



Department of Defense INSTRUCTION

NUMBER 5030.54

March 6, 2006

Certified Current, March 6, 2011

DA&M

SUBJECT: Federal Executive Boards

- References:
- (a) DoD Directive 5030.54, "Federal Executive Boards," August 8, 1973 (hereby canceled)
 - (b) ~~Acting Deputy Secretary of Defense memorandum, "DoD Directives Review—Phase II," July 13, 2005 DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008~~
 - (c) Presidential Directive 465, "Memorandum on the Need for Greater Coordination of Regional and Field Activities of the Government," November 14, 1961¹
 - (d) ~~DoD Directive 5105.53, "Director of Administration and Management (DA&M)," November 23, 1998~~

1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) as a DoD Instruction ~~according to the guidance in accordance with the authority~~ in Reference (b).
- 1.2. Updates and implements policy and assigns responsibilities for DoD participation in Federal Executive Board (FEB) activities consistent with References (c) and ~~(d)~~.

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the *Office of the* Chairman of the Joint Chiefs of Staff *and the Joint Staff*, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

¹ This document is available at www.feb.gov/html/kenn1961.htm

3. DEFINITION

Federal Executive Boards. Interagency organizations located in selected cities, in which Federal executives facilitate their cooperative efforts to benefit the Federal Government and the community they serve. The Boards focus on coordinating Government policy on matters affecting their local Federal community, providing leadership in the sharing of services between agencies, sponsoring joint training, and participating as a unified Federal force in local civic affairs.

4. POLICY

4.1. It is DoD policy, in support of the Federal Executive Boards program, to facilitate and improve the effectiveness of Government-wide policy implementation, service to the community, and the quality of the Federal Service through activities which include:

4.1.1. Presidential initiatives on improving homeland security and management of government agencies.

4.1.2. The sharing of technical knowledge and resources in procurement, personnel management, information technology, and similar commonly beneficial activities.

4.1.3. Implementation of the local Combined Federal Campaign.

4.1.4. The pooling of resources to provide, as efficiently as possible, and at the least possible cost to the taxpayers, common services such as training courses and mediation services.

4.1.5. Encouragement of employee initiative and better performance through special recognition and other incentive programs.

4.1.6. Emergency communications and continuity of operations under natural or man-made events, such as coordination of pay and leave policies.

4.1.7. Recognition of the service of American veterans and dissemination of information relating to programs and benefits available for veterans in the Federal Service.

4.2. FEB member designation procedures are outlined in Section 6.

5. RESPONSIBILITIES

5.1. The Director of Administration and Management, Office of the Secretary of Defense, shall serve as the DoD representative and provide overall DoD coordination of FEB matters with the Office of Personnel Management, *consistent in accordance* with Reference (~~eb~~).

5.2. The Secretaries of the Military Departments and the Directors of the Defense Agencies and the DoD Field Activities, as applicable, shall:

5.2.1. Assign a point of contact to serve as the DoD Component's National Capital Region representative for FEB activities.

5.2.2. Ensure DoD Component executives located in areas or cities served by FEBs will serve on the FEB and provide maximum support to accomplish program objectives.

5.2.3. Provide staff personnel and financial support for DoD participation, as required.

5.2.4. Give recognition to DoD executives in the field for demonstrating superior accomplishments or outstanding FEB performance. Letters of commendation and awards resulting from participation in the FEB program should be included in the official personnel file of the individual concerned.

5.2.5. Ensure arrangements are made that allow officials of the DoD Components visiting cities where FEBs are located to attend an FEB meeting, if possible.

6. PROCEDURES

6.1. FEB members are designated by the Heads of their respective Agency and are the highest Federal Government officials located in the metropolitan area served by the respective FEB. These officials constitute the official membership of the respective FEBs. New incumbents of these positions automatically become Board members. Membership is limited to this level to ensure adequate authority and to emphasize top management's responsibility for Board effectiveness.

6.2. Each Board member will designate an alternate to participate in Board activities when the Principal is unable to attend. The alternate should be the Principal Deputy of the Board member, or another duly empowered official.

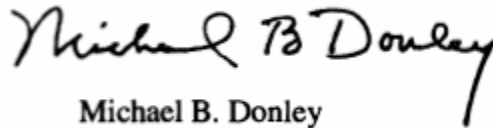
6.3. Elected officers are the Chairman, Vice Chairman, and members of a policy committee. The Chairman appoints standing and ad hoc committees to accomplish the work of the Board.

6.4. Administrative and clerical assistance will be provided by member Agencies as the situation warrants.

7. RELEASABILITY. UNLIMITED. *This Directive is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.*

78. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink that reads "Michael B Donley". The signature is written in a cursive style with a large, stylized 'M' and 'D'.

Michael B. Donley
Director of Administration and Management