



**OKLAHOMA FEDERAL EXECUTIVE BOARD**  
215 DEAN A. MCGEE, STE 320  
OKLAHOMA CITY, OK 73102  
(405) 231-4167  
[www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)



October 18, 2011

John Berry, Director  
US Office of Personnel Management (OPM)  
1900 E Street, NW  
Washington, DC 20415

Honorable Director Berry,

It is with great pleasure that I present to you the Oklahoma Federal Executive Board's (FEB) Annual Report for Fiscal Year 2011.

On behalf of our Board and staff, I am delighted to report that, with the support of our Board membership, we met all of the mandates set forth in the FEB National Strategic Plan despite limited resources. As you will see in the report, our FEB has a cost avoidance of more than six times the salary cost of the two staff members and an economic impact of almost 45 times their salary!

I have served on the Executive Policy Council for the Oklahoma FEB since my assignment to Oklahoma. I am honored to personally observe the efficient operation of our FEB and the FEB network and find that most live up to their goal of "communication, collaboration and commitment" through which they create cost avoidances everyday and serve as a valuable resource to the federal leaders in their respective areas.

Thank you for your continued leadership and support. Our Board and staff look forward to working with you in the coming year.

Sincerely,

A handwritten signature in black ink, which appears to read "Jon C. Worthington".

Jon C. Worthington  
Chairman



# FY 2011 Annual Report



## ***MISSION***

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

*1961 Presidential Memo, 5CFR Part 960*

### ***Chair***

Jon Worthington, Administrator  
Southwestern Power Administration  
Tulsa, OK

### ***Vice-Chair***

Adrian Andrews, Special Agent in Charge  
U.S. Secret Service  
Oklahoma City, OK

### ***Executive Director***

LeAnn Jenkins

215 Dean A. McGee, Ste 153  
Oklahoma City, OK 73102  
(405) 231-4167

# Table of Contents

	Page
Executive Summary	2
Background	4
Fiscal Year 2010 Results by Line of Business	
1. Emergency Preparedness, Employee Safety & Security	5
2. Human Capital Readiness	6
3. Intergovernmental and Community Outreach	7
OPM Form Itemizing Cost Avoidance for Oklahoma FEB Activities	9

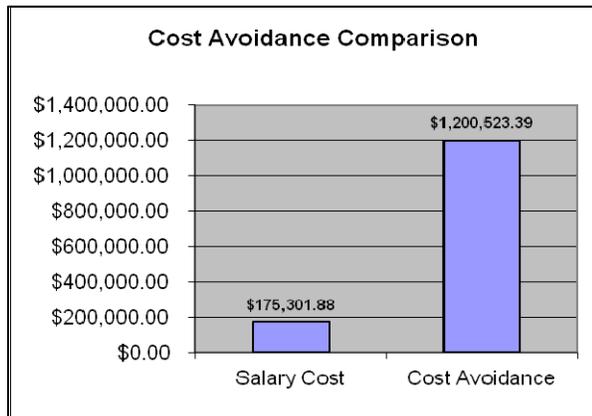
This fiscal year was somewhat unique in that numerous continuing resolutions and the threat of a government shutdown consumed large units of time and resources. In addition to those challenges, earthquakes in central Oklahoma, ice storms, snow storms, tornadoes, flooding, wildfires, and record breaking heat throughout Oklahoma, the Federal Executive Board has been here to serve.

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



## Executive Summary of Oklahoma FEB FY 2011 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
<b>Cost Avoidance</b>				
Training and Misc	Interagency	Dollars		\$402,777.89
ADR/Shared Neutrals Program	Interagency	Dollars		\$729,513.50
GSA Revenue Recovery	Interagency	Dollars		\$68,232.00
<b>Community Outreach</b>				
Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$4,786,418.00	
Volunteer Hrs	FECC-Interagency	5,300 hrs x \$22.50	\$119,250.00	
Federal Blood Drives (value determined by cost avoidance of blood from non-profit center to VA Hospital)	Blood	357 units (Red Cross) 13,023 (OBI) units x \$221	\$2,956,980.00	
			<b>\$ 7,862,648.00</b>	<b>\$1,200,523.39</b>



