

Fiscal Year 2011 Annual Report



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Executive Summary

The New Mexico Federal Executive Board (NMFEB) is comprised of 100 Federal agencies which represent over 33,000 Federal employees. The Federal government is one of the largest employers in the state. The NMFEB strives to provide a clear and effective communication 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 2011 (FY11) was a very busy year for the NMFEB. Numerous workshops, training sessions, committee meetings and an awards luncheon were held, with 1,738 seats filled.

All of the goals that were set for the three lines of business -- Emergency Preparedness and Employee Safety and Security, Human Capital Readiness, and Intergovernmental and Community Outreach -- were met.

The NMFEB is very active within 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, relationships have been established with State, County, Municipal and Tribal governments.

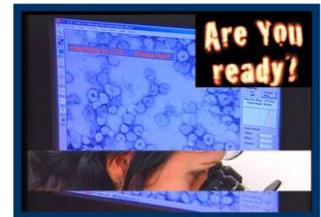
Cost avoidance from the NMFEB activities were:

\$964,375	Shared Neutrals Program
<u>\$329,413</u>	NMFEB sponsored training
\$1,258,788	total cost avoidance

We are especially proud of the following activities:

Durable Duke Table – top

The Durable Duke table-top continuity exercise was created by representatives of the Emergency Preparedness Committee (EPC) and the Federal Emergency Management Administration (FEMA) Region VI Continuity Coordinator and a contractor. The exercise tested the response to a suspicious powder found in a mail room. Locations unique to Albuquerque were used in the scenario.



Shared Neutrals Program



The Shared Neutrals programs provided no cost mediation services to the federal community. Forty-one cases were mediated with a cost avoidance of \$964,375. Sixteen different mediators volunteered their time to mediate. Seventy-four percent of the cases were resolved.

Human Capital - Hiring Reform



The NMFEB sponsored 2 Hiring Reform training sessions. Each session was 5 days long. Personnel from the Office of Personnel Management (OPM) taught the courses.

The OPM Acting Associate Deputy Director for Recruitment and Hiring briefed HR Specialists on USAJOBS 3.0, Recruiting Tools, and Career Pathways.



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 2010 Combined Federal Campaign (CFC) results were \$1,659,765.

Public Service Recognition Week - Honoring Public Service



"Let the public service be a proud and lively career. And let every man and woman who works in any area of our national government, in any branch, at any level, be able to say with pride and with honor in future years: 'I served the United States Government in that hour of our nation's need.'"

-President John F. Kennedy, 1961

The NMFEB hosted the 7th annual Public Service Recognition week luncheon honoring the work of federal employees. One hundred and fifty-four employees were recognized in 6 different categories, two hundred people attended the luncheon.

Background



In commemoration of the 50th Anniversary of the Federal Executive Boards (FEB) President Kennedy's memorandum that created the FEBs:

John F. Kennedy November 14, 1961

Memorandum on the Need for Greater Coordination of Regional and Field Activities of the Government.

[Released November 14, 1961. Dated 13, 1961]

Memorandum for Heads of Department and Agencies

As an integral part of present steps to increase the effectiveness and economy of Federal agencies, I want coordination of government activities outside of Washington significantly strengthened. That is to include improvement of the management and direction of Federal offices throughout the country by the chief departmental officials in Washington, and provision for an interagency working group for closer coordination across department and agency lines in important centers of Federal activity outside of the National Capital area.

More than ninety percent of all Federal employees work outside of the Washington area. Decisions affecting the expenditure of tens of billions of dollars are made in the field. Federal programs have their impact on State and local governments largely through the actions of regional and local representatives of our departments and agencies. Most important, Federal officials outside of Washington provide the principal day-to-day contact of the Government with the citizens of this country and generally constitute the actual point of contact for Federal programs with the economy and other phases of our national life.

In the international assistance programs, previously separate U.S. efforts are being brought together in order to provide a common focus on the needs and problems of individual countries. Here at home we must similarly bring more closely together the many activities of the Federal Government in individual states and communities throughout the nation.

