

New Mexico Federal Executive Board



FY07 Strategic Operation Plan

Introduction

President John F. Kennedy established the first 10 Federal Executive Boards (FEB) in 1961 to "increase the effectiveness and economy of Federal agencies." Today, 28 FEBs are located nationwide in areas with a significant federal population. Local senior-level Federal agency officials comprise the membership of the Boards.

Today, the Boards are even more relevant than at any other time in history. In continuing times of personnel reductions, budget cutbacks and reorganization, agency interaction is more vital than ever before. As the local Federal ambassador, the FEB identifies opportunities for partnerships with intergovernmental and community organizations. Interagency collaboration is no longer just a wise choice; it is the platform for meeting agency mission goals.

The FEBs are models for the partnership-based government of the next century. The Boards serve as a vital link to intergovernmental coordination identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links. While promoting issues related to Administration initiatives, they provide training programs, employee development, shared resources, and local community outreach and participation through their activities. The Board's role as a conduit of information and a meeting point for a variety of agencies--each with a different mission--is vital to a more effective government. FEBs are a major source of education regarding the Federal Government's involvement in, and contribution to, communities across the country.

The U.S. Office of Personnel Management is responsible for the organization and functions of FEBs (5 CFR Part 960).

Mission Statement

The New Mexico Federal Executive Board serves as a forum for the exchange of information about programs, management strategies, and administrative challenges; to serve as a point of coordination for the development and operation of Federal programs having common characteristics; to provide a means of communication, understanding and support of management initiatives and concerns; and to provide Federal representation and involvement within their communities.

The New Mexico FEB

The FEB is comprised of the Directors and Managers of the Federal Agencies in New Mexico. It represents a diverse workforce of approximately 33,000 Federal civilian and military employees in over 94 departments and independent agencies.

Guiding Principles

The New Mexico FEB:

- ❖ Promotes the ideals of Public Service
- ❖ Encourages professional development
- ❖ Values all of our customers
- ❖ Gives consideration to our community
- ❖ Leverages resources through collaboration
- ❖ Balances competing priorities
- ❖ Promotes safety and welfare for all

Stakeholders

Internal Customers

Local Federal Agencies and Employees including Judiciary and Legislative Offices

National Level Federal Departments

FEB National Network

Federal Emergency Management Agency (FEMA) in support of Continuity of Operations Initiatives

Amarillo Federal Executive Association

External Customers

The Taxpayer

The New Mexico Community

Intergovernmental Partners, especially the Local Emergency Planning Committee

Not for Profit Organizations

Educational Providers

Private Sector organizations, especially the Hispano Chamber of Commerce

Combined Federal Campaign Local Federal Coordinating Committee

Strategic Objectives

The New Mexico FEB will:

- ❖ Be a catalyst for developing partnerships to coordinate intergovernmental cooperation and collaboration to advance local and national initiatives.

Deliver services under two Lines of Business:

#1 - Emergency Preparedness, Security and Employee Safety

#2 - Human Capital Readiness

Operational Goals

Line of Business #1: Emergency Planning, Employee Safety and Security

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 as "one" government 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.

- Assist agencies in formalizing emergency operations processes and Continuity of Operations Plans (COOP) through tabletop exercises and training.
 - Offer a series of COOP workshops for agencies to hone their existing plans (A-4). January - March.
 - Offer COOP Manager Training L-548 (A-4). February 13th - 15th.
 - Offer Determined Accord Pandemic Table Top Exercise (A-4). TBA
- Support and coordinate an emergency network system to disseminate communications during emergency situations.
 - Establish a 24/7 database of contact information for all agencies and develop a 24/7 communication system by facilitating the registration of all New Mexico Federal agencies into the DHS USP3 Emergency Notification System (A-2)

- Facilitate the networking of federal agencies and local governments to enhance coordination during emergency situations through the Emergency Preparedness Committee.
 - Hold bi-monthly Emergency Planning Committee meetings (A-5)
- To the best of our ability and resources, collect and share information to and from Headquarters establishments within 24 hours. (i.e. policy guidance re: pay and leave; etc.
 - Respond to requests for information (A-3)

Line of Business #2: 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.

