



WORKFORCE PRIDE

DHR, ASAP, EAP NEWSLETTER

VOLUME 1, ISSUE 7

MARCH 2011

DHR, CPAC, ASAP, EAP
WELL-BEING TEAM

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Executive Expressions: A View from the Top

Knowing and Communicating What You Want

By Directorate of Human Resources



There is an exercise for Habit 2, "Begin with the End in Mind", in Steven Covey's "7 Habits" training program that brings clarity of purpose to one's life like none other I have ever experienced. In the exercise participants are asked to envision themselves at their own funerals and imagine that one-by-one family members, work colleagues, and community members step-up to a podium to pay tribute. Speakers reflect on what character traits, and values the "deceased" reflected throughout their life, as well as, the accomplishments. Participants would then be asked to ponder what they would have to be and do to earn these "tribute" statements? Through this exercise, one may examine thoughts and behaviors in the context of what

really matters most to them. In the same way, Team Sill leaders are successful leaders because they understand their mission, and are able to clearly define and articulate desired outcomes. This enables them to direct and manage resources more efficiently and effectively.

Team Sill leaders understand that it is futile to manage every aspect of someone's performance. They lead best because they allow people the flexibility to accomplish the goals set by the organization. By focusing on desired outcomes each person feels more significant and empowered and leaders enjoy more engaged and fulfilled Soldiers and employees. Granted, safety and accuracy rules or standard protocols must be followed, however, these rules should not distract us from the outcome sought. Leaders here at Ft Sill understand that the, "It's my way, or the highway" approach diminishes and demeans the individual. They know that by clearly defining the desired outcome, people are freed to bring all of their innate talents to bear with enthusiasm and a sense of accomplishment.

Our leaders know that not everyone is talented in the same way. Some may have the motivation for achievement and strive for excellence, while others may be more empathetic and able to build consensus. Some may naturally lean towards a more deliberate and disciplined problem solving approach while others may rely on gut instinct. Our managers respect that individuality and unique contribution allowing them to thrive.

Finally, Team Sill leaders know that it is a matter of trust. When we trust our Soldiers and civilians to accomplish the mission we allow them to be all that they can be. Team Sill leaders earn trust everyday by looking after the safety, intellectual, and social needs of Soldiers and employees. It was General Patton who once said; "Don't tell people how to do things, tell them what to do and let them surprise you with their results." He was surely a man who knew how to motivate Soldiers to get the results wanted.

Spring has Sprung....Is Your Life Clean?

Many people spring clean their homes. What about our lives? From negative emotions and moods to procrastination and personal tasks not completed, make time to insert a little positive energy into your life. You'll enjoy the person you can be.

Spring Clean Your Life

Our minds are much like our homes. They both get cluttered with old ideas, old attitudes, old conversations, old hurts. Both

need a routine cleaning out of stuff that we collected for one reason, and are holding onto out of habit, neglect, or just sheer willfulness.

Pursuing a simple, sustainable, flexible, happier lifestyle means that you have to choose it. And that means choosing to lose some other things. It means getting rid of things that no longer work for you, it means updating the way you do things, it means freeing up some space for new and exciting opportunities and challenges.

Just like cleaning your home, a mental Spring Cleaning takes a dedicated effort, a conscious choice to make changes in your mind the same way you make changes in your décor.



Top 7 Spring Cleaning Chores

Spring Cleaning at one time involved a complete top to bottom cleaning of every square inch of a home. To complete the process families would often spend an entire week removing, cleaning, and replacing everything in the home to create that spring-fresh feeling. Today's spring cleaning may not be as involved, but there are a few tasks that need to be performed seasonally in your home. Here are the top chores that need to be done this spring.

(Click links for further details)

1. Storing Seasonal Clothing

[How To Store Seasonal Clothes](#)

2. Check Appliances

[Basic Appliance Care](#)

3. Clutter Control

[Clutter Help](#)

4. Garage Storage

[Garage Cleanup](#)

5. Patios and Outdoor Areas

[Clean Patio Furniture](#)

6. Window Treatments

[Clean Blinds](#)

7. Beds and Bedding

[Clean a Mattress](#)



Reference: housekeeping.about.com



Spring Clean Your Life

Here are some ideas to get you started on a Spring Cleaning for your Life:



1. Clean out the anger, hatred, jealousy, and self doubt. If you need to apologize, bite the bullet and do it. If you're still angry and waiting on an apology from someone who won't or can't give you one, decide to let it go. It's not contributing to your life -- in fact it's contaminating it -- so it needs to go to the junk heap at the curb. Only then can you put something POSITIVE in it's place. Make some room for happiness.

2. Wash away delay and procrastination. Delay and procrastination set you up for frustration after frustration. You'll find yourself constantly in the past, trying to catch up, scrambling around trying not to get caught. Is that really how you want to live. Get into the present! You're missing your life by living yesterday over and over.

3. Dust off your attitude, and put on a fresh coat of positive. A positive attitude begins with gratitude. For just one day, practice giving instead of taking, practice sharing as much love, help, care, concern, and gratitude as possible. It'll change your perspective.