Although each Executive agency and its field organization have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office space uses, procurement activities, public information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs, there are also opportunities for a more closely coordinated approach in many activities, as on economic problems, natural resources development, protection of equal rights, and urban development efforts.

As a first step in bringing Federal officials outside of Washington closer together, I have directed the Chairman of the Civil Service Commission to arrange for the establishment of a Board of Federal Executives in each of the Commission's administrative regions. Where associations of Federal regional officials exist in other regional centers they will be continued. Each Executive department and agency is directed to arrange for personal participation by the heads of its field offices and installations in the work of these Federal Executive Boards. These activities are not to require additional personnel but provide means for closer coordination of Federal activities at the regional level.

The cooperative activities of Federal Executive Boards must be undertaken primarily through the initiative of the head of our field activities. The Chairman of the Civil Service Commission and the Director of the Bureau of the Budget will furnish the Boards from time to time with guides on official goals and objectives in the management field and will arrange for periodic briefings by national executives of the government. Each of the Boards will consider management matters and interdepartmental cooperation and establish liaison with State and local government officials in their regions. A clearinghouse will be provided in the office of the Chairman of the Civil Service Commission on problems and recommendations submitted by the regional Boards.

Following a reasonable period for evaluation on these initial steps, recommendations are to be prepared by the Chairman of the Civil Service Commission and the Director of the Bureau of the Budget for continuing improvement of the management and coordination of Federal activities.

Within each department, I want the chief officers of each agency, particularly the chief operating officials for administrative matters, to make critical appraisal of pending field management procedures with the principal regional officers of that agency. The Director of the Bureau of the Budget shall provide guidance to department and agency heads on their internal appraisals of field management. Over all, new emphasis shall be placed on management skills in support of improved economy, efficiency, and the substantive effectiveness of the Executive Branch of the Government.

JOHN F. KENNEDY

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.

The Emergency Preparedness, Security and Safety Line of business continues to be very successful in bringing all levels of government together. Representatives from federal agencies, tribal governments, state agencies, cities and counties attended COOP training and Emergency Preparedness Committee meetings and exchanged best practices on a regular basis.

Emergency Preparedness Committee

The Emergency Preparedness Committee (EPC) met 5 times during the year.

The following topics were presented during the year:

- Closed Points of Distribution.
- Practical Considerations in Identifying Alternate Facilities.
- FEMA Updates.
- Emcore Active Shooting event Lessons Learned.
- Continuity of Operations Lessons Learned from the "big freeze" at Sandia National Laboratories.
- Continuity of Operations Lessons Learned from Los Alamos National Laboratory during the evacuation of Los Alamos town site during the Los Conchas Wildfire.
- Lessons Learned for National Level Exercise, Eagle Horizon from the National Nuclear Security Administration.
- Training and Exercise Updates.

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 125 contacts in the system.

Continuity of Operations Tabletops and Training

The NMFEB sponsored the Durable Duke table-top continuity exercise. Representatives for the Emergency Preparedness Committee (EPC) collaborated with the Federal Emergency Management Administration (FEMA) Region VI Continuity Coordinator and a contractor to create the exercise. The exercise used locations and events specific to Albuquerque to build a realistic scenario.

Forty-seven people attended representing agencies from: federal, state, county and cities governments. Representatives from the Federal Judicial system also participated.

The NMFEB sponsored the following Continuity courses:

L-548 - COOP Manager - Certified by the Emergency Management Institute*

L-551 - Devolution Planning - Certified by the Emergency Management Institute*

L-262 - Instructional Delivery for SMEs – Certified by the Emergency Management Institute

* Taught entirely by members of the Emergency Preparedness Committee

Twenty-five people attended the training courses representing agencies from federal, tribal government, state, county and cities.

Five members of the Emergency Preparedness Committee completed their course work for the Level I Professional Continuity Practitioner certification and 1 person completed the requirements for Level II Master Continuity Practitioner certification by FEMA.

