

Fiscal Year 2012 Annual Report



**Chair
Mikel Rowley
Director
Mega-Teleservice Center
Social Security Administration**

**Vice-Chair
Elise McConnell
Director
Albuquerque Filed Office
U.S. Department of Housing and Urban Development**

**Executive Director
John Kwait**

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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 FEB vision and mission remain strong.

VISION

Creating partnerships for intergovernmental collaboration.

MISSION

To create value to the public by fostering communication, coordination and collaboration with Federal, State, and local government agencies.

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.

New Mexico Federal Executive Board

The New Mexico Federal Executive Board (NMFEB) serves all of New Mexico and 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.

Leadership is provided by a Chair and Vice-Chair and are held by agency leaders who have volunteered to serve in these roles.

The New Mexico Federal Executive Board was established in 1968. The New Mexico State Office of the Bureau of Land Management has been the host agency since 2006

and funds the Executive Director position which is the only staff that supports the NMFEB full time.

The NMFEB can be reached via the following methods:

Mailing address:

P.O. Box 156

Albuquerque NM 87103

Physical address:

Dennis Chavez Federal Courthouse

500 Gold SW

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Executive Summary

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

Numerous workshops, training sessions, committee meetings and an awards luncheon were held, with 1,320 seats filled.

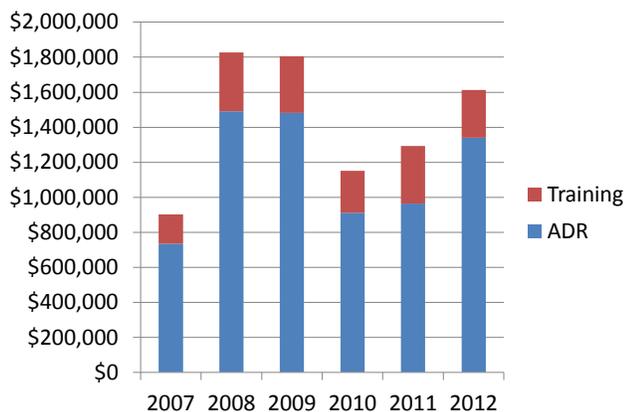
The NMFEB is very active within the Federal community and continues in its efforts to increase and enhance communications with Federal executives and employees. In addition, through the Emergency Preparedness and Employee Safety and Security line of business, relationships have been established with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

We are especially proud of the following activities:

Cost Avoidance

Cost avoidance of \$1,613,179 exceeded the 6 year average since consistent records were kept that follows the Strategic Plan for the time period.

Cost Avoidance 2007-2012



Six year average \$1,432,209



Young Government Leaders

A local initiative of the NMFEB was to mentor and foster the development of a chartered Young Government Leaders (YGL) Chapter in Albuquerque. This effort was fully accomplished by many individuals and the chapter has been chartered.

Shared Neutrals Program



The Shared Neutrals programs provided no cost mediation services to the federal community. Fifty-one cases were mediated with a cost avoidance of \$1,341,079. Twenty mediators volunteered their time to mediate. Sixty-nine percent of the cases were resolved.



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. \$1.7 million were donated by federal employees for the 2011 campaign.

Public Service Recognition Week - Honoring Public Service



The NMFEB hosted the 8th annual Public Service Recognition week luncheon honoring the work of federal employees. One hundred and seventy-seven employees were recognized in 8 different categories, two hundred people attended the luncheon.

Annual Report

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 9 times during the year.

The following topics were presented during the year:

- Best practices in COOP by member agencies.
- Lessons Learned for National Level Exercise, Eagle Horizon from the National Nuclear Security Administration.
- Training and Exercise Updates.
- Federal Emergency Management Administration (FEMA) Continuity of Operations Strategic Planning Conference.
- FEMA Updates.
- Overview of Valle del Rio Full Scale Exercise
- Homeland Security Information Network: Enabling Collaboration and Communication for Preparedness and Response
- Indian Health Service - Satellite Phone Drill
- Highlights of the 2012 State Local Emergency Planning Committee Conference

Technical Assistance

Technical assistance was provided to the New Mexico State Agricultural Department in the development of their COOP.

Provided a briefing to Bernalillo County on COOP.

The Executive Director provided a presentation on COOP and the role of the NMFEB in emergencies to the national meeting of the Emergency Managers for the National Laboratories at their biannual meeting.