4. Throw out misunderstanding, and lack of patience. Sweep out the dirt of gossip or lies. Open the shades and let in the warmth of friendship. True friendships, take work, time, energy, thoughtfulness. True friendships require forgiveness, require understanding. You don't want to be a doormat to anyone, but you do want to find relationships that are equal and reciprocal. The results are certainly worth it.

5. Lighten up your thoughts with humor and fun. Yes life is difficult and the world can be a scary tiresome place. But in your own world, you are in charge of every day. You decide what to think about. You decide when to laugh, you decide what to read, what to listen to, what to think about. Choose to insert laughter into each day; choose to have a little fun every day.

6. Open the windows of your mind to new ideas and a fresh perspective on living a happier, better, easier life. Change takes action. There's no silver bullet, no magic pill. But if you'll open your mind to some different ways of doing things, if you'll try some new habits, if you'll work your mind muscles and your organizational skills in a different way, you'll find that you'll create the life that you truly want, not just the one that you end up with.

7. Enjoy the person you are. If you don't like yourself, find out why, and start working on becoming a person you do enjoy and that others will enjoy also. The returns will be worth it.



Dust the Cobwebs from Your Marriage

Possible Dusty Corners in Your Marriage

If you can relate to several of these dusty corners in your marriage, then the two of you need to do more than clean your home this spring. You both need to spring clean your marriage. (Click links for more information)

The two of you are not sharing your feelings with each other. [More on Sharing Feelings](#)

Conflict is something you avoid in your marriage. [More on Handling Conflict in Marriage](#)

You haven't had time alone together for quite awhile. [More on One Night Stands](#)

You aren't being nice or kind to one another. [More on Being Kind to Your Spouse](#)

You have a sense of being taken for granted. [More on Giving Compliments](#)

Your spouse's teasing hurts you. [More on Teasing](#)

Your sex life is diminishing or nonexistent. [More on Sexual Intimacy](#)

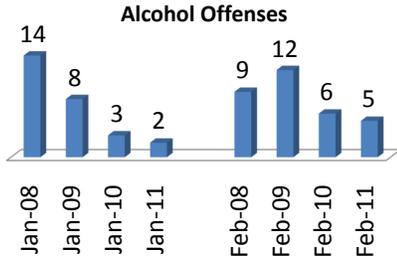
Both of you are easily annoyed with one another. [More on Change in Your Marriage](#)

You don't seem to have fun being together any longer. [More on Having Fun With Each Other](#)

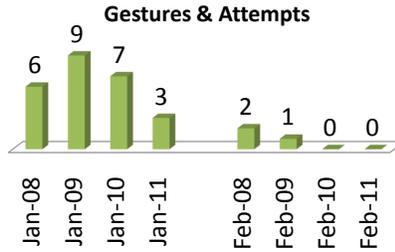


Reference: marriage.about.com

Way to Go Team Sill!!



Number of alcohol-related offenses charged to members of reporting unit. These include DWI/DUI, public intoxication, drunk and disorderly, alcohol-related reckless driving, possession by a minor, and consumption by a minor



Legitimate attempts to end one's life.

Ft. Sill Talks Back

What do you like most about Spring?



"70 degree weather and open windows"
- Melissa Waggener, CPAC

"Warm weather, smelling flowers and the rain"
- Tiffany Spraggins, ASAP

"I like the weather because it allows you to go out and do lots of things. I like the scenery, Spring vacation, and most of all EASTER!"
- Brenda Reese, DOL

"It is a sign that Summer is coming."
- SSG Payne, RTC

"The weather and all the storms."
- John Reese, MPD

"It's not too hot, and I like the flowers starting to blossom."
- Ahmad Charles, NEC

Alcohol-related incidences continue to be on the decline year over year and suicide ideation/gestures have dropped even more dramatically. This is due to your diligence and self-less service. Thank you Ft. Sill for your continuous

vigilance in our efforts to keep Ft. Sill healthy!



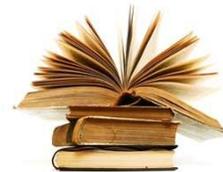
BIT OF HISTORY



Gen. Joshua W. Sill



By Dale Keesee



Gen. Phil Sheridan

Everyone knows that Fort Sill was named for a friend of General Phil Sheridan who was a Union Brigadier General killed during the Civil War. Fewer know little about the Soldier Fort Sill is named after.

Joshua Woodrow Sill entered West Point with Phil Sheridan in the class of 1849. He was quite a scholar at West Point and graduated third in his class of 52. His friend Phil Sheridan placed 34th. Another graduate of the class of "52 was the well known Confederate General John Bell Hood who graduated 44th in the class.

In December 1862, General Sill commanded the First Brigade of Sheridan's Third Division as part of Rosecrans's Army of the Cumberland. General Sill died by rifle fire while leading a charge on the first day of the Battle of Stones River, 31 December 1862. In terms of percentage of casualties on both sides, the Battle of Stones River in Murfreesboro, Tennessee was the bloodiest battle in the Civil War.

