. Why are you pushing back in the first place? Does it matter?

You're bound for success if you skillfully push back in high-stakes situations and top leaders are involved.

https://leadershipfreak.wordpress.com/2016/11/02/the-10-c-approach-to-pushback-when-the-boss-is-involved-and-stakes-are-high/

TSP 101 – Thrift Savings Plan Basics

The Thrift Savings Plan is a defined contribution plan similar to a 401(k) plan in the private sector, and has been in existence for over 30 years.

It is considered a "qualified plan" – or a type of retirement plan that is established by an employer (in this case, the federal government) for the benefit of their employees. Qualified retirement plans not only allow us to defer a portion of our salary (thereby reducing our taxable income for the year in which we make our contribution) they also give employers a tax break for the contributions they make for their employees.

As a defined contribution plan, the TSP is different from defined benefit plans like our CSRS and FERS pensions. In our pensions, the benefit we will receive upon retirement is defined by already known factors. The factors that define the benefit we receive from CSRS or FERS are our length of service and our high-three average annual salary.

There is no defined benefit in our TSP; the only thing that is defined is how much we contribute. We can elect contributions of a percentage of our salary, or as a fixed dollar amount per pay period. FERS employees receive employer matching contributions up to the point where they contribute 5% of their salary. CSRS employees do not receive a matching contribution.

So, if the benefit we receive is not defined by a formula, how do we know how much we will receive from the TSP once we begin taking money out? We don't know. The amount of money we will receive from the TSP is based on three major things:

– How much we contribute to the TSP

It stands to reason that, if everything else is equal, a person who puts more money in the TSP will receive more in TSP payments than a person who contributes less.

– How we allocate our TSP balance among the available funds

Historically, some TSP funds have done better than others. Of course, with 20/20 hindsight we know how well funds have performed; we don't know how they will perform. We can make assumptions based on past performance, but they are just that – assumptions.

– How we withdraw money from the TSP

There is no guaranteed benefit from the TSP unless we elect the annuity option, which is the least popular of the withdrawal options. If we're taking monthly payments (the most popular of the options) we have the possibility of running out of money before we run out of time. Conversely, we can be so cautious in our withdrawals that we die with more money remaining in the TSP than was our original intention.

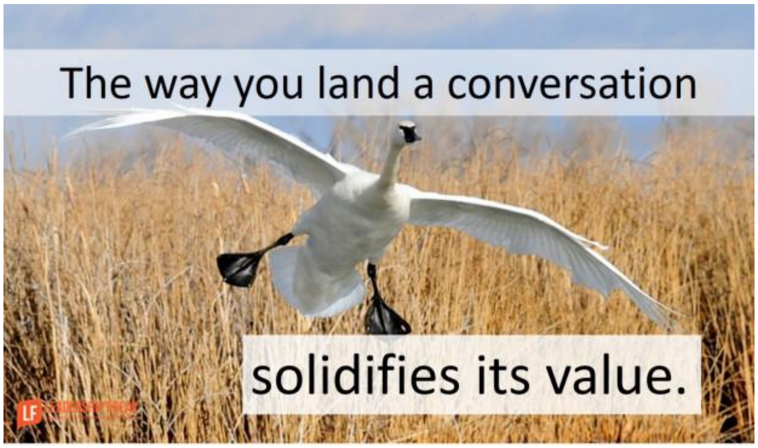
Because there is no guarantee that we will receive money from the Thrift Savings Plan for the rest of our lives, we cannot just put our TSP on autopilot and hope that we have enough money when we retire. We have to pay attention to the TSP while we are contributing and then again when we are withdrawing money from it.

FEDweek's free TSP Investment Report is intended to help you be more informed of the features of the TSP and of how to best make use of those features. We hope you like it!

Article taken from:
http://www.fedweek.com/tsp/tsp-101/

HOW ANY LEADER CAN KICKSTART AND LAND POWERFUL CONVERSATIONS

You look for an escape when blabbing leaders arrive. But a leader skilled at powerful conversations is a thing of beauty.



10 questions to kickstart powerful conversations:

1. What would make this conversation a success for you today?
2. What's giving you the most energy these days? What does that say about you?
3. What's on your mind?
4. What are you learning?
5. What crossroads are you at today?
6. What would you like to get out of this conversation?
7. How would you like to move the ball forward today?
8. Would you like me to listen, coach, or advise you today
9. Where do you feel you are wasting energy?
10. How have you succeeded since our last conversation?

