

Fiscal Year 2013 Annual Report



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Table of Contents

	Page
Executive Summary	3
Background	6
Fiscal Year 2012 Results	
I. Emergency Preparedness, Employee Safety & Security	8
II. Workforce Development and Support	10
III. Intergovernmental and Community Outreach	12
Agency Participation	14
Alternative Dispute Resolution and Training Cost Avoidance	17

Executive Summary

All of the goals set by the Strategic Plan for the three lines of business , Emergency Preparedness and Employee Safety and Security, Workforce Development and Support, and Intergovernmental and Community Outreach were met.

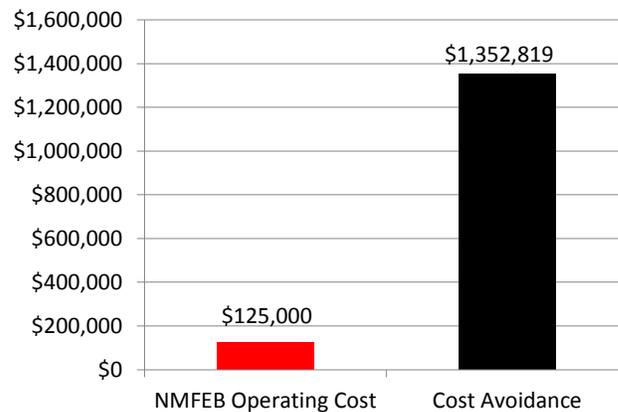
The New Mexico Federal Executive Board (NMFEB) is very active within the Federal community and continues in its efforts to increase and enhance communications with Federal executives and employees. In addition, through the Emergency Preparedness and Employee Safety and Security line of business, relationships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

We are especially proud of the following:

Cost Avoidance and Return on Investment

Cost avoidance to the Federal Government of \$1,352,819 was accomplished this year with the Shared Neutrals Program accounting for \$1,150,248 and training and educational programs accounting for \$202,571.

Return on Investment



The investment made by the funding agency the NMFEB provided a 11-fold return.

Workforce Development and Support

Employee Participation in NMFEB sponsored events

Numerous workshops, training sessions, committee meetings and an awards luncheon were held, with 1,130 seats filled, sixty federal agencies participated in NMFEB programs.

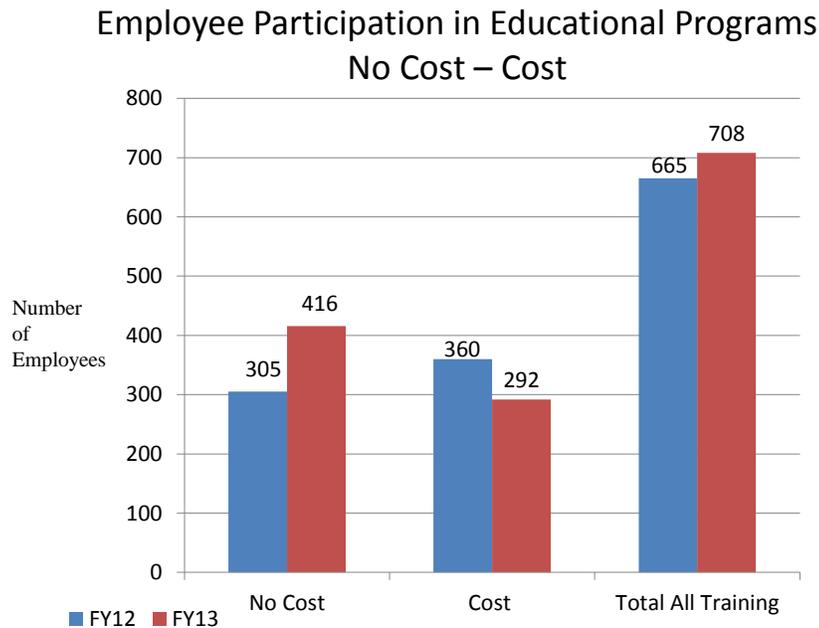
Talent Search - No Cost Training

To meet the challenge of shrinking training and travel budgets and the need now more than ever for interagency collaboration a Talent Survey was developed.

The Talent Survey sought individuals in the federal community that have a talent or skill they could share with the rest of the federal community via a seminar, training session or brown bag lunch. There would be no cost to attend these events.

As a result of the Talent Survey three courses were offered including an Advance Leadership series. Sixty-three people attended these Talent Survey developed courses with a Cost Avoidance of \$40,695.

In addition eleven other no cost educational opportunities were offered.



