



# FY 2010 Annual Report



## ***MISSION***

*To increase the effectiveness and economy  
of Federal agencies [in Oklahoma].  
1961 Presidential Memo, 5CFR Part 960*

### ***Chair***

Sam Jarvis, Director  
Veterans Administration Regional Office  
Muskogee, OK

### ***Vice-Chair***

Jon Worthington, Administrator  
Southwestern Power Administration  
Tulsa, OK

### ***Executive Director***

LeAnn Jenkins

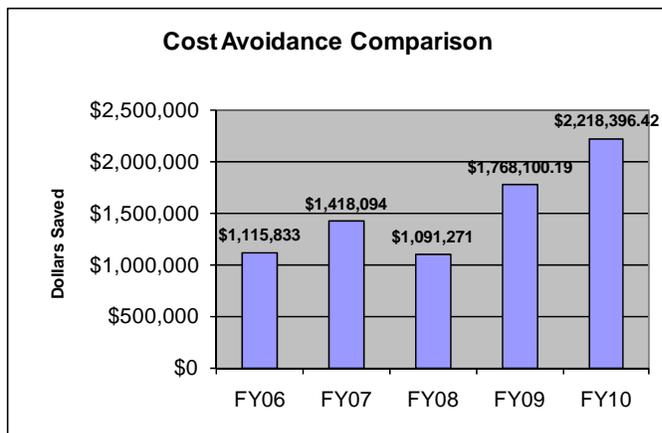
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## Executive Summary of Oklahoma FEB FY 2010 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
<b>Cost Avoidance</b>				
Training	Interagency	Dollars		\$882,724.75
ADR/Shared Neutrals Program	Interagency	Dollars		\$1,335,671.67
<b>Community Outreach</b>				
Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$4,615,605.00	
Volunteer Hrs	FECC-Interagency	5,300 hrs x \$22.50	\$119,250.00	
Federal Blood Drives (value determined by cost avoidance of blood from non-profit center to VA Hospital)	Blood	407 units (Red Cross) 13,428 (OBI) units x \$221	\$ 3,057,535.00	
			<b>\$ 7,792,390.00</b>	<b>\$2,218,396.42</b>



*For the investment made by our funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment figure of \$173,205.33 for this year (assistant only on roles 10 months), the FEB provided a cost-avoidance to the Oklahoma Federal community of \$2,218,396.42, a 12.8-fold return. The cost avoidance calculations illustrate the results of FEB mediation resolutions and the training/educational programs (abbreviated version contained in this Executive Summary; full data comparison is contained in the following annual report)*

*Notable items in addition to those listed above*

### **Emergency Preparedness**

- FEB hosted four interagency/intergovernmental COOP trainings and one tabletop exercise resulting in a **total cost avoidance of \$373,507.80.**
- This FEB is an advocate of the FEMA Excellence Series, coordinating the classroom requirements at the local level to encourage federal, state and local government employees to pursue the COOP Practitioner Certification. In addition to the cost avoidance created by local events, our efforts resulted in **17 Practitioner certificates:** 8 Federal, 6 State, 2 City, and 1 corporate employee.
- Communicated to Federal Leaders regarding hazardous weather. FEB sent situational report updates throughout the season to Federal leaders as well as distributed information to Oklahoma residents regarding damage reports, scam details, and recovery center info after ice storms, tornadoes and flooding which occurred this fiscal year, in which national declarations were necessary.

