

FEDERAL EXECUTIVE BOARD NATIONAL NETWORK



Bringing Federal agencies together to
Communicate, Collaborate, and Coordinate

Fiscal Year 2012 Annual Report

U.S. OFFICE OF PERSONNEL MANAGEMENT

ACKNOWLEDGEMENT

I extend my appreciation to the Federal Executive Board (FEB) Chairs, Executive Directors, and leadership committee members for your dedicated and diligent service to the FEB National Network and your Federal, State, Tribal, and local communities.

I would like to recognize the following agencies which provide resources to staff FEB offices across the country:

Department of Agriculture

Department of Commerce

Department of Defense

Department of Health and Human Services

Department of Homeland Security

Department of Housing and Urban Development

Department of the Interior

Department of Labor

Department of Transportation

Department of Veterans Affairs

General Services Administration

National Aeronautics and Space Administration

Office of Personnel Management

Social Security Administration

In addition, I appreciate agencies' continued support, including in-kind services, and engagement in local Board activities.

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Director John Berry
U.S. Office of Personnel Management



Table of Contents

Executive Summary	4
FEBs at a Glance	6
Line of Business 1: Emergency Preparedness, Security, and Employee Safety	7
Emergency Preparedness	7
Continuity of Operations	8
Emergency Communications	9
Line of Business 2: Human Capital Readiness	11
Leadership Development and Common Needs Training	11
Alternative Dispute Resolution Program	12
Recruitment and Retention Initiatives	12
Awards and Recognition	13
Line of Business 3: Intergovernmental Collaboration and Community Outreach	14
Combined Federal Campaign	14
Assistance to Agencies and Employees	14
Community Service Activities	15
FEB Leadership and Staff	17

Executive Summary

Federal Executive Boards (FEBs) enhance communication, coordination, and collaboration among Federal agencies across the country. The 28 FEBs comprise an effective network to advance Federal initiatives and programs outside of Washington, D.C. Their outreach extends to State and local levels of government to increase opportunities for cooperation beyond the Federal community. The Boards identify strategic partners, bring them together, and facilitate collaboration to achieve common goals. The FEB vision and mission set the path for interagency engagement.

VISION

Creating partnerships for intergovernmental collaboration.

MISSION

To create value to the public by fostering communication, coordination, and collaboration with Federal, State, and local government agencies.

Each Board serves an identified geographic area of the United States by bringing together senior officials of Federal agencies represented in that area to address matters of interagency communication, coordination, and collaboration. Carrying out the responsibilities of each FEB is a collateral duty for each Board member. Therefore, each Board—and by extension the entire geographic area—relies heavily upon its staff members, the Executive Director and Assistant, to coordinate all Board programs, initiatives, and activities.

In Fiscal Year 2012, the FEBs continued to advance efforts under three strategic lines of business which add value to the Federal community.

EMERGENCY PREPAREDNESS, SECURITY, AND EMPLOYEE SAFETY:

FEBs partnered with the ten Federal Emergency Management Agency (FEMA) Regional Continuity Managers and facilitated an interagency continuity working group in each FEB location.

RESULT: FEBs hosted 30 continuity exercises with over 1,700 participants and 17 FEMA planning workshops serving over 450 participants. Scenarios included cybersecurity; Chemical, Biological, Radiological, Nuclear and Enhanced (CBRNE) Conventional Weapons; earthquakes; snow/ice storms; pandemics; and terrorism.

FEBs learned to use a new web-based emergency notification system (Communicator! NXT) to implement an individual FEB's all hazards emergency plan in response to real world events.

RESULT: FEBs provided up-to-date, accurate, and consistent information to their local Federal agency leaders to assist them in making informed decisions. Real world events included floods, Hurricane Isaac, severe winter weather, tornadoes, wildfires, and the North Atlantic Treaty Organization (NATO) Summit.

HUMAN CAPITAL READINESS:

FEBs assessed local agencies' common-needs training requirements and provided instructors and conference space to deliver group training sessions at either low or no cost. Training sessions included the following topics: Continuity of Operations, Diversity and Inclusion, Financial Planning, Telework, Effective Communication, and Teamwork.

RESULT: FEBs provided training to 30,771 Federal employees at an estimated cost avoidance of \$10,020,365.