*For the investment made by our funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment figure of \$175,301.88 for this year (intern only on roles 9 months), the FEB provided a cost-avoidance to the Oklahoma Federal community of **\$1,200,523.39**, a **6.85-fold return**. The cost avoidance calculations illustrate the results of FEB mediation resolutions and the 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**

- Hosted **one interagency/intergovernmental COOP training and one tabletop exercise** resulting in a **total cost avoidance of \$79,819.25**.
- This FEB is an advocate of the FEMA Excellence Series, coordinating the classroom requirements at the local level to encourage federal, state and local government employees to pursue the COOP Practitioner Certification. In addition to the cost avoidance created by local events, our efforts resulted in **8 Practitioner certificates** (6 Level I and 2 Level II)
- Communicated to Federal Leaders regarding hazardous weather. FEB sent situational report updates throughout the season to Federal leaders as well as distributed information to Oklahoma residents regarding damage reports, scam details, and recovery center info after ice storms, snow storms, tornadoes, flooding, and wildfires which occurred this fiscal year, in which national declarations were necessary.

- Assisted other Federal Executive Boards with information to facilitate establishing MOUs with their local health departments to receive medical supplies in the event of medical outbreaks.
- Participated in the interagency/intergovernmental exercise with the Oklahoma City/County Health Department in April. Scenario was an aerosol release of plague over the Arts Festival so that medication had to be picked up from the warehouse and dispensed.
- Participated in the Eagle Horizon exercise in June by activating the FEB emergency communication system, sending email through our distribution list, USP3 email and USP3 text to voice.

### **Human Capital Readiness**

- Hosted annual Awards Banquet at the US Postal Service's National Center for Employee Development in Norman, OK with 235 in attendance. Sixty-five individuals were recognized for their outstanding accomplishments.
- *Interagency mediation* services coordinated through the FEB's Shared Neutral's Program had 24 requests and 14 resolutions creating a **total cost avoidance of \$729,513.50**.
- FEB Coordinated Training (15 interagency/intergovernmental events) for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$308,708.64**.
- The Oklahoma FEB Coordinated with Universities to offer two job fairs for federal agencies to participate at no cost. These efforts created a **total cost avoidance of \$12,750**.
- The FEB coordinated free training rooms for federal agencies on two different occasions which created a **cost avoidance of \$1,500.00**
- 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 in a difficult parking environment. We were able to accommodate 132 employees throughout the year and provide GSA with **\$68,232.00 in recovered revenue** through utilization of this federal inventory capacity.
- Distributed **27 vacancy announcements** for various Federal Agencies throughout the year to increase recruiting contacts and the quality/quantity of the resulting applicant pool.
- Throughout the year, the FEB has distributed numerous communications to the Federal Leaders regarding personal changes, policy updates, weather updates and timely information.

### **Foundational Activities (Outreach)**

- Provided **47 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 11; Executive Director made visits to the respective federal offices, throughout the state, to provide these orientations.
- The FEB's Federal Employees Care Council (FECC) coordinated **650 Federal volunteers** who contributed **over 5300 hours** to our community this fiscal year. These events include the State Fair Lost Kids Booth, State Fair, Arts Council, Festival of the Arts, Opening Night, and CFC Race for Freedom. This provided a **service valued at \$119,250.00** to our community (based on the value of \$22.50 per volunteer hour).
- Combined Federal Campaigns in Oklahoma raised more than **\$4,786,418.00 for charity**. This total is from the four campaigns located in Oklahoma; however, we have two agencies that have merged into campaigns located in other states and their numbers are reported in the totals of those locations.
- Oklahoma FEB Director served on the National CFC Award Selection Committee.
- Established a Facebook page and a Twitter account for the Oklahoma FEB.

## 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 87% 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 retirees in Oklahoma)

