



**New Mexico
Federal Executive Board
Fiscal Year 2006 Annual Report**

2006 Co-Chairs

David C. Iglesias – Department of Justice

Ed Singleton – Bureau of Land Management

Vice Co-Chair

Felipe J. Jimenez – United States Air Force

Executive Director
John Kwait

January 2006

Executive Summary

Fiscal Year (FY) 2006 brought many new changes to the New Mexico Federal Executive Board (NMFEB) one being a name change to reflect the entire scope of the area the NMFEB encompasses. The efforts of the board truly reach throughout the whole state of New Mexico.

The other change included a complete turnover in our staff. We now have a new Executive Director as of March after the position was vacant since December of 2005 and we now longer have a staff assistant as of May 2006.

The NMFEB is very active within the Federal Community and continues in its efforts to increase and enhance communications with our Federal executives and employees.

We are especially proud of the following activities:

Pandemic Influenza Tabletop

On July 12th the Emergency Planning Committee (EPC) of the NMFEB conducted a Pandemic Influenza Tabletop exercise. Federal Agencies, Tribal Governments, City and County Governments, Sandia and Los Alamos National Laboratories were represented over 220 people attended. The Tabletop focused on Continuity of Operations Planning (COOP) and the relationship to a potential Pandemic event.

This event highlights the added value the Federal Executive Boards bring to a community. The tabletop was put together by pooling local experts using information gathered from a number of agencies. All of the materials for the tabletop were produced locally with instructors provided by Federal agencies as well as the New Mexico Department of Health and the City of Albuquerque Emergency Services.

Administrative Professional Conference

The NMFEB sponsored the Administrative Professionals Conference on April 5th and 6th. This Human Capital initiative delivered education for over 113 Federal employees in clerical and administrative support positions. The Administrative Professionals Conference theme was "You are an Essential Piece". The conference was a two-day event filled with over 26 workshops. These workshops provided valuable information for those who participated in the event.

The conference was an excellent opportunity for Federal agencies to provide their staff with training and information, which built upon the knowledge, skills

and abilities they already possessed. This enables participants to provide the best possible services at a cost savings.

Leadership Training

The NMFEB sponsored "Six Core Competencies of Leadership" presented by Jerry Strom over a period of 6 months. This series is designed around a symmetrical leadership model, emphasizing competency, character, and self-understanding. It explains the core principals necessary to lead from a trusted position, gaining the cooperation & commitment needed from others to adapt to changing government initiatives, while improving overall results.

Combined Federal Campaign

New Mexico Charities served as the Principal Combined Fund Organization (PCFO). The NMFEB provided its leadership and support to the Local Federal Coordination Committee and PCFO for the overall management and success of the campaign. The 2006 Combined Federal Campaign (CFC) results were \$1,304,000. The NMFEB kicked off the 2005 CFC Campaign at the NM Veterans Affairs Healthcare Facility and at the Kirtland Air Force base. Numerous charities had tables set up around the courtyard and participants were able to visit with charities during this time.

Shared Neutrals

The Shared Neutrals program mediated 60 cases with cost avoidance of \$614,179 for the Federal community from using the Shared Neutrals program in FY 2006.

The program Continues to partner with the Los Alamos National Lab, State of New Mexico's Regulation and Licensing Department, State of New Mexico's General Services Administration and the City of Albuquerque.

The New Mexico Federal Executive Board Fiscal 2006 accomplishments were as follows:

1. Advance the Administration's Goals and Initiatives

Homeland Security

Continuity of Operations Planning Training

The NMFEB Emergency Preparedness Committee (EPC) conducted a COOP Orientation and Planning Exercise for Catastrophic Events on February 22nd. Local city governments, Los Alamos National Laboratory, Federal agencies and State agencies were represented over 80 people attended. Topics included National Incident Management System (NIMS) Overview, New Mexico State Pandemic Influenza Plan, Indian Health Services Pandemic Influenza Plan and COOP elements overview.

Emergency Telephone Services Forum

The NMFEB sponsored a forum on emergency telephone services with the local telephone company. Topics included but not limited to Business Continuation Routing which is a call forwarding service that allows a customer to reroute their incoming voice calls to an alternate site, or to individual alternate telephone numbers in the event of an emergency.

Continuity of Operations Tabletop Exercises

Emergency Notification Tabletop

On November 30th the EPC conducted a COOP tabletop where emergency notifications were made using the 24/7 notification call list instructing agencies to implement their COOP as a test.

Pandemic Influenza Tabletop

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Even though there is not a comparable source to compare a cost savings for this tabletop exercise there was an incredible cost savings to the government since

all of the instruction and facilities were provided at no cost and the exercise itself was not available through another means.

