



INTERAGENCY CONNECTION

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

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

(405) 231-4167

Chair's Corner



Three months into 2017 and we are operating with a continuing resolution and a hiring freeze. AND, those federal leaders who have several years of service have been in these operating conditions before. I take great pride in the

resiliency of our federal workforce and federal leadership, ensuring the continuation of valuable services to our citizens!

Our Federal Executive Board continues to plan and coordinate events, meetings and trainings to help our agencies and employees to operate in the most effective and efficient manner. Some of our upcoming events include:

FEB Briefing: The Department of Homeland Security, the Federal Protective Service will conduct surge operations throughout the state of Oklahoma during March 14, 2017 through March 16, 2017, executing various activities: Operation Shields, Stakeholder Engagements, K-9 Sweeps, Protective Security Officer visits, evaluation of technical countermeasures (camera, alarms, access control), discussions with tenants on Security Awareness training, Active Shooter training, review of Occupant Emergency Plans, random vehicle checks around the facility, and visits with local law enforcement officials.

As part of the efforts during this week, they will

provide a "DHS Threat Brief" for Federal Executive Board members.

Leadership FEB: *Leadership FEB is designed specifically for executives, senior managers, and aspiring leaders* within the federal sector. This program is unique in that it is designed for federal participants and will showcase federal agencies and their leaders. It is intended to develop talents and broaden perspectives of present and future federal leaders. (This is a useful resource to develop talented individuals within your agency).

Leadership Development Series: The Federal Executive Board of Oklahoma has created a series of training days to address the unique needs of managers/supervisors in public service. Through interagency training opportunities such as this, each agency enjoys the sliding scale of savings created by the entire governmental community. We've identified speakers and topics to bring a wealth of valuable insight into our changing needs.

Pre-Retirement Seminars: We are offering full-day pre-retirement seminars for each of the Retirement Systems in August timeframe (info available on our website).

I hope to see you at some of our events!

John B. Fox, Chairman

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How Leaders Unnecessarily Elevate Their Own Stress & Frustration

The things you don't say make your belly hurt.

Leaders cause themselves stress and frustration when they sweep performance concerns under the carpet.



Discomfort:

I recently asked a group of leaders, "What makes giving corrective feedback uncomfortable?"

1. I don't want to hurt someone's feelings.
2. What if they don't follow through?
We'll have the conversation and nothing will change.
3. Perhaps I'm being too hard on them too soon. Maybe they need more time.
4. I'm concerned about demotivating them.
5. I wonder if there might be emotional retaliation.
6. I won't have answers to argumentative people.
7. The person receiving it might hold it against me.
8. I might make things worse.
9. They won't receive it well.
10. It will damage the relationship.

Join the group:

A majority of leaders want to feel more comfortable giving corrective feedback. About 7% of the last group I asked said they

were highly comfortable giving corrective feedback.

3 ways to increase comfort:

I asked the same group, "What would make you more comfortable giving corrective feedback?"

1. Learn how to deal with nerves.
 - A. Roleplay the conversation. *Preparation lowers stress.*
 - B. Map out the conversation.
 - C. Stay on topic.
2. Embrace transparency and vulnerability.
 - A. Your shaky voice lets colleagues know it's difficult. Most respect your commitment to have the conversation, even if it's uncomfortable.
 - B. Own your discomfort. "This conversation makes me feel uncomfortable, but it's important for you."
 - C. Share a bit of your own journey. Perhaps you have faced similar challenges.
3. Prepare an opening line.
 - A. I've noticed The impact of this behavior is
 - B. I'm concerned about 'xyz', and I think we need to discuss it.
 - C. I don't think you're serving yourself well when Let's talk about it.

Frustration, stress, and gossip go up when leaders hold in their concerns about a team members performance.

Taking action is often less stressful than thinking about it.

<https://leadershipfreak.blog/2016/12/16/how-leaders-unnecessarily-elevate-their-own-stress-and-frustration/>



Spotlighting Information in Public Service

Did you Know?

U. S Probation was created when Congress passed the Federal Probation Act of 1925. The act provided for establishing a probation system in the U. S. Courts and gave courts the power to appoint probation officers and to place defendants on probation. Pretrial services was developed as a means to deter crime committed by persons released to the community before trial and to ensure that these individuals were not detained unnecessarily. The Pretrial Services Act of 1982 authorized establishing pretrial services in courts nationwide.

Today, the U. S. Probation and Pretrial System serves the 94 federal judicial districts nationwide. Each district has either a chief probation officer and a chief pretrial services officer who oversee the respective functions, or a chief probation officer who oversees both probation and pretrial services functions.