My two favorites are: What's on your mind? What would you like to get out of this conversation?

10 questions to land powerful conversations:

The way you land a conversation solidifies it's value.

1. If I saw you moving forward as a result of our conversation, what would I see you doing differently? (If you want different results, you must choose different behaviors.)
2. What's shifting in your thinking? Follow this with, what's important to you about that?
3. Who might join you as you move forward? Encourage people to share their goals with others.
4. What would you like me to ask you next time? (Personal favorite.)
5. What was useful today?
6. What seems clearer for you today?
7. What do you plan to do between now and our next conversation? When? How?
8. What does success look like as you move forward?
9. What worked best for you during our conversation?
10. What do you need to stop doing?

5 results of powerful conversations:

1. Connection.
2. Self-discovery.
3. Clarity.
4. Forward movement.
5. Accountability.

https://leadershipfreak.wordpress.com/2016/11/22/how-any-leader-can-kickstart-and-land-powerful-conversations/

Federal Times Article on Finances (December 2016)

The election has demonstrated how difficult it can be to predict the effect of world events on the investment markets. If there was a consensus on the effect the outcome would have on the markets, it was that a Trump victory would be bad for stocks.

While the stock market did drop significantly immediately following the news that Trump had won, by the end of the following day, it was in positive territory and continuing to climb. During the following weeks, several major stock market indices went on to reach new record highs.

Ahead of the election, I did not hear a single investor suggest that, or even ask if, they should shift their TSP accounts more heavily into stocks. Many investors did tell me, however, that they were considering shifting everything into the G Fund to avoid the possibility of loss. I continue to hear similar questions as we approach the inauguration in January.

Your investment decisions should always be carefully engineered to support your short- and long-term financial goals.

Chances are that your TSP account contains money that will be needed to support your long-term goals. If not, it may be appropriate to invest most, or all, of your account in the G Fund.

If so, then some or all of your account should be invested in a combination of the C, S, I, F and G Funds. This is what's known as asset allocation—distributing your account among stocks, bonds and cash—to properly balance the risk of loss with the potential for return.

Asset allocation, when properly executed, produces a portfolio that is more than the sum of its parts. It produces the greatest expected return possible for a given level of risk. At the same time, however, it accomplishes something else. Asset allocation creates pools of funds that are invested according to time horizon, or the time remaining until you will need the funds to achieve their expected value. Longer time horizons allow for more risk and will generally require less protective cash in the asset allocation. As you age and the short-term goals for your portfolio increase, you should shift to less risky asset allocation schemes with more protective cash. This cash protects you from losses that you can't afford, while also providing the cash you'll need to support your goals along the way.

If your TSP account is properly invested, there should be nothing to do in anticipation of any external event. Maintaining this allocation scheme hedges the risk of each of the individual funds and balances the short- and long-term risks you face. When stocks fall, bonds tend to rise, and vice versa. Rather than betting everything on one spin of the wheel, a diversified portfolio spreads your bets around so that your losses are limited—ideally to an amount that you can afford.

While it might feel as if you are reducing risk by seeking temporary shelter in the G Fund ahead of a headline, you may simply be ignoring the risk of failing to achieve your long-term goals in favor of avoiding the risk of suffering an unpleasant, but innocuous, temporary loss.

Article written by Mike Miles, a Certified Financial Planner licensee and principal adviser for Variplan LLC, an independent fiduciary in Vienna, Virginia.

Separating from Federal Service and Your TSP

At some point in the future, you will separate from federal service. That separation might be due to retirement, or you may choose to resign prior to becoming eligible for retirement, but the Thrift Savings Plan will not care why you separated. Once you have separated and cleared the payroll system, the TSP will allow you to take your money out of the plan if you choose to do so. It takes around thirty days before the TSP is aware that you have left federal service, so do not expect immediate access to your TSP funds. You can also leave your funds in the TSP if you want; in fact, the Thrift Board prefers that you leave your funds on deposit with them.

Once you separate from federal service, you will no longer be allowed to contribute to the TSP; TSP contributions must come from payroll deductions, and you will no longer be on the payroll. This is just about the only difference between an active federal employee and one who has left federal service. As a former employee, you will still be able to do all the other things that current employees do, such as:

You will still be able to re-balance your TSP account by means of inter-fund transfers. You will be subject to the same restrictions on inter-fund transfers that current employees face; that is, you will be limited to two unrestricted transfers per month, with additional transfers being allowed only if they are moving money into the G fund from the other funds (called "safe harbor" transfers).
You will still be able to roll or transfer qualified money from other individual or employer sponsored retirement accounts into the TSP. Upcoming articles will discuss rollovers both in and out of the TSP.