## Human Capital Readiness

- Hosted annual Awards Banquet at the US Postal Service's National Center for Employee Development in Norman, OK with 350 in attendance. Eighty one individuals were recognized for their outstanding accomplishments.
- *Interagency mediation* services coordinated through the FEB's Shared Neutral's Program had 48 requests and 28 resolutions creating a **total cost avoidance of \$1,335,671.67** (this includes agency requests and EEOC mandated cases).
- FEB Coordinated Training (17 interagency/intergovernmental events) for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$499,316.95.**
- The Oklahoma FEB Coordinated with four Universities to offer five job fairs for federal agencies to participate at a reduced rate. These efforts created a **total cost avoidance of \$9,900.00.**
- The FEB collaborates with GSA to provide federal employees access to the Murrah garage and Federal Campus parking facilities in downtown Oklahoma City, enabling federal employees to park through the FEB/GSA agreement, accommodating employees in an extremely difficult parking environment. We were able to accommodate 82 employees throughout the year.
- Distributed **23 vacancy announcements** for various Federal Agencies throughout the year to increase recruiting contacts and the quality/quantity of the resulting applicant pool.
- Throughout the year, the FEB has distributed numerous communications to the Federal Leaders regarding personal changes, policy updates, weather updates and timely information.

## Foundational Activities (Outreach)

- Provided **48 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 09; Executive Director made visits to the respective federal offices to provide these orientations.
- The FEB's Federal Employees Care Council (FECC) coordinated **650 Federal volunteers** who contributed **over 5300 hours** to our community this fiscal year. These events include the State Fair Lost Kids Booth, State Fair, Arts Council, Festival of the Arts, Opening Night, and CFC Race for Freedom. We also had volunteers donate their time at Christmas Connection, OETA, Ronald McDonald House, Red Cross, and several other local charities. This provided a **service valued at \$119,250.00** to our community (based on the value of \$22.50 per volunteer hour).
- Combined Federal Campaigns in Oklahoma raised more than **\$4,615,605.00 for charity**. This total is from the four campaigns located in Oklahoma; however, we have two agencies that have merged into campaigns located in other states and their numbers are reported in the totals of those locations.

## Background

By Presidential Directive in 1961, President John F. Kennedy established Federal Executive Boards (FEB) to improve interagency coordination and communication among Federal departments and activities outside of Washington, D.C. The Director of the U.S. Office of Personnel Management is responsible to the President for the organizational and programmatic activities of FEBs.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 90% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are composed of the highest-ranking local officials from each Federal agency located in the FEB area. Board leadership and structure consist of elected officers (Chair, Vice Chair) and Committees and Councils designated to direct FEB programs. Federal Executive Boards are the only interagency organization that is authorized by Public Law for interagency funding with salaries coming through a "host agency". The regulatory responsibilities of Federal Executive Boards are outlined in CFR 5 Section 960 of Federal Regulations, providing the guidance from which FEBs draw their general operating instructions.

The Oklahoma FEB was chartered in March 1993 to serve federal agencies located within the State of Oklahoma:

### **Federal community in Oklahoma: 79,235 employees in more than 300 offices**

Military: 34,915

Civilians: 35,127

Postal Service: 9,193

(does not count the 36,307 federal retirees in Oklahoma)

*Information verified through the DoD Almanac and OPMs civilian employment reports*

