Federal Executive Board National Network

Bringing Federal agencies together to Communicate, Coordinate, and Collaborate

Fiscal Year 2013 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 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 Katherine Archuleta
U.S. Office of Personnel Management
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Federal Executive Boards (FEB) at a Glance

History and Operations
• Established by President John F. Kennedy’s 1961 Presidential Directive
• **Purpose**: Interagency coordination and communication among Federal agencies outside of Washington, D.C.
• **Board**: Comprised of highest ranking local Federal officials; officers elected annually
• **Funding**: Funding provided by a host Federal department or agency and project funding is covered by local FEB member agencies
• **Operations**: Optimally, each FEB office is staffed by 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
• **Strategic Plan**: Federal Executive Board Network Strategic and Operational Plan, 2013-2017

Nationwide Statistics
• 28 FEBs are located across the nation
• Approximately 787,554 Federal civilian employees are served in FEB areas which represents 38% of the Federal Community
• On average, 140 Federal agency component offices are served in each FEB

Strategic Lines of Business
• Emergency Preparedness, Security and Employee Safety
• Workforce Development and Support
• Intergovernmental and Interagency Collaboration and Community Outreach

Value Added to the Federal Community
• Catalysts for national and local initiatives
• Hubs for lateral coordination between Federal agencies to address local issues
• Vehicles for effective communication and timely and accurate information
• Mechanisms for cost savings through interagency cooperation of shared resources
• Forums for employee recognition and leadership development
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.

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 the FEB is a collateral duty for the Board members. Therefore, each Board relies heavily upon its staff members—the Executive Director and Assistant—to coordinate all Board programs, initiatives, and activities.

In FY 2013, 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 partner with the 10 Federal Emergency Management Agency (FEMA) Regional Continuity Managers and facilitate an interagency continuity working group in each FEB location.

**RESULT:** FEBs hosted 36 continuity exercises with over 7,500 participants and 44 FEMA planning workshops serving over 1,400 participants. Scenarios used for these emergency preparedness events included active shooter, cyber security, earthquake, flood, hazardous material, hurricane, points of dispensing, power outage, tornado, and terrorism.
FEBs use a nationwide web-based emergency notification system (Communicator! NXT) to provide up-to-date, accurate, and consistent information to their Federal agency leaders to assist in making workforce status decisions for their employees.

RESULT: Modeling the OPM Washington, D.C., Area Dismissal and Closure Procedures, FEBs assisted local Federal agency leaders by providing operating status information, and reported operating status changes to OPM. Real world events included the Boston Marathon bombing, floods, Hurricane Sandy, electrical power loss, protests, severe winter weather, suspicious packages, Tropical Storm Flossie, tornadoes and wildfires.

WORKFORCE DEVELOPMENT AND SUPPORT

FEBs assess local agencies’ common-needs training requirements and provide 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 27,149 Federal employees at an estimated cost avoidance of more than $10 million.

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

RESULT: FEB-sponsored ADR programs successfully settled 608 cases, resulting in an estimated cost avoidance of more than $28 million.

INTERGOVERNMENTAL AND INTERAGENCY 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 Fall 2012 totaled more than $258 million. Campaigns in FEB areas collectively raised over $79 million, representing 30% of the total CFC campaign receipts.

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

RESULT: FEBs collected 132,342 pounds of food for local food banks.

In summary, FEBs have demonstrated 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 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 the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) and Federal Protective Service (FPS); General Services Administration (GSA); and the Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), National Weather Service (NWS); 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.

In FY 2013, the FEBs worked with the FPS, which is responsible for law enforcement and security of GSA owned, leased, and rented facilities, to host 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.

FEBs also receive timely information from the FPS Assistant Directors for Field Operations and Regional Directors to share with Federal employees in the local area.
In the event of an anthrax attack, **points of dispensing (PODs)** operate in coordination with local public health officials to provide medical countermeasures to a large number of people in an affected area. Several FEBs collaborate with local health departments, the Centers for Disease Control and Prevention, GSA and Federal agencies to establish PODs in their respective Federal community. In FY 2013, FEBs increased POD activities to include signing Memoranda of Understanding to establish PODs, training personnel to staff PODs, and conducting POD exercises.