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 \$1,150,248. Twenty mediators volunteered their time to mediate. Seventy-three percent were resolved.

Public Service Recognition Week – Forward in Service to the Public

The NMFEB hosted the 9th annual Public Service Recognition week luncheon honoring the work of federal employees. One hundred and seventy-three employees were recognized in 8 different categories, 260 people attended the luncheon.

Intergovernmental and Interagency Collaboration and Community Outreach

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. \$1.5 million was donated by federal employees for the 2012 campaign. Through-out the year several Combined Federal Campaign areas were merged as a result all New Mexico is in one campaign area that also includes parts of West Texas.

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.

The Federal Executive Board National Network

Vision: To be the catalysts for better government.

Mission: Increase the effectiveness of Federal Government by strengthening coordination of government activities.

Guiding principles:

1. Integrity
2. Service
3. Excellence

Strategic Goals

The Federal Executive Boards will :

1. Promote and deliver programs and services related to Emergency Preparedness, Security and Employee Safety;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Intergovernmental and Interagency Collaboration and Community Outreach;
4. Support the Federal Executive Board Network by building the capacity of all Federal Executive Boards and improving commonalities within the network's administrative Functions.

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 was established in 1968. The NMFEB serves all of New Mexico and is comprised of over 100 Federal agencies which represent approximately 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.

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

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

Room 11102

Albuquerque NM 87102

Email:

John_Kwait@fws.gov

Website:

WWW.newmexico.feb.gov

Facebook:

www.facebook.com/nmfef

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, federal agencies 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 Continuity of Operations Planning (COOP) training and Emergency Preparedness Committee meetings and exchanged best practices on a regular basis.

Twenty-three federal and five state agencies, two tribal, two counties, one city and one National Laboratory participated directly in Emergency Preparedness activities sponsored by the NMFEB.

Emergency Preparedness Committee

The Emergency Preparedness Committee (EPC) met 6 times during the year.

The following topics were presented during the year:

- Best practices in COOP by member agencies.
- Training and Exercise Updates.
- Federal Emergency Management Agency (FEMA) Updates.
- Local Emergency Planning Committee – Commodity Flow Study.
- Federal Continuity Directive 2 revision updates.
- U.S. Army Corps of Engineers Active Shooter Exercise.
- Transportation Security Administration COOP and site visit.
- Conducting Vulnerability Assessments.
- Points of Closed Distribution.
- State of New Mexico Continuity Program

Technical Assistance

The Executive Director facilitated one agency table-top and evaluated another agency table-top.

Continuity of Operations Tabletops and Training

The NMFEB sponsored Guardian Accord and Cyber Security Challenge table-tops. Nineteen federal agencies, 1 county and 1 state agency participated.

Many lessons were learned from these tabletops such as; the need to review the COOP annually, include Telework in COOP, updated of notification lists and reconstitution procedures should be formalized.

Strengths were also discovered such as; Participation and support from agency's leadership, agency is willing to invest personnel and funding to support and improve existing COOP; safety and well-being of staff and their families remained a priority; realistically evaluated the needs of stakeholders who relied on this agency to accomplish their missions and confirmed that office's essential functions had been appropriately identified.

The NMFEB sponsored Devolution Planning L-551 the course was certified by the FEMA Emergency Management Institute. Ten people attended from 3 federal agencies, 2 tribes, 2 counties and 2 state agencies.

Emergency Notification System

The NMFEB Emergency Notification System was tested and used for the Cyber Security table-top.

The system was continually updated throughout the year.

Weather Advisories

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

Line of Business II Workforce Development and Support

This Line of Business facilitates interagency communication, shared best practices and work-force education. The goal is to provide accurate, timely and useful information throughout the FEB Network.