# Oklahoma FEB's FY 2010 Activity Report

## Emergency Preparedness:

1. Hosted four interagency/intergovernmental COOP trainings and one tabletop exercise resulting in a **total cost avoidance of \$373,507.80**.
  - a. The Oklahoma FEB hosted the COOP L-548 Managers Training Course on 17-19 Nov 09. With 28 state and federal agencies represented (28 attendees), a **cost avoidance of \$85,769.60** was created (*\$0 for FEB vs. Potomac Forum; \$1,295 course cost plus \$1,768 in travel expenses resulting in \$3,063.20 per person cost*).
  - b. The Oklahoma FEB hosted the COOP L-551 Devolution Training Course on 12-13 January 2010. With 14 state and federal attendees, a **cost avoidance of \$24,754.80** was created (*\$0 for FEB vs. EMI; \$1,768.20 in travel expenses*).
  - c. Co-Sponsored with the Oklahoma Department of Homeland Security concurrent training sessions for the COOP Practitioner Series Level I training, L-548 COOP Managers Training (31 attendees) and L-550 Planners Train-the-Trainer course (41 attendees) 23-26 March 2010. These events created a **cost avoidance of \$ 220,550.40** for the combined class (*\$0 for FEB vs. Potomac Forum; Government Employees: \$1,295 (Federal, State); \$1,395 (non-gov't) for a 2 day course + travel and airfare: \$3,063.20 pp; FEB course is 2.5 days*).
  - d. Co-hosted a 3 day NIMS-compliant training, ICS-300 class that began on 8/31/2010 and ran through September 2, 2010. There were 13 participants with no registration fee creating a **cost avoidance of \$14,326.00** (*compared to the same training provided by Reid and Associates at \$250.00 per person + travel=\$1,102.00 per person*).
  - e. Planned, coordinated and hosted an interagency/intergovernmental Determined Accord tabletop utilizing federal, state, and local government instructors from our Council. We had 20 in attendance, creating a **total cost avoidance of \$28,107.00** (*\$0 for FEB, vs. \$647.50 registration with Potomac Forums + travel of \$757.85= \$1405.35*).
2. This FEB is an advocate of the FEMA Excellence Series, coordinating the classroom requirements at the local level to encourage federal, state and local government employees to pursue the COOP Practitioner Certification. In addition to the cost avoidance created by local events, our efforts resulted in **17 Practitioner certificates**: 8 Federal, 6 State, 2 City, and 1 corporate employee.
3. The Emergency Preparedness & COOP working group focused on assisting agencies with information related to the essential elements of a COOP plan for FY10. The monthly meetings provide networking between federal, state, and local government emergency preparedness staff, allowing for an exchange of information and ideas to effectively help everyone involved.
4. Communicated to Federal Leaders regarding hazardous weather. FEB sent situational report updates throughout the season to Federal leaders as well as distributed information to Oklahoma residents regarding damage reports, scam details, and recovery center info after ice storms, tornadoes and flooding which occurred this fiscal year, in which national declarations were necessary.

## Human Capital Readiness:

5. FEB Coordinated Training for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$499,316.95:**
  - a. The Executive Director conducted the Change Style Indicator training for 5 agency managers; creating a total **cost avoidance of \$4,171.65** (*\$13 for FEB; \$847.33 with the Banff Center for Leadership*).
  - b. Conducted ADR Program Lunch & Learn Programs for the current mediators on various topics with a total of 31 in attendance, created a **cost avoidance of \$310.00**.
  - c. Hosted a FERS and CSRS one day (each) Pre-Retirement Training. With 127 persons in attendance, created a **cost avoidance of \$222,250.00** (*\$0 for FEB; \$1,750 for training with First Command*).
  - d. Oklahoma FEB hosted a 5 day Basic Mediator Training class. With 8 participants and seven agencies represented, (*\$150 for FEB vs. Federal Mediation & Conciliation Service, \$1,100 reg. + \$1,648.50 travel = \$2,748.50*) created a total **cost avoidance of \$20,788.00**
  - e. Conducted an Executive Forum, topic, “Good Enough for Government Work” with 24 persons in attendance (*\$12 for FEB vs American Management Association webinar-Difficult Performance Reviews: How to Turn Painful Conversations into Positive Results, \$149 per participant*), creating a total **cost avoidance of \$3,288.00**
  - f. Coordinated and hosted a one day training event, “Good Enough for Government Work” presented by Kyle Eastham with Black Belt Speakers. With 29 in attendance, 13 federal and local agencies were represented (*\$135 for FEB vs. OPM; \$670 for 8 hr training; + \$603.50 travel = \$1,273.50 pp for 1 day trng*) creating a total **cost avoidance of \$33,016.50**.
  - g. Designed, coordinated and hosted the Leadership FEB 2010 program with federal agency visits sharing leadership experiences and enrichment opportunities. With 22 participants and 9 federal agencies represented (*\$750 for FEB vs. \$2,500 for Leadership Oklahoma*), this created a total **cost avoidance of \$38,500**.
  - h. Planned and coordinated our annual Administrative Professionals Day training with 76 federal and state agency employees in attendance (*\$100 for FEB vs. \$477 with National Seminars, Admin Prof. Conf. \$558.00 per participant*). The total **cost avoidance was \$34,808.00**
  - i. Preretirement training, two sessions each day. With 34 in attendance (*\$0 for FEB vs. SnowCap \$59.95 per participant*) this event created a total **cost avoidance of \$2,038.30**.
  - j. Coordinated and hosted a one-day leadership development training “Controlling Daily,” with 39 federal employees in attendance (*\$135 for FEB, vs. \$847.50 for one day training, with additional travel expenses of \$401.00 to Dallas = \$1,248.50 per participant*), one person attended at no fee in return for services to the FEB, creating a total **cost avoidance of \$43,426.50**.
  - k. Provided two day supervisory training course. 32 attended both days with a cost avoidance of \$65,568.00 (*\$175 for FEB, vs. \$1,630 registration + \$802 travel to Dallas = \$2,224 pp through the AMA, The Voice of Leadership, two day seminar*).and 7 individuals took advantage of the one-day offering which had a cost avoidance of \$7,812.00 (*\$100 for FEB, vs. \$1216 for Voice of Leadership one day*) **total cost avoidance of \$73,380.00**.

