



# FY 2017 Annual Report



## ***MISSION***

*To increase the effectiveness and economy  
of Federal agencies [in Oklahoma].*

*1961 Presidential Memo, 5CFR Part 960*

## ***Chair***

John Fox, Warden, Federal Transfer Center,  
Oklahoma City

## ***Vice-Chair***

Michelle Coppedge, Director, Federal  
Aviation Administration

## ***Executive Director***

LeAnn Jenkins

## ***Assistant***

Lisa Smith-Longman

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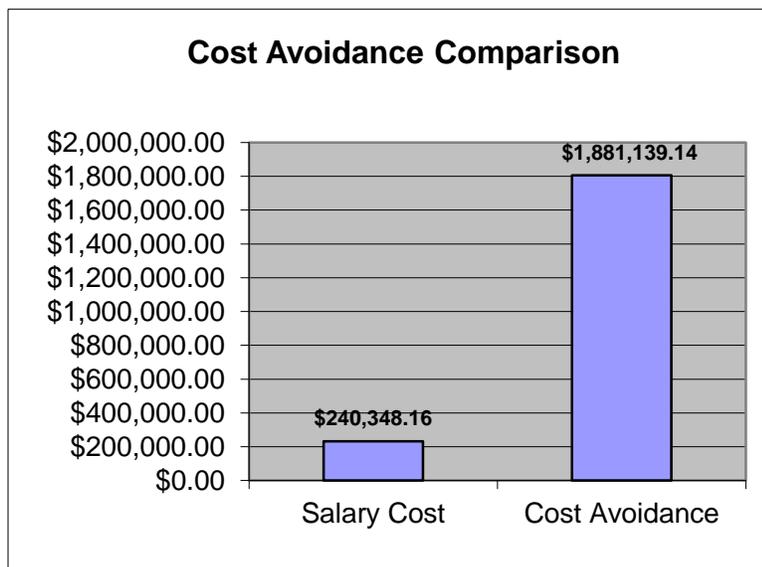
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*We hope that you take as much pride in this year's accomplishments as we do!*



## Executive Summary of Oklahoma FEB FY 2017 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
<b>Cost Avoidance</b>				
Training and Misc	Interagency	Dollars		\$1,284,009.80
Training and Misc-Houston	Interagency	Dollars		\$294,257.50
Alternative Dispute Resolution/Shared Neutrals Program	Interagency	Dollars		\$190,421.84
GSA Revenue Recovery	Interagency	Dollars		\$87,026.00
GSA Revenue Recovery - Houston	Interagency	Dollars		\$25,424.00
<b>Community Outreach</b>				
2016 Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$5,789,550.00	
2016 Combined Federal Campaign in Houston	Charitable Donations	Dollars	\$1,734,047.19	
			<b>\$7,523,597.19</b>	<b>\$1,881,139.14</b>



*For the investment made by our funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment figure of \$240,348.16 for this year, the FEB provided a cost-avoidance to the Oklahoma Federal community of **\$1,881,139.14**, a 7.83-fold return. Cost avoidance calculations illustrate the results of the FEB ADR program and training/educational programs (abbreviated version contained in this Executive Summary; full data comparison is contained in the following annual report).*

*Notable items in addition to those listed above*

### **Emergency Preparedness**

1. Maintained **agreement with the Department of Health** in order to receive medications for federal employees and their families in the event of a Pandemic or biological release. Participated in quarterly call drills and bi-annual training.
2. Hosted one L-548 & L-550 COOP Program Manager and Planners Course that was made available to federal, state, and local governments, training included 72 attendees from 26 different agencies for a **cost avoidance of \$123,330.80**

3. Hosted Federal Protective Service Briefing with information regarding ongoing security efforts and possible threats, training included 29 attendees from 18 different agencies for a **cost avoidance of \$50,503.60.**
4. Hosted Interagency Security Committee Phase II - Risk Management Process and Awareness Training, training included 33 attendees from 13 agencies **for a cost avoidance of \$64,069.50.**
5. Numerous Weather updates/warnings/weekly briefings were distributed to Federal Leaders in Oklahoma, Houston and Arkansas.
6. Hosted meetings of the Inter-agency, Inter-governmental emergency preparedness Council.
7. Provided support to the Houston FEB prior to, during, and after Hurricane Harvey to include daily emails with resource information for affected employees.

### **Workforce Development and Support**

8. Hosted an annual Awards Banquet at Remington Park in Oklahoma City with 258 in attendance. 64 individuals and 11 teams were recognized for their outstanding accomplishments from 37 different agencies.  
*“Great event, NICE JOB!! Kenneth Valentine, Special Agent in Charge, United States Secret Service*
9. **Interagency mediation** services coordinated through the FEB’s Shared Neutral’s Program had 8 requests and 3 resolutions creating a **total cost avoidance of \$190,421.84.**
10. FEB Coordinated 9 separate training/development events/opportunities for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$992,106.00.**
11. The FEB collaborates with GSA to provide federal employees access to parking structures in lots downtown Oklahoma City and Muskogee. We accommodated 142 employees by managing the 142 spaces throughout the year and provide GSA with **\$87,026.00 in recovered revenue** through utilization of this federal inventory capacity.