U. S probation officers play an integral role in the administration of justice. Probation officers serve as the community corrections arm of the federal court system. They provide to the court two important services: investigations and supervision.

U. S. Probation officers make an important contribution to the federal criminal justice process. Their mission is to investigate and supervise offenders whom the courts have conditionally released to the community on probation, parole, or supervised release.

By serving as the court's fact-finder, controlling the risk offenders may pose to public safety, and providing offenders with correctional treatment, officers help ensure that persons previously convicted of crime

obey the law rather than commit further crime.

Officers' responsibilities require them to work not only with federal judges and other court professionals, but with U. S. attorneys, defense attorneys, Bureau of Prisons and U. S. Parole Commission officials, state and local law enforcement agents, treatment providers, and community leaders. Officers deliver services that benefit the court, the community and the offender.

By statute probation officers are classified as law enforcement officers whose duties are sufficiently rigorous to require that employment opportunities be restricted to young and physically vigorous individuals. First time appointees to probation and pretrial services officer must not have reached their 37th birthday at the time of appointment.

Applicants are subject to pre-employment drug testing and medical examinations. After successfully completing the drug test and being declared medically qualified, officers are hired "provisionally" pending the outcome of a background investigation. Officers are subject to random drug testing and re-investigations every five years.

On January 1, 1934, Erling W. Barker was appointed as the first probation officer for the Western District of Oklahoma. Since that time there have been 109 probation officers appointed.

In 2014 the U. S. Probation Office for the Western District of Oklahoma celebrated its 80th anniversary.



HOW INTENSE CURIOSITY ABOUT PEOPLE ENHANCES INFLUENCE AND EXPANDS LEADERSHIP

Leadership curiosity includes:

1. Curiosity about events. What's happening?
2. Curiosity about mistakes. What went wrong?
3. Curiosity about next steps. What's next?
4. Curiosity about best practices. What's working?

Leadership curiosity is often about getting things done, not people on the team. It's transaction, more than relational. People become tools, if you aren't careful.

Humility isn't simply being curious. It's intense curiosity about people.

Curiosity about what's next – apart from curiosity about people – comes off as pressure.

Additionally, it's possible that curiosity about mistakes is a form of arrogance.

Humble curiosity:

I feel a shift in myself when I move away from what I want to get done and toward intense curiosity about people.

Authentic curiosity about people is the tipping point between real influence and manipulation.

Influence and effectiveness expand with intense curiosity about people.

Manipulation is inconsistent with intense curiosity about the challenges others face. *Influence is built on understanding people. Curiosity is a beginning.*

Intense curiosity about others is:

1. Respectful. Curiosity about others expresses high regard for others.
2. Open. When you have the answer, you use it to evaluate others.
3. Courageous. Humble curiosity digs into tough issues.
4. Accepting. People have strengths AND weaknesses. *You must know*

and accept people before you can help them find their place of impact.

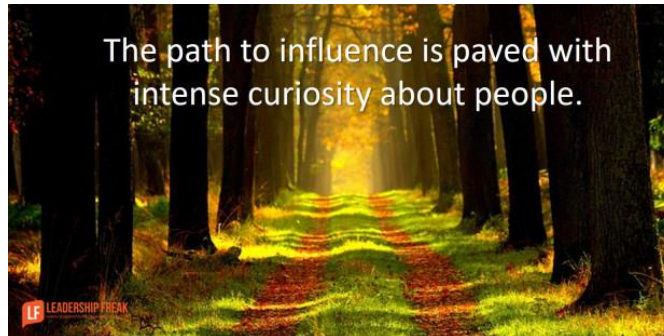
5. Compassionate.

6. Relational.

7. Inspirational.

High esteem captures hearts and ignites

energy.



You might be curious about many things, but curiosity about people reflects *and* develops humility.

<https://leadershipfreak.wordpress.com/2016/11/01/how-intense-curiosity-about-people-enhances-influence-and-expands-leadership/>



HOW TO STOP SOLVING PROBLEMS AND START SOLVING PATTERNS

Recognize and solve negative patterns or you'll end up solving the same problems over and over.



The third time you have the same conversation, with the same person, about the same disappointing performance, you have a pattern, not a problem.

Pattern solving

#1. Point out the pattern.

Watch for a *deja vu* feeling. It may not be the exact same conversation. It just feels familiar. Point it out. "It feels like we've been here before."

#2. Listen for fairy-tale thinking:

1. "I just need to try harder."
2. "I'll get it done next time."
3. "I need to be more disciplined."

