



DHR, CPAC, ASAP, EAP  
WELL-BEING TEAM

# WORKFORCE PRIDE

## DHR, ASAP, EAP NEWSLETTER

VOLUME 1, ISSUE 5

JANUARY 2011

### Executive Expressions: A View from the Top



**Col. Raymond Lacey, Garrison Commander**

Thank you Team Sill for taking care of each other. It's official. For calendar year 2010, Team Sill experienced the lowest incidence of suicide in the entire Army for comparable installations. We achieved this despite a tremendous operational tempo and natural disasters. This continued vigilance of leaders at all levels, family members, and peers has made this all possible. Leaders at all levels are encouraging self-referrals to ASAP, Behavioral Health and/or the Chaplains. Commanders are guarding against Soldiers humiliating and ostracizing referred Soldiers or those who self-refer. They are also vigorously promoting the battle buddy system despite a Soldier's rank.

Examine any organizational bulletin boards and you will see displayed suicide prevention posters, warning signs, and crisis and referral contact numbers. Most leaders have gone the extra mile and have developed policies and procedures for unit

watch and weapons profiles to reduce access to a lethal means of self-harm when warranted.

Leaders have also made effective use of Unit Risk Inventory (URI), Reintegration Unit Risk Inventory (R-URI), Post-Deployment Health Assessment (PDHA), and Post-Deployment Health Reassessment (PDHRA) to identify Soldier's challenges and in conjunction with the community, averting a crisis through targeted prevention.

Speaking about the community, the Community Health Promotion Working Group has coordinated and synchronized valuable support and prevention efforts like no other time in the history of the installation. Soldiers and civilians are welcomed into the community with a collaboration of prevention resources during "Start Right" in-processing. Through "Stay Right" and regular community training, Soldiers, civilians, and Families are regularly provided opportunities to build and maintain healthy families, workplaces, finances, and lives.

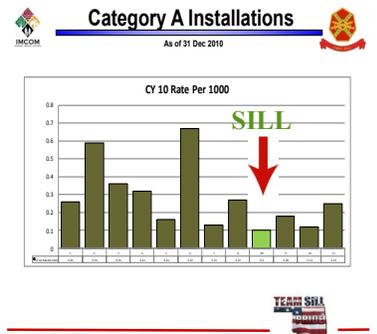
Leaders at all levels are provided monthly opportunities to become Applied Suicide Intervention Skills Training (ASIST) certified to help them identify the earliest signs and symptoms of someone in trouble and how best to assist them. Our prevention cam-

paigns are reaching out more than ever to include schools in all our prevention efforts.

Our sensitivity and responsiveness to the needs of Soldiers, DA civilians, and family members has helped community members avoid dangerous and self-destructive behaviors. Thank you all for taking an active role in our life-saving efforts. For the collaborative way we help make people's lives better here at Ft Sill, we demonstrate that we are truly a Team of Teams!!!

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### New Year, New You, New Beginnings

Do you know what you like? Do you know what is right for you? Brian Tracy says that it is important to know what is right for yourself before you think of what is possible. Do you know what brings you joy? If you do know, how often do these things show up in your life? Do you plan for them? It is interesting--and powerful--to focus your attention on what you want in life...experiences you wish to repeat, attributes you wish to develop, goals you wish to reach and, fulfilling ways to spend your time and energy. When you keep your mind, time and energy on these things, there is little time for anything else--

and the "anything else" fades away! At this time of year it is traditional to decide on next year's priorities. Do this very carefully. Make it a balanced plan with desires in each area of your life to move your physical, social, educational, financial, mental, emotional and spiritual self forward. Once you have decided on the priorities, assign a daily, weekly, monthly or annual amount of time for each that will satisfy you. This is important. There is no right answer. What will cause you to feel good about yourself when you do it? It can be different for different people. Some folks want to run a marathon and that is what they mean when they are planning to improve their exercise program. That will take more time than for



a person who wants to increase their time doing weight-bearing exercise to prevent osteoporosis. Know what your goal is and why. That will help you assign the appropriate amount of time to each priority. (continued on page 2)



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**Offbeat New Year's Resolutions:**

- Learn a new language with Rosetta Stone
- Take vitamins every day
- Read every book on Oprah's List
- Read the newspaper every day
- Join a sports club team
- Do not eat any fast food for a year
- Learn to make your own favorite sushi roll
- Start your own blog
- Run a marathon
- Use public transportation at least once a week
- Cook something new every week
- Take more photos
- Give yourself a homemade manicure
- No TV for a month
- Do 100 sit-ups every day
- Cut out alcohol for at least a month
- Leave the country at least once
- Host at least one holiday party
- Try a different label wine each week
- Volunteer at least once
- Create your own work of art each month
- Make your own coffee for one year
- Clean out your entire house
- Get involved with a local charity
- Create your 2010 plan for success

For the traditionalists...

**10 Most Popular New Year's Resolutions:**

- Spend more time with family and friends
- Quit Smoking
- Lose weight
- Get organized
- Get out of debt
- Help others
- Learn something new
- Quit drinking
- Enjoy life more
- Fit in fitness

Reference:

[www.arizonafoothillsmagazine.com](http://www.arizonafoothillsmagazine.com)

# New Beginnings Cont.

Make sure that your goals are "do-able". Build in success this way. Make them very specific, measurable and time-bounded. Your mind can capture a goal that says, "I will lose ten pounds by March 1 by eliminating ice-cream from my diet and walking three miles three times a week", whereas it has difficulty understanding "I am eating less

and exercising more." Be specific. Often, there are many things undone in our lives. Things we wish we had done, things we know are always sitting at the back of our minds draining our energy. These are 'energy leaks'. You know the "(Expletive) I still haven't \_\_\_\_\_ yet!" that hits you

while you're waiting for a red light to change. It's a 'leak'! Clearing away your energy leaks is a good preparation for being successful with your new plan. ALWAYS REMEMBER---- WHAT YOU PAY ATTENTION TO EXPANDS!



## New Year Resolutions: Pros and Cons



As the ball drops and the countdown gets to "Happy New Year!" many of us have, in the back of our minds, the resolutions that we are willing to try to commit to for the new year ahead of us. While vowing to make a New Year's resolution (and keeping it) is an inspiring idea, it may not be the best way to try to improve your life.

It's positive to try to make a resolution for yourself, such as losing weight, quitting smoking, vowing to go to college this year, finding a new job, or cutting down on drinking etc, but when you dedicate yourself to the New Year as your reason for making change in your life, you tend to lose focus on the goal itself. Most achievements are made in life by hitting a point where enough is enough rather than just plain choosing a holiday to make things change. Life typically inter-

venes on its own, so you don't need to choose the New Year to make a change in your life-- you will know when it's time. In other words, if you have a goal in mind, don't wait for a holiday to make that change. If the time is now, go for it.