### **Workforce Development and Support – Houston FEB**

12. Hosted an annual Awards Banquet at Leland Federal Building in Houston with 213 in attendance. 37 individuals and 17 teams were recognized for their outstanding accomplishments from 27 different agencies.
13. FEB Coordinated 7 separate training/development events/opportunities for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$294,257.50.**
14. The FEB collaborates with GSA to provide federal employees access to parking structure located at Allegiance Tower. We accommodated 78 employees by managing the 78 spaces throughout the year and provided GSA with **\$25,424.00 in recovered revenue** through utilization of this federal inventory capacity.

### **Intergovernmental/Community Outreach**

15. The Executive Director provided **20 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 17; Executive Director made visits to the respective leaders’ office locations to provide these orientations.
16. The 2016 Combined Federal Campaigns (CFCs) in Oklahoma raised more than **\$5,789,550.00 for charity.**

17. Co-hosted the National Walking Day event with Blue Cross-Blue Shield and Federal Occupational Health in downtown OKC for federal employees and partnering organizations. This is the third year we have hosted; 19 employees participated from 7 different organizations.
18. Assisted the Transportation Security Administration (in Oklahoma City and Lawton ) by obtaining 24 volunteer federal employees to test security. They are given a role to play and are unfamiliar to the screeners and other employees in order to provide a realistic scenario for testing.
19. Coordinated the **MYFREETAXES** initiative through Internal Revenue Service to provide federal employees and their family members who meet the earnings threshold an opportunity to electronically file their federal and state taxes at no cost through a program that guides them through an interview process using TurboTax. This was established for the Oklahoma FEB, Houston FEB and Arkansas FEA for all employees with an AGI of \$64,000 or less.
20. The Oklahoma FEB sent information out to the Oklahoma FEB, Houston FEB, Arkansas FEA, and Amarillo FEA on the National Drug Take Back Day. The Opioid Crisis and Drug Take Back is a priority of HHS, Oklahoma FEB distributed specific take back locations in their respective areas.
21. The Oklahoma FEB maintains a Website, Facebook page and a Twitter account for the organization. FEB Director has also developed and continues to maintains websites for:
  - a. Arkansas FEA to provide information on their activities and initiatives to federal leaders in Arkansas.
  - b. Houston FEB that is responsive to their needs and will be used for registration forms for upcoming events and training.

#### **Intergovernmental/Community Outreach - Houston**

22. The 2016 Combined Federal Campaigns (CFC) in Houston raised more than **\$1,734,047.19 for charity.**
23. Coordinated the **MYFREETAXES** initiative through Internal Revenue Service to provide federal employees and their family members who meet the earnings threshold an opportunity to electronically file their federal and state taxes at no cost through a program that guides them through an interview process using TurboTax. This was established for the Oklahoma FEB, Houston FEB and Arkansas FEA for all employees with an AGI of \$64,000 or less.
24. The Houston FEB sent information out to all Houston FEB members on the National Drug Take Back Day with addresses of each location. The Opioid Crisis and Drug Take Back is a priority of HHS, Oklahoma FEB distributed all take back locations.
25. The Houston FEB maintains a Website, Facebook page and a Twitter account for the organization, which is responsive to their needs and will be used for registration forms for upcoming events and training.

## **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 FEBs.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 85% 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. Federal Executive Boards are the only interagency organization that is authorized by Public Law for interagency funding with salaries coming through a "host agency". The regulatory responsibilities of Federal Executive Boards are outlined in CFR 5 Section 960 of Federal Regulations, providing the guidance from which FEBs draw their general operating instructions.

The Oklahoma FEB was chartered in March 1993 to serve federal agencies located within the State of Oklahoma:

### **Federal community in Oklahoma: 82,381 employees in more than 300 offices**

Military: 34,915.

Civilians: 39,627

Postal Service: 7,839

(does not count the 48,687 federal civilian retirees in Oklahoma)

*Information verified through the DoD Almanac and OPMs civilian employment reports*

# Leadership Fiscal Year 2017

## *Federal Executive Board Officers*

### *Chair*

John Fox, Warden, Federal Transfer Center, Oklahoma City

### *Vice-Chair*

Michelle Coppedge, Federal Aviation Administration

### *Ex-Officio*

Joe Gallagher, Deputy to the Commanding General Army Fires Center of Excellence, Ft. Sill

