

Federal Executive Boards (FEBs):

What Are They
and Why Do You
Need Them Today?

Establishment of FEBs

- Presidential directive of November 10, 1961
- Executive Office of the President transferred authority to the Office of Personnel Management (OPM) on June 7, 1982
- Guidance from 5CFR Part 960
- Funding provided by Sponsoring Agencies

OPM Role

- Oversight and Leadership
 - ◆ OPM Director Kay Coles James oversees the FEB program
 - ◆ Director James identifies priorities for FEB activities
 - ◆ Priorities are supported in FEB strategic plans and results are shared in annual reports submitted to OPM

Who is the FEB?

- FEB membership becomes automatic by virtue of the incumbent being the Senior agency official within the FEB's boundaries
- Not limited to Department-level organizations
- FEBs are comprised of the highest ranking leaders from 80 to 250 Federal agencies in 28 metropolitan areas

Who is the FEB? (continued)

- Serves from 11,000 to 150,000 Federal, postal, civilian, and active military personnel
- FEBs are led by Officers elected by the FEB membership
- Although not members of the FEB, all Federal employees are eligible to participate in FEB-sponsored committees & initiatives

FEB Staff Office

- 1 to 3 Full-Time Career Federal Employees
 - FEB Executive Director and Administrative Assistant(s)
- Report to the FEB Chair and the Board
- Serve as Ambassadors for the Federal community
- Coordinate FEB initiatives/committees

FEB Partners

- The Taxpayer
- State & Local Government Organizations
- Congressional Offices
- Not-For-Profit Service Providers
- Professional Associations
- Community Leaders
- Chambers of Commerce
- Academic Institutions

FEBs Perform Valuable Functions

Federal Executive Boards were established to provide:

- A forum for the exchange of information between Washington, DC, and the rest of the country
- A point of coordination for the development and operation of Federal programs having common characteristics
- A means of communication for national initiatives
- Federal representation and involvement within their communities

FEB Mission Themes

- Communication
- Reduction of Costs and Improvement of Efficiency
- Facilitation of Service Delivery
- Partnering with Community Groups
- Coordination of Emergency Services

FEB Focus

- Homeland Security - coordination of emergency communications and training
- President's Management Agenda – dissemination of information
- OPM's Human Capital Initiative
- Encourage sharing of technical knowledge and resources

FEB Focus (continued)

- Implementation of the Combined Federal Campaign
- Coordinate training, mediation resources, and equipment
- Local initiatives
- Partnering with Federal Executive Associations and Councils

FEB Best Practices

- Sponsor forums, seminars, and training sessions on all five initiatives of the President's Management Agenda
- Leadership Development Programs open to employees at the GS-9 to GS-15 levels
- High School Partnerships to educate high school students on the value of careers in public service

FEB Best Practices (continued)

- **Assisting Veterans:** bringing various federal agencies together that offer benefits and/or services to veterans
- **Minority Business Opportunity Committees** to enhance opportunities for small, women-owned and minority-owned business within the public sector.
- **Acquisition Manager's Committee** to share information related to procurement issues

FEB Best Practices (continued)

- **Alternative Dispute Resolution**
Consortiums: trained mediators (federal employees) available at minimal or no cost. FY 02 cost avoidance to government of \$7,850,585
- **Interagency Training Opportunities:** sponsor no cost or low cost training. FY 02 cost avoidance to government of \$1,679,000

FEB Best Practices (continued)

- Congressional Expos to provide congressional representatives with personal contact with government agencies
- Excellence in Government Awards Program usually sponsored during Public Service Recognition Week in May
- “At Your Service”, weekly Cable TV Show highlighting Federal events and programs

FEB Best Practices (continued)

- FEB Executive Directors serve on the Local Federal Coordinating Committees for the Combined Federal Campaign. Total receipts for FY 2003 CFC: \$245 million
- Local Charitable Programs such as food, clothing, and toy drives. Organize volunteers for Days of Caring and Habitat for Humanity

Emergency Preparedness/Response

- Workshops on Continuity of Operations (COOP) planning, in coordination with FEMA/GSA
- Facilitate tabletop exercises enabling local agencies to test their COOP plans
- Federal Building Designated Official Training in partnership with GSA and FPS
- Emergency Planning & Preparedness Forums to prepare for national political conventions, in coordination with OPM
- Emergency Notification Systems (Passive and Active)
- Sponsor Security, and Disaster Recovery Planning Committees

Federal Executive Boards Today

- There are 28 FEBs nationwide
- Operating on a “value added premise”
- www.feb.gov

Thank you!