People also tend to choose a lot of lifestyle changes at one time, and lose focus on how to achieve any of them. When you place the pressure on yourself to save money AND lose weight, you can become overwhelmed and fail to do either. Plus, when you vocalize these goals to other people and fall short of the mark, you can feel like a failure rather than a minor success. The New Year should be an enjoyable time, not a time where you feel like you should be pressuring yourself to change.

On the plus side, bringing in the New Year cleans a slate in life, and allows you to actually think positively about the changes you would like to make for yourself. Rather than committing yourself to try to change immediately when the New Year is upon us, instead take pride in the goals you have chosen for yourself, and don't choose a time limit in which to accomplish them. Change takes time, and doesn't happen overnight. The New

Year challenges us to choose new goals.. Timelines assist us with goal planning and it is our responsibility to make the best use of our time.

I tend to not make resolutions when the New Year creeps in. Rather, I take a silent inventory of the past year and learn from the trial and errors of the year prior and look at the New Year like a test to improve upon. I look back on what I can work on and how far I can go in the year ahead, and try not to pressure myself into making change. Change happens on its own, and you don't need a New Year to improve your life.

Reference: Associated Content

**Since we should all be more eco-friendly, here are few easy ways to start:**

- Always use paper instead of plastic bags
- Add a small recycling bag to your kitchen (You'll be surprised how much it helps you recycle paper)
- Install compact fluorescent light bulbs (CFLs) when your older incandescent bulbs burn out
- Use a drying rack to dry small loads of laundry and wash clothes in cold water as much as possible
- Don't drink bottled water, buy a reusable water bottle, preferably aluminum rather than plastic
- Ride your bike to work one day a week



# 10 Ideas for a Fabulous Valentine's Day

## CREATE A LOVE SPACE

A splendid idea on Valentine's Day is to open your heart to your sweet one and let them know your feelings. An easy way to do this would be to create a "lovespace". If you are not already registered to Myspace, you can sign up for a free account and within minutes you'll have a page dedicated to your sweetie. Keep it focused on romance with weekly love notes, [romantic poems](#), and photos. You can even add a [romantic love](#) song that she loves very much in your 'lovespace'. That way she will get to



listen to her favorite song whenever she visits the page! If you both are private persons and don't like to let the world know about your relationship, you can sure make the page private. That way you'll also feel free to

open your heart and write about your inner feelings without a care.

## SEND AN E-CARD

You may have doubts whether sending an e-card will not be an impersonal way of communicating with your special someone. But trust us, this is a great way to add a little romance to your sweet one's day. Browse the various free e-card sites, such as [DeepestFeelings.com](#), for a gamut of [romantic](#) e-cards ranging from the funny 'n flippant to the poetic and passionate. It is even better if you can send a personalized message with your card and sites like [DeepestFeelings](#) lets you do that. Put in a bit of thought to your message and rather than ending it casually, think deep and write from the heart. It will work wonders with your lover. Imagine your sweet one's delight on finding a cute, romantic e-greeting with a romantic message in his/her inbox on Valentine's Day. Doesn't that seem great?

## MAKE A VIDEO

Another splendid idea is to make a short video declaring your love for your honey. If you have a camera phone or a webcam at your disposal, you can easily make a video and upload it online in sites like YouTube for free. You can then send a link via email to him/her to check out your valentine video! If you

don't prefer a public declaration of your love, you can keep it personal and have a private viewing of your video with your sweetheart who'll surely love the idea. A nice tip is to use windows movie maker in your video-making.

## BUY ROSES FOR YOUR LOVE

This one is specially for men. Buy a dozen roses for your sweetie, hide them in different spots of a place like a park or a mall. Invite her and hide in some nearby spot from where you can watch the proceedings. Arrange a person to hand over a rose to her as soon as she arrives. Attach a note to it informing her where to find the next rose. This should be the case with each rose and the last one should lead her to you waiting with a bouquet of flowers. You should be confident for this plan to work out smoothly. Thereupon, treat her to a sumptuous lunch/dinner.



## CANDLE LIT DINNER

Treat your honey to a romantic dinner by candle-light. That doesn't mean that you have to take your loved one to a posh restaurant and spend a lot of bucks. Rather, you can arrange your own candle-lit dinner at home. Cook up a splendid dinner together. Even a simple pasta would work; buy dessert from the bakery in the grocery store. Set the table; create a romantic atmosphere with candles, sweet snacks and wine. Have soft romantic music playing in the background, and dim the lights so that it's mostly the candles lighting the room. Then dress up and "attend" the dinner walking up to the table hand in hand with your love. You'll be amazed how much more fun it gives to have a candle-lit dinner at home. Once dinner is over, dance slowly to your song. Then snuggle as you watch a romantic flick together.

## PREPARE A DESSERT

This one is specially for the ladies. Invite your honey and treat him to a dessert dish. Find out about the favorite dessert of your partner and prepare it yourself on Valentine's Day. Even if it doesn't turn perfect and your cooking skills don't prove amazing, he'll

pleasantly surprised and love you for your serious attempt.

## BALLOONS IN THE CAR

Sneak into your loved one's car while he/she is busy at work and fill it with roses and balloons up to the roof. Also leave a note inside telling how much your sweetheart means to you. It will amaze and touch your partner.



## TAKE A WALK WITH NATURE

Take a ride to a secluded nature trail at sunset and park your car nearby. Slip your hand into your partner's and take a stroll along a trail, watching the sunset together. It will be better to stay awhile after the sunset and enjoy the sight and sound of nature. Look up at the starry sky and feel the magic of the universe.

## HAVE A DINNER AT THE LAKE

If you can arrange it, treat your love to a candlelit dinner under the stars, preferably to the accompaniment of some music playing off somewhere in the background. You can arrange it all near a lake or pond to make the ambience even more romantic. To top it all, you can rent a small boat and row it after dinner to go out to the middle of a lake and watch the stars.

## LOVE LETTER

Believe it or not, writing love letters is still as cool. Yes, the world may have changed and e-mails and text messages may be the order of the day, but a passionate letter of love still possesses that eternal charm and out-of-the-world romanticism which many would die for. So put your pen to paper and pour your feelings out for the love of your life. Say in simple words what your sweetheart means to you, and how your life has changed since his/her arrival. Then hide it in some spot where your sweet one is likely to lay his/her hand soon. Don't worry if you're not too good with words, your sweetheart will surely appreciate your gesture. Your effort will culminate into a moment which both of you'll treasure forever, trust us.