### *Executive Policy Council*

Jeffrey Allen, Air Force Sustainment Center

David Andra, Meteorologist in Charge, National Weather Service Forecast Office

David Engel, SSA, Office of Disability Adjudication & Review

Julie Gosdin, District Director, U.S. Postal Service, Oklahoma City

Dottie Overal, U.S. Small Business Administration

Rose Roberson, Bureau of Indian Affairs

Basharat Siddiqi, Federal Highway Administration

Kenneth Valentine, United States Secret Service

### *Combined Federal Campaign Local Federal Coordinating Committee (LFCC) Chairs*

Central Oklahoma (CFC 0712)	Ms. Carol Jones, Chair HUD, Oklahoma City, OK	Caddo, Canadian, Cleveland, Comanche, Garfield, Garvin, Grady, Kingfisher, Lincoln, Logan, McClain, Murray, Oklahoma, Payne, Pittsburg, Pontotoc, Pottawatomie, and Seminole Counties in Oklahoma
Green Country (CFC 0715)	Mrs. Therese Buthod, Chair USBC-OK-E Clerk of Court Okmulgee, OK	Cherokee, Craig, Creek, Delaware, Mayes, Muskogee, Okfuskee Okmulgee, Osage, Ottawa, Rogers, Tulsa, Wagoner, and Washington Counties in Oklahoma
Oklahoma and North Texas	Ms. Marsha Harding, Chair DLA Distribution Red River Army Depot, Texarkana, TX	Red River, Morris, Cass, and Bowie Counties in Texas; Miller, Sevier, and Hempstead Counties in Arkansas; and Red River Army Depot in McCurtain County in Oklahoma.
North Texas and Jackson Co. OK (CFC 0857)	Mr. Gregg Spillman, Chair USAF, Wichita Falls, TX	Sheppard AFB; Wichita, Wilbarger, Clay and Montague Counties in Texas; Jackson and Tillman Counties in Oklahoma
Amarillo Area CFC	Mrs. Frances Zion, LFCC Chair, Amarillo, TX	Carson, Deaf Smith, Gray, Hutchinson, Moore, Potter, and Randall Counties in Texas
Houston – Texas Coast	Ms. Joe Ann Booker, 2016 LFCC Co-Chair Houston, TX 77002	Aransas, Austin, Bee, Bolivar Peninsula, Brazoria, Brazos, Brooks, Burleson, Calhoun, Colorado, DeWitt, Fort Bend, Galveston, Goliad, Grimes, Hardin, Harris, Jackson, Jefferson, Jim Wells, Karnes, Kenedy, Kleberg, Lavaca, Leon, Liberty, Live Oak, Madison, Matagorda, Montgomery, Nueces, Polk, Refugio, Robertson, San Jacinto, San Patricio, Victoria, Waller, Walker, Washington, and Wharton Counties in Texas

*Interagency Training Council, Brad Grant, National Weather Service, Chair*

*Shared Neutrals Council, Administered from the FEB office*

*Emergency Preparedness & COOP Council, Chaired by the FEB Director*

### *FEB Staff*

Executive Director: LeAnn Jenkins

Executive Assistant: Lisa Smith-Longman

## Oklahoma FEB's FY 2017 Activity Report

Additional information regarding the calculation of cost avoidance is provided at the end of this report for those who are interested in how the cost avoidance was determined.

### Emergency Preparedness:



26. Coordinate meetings of the Inter-agency, Inter-governmental Emergency Preparedness Working Group throughout the year.
27. Maintain **agreement with the Department of Health** in order to receive medications for federal employees and their families in the event of a Pandemic or biological release. The FEB in quarterly call drills and bi-annual training hosted by the Health Department.
28. Hosted one L-548 & L-550 COOP Program Manager and Planners Course that was made available to federal, state, and local governments, training included 72 attendees from 26 different agencies for a **cost avoidance of \$123,330.80**
29. Hosted Federal Protective Service Briefing with information regarding ongoing security efforts and possible threats, training included 29 attendees from 18 different agencies for a **cost avoidance of \$50,503.60**.
30. Hosted Interagency Security Committee Phase II - Risk Management Process and Awareness Training, training included 33 attendees from 13 agencies **for a cost avoidance of \$64,069.50**.
31. Executive Director served on the Oklahoma Office of Emergency Management planning committee for their annual tabletop exercise.
32. Communicated hazardous weather and other conditions creating situations that may jeopardize the safety and well-being of federal employees and their families. FEB sent numerous situational reports and updates throughout the year to Federal leaders as well as distributed information to Oklahoma residents regarding: damage reports; scam details; and recovery center information after snow, ice, and flooding occurring this fiscal year, each resulting in national declarations. Updates included information that agency leaders could share with their HQ and employees. The information included: addresses of open shelters (for people and for pets); power outages; cell tower outages; road closures; fatalities; resources for assistance; and location of disaster recovery centers.

33. Distribute Department of Homeland Security’s Open Source Infrastructure reports on a regular basis in order for federal leaders to be aware of situations in their respective areas of functional responsibility.

### **Emergency Preparedness: Houston**

34. Communicated hazardous weather and other conditions creating situations that may jeopardize the safety and well-being of federal employees and their families, before, during, and after Hurricane Harvey. FEB sent numerous situational reports and updates throughout the year to Federal leaders as well as distributed information to Houston residents regarding: damage reports; scam details; and recovery center information after the Hurricane and flooding occurring this fiscal year. Updates included information that agency leaders could share with their HQ and employees. The information included over 100 categories of information to include addresses of open shelters (for people and for pets); power outages; cell tower outages; road closures; fatalities; resources for assistance; and location of disaster recovery centers.