**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.

“Your assistance, cooperation and leadership of the FEB is outstanding. We depend on the FEB to assist us in distributing our messages and communicate with each other on important topics. We appreciate all that you do every day to keep this a productive and worthwhile board.”

Suzanne MacMullin
Deputy Regional Director
DHS Federal Protective Service

Cincinnati FEB Full Scale Interagency Closed POD Exercise showcases steps of MCM distribution at a POD
In FY 2013, 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 44 FEMA planning workshops serving over 1,400 participants**, which included Continuity Planners Workshop Train-the-Trainer, COOP Manager’s Train-the-Trainer Course, Devolution Planning Workshop, Guardian Accord: Terrorism-Based Planning Workshop, Pandemic Influenza Planning and Preparedness, Reconstitution Planning Workshop, and Resilient Accord: Cyber Security Planning Workshop.

Honolulu-Pacific FEB Emergency Preparedness Group and FEMA host National Preparedness Month Expo

Many FEBs hosted interagency emergency preparedness exercises with support from their local COOP working group. 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 36 continuity exercises with over 7,500 participants.** Scenarios used for these exercises included active shooter, cyber security, earthquake, flood, hazardous material, hurricane, PODs, power outage, tornado, and terrorism.

Seattle FEB Emergency Tabletop Exercise

**Emergency Communications**

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

Communicator! NXT is the notification system used by 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 email messages delivered to various devices during local emergencies. The FEB Executive Director serves as the administrator for each FEB's Communicator! NXT system.
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.

**All-time record flooding event in San Antonio, TX**

**Hurricane Sandy Approaching East Coast**

(Credit: NASA/NOAA)

**In FY 2013, FEBs provided information to local senior Federal officials via Communicator! NXT who, in turn, made workforce status decisions for their agency employees** for events such as the Boston Marathon bombing, floods, Hurricane Sandy, loss of electrical power, protests, severe winter weather, suspicious packages, Tropical Storm Flossie, tornadoes and wildfires. FEBs in affected areas receive situational reports and updates that can include information such as addresses of open shelters, power and cell tower outages, road closures, resources for assistance, and location of disaster recovery centers. The FEBs share such information with local senior Federal officials for further distribution to their individual agency employees.

“**You’re doing an awesome, incredible job providing us with the latest information. You are my eyes and ears as to what is happening in Oklahoma. Thank you so much for your service and support.”**

Sylvia Hernandez
Acting Regional Administrator
Greater Southwest Region
General Services Administration
FEBs develop and help retain the Federal workforce by providing critical training opportunities and learning experiences.

FEBs identify and provide a variety of quality training opportunities, at low or no cost, to their Federal communities, such as: Retirement, Financial Planning, Telework, Effective Communication, and Teamwork. By leveraging a large volume of multi-agency participants, FEBs obtain group rates and use free or low cost space achieving cost avoidance for their member agencies. Offering training options within the local commuting area further reduces costs associated with travel and lodging. In FY 2013, FEBs provided training to 27,149 Federal employees at an estimated cost avoidance of more than $10 million.

One FEB met the challenge of shrinking budgets and promoted interagency collaboration by developing a Talent Survey. The survey queried Federal employees about talents or skills they could share or teach to the local Federal community via a seminar, training session, or brown bag lunch. Consequently, three courses were offered and taught by local Federal employees, including an Advanced Leadership Series with a cost avoidance of $40,695.

“Since my graduation, like those alumni who completed the program before me, I have received many opportunities... If not for my participating in the FEB Leadership Associates Program, I don’t believe that I would have been prepared for or would have had the tools required to continue advancing my career here at the Court.”

Joseph James
CM/ECF Development Group Supervisor
U.S. District Court
CA Central District

Each FEB customizes training to meet local needs but a common theme is leadership development. Accordingly, a number of FEBs sponsor leadership programs that expand the Federal Government’s cadre of leaders. These programs are based upon OPM’s Executive Core Qualifications and are offered at significant lower costs to the participants.
Boards without formal leadership programs still host forums or other leadership training courses, such as hosting a three-day Six Core Competencies of Leadership Training. Also, several of the Boards connected simultaneously, via webcast, with Washington, D.C., for the OPM sponsored Meta-Leadership training. This training was designed to prepare executives to meet complex challenges of the modern era through exceptional leadership across various sectors and organizations.