Strategic Management of Human Capital

Administrative Professional Conference

The NMFEB sponsored the Administrative Professionals Conference on April 5th and 6th. This Human Capital initiative delivered education for over 113 Federal employees in clerical and administrative support positions. The Administrative Professionals Conference theme was “You are an Essential Piece”. The conference was a two-day event filled with over 26 workshops. These workshops provided valuable information for those who participated in the event.

The conference was an excellent opportunity for Federal agencies to provide their staff with training and information, which built upon the knowledge, skills and abilities they already possessed. This enables participants to provide the best possible services at a cost savings.

Keynote speaker Thelma Domenici spoke about contemporary social skills that bring personal confidence and success. Thelma has over 30 years of professional corporate leadership and coaching experience to offer. She sits on numerous community and philanthropic boards.

Keynote speaker Dr. Irene Blea spoke on race, class, and gender relations. Dr. Blea is recently retired from the University of California – Los Angeles as the Chairperson of the Department of Mexican American Studies. She is a highly published New Mexican author.

Cost avoidance for the training that was provided at this conference is estimated to be \$33,219.

Pre-Retirement Training

Three Pre-Retirement seminars were held in Albuquerque during the month of August. The trainings covered both CSRS and FERS retirement programs 150 people attended.

Cost avoidance for the training that was provided is estimated to be 9,000.

Leadership Training

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Cost avoidance for the training that was provided is estimated to be 20,880.

Merit System Protection Board Focus Groups

The NMFEB coordinated the assembly of 5 focus groups for the Merit System Protection Board (MSPB). MSPB used the focus groups to update their reports on Fair and Equitable Treatment of Women and Minority employment in the Federal workforce.

The Director of Policy Development for MSPB spoke to the FEB board on the update of these reports and other activities of MSPB.

2. Create and Advance Local Initiatives

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Alternative Dispute Resolution

Shared Neutrals

The Shared Neutrals program mediated 60 cases with cost avoidance of \$614,179.

The program Continues to partner with the Los Alamos National Lab, State of New Mexico's Regulation and Licensing Department, State of New Mexico's General Services Administration and the City of Albuquerque.

Training efforts included Basic Mediation and Multi-Party Interventions.

Mediators participated in an Alternative Dispute Resolution role play with Breakthrough Santa Fe.

Public Service Recognition Week

The 2006 Public Service Recognition Luncheon was held on May 10th. The Keynote speaker was Patrick Lee who spoke as Thomas Jefferson his talk focused on leadership and was very well received by the audience. 195 Federal employees were honored during this Public Service Recognition Celebration.

The awards were crushed glass plaques etched with recipient's names and organization. Participants also received Challenge Coins with the Federal Executive Board logo engraved on one side and on the other side the words "Supporting the Federal Community". This year awards were provided for both individuals and group recognition.

The following were recognized for their public service:

Individual Awards:

- **Air Force Inspection Agency** - Robert Shaw
- **Bureau of Indian Affairs** – Sherryl Vigil, Vicki Abeita, Armelia Lalio, Matt Harriman
- **Bureau of Land Management** – M'Lee Beazley, Brian Bellew, John Bristol, Roger Cumpian, Jane Farmer, Steve Fischer, Pat Hester, Michael Jojola, Connie Maestas, Mark Matthews, Gina Melchor, John Roney, Charise Saiz, Dave Sitzler, Kathy Walter
- **Defense Threat Reduction Agency** – Annette G. Anaya, Barbara Bustos, Patricia Chavez, Harold Johnson, Audrey M. Kersul, Cynthia Miller, Douglas W. Morgan, Frederick M. Scudieri, Eugene Sheely, Margaret Stewart, Jessie Watkins
- **Department of Energy National Nuclear Security Administration** – Marialyn Achille-Argaez, Teresa Martinez
- **Social Security Administration** – Sue Kloepfel, Carole Owens, Hahn Quan, Louisa Smith, Doris Woody
- **U.S. Attorney's Office** – Rumaldo Armijo, Norm Cairns, Kenneth Gonzales, Ronald Lopez, Margaret Rimbert, Theresa Rogers, Sasha Siemel, Howard Thomas, Louis Valencia, Sam Winder, Greg Wormuth,
- **USDA Forest Service** – Walter Dunn, Lucia Turner
- **Veterans Affairs Regional Office** – Elda Garcia, Christal Gonzales, Kevin Kramer, Anthony Maggio,

- **General Services Administration** – Patricia Cotterell

Group Awards:

