

FY10 Annual Operating Plan for the Oregon Federal Executive Board (Oregon FEB)

Foundation Function - Intergovernmental and Community Activities

Objective #1: Administration and Management

GOALS

1. Operate and Maintain the Oregon FEB Website - Ensure Local FEB website links to USAJOBS, USA.GOV and local agency services
 - a. URL www.oregonfeb.us will contain current local content and the designated links.
2. Support FEB Network through Participation in National Meetings and Teleconferences, Sharing Best Practices, and Timely Submission of Monthly Reports
 - a. The Oregon FEB Executive Director will Co-Chair the FEB Network's Human Capital Readiness Council, actively participate in two annual Network meeting and monthly conference calls.
3. Support Timely Preparation of FEB Network Annual Report
 - a. Complete and submit the Oregon FEB FY09 Annual Report as designated by the Office of Personnel Management (OPM).
4. Develop, manage and track the Oregon FEB budget based on the Oregon FEB Operating Plan
 - a. Review the Oregon FEB "program" budget at quarterly Policy Committee meetings.
5. Communicate Oregon FEB Member Agency initiatives/requests in a timely manner using broadcast Email, the Oregon FEB Website and/or the Oregon FEB *News and Events* Newsletter
 - a. Oregon FEB staff and committees will communicate weekly with federal agency staff in Oregon and Southwest Washington to report initiatives and share program information.
6. Supervise FEB Staff as Assigned
 - a. The Executive Director will use the Portland VA Medical Center's Performance Appraisal System to document performance of Oregon FEB staff in conjunction with OPM's performance management instructions
7. Support five Oregon FEB committees/teams
 - a. Oregon FEB Staff will support the following committees: Policy, Crisis Continuity Coalition, Shared Neutrals-ADR, Local Federal Coordinating (CFC oversight), CFC Leadership Team.

Objective #2: Partner with Agencies to Meet Local Needs

GOALS

1. Conduct Needs Assessment and Deliver Targeted Services to Member Agencies and Strategic Partners
 - a. Oregon FEB staff will poll FEB Policy Committee members and other member agency representatives during the fiscal year to identify local agency needs and strategic alliances that Oregon FEB staff and committee members should support. Findings will be shared with Policy Committee members and actions approved.
2. Develop Coordinated Approaches to Program Outcomes through the FEB Network
 - a. The Oregon FEB Executive Director will Co-Chair the FEB Network's Human Capital Readiness Council, present at the Regional CFC Conference and support the FEB Network at the annual meetings in February and July 2010.

Objective #3: Coordinate Combined Federal Campaign (if applicable)

GOALS

1. Provide Program Support for the Combined Federal Campaign (CFC)
Responsibilities may include: Serving as the Local Federal Coordinating Committee, recruiting CFC Leadership Team Members, CFC Specialists, Coordinators and/or Keyworkers, and responding to inquiries from local charities as applicable.
 - a. The Oregon FEB Executive Director will serve as Chair of the Local Federal Coordinating Committee (LFCC) for the Pacific Northwest Combined Federal Campaign. He will recruit LFCC members and manage the performance agreement with the Principal Combined Fund Organization - PCFO (United Way) according to OPM Office of CFC requirements.
 - b. The Oregon FEB Executive Director will solicit proposals from prospective PCFOs in January 2010 and in February 2010 review and approve one applicant for a three-year PCFO agreement.

Emergency Preparedness, Security, and Employee Safety

Objective #1: Serve as an Interagency and Intergovernmental Liaison

GOALS

1. Operate an Emergency Planning/Intergovernmental Working Group with FEB member agencies and strategic partners:
 - a. The Oregon FEB will continue to encourage and support collaboration between local Federal personnel interested in emergency management issues, in partnership with DHS/FEMA Region 10 and GSA/NW Arctic Region.
 - b. The Oregon/SW Washington Crisis Continuity Coalition (C3) will conduct meetings every other month throughout fiscal year 2010 to inform, educate and collaborate.
 - c. The committee will operate under an annual work plan, as developed by the co-chairs of the committee and Oregon FEB staff and approved by committee members.
2. Liaise with GSA and FEMA regional principals or their designees:
 - a. Continue the relationship with FEMA Region 10 National Continuity Program Coordinator and GSA NW/Arctic Region Regional Emergency Coordinator to plan working group meetings and emergency management training.
3. Operate an All-Hazards Emergency Plan using the United States Public Private Partnership (USP3) Communication System.
 - a. Update emergency contact database on USP3, test system at least once annually.
4. Engage State and local government officials on workforce planning issues for emergency preparedness:
 - a. Oregon FEB Management Analyst will serve as President of the Oregon Emergency Management Association, an organization representing emergency management professionals throughout the state. The OFEB will continue to share information between this group and Federal partners.
 - b. Participate in events and exercises organized by Oregon Emergency Management, the state office responsible for emergency planning, mitigation, response and recovery, and other state or local government entities where appropriate.
 - c. Build relationships with other emergency management groups throughout the state and region.