Continuity of Operations Tabletops and Training

The NMFEB sponsored the Resilient Accord Cyber Security table-top. Twenty-three people attended representing agencies from: federal, state, county, national laboratories and cities governments. Representatives from the Federal Judicial system also participated.

The NMFEB sponsored the following Continuity courses certified by the FEMA Emergency Management Institute:

L-156 - Building Design for Homeland Security.
L-548 - COOP Manager
L-550 - COOP Planner

Thirty-nine people attended the courses representing agencies from federal, tribal government, state, county, cities and national laboratories.

All the courses were taught entirely by members of the Emergency Preparedness Committee.

Active Shooter Awareness training was held. Fifty-eight people attended.

In addition to the tabletops and training the NMFEB promoted the following activities:

- Emergency Alert System (EAS) Nationwide test
- FEMA Continuity Webinars
- Volunteer evaluators for Eagle Horizon 2012
- National Preparedness Month
- Roadrunner Safety Council
- Continuity Practitioner Certification
- Immunization of Federal Workers and Contractors with Seasonal Influenza Vaccine.

Weather Advisories

Throughout the year weather alerts and advisories were distributed when posted by the National Weather Service.

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 51 cases with cost avoidance of \$1,341,079.

Human Capital Best Practices Forums

NMFEB sponsored 3 Human Capital Best Practices forums:

- Public Service Recognition Week Awards Ceremony
- Managing the Aging Workforce: Effective Employee Engagement & Retention Strategies
- Medicare and FEHB benefits

Attracting Talent

- The NMFEB fostered the development of a chartered chapter of the Young Government Leaders organization.
- Networked resumes as requested by agencies.

Workforce Development and Support

This was the inaugural year for the New Leaders and Middle Leaders Leadership programs. The programs were created in partnership with the University of New Mexico and complete a three tier approach to leadership training that is offered in Albuquerque. The third tier is the New Mexico Leadership Development Program that is promoted by the NMFEB and is offered by the OPM Western Development Center.

NMFEB sponsored 47 training classes this year. Topics offered included communication skills, supervision, mediation, conflict resolution, customer service, financial management, retirement benefits, worklife balance, telework and leadership challenges. Costs avoidance through NMFEB-offered training totaled over \$272,000 (see cost avoidance information at the end of this report for details).

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 7 times during the year. The following are some of the agenda items from the meetings:

- Public Service Recognition Week
- Young Government Leaders
- Combined Federal Campaign
- Local Initiatives
- FEB Strategic Plan
- Employee Assistance Program
- Health and Wellness

Diversity Committee

The NMFEB Diversity Committee met 5 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:

- Diversity Leadership Council Forum
- 2012 Southwest Disability Conference Hiring People with Disabilities
- American Indian Science and Engineering Society
- The Value of Inclusive Communities and Seeing the Person First
- Using Census Data for MD770 Reporting
- Best Practices

Shared Neutrals

The Shared Neutrals Council met 3 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.

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 2011 Combined Federal Campaign (CFC) results were \$1.7 million donated by federal employees.

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 18,190 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 28,168 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 1,900 books.

Federal Departments and Agencies that participated in a New Mexico Federal Executive Board sponsored activity during FY12

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
U.S. Air Force Operational Test and Evaluation Center
U.S. Air Force - Nuclear Weapons Center
U.S. Air Force - 377th Air Base Wing
U.S. Air Force Holloman AFB
U.S. Air Force - Inspection Agency
U.S. Air Force - Research Laboratory
U.S. Army - Corps of Engineers
U.S. Army - New Mexico National Guard
U.S. Air Force 58 Special Operations Wing
U.S. Navy

Department of Energy

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

Department of the Interior

Assistant Secretary's Office
Bureau of Indian Affairs Southwest Region
Bureau of Indian Education Programs
Bureau of Indian Affairs Navajo Region
Bureau of Land Management

Bureau of Ocean Energy Management Regulation and Enforcement
Bureau of Reclamation
National Indian Programs Training Center
National Park Service
Office of the Solicitor
Office of the Special Trustee for American Indians
Office of Surface Mining Regulation and Enforcement
Southwest Indian Polytechnic Institute
U.S. Fish and Wildlife Service
U.S. Geologic Survey Water Resource Division

Department of Justice

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

Department of Health and Human Services

Indian Health Service

Department of Homeland Security

Citizenship and Immigration Service
Immigration and Custom Enforcement
Transportation and Security Administration
Federal Emergency Management Administration
Federal Law Enforcement Training Center

