



# Federal Executive Board

## Strategic and Operational Plan 2008-2012

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



FEDERAL EXECUTIVE BOARDS  
Strategic and Operational Plan  
FY2008-2012

INTRODUCTION

The first 10 Federal Executive Boards (FEB) were established by Presidential Directive in 1961 to "increase the effectiveness and economy of Federal agencies." Currently, 28 FEBs are located nationwide in areas with a significant Federal population. The Boards are comprised of local, senior-level Federal agency officials.

Today, the Boards are more relevant than at any other time in history. In continuing times of personnel reductions, budget cutbacks and reorganization, interagency collaboration is critical to achieving results. As the local Federal ambassador, the FEB identifies opportunities for partnerships with intergovernmental and community organizations. Interagency collaboration is no longer just a wise choice; it is the platform for meeting agency mission goals.

The FEBs are models for partnership-based government. The Boards serve as a vital link to intergovernmental coordination identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for and respond to local and national emergencies. While promoting issues related to Administration initiatives, they provide targeted training programs, employee development, shared resources, and local community outreach and participation. The Board's role as a conduit of information and a meeting point for a variety of agencies--each with a different mission--is critical to a more effective government. FEBs promote awareness of the Federal Government's involvement in, and contribution to, communities across the country.

The U.S. Office of Personnel Management is responsible for the organization and functions of FEBs (5 CFR Part 960).

VISION

Creating partnerships for intergovernmental collaboration.

MISSION STATEMENT

To create value to the public by fostering communication, coordination and collaboration with Federal, state, and local government agencies.

## GUIDING PRINCIPLES

1. Respond to local needs and national priorities
2. Leverage resources
3. Balance priorities
4. Account for outcomes
5. Promote the FEB network

## STRATEGIC OBJECTIVES

The Federal Executive Boards will –

1. Deliver services under two Lines of Business:
  - Emergency Preparedness, Security and Employee Safety
  - Human Capital Readiness
2. Advance local and national initiatives through intergovernmental partnerships
  - Building the capacity of the Federal Executive Board
  - Combined Federal Campaign or other community outreach

## **OPERATIONAL GOALS**

### Line of Business #1:

#### *Emergency Preparedness, Security and Employee Safety*

The Federal Government is the Nation's largest employer (and the first or second largest in many metropolitan areas.) In times of emergency, we have a responsibility to collaborate in our communities. To that end, Federal Executive Boards play a vital role. This Line of Business produces interagency communication, shared resources and workforce education. The goal is to create effective collaboration on emergency response and readiness, and to educate our Federal workforce on health and safety issues in emergency situations.

### National FEB Emergency Preparedness Council

The FEB Emergency Preparedness Council identifies, evaluates and distributes relevant information pertaining to this line of business for use by all FEBs. The Council supports Federal agencies throughout the country by sharing the resources, lessons learned and best practices of individual FEBs amongst the FEB Network. The Council also serves as a liaison with the US Office of Personnel Management, FEMA, and other principals and acts in an advisory capacity in the areas of FEB involvement in emergency readiness and response. The Council is comprised of five FEB Executive Directors, selected by OPM, and serve a three-year term.

### The FEB Emergency Preparedness Council will:

1. Facilitate network implementation of USP3 communications system by pairing experienced mentors with FEBs new to the system
2. Develop and share a Charter template for FEB Emergency Planning Committees
3. Establish network-wide committee-naming standards
4. Develop a FEB backup system at the regional and cross-network levels, and provide standardized requirements for information-sharing
5. Identify national organizations with which every FEB should liaise
6. Explore establishing a requirement for Executive Directors to obtain standard level security clearances
7. Explore need for Executive Director participation in upper level (300-400) Incident Command System training
8. Explore a potential role for FEBs in partnering with Federal Executive Associations for emergency preparedness role

Line of Business #1:

*Emergency Preparedness, Security and Employee Safety (cont'd)*

Each FEB will:

- 1a. Operate an Emergency Planning Intergovernmental Working Group
- 1b. Liaise with GSA and FEMA regional principals
- 2a. Operate an All Hazards Emergency Plan to include:
  - A protocol for emergency actions
  - Maintaining a 24/7 database of contacts for agencies and update at least once annually
  - Maintaining a 24/7 communications system via USP3 and test at least once annually
- 2b. Create FEB backup mechanism including designation of regional backups
3. Host a minimum of one interagency tabletop exercise and one educational/training program annually
4. Collect and share information to/from Headquarters establishments within identified timeframes
5. Provide emergency management training, educational programs and technical assistance to members as requested
6. Engage state and local government officials on workforce planning issues for emergency preparedness

Line of Business #2:

*Human Capital Readiness*

This Line of Business facilitates interagency communication, shared resources and workforce education. The goal is to provide accurate, timely and useful information throughout the FEB network.

National FEB Human Capital Council

The FEB Human Capital Council identifies, evaluates and distributes information on recommended human capital programs for use by all FEBs. The Council supports Federal agencies throughout the country by sharing the resources of individual Boards amongst the FEB network. Resources will be shared through FEB websites, monthly reports, and national meetings of FEB representatives. The Council is comprised of five FEB Executive Directors, selected by OPM, and serve a three-year term.

The FEB Human Capital Council will:

1. Identify “Shared Human Capital Products and Services” via annual survey of all FEBs and share results
2. Develop and share an assessment tool to evaluate stakeholder need for an ADR program
3. Develop and distribute a cost-avoidance template
4. Recalculate ADR cost-avoidance formula
5. Develop and distribute a participant survey template for recruitment and retention programs

Each FEB will:

1. Sponsor 2 Human Capital Best Practice Forums annually  
*Recommended forums:*  
Employee Recognition Initiatives  
Performance Management Practices  
Leadership Development Models  
Succession Planning Strategies  
Successful Employee Recruitment Strategies  
Equal Employment Opportunity/Diversity

2. Sponsor 2 Education/Training Programs based on local needs annually  
*Recommended forums:*  
Leadership Development  
Management Training  
Skill Development  
Pre-Retirement Planning  
Financial Planning
3. Monitor Alternative Dispute Resolution (ADR) Programs and complete an assessment to determine relative value of ADR services to member agencies annually
4. Respond to member agency requests for recruitment and retention assistance and offer 2 Public Service Outreach services annually  
*Recommended activities:*  
Coordinate with local agencies and/or academic institutions to sponsor/support Job Fairs, Federal Career Days, Agency Visitations and/or Job Shadowing Experiences;  
Distribute job vacancy announcements to FEB member agencies;  
Ensure individual FEB website links to USAJOBS, USA.GOV and local agency services

### Foundation Function

The FEB foundation function is to advance local and national initiatives through intergovernmental partnerships.

#### Each FEB will:

1. Provide a forum for exchange of information
2. Develop local coordinated approaches to program outcomes
3. Communicate management initiatives

### References

- A. Presidential Directive Establishing FEBs (November 10, 1961)
- B. Rules and Regulations - 5 CFR Part 960
- C. List of FEBs/Geographic Coverage
- D. Emergency Planning Intergovernmental Working Group
- E. FEB Communications Plan

Reference A: Presidential Directive Establishing FEBs (November 10, 1961)

John F. Kennedy  
November 14, 1961

**465** Memorandum on the Need for Greater Coordination of Regional and Field Activities of the Government.

[Released November 14, 1961. Dated 13, 1961]

**Memorandum for Heads of Department and Agencies**

As an integral part of present steps to increase the effectiveness and economy of Federal agencies, I want coordination of government activities outside of Washington significantly strengthened. That is to include improvement of the management and direction of Federal offices throughout the country by the chief departmental officials in Washington, and provision for an interagency working group for closer coordination across department and agency lines in important centers of Federal activity outside of the National Capital area.

More than ninety percent of all Federal employees work outside of the Washington area. Decisions affecting the expenditure of tens of billions of dollars are made in the field. Federal programs have their impact on State and local governments largely through the actions of regional and local representatives of our departments and agencies. Most important, Federal officials outside of Washington provide the principal day-to-day contact of the Government with the citizens of this country and generally constitute the actual point of contact for Federal programs with the economy and other phases of our national life.

