



**New Mexico  
Federal Executive Board  
Fiscal Year 2009 Annual Report**

**2009 Co-Chairs**

**John Woosley  
District Director  
Small Business Administration**

**Georgia Marchbanks  
Area Office Director  
Equal Employment Opportunity Commission**

**Executive Director  
John Kwait**

## **Executive Summary**

The New Mexico Federal Executive Board (NMFEB) is composed of 94 Federal agencies representing over 33,000 Federal employees. The Federal government is the largest employers in the state. The NMFEB strives to provide a clear and effective communications medium among Federal agencies as well as all levels of government. "Partnering" with other government entities and community groups is very important to Federal organizations and the NMFEB brings diverse parties to the table and facilitates valuable collaboration.

Fiscal Year (FY) 2009 was a very busy year for the New Mexico Federal Executive Board (NMFEB). Numerous workshops, training sessions and committee meetings were held with 1,269 people attending.

All of the goals that were set for the three lines of business -- Emergency Preparedness and Employee Safety and Security; Human Capital Readiness; and Foundation (Intergovernmental and Community Activities) -- were met.

The NMFEB is very active with the Federal community and continues in its efforts to increase and enhance communications with Federal executives and employees. In addition, through the Emergency Preparedness and Employee Safety and Security line of business, new relationships have been established with State, County, Municipal and Tribal governments.

Cost avoidance to the Federal government from the NMFEB activities were:

\$1,481,339 from the Shared Neutrals Program

\$ 315,150 from NMFEB sponsored training

\$1,796,489 total cost avoidance

We are especially proud of the following activities:

### **Continuity of Operations Training and Pandemic Preparedness**

The NMFEB took a leadership position regarding H1N1 pandemic preparedness by hosting Determined Accord and Resilient Rescue pandemic tabletop exercises on March 3, 2009. Two other Determined Accord sessions were held during the year including a session in Las Cruces, New Mexico.

A total of 80 people from 29 Federal agencies, 3 counties, 4 state agencies, 3 cities, 3 schools, 2 national laboratories and 2 tribes attended the tabletops.

On a continual basis information on the current status of H1N1 was provided to member agencies and affiliates. On numerous occasions member agencies have

remarked that they are getting almost all of their information on H1N1 status and preparedness from the NMFEB.

### **Shared Neutrals Program**

The Shared Neutrals program mediated 54 cases with cost avoidance of \$1,481,339.

### **Public Service**

The NMFEB sponsored the 3rd Annual Federal Career Expo. Twenty-two agencies provided information on careers within their agencies. Two concurrent breakout sessions were held. One dealt with how to use USAJOBS and the other was on how to write a Federal resume.

Over 500 people attended.

### **Human Capital Best Practices Forums**

NMFEB sponsored four Human Capital Best Practices forums:

- Teleworking for Managers
- End to End Hiring Initiative
- Federal Benefits Focus Groups
- Succession Planning for Leaders

Eighty-eight people attended the forums.

### **Combined Federal Campaign**

The NMFEB provided its leadership and support to the Local Federal Coordination Committee for the overall management and success of the campaign. The 2008 Combined Federal Campaign (CFC) results were \$1,393,000.

## 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 the 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. Administrative funding is provided by a host department or agency. The regulatory responsibilities outlined in section 960, title 5, Code of Federal Regulations, provide the guidance from which FEBs draw their general operating instructions.

# **Line of Business I**

## **Emergency Preparedness, Security and Employee Safety**

The Federal Government is the Nation's largest employer (and the first or second largest in many metropolitan areas). In times of emergency we have a responsibility to collaborate and act uniformly to ensure the safety and protection of our employees. To that end the Federal Executive Board plays a vital role.

This Line of Business focuses on interagency communication, shared resources and workforce education. The goal is to collaborate on emergency response and readiness, and to educate on health and safety issues.

### Emergency Preparedness Committee

The Emergency Preparedness Committee met four times during the year. The Committee provides an avenue for networking of Federal agencies and local and tribal governments to enhance coordination during emergency situations. Topics of discussion included Federal Closed Points of Dispensing; National Response Framework; Pandemic Preparedness Exercises and Planning; and Continuity of Operations Planning.

Twenty-five different Federal agencies, two Federal courts, six local governments, two National Laboratories and one tribe attended at least one of the meetings.

### Emergency Preparedness Activities

Throughout the year the emergency alert notification system was maintained by deleting contacts that had left the area and adding new contacts as provided by the agencies.

The system was tested in June with a test message sent to all contacts. Currently there are 120 contacts in the system.

The NMFEB All Hazards Emergency Plan was completed and distributed to member agencies.

## Continuity of Operations Tabletops and Training

The NMFEB was a leader in H1N1 pandemic preparedness by hosting Determined Accord and Resilient Rescue pandemic tabletops on March 3, 2009. Two other Determined Accord sessions were held throughout the year which included a session in Las Cruces, New Mexico.

A total of 80 people from 29 Federal agencies, 3 counties, 4 state agencies, 3 cities, 3 schools, 2 national laboratories and 2 tribes attended the tabletops.