Reference: [www.theholidayspot.com](http://www.theholidayspot.com)

## Are you single, do not have a sweetheart and hate Valentine's Day?

The celebration of Valentine's Day is not limited to lovers but includes any and everyone loved by us, be it our parents, siblings, children, friends, relatives or dear ones. Popular conception and lopsided media promotion has resulted in Valentine's Day being widely regarded only as a day for lovers. And yet, the occasion is not so. In its true sense, Valentine's Day celebrates love. The festival is a celebration of love. Think clear and think hard and you are sure to arrive at the conclusion that Saint Valentine stood up to defend love and not romantic partners.

Go through these tips to know how you can indulge in Valentine's Day festivities in your own special way.

### Spend Quality time with family members

The fast paced world has left us with little time to be with our dear ones. Valentine's Day can be a wonderful opportunity for you to spend time with your family members. You can party, make a trip to the restaurant or go out for a movie together.

### Party with unhitched friends

Going out with your single friends can also be a great option. Visit a friend's house or invite your pals to your own home. Catch a movie together, play party games or have a picnic. You will be surprised at what a gala time you can have even without any romantic interest.

### Good acts

This is also a good time to shower your love on those who really need it. Visit a hospital, an orphanage or old age home and meet with ailed or old people who have none to care for them. It is best to contact the hospital authorities beforehand and prearrange your visit to avoid any embarrassment later. Take along a bouquet of yellow roses and gift each of them a blossom. This is sure to touch them and fill them with the warmth of love. You will feel as much pleasure in giving gifts to the less fortunate as they themselves will.

JANUARY 2011

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FEBRUARY 2011

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FEDERAL HOLIDAYS  
 TRAINING HOLIDAYS  
 8 FEB- TEAM SILL ON TARGET

On Your Mark, Get Set, Go... to

ASAP Training!!

The following are the listing of trainings as scheduled for the month of January and February:

**26-28 Jan**– ASAP Community Training (location: RTC)

**8 Feb (0900)**– Team Sill on Target: Civilian Staff Ride (depart from Bldg 4700)

**7-11 Feb**– UPL Certification (location: Well-Being Center, ASAP Training Room)

**14-15 Feb (0830)**– ADAPT Class (location: Well-Being Center, ASAP Training Room)

**14-15 Feb (0900)**– ASIST (location: RTC)

**16 Feb**– UPL Recertification (location: Well-Being Center, ASAP Training Room)



Team Sill on Target Civilian Staff Ride:

RESERVE YOUR SPOT TODAY!

You are cordially invited to join us on 8 February 2011 for the Team Sill on Target Tour. The tour is designed to give non-Soldiers a first-hand experience of life in the war zone. The previous tours have been tremendously successful, and attendees enjoyed themselves while learning more about the military life.

**The next tour is scheduled for 8 February 2011 from 0900-1200 leaving from Bldg 4700 Mow-Way Road.**

If interested, assemble a list of those interested and forward the list to reserve seats as soon as possible. Attendees should bring comfortable walking shoes.

0900-1200: The following locations will be toured:

1. Firing Point 103 and 104 to observe artillery rounds being fired
2. Daly Hill to observe artillery rounds impacting
3. Urban Assault Course and Live Fire Shoot house for briefing on room clearance procedures
4. IED 1 for briefing on capabilities and procedures of Improvised Explosive Devices
5. Observe down range living conditions, dining facility, and eat a soldiers meal

**TO MAKE RESERVATIONS FOR THE NEXT CIVILIAN STAFF RIDE, CONTACT ASAP AT 442-4205 or rashonda.laborador@us.army.mil**

January ASAP Community Training

This month's ASAP Community Training is sure to hold your focus with many new trainings to be presented. I am truly excited about Generational Workforce Training that will be held on Thursday, 27 Jan 2011, at 1400. This class is encompassed with all of the insight one will need to have when dealing with co-workers, supervisors, and subordinates with different generational qualities. I encourage all to come out and receive your required yearly 2 hours of prevention education while learning new skills that will enhance your working relationships. If you are a Traditionalist, a Baby Boomer, belong to

Generation X, or a Millennial, please come out and share your experiences and differences. I look forward to seeing everyone there. For civilians, attendance at one of the provided classes will ensure that AR 600-85 (CH 2-20 paragraph g.) and TRADOC Reg 350-70 is met successfully. For military members the requirement is 4 hours annually.

**Wednesday, 26 Jan 2011**

- Location: RTC 2871 Craig Rd
- 1200-1400, Employee Assistance Program (EAP)
- 1400-1600, Workplace Etiquette

**Thursday, 27 Jan 2011**

- Location: RTC 2871 Craig Rd
- 1200-1400, Suicide Awareness
- 1400-1600, Generational Workplace

**Friday, 28 Jan 2011**

- Location: RTC 2871 Craig Rd
- 0900-1100, Workforce Engagement Supervisory Training
- 1200-1400, Building Healthy Workplace Relationships
- 1400-1600, Take Control of Your Life

**Community Training is open to Civilians, Retirees, Soldiers, and family members.**





“It’s urgent that we take a comprehensive look at the many Army programs we have in these areas and ensure they’re all coordinated, effective and up to date, and that Soldiers, Family members, Civilians and the Army community at large are aware of them.” – BG Colleen McGuire, ASPTF Director

# Life focus

## Taking Care of Soldier and the Event Cycle



Commanders, in both garrison and deployed environments, implement the “Portfolio of Programs” that constitutes the Army’s institutional response to Soldier and Family needs or behavior across the Event Cycle. Commanders implement these programs/services by directing or facilitating Soldiers’ participation based on demonstrated (or anticipated) behaviors or stated needs.

A commander’s primary responsibility is to ensure the readiness, health, morale, welfare and discipline of the unit. This responsibility means to manage unit members across the Event Cycle (pre-event, inter-event and post-event) and the Care Continuum (from Recruit through Inquiry).

Maintaining unit members in the pre-event stage of the Event Cycle is the most effective and efficient means of optimizing unit readiness. Commanders must ensure health intervention and unit discipline (including administrative separations). Additionally, they provide awareness and resiliency programs (for example, ensuring Soldiers/Families receive suicide prevention training and complete a resiliency self-assessment) to maximize unit health and morale and minimize risk in the unit.

The Soldier’s transition from pre-event to inter-event may not be immediately obvious. Commanders must recognize signals that indicate a unit member is seeking help or engaging in risk-taking behavior; in addition, the commander must recognize/understand that an institutional response is required. For example, a Soldier may signal financial stress to the commander by receiving a “no-pay due” notice or requesting an emergency loan. The commander would evaluate this information to determine if the Soldier had serious financial problems and would be a candidate for referral to Army Community Service (ACS) for financial counseling (if the issues are repairable) or possibly processed for separation. Other signals of risk related stress may come from external sources such as a law enforcement contact or positive urinalysis. “The Composite Life Cycle,” identifies potential stressors that commanders should anticipate and mitigate to preclude a Soldier from engaging in high risk behavior.

services by performing three critical functions – referring a Soldier to appropriate program/service providers, facilitating and monitoring Soldier participation, and reporting actions taken in response to high risk behavior. The commander’s role during the inter-event stage is to determine the individual’s status in relationship to the Care Continuum and to identify which corresponding programs are appropriate. This integrative function – connecting the Soldier to the right program based upon the Soldier’s current need – is critical.