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 41 cases with cost avoidance of \$964,375.

Human Capital Best Practices Forums

NMFEB sponsored five Human Capital Best Practices forums:

- Public Service Recognition Week Awards Ceremony
- Hiring Reform Update and USAJOBS 3.0
- Hiring Reform Training (2)

Public Service

Attracting Talent

- The NMFEB hosted a 60-day detailer from the U.S. Forest Service who was completing her requirement for a detail as part of the Executive Potential Program. Her project during the detail was to facilitate the creation of a two tier leadership program. As a result the NMFEB has partnered with the University of New Mexico and will be offering, New Leadership and Middle Leadership programs starting in FY12.
- Networked resumes as requested by agencies.
- The NMFEB hosted a New Employee networking event. Seventy people came together to discuss their federal careers and to provide a foundation of support with their peers as they start their careers in Public Service.

Workforce Education Resource Education

The following training and workshops were held throughout the year 1,351 seats were filled, with a cost avoidance of \$329,413:

Financial Management

Pre-Retirement Training CSRS

Pre-Retirement Training FERS

Financial Planning

Pre-retirement Planning

Long Term Care Open Season Briefings (2)

Thrift Savings Briefings (4)

Leadership

Leadership Environment
Essentials for Leaders

Supervision

Dealing with Conduct and Performance Issues
Understanding the Federal Appraisal System
Understanding Federal Labor Relations

Conflict Resolution

Dealing with Difficult People
Beyond Bullies the Impact on You and Your Workplace
Managing Change, Burnout and Negativity for Administrative Professionals

Communication and Professional Skills

Advanced Customer Service
Effective Meetings
Work Life Balance
Time Management
Hiring Reform (2)

Diversity

Disability Awareness
Generations at Work

Throughout the year agencies requested referrals or contact information to use instructors that taught NMFEB courses for their own agency specific training.

Line of Business III Intergovernmental and Community Outreach

This Line of Business focuses on the advancement of local and national initiatives through intergovernmental partnerships.

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

New Mexico Federal Executive Board

The New Mexico Federal Board met 5 times during the year. The following are some of the agenda items from the meetings:

- Local Initiatives
- NMFEB 3 Tier Leadership Program
- Public Service Recognition Week
- Tour of Kirtland Air Force Base
- Tour of the National Indian Program Training Center
- OPM Investigative Services
- Young Government Leaders
- Combined Federal Campaign

Diversity Committee

The NMFEB Diversity Committee met 6 times. The committee partners with community based organizations and activities concerning diversity. 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 Managers to collaborate on topics of interest.

Topics covered at the meetings included:

- Model Strategies for Recruitment and Hiring of People with Disabilities E.O. 13548
- Employee Resource Groups
- Diversity Leadership Council Forum
- 2011 Southwest Disability Conference Hiring People with Disabilities
- Building a Community of Engagement
- USAJOBS 3.0
- 29th Annual Training Conference Perspectives on Employment of Persons with Disabilities
- Best Practices

Shared Neutrals

The Shared Neutrals Council met 4 times throughout the year. The council oversees the Shared Neutrals Mediation Program and provides a venue for agency Alternative Dispute Resolution Coordinators to meet and share best practices.

Green Government Committee

The Green Government Committee is a new committee that was formed during FY11. The committee met 4 times. The purpose of the committee is to promote environmental sustainability, and advance local and national sustainability initiatives through intergovernmental partnerships.

Topics covered at the meetings included:

- Sustainable Operations Requirements for Federal Agencies
- Recycling opportunities in Albuquerque
- Alternative Fuel Vehicles available through GSA

Develop Local Coordinated Approaches to Program Outcomes

Combined Federal Campaign

Community Health 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 2010 Combined Federal Campaign (CFC) results were \$1,659,765.

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 39,075 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. There was a tremendous response with 18 agencies participating with contributions of 44,680 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 1,700 books.

