



FY 2012 Annual Report



MISSION

*To increase the effectiveness and economy
of Federal agencies [in Oklahoma].*

1961 Presidential Memo, 5CFR Part 960

Chair

Adrian Andrews, Special Agent in Charge
U.S. Secret Service, Oklahoma City, OK

Vice-Chair

Julie Gosdin, District Manager
U.S. Postal Service, Oklahoma City, OK

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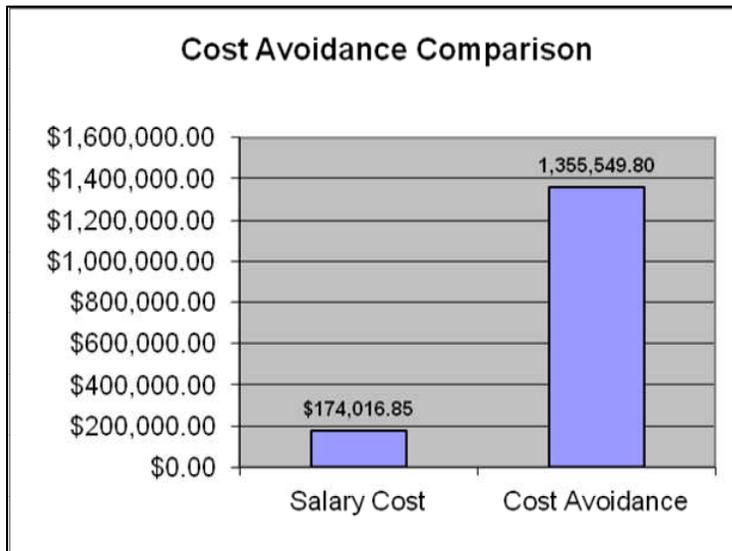
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We hope that you take as much pride in this year's accomplishments as we do!



Executive Summary of Oklahoma FEB FY 2012 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
<i>Cost Avoidance</i>				
Training and Misc	Interagency	Dollars		\$416,500.78
ADR/Shared Neutrals Program	Interagency	Dollars		\$868,528.02
GSA Revenue Recovery	Interagency	Dollars		\$70,521.00
<i>Community Outreach</i>				
Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$5,000,948.00	
			\$ 5,000,948.00	\$1,355,549.80



*For the investment made by our funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment figure of \$174,016.85 for this year, the FEB provided a cost-avoidance to the Oklahoma Federal community of **\$1,355,549.80**, a 7.79-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

- Hosted **two interagency/intergovernmental COOP training events and three tabletop exercises** resulting in a **total cost avoidance of \$138,538.55**.
- 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 **9 Practitioner Level I certificates** (8 for individuals in Oklahoma and 1 for a person in North Carolina).
- Communicated to Federal Leaders regarding hazardous weather/events. 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 tornadoes, straight winds and wildfires which occurred this fiscal year, in which some national declarations resulted.
- Assisted other Federal Executive Boards with information to facilitate establishing MOUs with their local health departments to receive medical supplies in the event of medical outbreaks.

- Participated in the interagency/intergovernmental exercise with the Oklahoma City/County Health Department in March (Project Pack Mule). Scenario was an anthrax release so that medication had to be picked up from the warehouse and dispensed. The FEB “Push Partner” team fully activated and responded to the warehouse, complete with law enforcement escort.

Human Capital Readiness

- Hosted annual Awards Banquet at the US Postal Service’s National Center for Employee Development in Norman, OK with 400 in attendance. 102 individuals (and teams) were recognized for their outstanding accomplishments.
- **Interagency mediation** services coordinated through the FEB’s Shared Neutral’s Program had 25 requests and 18 resolutions creating a **total cost avoidance of \$868,528.02**.
- FEB Coordinated seven separate training events for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$277,962.23**.
- The FEB collaborates with GSA to provide federal employees access to parking structures and lots in downtown Oklahoma City and Muskogee. We accommodated 143 employees by managing the 132 spaces throughout the year and provide GSA with **\$70,521.00 in recovered revenue** through utilization of this federal inventory capacity.