FEBs coordinated Alternative Dispute Resolution (ADR)/Shared Neutral programs, providing mediators to agencies at low or no cost. These programs helped avoid costly formal procedures and litigation.

RESULT: FEB-sponsored ADR programs successfully settled 502 cases, resulting in an estimated cost avoidance of \$23,898,026.

INTERGOVERNMENTAL COLLABORATION AND COMMUNITY OUTREACH:

FEBs provide strong leadership and support for the Combined Federal Campaign (CFC) outside of the Washington, D.C. area.

RESULT: CFC pledges for 2011 totaled more than \$272 million. Campaigns in FEB areas collectively raised \$81,156,779 representing 30% of the total CFC campaign receipts.

FEBs supported the government-wide Feds Feed Families food drive.

RESULT: FEBs collected 98,853 pounds of food for local food banks.

Another significant accomplishment for the FEBs during Fiscal Year 2012 included the formal adoption of the [National Network Strategic and Operational Plan, 2013-2017](#). The Strategic and Operational Plan outlines goals and objectives as FEBs respond to the evolving needs of their Federal environment.

In summary, FEBs have demonstrated, once again, that through active membership and continued coordination by Federal agency leaders, agencies reduced duplicative efforts and achieved increased efficiencies. FEBs continue to be a valuable resource to advance White House and agency initiatives outside of Washington, D.C.

FEBs at a Glance

History and Operations

- Established by [Presidential Directive](#) in 1961
- *Purpose*: Interagency coordination and communication among Federal agencies outside of Washington, D.C.
- *Board*: Comprised of highest ranking local Federal officials
- *Funding*: Administrative funding provided by a host Federal department or agency and project funding is covered by local FEB member agencies
 - Optimally, each FEB office is authorized two Federal employees who manage the daily operations of the Board
- *Oversight*: Office of Personnel Management (OPM)- [Section 960- title 5 Code of Federal Regulations](#)

Nationwide Federal Executive Board (FEB) Statistics

- **28** FEBs are located across the nation
- Approximately **780,641** Federal civilian employees are served in FEB areas which represents **38%** of the Federal Community
- On average, **140** Federal agency components are served in each FEB

FEB Locations



FEB services are delivered in three categories

- Emergency Preparedness, Security, and Employee Safety
- Human Capital Readiness
- Intergovernmental Collaboration and Community Outreach

Result: Through collaboration and sharing resources, FEBs added value and provided cost savings to Federal agencies and the taxpayer.

Line of Business I: Emergency Preparedness, Security, and Employee Safety

Emergency Preparedness

FEBs increase emergency preparedness of Federal communities by serving as the hub for information and coordination in their locales.

FEBs play a vital role in collaborating with Federal, State, and local governments to develop strategies for the continuity of work and the safety of employees during an emergency event. By working closely with FEMA; General Services Administration (GSA); Department of Commerce, National Oceanic and Atmospheric Administration, National Weather Service (NWS); and the Department of Homeland Security, Federal Protective Service; FEBs facilitate networking relationships with Federal, State and local agencies. These partnerships help to ensure the highest level of preparedness in areas covered by FEBs.

The Chicago FEB served as a hub for Federal coordination during the 2012 North Atlantic Treaty Organization (NATO) Summit held in Chicago, Illinois. The National Security Special Event Steering Committee included representatives from DHS, Secret Service, Department of State, Chicago Police Department, the Chicago FEB, as well as other government agencies, comprising 24 subcommittees. Planning paid off as the NATO Summit in Chicago was hailed as one of the safest in history.



Chicago FEB Chairman addresses FEB Volunteers at the NATO Summit

**“What surprised us about NATO?
Nothing. The city, state, and Federal
community could not have been more
prepared for this event.”**

**Andrew Velasquez III
Regional Administrator
Federal Emergency Management Agency
Chicago, IL**

The Federal Protective Service (FPS) is responsible for law enforcement and security of 9,600 GSA owned, leased, and rented facilities. In Fiscal Year 2012, FPS representatives met with FEBs to identify ways to enhance the security of Federal employees working within GSA facilities. The FEBs, in turn, hosted FPS to deliver active shooter awareness workshops for local Federal employees. The workshops provided techniques on how tenants should respond when an armed intruder is present in a Federal building.