Commanders also play an important role in facilitating program participation by modifying mission requirements, when feasible, to remove impediments that prevent Soldiers from participating in HP/RR/SP programs and services. For example, a commander could:

- Designate the treatment program as a Soldier’s place of duty, thus preventing a Soldier from leaving treatment against medical advice. This is equally true for patient care at civilian treatment facilities.
- Direct that all unit members receive behavioral health screening after stressful events, as a means to reduce stigma.
- Reallocate duty assignments so a Soldier and spouse can attend a Strong Bonds retreat.
- Ensure Soldiers with positive urinalysis results for illicit substances are referred to counseling and disciplined/processed for separation as required.

### Cabin Fever Not Just For the Great White North By Dave Rauls



Now that winter is upon us and the cold north winds keeps us at bay it is a good time for reflection. Living in Alaska for several years as a Soldier in the Army we were briefed on the long winters. Basically it is so cold and nasty outside you do not realize that you are not motivated to just get out there and do something until you have, you guessed it “Cabin Fever”. Anyone is a potential victim! I can recall as a family we forced ourselves to walk the aisles of the local stores for no reason other than to be active. Anyplace that afforded us cover and concealment from the elements was a possibility. Having to live through some pretty painful times in the recent past I think about how I utilized my time, was it effective? Could I have prioritized things differently? What did I really value most? (I know you are thinking here we go with the lame stuff). Believe me there is nothing that will make you think of the great possibilities more than losing a father or child. Last year I lost both. I guess you could say I have had “Cabin Fever” for a while now. Although my personal losses will be with me all the days of my life I have responded to my feelings of isolation in a different way. Have you ever heard the old saying “take a trip and never leave the farm?” An effective strategy for my “Cabin Fever” has been to really begin to understand myself. There are plenty of resources on Fort Sill that can help point you in the right direction. I would suggest the Resiliency Center providers. Got the winter Cabin Fever Blues? I would say learn about who you really are!!!

+  
SUICIDE

ASIST

**Applied Suicide Intervention Skills Training (ASIST) training provides valuable tools in which to help intervene when encountering a person at risk of suicide.**

**Next class is 0900, 14-15 Feb 2011 at the RTC**

**If you would like to attend, please contact the Suicide Prevention Program Manager, Robert Dodrill, at 442-4957/4205 or robert.dodrill@us.army.mil**

# Need an ID? Schedule With Convenience



The ID Card Facility now has a web-based appointment scheduling system. You can make an appointment, cancel an appointment, or find an appointment at your convenience to take care of your CAC/ID/Deers-Rapids actions. Use this web address to get started: <http://appointments.cac.navy.mil/> and press the MAKE APPOINTMENT tab button on the menu bar. Select a state from the drop down menu "OK" (for Oklahoma), press "GO", select a city "Fort Sill", press next and then follow the prompts. The calendar will show six weeks of appointment blocks. As a reminder, multiple card issuances require one appointment per two Family Members.

The current phone number 580-442-5010 will still allow you speak to a representative for those personnel who do not have access to a computer or need additional assistance.



## Digital Signature Required

**Emergency Data Documents (DD Form 93 and SGLV series forms) Now Require Digital Signatures**

A new version of eMILPO requires digital signatures on DD Form 93 and SGLV series forms (Casualty Notification and Insurance) for all Soldiers during in and out-processing and records updates. Soldiers must sign all emergency data documents using their Combined Access Card (CAC). It is important that you know your Personnel Identification Number (PIN) and that your CAC is in good condition. If you cannot remember your PIN, you must reset the CAC at the ID Card Section building 4700 or the NEC PIN Reset location in building 475, Room 114, phone 442-2584. If the system cannot recognize your CAC, you must have a new CAC issues. It is important to check on the status of your CAC card before reporting to alleviate extended waiting times if you must reset or redo your ID card. Digitally signing your emergency data documents is a new permanent requirement that automatically uploads into your information into your permanent records repository at Human Resources Command (IPERMS).

## Workplace Etiquette 101: Cubical Spaces

### Do you work in a cubical space?

Working in close quarters requires give-and-take on everyone's part. What if your cubicle neighbor is a loud telephone talker or plays music that keeps you from concentrating? Here are some tips:

- As a general rule of thumb, try not to sneak up behind someone in a cube. Announce yourself at their doorway or lightly knock on the wall.
- Never read someone's computer screen or comment on cube conversations you've overheard.
- Don't congregate outside someone's cube for impromptu meetings. Go to a conference room or break room.
- Ask permission of your cubicle neighbors before using a speakerphone. Better yet, go to a conference room to take speakerphone calls.
- Keep your cubicle space tidy and clean.
- To resolve a problem with an noisy cube neighbor, politely approach the person and say, "Can we talk for a moment? I wanted to ask if you could take conference calls in a private area. When I'm working on a deadline, it makes it hard for me to concentrate. I'd do the same for you, of course."
- If repeated attempts at negotiating with your cube neighbor are unsuccessful, ask your manager for help.

**TO SHARPEN YOUR WORKPLACE ETIQUETTE SKILLS, COME OUT TO ASAP COMMUNITY TRAINING ON WEDNESDAY, 26 JAN 11, FROM 1400-1600 AT THE RTC.**

### DID YOU KNOW?

Experts have found that people respond to body language 55% of the time, tone of voice 38% of the time, and a person's actual words only 7% of the time, according to HR Focus.

### BIT OF HISTORY

#### So when did Americans first acknowledge our Presidents with their own day?

Presidents' Day dates back to our founding father and first President, George Washington. Washington was born on February 22, 1732. On his birthday in 1796, when Washington was in his last full year as president, the day became the holiday known as Washington's Birthday. However, Americans didn't observe this holiday until 1832, 100 years after his birth. Abraham Lincoln was the next President to gain reverence similar to Washington. Born on February 12, 1809, Lincoln's birthday was first celebrated in 1865, the year after he was assassinated. Although his birthday was not honored as a federal holiday like Washington's, many states adopted it as a legal holiday. In 1968, Congress passed legislation placing any federal holiday on a Monday, including Washington's birthday, to create a three-day weekend. In 1971, President Richard Nixon combined Washington's and Lincoln's birthdays into Presidents' Day. It would be celebrated on the third Monday in February, regardless of which day it fell on. Presidents' Day is now viewed as a holiday that pays tribute to both Washington and Lincoln, as well as all those who have served as president.