ASAP CALENDAR OF EVENTS

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 ADAPT (Well-Being Center, ASAP 0800-1600)	8	9 UPL Recertification (Well-Being Center, ASAP 0800-1430)	10	11	12
13	14	15	16	17	18	19
	Unit Prevention Leader TRAINING (Well-Being Center, ASAP 0800-1600)					
20	21	22	23	24	25	26
	ASAP COMMUNITY TRAINING					
27	28	29	30	31		

**Looking for the light?
Reach out, we can help!!!**

Caring, confidential assistance for workplace, personal and family problems call:

EAP
Employee Assistance Program
(580) 442-4205 / 6306
rashonda.labrador@us.army.mil

MARCH ASAP COMMUNITY TRAINING

Wednesday, 23 Mar 2011
Location: RTC
1200-1400, 7 Habits of Highly Effective People
1400-1600, Employee Assistance Program (EAP)

Thursday, 24 Mar 2011
Location: RTC
1200-1400, Suicide Prevention
1400-1600, Faces of Anger

Friday, 25 Mar 2011
Location: RTC
0900-1100, Workforce Engagement Supervisory Training
1200-1400, Conflict Resolution/Communication Techniques
1400-1600, Generational Workforce

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 TEXAS HOLD'EM	2
3	4	5	6	7	8	9
	Save a Life Tour (Ft. Sill Conference Center 0800-1600)					
10	11 ADAPT (Well-Being Center, ASAP 0800-1600)	12	13	14	15 TAX DAY!	16
17	18	19	20	21	22 CWBO MEETING	23 MWR EASTER EGG HUNT
	Unit Prevention Leader TRAINING (Well-Being Center, ASAP 0800-1600)					
24 EASTER	25	26	27	28	29 CG CHALLENGE	30
	ASAP COMMUNITY TRAINING					

Leading a High Risk Population

Life focus

While our commanders and subordinate leaders are phenomenal warriors, they are unaccustomed to taking care of Soldiers in a garrison environment. Value of, and appreciation for good order and discipline practices such as unannounced health and welfare checks in the barracks accompanied by Military Police Working Dog sweeps, unannounced 100% urinalysis tests, privately owned vehicle (POV)/motorcycle safety inspections, counseling, ceremonies and accountability formations have been lost. There are instances where a leader's lack of Soldier accountability resulted in suicide victims not being found until they had been dead for three or four weeks. In an organization that prides itself on never leaving a Soldier behind, this sobering example speaks to the breakdown of leadership in garrison, which appears to be worsening as the requirements of prolonged conflict slowly erode the essential attributes that have defined the Army for generations.

Leadership in a garrison environment requires seasoned leaders who understand and enforce Army policies. Seasoned leaders recognize the importance of professional development; demand good order and discipline; recognize the need for risk reduction; and value Soldier and Family wellbeing. Correspondingly, most individual policies, processes and programs are designed to provide commanders with a certain amount of flexibility and discretion so that they may execute these leadership duties. Today's operational tempo, however, has eroded the technical skills and experiential knowledge needed to lead and manage effectively in the garrison environment.

The Army has unintentionally limited garrison leadership and management requirements (e.g., Professional Military Education (PME) curricula) by emphasizing combat, technical and tactical training. Time and unit resources are now focused on reset, readiness cycles, and pre-deployment preparation. These activities have tipped the balance from institutional readiness, measured by Soldier/Family wellbeing and unit good order and discipline in garrison, to combat readiness, as measured by ARFORGEN and tactical skill in theater.

A type of duality has been created in garrison. While Army Transformation resulted in the creation of Installation Management Command (IMCOM) and the standard garrison organization, it effectively resulted in the decoupling of field commands from garrison management. While such separation left commanders of combat formations unencumbered by many of their former garrison responsibilities, it also severed many formal and informal linkages between garrisons and units.

For the most part, units and Soldiers have become transient tenants of garrisons. They come and go in formations, groups and as individuals while they mobilize/demobilize, deploy/redeploy, serve under Worldwide Individual Augmentation System (VIAS), Permanent Change of Station (PCS) or travel under Temporary Duty (TDY). They are no longer linked to garrisons by a chain of command or senior commander but are regulated only by Army policies, programs and processes. This has created new requirements for garrison and unit commanders to work in tandem to provide visibility and accountability of formations and Soldiers on the constant move. The separation of command and garrison management responsibilities has, in a large part, served the Army well. Through the extraordinary and dedicated efforts of garrison command and staff along with unit commanders, deploying units have been able to maintain a demanding and protracted expeditionary focus. However, with change comes unexpected costs. The combination of Army transformation coupled with prolonged, recurring combat rotational requirements has resulted in young and mid-level leaders whose only command experience is meeting the demands of the deployment-to-combat-to-redeployment cycle. (Reference IMCOM Red Book)



Applied Suicide Interventions Skill Training is available to gatekeepers/CWBOs to attend the two day course call 442-4957/4205

Remember all civilians and active duty Soldiers must attend a ACE Suicide Prevention training yearly. To schedule training call 442-4957/4205