In the event of an anthrax attack, points of dispensing (PODs) are operated in coordination with local public health officials to provide medical countermeasures (MCM) to a large number of people in an affected area. Several FEBs have collaborated with local health departments, the Centers for Disease Control and Prevention, GSA and Federal agencies to establish PODs in their Federal community.



Cincinnati FEB Full Scale Federal Interagency Closed POD Exercise

Continuity of Operations

FEBs improve continuity of government operations by facilitating planning and coordination among Federal agencies.

FEBs are increasingly recognized for their role in preparing their local communities for emergency situations. FEBs sponsor Continuity of Operations (COOP) Working Groups in partnership with FEMA regional offices to improve interagency planning for emergencies. FEBs promote emergency preparedness procedures and protocols to support an interconnected Federal community.

In Fiscal Year 2012, the FEBs hosted training and workshops for local agency heads and emergency coordinators on how to develop and strengthen their agency COOP plans. **FEBs hosted 17 FEMA planning workshops serving over 450 participants**, which included COOP Manager's Train-the-Trainer, COOP Planner's Train-the-Trainer, Determined Accord (pandemic influenza scenario), Guardian Accord (terrorism threat), Resilient Accord (cybersecurity event), Reconstitution Planning, and Devolution Planning.



South Florida FEB Reconstitution Planning Workshop

This year, many FEBs hosted interagency emergency preparedness exercises with support from their local FEMA region. The exercises allowed participants to increase agency understanding of the COOP process, test agency continuity plans, network with Federal, State, and local community leaders, and capture lessons learned. **FEBs hosted a total of 30 continuity exercises with over 1,700 participants.** Scenarios included cybersecurity, CBRNE, earthquakes, snow/ice storms, and pandemic.



Philadelphia FEB Liberty Down Exercise



San Antonio FEB Alamo Challenge Exercise

Emergency Communications

FEBs assure awareness of Federal communities by providing timely and accurate communication of emergency information.

Communicator! NXT became the new established notification system for FEBs to transmit local emergency information to senior Federal officials in FEB locations. Communicator! NXT is a web-based emergency notification system that provides FEBs the ability to rapidly communicate vital information to key members via voice and text messages delivered to various devices. The administrator for each FEB's Communicator! NXT system is the FEB Executive Director.

For weather-related situations in certain large metropolitan areas outside of the Washington, D.C., area, the FEBs provide up-to-date, accurate, and consistent information, such as from the NWS, to their local Federal agency leaders to assist them in making informed decisions on the appropriate operating status for their Federal agency employees.

FEBs provided information to senior Federal officials in FEB locations, who in turn, made workforce status decisions for their agency employees for events such as flooding, hazardous material release, hurricanes, winter storms, protests, shooting in a Federal building, tornadoes and wildfires.



Oregon Winter Storm



Minnesota Flooding

“The information briefings provided through the Federal Executive Board assisted the 377th Theater Sustainment Command with our decision making process during Hurricane Isaac. Thank you for your untiring efforts in supporting all of the Federal agencies in the New Orleans area.”

**Major General Peter S. Lennon
Commander of the 377th Theater Sustainment Command
U.S. Army, Department of Defense
Belle Chasse, LA**

Line of Business II: Human Capital Readiness

Leadership Development and Common Needs Training

FEBS develop and help retain the Federal workforce by providing critical training opportunities and learning experiences.

FEBS identify and provide quality training opportunities, at low or no cost, to their Federal communities. Leveraging a large volume of multi-agency participants, FEBS obtain group rates achieving cost avoidance for their member agencies. Offering training options within the local commuting area further reduces costs associated with travel and lodging. **In Fiscal Year 2012, FEBS provided training to 30,771 Federal employees at an estimated cost avoidance of \$10,020,365.**



Oklahoma FEB Leadership Development Program Participants

Additionally, FEBS supported ongoing Federal hiring reform, including the Presidential Management Fellows Program, and hosted information and training sessions on the new Pathways Programs regulations for students and recent graduates. During these events, local hiring managers and human resources practitioners interacted directly with the OPM experts who shaped the Pathways policies.

FEBS hosted information sessions on the Government-wide Diversity and Inclusion initiative, Executive Order 13583, *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*

Additional common needs training sessions included the following topics: Continuity of Operations, Retirement, Financial Planning, Telework, Effective Communication, and Teamwork.