On a continual basis information on the current status of H1N1 was provided to member agencies and affiliates. On numerous occasions member agencies marked that they are getting almost all of their information on H1N1 status and preparedness from the NMFEB.

The NMFEB sponsored the COOP Program Managers Train –the-Trainer L-548 course in Las Cruces New Mexico. Attendees included 46 people from 11 Federal agencies, 4 Federal courts, 3 local governments, 1 school district and 1 National Laboratory.

The NMFEB sponsored the COOP Planner’s Train-the-Trainers Course L-550. There were 37 people from 21 Federal agencies and 3 local governments who attended.

NMFEB Sponsored ICS 300 &400 (Intermediate and Advance Incident Command for Expanding Incidents). 30 people from 4 Federal agencies, 2 local governments, 1 state agency and 1 tribe attended.

## Engage State and Local Officials on Workforce Issues

The Executive Director engaged local officials throughout the year on the following topics:

- City of Albuquerque, Emergency Manager on Federal Closed PODS and the Community Response Initiative.
- New Mexico Department of Homeland Security on joint training opportunities.
- New Mexico Department of Health and Bernalillo County on H1N1 Preparedness Planning.

## **Line of Business II Human Capital Readiness**

This Line of Business focuses on interagency communication, shared resources and workforce education. The goal is to provide accurate, timely and useful information.

### **Shared Neutrals**

The Shared Neutrals program mediated 54 cases with cost avoidance of \$1,481,339.

The Shared Neutrals Guide was updated and a new mediator evaluation process was developed.

### **Human Capital Best Practices Forums**

NMFEB sponsored four Human Capital Best Practices forums:

- Teleworking for Managers
- End to End Hiring Initiative
- Federal Benefits Focus Groups
- Succession Planning for Leaders

88 people attended the forums.

### **Public Service**

The NMFEB sponsored the 3<sup>rd</sup> Annual Federal Career Expo. Twenty-two agencies provided information on careers within their agencies. Two concurrent breakout sessions were held: one dealt with how to use USAJOBS and the other was on how to write a Federal resume.

Over 500 people attended the breakout sessions.

The NMFEB sponsored Federal Career Opportunities, a one-credit college course at the University of New Mexico. Federal employees from eight different agencies spoke on career opportunities with their agencies. The class also featured field trips to Federal offices and facilities.

Nine students attended the course.

The NMFEB hosted tables that provided information on Federal careers at the following events:

- Southwest Disability Conference
- University of New Mexico – Office of Personnel Management, Public Service Showcase
- Jobs for America's Graduates Career Fair

## **Retention**

The NMFEB hosted two detailed employees for 30 day assignments. The detailed employees met their requirements for inter-agency graduation from the USDA Graduate School Executive Potential Program.

## **Human Resource Education**

The following training and workshops were held throughout the year:

### Financial Management

Pre-Retirement Training CSRS  
Pre-Retirement Training FERS  
Investing in Turbulent Times (2)  
Complete Financial Planning  
Pre-retirement Planning

### Leadership

Six Core Competencies of Leadership  
Master Motivator  
Generations at Work  
Coaching Skills  
Think and Act as a Leader  
Succession Planning for Leaders

### Supervision

Dealing with Conduct and Performance Issues

### Conflict Resolution

Conflict, Communication and Change  
Enriched Mediation  
Basic Mediation (2)

### Communication and Professional Skills

Advanced Customer Satisfaction (2)  
Indispensible Administrative Professional  
Time Management  
Work Life Balance

## **Line of Business III**

### **Foundational Function: Intergovernmental and Community Activities**

Provide a forum of exchange of information and networking and Infrastructure Support.

#### **New Mexico Federal Executive Board**

The New Mexico Federal Board met six times during the year and had presentations and discussions on the following issues:

- American Recovery and Reinvestment Act
- Federal Hiring Reform
- Locality Pay
- American Indian Intern Program
- Combined Federal Campaign
- New Mexico Crisis Support Team
- H1N1 Preparedness
- Office of Personnel Management Strategic Plan
- Awards Program

The Executive Director briefed several agencies and Congressional Staffers during year on the role and functions of the Federal Executive Board.

The Executive Director attended the annual FEB/OPM meeting in Washington, D.C., the annual OPM/Executive Directors meeting in Minneapolis, MN and the Continuity of Operations Strategic Planning Conference in Kansas City, MO.

#### **American Recovery and Reinvestment Act (ARRA)**

Two meetings were held to discuss the programs offered by local agencies under the ARRA. A consolidated list of Points of Contact was developed and distributed. Information on the ARRA was distributed on an on-going basis throughout the year.

The NMFEB sponsored a briefing from the Office of the Inspector General for the Recovery Board on Fraud Waste and Abuse provisions in the Act. 39 people from 10 different agencies attended.