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

# Oklahoma FEB's FY 2011 Activity Report

## Emergency Preparedness:

1. Hosted **one interagency/intergovernmental COOP training and one tabletop exercise** resulting in a **total cost avoidance of \$79,819.25**.
  - a. Co-Sponsored with FEMA the L-262 COOP Managers Training Course (10 attendees) March 7-10, 2011. These events created a **cost avoidance of \$30,632.00** for the combined class (*\$0 for FEB vs. Potomac Forum; Government Employees: \$1,295 (Federal, State); \$1,395 (non-gov't) for a 2 day course + travel and airfare: \$3,063.20 pp; FEB course is 2.5 days*).
  - b. Planned, coordinated and hosted an interagency/intergovernmental Determined Accord tabletop utilizing federal, state, and local government instructors from our Council on July 14, 2011. We had 35 in attendance, creating a **total cost avoidance of \$49,187.25** (*\$0 for FEB, vs. \$647.50 registration with Potomac Forums + travel of \$757.85= \$1405.35*).
2. This FEB is an advocate of the FEMA Excellence Series, coordinating the classroom requirements at the local level to encourage federal, state and local government employees to pursue the COOP Practitioner Certification. In addition to the cost avoidance created by local events, our efforts resulted in **8 Practitioner certificates** (6 Level I and 2 Level II)
3. Updated the Hazardous Weather and Emergency Communication booklet for the Oklahoma FEB and distributed to the federal leaders in Oklahoma.
4. The Emergency Preparedness & COOP working group focused on assisting agencies with information related to the essential elements of a COOP plan for FY11. The monthly meetings provide networking between federal, state, and local government emergency preparedness staff, allowing for an exchange of information and ideas to effectively help everyone involved.
5. Communicated to Federal Leaders regarding hazardous weather and other conditions creating situations that may jeopardize the safety and well-being of federal employees and their families. FEB sent situational report 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 ice storms, snow storms, tornadoes, flooding, and wildfires occurring this fiscal year, in which national declarations were necessary.
6. Participated in the interagency/intergovernmental exercise with the Oklahoma City/County Health Department in April. Scenario was an aerosol release of plague over the Arts Festival so that medication had to be picked up from the warehouse and dispensed. The Oklahoma FEB has an agreement with the Oklahoma Health Department so that we may host Closed Points of Distribution for federal employees, contract employees in federal space and their family members in an effort to reduce the impact on the federal workforce and/or the mission accomplishment of our federal agencies.
7. Participated in the Eagle Horizon exercise in June by activating the FEB emergency communication system, sending email through our distribution list, USP3 email and utilizing USP3 text to voice.
8. 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 responsibility.

## Human Capital Readiness:

9. FEB Coordinated Training for development and retention of employees (not including COOP Training) resulting in a **net cost avoidance of \$310,208.64:**
- The Executive Director conducted the Change Style Indicator training for 28 federal agency managers from two different agencies; creating a total **cost avoidance of \$23,725.24** (\$13 for FEB; \$847.33 with the Banff Center for Leadership).
  - Hosted a FERS and CSRS one day (each) Pre-Retirement Training. With 54 persons in attendance, created a **cost avoidance of \$54,568.00** (\$95 for FEB; \$220 registration + 882 travel for Personal Benefits Services in Denver).
  - Coordinated and hosted a three-part series leadership training, “Building Work Relationships and a Strong Culture”, “Winning Strategies for Motivating and Enhancing Performance and Productivity”, and Developing Emotional Intelligence and Dealing with Negative and Unproductive Employees”. There were a total of 99 participants in the three sessions, (an average of \$116.67 for FEB vs. Graduate School courses that range from \$445 to \$475 for comparable 8 hr training; + \$757.85 travel) creating a total **cost avoidance of \$108,871.65.**
  - Designed, coordinated and hosted the Leadership FEB 2010 program with federal agency visits sharing leadership experiences and enrichment opportunities. With 14 participants and 8 federal agencies represented (\$750 for FEB vs. \$2,500 for Leadership Oklahoma), this created a total **cost avoidance of \$24,500.**
  - Designed, coordinated and hosted the first Leadership FEB Alumni Event and training, inviting all past year Leadership FEB participants to come to this one-day training and networking event. With 32 attendees from 10 agencies, this event created a **total cost avoidance of \$40,091.20.** (\$0 for FEB; \$495 registration + 757.85 travel for Accountability All Around training by Graduate School).
  - Hosted half-day pre-retirement training, two sessions each day. With 69 in attendance (\$0 for FEB vs. SnowCap \$59.95 per participant) this event created a total **cost avoidance of \$4,136.55.**
  - Coordinated free training space for one of our agencies to hold their mandatory state-wide EEO training for all of their offices in Oklahoma City (\$0 cost arranged through FEB; \$500 per day charged by Crowne Plaza), creating a total cost avoidance of \$1,000.00, coordinated a federal training room in which an MSPB mediation could take place for one day, creating a cost avoidance of \$500, providing a **total cost avoidance of \$1,500** for the service of locating free space.
  - Hosted OPM’s Hiring Reform Training for Structured Interviews on October 1, 2010 with 29 in attendance which created a **total cost avoidance of \$8,220.00.**
  - Hosted OPM’s Hiring Reform Training for Designing an Assessment Strategy on October 28, 2010 with 26 in attendance, which created a **total cost avoidance of \$13,200.00.**