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
Federal Aviation Administration – Flight
Standards
Federal Motor Carrier Safety Administration
Federal Aviation Administration - Oklahoma City

Department of Veterans Affairs

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

General Services Administration

Small Business Administration

Social Security Administration

Albuquerque Mega Tele-service Center

Valles Caldera Trust

Judicial Branch

Bankruptcy Court

District Court

Probation and Pre-Trial

Public Defender

Non-Federal Entities that participated in a New Mexico Federal Executive Board sponsored activity during FY12

New Mexico State Agencies

Department of Health
Department of Homeland Security
National Guard
Office of the Medical Examiner

Cities

Albuquerque
Gallup

Counties

Bernalillo

Universities

University of New Mexico
New Mexico Tech

National Laboratories

Los Alamos
Sandia

2012 Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template Federal Executive Board

COMBINED FEDERAL CAMPAIGN (CFC)

Total 2011 Contributions:	1.7 Million
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AWARDS AND RECOGNITION

Name of Event	Number of Attendees	Number of Awards Presented
Soaring to New Heights	200	177
Totals:	200	177

ADR/SHARED NEUTRALS PROGRAM

Workplace Dispute: An issue not covered under an Equal Employment Opportunities (EEO) law that impacts the workforce or an individual in the workplace.

Pre-EEO: A potential EEO case that is in the pre-complaint stage at the agency (it has not been forwarded to EEOC or any other negotiated process).

Resolution Rate: Cases that are resolved during the mediation/facilitation process (withdrawing the case or cases that proceed to filing are not counted).

	Cases Accepted	Cases Resolved	Cost Avoidance per Resolution	Total Cost Avoidance Realized	Resolution Rate
Workplace Dispute	19	15	\$17,615.75	\$264,236.25	78.95%
Pre-EEO Complaint	31	14	\$72,006.73	\$1,008,094.22	45.16%
EEO Complaint (after entering formal process)	1	1	\$68,748.87	\$68,748.87	100.00%
Totals:	51	30		\$1,341,079	

SURVEY QUESTION #1: Overall, how satisfied were you with the ADR process?

	Very Satisfied (5)	Satisfied (4)	Neutral (3)	Dissatisfied (2)	Very Dissatisfied (1)
# of Responses received:	14	10	9	2	0

SURVEY QUESTION #2: Was it helpful to have a mediator from another federal agency?

	Yes	No
# of Responses received:	32	1

FEB-SPONSORED TRAINING OPPORTUNITIES

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
Leading Up	487	200	287	29	\$8,323
Managing Change Burnout and Negativity	487	75	412	24	\$9,888
Comprehensive Well Being	600	0	600	27	\$16,200
CSRS Pre-Retirement Training	296	95	201	35	\$7,035
CSRS Pre-Retirement Training	296	85	211	17	\$3,587
Customer Service	487	65	422	14	\$5,908
Dealing with Performance and Conduct Issues	647	250	397	28	\$22,232
Enhanced Mediation	298	0	298	11	\$3,278
FERS Pre-Retirement Training	296	95	201	31	\$6,231
FERS Pre-Retirement Training	296	85	211	46	\$9,706
L-156 Building Design for Homeland Security	647	0	647	17	\$21,998
L-548 COOP Manager	647	0	647	13	\$16,822
L-550 COOP Planner	647	0	647	9	\$11,646
Leadership Environment	487	349	138	11	\$3,036
Leadership Goes to the Movies	487	125	362	10	\$3,620
Let's Do a One Day Senior Leaders Workshop	487	195	292	14	\$4,088
Managing Virtual Workforce	487	125	362	5	\$1,810
Managing Multiple Projects	487	125	362	17	\$6,154
Middle Leaders Leadership Program	679	277	402	8	\$28,944
New Leaders Leadership Program	679	312	367	7	\$12,845
Basics of PowerPoint	150	0	150	17	\$2,550
Pre-Retirement Planning	37	0	37	17	\$629

Effective Employee and Engagement Strategies	335	0	335	34	\$11,390
Resiliency: How to Thrive in Changing Times	487	85	402	22	\$8,844
Resilient Accord Continuity Table-top	647	0	647	23	\$14,881
Supervisor Survival School	487	250	237	26	\$12,324
Think and Act Like A Leader	487	349	138	9	\$2,484
Understanding the Federal Appraisal System	487	250	237	33	\$15,642
TOTALS:				554	\$272,095