In the international assistance programs, previously separate U.S. efforts are being brought together in order to provide a common focus on the needs and problems of individual countries. Here at home we must similarly bring more closely together the many activities of the Federal Government in individual states and communities throughout the nation.

Although each Executive agency and its field organization have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office space uses, procurement activities, public information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs, there are also opportunities for a more closely coordinated approach in many activities, as on economic problems, natural resources development, protection of equal rights, and urban development efforts.

As a first step in bringing Federal officials outside of Washington closer together, I have directed the Chairman of the Civil Service Commission to arrange for the establishment of a Board of Federal Executives in each of the Commission's administrative regions. Where associations of Federal regional officials exist in other regional centers they will be continued. Each Executive department and agency is directed to arrange for personal participation by the heads of its field offices and installations in the work of these Federal Executive Boards. These activities are not to require additional personnel but provide means for closer coordination of Federal activities at the regional level.



The cooperative activities of Federal Executive Boards must be undertaken primarily through the initiative of the head of our field activities. The Chairman of the Civil Service Commission and the Director of the Bureau of the Budget will furnish the Boards from time to time with guides on official goals and objectives in the management field and will arrange for periodic briefings by national executives of the government. Each of the Boards will consider management matters and interdepartmental cooperation and establish liaison with State and local government officials in their regions. A clearinghouse will be provided in the office of the Chairman of the Civil Service Commission on problems and recommendations submitted by the regional Boards.

Following a reasonable period for evaluation on these initial steps, recommendations are to be prepared by the Chairman of the Civil Service Commission and the Director of the Bureau of the Budget for continuing improvement of the management and coordination of Federal activities.

Within each department, I want the chief officers of each agency, particularly the chief operating officials for administrative matters, to make critical appraisal of pending field management procedures with the principal regional officers of that agency. The Director of the Bureau of the Budget shall provide guidance to department and agency heads on their internal appraisals of field management. Over all, new emphasis shall be placed on management skills in support of improved economy, efficiency, and the substantive effectiveness of the Executive Branch of the Government.

***JOHN F. KENNEDY***

Reference B: Rules and Regulations - 5 CFR Part 960

[Code of Federal Regulations]

[Title 5, Volume 2]

[Revised as of January 1, 2007]

From the U.S. Government Printing Office via GPO Access

[CITE: 5CFR960.101]

Effective Date: September 28, 1984

TITLE 5--ADMINISTRATIVE PERSONNEL

CHAPTER I--OFFICE OF PERSONNEL MANAGEMENT (CONTINUED)

PART 960 FEDERAL EXECUTIVE BOARDS--Table of Contents

Sec. 960.101 Definitions.

For purposes of this part:

- (a) The term Director means the Director of the United States Office of Personnel Management.
- (b) The term Executive agency means a department, agency, or independent establishment in the Executive Branch.
- (c) The term metropolitan area means a geographic zone surrounding a major city, as defined and delimited from time to time by the Director.
- (d) The term principal area officer means, with respect to an Executive agency, the senior official of the Executive agency who is located in a metropolitan area and who has no superior official within that metropolitan area other than in the Regional Office of the Executive agency. Where an Executive agency maintains facilities of more than one bureau or other subdivision within the metropolitan area, and where the heads of those facilities are in separate chains of command within the Executive agency, then the Executive agency may have more than one principal area officer.
- (e) The term principal regional officer means, with respect to an Executive agency, the senior official in a Regional Office of the Executive agency.
- (f) The term special representative means, with respect to an Executive agency, an official who is not subject to the supervision of a principal regional officer or a principal area officer and who is specifically designated by the head of the Executive agency to serve as the personal representative of the head of the Executive agency.

Sec. 960.102 Authority and status.

Federal Executive Boards are established by direction of the President in order to strengthen the management and administration of Executive Branch activities in selected centers of field operations. Federal Executive Boards are organized and function under the authority of the Director.