There are some differences between current and separated employees:

- A separated employee can withdraw their money from the TSP at any time, while a current employee can only withdraw money from the TSP if they are age 59 ½ or over (see my earlier article on "age-based withdrawals").
- A separated employee will have to start taking required minimum distributions (RMDs) at the age of 70 ½, while a current employee who has reached 70 ½ is not required to take a RMD.

Those who have separated by retiring and those who have separated by resigning will have the same choices as to how to withdraw their money from the TSP, if they decide to do so. The Thrift Savings Plan has several choices of withdrawal method. These methods are covered in the TSP publication, Withdrawing Your TSP Account After Leaving Federal Service, which can be found in the "forms and publications" section of the TSP website. Future articles will go deeply into those choices, but there are a few items we should address here.

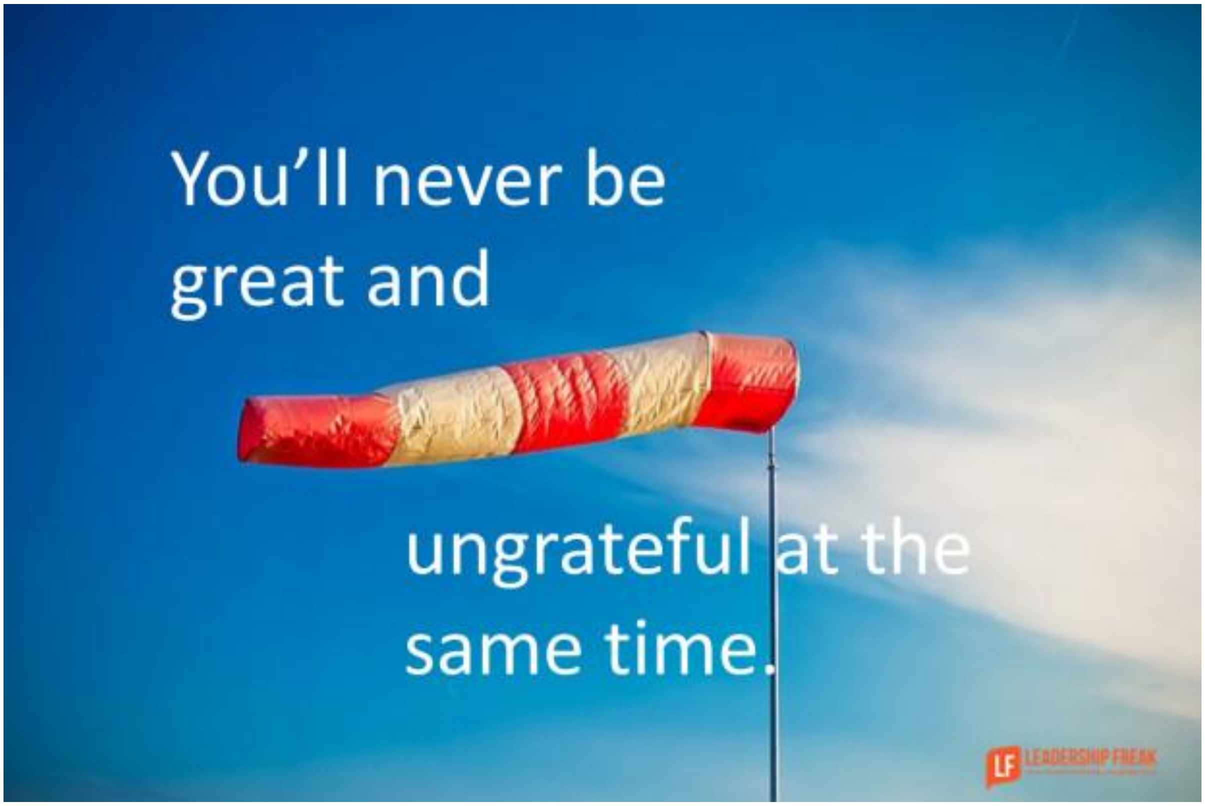
Federal income taxes will have to be paid on all withdrawals from the Traditional portion of your TSP. Whether or not state income taxes need to be paid will depend on the state in which you live; some states do not have an income tax, and others may exempt all or part of retirement income.