Intergovernmental/Community Outreach

- Provided 31 individual FEB orientations for agency leaders coming into Oklahoma throughout FY 12; Executive Director made visits to the respective federal offices, throughout the state, to provide these orientations.
- Combined Federal Campaigns in Oklahoma raised more than **\$5,000,948.00 for charity**. This total is from the six campaigns located in Oklahoma; two of which have merged into campaigns located in other states and their numbers are reported in the totals of those locations.
- With a changeover of six FEB Directors, nation-wide, the Oklahoma FEB Director developed a “desk manual” for FEB Executive Directors in hopes that it would be used as a continuity manual for the 28 FEB offices.
- The FEB office assists our members with the transfer of excess equipment as a matter of routine; however, this year’s most interesting transfer was that of five male buffalo from the National Park Service in Sulphur, OK to the Cheyenne-Arapaho Tribe.
- Oklahoma FEB Director served on the National CFC Award Selection Committee.
- Maintain a Website, Facebook page and a Twitter account for the Oklahoma FEB.
- FEB Director maintains a website for the Arkansas FEA to provide information on their activities and initiatives.

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 87% 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: 82,381 employees in more than 300 offices

Military: 34,915

Civilians: 39,627

Postal Service: 7,839

(does not count the 48,687 federal retirees in Oklahoma)

Information verified through the DoD Almanac and OPMs civilian employment reports

Leadership Fiscal Year 2012

Federal Executive Board Officers

Chair

Adrian Andrews, Special Agent in Charge, U.S. Secret Service

Vice-Chair

Julie Gosdin, District Director, U.S. Postal Service

Executive Policy Council

Kevin Donovan, Transportation Safety Administration
 Jeremy Duehring, Military Entrance Processing Station
 David Engel, SSA, Office of Disability Adjudication & Review
 James Finch, Federal Bureau of Investigation
 Jerry Hyden, US Department of Housing & Urban Development
 Ross Marshall, Air Force Sustainment Center
 Dottie Overal, U.S. Small Business Administration
 Lindy Ritz, Federal Aviation Administration
 Betty Tippeconnie, Bureau of Indian Affairs

Combined Federal Campaign Local Federal Coordinating Committee (LFCC) Chairs

Central Oklahoma (CFC 0712)	Bob Kendrick, US Postal Service, National Center for Employee Development	Caddo, Canadian, Cleveland, Garfield, Garvin, Grady, Kingfisher, Lincoln, Logan, McClain, Murray, Oklahoma, Payne, Pontotoc, Pottawatomie, and Seminole Counties
Fort Sill-Lawton (CFC 0709)	Cheryl Foster, Fort Sill	Comanche County
McAlester Area (CFC 0710)	Valerie Shimp, McAlester Army Ammunition Depot	Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, Le Flore, Marshall, McCurtain (except Red River Army Depot), McIntosh, Pittsburg, and Pushmataha Counties
Green Country (CFC 0715)	Jeffrey Callison, US Postal Service	Cherokee, Craig, Creek, Delaware, Mayes, Muskogee, Okfuskee Okmulgee, Osage, Ottawa, Rogers, Tulsa, Wagoner, and Washington Counties
Greater Texarkana Area (CFC 0854)	Peggy French, US Postal Service	Red River Army Depot in McCurtain County in Oklahoma.
North Texas and Jackson County, OK (CFC 0857)	Capt. Charles Lueker, USAF	Sheppard AFB; Wichita, Wilbarger, Clay and Montague Counties in Texas; Jackson and Tillman Counties in Oklahoma

Interagency Training Council, Brad Grant, NWS, Chair

Shared Neutrals Council, administered from the FEB office

Emergency Preparedness & COOP Council, self-directed work group

FEB Staff

Executive Director: LeAnn Jenkins
 Executive Assistant: Nichole James

Oklahoma FEB's FY 2012 Activity Report

Emergency Preparedness:

1. Hosted **two interagency/intergovernmental COOP training events and three tabletop exercises** resulting in a **total cost avoidance of \$138,538.55**.
 - a. Co-Sponsored with FEMA the L-548 COOP Managers Training Course (25 attendees) March 6-7, 2012. This event created a **cost avoidance of \$32,675.00** (*\$0 for FEB vs. Potomac Forum; Government Employees: \$1,295 (Federal, State); \$1,395 (non-gov't) for a 2 day course; FEB course is also 2 days*).
 - b. Co-Sponsored with FEMA the L-550 COOP Managers Training Course (24 attendees) March 8-9, 2012. This event created a **cost avoidance of \$31,380.00** (*\$0 for FEB vs. Potomac Forum; Government Employees: \$1,295 (Federal, State); \$1,395 (non-gov't) for a 2 day course; FEB course is also 2 days*).
 - c. Planned, coordinated and hosted an interagency/intergovernmental Resilient Accord tabletop utilizing instructors from FEMA Region 6, FEMA headquarters, and a subject matter expert from the Oklahoma FBI office on May 15, 2012. We had 17 in attendance, creating a **total cost avoidance of \$23,890.95** (*\$0 for FEB, vs. \$647.50 registration with Potomac Forums + travel of \$757.85= \$1405.35*).
 - d. Planned, coordinated and hosted an interagency/intergovernmental Guardian Accord tabletop utilizing an instructor from FEMA Region 6 on August 14, 2012. We had 23 in attendance, creating a **total cost avoidance of \$32,323.05** (*\$0 for FEB, vs. \$647.50 registration with Potomac Forums + travel of \$757.85= \$1405.35*).
 - e. Planned, coordinated and hosted an interagency/intergovernmental Reconstitution Planning Workshop tabletop utilizing an instructor from FEMA Region 6 on August 15, 2012. We had 13 in attendance, creating a **total cost avoidance of \$18,269.55** (*\$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 **9 Practitioner Level I certificates** (8 for individuals in Oklahoma and 1 for a person in North Carolina).
3. Updated the Hazardous Weather and Emergency Communication booklet to include personnel policies for the Oklahoma FEB and distributed to the federal leaders in Oklahoma.
4. Executive Director attended FEMA's National COOP Strategic Planning Conference in July for States, Territories, Tribes and District of Columbia.
5. Communicated to Federal Leaders regarding hazardous weather and other conditions creating situations that may jeopardize the safety and well-being of federal employees and their families. FEB sent situational report updates throughout the year to Federal leaders as well as distributed information to Oklahoma residents regarding damage reports, scam details, and recovery center information after tornadoes, straight winds and wildfires occurring this fiscal year, in which some national declarations resulted.
6. Participated in the interagency/intergovernmental exercise (Operation PackMule) with the Oklahoma City/County Health Department on March 28, 2012. Scenario was an anthrax release so that medication had to be picked up from the warehouse and dispensed. The FEB "Push Partner" team fully activated and responded to the warehouse, complete with law enforcement escort. This also included distribution of "medication" (M&Ms) at a closed POD. The Oklahoma FEB has an agreement with the Oklahoma Health Department so that we may host Closed Points of Distribution for federal employees, contract employees in

federal space and their family members in an effort to reduce the impact on the federal workforce and/or the mission accomplishment of our federal agencies.

7. Distribute Department of Homeland Security's Open Source Infrastructure reports on a regular basis in order for federal leaders to be aware of situations in their respective areas of responsibility.

Human Capital Readiness:

8. FEB Coordinated seven separate training events for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$277,962.23:**
 - a. The Executive Director conducted the Change Style Indicator training for 40 federal agency managers from the Air Force Logistics Center, creating a total **cost avoidance of \$73,712.00** (*\$13 for FEB; \$1855.80 with the Banff Center for Leadership*).
 - b. Designed, coordinated and hosted the Leadership FEB 2012 program with federal agency visits sharing leadership experiences and enrichment opportunities. With 24 participants and 13 federal agencies represented (*\$750 for FEB vs. \$3,500 for Leadership Oklahoma*), this created a total **cost avoidance of \$66,750**. Calculation includes one person who had registration fee waived due to detail in FEB Office at the time.