**Presidents' Day is celebrated on the third Monday in February**

# Resiliency Training Campus: Open Events



<u>Date:</u>	<u>Event:</u>	<u>TIME:</u>
25JAN11	<b>EFMP Autism Workshop</b> Autism Concepts Workshop is giving a presentation addressing Severe Problem Behavior.	1030-1330
26JAN11	<b>Running Shoe Class and Recommendation</b> Improper or worn-out running shoes have been implicated as possible contributors to the development of overuse injuries among runners. This class will discuss differences in foot type and running shoes, how to select a running shoe, proper fit, and when to consider replacing your shoes.	1330-1630
27JAN11	<b>Get Into Your Kid's Heads</b> The target audience is parents of children between the ages of 7-19 and this provides ten tactics to encourage meaningful interaction with your child in order to build a trusting relationship and open communication about drugs, alcohol and friends. Includes up to date texting and IM language commonly used by today's kids	0900-1000
27JAN11	<b>My BMI Says I'm What?</b> This class provides adults education defining how the Body Mass Index is calculated, the categories of the BMI, and how to obtain a healthy BMI	1030-1130
28-29JAN11	<b>8 Habits of a Successful Marriage</b>	0900-1700
2FEB11	<b>ERP Job Search Class and Assistance</b>	0900-1200
3FEB11	<b>The Truth About Tobacco</b> An in dept look at what tobacco really does to our bodies. Using layman's terms and animations, participants will learn exactly why tobacco is so addictive and the harmful effects of second hand smoke	0900-1000
3FEB11	<b>Portion Distortion</b> This class provides information on how to read food nutrition labels in order to detect fats and carbohydrates as well as correct serving size, recommended daily allowances and the importance of being wary of fad diets.	1030-1130
9FEB11	<b>Job Search Class</b>	
9FEB11	<b>AFTB Level I</b> This is Army 101 for those new to the army. Instruction includes basic acronym definition such as Army Family Team Building, introduction into army traditions and regulations and provides information for the best transition into the army for new employees and family members.	0830-1500
10FEB11	<b>Poisonous Plants and Animals of SW Oklahoma</b> This class is targeted to all ages and provides information and pictures regarding the poisonous plants and animals found in Southwestern Oklahoma. Point of contact information for emergencies through the Oklahoma Poison Control Center and the Oklahoma Department of Wildlife will be given.	0900-1000
10FEB11	<b>Men's Health Concerns</b> This class is targeted at Teen boys and Men and is designed to provide information regarding recommended screenings, self-breast and testicular exams as well as personal hygiene.	
12FEB11	<b>Couplehood provided by the Family Advocacy Program</b> This class provides Stage 2 resonance training for couples who have received PAIRS training and have time to implement the skills into their relationship.	
15FEB11	<b>Autism Concepts is providing another workshop</b>	

## EAP FUNNY CORNER



### SKIES PROGRAMS ARE AVAILABLE

Registration & Eligibility  
All registrations for the SKIES programs are completed through the Parent Central Services office. SKIES programs are offered to all children that are dependants of activity duty, retired military, DOD civilian employees, reserve Soldier and DOD contractors.

\*For classes that are ongoing monthly, you must register before the end of the month prior to your child starting.

Current Ongoing Programs:

Guitar

Age: 7-18 years old

Cost: \$45 per month for 4, 1-hour sessions

Baby Sign Language

Ages: 6mo-3years w/ parents

Cost: \$55.00, five-week session

Martial Arts

Ages: 4-13+

Cost: \$45 monthly



## Civilian Education System (CES) Recommendations

Army Management Staff College (AMSC) has a recommended reading list for Civilian Education System (CES) courses. The Directorate of Human Resources has compiled a library of books listed by AMSC for reading before or during each of the courses. The library is located in room G35, building 4700 and are available to check out. For a list of available books, please click on the link below. Any civilian employee with questions about the Civilian Education System should call the office of Workforce Development at 442-0147/0149.

[https://sillc2doi462002/dhr/Workforce\\_Dev\\_Intranet\\_Web\\_Page/Workforce\\_Dev\\_Intranet\\_Index.htm](https://sillc2doi462002/dhr/Workforce_Dev_Intranet_Web_Page/Workforce_Dev_Intranet_Index.htm)



## Generational Differences in the Workplace

Research indicates that people communicate based on their generational backgrounds. Each generation has distinct attitudes, behaviors, expectations, habits and motivational buttons. Learning how to communicate with the different generations can eliminate many major confrontations and misunderstandings in the workplace and the world of business.

For a more in-depth look into generational differences in the workplace, come out to ASAP Community Training on Thursday, 27 Jan 11, from 1400-1600 at the RTC

## Managers Memo: Workforce Engagement

Ft. Sill Supervisors are engaging employees by remembering the main drivers of Workforce Engagement. Our supervisors are ensuring that:

- Their employees feel that their work is meaningful
- Their employees feel they have a voice and that their opinions count
- Their employees know leadership's vision and what is required of them
- Their employees feel that they work in a supportive environment
- Their employees feel they are well-fitted to their jobs



## Human Resources for Supervisors Training: Registration Now Open

The Fort Sill CPAC will be hosting the following "Human Resources for Supervisors"(HRFS) training class:

-----  
FY: 2011

Region: 0108 - CHRA, SW Region

Course: XB8AHRS

Location: Ft. Sill, OK

Date: 14-18 Feb 11 - Class 026

Registration closes for this class on 7 Feb 11 (or when the class is full).

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The 4.5 day HRFS Course will be held daily beginning at 0800. This course will provide information critical to the successful supervision of your Federal civilian workforce, to include filling your jobs, position classification, employee and labor relations, training and, maybe most important, the ability to ask questions and interact with other supervisors. This course is required training for all supervisors of DA civilian employees. The course is restricted to current supervisors, civilian or military, and is only available to the first 32 eligible personnel who register.

Registration for this course must be accomplished using the Civilian HR Training Application System (CHRTAS). For your convenience, you can reach CHRTAS by using the following link:

<https://www.atrrs.army.mil/channels/chrtas/default.asp?page=logon.asp>

Registration will remain open until 7 days prior to the beginning date of the class, or until the class fills up. You are encouraged to register as early as possible, since space is limited.

To be considered for approval, applicants must:

- \* be either military or DA civilian currently performing the full range of supervisory responsibilities over DA civilian personnel.
- \* have concurrence thru their chain of command
- \* attend ALL sessions

Approved applicants will receive e-mail notification to confirm acceptance. For additional information, you can contact Mr Troy Welch at 442-0076 or Ms Tressie Taylor at 442-5726.