*“LeAnn you have done such an excellent job during this crisis and beyond. I wish all the FEB’s were as thorough!!! Setting a great example!!!” Emmett Whitten, EEO.*

*“Appreciate all your updates during the hurricane and after. You did a great job of keeping us supervisors in the loop on everything.” Lisa Welborn, FDIC*



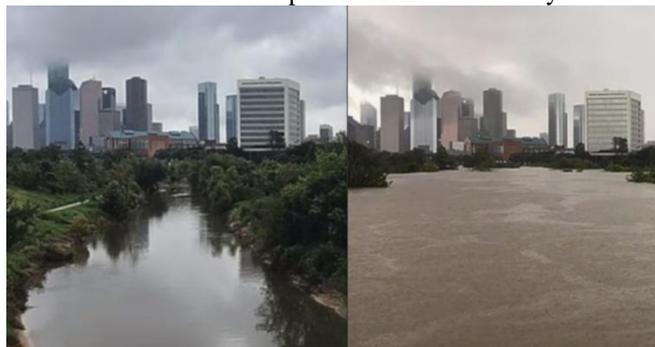
Before and after picture Hurricane Harvey



Indian Express before and after picture



Residential Neighborhood covered in water



Before and after picture Hurricane Harvey

## Workforce Development and Support:

35. Hosted an annual Awards Banquet at Remington Park in Oklahoma City, OK with 258 in attendance. 64 individuals and 11 teams were recognized for their outstanding accomplishments from 37 different agencies.



36. FEB Coordinated 9 separate training/development events/opportunities for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$992,106.00**.
37. Hosted Federal Labor Relations Authority Training giving a broad overview of federal-sector labor law. Topics include: the duty to bargain in good faith, including the *de minimis* and "covered by" doctrines, and substantive versus impact and implementation bargaining; meetings, including formal discussions, bypasses, and investigatory examinations (or *Weingarten* meetings); interference with statutory rights and discrimination based on protected activity; bars to filing ULP charges, such as timeliness and prior grievances; and information requests. Resulting in a net cost avoidance of **\$104,075.00**
- Hosted a five-part leadership development series for federal employees to address numerous ECQs:
    - Breakthroughs in Neuroscience: 1) Discover four levels of leadership as they correlate to brain physiology and learn how to lead and operate from the most advanced part of the brain. 2) Learn how both positive and negative aspects of their teams and projects may be tied back to their own projections, affinities, and subconscious thoughts and behaviors. 3) Explore how to uncover their own hidden potential and remove barriers that otherwise prevent them from leading from their full potential, compared against AMA Seminars with 60 participants, creating a **cost avoidance of \$125,820.00**.
    - Intentional Leadership: Intentional leadership is not about a fancy title on a business card or the position you hold, but who you are and how you make others feel. It has been said, people will forget what you say and what you

do; but they will not forget how you make them feel. Intentional leaders must demonstrate this in how they develop trust and respect with those who are a part of their team. It is essential as an intentional leader that you are deliberate with your actions so that others will follow your vision and direction. Intentional leadership at its core is making sure your actions and behaviors are congruent with your words. Compared against AMA Seminars with 61 participants, creating a **cost avoidance of \$150,615.00**

- **Innovative Problem-Solving:** Continue practicing traditional thinking styles, and be ready for a roller coaster ride! Think outside the box and exceed past years' success. The key to remaining resilient in today's world is to utilize brainstorming and mind mapping techniques with your teams. Add on proven problem-solving methods to re-engineer inefficient processes and you have the recipe for almost guaranteed success. Compared against AMA Seminars with 71 participants, creating a **cost avoidance of \$138,146.50.**
- **Ethics in the Workplace:** Employees are often grappling with the questions "is this ethical, is that ethical, is this unethical business practice"? LDI has developed a one-day workshop that provides a foundation for answering those questions. Making a business ethics decision not only impacts us as individuals, those decisions also have an impact on the teams and the organization. Right or wrong has become somewhat indiscernible – this session will increase your ethical awareness and provide a structure for gauging your moral compass. During the session participants will explore issues of ethics in their day-to-day life, especially the challenges encountered in the workplace. We will look at personal integrity and character and their relationship to business and professional ethics; the practical implications of ethical decisions; and conflicts that arise between personal interest and moral imperatives. Compared against AMA Seminars with 53 participants, creating a **cost avoidance of \$105,454.00.**
- **About Face Leadership and Listening in an Electronic Age:** Communication is about more than just information; it's also about relationship. Recognize how our electronic communication culture is impacting your relationships with your employees and your agency's results. Utilize strategy to make Technology work for you, not against you. Compared against AMA Seminars with 62 participants, creating a **cost avoidance of \$120,673.00.**
- Hosted two full day pre-retirement workshops. Compared against Graduate School USA, BENE8201 FERS and CSRS, with a total of 82 participants over two days, creating a **cost avoidance of \$121,698.50.**
- Designed, coordinated and hosted the Leadership FEB 2017 program with federal agency visits sharing leadership experiences and enrichment opportunities. With 22 participants representing 17 federal agencies (*\$750 for FEB vs. \$6392.00 for Graduate School USA*), this created a total **cost avoidance of \$ 125,624.00.**



Group participated in tour of NWS



Leadership FEB class visits Chickasaw National Recreation Area (Nat'l Park Service)



Class members feed calves during the Bureau of Prison visit in El Reno



2017 Leadership FEB class receives management briefing from Fish & Wildlife in Tishomingo.

And visits the Basic Training grounds of US Army Fort Sill



--The Leadership FEB class has helped to me connect with other federal leaders and share best practices. It also was instrumental in growing my knowledge of other federal sites in our state and understanding the FEB connection between the federal sites and multiple states. This group will pay dividends in the future as well by providing connections to build kinship with other leaders at my federal agency due to our shared experiences. --Stephanie, FAA

