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"Rummaging in the government's attic"

Description of document: Alcohol And Tobacco Tax And Trade Bureau (TTB) most recent two editions of the Training Buzz Newsletter, 2020

Requested date: 04-February-2021

Release date: 12-April-2021

Posted date: 24-May-2021

Source of document: FOIA Request
Alcohol and Tobacco Tax and Trade Bureau
TTB FOIA Requester Service Center
1310 G Street, NW
Box 12
Washington, DC 20005
Fax: 202-453-2331
FOIA.gov - Freedom of Information Act

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DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20005

April 12, 2021

Refer to: **2021-02-021**
4040000

SENT VIA EMAIL

This letter is in response to your Freedom of Information Act (FOIA) request to the Alcohol and Tobacco Tax and Trade Bureau (TTB) dated February 4, 2021. You are requesting the most recent two editions of the Training Buzz Newsletter produced by the TTB Training Office.

We conducted a search of files within TTB for records responsive to your request and identified 4 pages which are being released in part, with information exempt from disclosure under the FOIA having been redacted pursuant to 5 U.S.C. 552 (b)(6).

FOIA exemption 6 protects from disclosure personnel and similar files, including names, signatures, images, and/or contact information of certain individuals, the disclosure of which would constitute an unwarranted invasion of privacy.

Enclosed is a Document Cover Sheet with your appeal rights outlined on the reverse side. If you choose to appeal this response, you must do so within 90 days from the date of this letter.

Please note that a FOIA Public Liaison is available if you would like to discuss any issues regarding a FOIA response. A FOIA Public Liaison is a supervisory official with the Department of the Treasury to whom FOIA requesters can raise questions or concerns about the agency's FOIA process. FOIA Public Liaisons can explain agency records, suggest agency offices that may have responsive records, provide an estimated date of completion, and discuss how to reformulate and/or reduce the scope of requests in order to minimize fees and expedite processing time.

If you would like to discuss this response, perhaps to resolve a dispute before filing an appeal, you may contact Mark Bittner, the FOIA Public Liaison, by email at FOIAPL@treasury.gov or by phone at (202) 622-8098.


If you are unable to resolve a FOIA dispute through the FOIA Public Liaison, the Office of Government Information Services (OGIS) at the National Archives and Records Administration offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), please note that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, MD 20740-6001
Email: ogis@nara.gov
Telephone: 202-741-5770
Toll free: 1-877-684-6448
Fax: 202-741-5769

Please be advised that contacting an agency official (including the Disclosure Officer, FOIA Public Liaison) and/or OGIS is not an alternative to filing an administrative appeal and does not stop the 90-day appeal clock.

Please note we are charging no fee for processing your request. If you have any questions regarding this letter, feel free to contact Quinton Mason, TTB Disclosure Officer, by telephone at (202) 882-9904 or by e-mail at TTBFOIA@ttb.gov, and reference FOIA number **2021-02-021**.

Sincerely,


Amy R. Greenberg
Director, Regulations and Rulings Division

 Digitally signed by Amy R.
Greenberg

Date: 2021.04.12 09:57:30 -04'00'

Enclosure(s): As stated



NEWSLETTER

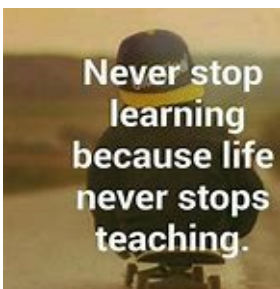
August 13, 2020

TTB Training Buzz Newsletter



The Office of Training and Professional Development (TPD) is proud to share the 3rd issue of the Training Buzz Newsletter for Fiscal Year 2020. This newsletter serves to promote the varied training opportunities available to TTB employees.

Storytelling: Another Tool for Communicating Effectively



Today you can explore how to use storytelling to enhance your communication skillset. Creating a story to articulate your message engages others and creates a context for them to more easily understand your key points.

Tips for Business Storytelling:

- ❖ Identify your audience and their priorities
- ❖ Define your key message
- ❖ Draw on your experience to be authentic
- ❖ Focus on the needs or experiences of others, ideally your audience, instead of making yourself the hero of the story
- ❖ Keep it short and simple
- ❖ Practice

Below are two ITM courses you can complete to help augment your business storytelling. These have been added to your learning plan so that you can access either one at your convenience.

1. Motivating Action with a Compelling and Data-driven Story (less than 30 minutes)
2. Telling a Business Story (less than 30 minutes)

New Leadership Development Resource with videos, e-books, and courses!

TTB is working to ensure *you* have the knowledge and skill needed to be successful in your role! To support your growth, we are pleased to announce a new leadership learning resource available to all TTB. Please choose from the following three title books available through Skillsoft/Videos 24/7 which you can access via [ITM](#).

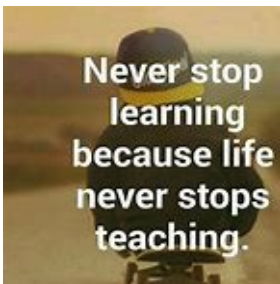
- **Leadershift: Making Leadership Everyone's Business**
By: Ken Carnes, David Cottrell
Book: 128 pages
Publisher: CornerStone Leadership Institute © 2017
- **The Loudest Duck: Moving Beyond Diversity While Embracing Differences to Achieve Success at Work**
By: Laura Liswood
Book: 192 pages
Publisher: John Wiley & Sons © 2010
- **How Full is Your Bucket?: Positive Strategies for Work and Life**
By: Tom Rath, Donald O. Clifton
Book: 128 pages



NEWSLETTER

August 13, 2020

What is New in the ITM?