**ASAP Facebook:** <http://www.facebook.com/pages/Lawton-OK/Fort-Sill-Army-Substance-Abuse-Program/115638415119642>



# What's Happening at the Ed. Center?

We are so fortunate to have 7 exceptional, regionally accredited colleges and universities physically on Fort Sill. They each have on-site office personnel to assist with questions, applications, enrollment, financial aid and anything that is college-related. All Fort Sill personnel and civilians residing in our area are eligible to attend on-post college and university classes.

Now that Spring I classes have begun, we can focus on Spring II offerings.

On-post schools with semester dates and offerings are:

## Undergraduate

### Cameron University 4 Mar-6 May

Fundamentals of Speech  
Consumer Economics  
American Federal Government  
Beginning Spanish II

Organized & White Collar Crime  
U.S. History Since 1865  
English Composition II  
Introduction to Probability & Statistics I

### Central Texas College 21 Mar-14 May

Composition I  
Western Civilization I  
College Algebra  
U.S. History II  
Fundamentals of Writing II  
Public Speaking

U.S. History I  
American Government I  
Introductory Algebra  
Introduction to Computing  
Human Relations

### Columbia College 21 Mar-14 May

Introduction to Computer Information Systems  
Statistics I  
Religion & Human Experience

Strategic Management  
Cross-Cultural Management  
**International Business-pending**

### Upper Iowa University 7 Mar-8 May

Accounting Principles II  
Group Dynamics

Elementary Statistics  
Personality

## Graduate

### The University of Oklahoma 4 Mar-1 May

Seminar in Intercultural Communication  
Seminar in Organizational Change & Development  
Social Influence  
Special Studies: Labor Economics  
Seminar in Human Geography: Nation Building in the British Empire

### Wayland Baptist University 21 Feb-14 May

Group Counseling w/ Adults & Children  
Organizational Development & Behavior (ITV)

### Webster University 14 Feb-13 May

Basic Finance  
Advanced Corporate Finance  
Labor Management Relations  
Integrated Studies in Management

Managing Human Resources  
Information & Communication Systems & Networks  
Project Management of Information Technology

For additional information, visit us at the Harry S Truman Education Center, Building 3281 NW Koehler Loop Road, or call 442-3201/5393.

## Face to Face With Online Representatives

An American Military University (AMU) director is available to assist current and potential AMU students at the Education Center on Mondays and Wednesdays. Call SGM (ret) Mounts at 580-919-3534 or [emounts@apus.edu](mailto:emounts@apus.edu) for specific dates and times.

Dallas County Community College District (DCCCD) representatives now have a standing schedule to visit the Fort Sill Education Center and meet with current and potential students. Next scheduled meeting is 10 February 0900-1400. Please call 442-3201/2184 for additional information.

A representative from Thomas Edison will be available to brief, counsel, and admit current and potential students at the Education Center 25 January from 0900-1500. This will be an excellent opportunity for past, present, or potential students to have their MOS and/or job experience and transcripts evaluated for college credit. Call 442-3201/5393. Lisa Dyer is the point of contact.

For additional information, enrollment, or to request specific unit/organization classes, contact:

**Lisa Dyer**

**Program Manager**

**Fort Sill Education Center**

**3281 Koehler Loop**

**Fort Sill, OK 73503**

**(580) 442-6525**

[lisa.m.dyer@us.army.mil](mailto:lisa.m.dyer@us.army.mil)

## Graduate Recognition Event

Tentative date for the annual Graduate Recognition Event is 2:00 P.M., 28 April. Location to be determined. The Education Center staff and College and University personnel recognize Soldiers and Civilians who completed Associates, Bachelors, or Masters degrees within the previous year or who will complete degree requirements in 2011. Graduates do not have to attend or complete degrees at on-post institutions to participate. Each year, we are thrilled to honor and recognize our on-line and deployed Soldier graduates as well. Call Mike Dodds at 442-6009 or email [michael.dodds@us.army.mil](mailto:michael.dodds@us.army.mil).

## Upcoming Classes for TSLA

Managing Resources  
Introduction to Microsoft Excel  
Microsoft Outlook  
Cultural Awareness  
Effective Military Writing II

Problem Solving  
Introduction to Microsoft Word  
Introduction to Microsoft Access  
Performance Oriented Training  
Time Management

Military and civilian employees are eligible. Remember there is no cost to attend any of these classes. Lisa Dyer at 442-3201 or [lisa.m.dyer@us.army.mil](mailto:lisa.m.dyer@us.army.mil) is the POC.

# Reaching Out to Service Members Abroad



**Question:** How can I send mail to that service member?  
 deployed military members?

**Answer:** Unfortunately, the Anthrax threat has resulted in the Department of Defense eliminating the "Dear Any service member" program and the "Operation Dear Abby" mail program. However, there are other ways you can

show your support. We often get emails about how Americans can write to our service members or otherwise show their support. Unfortunately, in October of 2001, the Anthrax-infected letter threat resulted in the termination of two programs which have been used to increase the morale of deployed service members for more than 17 years. Because of the potential danger to our military service members, at that time, the Military Postal Service Agency suspended two popular mail programs geared for service members stationed overseas: The "Dear Any Service member" mail program and the "Operation Dear Abby" service member mail program. Operation Dear Abby used to operate to support the troops during the holiday season from Nov. 15 to Jan. 15, while the Any Service member mail program operated year round. The Department of Defense has officially asked the American Public not to send unsolicited mail, care packages or donations to service members forward deployed unless you are a family member, loved one or personal friend. This includes a plea not to use any of the services provided by well-intentioned individuals and organizations which result in postal mail being sent to any military service member, if you do not personally know

## Official statement from the Military Postal Service Agency:

There are many well meaning Web sites, TV stations, and charity groups that are promoting donations to overseas Service members. While well intentioned, you should not use them and you should discourage others from using them. These unsolicited letters of support or care packages to Service members raise a force protection issue, since anonymous donors are different from legitimate family members and friends. DoD has cancelled mail programs which encouraged the American public in general to mail to Any Service member (versus a specific deployed person). These new programs attempt to do the same thing by gathering names of Service members to send mail. While legitimate mail from family members and loved ones is always encouraged these donor programs, which collect and pass out Service members' names and addresses, is discouraged.

**NOTE:** As an exception to the above policy, the Department of Defense has approved several organizations for service member mail and care package programs through their [America Supports You](#) Web site.

In addition to the America Supports You official site, here are some other ways you can show your support to U.S. Military service members:

**Operation USO Care Package.** You can buy a "care package," which will be delivered to a deployed service member with a personal note from you. These care packages are purchased and delivered by the USO (United Service Organization) with permission and support from the Department of Defense.

**Send a PX/BX Gift Certificate** to a wounded service member. Anyone can purchase a gift certificate from the Army & Air Force Exchange Service (AAFES), and ask that it be donated to the Landstuhl Regional Medical Center in Germany. This is the medical facility where all service members wounded in the Gulf or Afghanistan are treated before they are transported back to the states. The certificates donated will be redeemed for toiletries, sweats, undergarments, socks, pre-paid calling cards and other items of convenience or necessity for our wounded heroes.