SUICIDE PREVENTION PROGRAM COORDINATOR (SPPM)
ROBERT DODRILL

Important Numbers

In case of emergency call 911

- Civilian Employee Problems 442-6306
- DFAS 1-888-DFAS411
- Financial Issues 442-2151
- Military Family Life Consultants 574-7362/7363
- Military OneSource 1-800-342-9647
- Marriage & Relationship 442-2816
- Responsible Sexual Behavior 442-4833
- Spiritual Fitness 442-5003
- Life Skills Stress Management 442-4833/6306/4916
- Suicide Prevention Lifeline 1-800-273-Talk



TEAM SILL
Cherishes and honors every life

Chemicals Used in "Spice" and "K2" Type Products Now Under Federal Control

MAR 01 - WASHINGTON, D.C. – The United States Drug Enforcement Administration (DEA) today exercised its emergency scheduling authority to control five chemicals (JWH-018, JWH-073, JWH-200, CP-47,497, and cannabicyclohexanol) used to make so-called "fake pot" products. Except as authorized by law, this action makes possessing and selling these chemicals or the products that contain them illegal in the United States. This emergency action was necessary to prevent an imminent threat to public health and safety. The temporary scheduling action will remain in effect for at least one year while the DEA and the United States Department of Health and Human Services (DHHS) further study whether these chemicals should be permanently controlled.



Chemicals like K-2 and Spice are designated as Schedule I substances, the most restrictive category under the Controlled Substances Act.

The Final Order was published today in the *Federal Register* to alert the public to this action. These chemicals will be controlled for at least 12 months, with the possibility of a six month extension. They are designated as Schedule I substances, the most restrictive category under the Controlled Substances Act. Schedule I substances are reserved for those substances with a high potential for abuse, no accepted medical use for treatment in the United States and a lack of accepted safety for use of the drug under medical supervision.

Over the past couple of years, smokeable herbal products marketed as being "legal" and as providing a marijuana-like high, have become increasingly popular, particularly among teens and young adults. These products consist of plant material that has been coated with research chemicals that claim to mimic THC, the active ingredient in marijuana, and are sold at a variety of retail outlets, in head shops, and over the Internet. These chemicals, however, have not been approved by the FDA for human consumption, and there is no oversight of the manufacturing process. Brands such as "Spice," "K2," "Blaze," and "Red X Dawn" are labeled as herbal incense to mask their intended purpose. Since 2009, DEA has received an increasing number of reports from poison control centers, hospitals and law enforcement regarding these products. At least 16 states have already taken action to control one or more of these chemicals. The Comprehensive Crime Control Act of 1984 amends the Controlled Substances Act (CSA) to allow the DEA Administrator to place a substance temporarily in schedule I when it is necessary to avoid an imminent threat to the public safety. Emergency room physicians report that individuals that use these types of products experience serious side effects which include: convulsions, anxiety attacks, dangerously elevated heart rates, increased blood pressure, vomiting, and disorientation.

"Young people are being harmed when they smoke these dangerous 'fake pot' products and wrongly equate the products' 'legal' retail availability with being 'safe,'" said DEA Administrator Michele M. Leonhart. "Parents and community leaders look to us to help them protect their kids, and we have not let them down. Today's action, while temporary, will reduce the number of young people being seen in hospital emergency rooms after ingesting these synthetic chemicals to get high."

>> Notice of Intent to Temporarily Control Five Synthetic Cannabinoids

Reference: usdoj.gov

Coming to Ft. Sill: A Dose of Reality

With a blend of seriousness and humor, Linda Dutil, a RN Emergency Dept. Nurse engages audiences in a dynamic and interactive presentation. Her purpose is to empower the audience with intervention skills to make good choices and increase their safety. Linda will be making an appearance at Ft. Sill on 7 April 2011. Please mark your calendars and plan to come out to this special event. Civilians and Military personnel will receive credit for Substance Abuse Prevention training by attending this event.



For more information on Linda Dutil, [Click here](#) to visit Linda Dutil's personal web site.

For more information regarding the time and location of this event, please contact Mr. Dale Keesee at 580-442-4205.

Rx Take Back Program

If you live in Comanche County, you can drop off any and all prescription pills in the drop boxes that are located at the Sheriff's department. Please no liquids or syringes. For more information, contact Comanche County Sheriff Department at 580-353-4280.



OK--Cracking Down on Drunks

Posted: Feb 23, 2011 1:55 PM CST

OKLAHOMA CITY (AP) – Drivers convicted of a first drunken driving offense would be forced to install an ignition device on their vehicles for two years under a bill being proposed in the Oklahoma legislature. Named after an Edmond woman killed by a drunken driver in 2009, the Erin Elizabeth Swezey Act is scheduled for a hearing Thursday in a senate committee. The bill requires anyone convicted of driving under the influence of alcohol to have a lock installed on their vehicle for two years that prevents the car from starting until the driver blows into the device, which measures blood-alcohol content. A second offense would require the ignition device be installed for five years, while a third conviction would lead to it being installed for eight years.

(Copyright 2011 by the Associated Press. All rights reserved.)

THE SAVE A LIFE TOUR IS THE NATION'S MOST ADVANCED HIGH-IMPACT ALCOHOL AWARENESS PROGRAM!