Objective #2: Host Emergency Exercises and Training

GOALS

1. Host a minimum of 1 (one) emergency exercise, which meets Homeland Security Exercise and Evaluation Program criteria. At least one is required to be a tabletop:
 - a. Conduct our annual tabletop in Sept. 2010 under a scenario yet to be defined.
 - b. Consider an additional exercise in spring of 2010, such as a workshop, game or functional.
2. Host a minimum of 1 (one) emergency preparedness educational/training program:
 - a. Partner with FEMA Region 10 to host COOP training course(s) throughout the fiscal year.
 - b. Offer an additional training in early summer focused on an emergency preparedness topic designated by the C3 Committee.
3. Provide emergency management training, educational programs, and technical assistance to members as requested:
 - a. Continue to forward announcements to Federal members about relevant trade association, state and local government sponsored emergency management training opportunities.
 - b. Continue to offer American Red Cross certified first aid, CPR and AED training to local Federal agencies upon request.

Objective #3: Communicate Emergency Information

GOALS

1. Disseminate emergency information in a timely manner through the USP3 communication system, the FEB website, newsletter and/or email:
 - a. Be prepared to distribute emergency information 24/7, if Internet access available, via USP3
 - b. Continue to produce the "Ready Report" in the monthly "FEB *News and Events*" Newsletter, distributed via email and on the Oregon FEB website.
 - c. Continue to share Department of Homeland Security, FEMA, OPM, DOJ, and other national, state and locally relevant emergency-related news to members via email.
 - d. Maintain effective hazardous weather announcement program through the Oregon FEB communications channels.
 - e. Provide other emergency communications support to Federal members, if technically feasible.
2. As mandated by FEB Network agreement with OPM, Oregon FEB staff will serve as backup in case of emergency to the New Mexico FEB (primary) and Oklahoma FEB (secondary).

Human Capital Readiness

Objective #1: Host Human Capital Forums and Training

GOALS

1. Sponsor 2 Human Capital Best Practice Forums. Recommended forums include: Employee Recognition Initiatives, Performance Management Practices, Leadership Development Models, Succession Planning Strategies, Successful Employee Recruitment Strategies, Equal Employment Opportunity/Diversity
 - a. Oregon FEB Policy Committee members will be asked to identify and recommend Best Practice Forums for FY010 at quarterly committee meetings.
2. Sponsor 2 Education/Training Programs Based on Local Needs. Recommended forums: Leadership Development, Management Training, Skill Development, Pre-Retirement & Financial Planning
 - a. The Executive Director has a tentative agreement with a local vendor to offer eight (8) retirement Planning seminars to member agencies from November 2009 through September 2010. Some of the seminars will be agency-specific and others will be open enrollment.
 - b. The FEB Leaders Program featured at the U.S. Coast Guard on October 8, 2009 will be continued in FY10 if more member agency executives volunteer to host similar briefings.
 - c. Other management and leadership training programs will be sponsored in FY10 based on requests from member agencies and other needs assessment completed by the Executive Director. Suggested offerings include:
 - Vision To Action, a one-day leadership development workshop featuring the Core Values Index – presented by Larry Briggs, V2A
 - Dealing With Performance and Conduct Issues – A two day training session to help supervisors and managers solve work place performance problems – presented by Robbie Kunreuther
Government Personnel Services
 - Six Thinking Hats – A one-half day overview session that helps people solve problems, make decisions and think creatively – presented by Jack Ratcliffe, Philadelphia FEB.
 - Building a Culture of Engagement – a one-half day workshop designed for newly formed workgroups presented by Valerie Pease and Roger Pease,
InspirationWorks, LLC
 - Water The Bamboo – a one-half day personal development and team building workshop – presented by Greg Bell, Water The Bamboo Center for Leadership

Objective #2: Support Local Agency Human Capital Initiatives

GOALS

1. Respond to Member Agency Requests for Recruitment, Retention, and Outplacement Assistance
 - a. Oregon FEB member agency representatives will be encouraged to use the services of the Oregon FEB staff to foster collaboration and best practice sharing.
2. Host two Public Service Outreach Events - This may include: Coordinating with local

agencies and/or academic institutions to sponsor/support Job Fairs, Federal Career Days, Agency Visitations and/or Job Shadowing Experiences, and distributing job vacancy announcements to FEB member agencies

- a. Oregon FEB staff will attempt to support agency programs, and outreach to local colleges/universities as requested (based on staff availability)
- b. Oregon FEB staff will distribute job vacancy announcements and promote agency restructuring plans through our email distribution system, the Oregon FEB blog and the Oregon FEB *News and Events* Newsletter.

Objective #3: Promote and Manage Alternative Dispute Regulation Programs

GOALS

1. Monitor and Evaluate FEB-organized Alternative Dispute Resolution (ADR) Programs
 - a. The Oregon FEB Shared Neutrals Board will meet bi-monthly to maintain the integrity of the Oregon FEB's inter-agency mediation service called Shared Neutrals.
 - b. Shared Neutrals Program Liaisons will meet in October 2010 to determine help determine agency needs and to identify service improvements.
 - c. A training program for Shared Neutrals mediators and guests will be held if sufficient resources are available.
 - d. The Shared Neutrals Coordinator will complete a program summary (data call) for the Oregon FEB FY09 Annual Report.