Treasury has given everyone access to two online training programs in ITM. You will find the links for them on your Learning page in the ITM.

1. The Treasury Leadership Development Program (LDP) is a virtual training series designed to help develop a new generation of Treasury leaders. These leadership courses are organized into three tracks – Leading Yourself, Leading your Team and Leading the Business. You can easily access any of the three tracks from your learning page in the ITM and complete them at your own pace.
2. Treasury’s Digital Transformation (DT) collection provides the training needed to transform your daily business practices with cutting-edge technology offering increases in productivity and improved customer service. This program consists of seven tracks – Essentials of Digital Transformation; Digital Experiences; Agility for Digital Transformation; Data Science/Data Literacy; Digital Marketing and Communications; Digital Soft Skills Competencies; and Virtual Work. You can easily access any of these tracks from your learning page in the ITM and complete them at your own pace.

In Addition to the above learning tracks provided to you by Treasury, TPD has created two different curricula that you can assign to yourself after searching for them in the “Find Learning window” on your Learning page.

1. The TTB Critical Thinking and Problem Solving curricula consists of three Leadership Advantage tracks – Strategic Thinking; Problem Solving and Decision Making; and Critical Thinking. There are also seven different online training modules (6.5 learning hours) with content focused on problem solving and critical thinking. Finally, there are eight learning modules focused on business analytics (7 total learning hours). You can chose to complete one or all of the learning modules within the curricula at your own pace. Simply go to your Learning page and type “TTB Problem Solving” into the search field and assigned the curricula to yourself.
2. The TTB Project Management curricula consist of 18 online training modules (20 total learning hours). The training focuses on enhancing your project management skills. These courses will help you prepare for the PMI® and PMP® certification exam.

Employee Assistance Program (EAP)



We would like to remind you that the Employee Assistance Program (EAP) offer services which are available to employees. Trained counselors are available to help employees with anxiety, stress and other emotions.

Federal Occupational Health offers telephonic services that can be accessed 24/7, 365 days a year, via phone at 1-800-222-0364 (TTY: 1-888-262-7848 or FedRelay), or via the EAP website at www.foh4you.com.

The next issue of this newsletter will be published in September 2020.

If you would like to contribute, please send your propose article(s) to:

(b) (6)



NEWSLETTER

December 7, 2020

TTB Training Buzz Newsletter



The Office of Training and Professional Development (TPD) is proud to share the 1st issue of the Training Buzz Newsletter for Fiscal Year 2021. This newsletter serves to promote the varied training opportunities available to TTB employees.

Professional Development



The following article on [Strategize, Plan, and Operate](#) is a story told by a GovLoop contributor. TPD enjoys reading many of their published articles because they provide substance and valuable information. In fact, we have shared several of these types of articles with you in the past and most of you have enjoyed reading them.

Although the article is referencing “Information Technology”, TPD feels that the concept is very practical and flexible meaning you can apply it in any scenario. Please note and take advantage of the recommended resources; we know that we will be looking for and reading the first two books mentioned.

TTB Employee Learning Week: December 7-11, 2020

As a continuous learning organization, TTB is again participating in Employee Learning Week, December 7-11, 2020. The purpose of [Employee Learning Week](#) is to recognize the importance of people development and to highlight a variety of learning opportunities for TTB Employees and Supervisors.

For this week, the Training and Professional Development Division (TPD) has identified content to support some of our key development priorities while also enabling personal preferences in how to learn. Look for information about this year’s activities on TTBWeb and in your inbox, including ITM webinars, books, and online courses, some of which appear in your ITM learning plan. We hope you will find some development offerings that are of value for your ongoing learning.

Retirement

TPD regularly receives requests for pre-retirement training. We recently worked with MetLife to present *Retirewise* and *Understanding Social Security*. We are working with TSP to present *Pre-Separation Training* on January 27, 2021. We are also planning for BFS to present pre-retirement training during the 3rd or 4th quarter of this fiscal year.

ITM has two online courses with content concerning Pre-Retirement Planning for FERS. Both courses can be found by typing FERS in the “Find Learning” search field from My Learning page. TPD recommends Skillsoft course fgov_01_a27_IC_enus. Both courses cover the same topics, however, this course covers most of the topics directly related to your retirement more extensively. If you think you need more information about carrying insurance into retirement (FEHB & FEGLI), then check out Skillsoft course fgov_01_a66_IC_enus.



NEWSLETTER

December 7, 2020

Employee Assistance Program (EAP)



We would like to remind you that the Employee Assistance Program (EAP) offer services which are available to employees. Trained counselors are available to help employees with anxiety, stress and other emotions of particular relevance during the ongoing pandemic.

Federal Occupational Health offers telephonic services that can be accessed 24/7, 365 days a year, via phone at 1-800-222-0364 (TTY: 1-888-262-7848 or FedRelay), or via the EAP website at www.foh4you.com.

The next issue of this newsletter will be published in March 2021.

If you would like to contribute, please send your propose article(s) to:

(b) (6)