- c. Hosted Shared Neutrals Academy training program lasting 5 full days. With 15 persons attending from 9 different federal agencies and one local non-profit, created a cost avoidance of **\$18,993.75** (*\$150 for FEB vs. \$1406.25 for USDA Grad School*) Calculation includes one person who had registration fee waived due to detail in FEB Office at the time.
- d. Hosted a FERS and CSRS half day (2 each) Pre-Retirement Training. With 80 persons in attendance, created a **cost avoidance of \$63,420** (*\$0 for FEB vs. \$136.25 registration for Graduate School USA BENE7102D or BENE7120D + \$656.50 travel to Kansas City, MO.*)
- e. Coordinated and hosted leadership development training, "Tired of Doing More With Less, Maximize Tools Available and Increase Efficiency." With 23 participants representing 10 federal agencies, created a total **cost avoidance of \$18,722.00**. (*\$165 for FEB vs. \$322.50 registration for Graduate School USA Time Management course ADMB7028D + \$656.50 travel to Kansas City, MO.*)
- f. Designed, coordinated and hosted the annual Leadership FEB Alumni Event and training, inviting all past year Leadership FEB participants to come to this one-day training and networking event. With 28 attendees from 15 agencies, this event created a **total cost avoidance of \$34,864.48**. (*\$0*

for FEB; \$731.66 registration + \$513.50 travel to Dallas, TX for AMA Catalog 7 Habits of Highly Effective People).

- g. The FEB coordinated free training rooms for federal agencies on two different occasions for agencies to conduct required EEO training; this created a **cost avoidance of \$1,500.00**
- 9. **Interagency mediation** services coordinated through the FEB’s Shared Neutral’s Program had 25 requests and 18 resolutions creating a **total cost avoidance of \$868,528.02**.
- 10. Hosted annual Awards Banquet at the US Postal Service’s National Center for Employee Development in Norman, OK with 400 in attendance. 102 individuals were recognized for their outstanding accomplishments.



- 11. Executive Director serves as the Chair of the National FEB Human Capital Readiness Council which develops and coordinates initiatives for the FEB network.
- 12. The FEB **collaborates with GSA** to provide federal employees access to the Murrah garage, the new Federal Campus parking facilities in downtown Oklahoma City, and the lot behind the VA Regional Office in Muskogee, OK, enabling federal employees to park through the FEB/GSA agreement. This accommodates federal employees in an extremely difficult parking environment. We were able to accommodate 143 employees by managing the 132 spaces throughout the year and provide GSA with **\$70,521.00 in recovered revenue** through utilization of this federal inventory capacity.
- 13. Executive Director emailed agency leaders the link for the 2012 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.

Intergovernmental and Community Outreach

- 14. **Combined Federal Campaigns** in Oklahoma generated a total of **\$5,000,948.00** raised for charitable organizations (Greater Texarkana and CFC of North Texas cover federal employees in Southeast Oklahoma and Altus, respectively. Oklahoma CFC contributions come from six campaigns:



CDR Duehring, MEPS; Julie Gosdin, USPS; and Tucker Blythe, NPS volunteer as pancake ‘chefs’ for CFC

Central Oklahoma	\$3,427,918.00	Ft Sill-Lawton	\$280,925.00
McAlester	\$52,850.00	Green Country	\$673,421.00
Greater Texarkana	\$206,488.00	North TX & Jackson Co, OK	\$359,346.00

15. Oklahoma FEB Director served on the National Combined Federal Campaign Award Selection Committee.
16. The FEB Chair and Executive Director attended the National FEB Conference to learn about upcoming National Initiatives, share best practices and lessons learned.
17. Updated Congressional handbook for federal leaders in Oklahoma, also updated one for the Arkansas FEA that was distributed to federal leaders in Arkansas. Several other FEB's requested input to develop their own handbook.
18. FEB Director maintains a website for the Arkansas FEA to provide information on their activities and initiatives.
19. The Executive Director provided **31 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 12; Executive Director made visits to the respective leaders' office location to provide these orientations (Broken Arrow, Lawton, McAlester, Norman, Oklahoma City, Pawhuska, Tulsa).
20. Distributed a monthly newsletter (12 pg publication) to a 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.
21. With a changeover of six of the 28 FEB Directors, nation-wide, the Oklahoma FEB Director developed a "desk manual" for FEB Executive Directors in hopes that it would be used as a continuity manual for the 28 FEB offices.
22. Maintain a website, Facebook page and Twitter account for the Oklahoma FEB.
23. 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.
24. 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.
25. The FEB office assists our members with the transfer of excess equipment as a matter of routine; however, this year's most interesting transfer was that of five male buffalo from the National Park Service in Sulphur, OK to the Cheyenne-Arapaho Tribe to add new DNA to their herd expansion project.