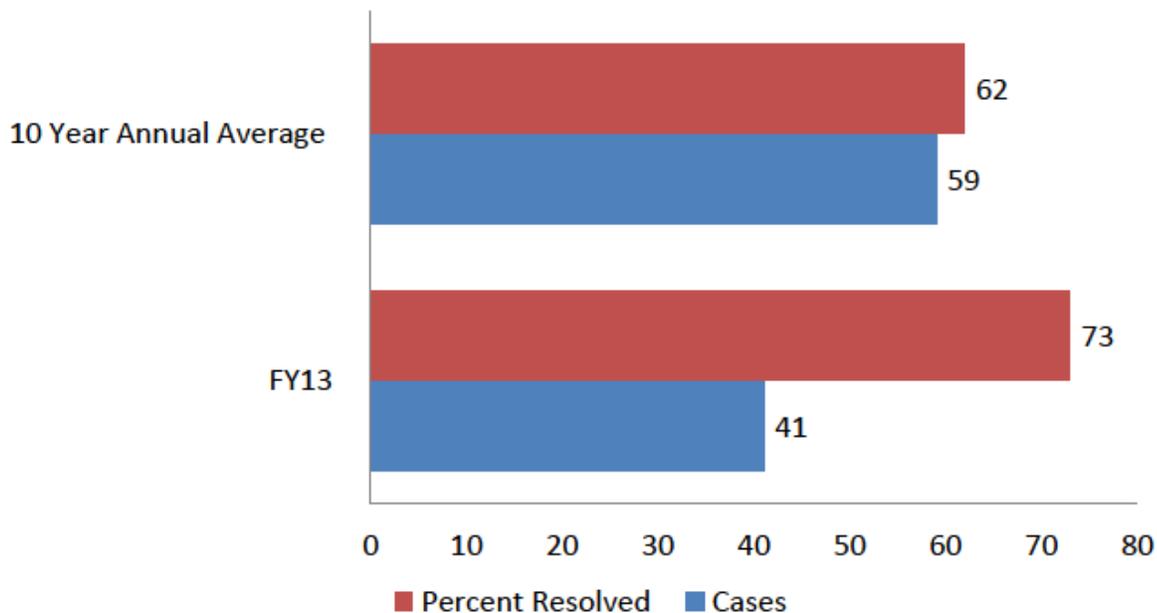


Shared Neutrals

The Shared Neutrals program mediated cases with cost avoidance of \$1,150,248.

Overall there was a decrease in the amount of cases over the historic average but the resolution rate was higher.

Shared Neutrals Program Cases Resolved



Human Capital Best Practices Forums

NMFEB sponsored 4 Human Capital Best Practices forums:

- Diversity and Inclusion Workshop – this was the most well attended event of the year outside of the Federal Employee of the Year’s Awards. Seventy-three people attended from 26 agencies.
- Public Service Recognition Week – Forward in Service to the Public. The NMFEB hosted the 9th annual Public Service Recognition week luncheon honoring the work of federal employees. One hundred and seventy-three employees were recognized in 8 different categories, 260 people attended the luncheon. Attendance was the most since the inception of the program.
- The Diversity committee met 5 times. The committees Mission Statement is:
“To enhance and promote a diverse Federal work environment that encourages and supports programs and policies designed to further the dignity, trust and respect among all persons by recognizing diverse beliefs, values and differences.”
- Partnered with the Office of Personnel Management on a Pilot Flash Mentoring Program. Twenty-six Human Resource Professionals attended.

Educational Programs

NMFEB sponsored 30 training classes this year. Topics offered included communication skills, supervision, conflict resolution, customer service, financial management, retirement benefits, and leadership challenges. Costs avoidance through NMFEB-offered training totaled over \$202,571 (see cost avoidance information at the end of this report for details).

Talent Search - No Cost Training

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The Talent Survey sought individuals in the federal community that have a talent or skill they could share with the rest of the federal community via a seminar, training session or brown bag lunch. There would be no cost to attend these events.

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

- Closed Points of Distribution
- Green Committee
- FY14 Local Initiatives
- Combined Federal Campaign Update
- Emergency Preparedness Committee Update
- Review of 2012 Accomplishments

Develop Local Coordinated Approaches to Program Outcomes

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. \$1.5 million was donated by federal employees for the 2012 campaign. Through-out the year several Combined Federal Campaign areas were merged as a result all New Mexico is in one campaign area that also includes parts of West Texas.

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 3,060 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 24 agencies participating with contributions of 42,000 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.

Federal Departments and Agencies that participated in a New Mexico Federal Executive Board sponsored activity during FY13

Department of Agriculture

Farm Service Agency
National Agriculture Statistics Service
Natural Resource Conservation Service
Rural Devolvement
U.S. Forest Service
Office of the Special Counsel
GIPSA Packers & Stockyards

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 - 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. Air Force - Inspection Agency
U.S. Air Force - Safety Center
USAF - 705th Combat Training Squadron, Distributed Mission Operations Center
Joint Functional Component Command for Space, U.S. Strategic Command
Joint Navigation Warfare Center Headquarters

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

Bureau of Indian Affairs Southwest Region
Bureau of Indian Education Programs
Bureau of Indian Affairs Navajo Region
Bureau of Land Management