- **Air Force Inspection Agency** – Warfighter Urgent Needs Eagle Look Team, Medical Operations Support Division, Mission Support Communications & Information, Mission Support Resources Division
- **Bureau of Indian Affairs** – Laguna Agency Fire management Team, Southwest Regional Office Division of Transportation, Mescalero Agency – Mescalero Watershed Restoration/Noxious Weed Eradication
- **Defense Threat Reduction Agency** – Consequence Management Advisor Team, Nuclear Surety Inspection Team
- **National Park Service** – Division of Interpretation & Outreach
- **U.S. Attorneys Office** – Administrative Support Services, Human Resources Staff, Narcotics and Immigration Section, U.S. vs. Cisneros et al Trail Team, Anti Terrorism Advisory Council USAO Membership
- **U.S Forest Service** – Southwestern Land Ownership Adjustment Team, New Mexico Forest Supervisors, Environmental Compliance & Protection Team, National Capital Christmas Tree Project Team, Albuquerque Service Center Project Team

Training

Book Forum Training Series

The NMFEB hosted the second annual Book Forum training series this year. The first of the series was the book *Lion Taming* presented by the author Steven L. Katz.

Lion Taming deals with working successfully with leaders and bosses, and other tough customers. It is the first book to recognize that everyone’s real job includes the need to understand the people who wield power and influence and have strategies at their fingertips to communicate and work more effectively with them. *Lion taming* is an identity and a role that you can step into whatever your actual job, position, title, or occupation may be. From executive assistant to CEO there is always a bigger lion.

Steven L. Katz has worked for more than twenty years as a right hand executive and senior advisor to leaders and executives across worlds of business, politics, government and non-profit organizations. From Capital Hill and the White House to boardrooms, clients, and customers, the author has developed the art of lion taming and added a lexicon to the work place.

The 2nd session was present by Dr. Shelia Murray Bethel the author of *Making a Difference - 12 Qualities that Make you a Leader*.

What makes the difference between success and failure? Leadership. With *Making a Difference*, the reader learns how to; Establish a mission that matters, Build trust and loyalty through high ethics, Anticipate and master productive change, Take risks and win, Master the skills of effective communication and Develop the commitment to make a difference.

Sheila Murray Bethel is a globally acknowledged lecturer specializing in Leadership, Change and Personal Excellence. She has spoken to over a million people in 17 nations. She has served 2 terms as Chairman of the Board of the CPAE Speaker Hall of Fame. Sheila is host of the exciting new Public Television series of specials Making a Difference. She has recently been appointed to the Corporate Board of Advisors for General Colin L. Powell's America's Promise – The Alliance for Youth. She has served on the adjunct faculties of Indiana – Perdue University, San Francisco State University, and the University of Southern California.

Book Drives

Albuquerque Business Education Compact Book Drive

The NMFEB partnered with the Albuquerque Business Education Compact for a book drive. The Federal community contributed along with other partners for a total of 25,000 books. The books were distributed to local schools in order that the students had a jump on their summer reading requirements. Some of the recipients of the books were the City Child Development Centers, City Community Centers, Head Start programs, Domestic Violence shelters, the Title I Homeless program and the Ronald McDonald House. The Federal agencies that participated and contributed this year were the Air Force, Petroglyph National Monument National Park Service, Veterans Affairs Regional Office, U.S. Forest Service Regional Office, Cibola National Forest, National Weather Service, Indian Health Service, U.S. Federal Bankruptcy Court, and U.S. Attorneys Office for a total of 1,700 books.

Food Drives

Roadrunner Food Bank

The NMFEB partnered with the Roadrunner Food Bank to feed the hungry during the holidays. The food drive had an immediate impact on the lives of hundreds of thousands of New Mexicans during the holiday season. The Federal community contributed 15,671 pounds of food. One of the FEB Co-Chairs was featured on the local television station speaking on behalf of the Federal community during this initiative.

3. Provide Information, Referrals, and Guidance for Interagency & Community Outreach.

Continued to serve the Federal community by providing information on a daily basis. The Executive Director has received numerous compliments and accolades for his very strong effort in communicating between all the Federal agencies in New Mexico.

Participated on the Lovelace Health Plan HMO Consumer Advisory Council and represents the Federal community. This function serves as the Federal voice and provides an open forum for the exchange of ideas between the Federal consumer and the health plan regarding health plan activities, administrative updates, product enhancement and network expansion.

The NMFEB met with agencies to brief them on the mission of the FEB. Some of the Federal agencies the FEB met with included, Small Business Administration, Southwest Region Bureau of Indian Affairs, U.S. Forest Service Albuquerque Center Budget and Finance, U.S. Postal Service, U.S. Marshal, U.S.D.A Rural Development, U.S.D.A Natural Resource Conservation Service and The Office of Special Trustee for Native American Indians.