The multi-million dollar drink-ing and driving simulators are the only simulators in the nation that give participants a completely realistic, sober perspective on the effects of driving while intoxicated. With massive tour posters on display, high intensity videos rolling on huge monitors, and our charismatic show presenters engaging both participants and onlookers alike, no one that experiences the Save a Life Tour will leave unaffected.

S.A.L.T. AT FT. SILL

Ft. Sill ASAP is pleased to invite you to participate in this life changing event. This tour is scheduled to come to Ft. Sill during the period of **4-6 April 2011 at the Ft. Sill Convention Center. For more information, contact Dale Keesee or Dea Schmidt at 442-4205.**

EMPLOYEE SPOTLIGHT

Ms. Latasha Scales Human Resources Specialist, Military Personnel Division



What is your favorite phrase? The Serenity Prayer
What is your least favorite word? Can't
What turns you on? Quiet candle light nights
What turns you off? Ignorant people
What sound or noise do you love? My kids laughing
What sound or noise do you hate? Loud people
What is your idea of a perfect vacation? Me and my family on the beach in Jamaica
What profession other than your own would you like to attempt? Working in Social Services with abused and neglected children
What profession would you not like to do? Sanitation worker
Who do you admire most, and why? Maya Angelou because I admire the way that she has written her poems and the way that she uses her poems as an outlet of her emotions. My favorite poem by her is Phenomenal Woman.

GENERATIONAL WORKFORCE: BOUNDARIES NEVER CROSSED BEFORE



Is your workplace diversely aged? Is there a traditionalist, baby boomer, generation X'er, and millennial amongst you? If so, you may have recognized that there are boundaries between each generation that must be crossed in order for the workplace to remain healthy.

To gain skills in dealing with this new work culture, come out to ASAP Community Training (Generational Workforce) on Friday, 25 Mar 11, from 1400-1600 at the RTC.



Brain teaser



March: What are the next two pairs of letters below?

SO, ND, JF, MA, ??, ??

Answer in next month's issue of Workforce Pride.

February's answer: There was a shipwreck at sea and Doug, Steve, and Phil got washed ashore on a small, isolated island. They were exhausted and fell asleep on the beach. Doug woke up and saw a box of bananas had washed ashore. He ate 1/3 of bananas and went back to sleep. Steve woke up and also ate 1/3 of what was left of the bananas, and went back to sleep. Next, Phil woke up and assuming no one had eaten the bananas, ate only 1/3 of what was left. When he was finished, there were only 8 bananas left. Can you guess how many bananas were in the box?

ANSWER: 27

DID YOU KNOW?

In ten minutes, a hurricane releases more energy than all the world's nuclear weapons combined.



EAP Mental Health Minute

Does your job take up a lot of time, energy and thought? Do you worry a lot about how your job performance might affect others? Are you stressed out? According to a new study, the answers are intertwined...

A study by the Centre for Addiction and Mental Health in this month's *International Journal of Occupational and Environmental Medicine* has found that workers who are "engaged," "responsible," and work long and varied hours get a dubious job benefit: high stress levels... which spells possible burnout. The study also discovered that people who felt like if they failed at completing job-related tasks might "result in any physical injury, damage to company's equipment or reputation, or a financial loss" felt even higher levels of stress. If you have a job that stresses you out to the point of no return every day, that's worth thinking about. So this study essentially correlates how invested you are--how much you care, how much responsibility you have--in your job with stress. But "you really should become more of a slacker at work--you're too stressed" isn't exactly realistic advice, right? So here are some ways to de-stress from the job--while still doing your best.

- * **Wake up a few minutes early.** No, not my favorite idea, either, but being able to take your time getting ready (instead of running around like a cat on caffeine) sets the tone for a less-stressed day.
- * **Make the most of your lunch hour.** Go for a walk (studies show that even a modest walk can ease stress levels), get a massage, or actually take the hour to go eat lunch offsite somewhere. Really--it's OK not to multitask your lunch hour.
- * **Sit in a good chair.** Assuming you work at least some of your hours at a desk, an ergonomic chair--which supports your back--is critical to reducing signs of physical stress. If your feet are falling asleep, or any part of you starts to ache while you're working, talk to the office manager about getting a new chair.



Resiliency Training Campus: Open Events

Date: 22MARI I **Event:** Exercise and weight loss **TIME:** 1430-1630
Location: BLDG 2869

23MARI I ACS/ERP Job search class 0900-1200
Location: Room 144

23MARI I Family Childhood Resiliency (Dr. Ken Ginsburgh) 0700-1800
Location: Auditorium

24MARI I Get Into Your Kid's Heads 0900-1000
 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.
Location: Building 2869, Craig road



24MARI I My BMI Says I'm What? 1030-1130
 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
Location: Building 2869, Craig road

24MARI I Running Shoe Class and Recommendation 1430-1630
 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.
Location: Building 2869, Craig road

25MARI I Marriage 101 Garrison-Family life 0800-1300
Location: Room 144



29MARI I EFMP Parent portfolio workshop 1700-1930

29MARI I Balance Testing 1430-1630

31MARI I Workstation/Ergonomics 1300-1430
 Better understanding your work station and how it affects your musculoskeletal system is imperative for improving day to day performance, thus allowing your body to work less so that you can accomplish more. Learn how to best utilize the tools already available to you in everyday to circumstances so that you can perform better and more efficiently while at work and home.
Location: Building 2869, Craig road

7APRI I The Truth About Tobacco 0900-1000
 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
Location: Building 2869, Craig road

7APRI I Portion Distortion 1030-1130
 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.
Location: Building 2869, Craig road

7APRI I Picerne Military Housing Town Hall 1700-2000
 A Town Hall for Fort Sill Residents in reference to the Live Army Green Program

14APRI I Poisonous Plants and Animals of SW Oklahoma 0900-1000
 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.