- l. Coordinated free training space for one of our agencies to hold their mandatory state-wide EEO training for all of their offices in Oklahoma City (\$0 cost arranged through FEB; \$250 per day charged by the Reed Conference Center), creating a total cost avoidance of **\$500.00**.
- m. Hosted OPM's Hiring Reform Training for Category Rating on September 23, 2010 with 50 in attendance which created a **total cost avoidance of \$6,400.00**.
- n. Hosted OPM's Hiring Reform Training for Occupational Questionnaires on September 24, 2010 with 50 in attendance which created a **total cost avoidance of \$8,220.00**.
- o. Hosted OPM's Hiring Reform Training on Job Analysis on September 30, 2010 with 50 in attendance which created a **total cost avoidance of \$8,220.00**.
6. The Oklahoma FEB Coordinated with three Universities to offer **six job fairs** for federal agencies to participate at a reduced rate. These efforts created a **total cost avoidance of \$9,900.00**.
  - a. SWOSU Job Fair on 11-5-09 with 13 agencies participating, this event created a **cost avoidance of \$3,250** (*\$0 for FEB vs. Tulsa University Job Fair cost of \$250 per agency*).
  - b. Tulsa University conducted Career FEST (Featured Employer Showcase Time) on 3-3-10 for federal agencies wishing to showcase their agency during the event. 5 agencies participated, creating a **cost avoidance of \$750** (*\$100 per federal agency for participation vs. \$250 per private company per day at Tulsa University*).
  - c. Partnered with Tulsa University, Engineering Department for federal agencies to participate in the Engineering Summit on 3-5-10. There were 4 agencies that participated in the summit at a discounted rate which created a **cost avoidance of \$600** (*\$100 per federal agency for participation vs. \$250 per private company per day at Tulsa University*).
  - d. Partnered with Langston University in Oklahoma City to allow federal agencies to participate in the career fair on 4-10-10. There were 14 agencies that participated in the career fair creating a **cost avoidance of \$3,500.00** (*\$0 per federal agency for participation vs. \$250 per agency per day at Oklahoma University*).
  - e. Partnered with Tulsa University for federal agencies to participate in the Tulsa Metro Job Fair. 12 federal agencies participated, creating a **cost avoidance of \$1,800** (*\$100 for FEB vs. \$250 per private company, per day at Tulsa University*).
7. **Interagency mediation** services coordinated through the FEB's Shared Neutral's Program had 49 requests and 26.25 resolutions creating a **total cost avoidance of \$1,335,671.67** (this includes agency requests and EEOC mandated cases).
  - a. Received 8 workplace dispute requests, 8 were resolved (cost avoidance=\$134,102.48)
  - b. Received 32 Pre-EEO complaints, 16 were resolved (cost avoidance=\$1,096,323.68)
  - c. Received 2 EEO complaints, 1 was resolved (cost avoidance=\$65,420.11)
  - d. Received 7 Union Grievance complaints, 2 were resolved (cost avoidance=\$39,825.40)
8. Hosted annual Awards Banquet at the US Postal Service's National Center for Employee Development in Norman, OK with 350 in attendance. Eighty one individuals were recognized for their outstanding accomplishments.
9. Staff spoke at the VA Medical Center Volunteer's Annual Training Event regarding the Shared Neutrals Program.
10. Helped coordinate an interagency Rally in support of our annual CFC Campaign.
11. Distributed information about the FedsGetFit Event! Oklahoma's CFC Race for Freedom was the first event listed on the official website.