Bureau of Safety and Environmental Enforcement
Bureau of Reclamation
National Park Service
Office of the Special Trustee for American Indians
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. Marshal Service
U.S. Trustee Office

Department of Health and Human Services

Indian Health Service

Department of Homeland Security

Citizenship and Immigration Service
Homeland Security Investigations
Immigration and Custom Enforcement
Transportation and Security Administration
Federal Protective Service
Customs and Border Protection

Department of Housing and Urban Development

Department of Labor

Office of Federal Contract Compliance Programs

Department of Transportation

Federal Aviation Administration – Air Route

Department of Veterans Affairs

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

Equal Opportunity Commission

General Services Administration

Small Business Administration

Social Security Administration

Albuquerque Mega Tele-service Center
Albuquerque National Hearing Center

Judicial Branch

District Court

Public Defender

**Non-Federal Entities that participated in a New Mexico Federal
Executive Board sponsored activity during FY13**

New Mexico State Agencies

Metro Court

Workers Compensation

Education Retirement Board

Department of Public Safety

Department of Transportation

Department of Homeland Security

National Guard

Department of Agriculture

Department of Health

Counties

Sandoval

Alamogordo

Bernalillo

Valencia

Cities

Albuquerque

Tribes

Isleta

Acoma

National Laboratories

Sandia

**2013 Alternative Dispute Resolution (ADR) and Training Cost Avoidance
New Mexico Federal Executive Board**

COMBINED FEDERAL CAMPAIGN (CFC)

Total 2012 Contributions:	\$1,509,038.00
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AWARDS AND RECOGNITION

Name of Event	Number of Attendees	Number of Awards Presented
Forward in Public Service	260	173
Totals:	260	173

ADR/SHARED NEUTRALS PROGRAM

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

	Cases Accepted	Cases Resolved	Cost Avoidance per Resolution	Total Cost Avoidance Realized	Resolution Rate
Workplace Dispute	22	19	\$17,982.74	\$341,672.06	86.36%
Pre-EEO Complaint	18	11	\$73,506.87	\$808,575.57	61.11%
EEO Complaint (after entering formal process)	1	0	\$70,181.14	\$0.00	0.00%
Totals:	41	30		\$1,150,248	

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:	1	4	1	3	0

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

	Yes	No
# of Responses received:	27	1

**2013 Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template
Federal Executive Board**

FEB-SPONSORED TRAINING OPPORTUNITIES

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
Conflict Change Communication - 2 days	\$467	\$250	217	25	\$10,850
Taking Meetings by Storm	\$60	\$0	60	17	\$1,020
Pathways Briefing	\$0	\$0	0	64	\$0
Devolution Planning	\$647	\$0	647	10	\$6,470
Financial Planning	\$50	\$0	50	37	\$1,850
Power of Persuasion	\$149	\$0	149	25	\$3,725
Financial Planning	\$50	\$0	50	19	\$950
Writing it Right	\$385	\$125	260	20	\$5,200
Advanced Leadership Series - 2 days	\$679	\$0	679	25	\$33,950
Long Term Care Briefing	\$0	\$0	0	21	\$0
Anger Management	\$467	\$100	367	20	\$7,340
Six Core Competencies of Leadership - 3 days	\$679	\$395	284	11	\$9,372
Financial Planning	\$50	\$0	50	24	\$1,200
Dealing with Performance and Conduct Issues - 2 days	\$595	\$275	320	29	\$18,560
Dealing with Performance and Conduct Issues - 2 days	\$595	\$275	320	14	\$8,960
Resiliency	\$595	\$170	425	10	\$4,250
Pre-retirement training FERS	\$296	\$90	206	41	\$8,446
Pre-retirement FERS	\$296	\$90	206	31	\$6,386
Pre-retirement CSRS	\$296	\$90	206	23	\$4,738
Leaders Legacy	\$149	\$0	149	15	\$2,235
Guardian Accord Table Top	\$647	\$0	647	13	\$8,411
Dealing with Performance and Conduct Issues - 2 days	\$595	\$275	320	30	\$19,200
Supervisor Survival School - 2 days	\$595	\$275	320	20	\$12,800
Minute taking	\$149	\$0	149	17	\$2,533
Customer Service	\$595	\$125	470	7	\$3,290
OPM Inclusion	\$0	\$0	0	73	\$0
Cyber Table top	\$649	\$0	649	10	\$6,490
Flash Mentoring	\$300	\$0	300	26	\$7,800
Powerful Presentations	\$149	\$0	149	25	\$3,725
Delegation Skills	\$595	\$125	470	6	\$2,820
				708	\$202,571