14APRI I Men's Health Concerns 1030-1130
 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.
Location: Building 2869, Craig road



8 Habits of a Successful Marriage

15-16 APR 2011 (0900-1600)

This class is based on the best-selling book by Dr. Stephen Covey and will provide practical, applicable principles to help military couples thrive. Instructors are certified by the Franklin-Covey Institute. Please contact ACS at 442-4916 for class details and more information.

Administrative Services Division Relocates

The main body and leadership of the Administrative Services Division (ASD) have relocated from the first floor of building 4700 into G06 in the basement of 4700. The following services are provided from this location:

Provide Freedom of Information Act (FOIA) and Privacy Act (PA) services,
Provide Army Records Information Management System (ARIMS) services,
Review and authenticate installation-level forms and publications,
Operate Installation Records Holding Area (RHA) (the actual RHA is located in building 930 but is operated out of this office),
Provide publications and forms stocking, warehousing, and inventory services,
Provide office symbol management, and conduct Fort Sill Memorial Board actions.

As a reminder, the Official Mail and Distribution Center (OMDC) were relocated from Building 930 to G05 in the basement of 4700 in October 2010. The following services are provided from this location:

Provide incoming and outgoing official mail and distribution management services,
Provide pick-up and delivery of official mail to administrative offices and
Provide mailing address management service.

Point of contact information for ASD:
Division Chief/PA: 442-3892
FOIA/ARIMS/Office Symbols/Fort Sill Publication/Memorial Board Actions:
442-6573/3892
Blank Forms & Pubs warehouse: 442-3907
OMDC: 442-3047/3963/3685
RHA: 442-5168/6573

Workplace Etiquette 101:

Negative Co-Workers

There are two kinds of negative people: those who are negative for a good reason or reasons, and those who find the negative in EVERYTHING. When dealing with the chronic negative person.

- Avoid spending time with a negative co-worker.
- If you are forced, to work with a negative person, set limits.
- Do not allow yourself to be drawn into negative discussions.
- Tell the negative coworker, you prefer to think about your job positively.
- Avoid providing a sympathetic audience for the negativity.
- Suggest the negative person seek assistance from the Employee Assistance Program.

Managers Memo: Selecting for Talent

The energy unleashed when discovering the motivation of an employee may surprise even the most pessimistic of supervisors. There are two basic types of motivators; things we want and things we don't want... positive and negative motivators.

Managers may also identify a time element to motivation. Motivation may be set in the past, present, or the future.

If an employee speaks mostly about past negative experience, you may be able to tap into a negative past motivator. He/she may speak mostly about the "good ole days" and how use to be, revealing to the supervisor a positive past motivator.

These time based motivators for change, both, positive and negative, may also reveal themselves in the present and future.

One of the most widely acknowledged theories on motivation comes from Abraham Maslow. The needs that Maslow identifies follow a continuum from most basic to most complex. They are; Physiology (hunger, thirst, sleep, etc.)

Safety/Security/Shelter/Health

Belongingness/Love/Friendship

Self-esteem/Recognition/Achievement

Self actualization

The theory in a nutshell says:

- Only unsatisfied needs influence behavior.
- The person advances to the next level of needs only after the lower level need is at least minimally satisfied.
- The further the progress up the hierarchy, the more individuality, humanness and psychological health a person will show.

This would imply respect, praise, recognition, empowerment and a sense of belonging are far more powerful motivators than even money. In the current fiscal environment this may be worth remembering.



Don't get **IN** line...go **ON** line...

<http://appointments.cac.navy.mil/> or go to
<http://sill-www.army.mil/> (Click Services Tab,
then ID Cards/DEERS link for FAQ and ID Info)

MAKE AN APPOINTMENT FOR:

- ❖ ACTIVE DUTY *
- ❖ RETIREES
- ❖ FAMILY MEMBERS
- ❖ RESERVISTS
- ❖ CONTRACTORS
- ❖ SELECT VOLUNTEERS
- ❖ CAC RENEWAL
- ❖ LOST ID CARD
- ❖ DEERS UPDATE
- ❖ NEW BIRTH/ADOPTION

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Fort Sill Hours of Operation

Monday, Tuesday,
Wednesday, & Friday
0800 – 1130
1230 – 1530

Closed 1130-1230 for lunch

Walk-in service available on Thursdays
0800-1130
1230-1530



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

5 Tips to Help You Spring Clean Your Green



If you are the kind of person who tackles spring cleaning with a vengeance, you should also consider this a good time of year to get your financial house in order. In many ways, organizing your finances is far more important than organizing your space. A few hours focused on seemingly finicky tasks like streamlining accounts, lowering interest rates and reducing fees could save you hundreds, or more, by the time next spring rolls around.