Sec. 960.103 Location.\*

Federal Executive Boards have been established and shall continue in the following metropolitan areas: Albuquerque-Santa Fe, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland,

Dallas-Fort Worth, Denver, Detroit, Honolulu, Houston, Kansas City, Los Angeles, Miami, Minneapolis-St. Paul, New Orleans, New York, Newark, Philadelphia, Pittsburgh, Portland, St. Louis, San Francisco, and Seattle. The Director may, from time to time, dissolve, merge, or divide any of the foregoing Federal Executive Boards, or establish new Federal Executive Boards, as he may deem necessary, proper or convenient.

Sec. 960.104 Membership.

(a) Presidential Directive. The President has directed the heads of agencies to arrange for the leading officials of their respective agencies' field activities to participate personally in the work of Federal Executive Boards.

(b) Members. The head of every Executive agency shall designate, by title of office, the principal regional officer, if any, and the principal area officer or officers, if any, who shall represent the agency on each Federal Executive Board; and by name and title of office, the special representative, if any, who shall represent the head of the agency on each Federal Executive Board. Such designations shall be made in writing and transmitted to the Director, and may be transmitted through the Chairmen of the Federal Executive Boards. Designations may be amended at any time by the head of the Executive agency.

(c) Alternate Members. Each member of a Federal Executive Board may designate an alternate member, who shall attend meetings and otherwise serve in the absence of the member. An alternate member shall be the deputy or principal assistant to the member or another senior official of the member's organization.

Sec. 960.105 Officers and organization.

(a) By-Laws. A Federal Executive Board shall adopt by-laws or other rules for its internal governance, subject to the approval of the Director. Such by-laws and other rules may reflect the particular needs, resources, and customs of each Federal Executive Board, provided that they are not inconsistent with the provisions of this part or with the directives of the President or the Director. To the extent that such by-laws and other rules conflict with these provisions or the directives of the President or the Director, such by-laws and other rules shall be null and void.

(b) Chairman. Each Federal Executive Board shall have a Chairman, who shall be elected by the members from among their number, and who shall serve for a term of office not to exceed one year.

(c) Staff. As they deem necessary and proper, members shall, from time to time, designate personnel from their respective organizations to serve as the staff, or otherwise to participate in the activities, of the Federal Executive Board. Other personnel may be engaged, by appointment, contract, or otherwise, only with the approval of the Director.

(d) Unless otherwise expressly provided by law, by directive of the President or the Director, or by the by-laws of the Federal Executive Board, every committee, subcommittee council, and other sub-unit of the Federal Executive Board, and every affiliation of the Federal Executive Board with external organizations, shall expire upon expiration of the term of office of the Chairman. Such a committee, subcommittee, council, other sub-unit, or affiliation may be reestablished or renewed by affirmative action of the Federal Executive Board.

(e) Board Actions. Actions of a Federal Executive Board shall be taken only with the approval of a majority of the members thereof. This authority may not be delegated. All activities of a Federal Executive Board shall conform to applicable laws and shall reflect prudent uses of official time and funds.

Sec. 960.106 OPM leadership.

(a) Role of the Director. The Director is responsible to the President for the organizational and programmatic activities of the Federal Executive Boards. The Director shall direct and oversee the operations of Federal Executive Boards consistent with law and with the directives of the President. He may, from time to time, consult with, and require the advice of, the Chairman, members, and staff of the Federal Executive Boards.

(b) Role of the Director's Regional Representatives. The Chairman of each Federal Executive Board shall report to the Director through the Director's Regional Representative, an official of the Office of Personnel Management. The Director's Regional Representatives shall oversee the activities of, and periodically visit and meet with, the Federal Executive Boards.

(c) Communications. The Office of Personnel Management shall maintain channels of communication from the Director through the Director's Regional Representatives to the Chairmen of the Federal Executive Boards, and between and among the Federal Executive Boards through the Director and the Director's Regional Representatives. Any Executive agency may use these channels to communicate with the Director and with the Federal Executive Boards. Chairmen of Federal Executive Boards may communicate with the Director on recommendations for action at the national level, on significant management problems that cannot be addressed at the local level, and on other matters of interest to the Executive Branch.