--Working for the Air Force and Dept. of Defense (DoD) my entire federal career, I became "stove pipe" in my view on how the Federal Government worked. The Leadership FEB class has broadened my knowledge on the working of federal agencies because of the site visits and meeting with their leadership. The required reading for the program has improved my leadership knowledge and skills which I will carry forward in my career. I would highly recommend that anyone in a leadership role participate in this program. --Kelly, Air Force

--I have really been amazed by how much I didn't know as a federal employee and as a private citizen about the other U.S. government agencies with everything that they do or have to offer. The look at other leaders and how they lead also facilitated by the monthly leadership book and conversations about topics have been extremely helpful, providing growth in my own leadership development. --Natasha, Nat'l Park Service

--I have thoroughly enjoyed being a part of the 2017 Leadership FEB class. It has been a great experience and a good way to learn how other federal agencies are organized and operate. I have learned so much and have come away with many good ideas from our presenters and from fellow leaders in the class. The books provided along with the review discussions are also of great value. I have recommended this program to several of my co-workers already! Thanks for the opportunity! --Nancy, 421 SCMS

--The FEB Leadership class was a very rewarding experience. Seeing how the federal organizations we visited experience similar resource constrained challenges with funding and manpower but still manage to successfully do what they do was interesting and gave me a much appreciated respect for our federal workforce. --Bob, Tinker Air Force Base

--As part of the 2017 Leadership FEB class, I gained access and insight into other agencies' operations, challenges, leadership techniques, and the methods they use to take care of their employees from the people who influence those decisions. --Regina, FAA

**38. Interagency mediation** services coordinated through the FEB's Shared Neutral's Program had 8 requests and 3 resolutions creating a **total cost avoidance of \$190,421.84.**

39. Sponsor an inter-agency, inter-governmental Interagency Training Council (ITC) that meets monthly, sharing training opportunities among agencies (federal, state & local).
40. Our Executive Director serves on the National FEB Human Capital Readiness Council which develops and coordinates initiatives for the FEB network; in this capacity, she maintains the FEB Director Orientation manual that she developed a few years ago to more quickly assimilate these individuals into the responsibilities of these critical positions, keeping it updated as information changes in order to keep it relevant.
41. The FEB **collaborates with GSA** to provide federal employees access to the Murrah garage, the new Federal Campus parking facilities in downtown Oklahoma City, and the lot behind the VA Regional Office in Muskogee, OK, enabling federal employees to park through the FEB/GSA agreement. This accommodates federal employees in an extremely difficult parking environment. We were able to accommodate 142 employees by managing the 142 spaces throughout the year and provide GSA with **\$87,026.00 in recovered revenue** through utilization of this federal inventory capacity.
42. Assisted TSA with coordination of locating 24 federal employee "volunteers" to serve as "posing travelers" to test TSA screeners at the checkpoint, assisting in testing screening procedures.
43. Distributed 23 different vacancy announcements to be shared with interested, qualified candidates in an effort to increase the quantity and quality of applicants from which to select for the federal agencies requesting the announcements be distributed.
44. Oklahoma FEB Assistant mentors the Houston FEB Assistant by sharing information, registration templates, trouble-shooting, providing technical support and guidance, etc.
45. Executive Director continues to serve in the same capacity for the Houston FEB, providing supervision for the Executive Assistant located in Houston. Oklahoma Executive Assistant serves as a mentor and coach regarding the day-to-day operations for the Houston assistant.

*"You ALWAYS do an excellent job at everything you do and I wanted to say 'thank you' for going the extra mile to create and implement great training opportunities; for helping agencies share assets or knowledge; and for hosting these recognition ceremonies to highlight the valued contributions of so many across our great state." Technical Training Division Staff Mgr, FAA*

### **Workforce Development and Support – Houston:**

46. FEB Coordinated 7 separate training/development events/opportunities for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$294,257.50**.
  - Hosted Federal Labor Relations Authority Training giving a broad overview of federal-sector labor law. Topics include: the duty to bargain in good faith, including the *de minimis* and "covered by" doctrines, and substantive versus impact and implementation bargaining; meetings, including formal discussions, bypasses, and investigatory examinations (or *Weingarten* meetings); interference with statutory rights and discrimination based on protected activity; bars to filing ULP charges, such as timeliness and prior grievances; and information requests. Resulting in a net cost avoidance of **\$77,425.00**
  - Hosted one half day pre-retirement workshop. Compared against Graduate School USA, BENE8201 FERS and CSRS, with a total of 38 participants over two days, creating a **cost avoidance of \$57,028.50**.
  - Hosted two full day pre-retirement workshops. Compared against Graduate School USA, BENE8201 FERS and CSRS, with a total of 17 participants over two days, creating a **cost avoidance of \$24,537.75**.

- Designed and coordinated the Leadership FEB 2017 program with federal agency visits sharing leadership experiences and enrichment opportunities. With 6 participants representing 6 federal agencies (*\$500 for FEB vs. \$6392.00 for Graduate School USA*), this created a total **cost avoidance of \$ 35,852.00.**
  - *Secrets of Dealing with Difficult People*: Most people do exactly the **WRONG** things in most situations when dealing with “difficult” people. In this seminar, you will understand the forces that compel people to be difficult—and learn the **RIGHT** things to do about it. Compared against USA Grad School with 31 participants, creating a **cost avoidance of \$46,298.50.**
  - Hosted one Financial Wellness Workshop half day covering the basics of How Money Works, debt reduction, retirement savings and Long Term Care. Compared against AMA Seminars; there were 27 employees who participated at no cost to attend the FEB sponsored event, creating a **cost avoidance of \$53,115.75.**
47. Hosted annual Awards Banquet at Leland Federal Building in Houston with 213 in attendance. 37 individuals and 17 teams were reorganized for their outstanding accomplishments from 27 different agencies.