Here are five steps to follow for a useful clean-up this season:

Step 1: Gather

Women in the U.S. spend an average of 55 minutes every day searching for stuff, including 8.2 minutes looking for a receipt, according to financial guru Jean Chatzky. Eliminate this potential time waster by having all of your documents in one central

location. Collect warranties from the kitchen drawer, bills from the front hall table, and receipts from your wallet, and pile them in a central location in your house.

Step 2: Purge

Next, decide what to keep and what to get rid of. When spring cleaning the closets, the general rule is to say good-bye to something you haven't worn in the last year. However, [there are different rules for different documents](#), and it's important to know how long you should hang onto your financial documentation. For example, ATM receipts can be tossed after a month, whereas any documentation supporting tax claims should be kept for six years. To ensure you don't fall victim to the kind of fraudulent activity that thousands of Canadians report every month, shredding is the safest way to dispose of old financial documents.

Step 3: File

Now it's time to create a storage space for everything you're holding on to. If you don't have one already, a portable filing system is ideal. Consider creating a file for credit card debt, household accounts (cell phone, cable, internet etc), insurance, retirement accounts, RESP accounts, savings and checking accounts, tax returns, and your will. As you get sorting, you'll likely create others that are specific to you and your family.

Step 4: Update

As you're filing, review each category for ways to save or be smarter with your accounts. When you get to organizing your credit card file, for example, [check to see how your card stacks up against the others](#) by comparing interest rates, annual fees and billing cycles. If you find a card with a significantly lower rate than your own, consider doing a balance transfer. Or, use this new information as leverage with your bank for a lower rate. While you're at it, scan your current statement to see if you're paying unnecessary fees, such as credit card insurance, and ask yourself: do I have a plan in place for debt repayment? Then, move onto the next financial folder and review.

Step 5: Simplify

As you move through each area of your finances, think about how you can simplify all of your accounts. Consider opting to have all bills and statements delivered to you online. This can be done simply by logging onto your provider's site. The more you have online, the easier it is to keep records up-to-date and organized. Plus, you won't have to worry about missing a bill, because with online billing you'll receive email alerts when your bills are ready to be viewed and paid.

This process isn't just about shredding old documents and making neat piles, it's about ensuring you're getting the most out of every dollar and every account. It's also about making it easier to locate important information and review financial goals and progress. And now that tax season is here, a financial spring clean will cut down the amount of time it takes to tackle this year's return. (Reference: Bankrate.com)

For more financial planning information contact ACS at 442-4916/6801.



EAP FUNNY CORNER



Due to his grammar mistake, Wilbur found a position. It just wasn't the one he wanted.

EAP INSPIRATION STATION

Pizza delivery driver Susan Guy may have saved the life of an elderly Memphis resident. In a story that has become national news, Susan rescued Jean Wilson, a woman who had been ordering pizza daily from Susan's store. Her pattern was so predictable that they already had her usual order – a pepperoni pizza – ready for her when she called. Jean had been ordering the pizza regularly when suddenly, the calls stopped. Sensing that something might be wrong after not having heard from her for three days, Susan decided to stop by and check on her. When she was unable to get an answer at the door, she then checked with a neighbor, who had not seen Jean, which prompted a 911 call. When police arrived they opened the door and saw Jean on the floor, having fallen two days earlier. Jean now has an alert system, but had Susan not paid her a visit, she may not have had made it. According to Susan, Jean has been a very appreciative and loyal customer, which doesn't come along every day. It's good to know that there are people out there who stick their necks out to help others in their time of need. Moreover, I now have a good reason to eat pizza every day!



ASAP Testimonial

"I have found out a lot about myself during my tenure in ASAP. I once was a man with a serious problem that had no idea how bad it was. My life changed for the better and I owe it all to ASAP and Ms. Fran and Archana. They have made me see who I truly am and how bad my problem was. I have been sober for almost 6 months, and it has been the most productive time of my life. I have an even better relationship with my wife and children. I have saved so much money and my general attitude toward life is better. I have even seen how drunk people are while I was sober at a bar. I could not believe how ridiculous they looked. I thought about how I used to be mean and blackout. Overall, I could not have done it without ASAP. It gave me someone to answer to, and I think that it is what I need. I want everybody to know that Ms. Fran and Archana have been possibly the greatest helpers I have ever had the privilege to meet. I want them to know that I truly thank them from the bottom of my heart."

- CW2 US Army

"Empower Your Spirit Shed Humanness"



Dave Rauls and son, Nicholas

GI, a Suicide Survivors Way Back To Quality of Life By Dave Rauls

Over the past year we as a family have been deeply involved in the grief of loss for our 14 year old son Nicholas to suicide. We miss him every day as reflection of his good nature is well full of great memories. On February 07, 2010 we had to run local errands for about one hour. When we returned home Jacob, Nick's 10yr old brother found his brother with a gunshot wound to his head. Michelle was next to see her son lying on the floor with what she thought was a grotesque mask on as Nick's was a jokester at times. As Michelle pulled on Nick's cheek she went into shock as her son was lying there. As I heard the screams I ran into Nick's room to find my son lying there disfigured. I had suffered from combat operation stress and depression previously so to avoid my family's potential for

developing post suicide stress we sought treatment. We have participated as a family and individuals with grief counselors. For the past five or so years I had been taking medication for my illnesses without question Michelle had to be medicated for such a traumatic loss.