12. The Executive Director provided clarification of the Defense Authorization Bill which was sent out in October, changing several personnel policies; most importantly that FERS employees can begin using sick leave in their retirement computations.
13. Info sent to agency leaders regarding OPM launching the first Government-wide Veterans Employment Website. This website is a critical component of the Federal Government strategy for the recruitment and employment of Veterans.
14. The FEB collaborates with GSA to provide federal employees access to the Murrah garage and Federal Campus parking facilities in downtown Oklahoma City, enabling federal employees to park through the FEB/GSA agreement, accommodating employees in an extremely difficult parking environment. We were able to accommodate 82 employees throughout the year.
15. Executive Director emailed agency leaders the link for the 2010 Federal Handbooks to forward to all employees. The link provides handbooks for Personnel, Federal and Health Benefits, Children's Scholarships, Retirement, Long Term Care and Travel. The handbook links are also available on the FEB website.
16. Distributed information on Intern opportunities for service members currently on a medical hold due to injury. The internship allows them to build useful resume skills.
17. Distributed **23 vacancy announcements** for various Federal Agencies throughout the year to increase recruiting contacts and the quality/quantity of the resulting applicant pool.

### **Foundational Activities (Outreach)**

18. **Combined Federal Campaigns** in Oklahoma **generated** a total of **\$4,615,605.00** raised for charitable organizations:

Central Oklahoma	\$3,484,647.00	Ft Sill-Lawton	\$337,485.00
McAlester	\$69,496.00	Tulsa/Muskogee	\$723,977.00

19. The FEB's Federal Employees Care Council (FECC) coordinated **650 Federal volunteers** who contributed **over 5300 hours** to our community this fiscal year. These events include the State Fair Lost Kids Booth, State Fair, Arts Council, Festival of the Arts, Opening Night, and CFC Race for Freedom. We also had volunteers donate their time at Christmas Connection, OETA, Ronald McDonald House, Red Cross, and several other local charities. This provided a **service valued at \$119,250.00** to our community (based on the value of \$22.50 per volunteer hour).
20. **407 units of blood** were collected through coordinated Federal Blood Drives by Red Cross and 13,428 **units of blood** were collected by Oklahoma Blood Institute. At a value of \$221 per unit, this provided **\$3,057,535.00 worth of blood products** to our community.
21. The Executive Director provided **43 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 10; Executive Director made visits to the respective leaders' office location to provide these orientations.
22. Distributed a monthly newsletter (12 page publication) to a fairly large audience which includes Federal, State and local government employees, and Federal Leaders as a means to communicate National and local FEB initiatives. Distributions were provided via mail and email throughout the year.
23. Distributed information received from Oklahoma InfraGard instructions on how to remove personal information from the public website, spokeo.com. This website may contain

personal information to include spouse's name, number of children, education level, family income, etc.

24. Assisted the Norman, OK Convention & Visitors Bureau with information regarding per diem rates set by GSA and how to request having their rates included in the OKC rates.
25. Distributed information to federal leaders asking them to notify their employees of both Ozone Alerts that were declared in the month of August and encourage behaviors that would reduce emissions and human exposure to the elements.
26. Distributed information to federal leaders in Oklahoma that the Food and Drug Administration has approved the seasonal flu vaccines for 2010-2011, which will protect against the 2009 H1N1 virus and two other strains expected to cause the most illness.
27. The FEB Staff coordinated interagency services for **832 newly naturalized citizens** immediately after each monthly Naturalization ceremony, assisting with logistical support for SSA, IRS, State Tax Commission, County Court Clerk's office, and the State Election Board.
28. The Executive Director is a member of the Urban Design Committee, appointed by the Mayor of Oklahoma City and attends meetings to ensure that any new construction in that area is done in compliance with ADA requirements.
29. The Executive Director attends the quarterly Community Relations Board hosted by the Warden of the Federal Transfer Center, a community outreach effort which brings community leaders, as well as federal, state, and local government leaders together.