“I just wanted to let you know that this training (Meta-Leadership) was terrific! I wish it could be offered again and opened up to all of the managers in the District Court. I think it would be helpful, as well as, inspiring to them as leaders.”

Margaret Smusz
Supervising U.S. Pretrial Services Officer
United States District Court Pretrial Services
Office for the Southern District of New York

Alternative Dispute Resolution

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

- **96.8%** of mediation participants indicated it was helpful to have a mediator from another Federal agency
- **83.9%** of mediation participants were satisfied with the ADR process

The ADR/Shared Neutrals program allows 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 and assist with improving employee morale and collegial relationships. **During FY 2013, FEB-sponsored ADR programs successfully settled 608 cases, resulting in an estimated cost avoidance of more than $28 million.**

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 talent to the Federal government. Through these partnerships, FEBs discuss the Federal application process and connect job seekers with knowledgeable professionals.

A unique recruitment approach organized by one FEB was hosting a **“reverse job fair”** for local Federal agencies and colleges. Federal agencies discussed the knowledge and skills they seek in new hires, and the colleges inquired about the Federal recruiting process and shared the skills and talents of their students/graduates. This approach permits a two-way exchange and provides the colleges with information to direct students to the appropriate Federal position and agency.

*Cost avoidance calculation is based on “Cost Savings Associated with the Air Force Alternative Dispute Resolution Program, 1996.” It is adjusted for inflation using the Bureau of Labor Statistics inflation calculator.*
Another distinctive recruitment approach was an FEB partnered with several state universities and local colleges for an Annual Government Career Day. Over 55 government agencies (Federal, State, County, and City) participated and approximately 950 students attended this successful event. The multi-school job fair allowed Federal agencies to meet a variety of students from public and private institutions at one event. Hosting one fair rather than several separate events was more efficient for the agencies and students, resulting in a significant cost reduction for the agencies.

Moreover, FEBs supported ongoing Federal employee recruitment initiatives such as the Presidential Management Fellows (PMF) Program. In FY 2013, five FEBs hosted PMF assessment sites in their respective locations and recruited local agency managers and supervisors to serve as panel members at the designated assessment centers. The FEB role contributed to the success of the FY 2013 PMF recruitment process.

A number of FEBs also support their local Young Government Leaders (YGL) chapter, a volunteer organization that actively builds leadership communities for young public servants through professional development, networking, seminars, and strategic Federal partnerships.

“Again, thanks to all the volunteer Assessors and to the FAA’s Certificate Management Office and Flight Standards District Office for their… participation, energy, professionalism, attention to detail, and commitment from the FAA staff here and the volunteer assessors which made the Miramar/Miami site a smooth and efficient running PMF assessment site!”

Andrew Grebe  
Program Analyst, PMF Program Office  
U.S. Office of Personnel Management  
Washington, D.C.

Several FEBs augment training, recruitment, and retention efforts through mentoring. For example, two FEBs partnered with OPM to pilot a flash mentoring series for their local Human Resources community. One FEB launched a Training and Mentor Consortium to assist over 45 Federal agencies to share training resources and encourage interagency mentor opportunities, which will be fully implemented during FY 2014. Another FEB collaborated with a local university’s school of public affairs and obtained Federal mentors (many are agency directors) for graduate students of public administration. Also, a number of the FEB Leadership Development programs include an interagency mentoring component highly valued by program participants.
FEBs honor exceptional Federal service by hosting awards and recognition programs. In FY 2013, FEBs presented 4,012 awards to Federal employees with over 12,437 attendees at events. These annual programs acknowledge the value public servants provide to the local communities and reward innovative efforts to advance the mission of their Federal agency. One FEB launched a decentralized Federal Public Service Recognition program that allows agencies to nominate and award employees on a quarterly basis. Receiving over 50 nominations in the first two quarters of FY 2013, the FEB presented 14 awards at nine different locations with an estimated attendance of 300 Federal employees.