#3. Say hard truths.

When you hear, "I just need to try harder," say, "I'm surprised you aren't already bringing your best."

When you hear, "I'll get it done next time," say, "What specifically will be different next time?"

10 considerations when solving people patterns

1. Desire.
2. Ability.
3. Capacity.
4. Commitment.
5. Distraction.
6. Purpose. Does the behavior or result matter?
7. Expectations. How are expectations clear? Foggy?
8. Clarity. How are goals clear? Foggy?
9. Team composition. Are the wrong people on the bus?
10. Management incompetence or confusion. When good people don't succeed, consider the possibility that management is the issue.

Temporary measures

Breaking negative patterns requires leaders to institute temporary measures.

1. Frequent reporting.
2. Uncomfortable accountability.
3. Consequences.

Affirmation

People need hope. Celebrate imperfect successes, even as you expect continued improvement. Hope energizes progress.

<https://leadershipfreak.blog/2016/12/21/how-to-stop-solving-problems-and-start-solving-patterns/>



UPCOMING EVENTS March 2017

- Mar 1, 2017** **Agency Visits-Fort Sill**
- Mar 7, 2017** **Agency Visits-Tulsa**
- Mar 12, 2017** **Daylight Saving Time Begins**
- Mar 14, 2017** **FEB Meeting**
10:00 a.m. CBP-NATC Hangar
POC: FEB, 405-231-4167
- Mar 28, 2017** **Executive Policy Council Mtg**
10:00 a.m. US Secret Service
POC: FEB, 405-231-4167
- Mar 29, 2017** **Leadership FEB**
All Day NOAA Agencies in Norman
POC: FEB, 405-231-4167



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.

Officers

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- Director:** LeAnn Jenkins
- Assistant:** Lisa Smith-Longman

INSPIRATION CORNER

Growth is never by mere chance, it's the result of forces working together. –James Cash Penney

Dreamers are mocked as impractical. The truth is they are the most practical, as their innovations lead to progress and a better way of life for us all. –Robin S. Sharma

Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. –Earl Nightingale

You can't solve a problem on the same level that it was created. You have to rise above it to the next level. –Albert Einstein



Substantially Equal Monthly Payments From Your TSP

Published: December 27, 2016

The most popular TSP withdrawal choice is called “substantially equal monthly payments” and there are two ways that an individual can elect their monthly payments. By the way, you would make your election on form TSP-70 (Request for Full Withdrawal) or on form TSP-77 (Request for Partial Withdrawal When Separated).

One choice is to take payments of a fixed dollar amount. You will elect the amount that you want to receive each month before taxes. You will then receive that amount each month, unless you change it. You will only be allowed to change the amount during the annual open season which runs from October 15th through December 15th, with the changes becoming effective in your January payment. The Thrift Board has indicated that they will modify this (i.e., allow more frequent changes) in the future, though they have not indicated exactly when this modification will take place.

When taking payments of a fixed dollar amount, how taxes are withheld depends on how long the payments are expected to last. In estimating how long the payments are expected to last, the TSP will divide your account balance by the amount of each monthly payment. In performing this calculation, the TSP assumes that your account will neither increase nor decrease in value. For example, if you had a TSP account balance of \$100,000 and chose a monthly payment amount of \$750 a month, you could expect to receive a total of 133.3 monthly payments.

What follows discusses the taxes on the

traditional balance within your TSP. For the Roth balance, there will be no taxes if your withdrawals are qualified. In order for a Roth withdrawal to be qualified, you must have had the Roth balance in your TSP for at least five years and you must be at least 59 ½ at the time of the withdrawal.

If the payments are expected to last for ten years or less, taxes will be withheld at a default rate of 20%. You can increase the withholding rate, but you cannot decrease it. This is likely to cover taxes for many of those who are withdrawing from their TSP account, but you should double check to be sure you have enough withheld. You could also rollover these payments to an IRA, as payments for ten years or less are considered to be an eligible rollover distribution by the tax law.

If the payments are expected to last for more than ten years, taxes will be withheld as if you were married, filing jointly and claiming three dependents. This is a very low rate of withholding and will, almost certainly, result in not enough being withheld for federal income taxes. Someone who is electing monthly payments that will last for ten years or more (e.g., most of us) should choose to have extra money withheld for federal income tax in order to avoid a nasty surprise on April 15th. Payments that are expected to last for ten years or more are not considered an eligible rollover distribution (they are called periodic payments) and cannot be rolled over into an IRA.