(d) Reports. Each Federal Executive Board shall transmit to the Director, over the signature of its Chairman, an annual work plan and an annual report to the Director on the significant programs and activities of the Federal Executive Board in each fiscal year. Each work plan shall set forth the proposed general agenda for the succeeding fiscal year. The work plan shall be subject to the approval of the Director. Each annual report shall describe and evaluate the preceding fiscal year's activities. The work plan for Fiscal Year 1985 shall be submitted on or before July 1, 1984, and the annual report for Fiscal Year 1984 shall be submitted on or before January 1, 1985. Subsequent annual reports shall be submitted on or before January 1 and subsequent annual work plans shall be submitted on or before July 1 in every year thereafter. In addition, members of Federal Executive Boards shall keep the headquarters of their respective Executive agencies informed of their activities by timely reports through appropriate agency channels.

(e) Conferences. The Director may, from time to time, convene regional and national conferences of Chairmen and other representatives of Federal Executive Boards.

Sec. 960.107 Authorized activities.

(a) Each Federal Executive Board shall serve as an instrument of outreach for the national headquarters of the Executive Branch to Executive Branch activities in the metropolitan area. Each Federal Executive Board shall consider common management and program problems and develop cooperative arrangements that will promote the general objectives of the Government and of the several Executive agencies in the metropolitan area. Efforts of members, alternates, and staff in those areas shall be made with the guidance and approval of the Director; within the range of the delegated authority and discretion they hold; within the resources available; and consistent with the missions of the Executive agencies involved.

(b) Each Federal Executive Board shall: (1) Provide a forum for the exchange of information between Washington and the field and among field elements in the metropolitan area about programs and management methods and problems; (2) develop local coordinated approaches to the development and operation of programs that have common characteristics; (3) communicate management initiatives and other concerns from Washington to the field to

achieve better mutual understanding and support; and (4) refer problems that cannot be solved locally to the national level.

(c) Subject to the guidance of the Director, the Federal Executive Boards shall be responsible for:

- (1) Presidential initiatives on management reforms; personnel initiatives of the Office of Personnel Management; programs led by the Office of Management and Budget, such as Reform '88 and the President's Council on Integrity and Efficiency; and facilities planning led by the General Services Administration;
- (2) The local Combined Federal Campaign, under the direction of the Director;
- (3) The sharing of technical knowledge and resources in finance, internal auditing, personnel management, automated data processing applications, interagency use of computer installations, and similar commonly beneficial activities;
- (4) The pooling of resources to provide, as efficiently as possible, and at the least possible cost to the taxpayers, common services such as employee first-aid, cardiopulmonary resuscitation ("CPR"), CPR training, preventative health programs, assistance to the aging, blood donor programs, and savings bond drives;
- (5) Encouragement of employee initiative and better performance through special recognition and other incentive programs, and provision of assistance in the implementation and upgrading of performance management systems;
- (6) Emergency operations, such as under hazardous weather conditions; responding to blood donation needs; and communicating related leave policies;
- (7) Recognition of the service of American Veterans and dissemination of information relating to programs and benefits available for veterans in the Federal service; and
- (8) Such other programs, projects, and operations as may be set forth in the annual work plan approved by the Director.

(d) The Office of Personnel Management shall advise Federal Executive Boards on activities in the areas of performance appraisal and incentives, interagency training programs, the educational development of Government employees, improvement of labor-management relations, equal employment opportunity, the Federal Women's Program, the Federal Equal Opportunity Recruitment Program, the Hispanic Employment Program, the Veterans Employment Program, and selective placement programs for handicapped individuals.


(e) The Director may, from time to time, direct one or more of the Federal Executive Boards to address such specific programs or undertake such cooperative activities as he may deem necessary or proper.

#### Sec. 960.108 Additional rules and directives.

The Director may, from time to time, issue further rules and guidance for, and directives to, the Federal Executive Boards.