## History of Post Office Technology: ZIP Codes

The change in character of the mail, the tremendous increase in mail volume, and the revolution in transportation, coupled with the steep rise in manpower costs, made adoption of modern technology imperative and helped produce the ZIP Code or Zoning Improvement Plan. Despite the growing transport accessibility offered by the airlines, the Post Office Department in 1930 still moved the bulk of its domestic mail by rail, massing, re-sorting, and redistributing it for long distance hauling through the major railroad hubs of the nation. More than 10,000 mail-carrying trains crisscrossed the country, moving round the clock into virtually every village and metropolitan area. The railroads' peak year may have been 1930. By 1963, fewer trains, making fewer stops, carried the mail. In these same years, 1930-1963, the United States underwent many changes. It suffered through a prolonged and paralyzing depression, fought its second World War of the 20th century, and moved from an agricultural economy to a highly industrial one of international preeminence. The character, volume, and transportation of mail also changed. The social correspondence of the earlier century gave way, gradually at first, and then explosively, to business mail. By 1963, business mail constituted 80 percent of the total volume. The single greatest impetus in this great outpouring of business mail was the computer, which brought centralization of accounts and a growing mass of utility bills and payments, bank deposits and receipts, advertisements, magazines, insurance premiums, credit card transactions, department store and mortgage billings, and payments, dividends, and Social Security checks traveling through the mail. In June 1962, the Presidentially appointed Advisory Board of the Post Office Department, after a study of its

overall mechanization problems, made several primary recommendations. One was that the Department give priority to the development of a coding system, an idea that had been under consideration in the Department for a decade or more. Over the years, a number of potential coding programs had been examined and discarded. Finally, in 1963, the Department selected a system advanced by department officials, and, on April 30, 1963, Postmaster General John A. Gronouski announced that the ZIP Code would begin on July 1, 1963. Preparing for the new system was a major task involving realignment of the mail system. The Post Office had recognized some years back that new avenues of transportation would open to the Department and began to establish focal points for air, highway, and rail transportation. Called the Metro System, these transportation centers were set up around 85 of the country's larger cities to deflect mail from congested, heavily traveled city streets. The Metro concept was expanded and eventually became the core of 552 sectional centers, each serving between 40 and 150 surrounding post offices. Once these sectional centers were delineated, the next step in establishing the ZIP Code was to assign codes to the centers and the postal addresses they served. The existence of postal zones in the larger cities, set in motion in 1943, helped to some extent, but, in cases where the old zones failed to fit within the delivery areas, new numbers had to be assigned. By July 1963, a five-digit code had been assigned to every address throughout the country. The first digit designated a broad geographical area of the United States, ranging from zero for the Northeast to nine for the far West. This was followed by two digits that more closely pinpointed population concentrations and those sectional centers accessible to common transportation networks. The final two digits designated small post offices or postal zones in larger

zoned cities. ZIP Code began on July 1, 1963, as scheduled. Use of the new code was not mandatory at first for anyone, but, in 1967, the Post Office required mailers of second- and third-class bulk mail to presort by ZIP Code. Although the public and mailers alike adapted well to its use, it was not enough. Introduced in 1983, the ZIP+4 code added a hyphen and four digits to the existing five-digit ZIP Code. The first five numbers continued to identify an area of the country and delivery office to which mail is directed. The sixth and seventh numbers denote a delivery sector, which may be several blocks, a group of streets, a group of post office boxes, several office buildings, a single high-rise office building, a large apartment building, or a small geographic area. The last two numbers denote a delivery segment, which might be one floor of an office building, one side of a street between intersecting streets, specific departments in a firm, or a group of post office boxes. On October 1, 1983, the Governors of the Postal Service approved price incentives for First-Class Mail bearing the ZIP+4 code. By the end of 1984, 252 OCRs were installed in 118 major mail processing centers across the country and were processing 24,000 pieces of mail per hour (an average productivity rate of 6,200 pieces per work hour) -- a substantial increase compared to the 1,750 pieces per work hour processed by MPLSMs.



# 11 Investment Tips for 2011



Americans' perspectives on investing and retirement have undergone significant changes as a result of the economic upheaval. According to the [Principal Financial Well-Being Index](#), "nearly three-fourths of employees (72 percent) and almost three out of five retirees (56 percent) agree they are very concerned about their long-term financial future." To address this concern, The Financial Services Roundtable created "11 things to know about investing in 2011," a common-sense guide to help Americans make the most of their long-term investment decisions and retirement planning.

"Everyone wants financial security. But many people would benefit from some basic guidelines to help them take the initiative," said Steve Bartlett, President and CEO of the Financial Services Roundtable. "The '11 for '11' represents common-sense approaches and time-tested guidelines for people to consider as they map out their retirement goals or structure their post-retirement investments."

Everyone wants financial security. But only those who act and are willing to make a few sacrifices now will likely achieve it. Below are 11 tips to help you reach your financial goals by investing.

- 1. Just do it.** Most Americans cannot secure their retirement through savings mechanisms alone—particularly given how inflation will undermine them. Decide to invest your savings—make your money work for you—and start right away.
- 2. Start early.** Research shows that putting aside even a little bit of money as soon as possible, and steadily adding to it (even a little bit at a time), can make a significant impact on your quality of life during retirement.
- 3. End late.** One of the most effective ways to increase your retirement savings is to work—and continue investing—for a few more years.
- 4. Slow and steady is great. Slowly and steadily increasing is even better.** The key to reaching your investment goals is to steadily increase the capital invested. And increasing that amount—even by 1-3% of your salary—will significantly improve your savings.
- 5. Don't leave money on the table.** If your employer offers retirement saving matching (such as through a 401k), take it! That's free money that can greatly increase your post-retirement "income."
- 6. An ounce of information is worth a lot of money.** In this age of the Internet, there's an abundance of free information about saving, investing, and money management available to you. You can also go to the library, take a class, or sit down with a financial planner. Becoming knowledgeable about your options and developing a clear strategy are keys to smart investing. It is also often a good idea to speak with a qualified financial planner.
- 7. Read—and understand—the "fine print."** It's your money. Make sure you know what you're doing with it and what the risks are. Protecting your hard-earned money is worth a few minutes of reading statements or disclosures, and asking enough questions to know what you're getting into.
- 8. Identify your risk tolerance.** Higher returns generally come with higher risks; so you must evaluate your willingness to put your assets at greater risk against your desire for higher returns. Consider getting some financial advice about the right risk level for your age and situation.
- 9. Understand where you are in the lifecycle.** A single 20-something with 50 working years ahead of her can be saving less and tolerating more risk than a 50-something with only 20 more years of work ahead. Where in the spectrum are you?
- 10. Know what you need.** A survey by EBRI found that only 46 percent of Americans had estimated how much money they would need to retire—and 14 percent of those had guessed. It is wise to look at some estimates of longevity for your age and gender. Particularly for women, it may be far longer than you imagine. This longevity issue has serious implications for investment planning and is an increasing concern for the population.
- 11. Start with a goal in mind.** Thinking about why you are investing—to buy a house, to send the kids to college, or for your own retirement—will not only help to motivate you, but should also give you a better sense of how much you need and when you need it.