While training opportunities are tailored to meet local needs, all Federal agencies require leaders capable of confronting emerging challenges. Accordingly, FEBs sponsored leadership programs to develop critical skills and competencies. These programs are founded upon OPM Executive Core Qualifications to strengthen the Federal Government's cadre of current and future leaders.

“In the Footsteps of Leaders: Gettysburg Foundation Leadership Program was the best training I have had in 30+ years as a Federal employee.”

Curtis Brown
Regional Director
Social Security Administration
Pittsburgh, PA

Alternative Dispute Resolution Program

FEBs provide cost-effective services to resolve disputes and preserve working relationships through use of Alternative Dispute Resolution (ADR).

97.05% of mediation participants indicated it was helpful to have a mediator from another Federal agency

84.4% of mediation participants were satisfied with the ADR process

FEBs preserve working relationships through cost-effective ADR/Shared Neutral programs. These programs allow participating Federal agencies, through reciprocal agreements, to provide trained mediators and other shared resources for mediation. The FEB Shared Neutral programs avoid costly formal procedures and litigation.

During Fiscal Year 2012, FEB-sponsored ADR programs successfully settled 502 cases, resulting in an estimated cost avoidance of \$23,898,026.*

Recruitment and Retention Initiatives

FEBs conduct outreach to inspire and educate key pools of workforce talent needed by government.

FEBs coordinate with local colleges and universities to attract new talent. Through these partnerships, FEBs discuss the Federal application process and connect job seekers with knowledgeable professionals.

* Cost avoidance calculation is based on “Cost Savings Associated with the Air Force Alternative Dispute Resolution Program, 1996” and is adjusted for inflation using the Bureau of Labor Statistics inflation calculator.

Additionally, FEBs support a diverse Federal Government with targeted outreach to veterans and individuals with disabilities. Many FEBs support member agency diversity councils and events which foster awareness within their communities.



Detroit Veterans Affairs National Hiring Fair and Expo



Philadelphia FEB EEO/Diversity Day involving Young Government Leaders

Awards and Recognition

FEBs improve morale of the Federal workforce by celebrating the people who serve our Nation.

FEBs honor exceptional Federal service by hosting awards and recognition programs across the country. This year, FEBs presented 6,319 awards to Federal employees, acknowledging the value added to their communities as public servants. With over 16,750 attendees in Fiscal Year 2012, these recognition programs reward innovative efforts to advance the work of Federal agencies.



Minnesota FEB Civil Servant of the Year Ceremony

Line of Business III: Intergovernmental Collaboration and Community Outreach

Combined Federal Campaign

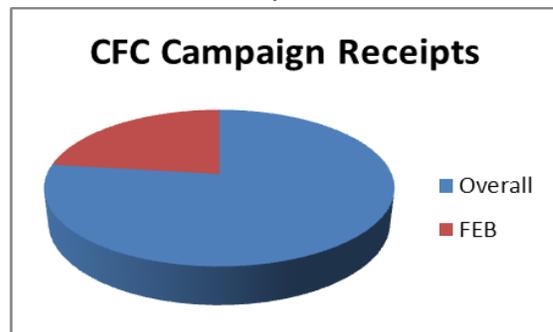
FEBs support the Combined Federal Campaign (CFC) by providing Federal employees the opportunity for charitable-giving in their local areas.

FEB efforts contributed to meeting, or exceeding, CFC campaign goals. The overall CFC pledges for 2011 totaled more than \$272 million. **Campaigns in FEB areas collectively raised \$81,156,779 representing 30% of the total CFC campaign receipts.**



FEBs provide strong leadership and support for the CFC outside of the Washington, D.C. area, and serve as vital connection points between the Federal Government and local communities.

The Boards provide quality assurance, oversight, and accountability, as well as leadership for the National CFC Advisory Committee and the annual regional workshop. The Chicago FEB represented the Boards on the CFC 50th Federal Advisory Committee Commission and provided valuable input to the Committee.



Assistance to Agencies and Employees

FEBs improve communications among Federal agencies within each FEB, across the nationwide FEB network, and between FEBs and Washington, D.C.

FEBs serve their local Federal communities by providing forums for discussion and coordination to advance White House initiatives, such as the *Strong Cities and Strong Communities* (SC2), and improve agencies' efficiencies. FEBs organize full-board meetings, issue newsletters, and provide networking opportunities between State and local government entities, including local Congressional staffs.