## **Diversity Committee**

The NMFEB Diversity Committee met three times. The Committee's goal is to coordinate programs and activities that promote a diverse workforce within the Federal government and that will incorporate and expand upon the tenets and principles of Special Emphasis programs. In addition, the Committee serves as a forum for Equal Employment Opportunity officers/managers to collaborate on topics of interest.

The Committee sponsored the 3<sup>rd</sup> annual Federal Carrier Expo and two brown bag luncheon talks.

## **Human Resources Committee**

A Human Resource Committee was formed and had one meeting prior to the end of the year. The Committee's goal is to provide a forum for best practices and to create a community of practice for Human Resource Specialists.

## **Training Committee**

A Training Committee was formed and met several times. The goal of the Committee is to collaborate and share training resources; to network on training initiatives and present best practices; and to create a community of practice for trainers, knowledge managers, designers and organizational development specialists.

## Develop Local Coordinated Approaches to Program Outcomes

## **Public Service Recognition Week**

The 2009 Public Service Recognition Luncheon "Service Above Self" was held on May 14<sup>th</sup>. There were 211 Federal employees from 19 different agencies recognized for their extraordinary achievements in 8 different categories.

The keynote speaker was Captain David C. Iglesias, JAGC, U.S. Navy, and former Co-Chair of the NMFEB.

The luncheon was attended by 185 people. Attendees included nominees, supervisors, co-workers, and family.

## **Combined Federal Campaign**

New Mexico Charities served as the Principal Combined Fund Organization (PCFO). The NMFEB provided leadership and support to the Local Federal Coordination Committee and PCFO for the overall management and success of the campaign.

The 2008 Combined Federal Campaign (CFC) results were \$1,393,000.

### **Food Drives**

The NMFEB partnered with the Roadrunner Food Bank to collect food 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 37,811 pounds of food. The Board received recognition from the local NBC television station KOB-TV 4.

The NMFEB sponsored the Feds Feed Families food drive during the summer months. The Federal community contributed 7,600 pounds of food.

### **Book Drives**

The NMFEB partnered with the Albuquerque Business Education Compact for its annual "Read to ME" book drive. The Federal community contributed, along with other partners, a total of 32,000 books. The book drive provided over 80 schools and programs with books for the families they serve.

### **Annual Junior Achievement**

NMFEB staff participated in the annual Junior Achievement Job Shadow Day.

### **Buying Green**

A Buying Green workshop was sponsored by the NMFEB. Representatives from the General Services Administration (GSA) provided information on how to purchase Green products by using several GSA purchasing tools. 32 people from 11 different agencies attended.

## **Departments and Agencies that participated in a New Mexico Federal Executive Board sponsored activity during FY10**

### **Center for Disease Control and Prevention**

#### **Department of Commerce**

National Oceanic and Atmospheric Administration - National Weather Service

#### **Department of Defense**

Air Force Research Laboratory  
Defense Threat Reduction Agency  
National Security Administration  
U.S. Air Force - Holloman Air Force Base  
U.S. Air Force - Nuclear Weapons Center  
U.S. Air Force - 377<sup>th</sup> Air Base Wing  
U.S. Army - White Sands Missile Range

#### **Department of Energy**

National Nuclear Security Administration  
Los Alamos Site Office  
Sandia Site Office

#### **Department of the Interior**

Bureau of Indian Affairs  
Bureau of Indian Education Programs  
Bureau of Land Management  
Bureau of Reclamation  
Mineral Management Service  
National Business Center  
National Park Service  
Office of the Special Trustee for American Indians  
Office of the Solicitor  
Southwest Indian Polytechnic Institute  
U.S. Geologic Survey Water Resource Division  
U.S. Geologic Survey Seismology Laboratory  
U.S. Fish and Wildlife Service

#### **Department of Justice**

Federal Bureau of Prisons  
U.S. Attorneys' Office District of New Mexico  
U.S. Marshal Service

#### **Department of Health and Human Services**

U.S. Food and Drug Administration  
Indian Health Service

**Department of Homeland Security**

Border Patrol

Federal Emergency Management Agency

Immigration and Custom Enforcement

Transportation and Security Administration

National Protection & Programs Directorate (NPPD) / Protective Security  
Advisor (PSA)

**Department of Labor**

Wage and Hour Division

**Department of Transportation**

Federal Aviation Administration – Air Route Traffic Control Center

**Department of Veterans Affairs**

Cooperative Studies Clinical Research Pharmacy Coordination Center

Veterans Affairs Regional Office

**Equal Employment Opportunity Commission**

**General Services Administration**

Federal Acquisition Office

Fleet Management

Property Management Division

Public Building Service

**Office of Personnel Management**

**Small Business Administration**

New Mexico District Office

**Social Security Administration**

Albuquerque Mega Tele-service Center

Albuquerque District Office

**U.S. Bankruptcy Court**

**U.S. Consumer Product Safety Commission**

**U.S. Department of Agriculture**

Animal Protection Health Service

Farm Service Administration

Natural Resource Conservation Service

Rural Development

U.S. Forest Service

**U.S. District Court**

**U.S. Department of Housing and Urban Development  
U.S. Postal Service**