Well our first year has gone by and the most significant treatment we have found "as a family" is Guided Imagery (GI). If you are a suicide survivor you know how it goes everyone wants to tell you how to "get over it", there are those who really understand grief and subtly make recommendations. These are the people in our lives we can really count on. One of these "brothers in grief" of mine gave me an audio CD of GI. While I was still in the Army my therapist introduced me to this type of therapy and it didn't go so well (a story for another day). Post suicide I was willing to give anything a fresh try to include GI from healthjourneys.com. Belleruth Naparstek is the voice that has helped me & my family enhance our readiness for life and resilience in the face of suicidal grief. We have listened to the "Ease Grief" CD for almost five month's now. Here are responses from Michelle & Jacob:

Michelle writes- GI has helped me tremendously. Once I am lying down in bed within minutes I am asleep. By the morning my batteries are recharged. Beside GI we could look into doing Yoga, or acupuncture but my personal choice would be GI. After several sessions GI has helped me be more resilient as a family member. The pain of losing a child is more than you can ever imagine, but GI has helped in several ways of helping us deal with our grief. Along with GI laughter is good medicine, a good laugh is just as healing as an acknowledged tear drop. You have to take time to laugh still and be ready for the next day's challenges. To honor Nicholas Rauls, we must "live" and help others, so they don't have to walk in our footsteps. Jacob writes- At first I thought dad was nuts for making us listen to this every night. After a while it really helps me sleep. Loosing my brother really hurts and being able to imagine seeing him with the GI makes me feel connected to Nick.



GI is a capability enhancement for other treatments and can be self administered. As a military family we approached Belleruth to find a way to make GI specifically for military families. With our voluntary advisement/participation these GI CD's are going to be what I like to call "Warrior Centric" & "Warrior Family Centric" addressing the individual needs of military families. The GI has provided this military family "a way" to directly address our grief. Our human minds are so busy trying to repress the feelings of loss. GI has provided us a way to meet these feelings, thoughts and emotions head on. For me the key has been to do this in a controlled manner. As a big tough soldier guy and with all of the stigma's that surround our culture I can self administer the treatment when ever I want. We choose to listen in as a family nightly and as an individual at other times.

With the "self-empowerment" I have developed through the use of GI I have been off of my medications for well over a month now. I had taken Ambien to sleep for over two years, now I use GI. For my Combat Operational Stress I had taken Zoloft for over five years, now I use GI. For the grief of loosing Nick to suicide I've found GI. As a retired First Sergeant, continuing to serve Civil Servant and tax payer GI is a "force multiplier" by providing cost savings to the Veterans Administration and the Department of Defense.

May of this year with the assistance from the Fires Center of Excellence Fort Sill Resiliency Center we will un-veil the new "Warrior Centric" & Family GI CD's to over 50 Soldiers & family members. The Defense Centers of Excellence has selected GI as one of their 12 promised practices. The mounting evidence that GI is scalable, cost-effective and efficient is over whelming.

GI may not be for everyone but it has worked for us. The pain of loss especially of a child to suicide is overwhelming. To honor our son we must live, not just live but thrive in the face of adversity. GI has helped us!!! If you are suicide survivor GI could be "a way". I'm worth it, my family is worth it & you are worth it. Quality of life is attainable even for a survivor of suicide!!!

JAPAN TSUNAMI AND EARTHQUAKE 2011

Our hearts go out to the victims of this devastating event. Those who want to help can go to www.redcross.org and donate to Japan Earthquake and Pacific Tsunami. People can also text RED-CROSS to 90999 to make a \$10 donation to help those affected by the earthquake in Japan and tsunami throughout the Pacific.





COME VISIT US AT:

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
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.

Sneak Peek: What to Expect Next Month

APRIL SHOWERS BRING MAY FLOWERS.....

Isn't that what they say? I know that I am looking forward to the sunshine that Spring will bring, but I get a little concerned when I think of Oklahoma's tornado season. Next month, I will focus on weather safety with a feature article from Ft. Sill's own Emergency Operations Center. Also, I will provide tips on ways to prevent emotional showers from flooding your mind, body, and soul.



APRIL ASAP COMMUNITY TRAINING



Next month's community training will provide the opportunity to enlighten your boundaries exponentially. Don't miss out on the outstanding trainings that April will bring. I look forward to seeing everyone at the upcoming trainings. ASAP Community Training is an open event and the public is welcome to attend. Please invite your family, friends, and co-workers. An

experience is always more memorable when you share it with a loved one!!

HAVE SOMETHING THAT YOU WOULD LIKE INCLUDED?

If you have any suggestions for upcoming training topics, newsletter articles or pictures, please feel free to contact me at 580-442-4205 or rashonda.labrador@us.army.mil.

I look forward to hearing from you!!