## 2010 ADR and Training Cost Avoidance Form for OPM Oklahoma Federal Executive Board

<b>Combined Federal Campaign (CFC)-2009 Total Contributions</b>	<b>\$4,615,605.00</b>
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<u>Awards and Recognition</u> (name of event)	Number of Attendees	# of Awards Presented
FEB Employee of the Year Awards	350	81
<b>Totals:</b>	350	81

<u>Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
<b>Workplace Dispute:</b>	8	8	\$16,762.81	\$134,102.48
<b>Union Grievance</b>	7	2	\$19,912.70	\$39,825.40
<b>Pre-EEO Complaint:</b>	31	16	\$68,520.23	\$1,096,323.68
<b>EEO Complaint (after entering formal process):</b>	2	1	\$65,420.11	\$65,420.11
<b>Totals:</b>				<b>\$1,335,671.67</b>

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
Change Style Indicator	\$847.33	\$13.00	\$834.33	5	\$4,171.65
ADR Lunch & Learn	\$20.00	\$10.00	\$10.00	31	\$310.00
Pre-Retirement Full Day	\$1750.00	\$0.00	\$1750.00	127	\$222,250.00
One-Week Mediator Training	\$2,748.50	\$150.00	\$2,598.50	8	\$20,788.00
Executive Forum	\$149.00	\$12.00	\$137.00	24	\$3,288.00
Good Enough for Govt Work	\$1273.50	\$135.00	\$1,138.50	29	\$33,016.50
Leadership FEB	\$2500.00	\$750.00	\$1,750.00	22	\$38,500.00
Administrative Professionals	\$558.00	\$100.00	\$458.00	76	\$34,808.00
Pre-retirement luncheons	\$59.95	\$0.00	\$59.95	34	\$2,038.30
Controlling Daily Demands	\$1248.50	\$135.00	\$1,113.50	38	\$43,426.50
2-day Supervisory Course	\$2,224.00	\$175.00	\$2,049.00	32	\$65,568.00
1-day Supervisory Course	\$1,216.00	\$100.00	\$1,116.00	7	\$7,812.00
2-day classroom - EEO training	\$250.00	\$0.00	\$250.00	2 days	\$500.00
Category Rating Training	\$128.00	\$0.00	\$128.00	50	\$6,400.00
Occupational Questionnaire Training	\$164.40	\$0.00	\$164.40	50	\$8,220.00
Job Analysis Training	\$164.40	\$0.00	\$164.40	50	\$8,220.00
L-548 COOP Managers	\$3,063.20	\$0.00	\$3,063.20	59	\$180,728.80
L-551 Devolution	\$1768.20	\$0.00	\$1,768.20	14	\$24,754.80
L-550 COOP Planners	\$3,063.20	\$0.00	\$3,063.20	41	\$125,591.20
ICS-300 Course	\$1102.00	\$0.00	\$1,102.00	13	\$14,326.00
Determined Accord	\$1405.35	\$0.00	\$1,405.35	20	\$28,107.00
SWOSU Job Fair	\$250.00	\$0.00	\$250.00	13	\$3,250.00
Tulsa Univ Career Fest	\$250.00	\$100.00	\$150.00	5	\$750.00
Langston Univ Job Fair	\$250.00	\$0.00	\$250.00	14	\$3,500.00
Tulsa U Engineering Career	\$250.00	\$100.00	\$150.00	4	\$600.00
Tulsa Metro Job Fair	\$250.00	\$100.00	\$150.00	12	\$1,800.00
			<b>Total:</b>	<b>778</b>	<b>\$882,724.75</b>

Form Updated September 2010