

FY12 Operating Plan Oregon Federal Executive Board (Oregon FEB)

Intergovernmental Collaboration and Community Outreach

Objective #1: Administration and Management

GOALS

1. Recruit and retain members for five Oregon FEB committees/teams, which serve Oregon FEB member agencies

Policy – FEB oversight and direction
Crisis Continuity Coalition – Emergency Preparedness
Shared Neutrals – Alternative Dispute Resolution
CFC Leadership Team – Campaign planning, promotion, training and recognition
Local Federal Coordinating – Charity eligibility and oversight of our CFC contractor (PCFO)

Activities:

FEB Staff, Oregon FEB Chair and Policy Committee members – *will contact agency executives quarterly, to orient them to the Oregon FEB and to recruit, train and retain committee members.*

2. Plan and conduct monthly/bi-monthly/quarterly meetings with agency representatives to provide a forum for information exchange, to develop coordinated local programs and to communicate national initiatives

Activities:

Policy Committee - *Meeting agendas will be prepared and distributed in advance to committee members; members will exchange agency information; meeting summaries will document outcomes and promote future FEB activities.*

Shared Neutrals, CFC Leadership and Local Federal Coordinating (CFC) – *Committee members and FEB staff will lead meetings and carry out duties as outlined in the committee plans and CFC regulations. Meeting summaries will document outcomes and identify priorities.*

Crisis Continuity Coalition (C3) – *Committee members and staff will prepare the C3 FY12 work plan and actively participate in bi-monthly meeting. They will also implement tabletop and functional exercises outlined in the work plan. Non-federal entities will also be C3 members.*

3. Maintain Communication Channels – Channels will include the Oregon FEB website, www.oregonfeb.us, the bi-monthly Oregon FEB News and Events Newsletter, the FEB email service, the USP3 emergency system and daily phone, fax and in-person messaging

Activities:

Oregon FEB Officers and Staff – *will use all of these communication tools to maintain on-going communication with Oregon FEB members. The Executive Director and Management Analyst will update distribution lists monthly.*

4. Collaborate with all FEBs in the FEB Network by participating in two national meetings, bi-monthly teleconferences, and preparing monthly and annual reports for OPM.

Activities:

The Executive Director and/or Oregon FEB Officers – will attend the national FEB Executive Director’s Meeting and the national FEB Conference. All monthly/annual reports and data calls will be submitted to OPM as scheduled.

5. Develop, manage and monitor the Oregon FEB operating budget and review the Oregon FEB program budget with the Oregon FEB Chair/Policy Committee as requested

Activities:

The Oregon FEB Chair and Staff - will prepare the FY 12 operating budget for review by our Policy Committee members in December 2011. The Chair and Staff will also review revenue and expense quarterly.

Objective #2: Partner with Agencies to Meet Local Needs

GOAL

1. Identify local agency needs to help prioritize Oregon FEB activities – may include OFEB sponsoring/leading/promoting leadership development opportunities; interagency job fairs, joint recruiting for diversity, hiring veterans.

Activities:

Oregon FEB Officers and Staff – will survey FEB committee and team members quarterly (phone, email, Survey Monkey, etc.) to help Oregon FEB Policy Committee members establish service priorities throughout the year. Staff and committee members will implement priorities.

Objective #3: Coordinate Combined Federal Campaign (CFC)

GOAL

1. Provide program support and compliance reviews for the Pacific Northwest CFC - responsibilities will include serving as the Local Federal Coordinating Committee Chair, recruiting and training CFC Leadership Team members and other volunteers to help implement the 2011 and 2012 CFC in all federal agency establishments in our service area

Activities and Events:

The Executive Director – will serve as the Local Federal Coordinating Committee (LFCC) Chair and approve the annual agreement with the Principal Combined Fund Organization (PCFO). The Executive Director will also recruit LFCC members and approve local CFC charity applications as required by the Office of CFC Operations, OPM.

Oregon FEB Policy Committee Members and member agency representatives – will staff the Pacific NW CFC Leadership Team and develop a campaign strategy for our large service area in 37 Oregon and Southwest Washington counties. The CFC Leadership Team Chair will provide staff support to the PCFO so that 100% of all federal employees are informed, key employees are trained and selected individuals and agencies are recognized.