“The agencies covered by the South Florida FEB are very fortunate to have you and your staff working for the interests of all Federal Employees in the South Florida area.”

Howard A. Friedman
Deputy Director
Hurricane Research Division, National Oceanic and Atmospheric Administration
U.S. Department of Commerce
Miami, FL

Federal employees in FEB areas benefit directly from FEB-sponsored Health and Wellness programs and activities, such as basic health screenings, Federal health benefits fairs, lunch and learn programs on wellness and nutrition, farmers markets, and walking programs.



In Fiscal Year 2012, **55 % of the FEBs** utilized **social media** as an outreach tool in their respective communities.

Community Service Activities

FEBs cultivate community relations by coordinating Federal participation.

FEBs serve as focal points for Federal volunteer opportunities and community services. Examples include mentoring and tutoring programs with schools, blood drives, book collections, clothing drives, city and county community service projects, and holiday toy drives.



South Florida FEB Toy Drive

The Atlanta FEB established a council made up of local departments and agencies who collaborate and share resources to address the needs of local communities who are underserved. Their collaboration efforts provide information and direct contacts to those communities with the goal of improving awareness and participation in Federal

programs. The work of the council creates an awareness of many government programs, assists agencies to achieve its mission objectives, provides a positive opportunity for agency partnerships, and affords the local community increased access to Federal services.

Another example of agency collaboration in the local community is the partnership that occurred between the Colorado FEB and the Wounded Warrior Program at Fort Carson, Colorado, that assisted a 90% disabled veteran. The FEB council solicited the donation of materials from community partners and remodeled the veteran's living space to make it more comfortable for him and his family.



Colorado FEB Council and Wounded Warriors partnership

FEBs further assist their communities throughout the year with organized food drives. Along with other collection efforts, FEBs supported the government-wide 2012 Feds Feed Families food drive and collected **98,853** pounds of food for local food banks.



San Antonio FEB Feds Feed Families Food Drive

FEB Leadership and Staff – Fiscal Year 2012

Atlanta, GA

James McSweeney, Chair
Ronald Stephens, Executive Director

Buffalo, NY

William E. Leggiero, Jr., Chair
Paul Kendzierski, Executive Director

Cleveland, OH

Dan Cabot, Chair
Michael Goin, Executive Director

Detroit, MI

Timothy Tarczynski, Chair
Michelle Rhodes, Executive Director

Kansas City, MO

Robert Cowan, Chair
Cindy Hillman, Executive Director

New Mexico

Mikel Rowley, Chair
John Kwait, Executive Director

Newark, NJ

Matthew Horace, Chair
Angela Zaccardi, Executive Director

Philadelphia, PA

V. Chapman-Smith, Chair
Lisa Makosewski, Executive Director

San Francisco, CA

Doug Betten, Chair
Francine Roby, Executive Director

Baltimore, MD

Dr. Reginald Wells, Chair
Richard Howell, Executive Director

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James M. Galloway, Chair
Jean Brown, Executive Director

Colorado

Barbara Voss, Chair
Gay Page, Executive Director

Honolulu, HI

RADM Charles Ray, Chair
Gloria Uyehara, Executive Director

Los Angeles, CA

Shannon Garcia-Hamilton, Chair
Kathrene Hansen, Executive Director

New Orleans, LA

Brian Farley, Chair
Kathy Barré, Executive Director

Oklahoma

Adrian Andrews, Chair
LeAnn Jenkins, Executive Director

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Kathy L. Dillaman, Chair
George Buck, Executive Director

Seattle, WA

Ken Murphy, Chair
Anne Tiernan, Executive Director

St. Louis, MO

Bill McDonald, Chair
Rose Garland, Executive Director

Boston, MA

Diane LeBlanc, Chair
Kimberly Ainsworth, Executive Director

Cincinnati, OH

Shenita L. Hicks, Chair
Tina Toca, Program Specialist

Dallas-Ft. Worth, TX

Leon McCowan, Chair
Gladean Butler, Executive Director

Houston, TX

Jeffrey Baldwin, Chair
Michael Mason, Executive Director

Minnesota

Daniel Luna, Chair
Ray Morris, Executive Director

New York City, NY

Chris Palin, Chair
Cynthia Gable, Executive Director

Oregon

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Ron Johnson, Executive Director

San Antonio, TX

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Ellen Nelson, Executive Director

South Florida

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