Communicate Management Initiatives

The Executive Director briefed agency leaders throughout the year on the role and functions of the Federal Executive Board.

Throughout the year the NMFEB distributed information on the following subjects to member agencies:

- Federal Hiring Reform
- Green Government
- FY11 Budget Process
- Potential Government Shutdown
- Veterans Hiring
- Disability Hiring
- Accountability
- Best Places to Work
- Wildfire and Air Quality Status in New Mexico
- Teleworking
- USAJOBS 3.0
- Partnership for Public Service Reports
- Health and Wellness
- Presidential Executive Orders

Federal Departments and Agencies that participated in a New Mexico Federal Executive Board sponsored activity during FY11

Bankruptcy Court

Consumer Product Safety Commission

Department of Agriculture

Animal Protection Health Service
Farm Service Agency
National Agriculture Statistics Service
Natural Resource Conservation Service
Rural Devolvement
U.S. Forest Service
Office of the Special Counsel

Department of Commerce

National Oceanic and Atmospheric Administration - National Weather Service

Department of Defense

Defense Threat Reduction Agency
Department of the Navy
U.S. Air Force - Nuclear Weapons Center
U.S. Air Force - 377th Air Base Wing
U.S. Air Force - Inspection Agency
U.S. Air Force - Research Laboratory
U.S. Army - Defense Coordinating Element
U.S. Army - Corps of Engineers

Department of Energy

Headquarters
Los Alamos Site Office
National Nuclear Security Administration
Sandia Site Office
Office of Secure Transportation

Department of the Interior

Bureau of Indian Affairs
Bureau of Indian Education Programs
Bureau of Land Management
Bureau of Land Management National Training Center
Bureau of Reclamation
Bureau of Ocean Energy Management Regulation and Enforcement
DOI University - Albuquerque Learning Center
Office of Environmental Services
National Indian Programs Training Center
National Park Service
Office of the Special Trustee for American Indians
Office of the Solicitor

Office of Surface Mining Reclamation and Enforcement
Southwest Indian Polytechnic Institute
Fish and Wildlife Service
Geologic Survey Seismology Laboratory
Geologic Survey Water Resource Division

Department of Justice

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

Department of Health and Human Services

Indian Health Service

Department of Homeland Security

Citizenship and Immigration Service
Immigration and Custom Enforcement
Protective Security Advisor
Transportation and Security Administration

Department of Housing and Urban Development

Department of Labor

Wage and Hour Division
Office of Federal Contract Compliance Programs
Vets

Department of Transportation

Federal Aviation Administration – Air Route Traffic Control Center
Federal Aviation Administration Flight Standards

Department of Veterans Affairs

Cooperative Studies Clinical Research Pharmacy Coordination Center
Veterans Affairs Regional Office
NM Veterans Affairs Healthcare System

District Court

Environmental Protection Agency

Equal Employment Opportunity Commission

General Services Administration

Fleet Management
Public Building Service

Postal Service

Small Business Administration

New Mexico District Office

Social Security Administration

Albuquerque Mega Tele-service Center

Albuquerque District Office

Office of Disability Adjudication and Review

Valles Caldera Trust

Non-Federal Entities that participated in a New Mexico Federal Executive Board sponsored activity during FY11

New Mexico State Agencies

Department of Health
Department of Homeland Security
National Guard

Cities

Albuquerque
Gallup
Santa Fe

Counties

Bernalillo
Los Alamos
Santa Fe
Sandoval

Universities

University of New Mexico

Tribal Governments

National Laboratories

Los Alamos
Sandia

Alternative Dispute Resolution and Training Cost Avoidance

Combined Federal Campaign (CFC) 2010 Total Contributions	\$1,659,765
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<u>Awards and Recognition (name of event)</u>	Number of Attendees	Number of Awards Presented
Honoring Public Service	196	154
Totals:	200	154

<u>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	25	23	\$17,371.08	\$399,535
Pre-EEO Complaint:	13	7	\$71,006.64	\$497,046
EEO Complaint (after entering formal process):	4	1	\$67,794.02	\$69,794
Totals:	42	31		\$964,375