Emergency Preparedness, Security, and Employee Safety

Objective #1: Serve as an Interagency and Intergovernmental Liaison

GOALS

1. Operate the Oregon/SW Washington Crisis Continuity Coalition-C3 (Emergency Planning/Intergovernmental Working Group) to help inform, educate and maintain collaboration among FEB member agency staff and strategic partners

Activities:

The C3 Chair and Oregon FEB Management Analyst – *will plan and implement bi-monthly meetings for local emergency management professionals and agency executives. They will also administer emergency exercises and complete after action reports.*

C3 meetings – *will also feature training sessions. Some of those sessions will be presented in partnership with FEMA Region 10 and GSA NW/Arctic Region staff. See Objective #2 below for more information on training programs.*

2. Operate an All-Hazards Emergency Plan using the United States Public Private Partnership (USP3) communication system and other communication methods

Activity:

Oregon FEB staff – *will update the contacts in the USP3 system and test it annually, as required by OPM.*

3. Engage State and local government officials in collaboration with federal agency leaders/specialists to address workforce and workplace emergency preparedness priorities

Activity:

Oregon FEB Committee Members and Staff – *will maintain and build relationships between federal and state/local government leaders and emergency management professionals through communications, training, and liaison with interagency organizations such as the Oregon Emergency Management Association and FEMA's Regional Interagency Steering Committee.*

Objective #2: Host Emergency Exercises and Training

GOALS

1. Host a minimum of one emergency exercise, which meets Homeland Security Exercise and Evaluation Program criteria - at least one is required to be a tabletop

Activities:

Partner with FEMA Region 10 – *to design and conduct an annual functional exercise in March-April 2012 and tabletop in September 2012. After action reports will be distributed to all Oregon FEB member agencies and participating partner organizations.*

2. Provide emergency management training, educational programs, and technical assistance to Oregon FEB members as requested by OPM, FEMA and C3 members

Activities:

The Management Analyst and FEB members – will develop educational and training opportunities in response to local emergency management needs based on the C3 Work Plan.

As directed by FEMA or OPM – regional or national emergency preparedness training opportunities will be made available to local C3 members and federal leaders.

Objective #3: Communicate Emergency Information

GOALS

1. Share emergency information routinely through the USP3 communication system, the FEB website, the Oregon FEB newsletter and email

Activities:

The Management Analyst – will maintain connections with a variety of emergency preparedness information resources, and filter information which is relevant and potentially valuable to the emergency management or local federal leadership audience. Oregon FEB staff and committee members will also continue to encourage local agencies to share best practices for distribution to the federal community at large.

2. Serve as the backup FEB in case of emergency to the New Mexico FEB (primary) and Oklahoma FEB (secondary) as outlined in FEB Network agreement with OPM

Activity:

FEB Staff and Member Agencies – will annually test the USP3 communications system with our members and back-up FEB.

Human Capital Readiness

Objective #1: Host Human Capital Forums and Training

GOALS

1. Sponsor two 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

Activities and Events:

The Oregon FEB Swearing In Ceremony - will be held on December 8, 2011 for FY12 Officers.

An Executive Forum – will be held in May during Public Service Recognition Week. The event will also highlight the results of the Oregon FEB Career Development Strategies program.

2. Sponsor two Education or Training Programs based on local needs: recommended forums include Leadership Development, Management Training, Skill Development, Pre-Retirement & Financial Planning

Activities and Events:

Retirement and Estate Planning Seminars – will be scheduled in the following months: November, December, February, March, May and July.

A Career Advancement Strategies Seminar – will be conducted in December/January.

A Performance and Conduct Workshop – will be scheduled in April.

Objective #2: Support Local Agency Human Capital Initiatives

GOALS

1. Respond to member agency requests for recruitment, retention, and outplacement assistance; support related OPM and administration initiatives

Activities and Events:

Oregon FEB Communication tools – will be used to promote member agency recruitments.

Oregon FEB Shared Neutrals – mediators will assist agencies with workplace disputes.

Oregon FEB Staff and Members – will support central agencies (OPM, GSA, FOH, etc.) if requested and as approved by the Chair/Policy Committee.

2. Host two Public Service Outreach Events - may include supporting agencies or academic institutions with job fairs, career planning sessions or other learning opportunities

Activities and Events:

Career Planning Sessions – will be presented by Oregon FEB member agency executives and staff. Classroom and web-based learning opportunities will be developed starting in December. Programs will also be shared with the FEB Network.

Objective #3: Promote and Manage Alternative Dispute Regulation Programs

GOAL

1. Monitor and support the Oregon FEB's Shared Neutrals Program - Alternative Dispute Resolution

Activities and Events:

The Shared Neutrals Program "Board" – will meet bi-monthly to review program services and member agency requests.

The Shared Neutrals Program Coordinator – will prepare an addendum to the Oregon FEB FY12 Annual Report to OPM in September 2012.

OREGON FEB CONTACT INFORMATION

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