\*Boards have been established in San Antonio, Texas, and Oklahoma City, Oklahoma. The Albuquerque-Santa Fe, Portland, Oklahoma City, and Minneapolis Federal Executive Boards have are now state-wide Federal Executive Boards; New Mexico, Oregon, Oklahoma and Minnesota.

Reference C: List of FEBs/Geographic Coverage

	<p align="center"><b>Federal Executive Board Locations and Geographic Coverage</b></p>
<p><b>Federal Executive Board Location</b></p>	<p><b>Counties Served</b></p>
<p><b>Albuquerque-Santa Fe, NM</b></p>	<p><i>Entire State</i></p>
<p><b>Atlanta, GA</b></p>	<p><i>Bartow, Banks, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, Dawson, DeKalb, Douglas, Fannin, Fayette, Floyd, Forsyth, Fulton, Gilmer, Gwinnett, Habersham, Hall, Haralson, Heard, Henry, Jasper, Lamar, Lumpkin, Meriwether, Newton, Paulding, Pickens, Pike, Polk, Rabun, Rockdale, Spaulding, Stephens, Towns, Troup, Union, Upson, Walton, and White</i></p>
<p><b>Baltimore, MD</b></p>	<p><i>Anne Arundel, Baltimore, Carroll, Cecil, Frederick, Harford, Howard, and Queen Anne's</i></p>
<p><b>Boston, MA</b></p>	<p><i>Suffolk, Middlesex, Bristol, Essex, Norfolk and Plymouth</i></p>
<p><b>Buffalo, NY</b></p>	<p><i>Erie, Niagara, Cattaraugus, Chautauqua, Genesee</i></p>
<p><b>Chicago, IL</b></p>	<p><i>Illinois counties: Cook, Lake, DuPage, Will, McHenry, Grundy, DeKalb, Kendall and Kane</i> <i>Indiana counties: Lake and Porter</i></p>
<p><b>Cincinnati, OH</b></p>	<p><i>Ohio counties: Hamilton, Clermont, Butler and Warren</i> <i>Kentucky counties: Boone, Campbell and Kenton</i> <i>Indiana counties: Dearborn, Ohio, Ripley and Jefferson</i></p>
<p><b>Cleveland, OH</b></p>	<p><i>Ashtabula, Carroll, Columbiana, Cuyahoga, Geauga, Harrison, Holmes, Lake, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull, Tuscarawas and Wayne</i></p>
<p><b>Dallas-Fort Worth, TX</b></p>	<p><i>Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Sumervell, Tarrant and Wise</i></p>

<b>Denver, CO</b>	<i>Denver, Arapahoe, Adams, Boulder, Broomfield, Douglas, Jefferson, Larimer</i>
<b>Detroit, MI</b>	<i>Wayne, Oakland, Macomb, Livingston, Washtenaw, Monroe, and Lapeer</i>
<b>Honolulu, HI</b>	<i>Entire State (includes all islands); Guam (civilian agencies only)</i>
<b>Houston, TX</b>	<i>Harris, Montgomery, Ft. Bend, Galveston, Grimes, Brazoria, Chambers, Liberty, Walker, Washington, Austin, Wharton, Matagorda, Jefferson, Waller, Polk, Tyler, Newton, Jasper, Hardin, Orange, and San Jacinto</i>
<b>Kansas City, MO</b>	<i><b>Kansas</b> counties: Johnson, Wyandotte and Leavenworth <b>Missouri</b> counties: Cass, Clay, Platte, Ray, and Jackson</i>
<b>Los Angeles, CA</b>	<i>Los Angeles, Santa Barbara, Ventura, San Bernardino, Orange, and Riverside</i>
<b>Miami, FL</b>	<i>Monroe, Miami-Dade, Broward, and the city of West Palm Beach</i>
<b>New Orleans, LA</b>	<i>Parishes of Orleans, St. Bernard, Plaquemines, Jefferson, St. Tammany, Tangipahoa, Washington, St. John, and St. Charles</i>
<b>Newark, NJ</b>	<i>Northern NJ which includes: Monmouth, Middlesex, Somerset, Hunterdon, Union, Essex, Hudson, Warren, Morris, Bergen, Passaic and Sussex</i>
<b>New York City, NY</b>	<i>New York County-Manhattan; Bronx County – Bronx; Kings County-Brooklyn; and Richmond County-Staten Island</i>
<b>Oklahoma City, OK</b>	<i>Entire State</i>
<b>Philadelphia, PA</b>	<i><b>Pennsylvania</b> counties: Philadelphia, Montgomery, Bucks, Chester, and Delaware <b>New Jersey</b> counties: Camden, Burlington, and Gloucester</i>