## Intergovernmental and Community Outreach

48. The Executive Director provided **20 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 17; Executive Director made visits to the respective leaders' office location to provide these orientations (Enid, Moore, Oklahoma City, Tinker AFB, Tulsa, Tahlequah, and Lawton).
49. Executive Director attended the Executive Directors Conference in San Antonio, TX, as well as the National CFC training.
50. The FEB Chair, Vice Chair and Executive Director participated in the National FEB Conference in Washington, DC to learn about upcoming National Initiatives, share best practices and lessons learned.
51. The FEB Office maintains the list of federal agencies and the respective leaders in Oklahoma in order to keep our contact list up-to-date, on an ongoing basis, to ensure each agency has full access to information pushed out through the FEB. This has helped in past response to tornadoes, flooding and other natural disasters, knowing which agencies may be impacted in the affected areas, as well as information on National initiatives, OPM info, etc.

*Comment: You are doing a phenomenal job in keeping the federal executives abreast and up-to-date on things. SSA*

52. Distributed 12 editions of our FEB newsletter (12 pg publication) to a large audience which includes Federal, State and local government employees, and Federal Leaders as a means to communicate National and local FEB initiatives. The newsletter is provided via mail and email each month to more than 1,000 individuals.
53. **2016 Combined Federal Campaigns** in Oklahoma **generated** a total of **\$5,789,550.00** raised for charitable organizations (Greater Texarkana and CFC of North Texas cover federal employees in Southeast Oklahoma and Altus), respectively. Oklahoma CFC contributions come from five campaigns:

Central Oklahoma	\$ 2,156,102.00	Green Country	\$451,736.00
Oklahoma and North Texas	\$2,894,775.00	North TX & Jackson Co, OK	\$204,917.00
Amarillo Area CFC	\$82,020.00		

54. Coordinated the **MYFREETAXES** initiative through Internal Revenue Service to provide federal employees and their family members who meet the earnings threshold an opportunity to electronically file their federal and state taxes at no cost through a program that guides them through an interview process using TurboTax. This was established for the Oklahoma FEB, Houston FEB and Arkansas FEA for all employees with an AGI of \$64,000 or less. This was established for the Oklahoma FEB, Houston FEB and Arkansas FEA to serve our federal employees and their family members meeting eligibility requirements.
55. The Oklahoma FEB maintains a Website, Facebook page and a Twitter account for the organization. FEB Director has also developed and continues to maintains websites for:
  - c. Arkansas FEA to provide information on their activities and initiatives to federal leaders in Arkansas.
  - d. Houston FEB that is responsive to their needs and will be used for registration forms for upcoming events and training
56. Co-hosted the National Walking Day event with Blue Cross-Blue Shield and Federal Occupational Health in downtown OKC for federal employees and partnering organizations. This is the third year we have hosted; 19 employees participated from 7 different organizations.
57. The Oklahoma FEB sent information out to the Oklahoma FEB, Houston FEB, Arkansas FEA, and Amarillo FEA on the National Drug Take Back Day. The Opioid Crisis and Drug

Take Back is a priority of HHS, Oklahoma FEB distributed all take back locations in each of their respective areas.



National Heart Walk Day

58. The Executive Director serves on the Public Degree Program Advisory Committee for Oklahoma State University and the Masters in Public Administration Advisory Board for the University of Central Oklahoma. She also serves as a “leadership” speaker for classes of each University during the semester.
59. The Executive Director is a member of the Urban Design Committee, appointed by the Mayor of Oklahoma City and attends meetings to ensure that any new construction in that area is done in compliance with ADA requirements.
60. The Executive Director attends the quarterly Community Relations Board hosted by the Warden of the Federal Transfer Center, Oklahoma City and one hosted by the Warden of the Federal Correctional Institution, El Reno; a community outreach effort which brings community leaders, as well as federal, state, and local government leaders together.
61. The Oklahoma FEB Office regularly assists federal agencies in Oklahoma to “connect” to coordinate the availability of excess property with an agency needing the items.
62. Assisted the Transportation Security Administration (in Oklahoma City and Lawton ) by obtaining 24 volunteer federal employees to test security. They are given a role to play and are unfamiliar to the screeners and other employees in order to provide a realistic scenario for testing.

### **Intergovernmental and Community Outreach – Houston:**

63. Executive Director attended the Executive Directors Conference in San Antonio, TX, as well as the National CFC training.
64. The FEB Chair and Executive Director participated in the National FEB Conference in Washington, DC to learn about upcoming National Initiatives, share best practices and lessons learned.

65. The FEB Office maintains the list of federal agencies and the respective leaders in Houston in order to keep our contact list up-to-date, on an ongoing basis, to ensure each agency has full access to information pushed out through the FEB. This has helped in past response to hurricanes, flooding and other natural disasters, knowing which agencies may be impacted in the affected areas.