Questions?

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Cindy Hillman, Executive Director
The Greater Kansas City Federal Executive Board

Primary Role of Emergency Preparedness

- * Emergency Planning is FEBs top priority
- * Recognizing the next panel is on "FEBs: A Resource for Emergency Preparedness and Planning Outside of Washington, D.C.", I do not want to duplicate their comments.
- * However, the role of FEBs in Emergency Situations is extremely vital to the federal community and I would like to share a few of the efforts we coordinate.

Major Guidelines Provided in "The Role of FEBs in Emergency Situations"

- * FEBs Emergency Hotline - Record emergency messages to agency heads on this Hotline. All agency heads have the hotline number and know to call it for updates. It is used in regards to issues ranging from weather related activities to change in threat level, etc.

- * The FEBs disseminate emergency information to federal agencies.

- * FEBs develop and maintain a Confidential listing of each agency head and their designated alternate...the list includes:

For example office number, home number, cell number, pager number, etc....we ask they provide us all numbers where they might be reached in the event of an emergency.

The Confidential List can be divided by area so that we can contact specific agency heads in an area -i.e. - should there be a power outage downtown and we need to contact just those agencies...or a tornado up north...we have just those agencies...setting it up geographically can be very "user friendly".

Only the respective FEBs maintain this list...we have given our sacred word of honor to our agency heads that this list will not be disclosed.

A Cascade Calling Tree can also be created if necessary...It is advised each designated caller call no more than ten agency heads.

Tests of the confidential list are on a quarterly basis as determined by Federal Preparedness Circular 65. Obviously, keeping it updated and correct is a challenge; however agency heads are usually very cooperative about returning the information.

* FEBs will assist in providing training on Continuity of Operations Plans (COOP) and other emergency preparedness topics.

* In the event we would have to activate our COOPs, the FEB's primary responsibility is to coordinate communication among the agencies...we will hopefully be able to tell agencies how to reach one another.

At the Kansas City FEB we have a close working relationship with GSA and FEMA/DHS. I sit on the Regional COOP Working Group that was chartered in May of 2003. Approximately less than one year later a Regional Interagency COOP Tabletop Exercise was conducted in April 2004 consisting of 28 agencies, 300 participants and over 800 action items. We are already at work on our 2005 Exercise.

* Each FEB has its own COOP Plan for its office. However, we all do have a back-up FEB that has our vital information and records and would be able to maintain communication for the affected FEB.

TALKING POINTS ON FEB SHARED NEUTRALS PROGRAM FEBs: What Are They and Why Do You Need Them Today Workshop

Cindy Hillman, Executive Director
Greater Kansas City Federal Executive Board

(This is the second topic for our panel that I will be asked to address, time permitting.)

The Shared Neutrals Program is a cooperative arrangement between federal agencies. Each agency makes a reciprocal agreement to submit requests for alternative dispute resolution services and to share resources cooperatively.

Many of the FEB have a Shared Neutrals Program...including our FEB in Kansas City.

The Shared Neutrals program is designed to meet three objectives.

* To provide agencies with low cost and flexible access to sophisticated dispute resolution services.

* To provide disputing individuals with accessible, timely, and confidential neutral services.

* To support a diverse cadre of trained and experienced neutrals (mediators) who mentor less experienced neutrals from other agencies on a collateral duty basis.

Flexibility is a core value for this Program. Individual agencies have a great deal of choice on how they use this Program.

FREQUENTLY ASKED QUESTIONS:

What is ADR? Alternative Dispute Resolution includes such processes as mediation and facilitation. These methods generally help participants to negotiate collaboratively to resolve conflict.

What is a Neutral? The Neutrals who service this program are employees of participating agencies. They are trained and experienced mediators who take a neutral position. In Kansas City we require every neutral to have 8 hours of refresher training annually.