<b>Pittsburgh, PA</b>	<p><i><b>Pennsylvania</b> counties: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Lawrence, Washington, and Westmoreland</i></p> <p><i><b>West Virginia</b> counties: Brooke, Gilmer, Hancock, Harrison, Lewis, Marion, Marshall, Monongalia, Ohio, Pleasants, Preston, Taylor, Tyler, and Wetzel</i></p>
<b>Portland, OR</b>	<p><i>Entire State</i></p> <p><i><b>Washington</b> counties: Pacific, Wahkiakum, Lewis, Cowlitz, Clark, Skamania, Klickitat, Yakima, Benton, Franklin, Walla Walla, and Columbia</i></p>
<b>St. Louis, MO</b>	<p><i><b>Missouri</b> counties: Putnam, Schuyler, Scotland, Sullivan, Adair, Knox, Lewis, Linn, Macon, Shelby, Marion, Randolph, Monroe, Ralls, Pike, Audrain, Howard, Cooper, Boone, Callaway, Montgomery, Lincoln, Morgan, Moniteau, Cole, Osage, Gasconade, Warren, St. Charles, Franklin, St. Louis, Jefferson, Washington, Crawford, Maries, Miller, Pulaski, Phelps, Dent, Iron, St. Francois, St. Genevieve, Perry, Madison, Wayne, Bollinger, Cape Girardeau, and Butler</i></p> <p><i><b>Illinois</b> counties: Adams, Schuyler, Brown, Cass, Morgan, Macoupin, Christian, Moultrie, Douglas, Champaign, Edgar, Coles, Shelby, Montgomery, Scott, Pike, Calhoun, Greene, Jersey, Fayette, Effingham, Jasper, Crawford, Lawrence, Richland, Clay, Marion, Bond, Madison, St. Clair, Clinton, Washington, Jefferson, Wayne, Edwards, Wabash, White, Hamilton, Franklin, Perry, Monroe, Randolph, Jackson, Williamson, Saline, Gallatin, Hardin, Pope, Johnson, Union, Massac, Pulaski, and Alexander</i></p>
<b>San Antonio, TX</b>	<p><i>Bexar, Travis, Bastrop, Comal, Kendall, Nueces, Live Oak, Val Verde, and Hidalgo</i></p>
<b>San Francisco, CA</b>	<p><i>Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma</i></p>
<b>Seattle, WA</b>	<p><i>King, Snohomish, Island, Pierce, and Kitsap</i></p>
<b>Twin Cities, MN</b>	<p><i><b>Minnesota</b> - entire State</i></p> <p><i><b>Wisconsin</b> – Douglas, Bayfield, Ashland, Chippewa, Eau Claire, Burnett, St. Croix, Sawyer, Polk, Pierce, and Washburn</i></p> <p><i><b>North Dakota</b> – Cass, Grand Forks, Pembina</i></p>





