



FY 2018 Annual Report

for U.S. Office of Personnel Management



MISSION

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

1961 Presidential Memo, 5CFR Part 960

Chair

Michelle Coppedge, Director, Federal
Aviation Administration

Vice-Chair

Basharat Siddiqi, Director, Federal Highway
Administration

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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
<i>Cost Avoidance</i>				
Training and Misc	Interagency	Dollars		\$783,440.18
Alternative Dispute Resolution/Shared Neutrals Program	Interagency	Dollars		\$509,362.06
GSA Revenue Recovery	Interagency	Dollars		\$83,116.00
<i>Community Outreach</i>				
2017 Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$3,701,168.48	
			\$3,701,168.48	\$592,478.06

Notable items in addition to those listed above

Emergency Preparedness

1. Update/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. This includes participating in their annual training event and tabletop exercises.
2. Hosted L-141 COOP Instructional Presentation and Evaluation Skills
3. Hosted Interagency Security Committee Phase II - Risk Management Process and Awareness Training
4. Numerous Weather updates/warnings/weekly briefings were distributed to Federal Leaders in Oklahoma, Houston and Arkansas.
5. Provided support/situational awareness info to Houston FEB members during flooding events.

Workforce Development and Support

6. Hosted an annual Awards Banquet at Remington Park in Oklahoma City with 310 in attendance. 64 individuals and 15 teams were recognized for their outstanding accomplishments from 34 different agencies.
7. ***Interagency mediation*** services coordinated through the FEB's Shared Neutral's Program had 19 requests and 11 resolutions creating a **total cost avoidance of \$509,362.06**.
8. FEB Coordinated 13 separate training/development events/opportunities for development and retention of employees (not including COOP Training)
9. The FEB collaborates with GSA to provide federal employees access to parking structures and lots in downtown Oklahoma City and Muskogee. We accommodated 143 employees by managing the 143 spaces throughout the year and provide GSA with **\$83,116.00 in recovered revenue** through utilization of this federal inventory capacity.

Intergovernmental/Community Outreach

10. The Executive Director provided **15 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 18; Executive Director made visits to the respective leaders' office locations to provide these orientations.
11. The 2017 Combined Federal Campaigns (CFCs) in Oklahoma raised more than **\$3,701,168.48 for charity**.
12. 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 \$66,000 or less.
13. 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.
14. 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.

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 2018

Federal Executive Board Officers

Chair

Michelle Coppedge, Federal Aviation Administration

Vice-Chair

Basharat Siddiqi, Federal Highway Administration

Ex-Officio

John Fox, Warden, Federal Transfer Center, Oklahoma City

Executive Policy Council

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

Dr. Lee Denney, USDA Rural Development

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

Kevin Stamey, Air Force Sustainment Center

Kenneth Valentine, United States Secret Service

***Combined Federal Campaign Local Federal Coordinating Committee (LFCC) Chair
Carol Jones, U. S. Department of Housing & Urban Development***

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

Detail: Sarah Musler, Transportation Safety Institute

Oklahoma FEB's FY 2018 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:

1. Update/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. This includes participating in their annual training event and tabletop exercises.
2. Hosted L-141 COOP Instructional Presentation and Evaluation Skills
3. Hosted Interagency Security Committee Phase II - Risk Management Process and Awareness Training
4. 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.
5. Provided same support/situational awareness info to Houston FEB members during multiple flooding events during FY 18.

Workforce Development and Support:

6. FEB Coordinated 13 separate training/development events/opportunities for development and retention of employees (not including COOP Training) resulting in a cost avoidance
7. Hosted a five-part leadership development series for federal employees to address numerous ECQs:

Live Your Life “On Fire” targeted those who desire to live “large”, both on the job and in their personal lives. This workshop is to help attendees reach for those extraordinary results that maximize their potential professionally and personally.

Mental Toughness and Resiliency in the Workplace: Designed to help participants deal more effectively with external factors, so they can maintain their focus and boost their effectiveness with the work at hand. Additionally, it helps them to pay more attention to what they can control- their internal reactions and mental activity. How to achieve peak performance by creating change from the inside-out. Attendees learned how cool down the limbic system and start firing up the cortex, how to be flexible and professionally adapt to stressful situations and learn the connection between neuroscience and resiliency.

Success it's Everything You Think it is: “Human potential is nothing more than a state of mind, and that potential is controlled by two things ...”. Participants learned how to put them, and a number of other principles and techniques to use, so as to be extraordinarily successful at work, at home, and in their professional and personal lives.

