

FY 2019 Annual Report



MISSION

***To increase the effectiveness and economy of Federal agencies [in Oklahoma].
1961 Presidential Memo, 5CFR Part 960***

Chair

Basharat Siddiqi, Director, Federal Highway Administration

Vice-Chair

Kevin Stamey, Director, Air Force Sustainment Center

Executive Director

LeAnn Jenkins & Chris Hooper

Assistant

Lisa Smith-Longman

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

Leadership Fiscal Year 2019

Federal Executive Board Officers

Chair

Basharat Siddiqi, Federal Highway Administration

Vice-Chair

Kevin Stamey, Air Force Sustainment Center

Ex-Officio

Michelle Coppedge, Federal Aviation Administration

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

John Fox, Federal Transfer Center

Joe Gallagher, Deputy to Commanding General, Fort Sill

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

Johnny Kuhlman, U.S. Marshal Service

Dottie Overall, U.S. Small Business Administration

Rose Roberson, Bureau of Indian Affairs

***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 & Chris Hooper

Executive Assistant: Lisa Smith-Longman

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

Executive Summary of Oklahoma FEB FY 2019 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
<i>Cost Avoidance</i>				
Training and Misc	Interagency	Dollars		\$917,940.83
Alternative Dispute Resolution/Shared Neutrals Program	Interagency	Dollars		\$240,538.83
GSA Revenue Recovery	Interagency	Dollars		\$78,900.00
<i>Community Outreach</i>				
2018 Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$1,033,043.89	
			\$1,033,043.89	\$1,237,379.66

Oklahoma FEB's FY 2019 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. 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.
3. Provided same support/situational awareness info to Houston FEB members during multiple events during FY 19.

Workforce Development and Support:

4. Hosted an annual Awards Banquet at Remington Park in Oklahoma City with 294 in attendance. 81 individuals and 11 teams were recognized for their outstanding accomplishments from 32 different agencies.
5. **Interagency mediation** services coordinated through the FEB's Shared Neutral's Program had 3 requests and 3 resolutions creating a **total cost avoidance of \$240,538.83.**
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:

Keeping Everyone Safe and Secure De-escalate - Disengage – Defend Prevent workplace violence, handle emergencies and be prepared for any situation. Learn simple, effective ways to protect yourself, your co-workers, and as an employer . . . your employees. This interactive program focuses on enabling individuals to rapidly identify early signs of potentially aggressive or threatening behavior and provide strategies to respond to these situations appropriately and safely. Being prepared does not mean being paranoid. Learn practical measures to recognize and respond to aggressive behavior in the workplace.

Responsibility of Leadership in a Diverse Organization: Managing workplace diversity extends far beyond providing sensitivity training to employees. Diversity is best learned through watching the actions and behavior of the organization's leaders. Therefore, a company leader plays a bigger role than any type of training session, mandatory or otherwise. Communication, Strategy and Support are key tools in leadership's toolkit when it comes to leading a diverse workforce and customer base. It's not the law that affects people's attitudes toward diversity -- that's a leader's role.

Working with you is Killing Me – Dealing with Difficult People: At some point in your career you will work with someone you find to be difficult. When we were in school, we each had a teacher whose class we hated to attend. We even have family members we don't get along with, so why wouldn't we work with someone we find difficult? IT'S INEVITABLE.

Thriving in the “C” Suite: The focus is to bring you to a higher level of thinking and leading, it is a mind-shift from what you've always done...to what you must do to stay in the game. You will be able to develop new insights into situations and encourage new ideas and innovations all while managing your daily activities and navigating the operation of your organization to ensure it is accomplishing the mission.



Managing Change – Tools for Leading Successful

Transitions: Learn how to effectively manage during times of change.

8. Designed, coordinated and hosted the Leadership FEB 2019 program with federal agency visits sharing leadership experiences and enrichment opportunities. We had 25 participants from 15 federal agencies.



2019 Leadership FEB class visits Chickasaw Cultural Center, Sulphur, OK



2019 Leadership FEB class receives briefings from Kim Sheppard Director of Staff at FAA



2019 Leadership FEB class visits VA Health Care System, Muskogee, OK



2019 Leadership FEB class visits Federal Correctional Institution El Reno, OK

9. **Interagency mediation** services coordinated through the FEB's Shared Neutral's Program had 3 requests and 3 resolutions creating a **total cost avoidance of \$240,538.83**.
10. Sponsor an inter-agency, inter-governmental Interagency Training Council (ITC) that meets quarterly, sharing training opportunities among agencies (federal, state & local).
11. 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.
12. 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 111 employees by managing the 111 spaces throughout the year and provide GSA with **\$78,900.00 in recovered revenue** through utilization of this federal inventory capacity.
13. Distributed 34 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.