“Awards and Recognition

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

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San Antonio FEB “Partners in Equality” Conference

Atlanta FEB Employee Recognition Ceremony

“Thanks for hosting this event (Loudest Duck)... The session was very well received by each of my senior managers that attended.”

Will Haye
Deputy Special Agent in Charge
Homeland Security Investigations
Detroit, MI
Combined Federal Campaign

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

Each year, FEB efforts contribute to meeting, or exceeding, CFC campaign goals. The overall CFC pledges for 2012 totaled more than $258 million. In FY 2013, Campaigns in FEB areas collectively raised $79,691,794, representing over 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. Specifically, FEBs facilitated campaign mergers, engaged in agency activities, sponsored campaign kick-off and close-out events, and built partnerships with civic leaders to promote charitable giving.

The Boards provide quality assurance, oversight, and accountability, as well as leadership for the National CFC Advisory Committee and the annual regional training workshop.

CFC Receipts

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 priorities, including the GreenGov and Strong Cities and Strong Communities (SC2) initiatives. Several FEBs sponsor Green Councils to promote sustainability programs within their Federal buildings. Specifically, one FEB is featured among the six GreenGov Spotlight Communities, and is working to measure how its collective sustainability efforts reduce spending while also benefitting the environment. Similarly, two other FEBs connected Federal leaders with local city officials to expand support for the SC2 initiative. In both SC2 locations, Federal agencies collaborated with each other to develop innovative solutions to complex issues facing distressed communities.
To enhance local coordination, FEBs also bring together local agency heads at regularly scheduled full-board meetings, distribute electronic newsletters, and provide networking opportunities between State and Local government entities, including local Congressional offices. As a conduit of information, FEBs build cooperative relationships between agencies with different missions, breaking down silos and facilitating a more effective Government.

In FY 2013, **60% of the FEBs utilized social media** as an outreach tool in their respective communities. FEBs use social media to augment their individual websites and share information with employees in real time. Information posted to FEB hosted social media pages include links to National Weather Service reports, tips and resources from both the Federal Emergency Management Agency and the Center for Disease Control, upcoming training opportunities, and highlights from employee recognition events.

Federal employees in FEB areas benefit directly from FEB-sponsored **Health and Wellness** programs and activities such as information sessions on wellness and nutrition, farmers markets, and organized fitness events. Additionally, FEBs host **health benefits fairs** which provide employees the opportunity for basic health screenings, as well as assist employees to make informed decisions related to their future healthcare needs.

“The Baltimore FEB Health and Wellness Fair is always a wonderful opportunity for our employees to seek knowledge and advice in choosing the correct health plan for their families. The FEB also has a mobile health clinic on display outside the building with free blood pressure and body fat testing.”

Hanna Jones
Analyst
Internal Revenue Service
Baltimore, MD

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Hanna Jones
Analyst
Internal Revenue Service
Baltimore, MD
**Community Service Activities**

*FEBs cultivate community relations by coordinating Federal participation.*

FEBs coordinate volunteer opportunities and community outreach programs. Such programs include: mentoring and tutoring for elementary, middle, and high school students, blood drives, book donation events, clothing drives, City and County community service projects, and holiday toy drives.

Moreover, several FEBs organize events where employees donate their personal time and labor to assist local non-profit organizations. These Federal volunteers planted community gardens, prepared taxes for low-income families, as well as renovated and built homes for disabled and homeless veterans.

Along with other food collection efforts throughout the year, FEBs supported the government-wide 2013 *Feds Feed Families Food Drive* and collected 132,342 pounds of food for local food banks. Scheduled during the summer months, Feds Feed Families helps close the gap families face without school-provided meal programs.

Throughout the year, local organizations such as blood banks and food pantries recognize FEBs for their outstanding service to the community.
Atlanta, GA
James McSweeney, Chair
Ronald Stephens, Executive Director

Buffalo, NY
CAPT Steven Wischmann, Chair
Paul Kendzierski, Executive Director

Cleveland, OH
Steven Dettelbach, Chair
Michael Goin, Executive Director

Detroit, MI
Timothy Tarcynski, Chair
Michelle Rhodes, Executive Director

Kansas City, MO
Robert Cowan, Chair
Cindy Hillman, Executive Director

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