Performance Improvement

This year, the Federal Executive Board utilized technology (Dropbox) to make photos from the annual awards program available to the federal agencies as early as the same day of the luncheon. This enabled federal agencies to include photos of their employees in intranet communications, internal newsletters, and reports to HQ.

Dropbox was also utilized to share photos of each Leadership FEB forum throughout the year. The technology was used so that each participant could upload their photos of each day so they could be shared with the entire group.

2012 ADR and Training Cost Avoidance Form for OPM
Oklahoma Federal Executive Board

Combined Federal Campaign (CFC)-2011 Total Contributions	\$5,000,948.00
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<u>Awards and Recognition</u>	Number of Attendees	# of Awards Presented
FEB Employee of the Year Awards	400	102

<u>Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	8	6	\$17,615.75	\$105,694.50
Union Grievance	2	2	\$21,383.11	\$42,766.22
Pre-EEO Complaint:	15	10	\$72,006.73	\$720,067.30
EEO Complaint (formal):	0	0	\$68,748.87	\$0.00
Totals:	25	18		\$868,528.02

<u>FEB- Sponsored Training Sessions</u>	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
Change Style Indicator	\$1,855.80	\$13.00	\$1,842.80	40	\$73,712.00
COOP Training L-548 (Government)	\$1,295.00	\$0.00	\$1,295.00	22	\$28,490.00
COOP Training L-548 (Industry/Contractors)	\$1,395.00	\$0.00	\$1,395.00	3	\$4,185.00
COOP Training L-550 (Government)	\$1,295.00	\$0.00	\$1,295.00	21	\$27,195.00
COOP Training L-550 (Industry/Contractors)	\$1,395.00	\$0.00	\$1,395.00	3	\$4,185.00
Leadership FEB 2012 Class	\$3,500.00	\$750.00	\$2,750.00	23	\$63,250.00
Leadership FEB 2012 Class	\$3,500.00	\$0.00	\$3,500.00	1	\$3,500.00
Shared Neutrals Academy	\$1,406.25	\$150.00	\$1,256.25	14	\$17,587.50
Shared Neutrals Academy (1 comp)	\$1,406.25	\$0.00	\$1,406.25	1	\$1,406.25
COOP Resilient Accord	\$1,405.35	\$0.00	\$1,405.35	17	\$23,890.95
COOP Guardian Accord	\$1,405.35	\$0.00	\$1,405.35	23	\$32,323.05
COOP Reconstitution Planning Workshop	\$1,405.35	\$0.00	\$1,405.35	13	\$18,269.55
Pre-Retirement Seminars	\$792.75	\$0.00	\$792.75	80	\$63,420.00
Leadership Development - Efficiency Training	\$979.00	\$165.00	\$814.00	23	\$18,722.00
Leadership FEB Training/Alumni Event	\$1,245.16	\$0.00	\$1,245.16	28	\$34,864.48
EEOC Training Rooms for Agency	\$1,500.00	\$0.00	\$1,500.00		\$1,500.00
			Total:	455	\$416,500.78

<u>FEB Agreement w GSA for federal employee parking</u>	Lease Agreement	Amt Paid per space	#Parking Spaces	# of Months	Revenue Recovery
Muskogee	GS-07B(S)-2272	\$18	51	12	\$11,016.00
Oklahoma City	GS-07B-2048	\$87	46	2	\$8,004.00
Oklahoma City	GS-07B-2048	\$87	45	1	\$3,915.00
Oklahoma City	GS-07B-2048	\$87	42	9	\$32,886.00
Oklahoma City	GS-07B(S)-2146	\$35	35	12	\$14,700.00
			Total:		\$70,521.00