<http://www.fedweek.com/tsp/substantially-equal-monthly-payments-tsp/>



HOW TO INTERRUPT OTHERS AND GET TO THE POINT

You wouldn't be polite to someone who reached into your pocket to steal your credit cards. Don't be polite with people who persistently steal your time by talking on and on.

Common rules of courtesy don't apply to unrepentant blabbermouths.

Politely break the rules of courtesy:

Interrupt – Confess confusion.

The moment you feel confused, gently interrupt and say, "I'm sorry to interrupt, but I'm lost. Give me your conclusion."

What's the point of letting someone talk when they lost you five minutes ago?

Interrupt – Confront wandering.

Blabbers always go off topic.

The moment someone starts wandering, gently interrupt and say, "I'm lost. What's the the connection between what you're saying and the issue at hand?"

Interrupt – Challenge bull crap.

Bull crap happens when you ask what they're doing to solve this issue. They talk about what *other people* need to do.

Challenge avoidance, confront smoke blowing, and explore excuses.

Interrupt with kind candor, courageous transparency, and forward-facing curiosity. But whatever you do, speak up, *unless you want more of the same.*

Blabbermouths in meetings:

If you lead meetings, everyone is waiting for you to deal with blabbermouths. Not only are blabbers stealing time from you, they're stealing everyone else's time too. Honor the team. Politely interrupt blabbermouths.



5 quick tips:

1. Err on the side of courtesy. Don't rush to judgement.
2. Take the gentle private approach first.
3. Leave the past in the past. Don't say, "You always talk on and on."
4. Ask specific questions. Listen for specific answers. Interrupt and ask again.
5. Ask for conclusions at the beginning. "Give me your conclusion."

Exceptions:

- Listen patiently to people who need to unburden their hearts, if it's not a pattern.
- Give space to someone with unique expertise, useful insights, and relevant experience.

<https://leadershipfreak.blog/2017/02/19/how-to-interrupt-others-and-get-to-the-point/>



2017 Public Service Recognition Week Employee of the Year Awards Banquet



Event information:

Date: Monday, May 1, 2017

Time: 11:30am-1:00pm

Location: Remington Park

One Remington Place, Oklahoma City, OK 73111

Location: . If you are traveling on I-35, exit west on NE 50th (also known as Remington Place). If you are traveling on I-44, exit south on M.L. King Boulevard. (specific directions can be obtained from www.mapquest.com or www.google.com/maps). Enter the door marked CASINO; walk straight back, just left of the escalators to our event.

Valet parking will be available for our Awards Program

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Nominees should arrive no later than 11:00 a.m. for pre-brief.

Name: _____

Agency: _____

Address: _____

Phone: _____

Cost: \$25.00 per person

Payment must be made in advance

Cash

Check

Credit Card

Phone #:

If you wish to utilize a credit card for payment, please provide the contact number for the credit card information.



Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.

Please mail with payment to: Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 349 Oklahoma City, OK 73102	Fax to: 405-231-4165	Email to: LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov
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Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 2017. 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!



	FEB Leadership Series-2017 Registration and Enrollment information	
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Name of Participant: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

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

<input type="checkbox"/> Pick three for \$500.00 <input type="checkbox"/> May 16th <input type="checkbox"/> June 14th <input type="checkbox"/> July 20th <input type="checkbox"/> August 16th <input type="checkbox"/> September 12th

Individual Training Day “Menu Prices”

- Neuroscience, Techniques for the Seasoned Leaders – May 16, 2017 – \$175.00
- Intentional Leadership – June 14, 2017 – \$175.00
- Innovative Problem Solving – July 20, 2017 – \$175.00
- Ethics in the Workplace – August 16, 2017 – \$175.00
- About Face Leadership – September 12, 2017 – \$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 349, 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 May 5, 2017. 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-2017



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: **CSRS** : Oklahoma City County Health Department, 2600 NE 63rd St, OKC, OK
LOCATION: **FERS** : 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 22, 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 23, 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 349 Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Email to:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov

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SUN	MON	TUES	WED	THUR	FRI	SAT
March 2017			1 Agency Visits: Lawton	2	3	4
5	6	7 Agency Visits: Tulsa	8	9	10	11
12	13	14 10:00 FEB Meeting	15	16	17	18
19	20	21	22	23	24	25
26	27 1:00 FEB Conf Call	28 10:00 Executive Policy Council	29 Leadership FEB- NOAA	30	31	

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 153
 OKLAHOMA CITY, OK 73102-3422
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We wish to thank the FAA Media Solutions Division for their monthly assistance in the duplication and distribution of this newsletter.