- j. Coordinated for interagency participation in a scheduled COR-COTR training for federal employees held March 28-April 1, 2011 in Sulphur, OK. Compared to Government Training Inc. at \$1,850 per person for registration and travel required to Arlington, VA, this training was provided to 8 federal agencies at no cost through the FEB coordination creating a **total cost avoidance of \$31,396.00.**
- 10. The Oklahoma FEB Coordinated with two Universities to offer **two job fairs** for federal agencies to participate at a reduced rate. These efforts created a **total cost avoidance of \$12,750.**
  - a. SWOSU Job Fair on November 3, 2010 with 17 agencies participating, this event created a **cost avoidance of \$4,750** (*\$0 for FEB vs. Tulsa University Job Fair cost of \$250 per agency*).
  - b. Partnered with Langston University, to co-host a Career Fair specifically for individuals with disabilities. There were 32 agencies participating which created a **cost avoidance of \$8,000** (*\$0 for FEB vs. Tulsa University Job Fair cost of \$250 per agency*).
- 11. **Interagency mediation** services coordinated through the FEB's Shared Neutral's Program had 24 requests and 14 resolutions creating a **total cost avoidance of \$729,513.50.**
- 12. Hosted annual Awards Banquet at the US Postal Service's National Center for Employee Development in Norman, OK with 235 in attendance. Sixty-five individuals were recognized for their outstanding accomplishments.
- 13. Executive Director serves as the Chair of the National FEB Human Capital Readiness Council which develops and coordinates initiatives for the FEB network.
- 14. 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 132 employees throughout the year and provide GSA with **\$68,232.00 in recovered revenue** through utilization of this federal inventory capacity.
- 15. Executive Director emailed agency leaders the link for the 2010 Federal Handbooks to forward to all employees. The link provides handbooks for Personnel, Federal and Health Benefits, Children's Scholarships, Retirement, Long Term Care and Travel. The handbook links are also available on the FEB website.
- 16. Distributed **27 vacancy announcements** for various Federal Agencies throughout the year to increase recruiting contacts and the quality/quantity of the resulting applicant pool.
- 17. Executive Director serves on the Public Service Degree Advisory committee at the Oklahoma State University campus in Oklahoma City.



### Intergovernmental and Community Outreach

- 18. **Combined Federal Campaigns** in Oklahoma **generated** a total of **\$4,786,418.00** raised for charitable organizations (Greater Texarkana and CFC of North Texas cover federal employees in Southeast Okla and Altus, respectively, no way to breakout Oklahoma

employee contributions). Oklahoma CFC contributions come from four ever-increasing campaigns due to mergers:

Central Oklahoma	\$3,682,196.00	Ft Sill-Lawton	\$311,522.00
McAlester	\$64,788.00	Green Country	\$727,912.00

19. Oklahoma FEB Director served on the National Combined Federal Campaign Award Selection Committee.
20. Chair, Vice Chair and Executive Director attended the National FEB Conference to learn about upcoming National Initiatives, share best practices and lessons learned.
21. Developed a Legislative handbook for federal leaders in Oklahoma, also developed one for the Arkansas FEA that was distributed to federal leaders in Arkansas.
22. Developed and maintain a website for the Arkansas FEA to provide information on their activities and initiatives.
23. The FEB’s Federal Employees Care Council (FECC) coordinated **650 Federal volunteers** who contributed **over 5300 hours** to our community this fiscal year. These events include the State Fair Lost Kids Booth, State Fair, Arts Council, Festival of the Arts, Opening Night, and CFC Race for Freedom. We also had volunteers donate their time at Christmas Connection, OETA, Ronald McDonald House, Red Cross, and several other local charities. This provided a **service valued at \$119,250.00** to our community (based on the value of \$22.50 per volunteer hour).
24. **357 units of blood** were collected through coordinated Federal Blood Drives by Red Cross and **13,023 units of blood** were collected by Oklahoma Blood Institute. At a value of \$221 per unit, this provided **\$2,956,980.00 worth of blood products** to our community.
25. The Executive Director provided **47 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 11; Executive Director made visits to the respective leaders’ office location to provide these orientations.
26. Distributed a monthly 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. Distributions were provided via mail and email throughout the year.
27. Redesigned the Oklahoma FEB website to provide a different “look” and connect more closely with State and local governments.
28. Established a Facebook page and Twitter account for the Oklahoma FEB.
29. Distributed information to federal leaders asking them to notify their employees of both Ozone Alerts that were declared in the month of August and encourage behaviors that would reduce emissions and human exposure to the elements.
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, a community outreach effort which brings community leaders, as well as federal, state, and local government leaders together.