- Manage the FEB Alternative Dispute Resolution Program (ADR) and provide an avenue for agencies in the resolution of employee issues.
 - Offer Enhanced Mediation Skills Training (B-4). February 20-22.
 - Offer Facilitation Training (B-4). April 3-5.
 - Offer Basic Mediation Training (B-4). TBA
 - Maintain a comprehensive list of points of contacts for (ADR), and track cost savings (B-5).
- Provide training to the Federal community that meets the needs of the agencies.
 - Offer a Financial Planning Workshop (B-4). January 17th.
 - Offer a Health Benefits Fair (B-4). November 18th.
 - Offer a Book Forum with Authors that write about workplace issues (B-4). Dec. – Aug.
 - Offer FERS Pre-Retirement Training (B-4). February 6th, 7th and April 10th, 11th.
 - Offer CSRS Pre-Retirement Training (B-4). February 8th and April 12th.
 - Offer Customer Service training through the Hispano Chamber of Commerce. March
 - Offer a workshop with MSPB on recent case law for Managers (B-4) - March
 - Offer Six Core Competencies of Leadership (B-4). February - July.
 - Offer Dealing with Conduct and Performance Issues Training (B-4). May 1st, 2nd.
- Share Federal career information and coordinate efforts for mentoring opportunities for Educational Programs that encourage students to consider and promotes federal employment.
 - Offer a Federal Career Expo to promote federal hiring opportunities (B-6). January 31st.
 - Offer a Course in Federal Government Careers through the Sophomore Seminar Career
 - Awareness program at the University of New Mexico (B-6). March – April.

- Partner with other Diversity entities by participating in activities to strengthen relationships between the private and federal sector on EEO/Diversity issues affecting everyone.
 - Offer a Native American Celebration “Living in Two Worlds” (B-4). November 15th.
- Share information about Federal diversity efforts, best practices.
 - Offer Disabled Veterans hiring workshop (B-2). April 19th.
- Promote and publicize the Annual Public Employee Recognition Month and activities.
 - Host an Excellence in Government Awards Ceremony (B-2). May 10th.

Other

- Promote the Combined Federal Campaign (CFC) and continue to encourage Federal participation.
- Encourage Federal agencies to participate in community drives, such as the KOB-TV Holiday Food Drive that benefits the Road Runner Food Bank by increasing their food supplies for the community and the Albuquerque Business Compact Education book drive that gathers donated books and distributes them to schools and non-profits to increase the literacy in the community.
- Encourage Federal employee participation at the International Science and Engineering Fair as judges.
- Distribute White House correspondence and the Office of Personnel Management (OPM) policy initiatives to the federal agencies.
- Update and distribute the Federal Executive Board Directory.
- Plan and conduct regular FEB meetings with the federal community.
- Contact federal agencies to facilitate initiatives, which may be of common interest to federal agencies.
- Work with OPM on the maintenance of the FEB website.
- Establish collaboration between agencies.

**FY07
New Mexico FEB Structure**

Co-Chairs

Felipe J. Jimenez
Executive Officer
377 Air Base Wing
Kirtland Air Force Base

Gorden E. Eden Jr.
United States Marshal
District of New Mexico

Executive Director
John Kwait

Resources

The sponsoring agency for the New Mexico Federal Executive Board is the Department of the Interior, New Mexico State Office Bureau of Land Management. Additional contributed funding for the Executive Directors salary as of December 1, 2006 comes from the Department of Energy, National Nuclear Security Administration Service Center and the Department of Interior, Office of Special Trustee for Native American Indians. Office space is provided by the General Service Administration. Computers and Telephones are provided by the Department of Interior, Region 2 Fish and Wildlife Service. Copier machine provided by Veterans Affairs Regional Office.

Funding for the FEB activities and services are user supported.