Communicate with Confidence and Clarity:

True leaders in any organization are the people who share a particular skill: the ability to communicate effectively. Regardless of upbringing, education, and talent – Extraordinary leaders share the same quality: superior communication skills. This session focused on analyzing barriers that inhibit the communication process and identify skills in speaking clearly, directly, and strategize solutions to communication challenges.



Collaboration in the workplace:

is when two or more people (often groups) work together through idea sharing and thinking to accomplish a common goal. It is simply teamwork taken to a higher level. Topics included: Collaborative Behavior, Secrets of collaboration success, How to foster collaboration, and Tips to strengthen your organizations ability to perform complex collaborative tasks.

8. Designed, coordinated and hosted the Leadership FEB 2018 program with federal agency visits sharing leadership experiences and enrichment opportunities. The largest class we've had in the 15 years of this longstanding program; we had 71 participants representing 43 federal agencies



2018 Leadership FEB class visits Chickasaw Cultural Center, Sulphur, OK



2018 Leadership FEB class receives briefings from USDA Rural Development, Farm Services Agency, Natural Resource Conservation Service and Agriculture Research Service, Stillwater, OK



2018 Leadership FEB class visits National Park Service
Sulphur, OK



2018 Leadership FEB class visits Federal Correctional Institute
El Reno, OK

“Can’t thank you enough for your leadership and mentorship over this last year with FEB.”

--552d ACW Commander

9. The Federal Executive Board provided a developmental detail for a Transportation Safety Institute employee as an alternative to a detail that would require travel, lodging and per diem.
10. Hosted an Executive Development tour of the Mike Monroney Aeronautical Center for Executives to network, explore collaboration opportunities and see “behind the scenes” the inter-workings of the FAA mission in Oklahoma.
11. Partnered with a non-profit to provide defensive driving training to federal employees with 12 participants .
12. **Interagency mediation** services coordinated through the FEB’s Shared Neutral’s Program had 19 requests and 11 resolutions creating a **total cost avoidance of \$509,362.06**.
13. Sponsor an inter-agency, inter-governmental Interagency Training Council (ITC) that meets quarterly, sharing training opportunities among agencies (federal, state & local).
14. Our Executive Director serves on the National FEB Process Improvement Council which develops and coordinates initiatives for the FEB network; she continues to maintain 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.
15. 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 140 employees by managing the 140 spaces throughout the year and provide GSA with **\$83,116.00 in recovered revenue** through utilization of this federal inventory capacity.
16. Distributed 58 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.
17. Oklahoma FEB Assistant mentors the Houston FEB Deputy Director through coaching, sharing leadership principles, information, trouble-shooting, etc.
18. Executive Director continues to serve as the Acting Executive Director for the Houston FEB, providing supervision for the Deputy Director located in Houston.

Intergovernmental and Community Outreach

19. The Executive Director provided **15 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 18; Executive Director made visits to the respective leaders' office location to provide these orientations (Anadarko, FAA, Oklahoma City, Tinker AFB, Vance AFB and Tulsa).
20. 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.
21. Hosted an annual Awards Banquet at Remington Park in Oklahoma City, OK with 310 in attendance. 64 individuals and 15 teams were recognized for their outstanding accomplishments from 34 different agencies from around the State.



2018 Annual Awards Ceremony



*Michelle Coppedge, Chair
LeAnn Jenkins, Director
Basharat Siddiqi, Vice-Chair*

22. 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.
23. 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.
24. **2017 Combined Federal Campaign** for Zone 16 **generated** a total of **\$3,701,168.48** raised for charitable organizations. Zone 16 covers the Panhandle of Texas, all of Oklahoma and part of Northern Texas.
25. 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 \$66,000 or less.
26. Co-host 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; 6 employees participated from 4 different organizations.



27. The Executive Director serves on the Public Degree Program Advisory Committee for Oklahoma State University; the Masters in Public Administration Advisory Board for the University of Central Oklahoma and the Masters in Public Administration Advisory Board for the University of Oklahoma. She also serves as a “leadership” speaker for classes of each University during the semester.
28. FEB Director has developed and maintains websites for:
 - a. Oklahoma FEB on which to post activities, meetings, events and timely information along with our Pandemic Flu plan, Emergency Preparedness & COOP information.
 - b. Arkansas FEA to provide information on their activities and initiatives to federal leaders in Arkansas.
 - c. Houston FEB that is responsive to their needs and will be used for registration forms for upcoming events and training.
29. FEB office maintains a website, Facebook page and Twitter account for both the Oklahoma and Houston FEBs.
30. 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.
31. The Executive Director attends the quarterly Community Relations Board hosted by the Warden of the Federal Transfer Center, Oklahoma City, as well as those 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.
32. 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.
33. Assist the Transportation Security Administration (in Oklahoma City and Lawton) in obtaining federal employees as volunteers 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.