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance (Cost Savings x # of Attendees)
Disability Awareness	\$56	\$0	\$56	18	\$1,008
Managing Workplace Conflict	\$195	\$0	\$195	46	\$8,970
Generations at Work	\$609	\$125	\$484	18	\$8,712
Dealing with Difficult People	\$190	\$125	\$65	14	\$910
Essentials For Leaders	\$1,827	\$400	\$1,427	20	\$28,540

Effective Meetings	\$484	\$130	\$354	20	\$7,080
Beyond Bullies The Impact on You and Your Workplace	\$190	\$60	\$130	23	\$2,990
Devolution Planning	\$1,295	\$0	\$1,295	12	\$15,540
Student Networking	\$0	\$0	\$0	64	\$0
Worklife Balance	\$195	\$125	\$70	7	\$490
Tabletop - Durable Duke	\$350	\$0	\$350	47	\$16,450
Long Term Health Care Briefings - Santa Fe	\$0	\$0	\$0	11	\$0
L-548 COOP Manger	\$1,295	\$0	\$1,295	10	\$12,950
CSRS Retirement	\$487	\$95	\$392	13	\$5,096
FERS Retirement	\$487	\$95	\$392	40	\$15,680
L 262: Instructional Delivery for Subject Matter Experts	\$1,724	\$0	\$1,724	13	\$22,412
Leadership Environment	\$1,218	\$349	\$869	17	\$14,773
Dealing with Conduct and Performance Issues	\$487	\$300	\$187	15	\$2,805
Federal Labor Relations	\$487	\$300	\$187	25	\$4,675
Time Management	\$195	\$125	\$70	16	\$1,120
Customer Service	\$195	\$125	\$70	19	\$1,330
Understanding the Federal Appraisal System	\$487	\$300	\$187	15	\$2,805
Managing Change, Burnout and Negativity for Administrative Professionals	\$372	\$125	\$247	31	\$7,657
OPM Category Rating and OPM Registers #1	\$158	\$0	\$158	31	\$4,898
OPM Job Analysis #1	\$141	\$0	\$141	38	\$5,358
OPM Designing an Assessment Strategy #1	\$471	\$0	\$471	28	\$13,188
OPM Structured Interviews #1	\$153	\$0	\$153	35	\$5,355
OPM Occupational Questionnaires #1	\$187	\$0	\$187	36	\$6,732
OPM Streamlining Job Opening Announcements and Describing Minimum Qualifications #1	\$37	\$0	\$37	36	\$1,360
OPM Designing an Assessment Strategy #2	\$629	\$0	\$629	21	\$13,188
OPM Job Analysis #2	\$199	\$0	\$199	27	\$5,373
OPM Occupational Questionnaires #2	\$280	\$0	\$280	24	\$6,720
OPM Streamlining Job Opening Announcements and Describing Minimum Qualifications #2	\$124	\$0	\$124	24	\$1,360
OPM Category Rating and OPM Registers #2	\$288	\$0	\$288	17	\$4,896
OPM Structured Interviews #2	\$412	\$0	\$412	13	\$5,356
Financial Planning	\$36	\$0	\$36	33	\$1,188
TSP Briefings - Overview of the Thrift Savings Plan #1	\$237	\$0	\$237	106	\$25,122
TSP Briefings - Pre-Separation #1	\$119	\$0	\$119	81	\$9,639
TSP Briefings - Overview of the Thrift Savings Plan #2	\$237	\$0	\$237	106	\$25,122
TSP Briefings - Pre-Separation #2	\$119	\$0	\$119	84	\$9,996
OPM First Year Hiring Reform Briefing	\$0	\$0	\$0	41	\$0
Pre-retirement Planning	\$91	\$0	\$91	28	\$2,548
Long Term Care Briefing -Albuquerque	\$0	\$0	\$0	41	\$0
Totals:					\$329,413