## **Emergency Planning Intergovernmental Working Group**

### **PURPOSE**

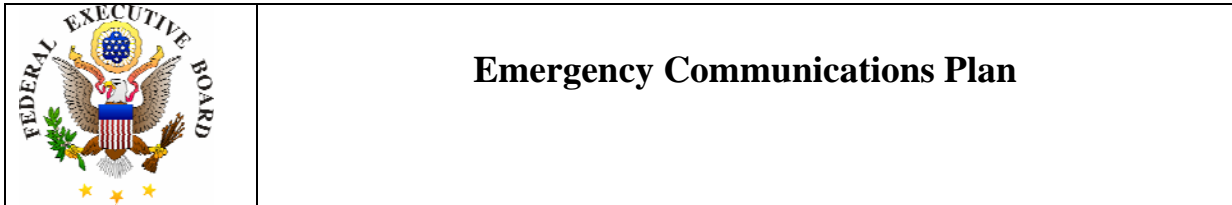
The Federal Executive Board (FEB) Emergency Planning Intergovernmental Working Group is a standing entity established to promote the development of COOP plans and enhance overall emergency preparedness for a wide range of potential emergencies as mandated in Federal Continuity Directive 1, dated February 5, 2008. The Working Group's activities will be coordinated with and through the Federal Executive Board.

### **1. PARTICIPANTS**

The Working Group is comprised of various Federal, state, and local government agency representatives due to their areas of expertise, knowledge, mission and other value added from their participation. The Working Group will be facilitated by a "Lead Agency", FEB Executive Director, FEMA representative or Principal Federal Official.

### **2. OBJECTIVES**

- a. Provide forums that enhance the viability of executive branch COOP capabilities and plans through coordinated planning and exchange of information and management techniques on timely issues and topics such as pandemic flu, COOP training, shelter in place , and telework.
- b. Sponsor and support interagency inter-operability, training and exercises designed to strengthen and test agency COOP plans and capabilities.
- c. Encourage interagency and intergovernmental assistance in the planning for and conduct of COOP.
- d. Encourage coordination and communication between programs such as those detailed in Federal Continuity Directive 1.
- e. Meetings will be conducted in an unclassified environment, as determined by the group. When necessary, classified discussion and topics will be taken up in the appropriate interagency forum.



### **PURPOSE**

The Federal Executive Board (FEB) Emergency Communications Plan describes the procedures and mechanisms used to notify member agencies during an emergency occurrence.

### **3. PARTICIPANTS**

Typically, the FEB Emergency Planning Intergovernmental Working Group (comprised of various Federal, state, and local government agency representatives -- facilitated by a "Lead Agency", FEB Executive Director, Federal Emergency Management Agency representative or Principal Federal Official) crafts the Plan that is approved for use by the FEB Full Board membership.

### **4. OBJECTIVES**

- a. By FY 2009, all FEBs will facilitate the establishment of a 24/7 database of contact information (phone numbers, emails, and/or home phones – depending on the notification system used) on representatives from the local Federal agencies. NOTE: Some agencies may have a 24-hour command post or a central office that specifically manages crisis events while smaller agencies may designate the agency head him/herself to be the contact person. Also, some agencies may refuse to give contact information – the FEBs' obligation is to "request" the information and "offer" the opportunity for emergency notifications.
- b. Utilize a notification system that can contact each agency emergency manager/representative in an expeditious manner (i.e., United States Public and Private Partnership Emergency Communications System (USP3)). NOTE: All FEBs will migrate to USP3 by October 1, 2008. The USP3 system, hosted by the Department of Justice/Federal Bureau of Investigation, is a national collaboration among various local, state, Federal, and private sector partners providing a common network and repository for member to share information and 24/7 emergency notifications. The systems allows for rapid notification of an emergency or threat to all members at the rate of thousands of messages per minutes using voice, text, and email channels simultaneously. In addition, a large

agency may take the lead to make notifications with coordination protocols predetermined as to who, when, how, and why calls are made. Regardless of who initiates the notification, there should be back ups in place should designated persons be unable to respond. The FEB will, at the very least, be the facilitator to bring the parties together to craft the plan and the office responsible for marketing the plan to using agencies.

- c. At least annually, test the notification system to ensure that contacts are up to date and the system is functioning properly. This could be done in collaboration with an annual Continuity of Operations Planning (COOP) Exercise or any local emergency exercise that engages the Federal community.
- d. When possible, FEBs should coordinate their communications plan with local and state government so that when the city or the state needs Federal resources they have a predetermined protocol to follow for expeditiously contacting the Federal community.
- e. By FY 2009, FEBs will have the ability to export their plan to their back-up FEB so redundant systems can be employed should one of the FEB communities be unable to respond to a given emergency.