## Are You Financially Stressed?

About.com

Financial stress is a sadly widespread experience. According to polls, roughly 7 in 10 respondents are "very stressed" about money, and only 1 in 10 report that they are *not* stressed about finances — and the proportion of people stressed about money is only going up. This is pretty significant because financial [stress is linked to health problems](#) like depression and [sleep problems](#). With the rising cost of gas and food, the mortgage crisis, and the new bank troubles we're seeing, many Americans are feeling the crunch of financial stress. [Anxiety](#) over money can negatively affect health in several ways:

**Unhealthy Coping Behaviors:** People experiencing financial stress can be more likely to numb their anxiety by drinking, smoking, overeating and practicing other [unhealthy coping behaviors](#). This in turn leads to more stress.

**Less Money For Self-Care:** With less money in the budget, people who are already under financial stress tend to cut corners in areas like health care to pay for basic necessities like food. Small problems can go unchecked and turn into larger problems. This also leads to more stress.

**Lost Sleep:** When under financial stress, people often experience [trouble sleeping](#), which can add up to a sleep deficit, impairing immune functioning

and cognitive abilities, causing additional moodiness, and more.

**Unhealthy Emotions:** Credit card debt can cause unhealthy emotions that can take a toll on health. People can experience anxiety, frustration and a sense of hopelessness as the debt piles up and increasing amounts of money are needed just to pay the interest. This causes additional stress, which compounds with the stress from poor coping and self-neglect, to become a menacing amount of stress.

It's no wonder financial stress is one of the leading causes of stress in Americans. Here are some resources to help you handle your financial situation and feel more in control of your life, reducing stress and helping you build toward a more secure future:

**Find Out Where You Stand:** Do you have a major money problem, or is your situation relatively

under control? Ask yourself these questions and find out how much help you need to get on the right track.

[Learn About Implementing Systems That Can Help:](#) Find out [why budgets are important](#) to your financial success, and [learn how to create one](#) that will fit well with your lifestyle.

[Work Toward Getting Out of Debt:](#) Getting out from under credit card debt is much easier with a plan. Here's a three-step approach that can help you.

[Learn How to Save Money and Cut Costs:](#) Keeping a budget and working toward reducing what you owe is easier if you have more money. Here are some ways to hold onto more of yours!

As you work on improving your financial situation, you can reduce stress by practicing [stress-reducing techniques](#) and making other changes to [create a low-stress lifestyle](#). By following the advice provided in the above links and making these lifestyle changes, the burden of financial stress can soon be a thing of the past!

# EAP INSPIRATION STATION

## You Must Not Quit

When things go wrong; as they sometimes will,  
 When the road you're trudging seems all uphill,  
 When the funds are low and the debts are high,  
 And you want to smile, but you have to sigh,  
 When care is pressing you down a bit,  
 Rest if you must, but don't you quit.

Life is queer with its twists and turns,  
 As everyone of us sometimes learns,  
 And many a fellow turns about,  
 When he might have won had he stuck it out,  
 Don't give up though the pace seems slow,  
 You might succeed with another blow,

Often the goal is nearer than,  
 It seems to a faint and faltering man;  
 Often the struggler has given up,  
 When he might have captured the victor's cup,  
 And he learned too late when the night came down,  
 How close he was to the golden crown.

Success is failure turned inside out,  
 The silver tint of the clouds of doubt,  
 And you never can tell how close you are,  
 It may be near when it seems afar;  
 So stick to the fight when you're hardest hit,  
 It's when things seem the worst that you must not quit.



**"Follow your honest convictions, and stay strong."  
 William Thackeray**

### Ft. Sill ASAP Biochemical Staff and Unit Prevention Leaders: Hard Work Never Goes Unseen

During this time of year, the ASAP Biochemical Staff and UPL's work harder than ever to ensure that all specimen is turned in properly, according to standard, and with minimal discrepancy. This month was no different. Averaging over 1500 specimen collections daily for a week turn-in total of 7600 specimen, these individuals have worked with excellence and deserve recognition for all they do!!!



Daily shipment to Forensic Toxicology Drug testing lab.



## Well-Being Center, ASAP

3415 Miner Road  
Ft. Sill, OK 73503

Phone: 580-442-4205  
Fax: 580-442-5704

E-mail: [rashonda.labrador@us.army.mil](mailto:rashonda.labrador@us.army.mil)  
Facebook: <http://www.facebook.com/pages/Lawton-OK/Fort-Sill-Army-Substance-Abuse-Program/115638415119642>

**RaShonda M. Labrador, MS, EAPC**

## YOUR EAP IS READY TO SERVE

### EAP Services to Employees and Supervisors:

- Assessment, problem identification, and short-term counseling/intervention.
- Referral for treatment and rehabilitation to appropriate community counseling/treatment resources.
- Follow-up services to aid an employee in achieving an effective readjustment to his or her job after treatment.
- Training and education for supervisors and employees about alcohol and drugs.

### EAP Services to the Installation Organization:

- Training and consultation for supervisors and managers on how and when to make proper use of EAP services for improving employee performance and conduct.
- Consultation to management about trends in employee needs, work groups, and related concerns dealing with work/life/wellness support programs.



# Sneak Peek: What to Expect Next Month

## HEALTHY AND SAFE WORKPLACES

This will be our focus for next month's edition of Workforce Pride. How many times have you heard of another violent occurrence happening on the news recently? If it has only been once, that is one too many. Most of us have heard of tragic school, work, and public shootings more than twice within this past month. This is reason to focus on prevention of workplace violence and preparation for your workplace if an unexpected event was to occur.



## FEBRUARY ASAP COMMUNITY TRAINING

Next month's community training provides many experiences that can take you from generic to original in the workplace. Knowledge is power and with power comes confidence. You don't want to miss out on the many trainings that February will bring with topics ranging from Addiction Intervention to Bullying in the Workplace. I look forward to seeing everyone at the upcoming trainings. As always, I encourage ideas from YOU for more training topics to broaden the elements of your limitless horizons.



Please contact the EAPC with any request that you may have for upcoming newsletter articles.

Email:  
[rashonda.labrador@us.army.mil](mailto:rashonda.labrador@us.army.mil)