## 2011 ADR and Training Cost Avoidance Form for OPM Oklahoma Federal Executive Board

<b>Combined Federal Campaign (CFC)-2010 Total Contributions</b>	<b>\$4,786,418.00</b>
---	-----------------------

<u>Awards and Recognition</u>	Number of Attendees	# of Awards Presented
FEB Employee of the Year Awards	235	65

<u>Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	4	4	17,371.08	69,484.32
Union Grievance	4	1	20,969.42	20,969.42
Pre-EEO Complaint:	16	9	71,006.64	639,059.76
EEO Complaint (formal):	0	0		0
<b>Totals:</b>	<b>24</b>	<b>14</b>		<b>\$729,513.50</b>

<u>FEB- Sponsored Training Sessions</u>	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
OPM Structured Interview Training	\$283.45	\$0.00	\$283.45	29	\$8,220.00
OPM Designing an Assessment Strategy Training	\$507.69	\$0.00	\$507.69	26	\$13,200.00
SWOSU Job Fair	\$250.00	\$0.00	\$250.00	19	\$4,750.00
Job Fair for People with Disabilities @ Langston Univ	\$250.00	\$0.00	\$250.00	32	\$8,000.00
Pre-Retirement Full Day (2 sessions)	\$1102.00	\$95.00	\$1102.00	54	\$54,568.00
Pre-retirement Half Day (4 sessions)	\$59.95	\$0.00	\$59.95	69	\$4,136.55
Leadership FEB	\$2500.00	\$750.00	\$1,750.00	14	\$24,500.00
Leadership FEB Alumni Training	\$495.00	\$0.00	\$495.00	32	\$40,091.20
Building Work Relationships and a Strong Culture	\$1202.85	\$116.67	\$1086.18	24 1 comp 25 total	\$27,271.17
Winning Strategies for Motivating & Enhancing Performance	\$1202.85	\$116.67	\$1086.18	19 1 comp 20 total	\$21,840.27
Developing Emotional Intelligence & Dealing with Negative & Nonproductive	\$1221.18	\$116.67	\$1,104.51	53 1 comp 54 total	\$59,760.21
Change Style Indicator Training	\$860.33	\$13.00	\$847.33	28	\$23,725.24
2-day classroom - EEO training	\$500.00	\$0.00	\$500.00	2 days	\$1000.00
1-day classroom – MSPB hearing	\$500.00	\$0.00	\$500.00	1 day	\$500.00
COR-COTR Training	\$3,924.50	\$0.00	\$3,924.50	8	\$31,396.00
L-262 COOP Instructors Course	\$3,063.20	\$0.00	\$3,063.20	10	\$30,632.00
Determined Accord	\$1405.35	\$0.00	\$1,405.35	35	\$49,187.25
			<b>Total:</b>	<b>455</b>	<b>\$402,777.89</b>

<u>FEB Agreement w GSA for federal employee parking</u>	<u>Lease Agreement</u>	Amt Paid per space	#Parking Spaces	# of Months	Revenue Recovery
Muskogee	GS-07B(S)-2272	\$18	51 slots	6	\$5,508.00
Oklahoma City	GS-07B-2048	\$87	46 slots	12	\$48,024.00
Oklahoma City	GS-07B(S)-2146	\$35	35 slots	12	\$14,700.00
<b>TOTAL</b>					<b>\$68,232.00</b>