*Comment: You are doing a phenomenal job in keeping the federal executives abreast and up-to-date on things. SSA*

66. Distributed 12 editions of our FEB newsletter to a large audience which includes Federal, State and local government employees, and Federal Leaders as a means to communicate National and local FEB initiatives. The newsletter is provided via mail and email each month to more than 300+ individuals.

67. **2016 Combined Federal Campaigns** in Houston **generated** a total of **\$1,734,047.19** raised for charitable organizations.

68. Coordinated the **MYFREETAXES** initiative through Internal Revenue Service to provide federal employees and their family members who meet the earnings threshold an opportunity to electronically file their federal and state taxes at no cost through a program that guides them through an interview process using TurboTax. This was established for the Houston FEB and Arkansas FEA for all employees with an AGI of \$62,000 or less.

69. FEB Director has developed and maintains websites for Houston FEB that is responsive to their needs and will be used for registration forms for upcoming events and training.

70. The Houston FEB sent information out to all Houston FEB members on the National Drug Take Back Day with addresses of each location. The Opioid Crisis and Drug Take Back is a priority of HHS, Oklahoma FEB distributed all take back locations.

## **Performance Improvement**

Efforts to increase capacity in the FEB office:

- Utilize web-based resources to store photos for our annual awards program and the 10-month Leadership FEB program. This enables participants to upload their photos of each day so they could be shared with the entire group. This also enables federal agencies to include photos of their employees in intranet communications, internal newsletters, and reports to HQ in an expedited fashion.
- Utilize web-based credit card processing for easier tracking, less paper, and immediate email receipts.

## **Performance Improvement - Houston**

Efforts to increase capacity in the FEB office:

- Utilize web-based resources to store photos for our annual awards program and the 10-month Leadership FEB program. This enables participants to upload their photos of each day so they could be shared with the entire group. This also enables federal agencies to include photos of their employees in intranet communications, internal newsletters, and reports to HQ in an expedited fashion.
- Utilize web-based credit card processing for easier tracking, less paper, and immediate email receipts.

**2017 ADR and Training Cost Avoidance Form for OPM  
Oklahoma Federal Executive Board**

<b>Combined Federal Campaign (CFC)-2017 Total Contributions</b>	<b>\$7,523,597.19</b>
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<b>Awards and Recognition</b>	<b>Number of Attendees</b>	<b># of Awards Presented</b>
FEB Employee of the Year Awards	258	74
Houston Employee of Year Awards	213	67

<b>Shared Neutrals Program</b>	<b># of Cases Accepted</b>	<b># of Cases Resolved</b>	<b>Cost Avoidance Per Resolution</b>	<b>Total Cost Avoidance Realized</b>
Workplace Dispute:	3	2	\$18,714.18	\$37,428.36
Pre-EEO Complaint:	6	2	\$76,496.74	\$152,993.48
<b>Totals:</b>	<b>9</b>	<b>4</b>		<b>\$190,421.84</b>

<b>FEB- Sponsored Training Sessions</b>	<b>Market Price</b>	<b>FEB Price</b>	<b>Cost Savings</b>	<b># of Attendees</b>	<b>Estimated Cost Avoidance</b>
L-548 COOP Planner Training	\$2,777.90	\$0.00	\$2,777.90	43	\$119,449.70
L-550 Program Manager Training	\$1,995.90	\$0.00	\$2003.00	29	\$57,881.10
FPS Threat Briefing	\$1,741.50	\$0.00	\$1,741.00	29	\$50,503.50
Interagency Security Committee Phase II	\$1,941.50	\$0.00	\$1,941.50	33	\$64,069.50
<b>EMERGENCY PREPAREDNESS</b>			<b>SUBTOTAL</b>	<b>72</b>	<b>\$291,903.80</b>
Federal Labor Relations Board Training	\$2,081.50	\$0.00	\$2,081.50	48	\$99,912.00
Federal Labor Relations Board Training (2 Staff)	\$2,081.50	\$0.00	\$2,081.50	2	\$4,163.00
Leadership FEB Class 2017	\$6,392.00	\$750.00	\$5,642.00	20	\$112,840.00
Leadership FEB Class 2015 (2 staff)	\$6392.00	\$0.00	\$6,392.00	2	\$12,784.00
Leadership Series – Breakthrough in Neuroscience	\$2,242.00	\$150.00	\$2,092.00	58	\$121,336.00
Leadership Series – Breakthrough in Neuroscience (2 staff)	\$2,242.00	\$0.00	\$2,242.00	2	\$4,484.00
Leadership Series – Intentional Leadership	\$2,427.50	\$150.00	\$2,277.50	64	\$145,760.00
Leadership Series – Intentional Leadership (2 staff)	\$2,427.50	\$0.00	\$2,427.50	2	\$4,855.00
Leadership Series – Innovative Problem Solving	\$2,091.50	\$150.00	\$1,941.50	69	\$133,963.50
Leadership Series – Innovative Problem Solving (2 staff)	\$2,091.50	\$0.00	\$2,091.50	2	\$4,183.00
Leadership Series – Ethics in the Workplace	\$1,963.00	\$150.00	\$1,813.00	56	\$101,528.00
Leadership Series – Ethics in the Workplace(2 staff)	\$1,963.00	\$0.00	\$1,963.00	2	\$3,926.00
CSRS Pre-Retirement Training	\$1546.75	\$65.00	\$1,481.75	9	\$13,335.75
CSRS Pre-Retirement Training (1 staff)	\$1546.75	\$0.00	\$1,546.75	1	\$1,546.75
FERS Pre-Retirement Training	\$1546.75	\$65.00	\$1,481.75	70	\$103,722.50
FERS Pre-Retirement Training (2 staff)	\$1546.75	\$0.00	\$1546.75	2	\$3,093.50
Leadership Series – About Face Leadership	\$2,091.50	\$150.00	\$1,941.50	60	\$116,490.00
Leadership Series – About Face Leadership (2 staff)	\$2,091.50	\$0.00	\$2,091.50	2	\$4,183.00
<b>WORKFORCE DEVELOPMENT &amp;</b>			<b>SUBTOTAL</b>	<b>471</b>	<b>\$992,106.00</b>
<b>SUPPORT TRAINING</b>		<b>GRAND</b>	<b>TOTAL:</b>	<b>567</b>	<b>\$1,284,009.80</b>