14. Oklahoma FEB Assistant mentors the Houston FEB Deputy Director through coaching, sharing leadership principles, information, trouble-shooting, etc.
15. 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

16. The Executive Director provided **13 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 19; Executive Director made visits to the respective leaders' office location throughout the to provide these orientations.
17. The FEB Chair, Vice Chair participated in the National FEB Conference in Washington, DC to learn about upcoming National Initiatives, share best practices and lessons learned.
18. Hosted an annual Awards Banquet at Remington Park in Oklahoma City, OK with 294 in attendance, 78 individuals and 13 teams were recognized for their outstanding accomplishments from 32 different agencies from around the State.
19. 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.
20. Distributed 11 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.
21. **2018 Combined Federal Campaign** for Zone 16 **generated** a total of **\$1,033,043.89** raised for charitable organizations. Zone 16 covers the Panhandle of Texas, all of Oklahoma and part of Northern Texas.
22. 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.
23. 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: 4 employees participated from 4 different organizations.
24. 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.
25. 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.
26. FEB office maintains a website, Facebook page and Twitter account for both the Oklahoma and Houston FEBs.

27. 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.
28. 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.
29. 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.

2019 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
Pre-Retirement Seminar CSRS/FERS	\$1,546.75	\$75.00	\$1,41.75	7	\$10,302.25
Pre-Retirement Seminar FERS/Special	\$1,546.75	\$75.00	\$1,471.75	28	\$41,209.00
2019 Leadership FEB Class	\$3,240.00	\$750.00	\$2,490.00	25	\$62,250.00
2019 Leadership FEB Class (2 Staff)	\$3,240.00	\$0.00	\$3,240.00	2	\$6,480.00
Keeping Everyone Safe and Secure -FAA	\$1,779.71	\$166.67	\$1,613.04	30	\$48,391.20
Keeping Everyone Safe and Secure -FEB	\$1,779.71	\$150.00	\$1,629.71	51	\$83,115.21
Keeping Everyone Safe and Secure - FEB (2 Staff)	\$1,779.71	\$0.00	\$1,779.71	2	\$3,559.42
Leading a Diverse Organization - FEB	\$1,097.50	\$150.00	\$947.50	70	\$66,325.00
Leading a Diverse Organization - FEB (2 Staff)	\$1,097.50	\$0.00	\$1,097.50	2	\$2,195.00
Leading a Diverse Organization - FAA	\$1,097.50	\$166.67	\$930.83	30	\$27,924.90
Working With You is Killing Me - FAA	\$1,942.70	\$166.67	\$1,776.03	30	\$53,280.90
Working With You is Killing Me - FEB	\$1,942.70	\$150.00	\$1,792.70	70	\$125,489.00
Working With You is Killing Me - FEB (2 Staff)	\$1,942.70	\$0.00	\$1,942.70	1	\$3,885.40
Thriving in the C Suite - FAA	\$1,172.50	\$166.67	\$1,005.83	30	\$30,174.90
Thriving in the C Suite - FEB	\$1,172.50	\$150.00	\$1,022.50	77	\$78,732.50
Thriving in the C Suite - FEB (2 Staff)	\$1,172.50	\$0.00	\$1,172.50	2	\$2,345.00
Managing Change - Tools for Leading Successful Transitions - FEB	\$1,834.50	\$150.00	\$1,684.30	79	\$133,059.70
Managing Change - Tools for Leading Successful Transitions - FEB (1 Staff)	\$1,834.50	\$0.00	\$1,834.30	1	\$1,834.30
Managing Change - Tools for Leading Successful Transitions - FAA	\$1,834.30	\$166.67	\$1,667.63	30	\$50,028.90
Pre-Retirement Training FERS/Special	\$1,546.75	\$75.00	\$1,471.75	49	\$72,115.75
Pre-Retirement Training - Spouses	\$1,546.75	\$25.00	\$1,521.75	9	\$13,695.75
Pre-Retirement Training - FEB (1 Staff)	\$1,546.75	\$0.00	\$1,546.75	1	\$1,546.75

TOTALS:				627	\$917,940.83
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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	0	\$0.00
Interagency Security Committee - Phase 2	\$0.00		\$0.00	0	\$0.00
TOTALS:				0	\$0.00