Federal income taxes may have to be paid on the portion of withdrawals from the Roth portion of your TSP if those withdrawals are not qualified, as may state income taxes. To be considered qualified, you must have had your Roth balance in your TSP account for at least five years and you must beat least 59 ½ years old. Refer to my earlier article on taxes for more information on this topic.

You will still have to resolve any outstanding TSP loans, either by paying them off, or by taking a taxable distribution of the outstanding loan balance.

Article taken from:
http://www.fedweek.com/tsp/separating-federal-service-tsp/

YOU'LL NEVER BE GREAT AND UNGRATEFUL AT THE SAME TIME



Unexpressed gratitude is ungratefulness to those around you.

An unexpected gratitude list for leaders:

1. Celebrate the circumstances you're tempted to complain about. Challenges teach you more than ease. Character directly connects to the adversities you have pushed through.
2. Appreciate the second chance others give you. Remember how others adapt when you try new ideas.
3. Value opportunities to learn. Feeling like others always need to learn from you often produces ungratefulness in you.
4. Respect the shoulders you stand on. The good others see in you resided in someone before you. Self-made is an arrogant myth.
5. Admire those who choose to follow your leadership.
6. Recognize that problems and challenges add value to your leadership.
7. Acknowledge that serving is a privilege. Expressing gratitude shifts your thinking from burden to opportunity. Enjoy your seat at the table.

Gratitude from you:

1. Confirms that others matter.
2. Releases from the past.
3. Strengthens connection.
4. Infuses with energy.

Express it, don't wait to feel it.

Think about who or what you should feel grateful for even if you don't feel it. Make a list. Write a note. Make a call. Pat someone on the back.

Perhaps the greatest power of gratitude is it changes you.

https://leadershipfreak.wordpress.com/2016/11/25/youll-never-be-great-and-ungrateful-at-the-same-time/

UPCOMING EVENTS
January 2017

Jan 1, 2017	**New Year's Day**
Jan 6, 2017	**Epiphany**
Jan 11-12, 2017	**Fort Sill Visit**
Jan 16, 2017	**Martin Luther King Jr's Birthday**
Jan 17, 2017	**Executive Director attends Executive Policy Council mtg Houston FEB**
Jan 18, 2017 All Day	**FLRA Workshop** 2700 NE 63rd Street, OKC POC: FEB, 405-231-4167
Jan 20, 2017	**Presidential Inauguration**
Jan 24, 2017 10:00 a.m.	**Executive Policy Council mtg** FTC, Oklahoma City POC: FEB, 405-231-4167
Jan 31, 2017 All Day	**Medical Countermeasures Training** with the OKC/County Health Dept. POC: FEB, 405-231-4167

INSPIRATION CORNER

The amount of satisfaction you get from life depends largely on your own ingenuity, self-sufficiency, and resourcefulness. People who wait around for life to supply their satisfaction usually find boredom instead.
–William Menninger

Life is about not knowing, having to change, taking the moment and making the best of it, without knowing what's going to happen next. Delicious ambiguity. –Gilda Radner

A sense of humor can help you overlook the unattractive, tolerate the unpleasant, cope with the unexpected, and smile through the unbearable. –Moshe Waldoks

If a man empties his purse into his head, no one can take it away from him. An investment in knowledge always pays the best interest. –Benjamin Franklin

Wisdom is ofttimes nearer when we stoop than when we soar. –William Wordsworth

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 Overal, 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.

Officers

Chair:	**John Fox** Warden Federal Transfer Center Oklahoma City
Vice-Chair:	**Michelle Coppedge** Director FAA Mike Monroney Aeronautical Center
Ex-Officio:	**Joe Gallagher** Deputy to Commanding General Army Fires Center of Excellence Fort Sill

Staff

Director:	LeAnn Jenkins
Assistant:	Lisa Smith-Longman

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 63rd 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 New Year's Day	**2**	**3**	**4**	**5**	**6** Epiphany	**7**
8	**9**	**10**	**11** Ft Sill Visit	**12** Ft Sill Visit	**13**	**14**
15	**16** Martin Luther King Jr's Birthday Observed	**17** Houston FEB mtg	**18** FLRA Workshop	**19**	**20** Presidential Inauguration	**21**
22	**23**	**24** Executive Policy Council	**25**	**26**	**27**	**28**
29	**30**	**31** Central Oklahoma Medical Countermeasures Training		January 2017		

OKLAHOMA FEDERAL EXECUTIVE BOARD
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