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.

2018 ADR and Training Cost Avoidance Form for OPM
Oklahoma Federal Executive Board

FEB-SPONSORED TRAINING OPPORTUNITIES (does not include FEMA exercises, workshops, or emergency trainings)

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
Leadership FEB Class 2018 (compared to Leadership Oklahoma)	\$3,240.00	\$750.00	\$2,490.00	68	\$169,320.00
Leadership FEB Class 2018 (3 staff)	\$3,240.00	\$0.00	\$3,240.00	3	\$9,720.00
Quarterly Executive Leadership Tour	\$882.00	\$0.00	\$882.00	18	\$15,876.00
Quarterly Executive Leadership Tour (3 staff)	\$882.00	\$0.00	\$882.00	3	\$2,646.00
Our Driving Concern (priced based on online training)	\$24.95	\$0.00	\$24.95	10	\$249.50
Our Driving Concern (2 staff)	\$24.95	\$0.00	\$24.95	2	\$49.90
Live Your Life on Fire (includes travel cost/per diem)	\$882.00	\$150.00	\$732.00	60	\$43,920.00
Live Your Life on Fire (includes travel cost/per diem)	\$882.00	\$166.67	\$715.33	9	\$6,437.97
Live Your Life on Fire (3 staff)	\$882.00	\$0.00	\$882.00	3	\$2,646.00
Live Your Life on Fire - FAA (includes travel cost/per diem)	\$882.00	\$150.00	\$732.00	30	\$21,960.00
Mental Toughness and Resiliency in the Workplace	\$1,097.50	\$150.00	\$947.50	78	\$73,905.00
Mental Toughness and Resiliency in the Workplace	\$1,097.50	\$166.67	\$930.83	28	\$26,063.24
Mental Toughness and Resiliency in the Workplace	\$1,097.50	\$175.00	\$922.50	1	\$922.50
Mental Toughness and Resiliency in the Workplace (3 staff)	\$1,097.50	\$0.00	\$1,097.50	3	\$3,292.50
Mental Toughness and Resiliency in the Workplace - FAA	\$1,097.50	\$150.00	\$947.50	30	\$28,425.00
Success it's Everything You Think	\$1,172.50	\$150.00	\$1,022.50	76	\$77,710.00
Success it's Everything You Think	\$1,172.50	\$166.67	\$1,005.83	24	\$24,139.92
Success it's Everything You Think (3 staff)	\$1,172.50	\$0.00	\$1,172.50	3	\$3,517.50
Success it's Everything You Think - FAA	\$1,172.50	\$150.00	\$1,022.50	30	\$30,675.00
Communicate with Confidence and Clarity	\$782.00	\$150.00	\$632.00	88	\$55,616.00

Communicate with Confidence and Clarity	\$782.00	\$166.67	\$615.33	27	\$16,613.91
Communicate with Confidence and Clarity (3 staff	\$782.00	\$0.00	\$782.00	3	\$2,346.00
Communicate with Confidence and Clarity - FAA	\$782.00	\$150.00	\$632.00	30	\$18,960.00
A Case for Collaboration	\$1,047.50	\$150.00	\$897.50	81	\$72,697.50
A Case for Collaboration	\$1,047.50	\$166.67	\$880.83	28	\$24,663.24
A Case for Collaboration (3 staff)	\$1,047.50	\$0.00	\$1,047.50	3	\$3,142.50
A Case for Collaboration - FAA	\$1,047.50	\$150.00	\$897.50	30	\$26,925.00
Detail employee from Transportation Safety Institute	\$21,000.00	\$0.00	\$21,000.00	1	\$21,000.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
TOTALS:				770	\$783,440.18

FEB-SPONSORED EMERGENCY PREPAREDNESS TRAINING OPPORTUNITIES (includes all FEMA exercises, workshops, or emergency trainings)

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
L-141 Instructional Presentation & Evaluation Skills	\$0.00		\$0.00	19	\$0.00
Interagency Security Committee - Phase 2	\$0.00		\$0.00	26	\$0.00
TOTALS:				45	\$0.00