Why Share Resources? Each participating agency contributes a little and gains access to a lot. Agencies typically contribute the services of a few neutrals, along with such items as meeting rooms, printing. In exchange, they gain access to dozens of highly trained neutrals at no cost. Perhaps most importantly, neutrals from outside agencies provide both high levels of neutrality and an enhanced appearance of neutrality.

What is Mediation? Mediation is a confidential, informal conflict resolution process in which trained, impartial third parties facilitate the search for a mutually acceptable, self-determined agreement between disputants.

When Should Mediation be Used? Mediation is most effective when used before a conflict has escalated to a high level of volatility.

Shared Neutrals CAN provide mediation for these types of complaints:

- Employment/Workplace
- Communication
- Interpersonal
- Cross-cultural
- Staff/management
- Multiparty

EEO

- Discrimination
- Harassment (some types)

Shared Neutrals CANNOT mediate the following types of disputes:

Cases involving serious or criminal misconduct.

Disputed union contracts

Cases in which any party does not wish to participate voluntarily

Cases that an individual agency elects to exclude.

What does it Cost? There is no charge to the parties in dispute. Neutrals are paid for their time by their own employer or volunteer their time. Any travel costs incurred will be paid by the agency making the request.

What Happens in Mediation? Participation is voluntary and confidential! Participants determine the outcome. Once an agreement is reached, a written formal document will be prepared and signed by all appropriate parties.

If parties fail to reach agreements, other options may be explored.

The Shared Neutrals Program in Kansas City has conducted 95 mediations with an estimated cost avoidance to the Government of well over \$600,000!

As you can see, another value of the FEB is that it serves as a resource for ADR services, saving each agency from having to develop and maintain its own program. Nationally, the ADR program has an estimated cost avoidance to the Government of over \$11 million.



FEMA



May 15, 2003

KANSAS CITY REGIONAL CONTINUITY OF OPERATIONS WORKING GROUP (K.C.-RCWG) CHARTER

1. PURPOSE

The KC-Regional Continuity of Operations (COOP) Working Group (KC-RCWG) is a standing entity established to promote the development of COOP plans and enhance our Federal Partners' overall emergency preparedness for a wide range of potential emergencies as mandated in Presidential Decision Directive (PDD) 67, and various Federal Preparedness Circulars. The KC-Regional COOP Working Group's activities will be coordinated with and through the Kansas City Federal Executive Board.

2. PARTICIPANTS

The RCWG is comprised of Federal Executive Branch department and agency COOP program managers. Regional Legislative and Judicial Branch departments and agencies will be invited to participate in RCWG activities. Although membership on the RCWG is designated by the Regional Directors of DHS/FEMA Region VII and GSA Region 6, participation is open to every Executive Branch department and agency in the region. The RCWG will be chaired by DHS/FEMA Region VII and Co-Chaired by GSA Region 6.

3. OBJECTIVES

- a. Ensure the viability of executive branch COOP capabilities and plans through coordinated planning and exchange of information and management techniques.
- b. Sponsor and support interagency interoperability, training and exercises designed to strengthen and test regional COOP plans and capabilities.
- c. Recommend common goals and standards for COOP planning, budgeting, and programming.

- d. Recommend standards and criteria to ensure interoperability among Executive Branch COOP plans and programs.
- e. Encourage mutual aid and assistance in the planning for and conduct of COOP.
- f. Support the objectives of National Security Emergency Preparedness (NSEP) as identified in relevant Presidential guidance.
- g. Encourage coordination and communication between programs such as those detailed in PDDs 62, 63, and 67.
- h. Coordinate programs and activities as directed by the Kansas City Federal Executive Board (FEB) and serve as a source of recommendations on continuity of operations policy, planning, and programs.
- i. Standing and *ad hoc* committees may be established to accomplish the purpose and objectives of the RCWG.
- j. The RCWG will meet on a regular basis as determined by the regional working group membership. Any member may request a special meeting of the group.
- k. Meetings will be conducted in an unclassified environment. When necessary, classified discussion and topics will be taken up in the appropriate interagency forum.

4. PERIODIC CHARTER REVIEW

On an annual basis the K.C.-RCWG will review the adequacy of its charter and make recommendations to the Kansas City FEB for appropriate changes.