<b>FEB Agreement w GSA for federal employee parking</b>	<b>Lease Agreement</b>	<b>Amt Paid per space</b>	<b>#Parking Spaces</b>	<b># of Months</b>	<b>Revenue Recovery</b>
Muskogee	GS-07B(S)-2272	\$18	51	12	\$11,016.00
Oklahoma City – Murrah Garage	GS-07B-00K02424	\$115	38	1	\$4,370.00
		\$115	41	1	\$4,715.00
		\$115	42	1	\$4,830.00
		\$115	42	1	\$4,830.00
		\$115	41	2	\$9,430.00
		\$115	42	4	\$19,320.00
		\$115	40	1	\$4,600.00
		\$115	39	1	\$3,335.00
Oklahoma City – Federal Campus	GS-07P-00K02442	\$35	49	12	\$20,580.00
			<b>Total:</b>		<b>\$87,026.00</b>
<b>Houston FEB- Sponsored Training Sessions</b>	<b>Market Price</b>	<b>FEB Price</b>	<b>Cost Savings</b>	<b>Number of Attendees</b>	<b>Estimated Cost Avoidance</b>
Federal Labor Relations Board Training	\$2,037.50	\$0.00	\$2,037.50	37	\$75,387.50
Federal Labor Relations Board Training (1 Staff)	\$2,037.50	\$0.00	\$2,037.50	1	\$2,037.50
Leadership FEB Class 2017	\$6,392.00	\$500.00	\$5,892.00	5	\$29,460.00
Leadership FEB Class 2017 (1 Staff)	\$6,392.00	\$0.00	\$6,392.00	1	\$6,392.00
How Money Works	\$1,967.25	0.00	\$1,967.25	26	\$51,148.50
How Money Works (1 Staff)	\$1,967.25	\$0.00	\$1,967.25	1	\$1,967.25
Dealing with Difficult People	\$1,493.50	\$0.00	\$1,493.50	30	\$44,805.00
Dealing with Difficult People (1 Staff)	\$1,493.50	\$0.00	\$1,493.50	1	\$1,493.50
FERS Pre-Retirement Training	\$1,500.75	\$0.00	\$1,500.75	37	\$55,527.75
FERS Pre-Retirement Training (1 Staff)	\$1,500.75	\$0.00	\$1,500.75	1	\$1,500.75
CSRS Pre-Retirement Training	\$1,500.75	\$65.00	\$1,435.75	3	\$4,307.25
CSRS Pre-Retirement Training (1Staff)	\$1,500.75	\$0.00	\$1,500.75	1	\$1,500.75
FERS Pre-Retirement Training	\$1,500.75	\$65.00	\$1,435.75	12	\$17,229.00
FERS Pre-Retirement Training (1Staff)	\$1,500.75	\$0.00	\$1,500.75	1	\$1,500.75
<b>WORKFORCE DEVELOPMENT &amp; SUPPORT TRAINING</b>			<b>SUBTOTAL</b>	<b>157</b>	<b>\$294,257.50</b>
		<b>GRAND</b>	<b>TOTAL:</b>	<b>157</b>	<b>\$294,257.50</b>
<b>Houston FEB Agreement w GSA for federal employee parking</b>	<b>Lease Agreement</b>	<b>Amt Paid per space</b>	<b>#Parking Spaces</b>	<b># of Months</b>	<b>Revenue Recovery</b>
Alliance Tower Parking	GS-07P-OTX02495 SLA 2	\$28	77	2	\$4,312.00
	GS-07P-OTX02495 SLA 3	\$28	75	3	\$6,300.00
	GS-07P-OTX02495 SLA 4	\$28	78	2	\$4,368.00
	GS-07P-OTX02495 SLA 5	\$28	77	1	\$2,156.00
	GS-07P-OTX02495 SLA 6	\$28	75	1	\$2,100.00
	GS-07P-OTX02495 SLA 7	\$28	74	1	\$2,072.00
	GS-07P-OTX02495 SLA 8	\$28	73	1	\$2,044.00
	GS-07P-OTX02495 SLA 9	\$28	74	1	\$2,072.00
			<b>Total:</b>	<b>12</b>	<b>\$25,424.00</b>